| **№** | **Process step** | **Frequency**  | **Type of document/Form (Form ID)** | **e-mail address**  | **Submition dedline**  |
| --- | --- | --- | --- | --- | --- |
|  | Report on organic production  | Once a year  | [ANN-F-BL-069](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a2133c441227400586e3b760ab82365b.xls?dn=ANN-F-BL-069%20%D0%9E%D1%82%D1%87%D0%B5%D1%82%20%D0%BE%D1%80%D0%B3%D0%B0%D0%BD%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%BE%D0%B3%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B8%D0%B7%D0%B2%D0%BE) "Report on organic production"[ANN-F-BL-069.5](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_c0543914ca9d4ca7853483d5ac78df27.xlsx?dn=ANN-F-BL-069.5%20%D1%82%D0%BE%D1%80%D0%B3%D0%BE%D0%B2%D0%BB%D1%8F%20%D0%BE%D1%82%D1%87%D1%91%D1%82.xlsx) ["](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a2133c441227400586e3b760ab82365b.xls?dn=ANN-F-BL-069%20%D0%9E%D1%82%D1%87%D0%B5%D1%82%20%D0%BE%D1%80%D0%B3%D0%B0%D0%BD%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%BE%D0%B3%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B8%D0%B7%D0%B2%D0%BE)Report on organic trade["](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a2133c441227400586e3b760ab82365b.xls?dn=ANN-F-BL-069%20%D0%9E%D1%82%D1%87%D0%B5%D1%82%20%D0%BE%D1%80%D0%B3%D0%B0%D0%BD%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%BE%D0%B3%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B8%D0%B7%D0%B2%D0%BE)[ANN-F-BL-069.6](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_97fd4209f39e4f278bf65fc7b2590cdf.xlsx?dn=ANN-F-BL-069.6%20%D0%BF%D0%B5%D1%80%D0%B5%D1%80%D0%B0%D0%B1%D0%BE%D1%82%D0%BA%D0%B0%20%D0%BE%D1%82%D1%87%D1%91%D1%82.xlsx) ["](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a2133c441227400586e3b760ab82365b.xls?dn=ANN-F-BL-069%20%D0%9E%D1%82%D1%87%D0%B5%D1%82%20%D0%BE%D1%80%D0%B3%D0%B0%D0%BD%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%BE%D0%B3%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B8%D0%B7%D0%B2%D0%BE)Report on organic recycling["](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a2133c441227400586e3b760ab82365b.xls?dn=ANN-F-BL-069%20%D0%9E%D1%82%D1%87%D0%B5%D1%82%20%D0%BE%D1%80%D0%B3%D0%B0%D0%BD%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%BE%D0%B3%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B8%D0%B7%D0%B2%D0%BE) | coi@stc.lv | till 15th February annually |
|  | Report on harvest | Annually  | ANN-F-BL-080 “Report on harvest and storage crop” | coi@stc.lv | Before harvesting, inform CO about the start of harvest for each crop or product group. 1. During three days after harvesting winter and early spring crop;

During three days after harvesting late spring crop.1. If the Operator submits an request for application for control/sampling before the harvest report is submitted, containing information about the crop specified in the application, then the **Operator must attach a harvest report that is current on the date of submission of the above application**
 |
|  | Any changes in the activities of the company: Changes in data of a legal entity; Changes to areas, buildings, equipment, risks, production activities – scope extension or reduction etc. | Every time there are changes  | ANN-F-BL-097 | coi@stc.lv | Each time there is a change  |
|  | Label approval | For each lot, packaged product  |  | coi@stc.lv | Before actions with product |
| 1.
 | Crop o*rganic system plan* | At the beginning of the certification for current certification year.Annualy (can be filled only forms where are changes from previous certification cycle) if operator certified by STCEvery time there are changes  | [ANN-F-BL-052.-2.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_557bd363010540cca5088406e171dc3d.doc?dn=ANN-F-BL-052-2.1.2.doc) План органического производство на \_\_\_\_\_\_\_\_\_\_год/ Organic system plan for 20\_\_\_\_\_\_*ANN-F-BL-052-1.1.2 Описание предприятия производство/ Desription of operator**ANN-F-BL-052-1.1.2.1. Описание производственных помещений, складских помещений, хранилищ, навесов, крытых токов/ Description of production facilities, warehouses, storage facilities, sheds, covered currents*[ANN-F-BL-052-2.3.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_235946fb07ee4812b33d45b40158fcdc.doc?dn=ANN-F-BL-052-2.3.doc) Список участков/план севооборота/ Plot list/crop rotation plan (Надо предоставлять каждый год обновлённый/have to provide an updated one every year) ([ANN-F-BL-052-2.3.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_235946fb07ee4812b33d45b40158fcdc.doc?dn=ANN-F-BL-052-2.3.doc)1 for group of members)[ANN-F-BL-052-2.4.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc) Materials and Input to be used[*ANN-F-BL-052-2.4.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc)*1 Propagative materialsto be used*[ANN-F-BL-052-2.5.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a70a5be53515454b8060b7e9bddea973.doc?dn=ANN-F-BL-052-2.5.doc)  Запланированная продукция /Planned products[ANN-F-BL-052-2.5.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2c91750e7ccf43bca2cb4f4592d13fb3.doc?dn=ANN-F-BL-052-2.5.1.doc) *Information about the storage of products/harvest of previous years*ANN-F-BL-070 Precautionary measure plan for crop production[ANN-F-BL-052-2.9.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_84db1c412c3c4c64b92ba708ee138fd9.doc?dn=ANN-F-BL-052-2.9.doc) Description of the separation of organic and non-organic production*ANN-F-BL-092 Information about product balances at the start time of certification (when transferring from another control body and/or if it is necessary to provide product stocks)* | coi@stc.lv | To 20th of March, but no later than before the annual/ basic inspectionEach time there is a change*Forms* [*ANN-F-BL-052-2.3.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_235946fb07ee4812b33d45b40158fcdc.doc?dn=ANN-F-BL-052-2.3.doc)*,* [*ANN-F-BL-052-2.4.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc)*1 with updated information on sowing winter crops to provide no later than three days before sowing* |
| 1.
 | Livestock o*rganic system plan* | At the beginning of the certification for current certification year.Annualy (can be filled only forms where are changes from previous certification cycle) if operator certified by STCEvery time there are changes | [ANN-F-BL-052.-2.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_557bd363010540cca5088406e171dc3d.doc?dn=ANN-F-BL-052-2.1.2.doc) План органического производство на \_\_\_\_\_\_\_\_\_\_год/ Organic system plan for 20\_\_\_\_\_\_*ANN-F-BL-052-1.1.2 Описание предприятия производство/ Desription of operator**ANN-F-BL-052-1.1.2.1. Описание производственных помещений, складских помещений, хранилищ, навесов, крытых токов/ Description of production facilities, warehouses, storage facilities, sheds, covered currents*[ANN-F-BL-052-2.3.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_235946fb07ee4812b33d45b40158fcdc.doc?dn=ANN-F-BL-052-2.3.doc) Список участков/план севооборота/ Plot list/crop rotation plan (Надо предоставлять каждый год обновлённый/have to provide an updated one every year) ([ANN-F-BL-052-2.3.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_235946fb07ee4812b33d45b40158fcdc.doc?dn=ANN-F-BL-052-2.3.doc)1 for group of members)[ANN-F-BL-052-2.4.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc) Materials and Input to be used[*ANN-F-BL-052-2.4.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc)*1 Propagative materialsto be used*[ANN-F-BL-052-2.5.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a70a5be53515454b8060b7e9bddea973.doc?dn=ANN-F-BL-052-2.5.doc)  Запланированная продукция /Planned products[ANN-F-BL-052-2.5.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2c91750e7ccf43bca2cb4f4592d13fb3.doc?dn=ANN-F-BL-052-2.5.1.doc) *Information about the storage of products/harvest of previous years*ANN-F-BL-070 Precautionary measure plan for crop production*ANN-F-BL-052-2.6 Number of farm animals* *ANN-F-BL-052-2.7 Calculation of feed amount**ANN-F-BL-052-2.8 Feed requirement calculation*[ANN-F-BL-052-2.9.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_84db1c412c3c4c64b92ba708ee138fd9.doc?dn=ANN-F-BL-052-2.9.doc) Description of the separation of organic and non-organic production*ANN-F-BL-092 Information about product balances at the start time of certification (when transferring from another control body and/or if it is necessary to provide product stocks)*ANN-F-BL-071 *Precautions plan - livestock* | coi@stc.lv | To 20th of March, but no later than before the annual/ basic inspectionEach time there is a change*Forms* [*ANN-F-BL-052-2.3.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_235946fb07ee4812b33d45b40158fcdc.doc?dn=ANN-F-BL-052-2.3.doc)*,* [*ANN-F-BL-052-2.4.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc)*1 with updated information on sowing winter crops to provide no later than three days before sowing* |
| 1.
 | Beekeeping o*rganic system plan* | At the beginning of the certification for current certification year.Annualy (can be filled only forms where are changes from previous certification cycle) if operator certified by STCEvery time there are changes | [ANN-F-BL-052.-2.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_557bd363010540cca5088406e171dc3d.doc?dn=ANN-F-BL-052-2.1.2.doc" \t "_blank) План органического производство на \_\_\_\_\_\_\_\_\_\_год/ Organic system plan for 20\_\_\_\_\_\_*ANN-F-BL-052-1.1.2 Описание предприятия производство/ Desription of operator**ANN-F-BL-052-1.1.2.1. Описание производственных помещений, складских помещений, хранилищ, навесов, крытых токов/ Description of production facilities, warehouses, storage facilities, sheds, covered currents*[ANN-F-BL-052-2.4.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc) Materials and Input to be used[*ANN-F-BL-052-2.4.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc)*1 Propagative materialsto be used*[ANN-F-BL-052-2.5.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a70a5be53515454b8060b7e9bddea973.doc?dn=ANN-F-BL-052-2.5.doc)  Запланированная продукция /Planned products[ANN-F-BL-052-2.5.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2c91750e7ccf43bca2cb4f4592d13fb3.doc?dn=ANN-F-BL-052-2.5.1.doc) *Information about the storage of products/harvest of previous years*[ANN-F-BL-052-1*.5.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_c963e290000249fc947776e8724c1f3f.xls?dn=ANN-F-BL-052-2.10..xls) Beekeeping [*ANN-F-BL-052-1.5.1.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_c963e290000249fc947776e8724c1f3f.xls?dn=ANN-F-BL-052-2.10..xls) *List of apiary locations*ANN-F-BL-072 *Precautions plan - beekeeping*[ANN-F-BL-052-2.9.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_84db1c412c3c4c64b92ba708ee138fd9.doc?dn=ANN-F-BL-052-2.9.doc) Description of the separation of organic and non-organic production*ANN-F-BL-092 Information about product balances at the start time of certification (when transferring from another control body and/or if it is necessary to provide product stocks)* | coi@stc.lv | To 20th of March, but no later than before the annual/ basic inspectionEach time there is a change**Form** [*ANN-F-BL-052-2.4.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc)*1 Propagative materialsto be used* **with updated information on sowing winter crops to provide no later than three days before sowing** |
| 1.
 | *Wild plant collection organic system plan* | At the beginning of the certification for current certification year.Annualy (can be filled only forms where are changes from previous certification cycle) if operator certified by STCEvery time there are changes | [ANN-F-BL-052.-2.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_557bd363010540cca5088406e171dc3d.doc?dn=ANN-F-BL-052-2.1.2.doc) План органического производство на \_\_\_\_\_\_\_\_\_\_год/ Organic system plan for 20\_\_\_\_\_\_*ANN-F-BL-052-1.1.2 Описание предприятия производство/ Desription of operator**ANN-F-BL-052-1.1.2.1. Описание производственных помещений, складских помещений, хранилищ, навесов, крытых токов/ Description of production facilities, warehouses, storage facilities, sheds, covered currents**ANN-F-BL-052-1.12 Wild crop collection*[ANN-F-BL-052-2.4.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc) Materials and Input to be used[ANN-F-BL-052-2.5.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_a70a5be53515454b8060b7e9bddea973.doc?dn=ANN-F-BL-052-2.5.doc) Запланированная продукция /Planned products[ANN-F-BL-052-2.5.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2c91750e7ccf43bca2cb4f4592d13fb3.doc?dn=ANN-F-BL-052-2.5.1.doc) *Information about the storage of products/harvest of previous years*[*ANN-F-BL-052-2.9.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_84db1c412c3c4c64b92ba708ee138fd9.doc?dn=ANN-F-BL-052-2.9.doc) *Description of the separation of organic and non-organic production*[*ANN-F-BL-093.*](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_84db1c412c3c4c64b92ba708ee138fd9.doc?dn=ANN-F-BL-052-2.9.doc) *План мер предосторожности - Сбор дикорастущих растений/ Precautions Plan - Collecting Wild Plants**ANN-F-BL-092 Information about product balances at the start time of certification (when transferring from another control body and/or if it is necessary to provide product stocks)* | coi@stc.lv | To 20th of March, but no later than before the annual/ basic inspectionEach time there is a change |
|  | O*rganic system plan for Preparation, distribution, storage, import/export activities* | At the beginning of the certification for current certification year.Annualy (can be filled only forms where are changes from previous certification cycle) if operator certified by STCEvery time there are changes | *ANN-F-BL-052.1.2 Organic system plan for preparation, storage, distribution (leave the relevant one) 20\_\_\_\_\_\_ /План органического производство для подготовка, хранение, распространение (оставить соответствующую) на \_\_\_\_\_\_\_\_\_\_год**ANN-F-BL-052-1.1.2.1. Описание производственных помещений, складских помещений, хранилищ, навесов, крытых токов/ Description of production facilities, warehouses, storage facilities, sheds, covered currents* *ANN-F-BL-052.1.2.1 Production formula*[ANN-F-BL-052-2.4.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc) Materials and Input to be used*ANN-F-BL-092 Information about product balances at the begin time of certification (when transferring from another control body and/or if it is necessary to provide product stocks)* | coi@stc.lv | Until the annual/ basic inspectionEach time there is a change |
|  | O*rganic system plan for Group of operators* | At the beginning of the certification for current certification year.Annualy (can be filled only forms where are changes from previous certification cycle) if operator certified by STCEvery time there are changes | *ANN-F-BL-052.1.2 Description of preparation, distribution, packaging and storage of products operations**ANN-F-BL-052-1.1.2.1. Описание производственных помещений, складских помещений, хранилищ, навесов, крытых токов/ Description of production facilities, warehouses, storage facilities, sheds, covered currents* *ANN-F-BL-052.1.2.1 Production formula*[ANN-F-BL-052-2.4.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_beb368cce9a2456c9e8d402b574033f2.doc?dn=ANN-F-BL-052-2.4.doc) Materials and Input to be used*ANN-F-BL-092 Information about product balances at the start time of certification (when transferring from another control body and/or if it is necessary to provide product stocks)* | coi@stc.lv | Until the annual/ basic inspectionEach time there is a change |
|  | PERMITS FOR NON-ORGANIC SEEDS | Each time when plan to use non-organic seeds, propagation material | [ANN-F-BL-067](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2ad0c1ce2e57493b980c69a42e5f074c.doc?dn=ANN-F-BL-067%20%D0%B7%D0%B0%D1%8F%D0%B2%D0%BA%D0%B0%20%D0%BD%D0%B0%20%D1%80%D0%B0%D0%B7%D1%80%D0%B5%D1%88%D0%B5%D0%BD%D0%B8%D0%B5%20%D0%BD%D0%B0%20%D1%81%D0%B5%D0%BC) **Statement for the use in organic agriculture of conventional seeds, seed potatoes and vegetative propagation material** | coi@stc.lv | До посева |
|  | Approval Application to LOT/batch | Each time  | [ANN-F-BL-077](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2ad0c1ce2e57493b980c69a42e5f074c.doc?dn=ANN-F-BL-067%20%D0%B7%D0%B0%D1%8F%D0%B2%D0%BA%D0%B0%20%D0%BD%D0%B0%20%D1%80%D0%B0%D0%B7%D1%80%D0%B5%D1%88%D0%B5%D0%BD%D0%B8%D0%B5%20%D0%BD%D0%B0%20%D1%81%D0%B5%D0%BC) Application for STC control services | coi@stc.lv | Not later than 3 (three) working days before the planned service |
|  | Application for product movement control services | Each time  | [ANN-F-BL-077](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_2ad0c1ce2e57493b980c69a42e5f074c.doc?dn=ANN-F-BL-067%20%D0%B7%D0%B0%D1%8F%D0%B2%D0%BA%D0%B0%20%D0%BD%D0%B0%20%D1%80%D0%B0%D0%B7%D1%80%D0%B5%D1%88%D0%B5%D0%BD%D0%B8%D0%B5%20%D0%BD%D0%B0%20%D1%81%D0%B5%D0%BC) Application for STC control services | coi@stc.lv | Not later than 3 (three) working days before the planned service |
|  | If it is necessary to move products after sampling and before receiving the results of analyzes for confirmation of the LOT/batch | Each time  | a letter of guarantee in favor of the SS about the absence of claims against the SS in case of unsatisfactory test results | coi@stc.lv | If it’s necessary  |
|  | Application for Certificate of Inspection (COI, TC Internal Certificate of Inspection) | Each time  | ANN-BL-COI Certificate of Inspection (COI) Application Form (only for EU export) | coi@stc.lv | Not later than 3 (three) working days before the planned service,**Otherwise for an additional fee** |
|  | The operator submits an official notification to the STC of the intention to store the harvested crop in warehouses other than their own | Each time  | In free form, indicating which warehouse(s) will be used. Before that, the operator notified about these warehouses with [ANN-F-BL-052-1.1.2.1.](https://76ed6cf3-c1d4-4feb-b614-29683a839805.filesusr.com/ugd/2e8aed_4ec2de96d10e42ccb4e4b35efaa94d27.docx?dn=AMM-F-BL-052-1.1.2.1.%D0%A1%D0%BA%D0%BB%D0%B0%D0%B4%D1%8B.docx) Description of warehouses, storages, sheds, covered currents | coi@stc.lv | Not later than 4 working days before the date of the scheduled harvest and storage of crops |
|  | Procedure for sending a parallel sample when investigating a case | Each time before sending  | ANN-F-079.1The act of sending a sample of products of organic agricultural production | coi@stc.lv | Immediately after sending the sample |
|  | Providing explanations during the investigation | Every time during the investigation | Cause analysis and corrective actions | coi@stc.lv | When requested by the STC, voluntarily |
|  | Storage Order of Parallel Samples | **The operator is obliged to keep a sample of products – plant samples - 6 months, grain crops and other samples - 18 months under appropriate circumstances** |

**!!! Non-compliance with the above conditions and established deadlines, the certification body assesses as a non-compliance in accordance with the catalog of sanctions regarding procedure ANN-P-BL-009**