| **№** | **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 |
|  | 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 STC  Every 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 inspection  Each 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* |
|  | 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 STC  Every 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 inspection  Each 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* |
|  | 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 STC  Every 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 inspection  Each 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** |
|  | *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 STC  Every 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 inspection  Each 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 STC  Every 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 inspection  Each 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 STC  Every 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 inspection  Each 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**