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# Forest Grown Annual Update

**IMPORTANT:**

- In order for this form to properly import into the UpS certification system, please save a copy of this form to your desktop and fill it out via Acrobat Reader or Preview (Mac).
- DO NOT fill out this form in your internet browser (e.g. Internet Explorer, Firefox, Safari, or Chrome) as this will cause your data to be lost.
- When sending to UpS, DO NOT "Print to PDF" as this renders an unreadable form. Please, simply "save" the PDF document and send this document to UpS.

## SECTION 1 - General Information

Today's Date: \_\_\_\_\_

Farm or Business Name: \_\_\_\_\_

Name (f, m, l): \_\_\_\_\_

## SECTION 2 - Verification Information

2.1 Check which type of operation you are verified as:

- Producer / Harvester
- Forest Farmer
- Wild Steward
- Processor / Handler

2.2 Does your operation hold any certifications?

*(This information may allow us to make your inspection process for efficient.)*

- Organic
- GAP
- Other (please specify):

## SECTION 3 - Update Information

### Instructions:

1. Consider the below areas based on your verification category as you describe changes to your Forest Grown System Plan:
    - *Producer/Harvester – adding new production/harvest areas, changes to inputs used, pest/disease management, harvest practices, recordkeeping, etc. If you harvested any ginseng last year, note the amount harvested, the site designation it was harvested from, and whether it was sold or is being stored. Also indicate whether or not you plan to harvest verified ginseng this year.*
    - *Processor/Handler – revised labels, new products requested for verification, etc. (Product Profile(s) must be submitted for new products requested for certification. It is not necessary to submit profiles for products with no changes.)*
  2. *Attach additional sheets if necessary.*
  3. *Write “None” if no changes were last year or are anticipated for this year.*
  4. *Provide an update on the correction of any conditions or minor noncompliances previously identified, if applicable.*
  5. *Indicate if you plan to add a category of verification (ie. producer adding processing of tinctures, as additional paperwork will be required.*
- 3.1** Provide a description of any changes you made to your operation during the past year, including an update on any noncompliances previously identified.
- 3.2** Provide a description of any changes you plan to make to your operation in the coming year, including an update on any conditions or minor noncompliances previously identified.

## SECTION 4 - Gross Sales of Verified Product

Enter your total gross sales of verified product for the previous year below. Note: For Brokers/Distributors and operation that only repackage products, Report the difference between product purchase price and sale price. This information is used to calculate your certification fee and is held in strict confidence. In addition if you are certified organic by UpS you will only be charged once on your gross sales.

Total Gross Sales of Verified Product: \_\_\_\_\_

## SECTION 5 - AFFIRMATION

I affirm that all statements made in the application are true and correct. I agree to comply with the standards and policies set forth by the Forest Grown Verification Program Manual, including but not limited to:

- (1) Establish, implement and update annually the Forest Grown System Plan that will be submitted to UpS.
- (2) Cooperate with the verification process by submitting all documentation requested by UpS.
- (3) Permit on-site inspection with complete access to all production and handling areas of my operation by UpS. These inspections may be announced or unannounced at the discretion of UpS.
- (4) Immediately notify UpS of any significant changes in my operation or portion of the operation that may affect compliance with the applicable standards.
- (5) Discontinue use of verification claims, UpS name and seal, upon revocation, surrender, or termination of verification and return or destroy any verification documents or materials requested by UpS.
- (6) Pay all fees as outlined on the most current fee schedule and be responsible for delinquent account fees, such as reasonable attorney fees, court costs and cost of collections.
- (7) Acknowledge that acceptance of this application in no way implies approval by UpS.

I understand that failure to abide by the above requirements may result in non-approval, prosecution for fraud or misrepresentation, denial of services or any other remedy allowed by law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typing your name in the signature line above constitutes a signature.