**Handler OSP Update Guide**

* This guide outlines which Organic System Plan (OSP) forms to update in common scenarios. Refer to [**CCOF Certification Services Program Manual**](https://www.ccof.org/resource/ccof-certification-services-program-manual/) for fees that apply to certain updates.
* Email all documents to [**inbox@ccof.org**](mailto:inbox@ccof.org) with your operation name and client code in the subject line.
* Keep copies for your own OSP. Your approved OSP and current organic certificate can be accessed at [**www.MyCCOF.org**](http://www.myccof.org/).

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| **Operation Name:** |  | **Client Code:** |  |

|  | **My update is** (more than one may apply)**:** | **Fill out these forms or send the following:** |
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|  | 1. New label for product(s) already listed on My CCOF client profile: | Labels *Organic labeling guidelines including international labeling are available at* [***www.ccof.org/labeling***](http://www.ccof.org/labeling) |
|  | 1. New product or change to current product formula: | [**Product Application**](https://www.ccof.org/resource/product-application/)  [**H2.0A Ingredient Suppliers**](https://www.ccof.org/resource/h2-0a-ingredient-suppliers/) (not applicable for brokers)  [**H2.0B Product Formulation**](https://www.ccof.org/resource/h2-0b-product-formulation-sheet/) (multi-ingredient product)  Labels  New Supplier Organic Certificates |
|  | 1. New supplier(s) for ingredient(s): | [**H2.0A Ingredient Suppliers**](https://www.ccof.org/resource/h2-0a-ingredient-suppliers/) – update existing list in OSP (H2.0A not applicable for brokers, importers, or private label brand owners working with co-packers)  New Supplier Organic Certificates  [**Exempt Handler Affidavit**](https://www.ccof.org/resource/exempt-handler-affidavit/) – for any uncertified supplier |
|  | 1. I am a broker, trader, distributor, wholesaler, or importer and I have new suppliers. | [**H2.6 Broker Suppliers**](https://www.ccof.org/resource/h2-6-broker-suppliers/) – update existing list in OSP  New Supplier Organic Certificates  [**Exempt Handler Affidavit**](https://www.ccof.org/resource/exempt-handler-affidavit/) – for any uncertified supplier |
|  | 1. I am a private label brand owner and I have new suppliers for ingredients I purchase or store, then send to my co-packer. | [**H2.6 Broker Suppliers**](https://www.ccof.org/resource/h2-6-broker-suppliers/) – update existing list in OSP  New Supplier Organic Certificates  [**Exempt Handler Affidavit**](https://www.ccof.org/resource/exempt-handler-affidavit/) – for any uncertified supplier |
|  | 1. I am a private label brand owner and I have a new copacker for my products. | [**Product Application**](https://www.ccof.org/resource/product-application/)  [**H2.0 Organic Products**](https://www.ccof.org/resource/h2-0-organic-products/) – update co-packer list  Co-packer Organic Certificate  Ingredient statement from the co-packer |
|  | 1. New label I pack for someone else: | [**Co-Packer Application**](https://www.ccof.org/resource/co-packer-application/) – for each brand owner  Labels  Private Label Brand Owner Organic Certificate (if certified) |
|  | 1. New nonorganic ingredient or processing aid | [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/resource/handler-materials-application-osp-materials-list/)  [**Nonorganic Processing Material Affidavit**](https://www.ccof.org/resource/nonorganic-processing-material-affidavit/) – for each nonorganic material not previously approved by CCOF, except flavors  [**Natural Flavor Affidavit**](https://www.ccof.org/resource/natural-flavor-affidavit/) – for each nonorganic flavor |
|  | 1. New wine label | [**V2.1 Wine & Label Approval**](https://ccof.org/resource/v2-1-wine-and-label-approval/)  Labels |
|  | 1. New equipment/facility cleaners/sanitizers | [**H4.0 Organic Practices**](https://www.ccof.org/resource/h4-0-organic-practices/) (review for accuracy)  [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/resource/handler-materials-application-osp-materials-list/) |
|  | 1. New pest control material | [**H4.0 Organic Practices**](https://www.ccof.org/resource/h4-0-organic-practices/) (review for accuracy)  [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/documents/handler-materials-application-osp-materials-list) |
|  | 1. New uncertified storage facility for products in sealed, tamper-evident packaging | [**Exempt Handler Affidavit**](https://www.ccof.org/resource/exempt-handler-affidavit/) |
|  | 1. I plan to move, add a new facility location, or add new equipment. | [**Equipment, Facility, or Address Change Form**](https://www.ccof.org/resource/equipment-facility-or-address-change-form/) |
|  | 1. I have a new Tax ID, business structure or ownership change | [**Business Change Contract**](https://www.ccof.org/resource/ccof-business-change-contract/) |
|  | 1. I am located in the US and I export, design export labels, or sell to a buyer who requires international verification. | [**Global Market Access Program Application**](https://www.ccof.org/resource/global-market-access-application/) (US exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan)  [**Mexico Compliance Program Application**](https://ccof.org/resource/mexico-compliance-program-application/) (US exports to Mexico)  [**Product Application**](https://www.ccof.org/resource/product-application/) or [**H2.6 Broker Suppliers**](https://www.ccof.org/resource/h2-6-broker-suppliers/) (to indicate which products will be exported) |
|  | 1. I am located in Mexico and export, design export labels, or sell to a buyer who requires international verification. | [**Global Market Access Program Application**](https://www.ccof.org/resource/global-market-access-application/) (Mexico exports to Canada)  [**NOP Import Certificate Request Form**](https://www.ccof.org/resource/nop-import-certificate-request-packet/) (Mexico exports to the US – exporter completes prior to each shipment) |
|  | 1. Update to my Organic Fraud Prevention Plan | [**Organic Fraud Prevention Plan**](https://ccof.org/resource/organic-fraud-prevention-plan/) (or attach your own version) |
|  | 1. I need my update reviewed quickly (additional fees apply) | [**Rush Review Request**](https://www.ccof.org/resource/rush-review-request/)  [**Expedited Program**](https://www.ccof.org/resource/expedited-certification-program/) (for new facility location or new equipment) |