



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## 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](#) 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).

Operation Name: \_\_\_\_\_ Client Code: \_\_\_\_\_

My update is (more than one may apply):	Fill out these forms or send the following:
<input type="checkbox"/> 1) New label for product(s) already listed on My CCOF client profile:	<input type="checkbox"/> Labels <i>Organic labeling guidelines including international labeling are available at <a href="http://www.ccof.org/labeling">www.ccof.org/labeling</a></i>
<input type="checkbox"/> 2) New product or change to current product formula:	<input type="checkbox"/> <a href="#">Product Application</a> <input type="checkbox"/> <a href="#">H2.0A Ingredient Suppliers</a> (not applicable for brokers) <input type="checkbox"/> <a href="#">H2.0B Product Formulation</a> (multi-ingredient product) <input type="checkbox"/> Labels <input type="checkbox"/> New Supplier Organic Certificates
<input type="checkbox"/> 3) New supplier(s) for ingredient(s):	<input type="checkbox"/> <a href="#">H2.0A Ingredient Suppliers</a> – update existing list in OSP (H2.0A not applicable for brokers, importers, or private label brand owners working with co-packers) <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> <a href="#">Exempt Handler Affidavit</a> – for any uncertified supplier
<input type="checkbox"/> 4) I am a broker, trader, distributor, wholesaler, or importer and I have new suppliers.	<input type="checkbox"/> <a href="#">H2.6 Broker Suppliers</a> – update existing list in OSP <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> <a href="#">Exempt Handler Affidavit</a> – for any uncertified supplier
<input type="checkbox"/> 5) I am a private label brand owner and I have new suppliers for ingredients I purchase or store, then send to my co-packer.	<input type="checkbox"/> <a href="#">H2.6 Broker Suppliers</a> – update existing list in OSP <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> <a href="#">Exempt Handler Affidavit</a> – for any uncertified supplier
<input type="checkbox"/> 6) I am a private label brand owner and I have a new copacker for my products.	<input type="checkbox"/> <a href="#">Product Application</a> <input type="checkbox"/> <a href="#">H2.0 Organic Products</a> – update co-packer list <input type="checkbox"/> Co-packer Organic Certificate <input type="checkbox"/> Ingredient statement from the co-packer
<input type="checkbox"/> 7) New label I pack for someone else:	<input type="checkbox"/> <a href="#">Co-Packer Application</a> – for each brand owner <input type="checkbox"/> Labels <input type="checkbox"/> Private Label Brand Owner Organic Certificate (if certified)
<input type="checkbox"/> 8) New nonorganic ingredient or processing aid	<input type="checkbox"/> <a href="#">Handler Materials Application (OSP Materials List)</a> <input type="checkbox"/> <a href="#">Nonorganic Processing Material Affidavit</a> – for each nonorganic material not previously approved by CCOF, except flavors <input type="checkbox"/> <a href="#">Natural Flavor Affidavit</a> – for each nonorganic flavor
<input type="checkbox"/> 9) New wine label	<input type="checkbox"/> <a href="#">V2.1 Wine &amp; Label Approval</a> <input type="checkbox"/> Labels
<input type="checkbox"/> 10) New equipment/facility cleaners/sanitizers	<input type="checkbox"/> <a href="#">H4.0 Organic Practices</a> (review for accuracy) <input type="checkbox"/> <a href="#">Handler Materials Application (OSP Materials List)</a>
<input type="checkbox"/> 11) New pest control material	<input type="checkbox"/> <a href="#">H4.0 Organic Practices</a> (review for accuracy) <input type="checkbox"/> <a href="#">Handler Materials Application (OSP Materials List)</a>
<input type="checkbox"/> 12) New uncertified storage facility for products in sealed, tamper-evident packaging	<input type="checkbox"/> <a href="#">Exempt Handler Affidavit</a>
<input type="checkbox"/> 13) I plan to move, add a new facility location, or add new equipment.	<input type="checkbox"/> <a href="#">Equipment, Facility, or Address Change Form</a>
<input type="checkbox"/> 14) I have a new Tax ID, business structure or ownership change	<input type="checkbox"/> <a href="#">Business Change Contract</a>



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**My update is** (more than one may apply):

- 15) I am located in the US and I export, design export labels, or sell to a buyer who requires international verification.

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- 16) I am located in Mexico and export, design export labels, or sell to a buyer who requires international verification.

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- 17) Update to my Organic Fraud Prevention Plan

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- 18) I need my update reviewed quickly (additional fees apply)

**Fill out these forms or send the following:**

- [Global Market Access Program Application](#) (US exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan)
- [Mexico Compliance Program Application](#) (US exports to Mexico)
- [Product Application](#) or [H2.6 Broker Suppliers](#) (to indicate which products will be exported)

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- [Global Market Access Program Application](#) (Mexico exports to Canada)
- [NOP Import Certificate Request Form](#) (Mexico exports to the US – exporter completes prior to each shipment)

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- [Organic Fraud Prevention Plan](#) (or attach your own version)

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- [Rush Review Request](#)
- [Expedited Program](#) (for new facility location or new equipment)