



## How to Add a New Parcel to your CCOF Certification

**All new parcels must be added to your CCOF Client Profile before organic sales.** A parcel is any land or site that you plan to use for growing organic crops (whether in the ground, transplants, container production, etc.) or for organic livestock production. CCOF must review your add acreage application, inspect the parcel, and review the inspection to issue a certification decision. This process is also required if you plan to expand your organic production onto additional acreage adjacent to an already-certified parcel. **All forms and documents are available at [www.ccof.org/documents](http://www.ccof.org/documents).**

### Tips for a successful add acreage process:

- Submit your **complete** add acreage application **as soon as you begin organic management**.
- Always submit add acreage applications **directly to the CCOF office**. We cannot inspect new parcels until the application has been reviewed. See below if you have an upcoming inspection or short timeline.

### Submit a complete add acreage application:

Submit your add acreage application to the CCOF office: [inbox@ccof.org](mailto:inbox@ccof.org), mail, or fax. **Make sure it is complete.** Incomplete applications take longer to review and are not eligible for our reduced add acreage fee. A complete add acreage application consists of three elements:

1. A thoroughly completed [Parcel Application](#) form.
2. Land history documentation disclosing all materials applied since the beginning of the three-year transition. Most often, this is provided via the Affidavit of Land History included in the Parcel Application. If another operation managed the parcel during the transition, they complete an additional [Affidavit of Land History](#).
3. A detailed map. Use our [Parcel Maps Guide](#) to prepare your map.

### Understand add acreage costs and timelines:

The Add Acreage fee is \$125 for each new parcel and is billed upon initial submission of your add acreage application. We also offer a reduced fee of \$75 for **complete** add acreage applications submitted during year 1 or year 2 of the three-year transition. Submit your complete add acreage application early to take advantage of this lower fee and increase your opportunity to reduce costs by consolidating inspections!

We understand short timelines are sometimes inevitable. If you have a short timeline:

- **Do not submit add acreage applications at inspection.** We cannot inspect a new parcel before the add acreage application has been reviewed by CCOF.
- If your annual inspection is already scheduled, you may request [Rush review](#) of the add acreage application in order to have the new parcel included in your upcoming inspection. *The inspection and certification decision will follow our [normal timelines](#).*
- Consider [Expedited Service](#) if you have a short certification timeline. *This service significantly shortens the time to complete the full add acreage process and receive a certification decision.*

### Maintain compliance:

- Amend your [CDFA organic registration](#) to register new parcels in California with the State Organic Program.
- CCOF may not be able to process your add acreage if your operation has unresolved Noncompliances or Proposed Adverse Actions. Review your Compliance Report to see all unresolved items.
- Organic sales from parcels not listed on your CCOF Client Profile are a violation of the organic regulations and may jeopardize your certification.

