**Equipment, Facility or Address Change Form**

* How to update your Organic System Plan (OSP) if you plan to move, add a new facility location, or add new equipment.
* Find all forms at [www.ccof.org/documents](https://ccof1.sharepoint.com/sites/365XCertStaff/Shared%20Documents/General/WIP%20Controlled%20Documents/IN%20PROCESS%20-%20QS%20docs/SOE/IN%20PROCESS/www.ccof.org/documents).

**Tips for success**

* Submit your OSP *before* you begin processing organic products. Sale of products processed in an unapproved facility or on unapproved equipment may jeopardize your certification.
* If you have an upcoming scheduled inspection, the inspector cannot inspect new equipment or a new facility without CCOF approval. Your new facility/equipment OSP must be received, reviewed, and accepted prior to inspection of the new facility/equipment.
* Allow 2-3 months for the certification process. If you need certification fast, consider CCOF’s Expedited Certification Program. Complete the [**Expedited Certification Program Application**](https://www.ccof.org/resource/expedited-certification-program) to enroll.
* You will be charged an add facility/equipment fee per the [**Certification Services Program Manual**](https://www.ccof.org/resource/ccof-certification-services-program-manual). Inspection fees also apply if inspection is required.
* CCOF clients in good standing may add a new facility location, processing line, or new equipment. Operations in proposed suspension, proposed revocation or with outstanding noncompliances cannot add new facilities, processing lines, or equipment.

**Steps:**

1. Complete the form on the following page. Only facilities that your business leases or owns can be added to your Organic System Plan (OSP).
2. Complete new OSP forms:

* For each new facility complete the following: [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/documents/handler-materials-application-osp-materials-list), [**H2.3 Organic Facility**](https://www.ccof.org/documents/h23-organic-facility), [**H4.0 Organic Practices**](https://www.ccof.org/documents/h40-organic-practices), [**H5.0 Record Keeping**](https://www.ccof.org/documents/h50-record-keeping-handlers) and [**Organic Fraud Prevention Plan**](https://ccof.org/resource/organic-fraud-prevention-plan).
  + Or, if the new facility or equipment will follow your existing procedures, update your current OSP.
* If you will sell or produce new products, complete the [**Product Application**](https://www.ccof.org/documents/product-application), [**H2.0 Organic Products**](https://www.ccof.org/documents/h20-organic-products), [**H2.0A Ingredient Suppliers**](https://www.ccof.org/documents/h20a-ingredient-suppliers), and [**H2.0B Product Formulation**](https://www.ccof.org/documents/h20b-product-formulation-sheet) (for multi-ingredient products). Submit a [**Co-Packer Application**](https://www.ccof.org/documents/co-packer-application) for each brand you will package that is owned by someone else.
  + Or, if you are an importer, broker, distributor, or wholesaler who does not process, repack, or relabel, complete the [H2.5 **Brokered Products**](https://www.ccof.org/documents/h25-brokered-products) and [**H2.6 Broker Suppliers**](https://www.ccof.org/documents/h26-broker-suppliers).
* If there has been a change to your organic business that resulted in a new Tax ID, business structure, or owner, submit the [**Business Change Contract**](https://www.ccof.org/documents/ccof-business-change-application).

1. Submit this form and new OSP with supporting documentation to inbox@ccof.org, or by fax or mail.
2. Await review by CCOF to determine if an inspection is required. Generally, an inspection must occur before products processed at a new facility or on new equipment may be sold as organic.
3. Schedule an inspection when contacted by an inspector. To track the inspection process, check [MyCCOF.org](http://www.myccof.org/) or contact your inspector or Certification Service Specialist (CSS).
4. For operations located in California adding a new facility, notify CDFA or CDPH that you would like to register your new location.

**Equipment, Facility or Address Change Form**

|  |  |  |
| --- | --- | --- |
| **Your Operation Name:** |  | |
| **Address of new location(s):** | |  |

1. What is changing? Select from the following:

We are **moving** from a facility where organic products are stored, labeled, processed, or packaged to a new location where we will store, label, process, or package organic products.

We are **adding an** **additional facility** where organic products are stored, processed, or packaged. All locations that were inspected last year are still a part of my OSP.

We are **closing** or are no longer using a facility. Please remove it from my OSP. The following products will no longer be produced and can be removed from my OSP *(or attach a list)*:

|  |
| --- |
|  |

We have a **new billing location or office**. No organic storage, labeling, processing or packaging occurs there. All locations that were inspected at our last inspection are still a part of my OSP.

We are a broker or private label owner, and our **records location** has changed (desk audit only).

We have **new equipment** that is different from the equipment already approved by CCOF.

We have **new equipment** that is identical to the equipment that was inspected at our last inspection. No new products, processes, or equipment sanitation procedures.

Other:

|  |
| --- |
|  |

1. For facilities and equipment, is all equipment used to process organic products in place on site?

|  |  |  |
| --- | --- | --- |
| Yes, indicate date when you would like to begin organic production: |  | |
| No, indicate date when facility/equipment will be ready for production: | |  |

Not applicable, billing or records location only or closing facility (no new facility or equipment).

1. If adding a new facility that is currently certified with another agency other than CCOF:

My signature below authorizes my previous certifier to release all certification documents, including inspection reports, organic system plans, compliance notices and/or any other documents relating to my previous organic certification process, to CCOF Certification Services, LLC.

1. Submit this form along with the OSP forms described on the previous page.

|  |  |
| --- | --- |
|  |  |
| **Authorized Contact Name** | **Title** |
|  |  |
| **Authorized Contact Signature** (Digital, Ink, or E-Verified) | **Date** |