



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.

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](#) to enroll.
- You will be charged an add facility/equipment fee per the [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 \(OSP Materials List\)](#), [H2.3 Organic Facility](#), [H4.0 Organic Practices](#), [H5.0 Record Keeping](#) and [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](#), [H2.0 Organic Products](#), [H2.0A Ingredient Suppliers](#), and [H2.0B Product Formulation](#) (for multi-ingredient products). Submit a [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](#) and [H2.6 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](#).
- 3) Submit this form and new OSP with supporting documentation to inbox@ccof.org, or by fax or mail.
- 4) 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.
- 5) Schedule an inspection when contacted by an inspector. To track the inspection process, check MyCCOF.org or contact your inspector or Certification Service Specialist (CSS).
- 6) For operations located in California adding a new facility, notify CDFA or CDPH that you would like to register your new location.





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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: _____

2) 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).

3) 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.

4) 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

