* This form describes how to update your OSP if you plan to move, add a new facility location, or add new equipment.

**Tips for success**

* Submit your OSP *before* you begin processing OCal 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 application 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/documents/expedited-certification-program) to enroll.
* You will be charged an add facility/equipment fee per the [CCOF Certification Services Program Manual](https://www.ccof.org/documents/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 non-compliances 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 OCal System Plan (OSP).
2. Complete new OSP forms:
	* For each new facility complete the following: [OCal Handler Materials Application (OSP Materials List)](https://www.ccof.org/resource/ocal-handler-materials-application-osp-materials-list), [OCal H2.3 Organic Facility](https://www.ccof.org/resource/ocal-h23-ocal-facility), [OCal H4.0 Organic Practices](https://www.ccof.org/resource/ocal-h40-ocal-practices), and [OCal H5.0 Record Keeping](http://www.ccof.org/resource/ocal-h50-record-keeping-handlers) for each new facility.
		+ Or, if the new facility or equipment will follow your existing procedures, update your current OSP.
	* If you will produce new products, complete the [OCal Product Application](http://www.ccof.org/resource/ocal-product-application), [OCal H2.0 OCal Products](http://www.ccof.org/resource/ocal-h20-ocal-products), [OCal H2.0A Ingredient Suppliers](http://www.ccof.org/resource/ocal-h20a-ingredient-suppliers), and [OCal H2.0B Product Formulation](http://www.ccof.org/resource/ocal-h20b-product-formulation) (for multi-ingredient products). Submit a [OCal Co-Packer Application](https://www.ccof.org/resource/ocal-co-packer-application) for each brand you will package that is owned by someone else.
		+ Or, if you are a broker, distributor, or wholesaler who does not process, repack, or relabel, complete the [OCal H2.5 Brokered Products](http://www.ccof.org/resource/ocal-h25-brokered-products) and [OCal H2.6 Broker Suppliers](https://www.ccof.org/resource/ocal-h26-broker-suppliers).
	* If there has been a change to your OCal business that resulted in a new Tax ID, business structure, or owner, submit the [CCOF OCal Business Change Application](https://www.ccof.org/resource/ccof-ocal-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 OCal.
5. Schedule an inspection when contacted by an inspector. To track the inspection process, check [MyCCOF.org](http://www.ccof.org/page/log-myccof) 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.

**OCal Equipment, Facility or Address Change Form**

|  |  |
| --- | --- |
| Your Operation Name:  |  |
| Address of new location(s):  |  |
| Date you plan to use this new location for OCal production: |  |

1. **What is changing? Select from the following:**

[ ]  We will **move** from a facility where I used to store, label, process or package OCal products to a new location where I will store, label, process, extract, or package.

[ ]  We will **add an** **additional facility** where OCal products will be stored, processed, extracted, or packaged. All locations that were inspected last year are still a part of my OSP.

[ ]  We have **closed** 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 OCal storage, labeling, processing, extraction, 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. **If adding a new facility that is currently certified with another agency other than CCOF:**

My signature below authorizes my previous certifier (named above) to release all certification documents, including inspection reports, OCal system plans, compliance notices and/or any other documents relating to my previous OCal 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** | **Date** |