



## OCAL EQUIPMENT, FACILITY OR ADDRESS CHANGE FORM

Find all forms at [www.ccof.org/documents](http://www.ccof.org/documents). Send completed forms to [inbox@ccof.org](mailto:inbox@ccof.org).

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- 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](#) to enroll.
- You will be charged an add facility/equipment fee per the [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 \(OSP Materials List\)](#), [OCal H2.3 Organic Facility](#), [OCal H4.0 Organic Practices](#), and [OCal H5.0 Record Keeping](#) 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](#), [OCal H2.0 OCal Products](#), [OCal H2.0A Ingredient Suppliers](#), and [OCal H2.0B Product Formulation](#) (for multi-ingredient products). Submit a [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](#) and [OCal H2.6 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](#).
- 3) Submit this form and new OSP with supporting documentation to [inbox@ccof.org](mailto: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://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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### 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: \_\_\_\_\_

**2) 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.

**3) Submit this form along with the OSP forms described on the previous page.**

\_\_\_\_\_  
Authorized Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Contact Signature

\_\_\_\_\_  
Date

