



CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy

How to Add a Facility, Processing Line or New Equipment To Your CCOF Certified Operation

Steps for Adding a Facility, Processing Line or New Equipment:

1. Complete a **new** H2.3 Facility Profile, and H4.0 Organic Practices form for entirely new building locations or unique new product lines that require new processing procedures. Or, update **current** OSP sections H2.3 Facility Profile, and H4.0 Organic Practices if the new line or equipment will be operated based on your existing procedures. These forms are available at www.ccof.org/forms.php or www.ccof.org/osp.php or by calling the CCOF office.
2. **Submit completed form and supporting documentation to CCOF** via fax: 831-423-4528, by mail to 2155 Delaware Ave., Suite 150, Santa Cruz, CA 95060, or scan your submission and send via email to ccof@ccof.org.
3. **Await review by CCOF** and respond to any requests for additional information. Once CCOF has determined that the information is complete, we will assign an inspector.
4. **Respond promptly when contacted by an inspector.** To coordinate inspection schedules and track the inspection process, please contact your Regional Service Representative (RSR). A listing of RSRs can be found at www.ccof.org/rsr.php.

The CCOF inspector must visit the facility, ensure processing practices are as represented in the organic system plan and CCOF must review and approve the facility prior to sale of products processed there. Additional facility, processing line or new equipment requests must occur prior to inspection whenever possible. Please do not wait to submit your OSP update to your inspector. Sale of products processed in an uncertified facility may jeopardize your certification and is a violation of the National Organic Program.

Tips for a successful add-facility process:

- Leave sufficient time for submission, inspection and review. If you are approaching a deadline, please consider enrollment in CCOF's Expedited Certification Program. Enrollment forms are available from CCOF or online at www.ccof.org/forms.php.
- Complete the H2.3 and H4.0 form completely and to the best of your ability.
- Pay applicable add-facility charges and inspection fees promptly.

To reduce costs, added facilities should be submitted before or immediately after taking over management of new buildings. CCOF will combine annual and add-facility inspections whenever possible. CCOF charges modest administrative fees for processing add-facility requests as described in CCOF Manual I at www.ccof.org/standards.php. Add-facility and inspection fees must be paid to remain certified, but are not required prior to completion of the process.

CCOF clients in good standing may add a facility, processing line or new equipment to their existing operation when the Organic System Plan in place is compliant and up to date. CCOF cannot add facilities for operations under proposed suspension, revocation or with outstanding non-compliances.