**Handler OSP Update Guide**

* This guide outlines which OSP forms to update in common scenarios. Refer to [**CCOF Certification Services Program Manual**](https://www.ccof.org/documents/ccof-certification-services-program-manual) for fees that apply to certain updates.
* Send all associated documents to [**inbox@ccof.org**](mailto:inbox@ccof.org) with your operation name and client code in the subject line.
* Keep copies for your own OSP. Your approved OSP and current organic certificate can be accessed at [**www.myccof.org**](http://www.myccof.org).

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| **Operation Name:** | |  | | **Client Code:** |  |
|  | **My update is** (more than one may apply)**:** | | **Fill out these forms or send the following:** | | |
|  | 1. New label for product(s) already listed on certificate: | | Label(s) *Organic labeling guidelines including international labeling are available at* [***www.ccof.org/labeling***](http://www.ccof.org/labeling) | | |
|  | 1. New product or change to current product formula: | | [**Product Application**](https://www.ccof.org/documents/product-application)  [**H2.0A Ingredient Suppliers**](https://www.ccof.org/documents/h20a-ingredient-suppliers) (not applicable for brokers)  [**H2.0B Product Formulation**](https://www.ccof.org/documents/h20b-product-formulation-sheet) (multi-ingredient product)  Label(s)  New Supplier Organic Certificates | | |
|  | 1. New supplier(s) for ingredient(s): | | [**H2.0A Ingredient Suppliers**](https://www.ccof.org/documents/h20a-ingredient-suppliers) (not applicable for brokers)  New Supplier Organic Certificates  [**Uncertified Handler Affidavit**](https://www.ccof.org/documents/uncertified-handler-affidavit) (for any uncertified supplier) | | |
|  | 1. I am a broker, trader, distributor, wholesaler, or importer and I have new suppliers. | | [**H2.6 Broker Suppliers**](https://www.ccof.org/documents/h26-broker-suppliers)  New Supplier Organic Certificates  [**Uncertified Handler Affidavit**](https://www.ccof.org/documents/uncertified-handler-affidavit) (for any uncertified supplier) | | |
|  | 1. I am a private label brand owner/marketer and I have a new copacker for my products. | | [**Product Application**](https://www.ccof.org/documents/product-application)  Co-packer Organic Certificate  Ingredient statement from the co-packer | | |
|  | 1. New label I pack for someone else: | | [**Co-Packer Application**](https://www.ccof.org/documents/co-packer-application) (for each brand not CCOF certified)  Label(s)  Label owner organic certificate | | |
|  | 1. New nonorganic ingredient or processing aid | | [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/documents/handler-materials-application-osp-materials-list)  [**Nonorganic Processing Material Affidavit**](https://www.ccof.org/documents/nonorganic-processing-material-affidavit) (if applicable)  [**Natural Flavor Affidavit**](https://www.ccof.org/documents/natural-flavor-affidavit) (if applicable) | | |
|  | 1. New wine label | | [**V2.1 Wine & Label Approval**](https://www.ccof.org/documents/v21-wine-and-label-approval)  Label(s) | | |
|  | 1. New equipment/facility cleaners/sanitizers | | [**H4.0 Organic Practices**](https://www.ccof.org/documents/h40-organic-practices)  [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/documents/handler-materials-application-osp-materials-list) | | |
|  | 1. New pest control material | | [**H4.0 Organic Practices**](https://www.ccof.org/documents/h40-organic-practices)  [**Handler Materials Application (OSP Materials List)**](https://www.ccof.org/documents/handler-materials-application-osp-materials-list) | | |
|  | 1. I plan to move, add a new facility location, or add new equipment. | | [**Equipment, Facility, or Address Change Form**](https://www.ccof.org/documents/equipment-facility-or-address-change-form) | | |
|  | 1. I have a new Tax ID, business structure or ownership change | | [**Business Change Contract**](https://www.ccof.org/documents/ccof-business-change-application) | | |
|  | 1. I plan to export organic products to Mexico | | [**Mexico Compliance Program Application**](https://ccof.org/documents/mexico-compliance-program-application) (for US operations exporting to Mexico) | | |
|  | 1. I plan to export organic products to one of the following countries: Canada, EU, UK, Switzerland, Japan, Korea, Taiwan | | [**Global Market Access Program Application**](https://www.ccof.org/documents/global-market-access-application) (for US operations and all operations exporting to Canada)  [**International Standard Program Application**](https://www.ccof.org/documents/international-standard-program-application-handler) (for Mexico operations exporting directly to the EU) | | |
|  | 1. I need my update reviewed quickly (additional fees apply) | | [**Rush Review Request**](https://www.ccof.org/documents/rush-review-request)  [**Expedited Program**](https://www.ccof.org/documents/expedited-certification-program) (for new facility location or new equipment) | | |