* This guide outlines which OSP forms to update in common scenarios. Refer to the [**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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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) *Labeling guidelines are available at* [***www.ccof.org/labeling***](http://www.ccof.org/labeling) | | |
|  | 1. New product or change to current product formula: | | [**OCal Product Application**](http://www.ccof.org/resource/ocal-product-application)  [**OCal H2.0A Ingredient Suppliers**](http://www.ccof.org/resource/ocal-h20a-ingredient-suppliers) (not applicable for distributors who do not process, repack, roll, or relabel)  [**OCal H2.0B Product Formulation**](http://www.ccof.org/resource/ocal-h20b-product-formulation) (for multi-ingredient product, including pre-rolls that contain more than one cannabis ingredient or non-cannabis ingredients)  Label(s)  New Supplier Organic and/or OCal Certificates | | |
|  | 1. New supplier(s) for ingredient(s): | | [**OCal H2.0A Ingredient Suppliers**](http://www.ccof.org/resource/ocal-h20a-ingredient-suppliers) (not applicable for distributors who do not process, repack, roll, or relabel)  New Supplier Organic and/or OCal Certificates  [**OCal Uncertified Handler Affidavit**](https://www.ccof.org/resource/ocal-uncertified-handler-affidavit) (for any uncertified supplier) | | |
|  | 1. I distribute already packaged OCal products and I have new suppliers. I do not process, roll, repack, or relabel products. | | [**OCal H2.6 Broker Suppliers**](https://www.ccof.org/resource/ocal-h26-broker-suppliers)  New Supplier Organic and/or OCal Certificates  [**OCal Uncertified Handler Affidavit**](https://www.ccof.org/resource/ocal-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. | | [**OCal Product Application**](http://www.ccof.org/resource/ocal-product-application)  Co-packer OCal Certificate  Ingredient statement from the co-packer | | |
|  | 1. New label I pack for someone else: | | [**OCal Co-Packer** **Application**](https://www.ccof.org/resource/ocal-co-packer-application) (for each brand not CCOF certified)  Label(s)  Label owner OCal certificate | | |
|  | 1. New nonorganic ingredient or processing aid | | [**OCal Handler Materials Application (OSP Materials List)**](https://www.ccof.org/resource/ocal-handler-materials-application-osp-materials-list)  [**OCal Product Nonorganic Material Affidavit**](https://www.ccof.org/resource/ocal-product-nonorganic-material-affidavit) (if applicable)  [**OCal Natural Flavor Affidavit**](https://www.ccof.org/resource/ocal-natural-flavor-affidavit) (if applicable) | | |
|  | 1. New equipment/facility cleaners/sanitizers | | [**OCal H4.0 OCal Practices**](https://www.ccof.org/resource/ocal-h40-ocal-practices)  [**OCal Handler Materials Application (OSP Materials List)**](https://www.ccof.org/resource/ocal-handler-materials-application-osp-materials-list) | | |
|  | 1. New pest control material | | [**OCal H4.0 OCal Practices**](https://www.ccof.org/resource/ocal-h40-ocal-practices)  [**OCal Handler Materials Application (OSP Materials List)**](https://www.ccof.org/resource/ocal-handler-materials-application-osp-materials-list) | | |
|  | 1. I plan to move, add a new facility location, or add new equipment. | | [**OCal Equipment, Facility, or Address Change Form**](https://www.ccof.org/resource/ocal-equipment-facility-or-address-change-form) | | |
|  | 1. I have a new Tax ID, business structure or ownership change | | [**CCOF OCal Business Change Contract**](https://www.ccof.org/resource/ccof-ocal-business-change-contract) | | |
|  | 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) | | |