



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## Equipment, Facility or Address Change Form

- ▶ How to update your OSP if you plan to move, add a new facility location, or add new equipment.
- ▶ Find all forms at [www.ccof.org/documents](http://www.ccof.org/documents).

### Tips for success

- Submit your OSP *before* you begin processing organic 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 [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 Organic System Plan (OSP).
2. Complete new OSP forms:
  - For each new facility complete the following: [Handler Materials Application \(OSP Materials List\)](#), [H2.3 Organic Facility](#), [H4.0 Organic Practices](#), and [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 [Product Application](#), [H2.0 Organic Products](#), [H2.0A Ingredient Suppliers](#), and [H2.0B Product Formulation](#) (for multi-ingredient products). Submit a [Co-Packer Application](#) for each brand you will package that is owned by someone else.
  - If there has been a change to your organic business that resulted in a new Tax ID, business structure, or owner, submit the [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 organic.
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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Your Operation Name: \_\_\_\_\_

Address of new location(s): \_\_\_\_\_

Date you plan to use this new location for organic production: \_\_\_\_\_

### 1) What is changing? Select from the following:

- We have **moved** from a facility where I used to store, label, process or package organic products to a new location where I am storing, labeling, processing or packaging.
- We have **added an additional facility** where organic products are stored, processed, 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 organic storage, labeling, processing 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) Submit this form along with the OSP forms described on the previous page.

\_\_\_\_\_  
**Authorized Contact Name** **Title**

\_\_\_\_\_  
**Authorized Contact Signature** **Date**