



# CCOF

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

## Handler OSP Update Guide

- ▶ This guide outlines which OSP forms to update in common scenarios. Refer to [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:

<input type="checkbox"/> 1) New label for product(s) already listed on certificate:	<input type="checkbox"/> Label(s) <i>Organic labeling guidelines including international labeling are available at <a href="http://www.ccof.org/labeling">www.ccof.org/labeling</a></i>
<input type="checkbox"/> 2) New product or change to current product formula:	<input type="checkbox"/> <a href="#">Product Application</a> <input type="checkbox"/> <a href="#">H2.0A Ingredient Suppliers</a> (not applicable for brokers) <input type="checkbox"/> <a href="#">H2.0B Product Formulation</a> (multi-ingredient product) <input type="checkbox"/> Label(s) <input type="checkbox"/> New Supplier Organic Certificates
<input type="checkbox"/> 3) New supplier(s) for ingredient(s):	<input type="checkbox"/> <a href="#">H2.0A Ingredient Suppliers</a> (not applicable for brokers) <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> <a href="#">Uncertified Handler Affidavit</a> (for any uncertified supplier)
<input type="checkbox"/> 4) I am a broker, trader, distributor, wholesaler, or importer and I have new suppliers.	<input type="checkbox"/> <a href="#">H2.6 Broker Suppliers</a> <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> <a href="#">Uncertified Handler Affidavit</a> (for any uncertified supplier)
<input type="checkbox"/> 5) I am a private label brand owner/marketer and I have a new copacker for my products.	<input type="checkbox"/> <a href="#">Product Application</a> <input type="checkbox"/> Co-packer Organic Certificate <input type="checkbox"/> Ingredient statement from the co-packer
<input type="checkbox"/> 6) New label I pack for someone else:	<input type="checkbox"/> <a href="#">Co-Packer Application</a> (for each brand not CCOF certified) <input type="checkbox"/> Label(s) <input type="checkbox"/> Label owner organic certificate
<input type="checkbox"/> 7) New nonorganic ingredient or processing aid	<input type="checkbox"/> <a href="#">Handler Materials Application (OSP Materials List)</a> <input type="checkbox"/> <a href="#">Nonorganic Processing Material Affidavit</a> (if applicable) <input type="checkbox"/> <a href="#">Natural Flavor Affidavit</a> (if applicable)
<input type="checkbox"/> 8) New wine label	<input type="checkbox"/> <a href="#">V2.1 Wine &amp; Label Approval</a> <input type="checkbox"/> Label(s)
<input type="checkbox"/> 9) New equipment/facility cleaners/sanitizers	<input type="checkbox"/> <a href="#">H4.0 Organic Practices</a> <input type="checkbox"/> <a href="#">Handler Materials Application (OSP Materials List)</a>
<input type="checkbox"/> 10) New pest control material	<input type="checkbox"/> <a href="#">H4.0 Organic Practices</a> <input type="checkbox"/> <a href="#">Handler Materials Application (OSP Materials List)</a>
<input type="checkbox"/> 11) I plan to move, add a new facility location, or add new equipment.	<input type="checkbox"/> <a href="#">Equipment, Facility, or Address Change Form</a>
<input type="checkbox"/> 12) I have a new Tax ID, business structure or ownership change	<input type="checkbox"/> <a href="#">Business Change Application</a>
<input type="checkbox"/> 13) I plan to export organic products to one of the following countries: Canada, EU, UK, Switzerland, Japan, Korea, Taiwan	<input type="checkbox"/> <a href="#">Global Market Access Program Application</a> (for US operations and all operations exporting to Canada) <input type="checkbox"/> <a href="#">International Standard Program Application</a> (for Mexico operations exporting directly to the EU)
<input type="checkbox"/> 14) I need my update reviewed quickly (additional fees apply)	<input type="checkbox"/> <a href="#">Rush Review Request</a> <input type="checkbox"/> <a href="#">Expedited Program</a> (for new facility location or new equipment)