



# CCOF

Organic Certification

Education & Outreach

Political Advocacy

Promotion

## How to Add or Update a Facility, Processing Line, or New Equipment For Your CCOF Certified Operation

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

1. Complete a new Handler Application – Nonagricultural Materials, H2.3 Organic Facility, H4.0 Organic Practices, and H5.0 Record Keeping form for entirely new building locations you own or lease, or for unique new product lines that require new processing procedures. Or, update your current OSP sections if the new line or equipment will be operated based on your existing procedures. These forms are available at [www.ccof.org](http://www.ccof.org) or by calling the CCOF office.
2. Fill out the “**Facility or Address Change Form**” available at [www.ccof.org](http://www.ccof.org).
3. For operations located in California adding a new facility, notify the State Organic Program that you would like to register your new location.
4. Submit the 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 [inbox@ccof.org](mailto:inbox@ccof.org).
5. **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.
6. **Respond promptly when contacted by an inspector.** To track the inspection process, please contact your inspector or Certification Service Specialist (CSS). A listing of CSSs can be found at [www.ccof.org](http://www.ccof.org).

**CCOF must review and approve the OSP and a CCOF inspector must inspect the facility before products processed there may be sold as organic.** New or updated 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 new 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](http://www.ccof.org).
- Complete the Handler Application – Nonagricultural Materials, H2.3, H4.0, and H5.0 forms in entirety and to the best of your ability.
- Pay applicable add/change facility fees and inspection fees promptly.

To reduce costs, new or updated facilities should be submitted before or immediately after taking over management of new buildings. CCOF will combine annual and new or updated facility inspections whenever possible. CCOF charges modest administrative fees for processing add/change facility requests, as described in the CCOF Certification Services Program Manual at [www.ccof.org](http://www.ccof.org). The add/change 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 processing line, new equipment or a facility they own or lease to their existing operation via the steps above. **CCOF cannot add facilities for operations under proposed suspension, revocation or with outstanding non-compliances.**

