

### CCOF makes materials management easy with the OSP Materials List, available in MyCCOF!

#### Your Materials List

Your Materials List shows materials CCOF has approved for use by your operation and provides an easy way to manage this portion of your OSP. All materials listed below must be approved by CCOF and listed on your OSP Materials List prior to use.

##### >> Growers

All crop input materials, such as fertilizers, compost, manure, soil amendments, inoculants, planting mixes, seed treatments, pesticides, adjuvants, etc.

##### >> Livestock Producers

All livestock health care materials, feed supplements, and pest control materials.

##### >> Handlers and Processors

All nonorganic materials that directly contact products, including processing aids, salt, atmospheric gases, packaging aids, sanitizers, and other additives.

#### How can I obtain my Materials List?

View and print your current Materials List at any time, found in MyCCOF at [www.ccof.org/myccof-portal](http://www.ccof.org/myccof-portal). Plus, we will issue an updated list upon approval of any new material, or when you request it.

#### How do I modify my Materials List?

Follow the steps below to add a new material. To remove a material, use the "remove" feature in MyCCOF, or email us at [inbox@ccof.org](mailto:inbox@ccof.org) to let us know what material you would like to remove. We do not recommend removing any material that you might use again in the future.

#### Is rush review service available for materials?

Yes! Two-day and five-day rush review services are available for an additional fee. Find our rush review form at [www.ccof.org/resource/rush-review-request](http://www.ccof.org/resource/rush-review-request).

### How to Add a Material to Your Materials List

**BEFORE YOU BEGIN:** Identify the specific material you would like to use. You will need the complete product name, including all identifying information (i.e. 4-2-3, DF, WP, etc.) and the manufacturer's name.

#### Step 1 - You find it.

Log into MyCCOF and click the Materials Search button for access to recognized materials lists including OMRI and WSDA.  
**Does the exact material appear on these lists?**

YES

NO

Follow the site instructions to add a material to your OSP. Materials can also be added by contacting CCOF by email, phone, fax, or mail. Provide the complete product name and the manufacturer's name.

Request the material by emailing [inbox@ccof.org](mailto:inbox@ccof.org) or by phone, fax, or mail. Provide the complete product name, ingredients, and the manufacturer's name.

#### Step 2 - We review it.

If the material is approved for use by your operation, you will receive an updated Materials List. If the material is not approved, you will receive notification. **Was it approved by CCOF?**

YES

NO

**You are now ready to use the material at any time.** Follow any applicable restrictions, as noted on your Materials List.

**You may not use the material in your certified production.** If we were unable to complete review of the material, you may obtain the missing information from the manufacturer and submit it for re-review.

**REMEMBER:** You must obtain approval prior to use for all materials listed above. You must also follow any restrictions associated with the materials you use. Use of a prohibited material can put the certification of your operation, land, and/or products at risk, even if it was used unintentionally.

