* 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** 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 OCal cannabis ingredient supplier)[ ]  [**Exempt Handler Affidavit**](https://www.ccof.org/resource/exempt-handler-affidavit) (for any uncertified organic non-cannabis ingredient 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) |