



CCOF OCal Business Change Contract

- ▶ Complete this form if a change to an OCal business you manage or own results in a new Tax ID, business structure, or owner. Other business changes may also require this form to be submitted, at CCOF's discretion.
- ▶ Inspection may be required prior to production depending on nature of business changes.
- ▶ **You are responsible for reviewing and understanding your OCal System Plan (OSP). Obtain a copy of the OCal System Plan from the previous owner or contact CCOF.** Keep a copy of all documents submitted to CCOF for your records.
- ▶ You are responsible for maintaining all OCal records for the past five (5) years, **which may include records generated prior to submission of this application.**
- ▶ Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.
- ▶ You will be billed a \$350 nonrefundable application fee.
- ▶ **Complete and send this 5-page form to apply for certification of a new business**
Email to: inbox@ccof.org Or Mail to: CCOF, 877 Cedar Street, Suite 248, Santa Cruz, CA 95060

A. Describe What Has Changed:

- 1) **Management:** _____
- 2) **Business Structure.** *Attach a diagram if relevant:*

- 3) **I attest that I have obtained and reviewed a copy of the OCal System Plan (OSP) by doing one of the following:**
 - ☐ Received from previous owner or authorized contact.
 - ☐ I have been added as an authorized contact, set up a MyCCOF account, and downloaded from the MyCCOF OSP tab.
 - ☐ I have requested a copy from CCOF. *Per the CCOF Certification Services Manual, "Reproduction and information" fees apply.*
 - ☐ N/A, authorized contact remains the same.
 - ☐ Other: _____
- 4) **Describe access to records** from previous owner or authorized contact for the past five (5) years:
 - ☐ Received from previous owner or authorized contact ☐ Do not have access to records. Describe why: _____
- 5) **Describe changes** in practices, crops, products, brands, locations below.
Attach updated OSP forms. Blank forms can be found at www.ccof.org/documents.

B. Previous Operation Information

- 1) **Business Name:** _____
DBA: _____
CCOF Certification ID (example: *ab123*): _____ Tax ID#: _____
- 2) Previous Owner Surrender of Certification (if applicable): _____

Name/Title	Signature	Date
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C. New Operation Information

- 1) **Business Name:** _____
DBA: _____
Phone: _____ Ext: _____ Fax: _____
Website: _____





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2) Business Information:

Tax ID#: _____

☐ Sole Proprietorship. Owner's Name: _____

☐ Partnership. Owner's Names: _____

☐ Corporation –OR– ☐ LLC. State of incorporation: _____

Name of owners, or officers and their titles: _____

3) Physical Location of Your Operation.

Where OCal production occurs, or records are kept (for broker/trader/private label owners):

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

4) Mailing Address if different:

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

5) Billing Address if different:

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

6) Preferred written communication method: ☐ Email ☐ Postal Mail

D. New Contact Information ☐ No Change

1) Primary Contact

Please designate one person in your operation to be CCOF's Primary Contact. This person will be listed in CCOF printed and online directories, unless you choose to opt out of the directory on page 6 of this form. This person should be knowledgeable of your operation, your OCal System Plan, your operation's activities, applicable OCal standards, and have the authority to act on behalf of the business. **All communication will be sent to this contact.**

Name: _____ Title: _____

Phone: _____ Email(s): _____

2) Additional Contacts

Please list all people at your operation authorized to conduct inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the company. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary. ☐ No Change

CC: ☐

Name/Title	Phone number	Email
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CC: ☐

Name/Title	Phone number	Email
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CC: ☐

Name/Title	Phone number	Email
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E. Certification Program Information

1) Does this business produce, manufacture or distribute:

☐ Both OCal and non-OCal product(s) ☐ OCal product(s) only

2) Is the **new business** currently certified organic, certified OCal by another certifier, or certified by a third-party cannabis certification company (i.e. Sun and Earth, Certified Kind, Envirocann, etc.)?

☐ No ☐ Yes, provide name of certifier: _____

3) Has the **new business** ever applied for, or been granted, OCal certification?

☐ No. Skip to section F. ☐ Yes. Complete this section and provide name of certifier: _____





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- a) Was your certification or the certification of fields or products ever suspended or revoked? ☐ Yes ☐ No
- b) Did you surrender your certification with outstanding non-compliances or conditions? ☐ Yes ☐ No
- c) Was your application for OCal certification ever issued a denial? ☐ Yes ☐ No
- d) Did you withdraw your application for certification with outstanding non-compliances? ☐ Yes ☐ No
- 4) If you answered yes to a, b, c, or d above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:
- Year(s): _____ ☐ Letters Attached
- Corrective actions taken: _____

F. California Cannabis Licensing and CDPH Registration

OCal operations must hold an active and valid commercial cannabis license with the California Department of Cannabis Control (DCC). For more information, visit the DCC website at <https://cannabis.ca.gov/>. Please provide the details of your commercial cannabis license in this section.

1) Licensee Contact

Name: _____ Title: _____

Phone: _____ Email(s): _____

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

2) Licensee Business Contact *if different*

Name: _____ Title: _____

Phone: _____ Email(s): _____

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

3) License Types and Numbers

Check the box for each cannabis license you hold and list each license number.

a) Cultivation

- ☐ Specialty Indoor: _____
- ☐ Specialty Mixed-Light Tier 1: _____
- ☐ Specialty Mixed-Light Tier 2: _____
- ☐ Specialty Outdoor: _____
- ☐ Small Indoor: _____
- ☐ Small Mixed-Light Tier 1: _____
- ☐ Small Mixed-Light Tier 2: _____
- ☐ Small Outdoor: _____
- ☐ Medium Indoor: _____
- ☐ Medium Mixed-Light Tier 1: _____
- ☐ Medium Mixed-Light Tier 2: _____
- ☐ Medium Outdoor: _____
- ☐ Large Indoor: _____
- ☐ Large Mixed-Light Tier 1: _____
- ☐ Large Mixed-Light Tier 2: _____





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- ☐ Large Outdoor: _____
- ☐ Nursery: _____
- ☐ Processor: _____

b) **Manufacturer**

Manufacturers are required to register with CDPH after achieving OCal certification with CCOF; your inspector will verify that you have begun the CDPH application.

- ☐ Type 6: (Non-volatile solvent manufacturing or mechanical extraction): _____
- ☐ Type 7: (Volatile solvent manufacturing): _____
- ☐ Type N: (Infusion of products): _____
- ☐ Type P: (Packaging and labeling): _____
- ☐ Type S: (Manufacturers who work in a shared-use facility): _____

c) **Commercial**

- ☐ Distributor: _____
- ☐ Distributor Transport Only: _____
- ☐ Microbusiness (*Not eligible for certification*): _____
- ☐ Non-storefront Retailer (Delivery Only) (*Not eligible for certification*): _____
- ☐ Storefront Retailer (*Not eligible for certification*): _____

G. Annual Certification Fee

- ▶ CCOF will estimate and invoice your certification fee based on the information provided below and collected at your initial and subsequent inspections. **If your business is splitting into multiple operations, provide information for each business.**
- ▶ Please refer to the [CCOF Certification Services Program Manual](#) for detailed fee information.
- ▶ CCOF determines your initial annual certification fee according to your expected annual OCal Production Value (OPV). OPV is calculated using your expected certified OCal production/sales (over the next 12-month period) minus the cost of certified OCal products or services, such as certified seed and/or planting stock, certified ingredients, or certified processing services, purchased in the same 12-month period.

- 1) **All operations:** Expected OCal production value (next 12 months). List total value of certified OCal production/sales, or services such as contract processing/handling for non-cultivator businesses.

a) **Cultivators:** Expected cost of certified OCal seed and/or planting stock purchased (next 12 months).

b) **Manufacturers and Distributors:** Expected cost of certified organic and/or OCal ingredients/products purchased (next 12 months).

c) **Manufacturers and Distributors:** Expected cost of service fees charged by certified OCal co-processors (next 12 months).





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Operation Name: _____ Date: _____

H. Certification Contract and Agreement

- The following must be signed by a legally authorized representative of any operation by all applicants for certification by CCOF OCal CS (CCOF).

By signing this document, the applicant acknowledges that it has received, has read, fully understands, and agrees to be bound by the terms of the CCOF Certification Program Manual and further agrees to:

- 1) Comply with all State and applicable OCal production and handling regulations as described in rules issued by the California Department of Agriculture and California Department of Public Health (including those regulations in Title 3 California Code of Regulations (3 CCR) and the OCal Guidance as published on the CDFA website).
- 2) Comply with and strictly adhere to all CCOF standards, procedures and policies set forth in the CCOF Manual including but not limited to the following:
 - a) Establishing, implementing, and updating annually an OCal System Plan that will be submitted to CCOF.
 - b) Permitting on-site inspections with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices by CCOF. These inspections may be announced or unannounced at the discretion of CCOF or as required by an accreditation authority, government entity with jurisdiction, or other governing body.
 - c) Maintaining all records applicable to the OCal operation for not less than five (5) years beyond their creation.
 - d) Allowing authorized representatives of CCOF, an accreditation authority, government entity with jurisdiction, or other governing body access to these records under normal business hours for review and copying to determine compliance with the applicable standards, regulations or governing law.
 - e) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
 - f) Submitting to CCOF any applicable fees as described on the most current fee schedule.
 - g) Immediately notifying CCOF concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
 - h) Immediately notifying CCOF of any change in your certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.
 - i) Using the CCOF name and OCal seal(s) only in accordance with CCOF standards and ceasing all use of CCOF's name and OCal seal upon notice by CCOF. Any use of CCOF's names or marks, without the express consent of CCOF, is strictly prohibited and constitutes an infringement of CCOF's rights. CCOF shall be entitled to its reasonable attorney's fees and costs incurred in bringing any civil action, arbitration, or mediation to enforce its rights to its names or marks.
 - j) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
 - k) Understanding that the use of the CCOF name and seal must be in accordance with the CCOF standards.
 - l) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
 - m) Immediately ceasing all claims of CCOF certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is suspended or revoked.
 - n) Agreeing to be legally bound by the terms of the paragraphs entitled "Consent to Electronic Transmission", "Governing Law", "Consent to Jurisdiction", "Indemnification" and "Limit of Liability" as described in the CCOF Certification Services Program Manual.

I, the owner or legally authorized corporate representative, acknowledge the above General Requirements for CCOF certification and understand that any willful misrepresentation may be cause for denial of an application and sanctioning of certification. I authorize the person(s) listed above to act on behalf of my company in establishing or maintaining OCal certification. I attest that all information in this application is true and accurate to the best of my knowledge:

Name/Title	Signature	Date
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I. Public Profile Information (Optional)

Use these options to describe your operation. This information will be used to populate your online directory profile and to help CCOF promote your unique operation.

☐ Do not include my operation in the online directory.

1) Online Presence:

☐ Facebook: _____

☐ LinkedIn: _____

2) Sales Methods:

☐ Copacking Services (CS): _____

☐ Ingredients (Ing): _____

☐ Internet (WWW): _____

☐ Retail (R): _____

☐ Wholesale (WS): _____

3) Apprenticeship Options:

☐ Apprenticeship Offered: _____

Terms: ☐ Board ☐ Internships ☐ Wage ☐ Other: _____

4) Company Statement (Promotional/sales/informational or public statement about your company):

J. Additional Service Opportunities (Optional)

Check any additional services the **new business** may be interested in and a CCOF representative or partner organization will contact you.

Check any additional services you may be interested in and a CCOF representative or partner organization will contact you.

☐ USDA National Organic Program (NOP) compliance for non-cannabis production

☐ Food Safety Services for non-cannabis farms

☐ Food Safety Services for non-cannabis facilities or processing

☐ Food Safety training

☐ Other: _____

