



Handler OSP Update Guide

- ▶ This guide outlines which Organic System Plan (OSP) forms to update in common scenarios. Refer to [CCOF Certification Services Program Manual](#) for fees that apply to certain updates.
- ▶ Email all 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.

Operation Name: _____

Client Code: _____

My update is (more than one may apply):

- ☐ 1) New label for product(s) already listed on My CCOF client profile:
- ☐ 2) New product or change to current product formula:
- ☐ 3) New supplier(s) for ingredient(s):
- ☐ 4) I am a broker, trader, distributor, wholesaler, or importer and I have new suppliers.
- ☐ 5) I am a private label brand owner and I have new suppliers for ingredients I purchase or store, then send to my co-packer.
- ☐ 6) I am a private label brand owner and I have a new copacker for my products.
- ☐ 7) New label I pack for someone else:
- ☐ 8) New nonorganic ingredient or processing aid
- ☐ 9) New wine label
- ☐ 10) New equipment/facility cleaners/sanitizers
- ☐ 11) New pest control material
- ☐ 12) New uncertified storage facility for products in sealed, tamper-evident packaging
- ☐ 13) I plan to move, add a new facility location, or add new equipment.
- ☐ 14) I have a new Tax ID, business structure or ownership change

Fill out these forms or send the following:

- ☐ Labels *Organic labeling guidelines including international labeling are available at www.ccof.org/labeling*
- ☐ [Product Application](#)
- ☐ [H2.0A Ingredient Suppliers](#) (not applicable for brokers)
- ☐ [H2.0B Product Formulation](#) (multi-ingredient product)
- ☐ Labels
- ☐ New Supplier Organic Certificates
- ☐ [H2.0A Ingredient Suppliers](#) – update existing list in OSP (H2.0A not applicable for brokers, importers, or private label brand owners working with co-packers)
- ☐ New Supplier Organic Certificates
- ☐ [Exempt Handler Affidavit](#) – for any uncertified supplier
- ☐ [H2.6 Broker Suppliers](#) – update existing list in OSP
- ☐ New Supplier Organic Certificates
- ☐ [Exempt Handler Affidavit](#) – for any uncertified supplier
- ☐ [H2.6 Broker Suppliers](#) – update existing list in OSP
- ☐ New Supplier Organic Certificates
- ☐ [Exempt Handler Affidavit](#) – for any uncertified supplier
- ☐ [Product Application](#)
- ☐ [H2.0 Organic Products](#) – update co-packer list
- ☐ Co-packer Organic Certificate
- ☐ Ingredient statement from the co-packer
- ☐ [Co-Packer Application](#) – for each brand owner
- ☐ Labels
- ☐ Private Label Brand Owner Organic Certificate (if certified)
- ☐ [Handler Materials Application \(OSP Materials List\)](#)
- ☐ [Nonorganic Processing Material Affidavit](#) – for each nonorganic material not previously approved by CCOF, except flavors
- ☐ [Natural Flavor Affidavit](#) – for each nonorganic flavor
- ☐ [V2.1 Wine & Label Approval](#)
- ☐ Labels
- ☐ [H4.0 Organic Practices](#) (review for accuracy)
- ☐ [Handler Materials Application \(OSP Materials List\)](#)
- ☐ [H4.0 Organic Practices](#) (review for accuracy)
- ☐ [Handler Materials Application \(OSP Materials List\)](#)
- ☐ [Exempt Handler Affidavit](#)
- ☐ [Equipment, Facility, or Address Change Form](#)
- ☐ [Business Change Contract](#)





My update is (more than one may apply):

- ☐ 15) I am located in the US and I export, design export labels, or sell to a buyer who requires international verification.
- ☐ 16) I am located in Mexico and export, design export labels, or sell to a buyer who requires international verification.
- ☐ 17) Update to my Organic Fraud Prevention Plan
- ☐ 18) I need my update reviewed quickly (additional fees apply)

Fill out these forms or send the following:

- ☐ [Global Market Access Program Application](#) (US exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan)
- ☐ [Mexico Compliance Program Application](#) (US exports to Mexico)
- ☐ [Product Application](#) or [H2.6 Broker Suppliers](#) (to indicate which products will be exported)
- ☐ [Global Market Access Program Application](#) (Mexico exports to Canada)
- ☐ [NOP Import Certificate Request Form](#) (Mexico exports to the US – exporter completes prior to each shipment)
- ☐ [Organic Fraud Prevention Plan](#) (or attach your own version)
- ☐ [Rush Review Request](#)
- ☐ [Expedited Program](#) (for new facility location or new equipment)

