



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## Equipment, Facility or Address Change Form

- ▶ How to update your Organic System Plan (OSP) if you plan to move, add a new facility location, or add new equipment.
- ▶ Find all forms at [www.ccof.org/documents](http://www.ccof.org/documents).

### Tips for success

- Submit your OSP *before* you begin processing organic products. Sale of products processed in an unapproved facility or on unapproved equipment may jeopardize your certification.
- If you have an upcoming scheduled inspection, the inspector cannot inspect new equipment or a new facility without CCOF approval. Your new facility/equipment OSP must be received, reviewed, and accepted prior to inspection of the new facility/equipment.
- Allow 2-3 months for the certification process. If you need certification fast, consider CCOF's Expedited Certification Program. Complete the [Expedited Certification Program Application](#) to enroll.
- You will be charged an add facility/equipment fee per the [Certification Services Program Manual](#). Inspection fees also apply if inspection is required.
- CCOF clients in good standing may add a new facility location, processing line, or new equipment. Operations in proposed suspension, proposed revocation or with outstanding noncompliances cannot add new facilities, processing lines, or equipment.

### Steps:

- 1) Complete the form on the following page. Only facilities that your business leases or owns can be added to your Organic System Plan (OSP).
- 2) Complete new OSP forms:
  - For each new facility complete the following: [Handler Materials Application \(OSP Materials List\)](#), [H2.3 Organic Facility](#), [H4.0 Organic Practices](#), [H5.0 Record Keeping](#) and [Organic Fraud Prevention Plan](#).
    - Or, if the new facility or equipment will follow your existing procedures, update your current OSP.
  - If you will sell or produce new products, complete the [Product Application](#), [H2.0 Organic Products](#), [H2.0A Ingredient Suppliers](#), and [H2.0B Product Formulation](#) (for multi-ingredient products). Submit a [Co-Packer Application](#) for each brand you will package that is owned by someone else.
    - Or, if you are an importer, broker, distributor, or wholesaler who does not process, repack, or relabel, complete the [H2.5 Brokered Products](#) and [H2.6 Broker Suppliers](#).
  - If there has been a change to your organic business that resulted in a new Tax ID, business structure, or owner, submit the [Business Change Contract](#).
- 3) Submit this form and new OSP with supporting documentation to [inbox@ccof.org](mailto:inbox@ccof.org), or by fax or mail.
- 4) Await review by CCOF to determine if an inspection is required. Generally, an inspection must occur before products processed at a new facility or on new equipment may be sold as organic.
- 5) Schedule an inspection when contacted by an inspector. To track the inspection process, check [MyCCOF.org](http://MyCCOF.org) or contact your inspector or Certification Service Specialist (CSS).
- 6) For operations located in California adding a new facility, notify CDFA or CDPH that you would like to register your new location.



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Your Operation Name: \_\_\_\_\_

Address of new location(s): \_\_\_\_\_

- 1) What is changing? Select from the following:
- We are **moving** from a facility where organic products are stored, labeled, processed, or packaged to a new location where we will store, label, process, or package organic products.
  - We are **adding an additional facility** where organic products are stored, processed, or packaged. All locations that were inspected last year are still a part of my OSP.
  - We are **closing** or are no longer using a facility. Please remove it from my OSP. The following products will no longer be produced and can be removed from my OSP (*or attach a list*):  
\_\_\_\_\_
  - We have a **new billing location or office**. No organic storage, labeling, processing or packaging occurs there. All locations that were inspected at our last inspection are still a part of my OSP.
  - We are a broker or private label owner, and our **records location** has changed (desk audit only).
  - We have **new equipment** that is different from the equipment already approved by CCOF.
  - We have **new equipment** that is identical to the equipment that was inspected at our last inspection. No new products, processes, or equipment sanitation procedures.
  - Other: \_\_\_\_\_

- 2) For facilities and equipment, is all equipment used to process organic products in place on site?
- Yes, indicate date when you would like to begin organic production: \_\_\_\_\_
  - No, indicate date when facility/equipment will be ready for production: \_\_\_\_\_
  - Not applicable, billing or records location only or closing facility (no new facility or equipment).

3) If adding a new facility that is currently certified with another agency other than CCOF:  
My signature below authorizes my previous certifier to release all certification documents, including inspection reports, organic system plans, compliance notices and/or any other documents relating to my previous organic certification process, to CCOF Certification Services, LLC.

4) Submit this form along with the OSP forms described on the previous page.

\_\_\_\_\_  
**Authorized Contact Name** **Title**

\_\_\_\_\_  
**Authorized Contact Signature** (Digital, Ink, or E-Verified) **Date**