



CCOF

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

Handler OSP Update Guide

- ▶ This guide outlines which OSP forms to update in common scenarios. Refer to [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.

Operation Name: _____

Client Code: _____

My update is (more than one may apply):

Fill out these forms or send the following:

| | |
|---|--|
| <input type="checkbox"/> 1) New label for product(s) already listed on certificate: | <input type="checkbox"/> Label(s) <i>Organic labeling guidelines including international labeling are available at www.ccof.org/labeling</i> |
| <input type="checkbox"/> 2) New product or change to current product formula: | <input type="checkbox"/> Product Application <input type="checkbox"/> H2.0A Ingredient Suppliers (not applicable for brokers) <input type="checkbox"/> H2.0B Product Formulation (multi-ingredient product) <input type="checkbox"/> Label(s) <input type="checkbox"/> New Supplier Organic Certificates |
| <input type="checkbox"/> 3) New supplier(s) for ingredient(s): | <input type="checkbox"/> H2.0A Ingredient Suppliers (not applicable for brokers) <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> Uncertified Handler Affidavit (for any uncertified supplier) |
| <input type="checkbox"/> 4) I am a broker, trader, distributor, wholesaler, or importer and I have new suppliers. | <input type="checkbox"/> H2.6 Broker Suppliers <input type="checkbox"/> New Supplier Organic Certificates <input type="checkbox"/> Uncertified Handler Affidavit (for any uncertified supplier) |
| <input type="checkbox"/> 5) I am a private label brand owner/marketer and I have a new copacker for my products. | <input type="checkbox"/> Product Application <input type="checkbox"/> Co-packer Organic Certificate <input type="checkbox"/> Ingredient statement from the co-packer |
| <input type="checkbox"/> 6) New label I pack for someone else: | <input type="checkbox"/> Co-Packer Application (for each brand not CCOF certified) <input type="checkbox"/> Label(s) <input type="checkbox"/> Label owner organic certificate |
| <input type="checkbox"/> 7) New nonorganic ingredient or processing aid | <input type="checkbox"/> Handler Materials Application (OSP Materials List) <input type="checkbox"/> Nonorganic Processing Material Affidavit (if applicable) <input type="checkbox"/> Natural Flavor Affidavit (if applicable) |
| <input type="checkbox"/> 8) New wine label | <input type="checkbox"/> V2.1 Wine & Label Approval <input type="checkbox"/> Label(s) |
| <input type="checkbox"/> 9) New equipment/facility cleaners/sanitizers | <input type="checkbox"/> H4.0 Organic Practices <input type="checkbox"/> Handler Materials Application (OSP Materials List) |
| <input type="checkbox"/> 10) New pest control material | <input type="checkbox"/> H4.0 Organic Practices <input type="checkbox"/> Handler Materials Application (OSP Materials List) |
| <input type="checkbox"/> 11) I plan to move, add a new facility location, or add new equipment. | <input type="checkbox"/> Equipment, Facility, or Address Change Form |
| <input type="checkbox"/> 12) I have a new Tax ID, business structure or ownership change | <input type="checkbox"/> Business Change Contract |
| <input type="checkbox"/> 13) I plan to export organic products to Mexico | <input type="checkbox"/> Mexico Compliance Program Application (for US operations exporting to Mexico) |
| <input type="checkbox"/> 14) I plan to export organic products to one of the following countries: Canada, EU, UK, Switzerland, Japan, Korea, Taiwan | <input type="checkbox"/> Global Market Access Program Application (for US operations and all operations exporting to Canada) <input type="checkbox"/> International Standard Program Application (for Mexico operations exporting directly to the EU) |
| <input type="checkbox"/> 15) I need my update reviewed quickly (additional fees apply) | <input type="checkbox"/> Rush Review Request <input type="checkbox"/> Expedited Program (for new facility location or new equipment) |