



BIG QUESTIONS, ANSWERED

What do I need to know about moving the location of my processing facility?

PLAN YOUR MOVING TIMELINE

Under the USDA organic regulations, moving to a new location requires an organic inspection of the new site. An operation cannot handle or produce organic product at the new facility until the inspection and certification process is completed.

PROVIDE EARLY NOTICE ABOUT YOUR MOVE

Contact Oregon Tilth far in advance of your anticipated move date so we can understand the project details, help catch any potential issues early on and plan accordingly with our certification and inspection teams.

PROVIDE FACILITY DESCRIPTION OF NEW LOCATION

Whether you're purchasing new equipment, upgrading systems or changing procedures, we need to know. Provide a detailed facility description with your project timeline.

UPDATE ORGANIC SYSTEM PLAN (OSP)

Review your current OSP and identify where changes will occur. At minimum, you are required to complete a new contract, forms O1 and H2. Additional OSP forms are required depending on the changes occurring at the new facility.

PREPARE FOR INSPECTION

The majority of your organic processing equipment, procedures and records must be in place for the inspector to perform an adequate inspection at the new location. Contact us to ensure your new facility is ready for inspection.

TIPS *for* PREPARATION

Documenting Important Dates:

When planning your moving timeline, be sure to include the construction of the facility, assembly of equipment, transfer or records, availability for inspection and anticipated organic production dates.

Coordinating Logistics:

We understand each situation is unique and presents various logistical hurdles. We will work with you closely to ensure a smooth transition process and accommodate your deadlines.

Other Considerations:

If a company is purchased or a merger occurs, the new owner must re-apply for organic certification and complete inspection under the new legal business entity. An inspection must occur at the new location even if the last inspection happened less than a year ago.

Communicating Changes:

Since every situation is different, contact and let us know the details of your move so we can provide you with the correct paperwork to document any changes to your OSP.

All forms and documents are available on our website: www.tilth.org/certification.

Organizing Records:

Be sure to have all documents and records readily available and necessary staff present for and during the inspection. All inspection fees will apply as outlined in the Oregon Tilth Fee Schedule.

Resources:

Ask additional questions via the Oregon Tilth Processor Hotline: (503) 378-0690 x 101



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We believe that the lasting and engaging relationships we cultivate with our clients, combined with Oregon Tilth's education and advocacy initiatives, leads to real change for the environment, our food system and the well-being of our greater agricultural communities. Learn more at www.tilth.org

