

Addendum for On-Farm Handling

NOFA-NY Certified Organic, LLC

Name: _____ Farm Name: _____ Date _____

1. General Information

- a. Please list the products you will produce and label as certified organic this year.

Repeat Applicants Please Note: If you are adding new products to certification this year, you must complete a Product Information form for each new product. A form is included with this application.

- b. Will the ingredients used for the above products be: produced on farm purchased from other sources

Renewals: For products previously certified, have the ingredients changed?[please review copies of your Product Information forms]. Yes No

If Yes, please complete a new Product Information form for any product with ingredient changes. The forms may be obtained by calling the office.

- c. List all food additives used in your processing. Food additives are materials used in processing, whether they remain in the final product or not (e.g. enzymes, vitamins, cultures, flavorings).

Please attach copies of product labels for each additive.

- d. Is any portion of the production of the above products performed at an off-farm location? Yes No

(New Applicants: Please attach a schematic diagram of the processing facility, including overall dimensions, equipment location, ingredient receiving areas, storage areas, shipping areas, etc.)

If Yes, list name and address of facility below.

2. Facility Information

For Repeat Applicants Only: (new, proceed to letter b)

- a. Is the same facility being used for processing this year? Yes No

If a new facility is being used, submit a new facility diagram.

Have there been changes in the facility since last application. Include additions, rebuilding projects, a change in locations of ingredient receiving area, storage areas, shipping areas, etc.

- Yes No

If Yes, please list. _____

- b. **New applicants:** Please list all equipment used in your handling operation.

Repeat applicants:

Is the equipment used the same as last year? Yes No

Have there been any equipment additions in the past year?
(If yes, please list above....) Yes No

- c. Do you also produce non-certified products? Yes No

If Yes, list products below.

If you produce non-certified products, do you have:

separate storage for raw materials Yes No

separate storage for finished products Yes No

- d. List all products used for cleaning and sanitation in your processing facility.

Please attach product labels or MSDS sheets if the products differ from last year. No Changes

Brand Name

Manufacturer

Purpose

3. Audit Trail Information

a. Does your record keeping system allow you to trace ingredients of the finished product back to their source?

Yes No

b. Do you distinguish your record keeping between certified organic products and non-certified products?

Yes No

c. Do you obtain copies of documents of certification authenticity for products you purchase as certified organically produced?

Yes No

d. Please note the types of records you maintain (check all that apply). Please attach samples of each item checked.

purchase orders

orders received

weigh scale tickets

raw material inventory

production reports

finished product inventory

sales records

shrinkage / spillage

bills of lading

written verification of organic certification for purchased ingredients

Other _____

4.Process - Please provide a detailed description of the process of each item. Attach separate sheets if necessary.
