



Handler Change Request Form

NOFA-NY Certified Organic, LLC

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NOTE: Additions / changes to existing certification must be approved by the certification office prior to implementation.
Please complete the information below and submit all necessary supporting documentation with this form.

Date:

Producer / Operation Name:

CHANGE TO:

- Facility:** New Change
- Production / Flow
 - Equipment
 - Cleaning & Sanitizing Materials / Procedures
 - Pest Control Materials / Procedures

Describe:

Products: New Change Product Name

- Formulation
- Ingredient
- Supplier
- Processing Aid
- Label / Packaging

Describe:

Documentation Checklist:

- Updated Organic Handling Plan, Product Flow Chart, materials list if changes affect production
- Completed product profile or spreadsheet
- Current organic certificate for each organic ingredient and processing aid (note: for changes, submit only the certificates for new ingredients)
- Completed Documentation of Ingredients form for each non-organic ingredient and processing aid
- Natural Flavor Questionnaire for all non-organic flavors
- Proposed finished product label
- If private label or co-pack item:
 - Written documentation from the certifier who will be listed on the label, if other than NOFA-NY Certified Organic, LLC, indicating that the product formulation and label have been reviewed and are compliant, or an organic certificate from the certifier listing this product.
 - Completed Private Label Use Agreement

Signature: