



Change Request Form

NOFA-NY Certified Organic, LLC

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Producer/Operation Name: _____

Date: _____

Please complete the below and submit all necessary supporting documentation with this form as needed.

NOTE: Additions/changes to existing certification must be approved by the certification office prior to implementation. New products or formulations must be approved prior to sale as organic.

Product/Ingredient Additions or Changes:

Are you adding any new products to your certification?

Yes No

Are you making any changes to existing products, ingredients, formulations or labels?

Yes No

If Yes to either of the above:

Indicate type of change: Formulation Ingredient Supplier Processing Aid Label/Packaging

Describe: _____

Facility/Production/Cleaning/Pest Additions or Changes:

Are you making any changes to your facility, production, flow or equipment?

Yes No

Are you making any changes to cleaning & sanitizing or pest control materials/procedures?

Yes No

If Yes to either of the above:

Indicate type of change: Facility Production/Flow Equipment Cleaning/Sanitizing Pest Control

Describe: _____

Timeframe for Decision:

- RUSH (\$65/hour + \$300 per item); 2 business day turnaround, **call/email the office to notify of RUSH!**
- ASAP (\$65/hour); decision typically within 1-3 weeks
- With initial/final review (no charge as long as complete info included); decision typically within 1-3 months

Documentation Checklist:

- Updated SOPs, Product Flow Chart, materials list if changes affect production
- Completed product profile(s); please submit product profiles/labels as separate stand alone documents
- 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