



Farm Change Request Form

NOFA-NY Certified Organic, LLC

834 Upper Front St. • Binghamton NY 13905 • 607-724-9851 • www.nofany.org

Producer/Operation Name: _____

Date: _____

Please complete the below and submit all necessary supporting documentation with this form as needed. **Submitting incomplete documentation will result in review delays each time additional information needs to be requested.**

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

Additions or Changes:

- Are you adding any new fields to your certification? Yes No
- Are you adding any new crops (grown on currently certified organic fields) to your certification? Yes No
- Are you adding any new animals or types of livestock to your certification? * Yes No
- Are you adding any new processed products to your certification? * Yes No
- Are you making any other changes to existing fields, livestock, processed products, or labels? Yes No

If Yes to other changes, please describe (attach additional pages as needed): _____

Facility/Production/Cleaning/Pest Additions or Changes:

Are you making any changes to your facility, production, flow or equipment? Yes No

If Yes to the above- Indicate type of change:

- Facility Production/Flow Equipment Cleaning/Sanitizing Pest Control

Describe (attach additional pages as needed): _____

Timeframe for Decision:

- RUSH (\$65/hour + \$300 per item); 2 business day turnaround, ***call/email the office to notify of RUSH!***
 - Rush Service Request Form attached if requesting Rush Service
- 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: (Submit items as applicable)

- New Fields
 - Complete/Signed New Field History & Affirmation Form
 - Field Maps
- New Crops
 - Seed documentation showing the new crop seed is either organic or untreated and non-GMO (this could include invoices, tags, and untreated/non-GMO statements). If non-organic seed please be sure to also submit documented search for organic seed in the correct quantity, quality, or form.
 - Field ID where the new crop is being grown
- Livestock changes or additions
 - Updated Animal List or Flock Records
 - Purchase documentation for animals, including organic certificate from supplier, purchase invoice/receipt showing purchased animal IDs, and Livestock Organic Slaughter Affirmation or

equivalent documentation if you would like purchased animals to qualify for organic slaughter. For purchased day old poultry, submit the purchase invoice (no organic certificate or LOSA is needed).

- For a livestock type addition (i.e. adding dairy, beef, poultry, swine, etc.), an Organic System Plan (OSP) addendum for that type of animal, or updated OSP
- For adding livestock types or livestock management changes, please submit barnyard/housing and outdoor access diagrams, as well as details regarding any other changes made
- New Facility or Facility Changes
 - Facility Diagram & Address
 - Updated SOPs, Product Flow Chart, materials list if changes affect production
 - Updated Equipment List
- New Products or Product Changes
 - Completed product profile(s) (or spreadsheet with equivalent information); 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*)
 - Proposed finished product label
 - Master Supplier List (if any additions or changes to purchased ingredients)
- If adding a private label or co-pack item:
 - Complete documentation as noted above if private label or co-pack item(s) are not already certified
 - Completed Private Label & Copack Use Agreement
 - Label(s) for the private label or co-pack item(s)
 - 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.

**If adding Livestock or On-Farm Processing/Handling to your certification for the first time (the scope is not already listed on your certification), you will be billed an added scope fee. The Livestock scope fee is \$25. The base scope fee for On-Farm Processing is \$50, and dependent on complexity and scale of production, may be subject to additional on-farm processing fees of \$100-200. Please reach out to the office with any questions.*