



Handling 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. **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 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!**

Rush Service Request Form attached if requesting Rush Service

ASAP (\$65/hour); decision typically within 1-3 weeks of receiving complete documentation

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

Updated Master Supplier List (MSL) - ***if specific changes to MSL are not noted above, they must be indicated on the MSL, for example by highlighting changes and additions or making them a different color***

Completed product profile(s) (PPs) or spreadsheet with equivalent information; please submit individual product profiles and labels as separate stand alone documents (does not apply to PPs if submitting a product 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 and Commercial Availability Form for all non-organic flavors

Proposed finished product label

- For private label or co-pack item(s):
 - Complete documentation as noted above if private label or co-pack item(s) are not already certified
 - Completed Private Label & Copack Use Agreement if your operation will not be listed on the label. If it will be on the label, the PLCUA is optional but a list of all items to be private labeled or co-packed is required if not submitting the PLCUA.
 - 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.