



# OEFFA Certification

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## Certificate Addition Request Form (for Handlers)

Please complete this form to request organic certification for currently uncertified product(s) and/or product line(s).

General Information		
Operation Name	Contact Name	
Certification #	Phone	Fax
Product Launch Timeline (desired date)	Email	
New types of organic handling (i.e. roasting, canning, repacking, etc.)		

New Products	N/A <input type="checkbox"/>
<p><b>1) Add any new products to the corresponding product list</b> (SINGLE or MULTIPLE Ingredient Product List from your OSP). For each product that contains <u>more than one ingredient</u>, also fill out an Organic Product Profile Sheet (PPS). Attach the relevant Product Lists and PPS to this form.</p> <p><b>2) Attach the following documentation if relevant:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Color Label Proofs for each product</li> <li><input type="checkbox"/> Organic Certificates for all organic ingredients</li> <li><input type="checkbox"/> For all nonorganic ingredients: Signed forms showing that all ingredients are non-GMO, non-irradiated, and produced without sewage sludge (ex: <i>Non-Organic Ingredient Compliance Affidavit</i>)</li> <li><input type="checkbox"/> Other required documentation (ex: <i>Organic Ingredient Search Record, Natural Flavor Questionnaire, supplier label for sub-ingredient verification, etc.</i>)</li> </ul>	

New/Replacement Equipment	N/A <input type="checkbox"/>				
List all equipment used in processing the new product(s) that is not already included in your OSP. Inspection of the new equipment is required before certification.					
EQUIPMENT NAME	CAPACITY	USED WITH ORGANIC PRODUCT ONLY? YES OR NO	CLEANED PRIOR TO ORGANIC PRODUCTION RUNS? YES OR NO	PURGED* BEFORE ORGANIC PRODUCTION RUNS? YES OR NO	IS THIS CLEANING AND/OR PURGING* DOCUMENTED? YES, NO, OR N/A

**1) Attach equipment cleaning procedures.** \*If equipment is purged, attach purge procedures, quantities purged, end use or disposal of purged product.

**2) Attach the following if relevant:**

- Product Flow Charts
- Lot Number Descriptions
- Organic Control Point Program updates
- Updated Facility Map

Statement				
I would like the new product(s) and/or line(s) to be certified organic. I will not market new product(s) and/or production line(s) with organic claims until I receive an updated certificate listing them. I state that all information on this form is true, accurate, and complete.				
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%;">Owner/Manager Name: _____</td> <td style="border: none; width: 40%;"></td> </tr> <tr> <td style="border: none;">Owner/ Manager Signature: _____</td> <td style="border: none;">Date: _____</td> </tr> </table>	Owner/Manager Name: _____		Owner/ Manager Signature: _____	Date: _____
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