



# 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 handling type(s).

| General Information   |       |              |
|---|-------|--------------|
| Operation Name  |       | Contact Name |
| Operation #   | Phone | Fax          |
| Product Launch Timeline (desired date)                      |       | Email        |
| New Products [and/or types of organic handling if relevant] |       |              |

| Fees  |                         |
|---|-------------------------|
| <b>Certificate Addition Fee (\$50)</b> – Required for all certificate addition requests outside of the annual renewal cycle.<br><b>Rush Fee (additional \$100)</b> – OEFFA Certification will prioritize reviewing your request and make every effort to issue the updated certificate within three business days after receipt of the complete Certificate Addition Request (excludes inspection time if a spot inspection is required). |                         |
| <b>Total Fee Included</b>   | \$ <input type="text"/> |

| New Products   |  | N/A <input type="checkbox"/> |
|--|--|------------------------------|
| <input type="checkbox"/> Add any new products to the corresponding product list (SINGLE or MULTIPLE Ingredient Product List from your OSP).<br><input type="checkbox"/> Fill out an Organic Product Profile Sheet (PPS) for each product that contains <u>more than one ingredient</u> .   |  |                              |
| <b>Attach the following documentation if relevant:</b>   |  |                              |
| <input type="checkbox"/> Color Label Proofs for each product<br><input type="checkbox"/> Organic Certificates for all organic ingredients and updated Organic Supplier and Ingredient List<br><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> )<br><input type="checkbox"/> Other required documentation (ex: <i>Organic Ingredient Search Record, Natural Flavor Questionnaire</i> , supplier label for sub-ingredient verification, etc.) |  |                              |

| 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?<br>YES OR NO | CLEANED PRIOR TO ORGANIC PRODUCTION RUNS?<br>YES OR NO | PURGED* BEFORE ORGANIC PRODUCTION RUNS?<br>YES OR NO | IS THIS CLEANING AND/OR PURGING* DOCUMENTED?<br>YES, NO, OR N/A |                              |
|  |          |  |  |  |   |                              |
|  |          |  |  |  |   |                              |

|   |  |
|---|--|
| <b>1) Attach equipment cleaning procedures.</b> *If equipment is purged, attach purge procedures, quantities purged, end use or disposal of purged product. | <b>2) Attach the following if relevant:</b><br><input type="checkbox"/> Product Flow Charts<br><input type="checkbox"/> Lot Number Descriptions<br><input type="checkbox"/> Organic Control Point Program updates<br><input type="checkbox"/> 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. |             |
| Owner/Manager Name: _____  | Date: _____ |
| Owner/ Manager Signature: _____  |             |