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| **Logo for formsNew Product Submission Checklist**Please provide this completed form for each new line of products to be added, ensuring all documents noted below are attached. For new brands that will be private labels (i.e. OCIA will be indicated as the certification agency, but your operation’s name will not appear as the manufacturer), please complete Part 1 and 2. If you are only adding new products to an existing line, including private labels (e.g. Joe’s Coffee is already an approved private label, but a new coffee is to be added to the line), please see Part 1 of the form. Please note that submission of the requested information does not guarantee a positive certification decision. |
| Name of Brand or Line of Products: |  |
| Date: |  |
| **Part 1: New Products** |
| To request products for certification, including for existing private labels, the following is attached:[ ]  Additional Processed Product/Production Line/Program Affidavit[ ]  Organic Product Ingredient sheet for each new item to be added to certification[ ]  Draft labels for each new product[ ]  Updated (C)H3.0 Ingredients, if products include new non-organic ingredients [ ]  Updated (C)H2.0 Product/Service List[ ]  Updated product list attachment to H2.0, showing all current products including those being requested [ ]  Supporting documentation:[ ]  Certificates for all ingredients[ ]  Flow charts for products from receiving to shipping[ ]  For co-packed products or products indicating another certifier on the label: Organic Certificate for certified entity listed on the label to show the product is certified or written documentation from the indicated certifier that the label layouts and use of that certifier’s name has been approved.[ ]  As applicable: Updated Supplier List[ ]  As applicable: Complete documentation for non-agricultural ingredients and processing aids[ ]  As applicable: Product specification sheets for ingredients or products to be repacked |
| **Part 2: New Private Label Brands** |
| For new private label brands, the following is attached:[ ]  Private Label Licensing Agreement (QS-F-047)*This form only needs to be provided with the operation’s initial private label request. If submitted previously, check here:* [ ] [ ]  Revised Private Label Licensing Application (QS-F-048)[ ]  Private Label Registrant Form (QS-F-192)[ ]  Exempt Handler Affidavit (EHA) (INT-F-008)[ ]  Business relationship letter*This letter explains the business relationship between the OCIA-certified operation and the company on the label. This letter should indicate which entity purchases, owns, or controls choice of ingredients, controls the manufacturing process, and which entity is maintaining all ingredient and processing records.*[ ]  Updated H9.0 Packaging and Labeling[ ]  Fees (as applicable)Chapter operation - $100 private label fee (for up to 10 registrants)Direct Associates - $300 private label fee (for up to 10 registrants)Note that for Direct Associates, OCIA will invoice a fee of $50 per product or label (single ingredient) or $100 per product or label (multi-ingredient) for submission of new products and/or labels outside of the annual application. |