



# Company or Product Change Report Form

Submit one Company or Product Change Report Form for each OMRI Listed product subject to change.  
For additional questions, contact OMRI Application Specialist at [541]343-7600x105 or apply@omri.org.  
• Please print or type. • Confidential Document

## Part 1: Company and Product Information

Company Name (exactly as the current OMRI Listed name appears on product labels and marketing materials; include capital letters, dashes, etc.)

Product Name (exactly as the current OMRI Listed name appears on product labels and marketing materials; include capital letters, dashes, etc.)

New Information:

Old Information:

**Effective Date:** State when this product change will become effective.

If the change will not be implemented unless approved by OMRI, check here. \_\_\_\_\_

If the change has already taken place, enter the date that it became effective. \_\_\_\_\_

If the change must happen by a certain date, enter that date here. \_\_\_\_\_

## Part 2: Please answer the following questions

Additional information requirements are referenced in parentheses. Please see full information requirements in Part 3.

- 1. Are you changing the Product Label(s)?**
  - No. Check box and go to next question.
  - Yes. Submit the new Product Label(s) [16].
- 2. Are you adding or changing manufacturing sites?**
  - No. Check box and go to next question.
  - Yes. Declare the name, mailing address, and phone number of the new site.
- 3. Are you changing the Product Name?**
  - No. Check box and go to next question.
  - Yes. Please submit a new Product Label(s) [16] and documentation to show that the manufacturing process and ingredients have not changed and that the product will no longer be marketed under its previous name. OMRI requires that the product name, brand name and major descriptors on the label be included in the "product name."  
-Contact OMRI staff if the product will be in the stream of commerce under both the new product name and the old product name simultaneously.
- 4. Is the company changing ownership?**
  - No. Check box and go to next question.
  - Yes. If the new owners are not included on the most current *OMRI Products List*, submit updated Supplier Application [12], updated Supplier Agreement [13], the Application Fee Worksheet [14], new Product Labels displaying new company name [16], and documentation to show the manufacturing process and ingredients have not changed.
- 5. Are you changing your company name?**
  - No. Check box and go to next question.
  - Yes. Please submit updated Supplier Application [12], Supplier Agreement [13], new Product Labels displaying the new company name [16], and documentation to show the Manufacturing Process and ingredients have not changed.
- 6. Are you deleting ingredients, changing the Manufacturing Process, or changing the ingredient proportions?**
  - No. Check box and go to next question.
  - Yes. Please submit a Total Ingredients List [15] and Manufacturing Process for the final product [19].
- 7. Are you changing ingredients within the product?**
  - No. Check box and go to next question.
  - Yes. Please submit a Genetic Engineering Declaration [18] and a description of the changed ingredient's Manufacturing Process [20], if not an OMRI Listed® product.



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- 8. Are you adding or substituting any ingredients?**  
 No. Check box and go to next question.  
 Yes. Please submit an Application Fee Worksheet [14], Total Ingredients List [15], Genetic Engineering Declaration [18], and Proof of Purchase [21]. Please also provide the following if changed: the Product Label [16], MSDS for final product [17], Manufacturing Process for new ingredient(s) [20].
- 9. Are you submitting an alternate formulation?**  
 (Variation of a product sold under the same product name that is manufactured differently, contains different ingredients, and/or contains the same ingredients in different proportions.)  
 No. Check box and go to next question.  
 Yes. Please submit an Application Fee Worksheet [14], and a Total Ingredient List [15]. Provide the following if changed: Product label [16] and Manufacturing Process for the alternate formulation [19] and for any new ingredients [20].
- 10. Are you changing or adding Ingredient Supplier(s)?**  
 No. Check box and go to next question.  
 Yes. The new ingredient is an OMRI Listed® product. Please provide Total Ingredients List [15] and proof of purchase [21].  
 Yes. The new ingredient is not an OMRI Listed® product. Please provide a Total Ingredients List [15], Genetic Engineering Declaration [18], and Description of the manufacturing process for the ingredient from the new supplier [20], Proof of Purchase for the ingredient from the new supplier [21].
- 11. Do you have a change other than those mentioned on this form?**  
 No. Check box and go to next section.  
 Yes. Please describe your change here: \_\_\_\_\_

## Part 3: Please Complete all that apply

Check when Done

- 12. Supplier Application** (Company Information)   
 Please fill out and sign the Supplier Application form.
- 13. Supplier Agreement Form**   
 Please read, sign and date the Supplier Agreement form.
- 14. Application Fee Worksheet**   
 Include the completed Application Fee Worksheet when you submit your Company and/or Product Change. Please provide payment for your Company and/or Product Change according to the Application Fee Worksheet.
- 15. Total Ingredient List**   
 Follow instructions provided on the form.  
 Check all that apply:  
 The product has one or more alternate formulations. A separate Total Ingredient List has also been completed for each alternate formulation. (An alternate formulation is a variation of a product that is manufactured differently, contains different ingredients, and/or contains the same ingredients in different proportions and is marketed under the same product name.)  
 The product contains one or more formulated ingredients. A separate Total Ingredient List has been completed for each formulated ingredient. (A formulated ingredient is an ingredient made up of more than one distinct substance or material including processing aids or additives present in the final ingredient.)  
 | NOP Rule Reference §205.201 (a)(2) |
- 16. Provide any updates to your product's final label(s).** Provide copies or pdfs of all new versions of your product's final label.   
 Check if there are no changes to the final product's label(s).  
 | NOP Rule Reference §205.200 |
- 17. Provide a Material Safety Data Sheet (MSDS) for the final product.**   
 Occupational Safety and Health Administration (OSHA) regulations may require an MSDS. (Compost, manure, raw agricultural commodities and certified organic products have no MSDS requirement.) If your final product is exempt from OSHA's MSDS requirement for a different reason, include a signed statement to that effect. If you are not sure, contact OSHA. OMRI reserves the right to request MSDSs for ingredients.  
 Check to declare that the MSDS for this product has not changed, or if your product is compost, manure, raw agricultural commodity or certified organic product, and go to next question.  
 | NOP Rule Reference §205.105 (a) |



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## Instructions

Check when Done

- 18. Is the final product or any of its ingredients directly produced through genetic engineering?**
- Directly produced products or ingredients are derived from genetic engineering techniques, cannot be produced otherwise, and have a potential to express the trait that has been added by such techniques. Genetic engineering includes a variety of methods used to genetically modify organisms or influence their growth and development by means that are not possible under natural conditions or processes and are not considered compatible with organic production. Such methods include cell fusion, micro- and macro-encapsulation, and recombinant DNA technology (including gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology). Such methods do not include the use of traditional breeding conjugation, fermentation, hybridization, in vitro fertilization, or tissue culture.
- No. Check box and go to next question.
- N/A. This product is composed entirely of OMRI Listed products or certified organic foods or fibers.
- Yes. Please indicate which of the ingredient(s) and/or products are genetically engineered here: \_\_\_\_\_
- | NOP Rule Reference §205.105 (e) |**
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- 19. Provide a complete description of the manufacturing process for your final product.**
- Flow charts are not accepted in lieu of a written description of the manufacturing process. Include ingredient amounts, sequence and duration of events, temperature changes, reactions, and all steps taken to assure the integrity of the final product. This requirement does not apply to final products that are synthetic substances at 7 CFR §205.601 of the NOP Rule.
- Check if the final product is a synthetic substance at 7 CFR §205.601 of the NOP Rule and go to next question.
- | NOP Rule Reference §205.105 (a) - (g) |**
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- 20. Provide a complete description of the manufacturing process for each new ingredient.**
- Flow charts are not accepted in lieu of a written description of the manufacturing process. Include ingredient amounts, sequence and duration of events, temperature changes, reactions, and all steps taken to assure the integrity of the final product. This requirement does not apply to ingredients that are synthetic substances at 7 CFR §205.601, §205.603, or §205.605.
- Check if all ingredients are OMRI Listed products, synthetic substances at 7 CFR §205.601, §205.603, or §205.605 of the NOP Rule, raw agricultural commodities or certified organic and go to next question.
- Check if all raw agricultural commodities used as ingredients are made up entirely of the raw agricultural commodity indicated, with no processing aids or other additives included.
- | NOP Rule Reference §205.105 (a) - (g) |**
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- 21. Are you the manufacturer of all new ingredients in the final product or is the product EPA registered?**
- Yes. Check box and go to next section.
- No. Submit source documentation verifying purchase of each new ingredient not produced by the applicant or purchase of ingredient(s) from new supplier(s) (e.g. invoice, letter from supplier).
- EPA registered products submitted on a CSF with current ingredient suppliers are exempt from this requirement.
- | NOP Rule Reference §205.201 (a)(2) |**

OMRI Reserves the right to ask for additional information such as lab analyses or other documentation.



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## Part 4: Affirmation

The undersigned declares that all information provided for this product application is complete and accurate to the best of his or her knowledge. The Company for the product name above agrees to abide by all OMRI policies as contained in the most current version of the *OMRI Policy and Standards Manual* and accompanying instructions. The undersigned represents and warrants that he or she is authorized to act for the Company relating to this document. (An electronic signature is accepted when form is submitted electronically by an approved contact.)

Name (type or print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have attached the following documents if applicable:

- Supplier Application
- Supplier Agreement
- Application Fee Worksheet
- Total Ingredients List
- Product Label
- MSDS for final product
- Manufacturing process for final product
- Manufacturing process for ingredient(s)
- Proof of Purchase

I have made copies of this application and other supporting documents for my own records.

## Part 5: Submit Application

Place all of your application materials including fees, forms and supporting documents in an envelope in an orderly fashion. Include a cover letter with any necessary explanations or comments if needed. All required information and fees must be received before the application can be processed. If you have any questions, please contact OMRI Application Specialist at [apply@omri.org](mailto:apply@omri.org) or 541-343-7600x105.

Submit your application and fees by mail or e-mail using the following:

Mailing address:

OMRI  
PO Box 11558  
Eugene, OR 97440-3758 USA

E-mail:

Send your application to [apply@omri.org](mailto:apply@omri.org). Include a cover letter in the body of the e-mail with any necessary explanations and attach all applicable documents. Include the OMRI Payment Form or submit fees online at [www.omri.org/fee-payment](http://www.omri.org/fee-payment).

**Thank you for completing the Company or Product Change Report Form**