



**Livestock and Seed Program
Audit, Review, and Compliance Branch
Quality System Audit Report**

AUDIT INFORMATION

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| Applicant Name: | NOFA-NY Certified Organic, LLC |
| Est. Number: | N/A |
| Physical Address: | 840 Upper Front Street, Binghamton, NY 13905 |
| Mailing Address: | Same |
| Contact & Title: | Carol King, Co-Administrator / Lisa Engelbert, Co-Administrator |
| E-mail Address: | carolking@nofany.org certifiedorganic@nofany.org |
| Phone Number: | 607-724-9851 |
| Auditor(s): | Miguel A. Caceres |
| Program: | National Organic Program |
| Audit Date(s): | July 6, 2005 |
| Audit Identifier: | NP5171MMA |
| Action Required: | No |
| Audit Type: | Annual Update |
| Audit Objective: | To determine the compliance of the company's information to the requirements of the NOP |
| Audit Criteria: | <ul style="list-style-type: none">USDA, AMS 7 CFR Part 205, National Organic Program (NOP) |
| Audit Scope: | The company's submitted annual update information |
| Location(s) Audited: | Desk and main office in Binghamton, NY. Bulk of Annual Update review conducted concurrently with the annual ISO Guide 65 Surveillance Audit (OG5171MMA). |

The following information was submitted for the review:

- Certification Files:** 9 Files – 3 crops, 1 wild crop, 3 processors and 3 livestock.
- Annual Program Review:** *Attachment 9, 10 and 11*– Annual performance evaluations provided for inspectors, review committee members, and staff. *Attachment 12* – Annual Internal Audit. *Attachment 13* – Compilation of Producer Annual Review. Corrective actions to internal audit and management review verified during on-site.
- Conflict of Interest Disclosure Reports:** *Attachment 6* – Conflict of interest disclosure reports were provided for staff members, committee members and inspectors.
- Current Certification Activities:** *Attachment 7* – 2005 Certified & In-Process Producer Listing. Currently have approximately 380 clients – 223 crops; 7 wild crops; 116 livestock; and 35 producer/handlers.
- Current fee Schedule:** *Attachment 1* – 2005 Fee Schedule



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6. **Changes to program:** The Advisory Committee was disbanded. Changes were made to the way the Review Committee operates in that the reviewer only has to contact 1 other member in order to make the certification decision and that member does not have to be a member of that specific committee (i.e. a member of the Utica Committee can review the file with a member of the North Committee). These changes are contained in the Administrative Procedures Manual.

Other submissions: *Attachment 2* – Administrative Procedures Manual, version 1.3; *Attachment 3* – Quality Manual, version 1.0; *Attachment 4* – resumes for 2 new inspectors and 1 staff member; *Attachment 5* – Guidance and Policy Manual; *Attachment 8* – Letter and Certificate of CAAQ recognition; and the completed ARC 1025C – Annual Update of NOP Accredited Certifying Agents Checklist.

FINDINGS

Observations made, interviews conducted, and procedures and records reviewed verified that NOFA-NY Certified Organic, LLC is currently operating in conformance to the requirements of the audit criteria. There were no non-compliances identified during the current audit and no outstanding non-compliances to address.