

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

Policy Development Subcommittee (PDS) Notes **Tuesday, December 14, 2021 3:00 pm ET**

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Steve Ela (SE); Nate Powell-Palm (NPP) - observer

Absent: Rick Greenwood (RG)

Staff: Andrea Holm (AH)

Agenda

- November 9, 2021 notes
- PPM Public comment process - Proposal (JD) - Discuss
- Exit surveys (all) - Discuss
- PPM Hybrid meetings (all) - Discuss
- Additional Items
- Adjourn

Discussion

- **November 9, 2021 notes** were accepted as written
- **PPM Public comment process - Proposal (JD)** - The lead gave an overview of the current PPM format and presented a format revision proposal. Members discussed the proposed revisions. The lead will continue to work on the proposed revisions.
- **Exit surveys (all)** - The PDS Chair gave an overview of feedback received so far on the drafted exit survey questions. Members discussed sending the draft questions to the outgoing NOSB members, requesting that they complete some, or all, of the questions, and for feedback on the questions and survey process. Members assigned outgoing NOSB members to PDS members.
- **PPM: Hybrid meetings (all)** - Members discussed the possibility of the NOP live-streaming future NOSB meetings.
- **Additional Items**
 - **Fall 2021 Discussion Document on Oral and Written Comment Submissions (JD)** - The lead expressed their appreciation for content of submitted public comments and commented on their community alignment.
 - **Spring 2022 NOSB Meeting (SE)** - Emeritus NOSB Chair outlined the typical schedule of events at an NOSB meeting as done prior to the start of the pandemic, compared to the virtual meetings conducted in 2020 and 2021.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

November 9, 2021

Informal exit interview assignments - Discuss

PPM Public comment process - Discuss

PPM Hybrid meetings - Board attendance in-person/virtual - Discuss

Additional Items

Work Agenda - Additional items due 1.6.22

December 14, 2021

PPM Public comment process - Proposal (JD) - Discuss proposal

Exit surveys

PPM Hybrid meetings

January 11, 2022

PPM Public comment process - Proposal (JD) - Discuss proposal

Exit surveys

February 08, 2022

March 08, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 09, 2022

September 13, 2022

October 11, 2022

November 08, 2022

December 13, 2022

Work Agenda

*Highlight indicates discussion. *Highlight indicates action needed. *Highlight indicates review completion and/or vote.

Project	Contact	Doc Type	Notes*	Scheduled, Discussed, Voted	Target Meeting
Policy & Procedure Manual (PPM) Update: Public comment process	JD	Proposal	Revisions/Updates as needed	11.09.21 12.14.21 01.11.22	Spr 2022
Policy & Procedure Manual (PPM) Update: Hybrid meetings	ALL	TBD	12.14.21, PDS put On Hold.	11.09.21 12.14.21	TBD
Update to member guide	MA/ALL		Update as needed	NA	NA
Exit surveys	ALL	NA	This is an informal PDS project	11.09.21 12.14.21 01.11.22	NA

Milestones

Spring 2022 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	~Nov 12, 2021
NOSB - Spring 2022 proposals due to NOP	Feb 16, 2022
New NOSB member training	TBD
NOP - Draft Spring 2022 NOSB meeting tentative agenda	Feb 2, 2022
NOP - Post proposals	Mar 3, 2022
Public comment closes	Apr 1, 2022
NOP - Send compiled public comments to NOSB	Apr 4, 2022
Public comment webinars	Apr 20 & 21, 2022
Spring 2022 NOSB meeting - Crystal City, VA	Apr 26 - 28, 2022
Final recommendations due	May 27, 2022

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

Policy Development Subcommittee (PDS) Notes
Tuesday, November 9, 2021 3:00 pm ET

Present: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Jerry D'Amore (JD); Steve Ela (SE)

Absent: Rick Greenwood (RG)

Staff: Michelle Arsenault (MA); Andrea Holm (AH)

Agenda

- September 14th notes
- Informal Exit Interview assignments
- DD Public comment process
- Board attendance in-person/virtual
- Additional Items
- Adjourn

Discussion

- **September 14th, 2021 notes** were accepted via email
- **Informal exit interview assignments** - Members discussed questions for outgoing member interviews. PDS would like to pilot the current list of questions with outgoing NOSB members and collect their feedback. After the pilot test, PDS will edit and refine the questions, and eventually incorporate exit interviews into the NOSB process each year. Members discussed timing of the interviews (i.e., before or after a member's term is up), whether the surveys should remain anonymous, if the answers should be aggregated, how the information will be collected and sent, and if they should interview previous NOSB members.
- **Public comment process** - PDS intends to work on updates to the PPM, specifically to align the guidance for the oral and written public comment process. The lead will bring a draft proposal to next PDS call.
- **Hybrid meetings - Board attendance in-person/virtual** - Members discussed hybrid/virtual meetings and whether NOSB members should be required to attend in person if the meeting is in person. Members also discussed voting at a virtual meeting and what format would be acceptable. PDS will discuss this topic again on the next call.
- **Additional Items**
 - **Work Agenda** - Drafts for PDS work agenda items are due January 6 to provide time for feedback and revisions to meet February 16 deadline.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

October 12, 2021 - cancelled

November 9, 2021

December 14, 2021

Public comment process

Exit surveys

Hybrid meetings

January 11, 2022

February 08, 2022

March 08, 2022

April 12, 2022
 May 10, 2022
 June 14, 2022
 July 12, 2022
 August 09, 2022
 September 13, 2022
 October 11, 2022
 November 08, 2022
 December 13, 2022

Work Agenda

Other Projects

Project	Contact	Notes*	Scheduled, Discussed, Voted	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process proposal	JD	Revisions/Updates as needed	11.09.21 12.14.21	Spr 2022
Hybrid meetings	ALL		11.09.21 12.14.21	Spr 2022
Update to member guide	MA/ALL	Update as needed	NA	NA
Exit surveys	ALL		11.09.21 12.14.21	NA

*Highlight indicates committee action needed. *Highlight indicates review completion and/or vote

Milestones

Spring 2022 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	~Nov 12, 2021
NOSB - Spring 2022 proposals due to NOP	Feb 16, 2022
New NOSB member training	TBD
NOP - Draft Spring 2022 NOSB meeting tentative agenda	Feb 2, 2022
NOP - Post proposals	Mar 3, 2022
Public comment closes	Apr 1, 2022
NOP - Send compiled public comments to NOSB	Apr 4, 2022
Public comment webinars	Apr 20 & 21, 2022
Spring 2022 NOSB meeting - Crystal City, VA	Apr 26 - 28, 2022
Final recommendations due	May 27, 2022

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, September 14, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Steve Ela (SE); Jerry D'Amore (JD)

Absent: Rick Greenwood (RG), Nate Powell-Palm (NPP), Vice Chair

Staff: Michelle Arsenault (MA)

Agenda

- Review August 10 notes
- Exit Interviews
- DD Public comment process
- Board attendance in-person/virtual
- Member Guide Review
- Additional Items
- Adjourn

Discussion

- **August 10 notes** were accepted as written.
- **Exit Interviews.** Members discussed the possibility of conducting informal exit interviews for outgoing members. The PDS would like to pilot test the process this winter. The PDS Chair will compile a list of possible questions and send it to the other Board members for feedback. The Chair will include this as part of her report to the Exec committee during the September call.
- **Public comment process.** The PDS cancelled the October meeting, and the Chair feels it's important to discuss the document and public comment during the Board meeting and not before.
- **Board attendance in-person/virtual.** The PDS discussed a hybrid model of meeting attendance and will continue these discussions at a later date.
- **Member Guide Review.** Deferred
- **Additional Items.** None
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

August 10, 2021

Public comment process discussion document. Discuss/Vote

September 14, 2021

October 12, 2021 - cancelled

November 9, 2021

December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process discussion document	ALL	Revisions/Updates as needed	5.11.21 6.8.21 7.13.21 8.10.21	Fall 2021
Hybrid meetings	ALL		9.14.21	Spring 2022
Update to member guide	MA/ALL	Update as needed	NA	NA
Exit surveys	ALL		9.14.21	NA

Fall 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 3, 2021
NOSB Request for TRs for 2024 sunset materials	Jun 18, 2021
NOP - Draft Fall 2020 NOSB meeting tentative agenda	Jul 30, 2021
NOSB - Fall 2021 proposals due to NOP	Aug 13, 2021
NOP - Post proposals	On or before Sep 1, 2021
Discuss/finalize work agendas on ES call	Sep 21, 2021
Public comment closes	Sep 30, 2021
NOP - Send compiled public comments to NOSB	~Oct 4, 2021
Public comment webinars	Oct 13 & 14, 2021
Fall 2021 NOSB meeting - Sacramento, CA	Oct 19 - 21, 2021

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, August 10, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Steve Ela (SE); Jerry D'Amore (JD); Sue Baird - observer

Absent: Rick Greenwood (RG)

Staff: Michelle Arsenault (MA)

Agenda

- Review July 13 notes
- Public comment process discussion document. Discuss/Vote
- Additional Items
- Adjourn

Discussion

- **July 13 notes** were accepted as written
- **Public comment process discussion document.** The members discussed the draft document, made some real-time edits, and moved to a vote.

Motion to accept the discussion document on the public comment process

Motion by: JD

Seconded by: NPP

Yes: 4 No: 0 Abstain: 0 Absent: 1 Recuse: 0

- **Additional Items.** The PDS Chair cancelled the October call.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

July 13, 2021

August 10, 2021

Public comment process discussion document. Discuss/Vote

September 14, 2021

October 12, 2021 - cancelled

November 9, 2021

December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process discussion document	ALL	Revisions/Updates as needed	5.11.21 6.8.21 7.13.21 8.10.21	Fall 2021
NOSB attendance - in person or virtual hybrid	ALL		TBD	Spring 2022
Update to member guide	MA/ALL	Update as needed	NA	NA
Exit surveys	ALL		TBD	NA

Fall 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 3, 2021
NOSB Request for TRs for 2024 sunset materials	Jun 18, 2021
NOP - Draft Fall 2020 NOSB meeting tentative agenda	Jul 30, 2021
NOSB - Fall 2021 proposals due to NOP	Aug 13, 2021
NOP - Post proposals	On or before Sep 1, 2021
Discuss/finalize work agendas on ES call	Sep 21, 2021
Public comment closes	Sep 30, 2021
NOP - Send compiled public comments to NOSB	~Oct 4, 2021
Public comment webinars	Oct 13 & 14, 2021
Fall 2021 NOSB meeting - Sacramento, CA	Oct 19 - 21, 2021

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, July 13, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Steve Ela (SE); Jerry D’Amore (JD); Rick Greenwood (RG)

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review June 8 notes
- PPM updates: Public comment process
- Alternate Board member question
- Additional Items
- Adjourn

Discussion

- **June 8 notes** were accepted as written with no modifications.
- **PPM updates: Public comment process.** The group discussed the 3rd iteration of the draft document and made some changes. The lead will revise the document and recirculate it for further discussion and vote on the next PDS call.
- ***Note from NOP re: Alternate Board member question.** NOP provided the following update from the USDA Committee Management Officer (CMO) - “The National Organic Standard Board is a statutory committee and its membership designations are clearly defined in the laws that govern the committee [OFPA]. Therefore, adding additional memberships such as alternates may not be considered for the Board.”
- **Additional Items.**
 - **Meeting attendance.** The PDS discussed a potential work agenda item addressing meeting attendance by NOSB members given virtual capabilities. The NOP will check with other Advisory Committees to see if there are procedures in place. The PDS is considering a discussion document for Spring 2022.
 - **Exit surveys.** The PDS will not work on a formal project on exit surveys.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

June 8, 2021

July 13, 2021

August 10, 2021

Public comment process discussion document. Discuss/Vote

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process discussion document	ALL	Revisions/Updates as needed	5.11.21 6.8.21 7.13.21 8.10.21	Fall 2021
NOSB attendance - in person or virtual hybrid	ALL		TBD	Spring 2022
Update to member guide	MA/ALL	Update as needed	NA	NA
Exit surveys	ALL		TBD	NA

Fall 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 3, 2021
NOSB Request for TRs for 2024 sunset materials	Jun 18, 2021
NOP - Draft Fall 2020 NOSB meeting tentative agenda	Jul 30, 2021
NOSB - Fall 2021 proposals due to NOP	Aug 13, 2021
NOP - Post proposals	On or before Sep 1, 2021
Discuss/finalize work agendas on ES call	Sep 21, 2021
Public comment closes	Sep 30, 2021
NOP - Send compiled public comments to NOSB	~Oct 4, 2021
Public comment webinars	Oct 12 & 14, 2021
Fall 2021 NOSB meeting - Sacramento, CA	Oct 19 - 21, 2021

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**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, June 8, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Steve Ela (SE); Jerry D’Amore (JD); Rick Greenwood (RG)

Absent: Nate Powell-Palm (NPP), Vice Chair

Staff: Michelle Arsenault (MA)

Agenda

- Review May 11 notes
- PPM updates: Public comment process
- Alternate Board member question
- Additional Items
- Adjourn

Discussion

- **May 11 notes** were accepted as written.
- **PPM updates: Public comment process.** The PDS members discussed various aspects of the current public comment process and the lead will make some edits to the draft document based on the conversation. The PDS will discuss this further during the next call and anticipates posting a discussion document for the Fall 2021 NOSB meeting.
- **Alternate Board members.** During a previous conversation, a member mentioned that Committees often have members-at-large, or alternates, which would provide a training opportunity for people who may want to apply, but who are not sure. NOP will follow up with the Committee Management Officer about this.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

April 13, 2021

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment	ALL	Revisions/Updates as needed	5.11.21	Fall 2021

process			6.8.21 7.13.21	
Update to member guide	MA/ALL	Update as needed	NA	NA
Exit surveys	ALL		TBD	NA

Fall 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 3, 2021
NOSB Request for TRs for 2024 sunset materials	Jun 18, 2021
NOP - Draft Fall 2020 NOSB meeting tentative agenda	Jul 30, 2021
NOSB - Fall 2021 proposals due to NOP	Aug 13, 2021
NOP - Post proposals	On or before Sep 1, 2021
Discuss/finalize work agendas on ES call	Sep 21, 2021
Public comment closes	Sep 30, 2021
NOP - Send compiled public comments to NOSB	~Oct 4, 2021
Public comment webinars	Oct 12 & 14, 2021
Fall 2021 NOSB meeting - Sacramento, CA	Oct 19 - 21, 2021

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, May 11, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Steve Ela (SE); Jerry D'Amore (JD); Rick Greenwood (RG)

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review April 13 notes
- PPM updates: Public comment process
- Member Guide Review
- Additional Items
- Adjourn

Discussion

- **April 13 notes** were accepted as written.
- **PPM updates: Public comment process.**
 - The group discussed aspects of the public comment process, both written and oral, to include in a discussion document for the Fall NOSB meeting. The NOSB seeks to ensure the process is fair and equitable to all commenters.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

April 13, 2021

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process	ALL	Revisions/Updates as needed	5.11.21 6.8.21	Fall 2021
Update to member guide	MA/ALL	Update as needed	NA	NA
Exit surveys	ALL		TBD	NA

Fall 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	~May 14, 2021
NOSB Request for TRs for 2024 sunset materials	Jun 18, 2021
NOP - Draft Fall 2020 NOSB meeting tentative agenda	Jul 30, 2021
NOSB - Fall 2021 proposals due to NOP	Aug 13, 2021
NOP - Post proposals	On or before Sep 1, 2021
Discuss/finalize work agendas on ES call	Sep 21, 2021
Public comment closes	Sep 30, 2021
NOP - Send compiled public comments to NOSB	~Oct 4, 2021
Public comment webinars	Oct 12 & 14, 2021
Fall 2021 NOSB meeting - Sacramento, CA	Oct 19 - 21, 2021

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, April 13, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Steve Ela (SE); Jerry D’Amore (JD); Rick Greenwood (RG)

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Public Comment process discussion document
 - Informal work agenda approval
 - Next steps
- Informal Exit Survey
- Member Guide Review
- Additional Items
- Adjourn

Discussion

- **Public Comment process discussion document.** The PDS intends on working on a discussion document for the Fall meeting about the public comment process. The PDS is seeking to make the comment process fair for all stakeholders.
- **Informal Exit Survey.** The PDS is interested in an exit survey for outgoing NOSB members. This idea is in early development.
- **Member Guide Review.** The PDS will assist the NOP in updating the member guide as needed, to make the document readable and usable by Board members.
- **NOSB recommendations.** NOP addressed the list of outstanding NOSB recommendations during the last [Executive call, March 16](#). A member noted that there is a community effort by a trade organization suggesting ways to advance some of the previous NOSB recommendations.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

February 9, 2021

March 9, 2021

PPM updates - Comment process

Member guide

Exit Survey

April 13, 2021

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process	ALL	Revisions/Updates as needed	01.12.21 2.9.21	TBD
Update to member guide	MA/ALL	Update as needed	4.13.21	NA
Exit surveys	ALL		TBD	NA

Spring 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Feb 18, 2021
NOSB - Spring 2021 proposals due to NOP	Feb 18, 2021
New NOSB member training	Feb 3 - 5, 2021
NOP - Draft Spring 2021 NOSB meeting tentative agenda	Feb 2, 2021
NOP - Post proposals	Mar 3, 2021
Public comment closes	Apr 5, 2021
NOP - Send compiled public comments to NOSB	Apr 6, 2021
Public comment webinars	Apr 20 & 22, 2021
Spring 2021 NOSB meeting - Virtual	Apr 28 - 30, 2021

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, February 9, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Steve Ela (SE)

Absent: Jerry D'Amore (JD); Rick Greenwood (RG)

Staff: Michelle Arsenault (MA)

Agenda

- Review January 12 Notes
- Public comment process - Work agenda request status
- Exit survey - Follow up info from NOP
- Additional Items
- Adjourn

Discussion

- **January 12 notes** were accepted as written.
- **Public comment process.** The PDS will submit a work agenda request regarding the public comment process to the Executive Committee for discussion on the February 16 Exec call.
- **Exit surveys.** The PDS is interested in using exit surveys to gather feedback from outgoing members about their experience on the Board. This feedback could be used to improve Board operations, processes, training, as well as team management. The NOP sent an evaluation form used for training follow up for reference.
- **NOP's library of recommendations.** The PDS discussed the outstanding NOSB recommendations. The intention is to learn the impediments to implementation and perhaps determine if any of the projects can be moved forward.
- **Member guide updates.** The PDS Chair tasked the group with rereading the member guide to propose possible updates.
- **Additional items.** The PDS members discussed possible topics for the follow up to training on March 11. These included document management and comment organization. The NOSB Officers will develop additional ideas.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

January 12, 2021

February 9, 2021

March 9, 2021

PPM updates - Comment process

Member guide

Exit Survey

April 13, 2021

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021
 November 9, 2021
 December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process	ALL	Revisions/Updates as needed	01.12.21 2.9.21	TBD
Update to member guide	MA	Update as needed	3.9.21	NA
Exit surveys	ALL			

Spring 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Nov 15, 2020
NOSB - Spring 2021 proposals due to NOP	Feb 18, 2021
New NOSB member training	TBD
NOP - Draft Spring 2021 NOSB meeting tentative agenda	Feb 2, 2021
NOP - Post proposals	Mar 3, 2021
Public comment closes	Apr 1, 2021
NOP - Send compiled public comments to NOSB	Apr 6, 2021
Public comment webinars	Apr 20 & 22, 2021
Spring 2021 NOSB meeting - Crystal City, VA	Apr 28 - 30, 2021

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)
Policy Development Subcommittee (PDS) Notes
Tuesday, January 12, 2021 3:00 pm ET**

Attendees: Mindee Jeffery (MJ), Chair; Nate Powell-Palm (NPP), Vice Chair; Jerry D'Amore (JD); Rick Greenwood (RG), Steve Ela (SE); Scott Rice (SR)

Absent: Jesse Buie (JB)

Staff: Michelle Arsenault (MA)

Agenda

- Review December 8 Notes
- Review of Policy & Procedure Manual (PPM)
 - Public comments
- Member Guide
- New Member Training
 - Scheduling Additional Exercises
- Research NOSB Recommendations List
 - National List (Program)
 - Stakeholder perceptions
- Additional Items
- Adjourn

Discussion

- **December 8 notes** were accepted as written.
- **Review of Policy & Procedure Manual (PPM)**
 - Public comments. The NOSB intends on submitting a request to the Executive team to add this project to the work agenda as a discussion document. The PDS is interested in assessing the current comment process and concerns about fairness. The NOP will draft a document with the current process and send it to the lead for review.
- **Member Guide.** The member guide updates made by the PDS last year were finalized by the NOP and will be sent to the new members for the upcoming training in February. NOP will also distribute the document to current members.
- **New Member Training.** The group discussed scheduling an additional meeting a couple of weeks after the new member training to answer questions, and perhaps work through some additional training exercises. NOP will schedule a meeting in early-to-mid March.
- **NOSB Recommendations List. The PDS is interested in** reviewing the list of previous NOSB recommendations that have not been implemented, to better understand the reasons they were not completed. There have been inquiries from stakeholders about these items. The NOSB Officers will discuss this further.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future Call Schedule (2nd Tuesday 3:00 ET/12:00 PT)

December 8, 2020

January 12, 2021

February 9, 2021

March 9, 2021
 Member guide
 April 13, 2021
 May 11, 2021
 June 8, 2021
 July 13, 2021
 August 10, 2021
 September 14, 2021
 October 12, 2021
 November 9, 2021
 December 14, 2021

Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM): Public comment process	ALL	Revisions/Updates as needed	01.12.21 2.9.21	TBD
Update to member guide	MA	Update as needed		NA

Spring 2021 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Nov 15, 2020
NOSB - Spring 2021 proposals due to NOP	Feb 18, 2021
New NOSB member training	TBD
NOP - Draft Spring 2021 NOSB meeting tentative agenda	Feb 2, 2021
NOP - Post proposals	Mar 3, 2021
Public comment closes	Apr 1, 2021
NOP - Send compiled public comments to NOSB	Apr 6, 2021
Public comment webinars	Apr 20 & 22, 2021
Spring 2021 NOSB meeting - Crystal City, VA	Apr 28 - 30, 2021