



Submitting Annual Lists of Certified Operations

Purpose and Scope

This instruction provides procedures for submitting annual lists of certified operations to the National Organic Program (NOP). These procedures apply to all NOP accredited organic certification agencies.

Regulatory References

7CFR Part 205.501(a) (15) (ii) of the NOP regulations requires that accredited certifying agents (ACAs) submit each year as of January 2nd a list of certified operations, including the name, address, and telephone number of each operation granted certification during the preceding year. Paragraph 205.504 (b) (5) (ii), further provides for applicants to make available the type(s) of operation, products produced, and the effective date of the certification. Pursuant to these regulatory references, the NOP requires all ACAs to submit complete lists of certified operations as described in this instruction.

Policy

On January 2nd of each calendar year, certifiers must submit a complete list of certified operations granted certification during the preceding year. This list must include the following information:

- Name of certified operation
- Scope of certification
- Name, address, and telephone number of contact person
- List of products produced – *Note: All ACAs must supply this information by January 2, 2009.*

In addition, certifiers may report:

- Fax number
- E-mail address

Certifiers that submit lists of certified operations within five business days of the January 2nd date will be considered meeting this requirement. Certifiers that do not submit lists within the required time frame will be considered in noncompliance with the NOP regulations.

Submit lists electronically via email, compact disc (CD), or other media as described later in this instruction. This instruction also includes a Microsoft Excel format recommended to be used to submit lists to the NOP. Other media or hardcopy lists may be submitted. However, certifiers that submit lists in other formats may be charged a processing fee pursuant to paragraph 205.640 of the NOP regulations.

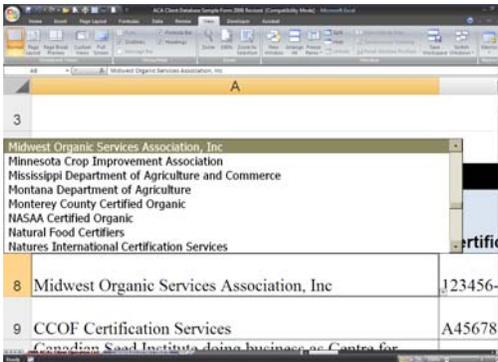
The NOP will consolidate all submitted lists of organic certified operations and publish a complete list of certified operations on the NOP website in Adobe PDF format.



Procedures

Lists should be submitted in Microsoft Excel spreadsheet format according to the format described below:

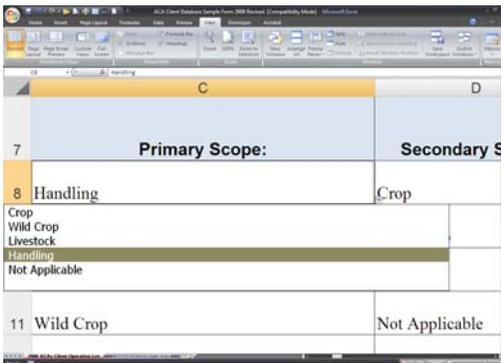
- **Certifying Agent** – Enter the name of the certifying agent that is certifying the operation from the drop down list provided. Either acronym or full name may be used, as long as it is consistent throughout the document;



- **Certification #** – Enter the number of the certificate issued to the operation. If there is more than one certificate issued make separate entries;

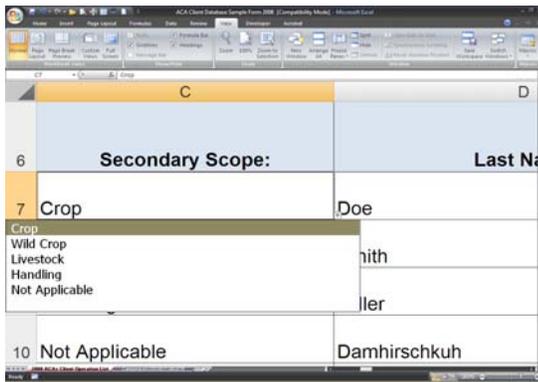


- **Primary Scope** – Enter Crop, Wild Crop, Livestock, Handling, from the drop down list in the form; **NOTE:** Not Applicable and entries other than the four listed above are not acceptable in this column;

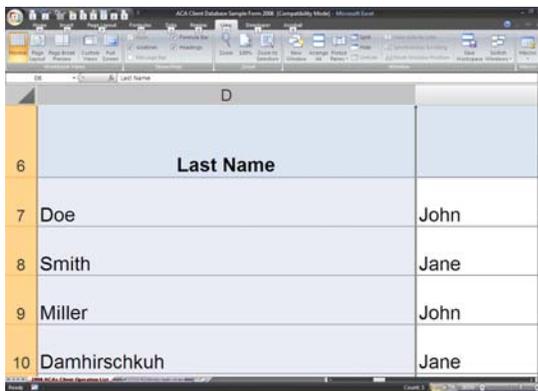




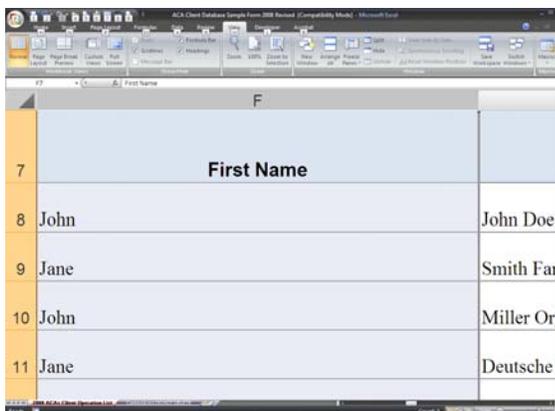
- **Secondary Scope** – If more than two scopes are listed on a single certificate, make a separate entry for the additional scopes. *Enter Crop, Wild Crop, Livestock, Handling, or Not Applicable from the drop down list in the form; NOTE: Not Applicable may be chosen for this column if operation only has one scope;*



- **Last Name** – *Enter the complete last name of the primary contact for the certified operation;*



- **First Name** – *Enter the complete first name of the primary contact for the certified operation;*





- **Operation's Name**– *Enter the complete name of the operation that has been certified;*

	Operation's Name
7	
8	John Doe Fruits
9	Smith Farm Organics
10	Miller Organic Millet
11	Deutsche organische Blaubeere-Bauernhöfe

- **Physical Address** – *Enter the complete street address of the certified operation;*

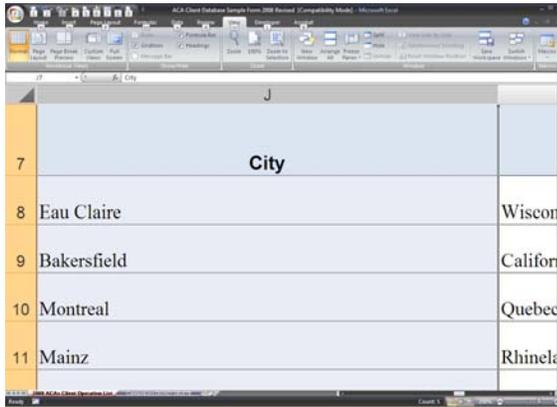
	Physical Address	Post Office Address
6		
7	123 John Doe Street	Not Applicable
8	456 Milton Lane	PO Box 98456
9	879 Grouse Road	PO Box 98494
10	Überall Straße 10101	PO Kasten 55555
11		

- **Post Office Address** – *Enter a complete mailing address here if other mail is not received at the physical street address of the organic certifier; and*

	Post Office Address	City
6		
7	Not Applicable	Eau Claire
8	PO Box 98456	Anytown
9	PO Box 98494	Montreal
10	PO Kasten 55555	Mainz

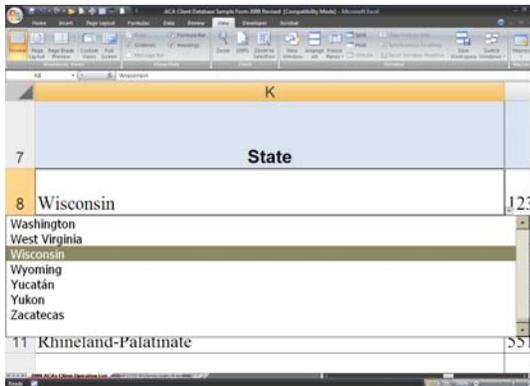


- **City** – Enter the city, town, township, or parish;



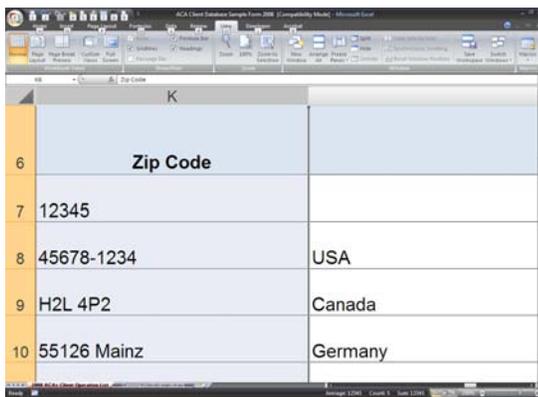
	City	
7	City	
8	Eau Claire	Wisconsin
9	Bakersfield	California
10	Montreal	Quebec
11	Mainz	Rhine-land-Palatinate

- **State** – Enter the state or commonwealth from the drop down list provided; if your state is contained in the list, scroll to the end of the list and choose the blank space provided, then type in the name of your state;



	State	
7	State	
8	Wisconsin	12345
	Washington	
	West Virginia	
	Wisconsin	
	Wyoming	
	Yucatán	
	Yukon	
	Zacatecas	
11	Rhine-land-Palatinate	55126

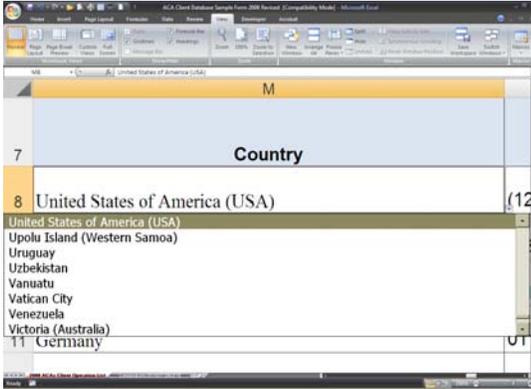
- **Zip Code**– (U.S. - enter 5 digit zip + 4 e.g. 12345-7890); Internationally (postal code + city/town/locality/postal district/state/province abbreviation), (city/town/locality/country/island name + postal code), or (country code + postal code + city/town/locality);



	Zip Code	
6	Zip Code	
7	12345	
8	45678-1234	USA
9	H2L 4P2	Canada
10	55126 Mainz	Germany



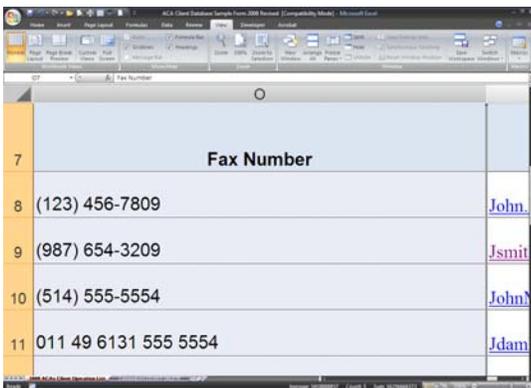
- **Country** – Enter the country where the operation is located from the drop down list provided. If the country is not on the list provided, scroll down to the blank space provided, select it, then type in the name of the country;



- **Telephone number** – Enter the country code and the area code if outside the U.S. (e.g. 011-49-6131-555-5555 (international); (domestic) (123) 456-7890).

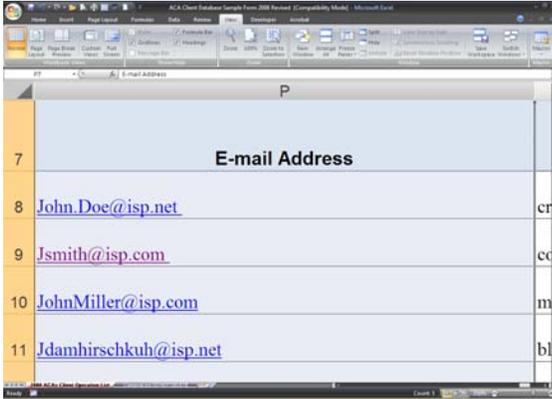


- **Fax number** – Enter the country code and the area code if outside the U.S. (e.g. 011-49-6131-555-5554); (domestic) (123) 456-7809.





- **E-mail Address** – Enter the complete e-mail address of the contact person for the certified operation. This will be in the format of the name@internetserviceprovidername.com or name@internetserviceprovider.net.



- **Products Produced*** – Enter up to five general types or specific products produced by the certified operation. Note: All ACAs must supply this information by January 2, 2009.





Submitting Documents to NOP

Submit the annual list(s) of operations to the NOP as a *Microsoft Excel* spreadsheet to the following address.

CD's or hardcopy media: USDA, AMS, TM, National Organic Program
 1400 Independence Avenue, SW
 STOP 0268, Room 4008-South
 Washington D.C. 20250-0268

E-mail (Maximum 1 MB file size): MaryLou.Lusby@usda.gov

Send CDs or other media via Federal Express, United Parcel Service, or other express delivery service in order to ensure timely delivery to NOP offices. Delivery services that require a telephone number should reference the NOP main office number (202) 720-3252.

Submitting Updated Lists to the NOP

Certifiers may submit updated lists of certified operations throughout the year. To update the list, submit a complete list as described above. NOP will delete previously submitted information and replace it with the updated information.