Accreditation & International Activities Division

Today's Objectives:

Review certifier procedures for submitting information to the NOP:

- Annual Reports
- Notifications
- List of Certified Operations
- Sample lab test results

The National Organic Program





NOP 2024- "Submitting Information to the NOP"

Certifying agents are required to submit information to the NOP per the requirements at 7 CFR Part 205.

This information includes:

- Changes to policies, procedures, operating protocols in accordance with §205.510(a), *Annual report*.
- Relevant notices in accordance with §205.501(a)(15)(i).
- A list of operations certified as of January 2nd of each calendar year in accordance with §205.501(a)(15)(ii).
- The results of all analyses and tests in accordance with §205.670(d)(1).



General Information-

Language-

All documents and related information must be submitted in English.

Documents and information submitted in other languages are not compliant with the NOP reporting requirements.

Format-

NOP must receive documents and related information in a portable electronic form such as a flash drive, CD ROM, or DVD or through e-mail. Paper documents will not be accepted by NOP.

NOTE: When submitting information via email, please limit document size to approximately 2 megabytes per submission to ensure receipt through network.



Contact Information

Unless otherwise instructed, submit <u>all</u> information, including corrective actions, to the address below:

USDA, AMS, National Organic Program Accreditation and International Activities Division 100 Riverside Parkway, Suite 101 Fredericksburg, VA 22406 Phone: (540) 361-2712 Email:

AIAInBox@ams.usda.gov







Submitting Annual Reports

In accordance with §205.510(a), certifying agents are required to annually submit to the NOP on or before the anniversary date of issuance of the notification of accreditation, as shown on the Decision of Accreditation.

The following information must be submitted as part of the annual report:

A complete and accurate update of information submitted pursuant to §205.503 (Applicant Information) and §205.504 (Evidence of Expertise and Ability).



Submitting Annual Reports-

- Information supporting any accreditation changes requested by the certifying agent per §205.500, Areas and Duration of Accreditation;
- A description and status of measures implemented or to be implemented to satisfy any terms and conditions, as specified in the most recent notification of accreditation or notice of renewal of accreditation;
- A staff list including the titles, duties, functions, and date when their performance evaluation was last conducted;



Submitting Annual Reports -

Use of the checklist (NOP 2024-1)



- Certifying agents are Highly encouraged to use this checklist to submit annual report information to the NOP.
- The checklist is used to identify any changes that have occurred in the ACAs organization since the previous assessment or annual report, as applicable.
- Implementation of the checklist begins for certifier anniversary dates on and after March 1, 2012.



DUE Date

Submitting Annual Reports - Use of the checklist (NOP 2024-1)

The annual report is due on the anniversary date of the certifying agent's accreditation; mailed information must be post marked by the anniversary date of the certifying agent's accreditation.



Submitting Annual Reports - Use of the checklist (NOP 2024-1)

Changes? Yes/No	NOP ANNUAL REPORT CHECKLIST			
	Requirement	Insert Responses or References Here	For Internal Use Only	
ACAs Use These Columns Only!	Name of Company: Name of Contact Person: Phone number of contact person: Email address of contact person:			
	§205.510 – Annual report, recordkeeping, and renewal of accreditation			
	(a) Annual report and fees. Certifying agents must annually submit to the NOP, on or before the anniversary date of the issuance of the notification of accreditation.			



Submitting Annual Reports - Use of the checklist (NOP 2024-1)

	 Requires that the report contain a complete and accurate update of information submitted pursuant to §§205.503 and 205.504; See §§205.503 and 205.504 below. Information supporting any changes being requested in the areas of accreditation described in §205.500; Requires submission of a description of the measures implemented in the previous year and any measures to be implemented in the coming year to satisfy any terms and conditions determined by the Administrator to be necessary, as specified in the most recent notification of accreditation or notice of renewal of accreditation. 					
Mark "Yes," or "No"	(4) Requires submission of the results of the most recent performance evaluations and annual program review and a description of adjustments to the certifying agent's operation and procedures implemented or to be implemented in response to the performance evaluations and program review included in the report? The proposed changes must satisfy the NOP requirements.	Information may be inserted directly into the checklist or attached separately and referenced in the checklist.				
	(5) Requires that the fees described in §205.640(a) be paid.					

USDA ORGANIC Reference NOP 2024-1A

The Next Step- Annual Report Review by the NOP

- 1. The NOP Program Specialist reviews the annual report submission for contact information changes. If there are changes, the Program Specialist submits change request to IT personnel to update the NOP website and updates the certifying agent contact information in the NOP MS Outlook.
- 2. The NOP Program Specialist sends the certifying agent an "acknowledgement of annual report received" email and carbon copies the assigned Accreditation Manager.



The Next Step- Annual Report Review by the NOP

- 3. The Accreditation Manager conducts an initial review of the annual report materials. Possible Accreditation Manager courses of action:
 - Request additional information from the Certifying Agent.
 - Request clarification of the submitted materials.
 - Issue a NoNC to the ACA for identified violations.
 (Follow NoNC procedures.)
 - Forward information to the Accreditation Committee for recommendations or guidance regarding submitted material or lack of materials.
 - Accept annual report material.



The Next Step- Annual Report Review by the NOP

- 4. The Accreditation Manager completes the final review; reviews additional information submitted or received from the Accreditation Committee and completes the NOP 2024-1 checklist.
- 5. The Accreditation Manager prepares an acknowledgement letter (template) for the AIA Director's signature. This letter acknowledges that the Certifying Agent has/has not satisfactorily completed the annual report review process. (No report is issued to the Certifying Agent—only the letter.)
- 6. The NOP Accreditation Manager completes this process within 4 weeks of receiving the Certifying Agent's annual report materials.



In accordance with §§205.501(a)(15)(i), certifying agents must notify the NOP when issuing the following notifications to an applicant for certification or a certified operation

Submitting Notifications

- Notification of noncompliance issued pursuant to 205.405 or 205.662,
- Notice of denial of certification issued pursuant to §205.405,
- Notification of noncompliance correction/resolution,
- Notification of proposed suspension,
- Notification of proposed revocation,
- Notification of suspension, and
- Notification of revocation.





Submitting Notifications

The NOP regulations state that these notices must be sent to the NOP* simultaneously with its issuance. The NOP considers sending copies of notices within 1 business day of issuance by email or postal carrier acceptable to meet the requirements of this section.

Submit a copy of these notifications to the Administrator in care of the NOP Appeals Team at:

Administrator, USDA-AMS

Attention: NOP Appeals Team

1400 Independence Avenue, S.W. Mail Stop 0203 – Room 2095-S Washington, DC 20250

Telephone: (202) 720-6766

Email:

NOPACAAdverseActions

@ams.usda.gov

NOTE: Some of these notifications can be combined. A certifying agent may issue a notification of noncompliance and notification of denial of certification at the same time.



^{*} If applicable, State Organic Program (SOP)

Submitting Lists of Certified Operations

In accordance with §205.501(15) (ii), certifying agents must submit, to NOP, by January 2 of each year, a list of each operations granted certification during the preceding year. The NOP considers lists postmarked after January 2nd noncompliant with the NOP regulations.

The list must be submitted in a format prescribed by NOP:

- The name, address, and telephone number of each operation;
- b. The scope of certification;
- c. A list of products certified in MS Excel format;
- d. A FAX number, and
- e. An email address if available



Submitting Sample Results:

Pursuant to

Section 205.670(d)

"Results of <u>all</u> analyses and tests performed under this section:

(1) Must be promptly provided to the Administrator; *Except,* That, where a State organic program exists"





Applicant Identifier:

United States Department of Agriculture

Agricultural Marketing

Technology

National Science Laboratory 801 Summit Crossing Pl. Ste. B Gastonia, NC 28054

Sample Description:

Organic Cucumbers

WiseAcre P1

Donald Franczyk **Baystate Organic Certifiers** 1220 Cedarwood Circle

North Dighton, MA 02764 774-872-5544

Sample Identifier:

AI39387

Date Completed: 9/9/11

Pesticide Residue	Result (PPM)	LOD (PPM)	Pesticide Residue	Result (PPM)	LOD (PPM)
1-Naphthol	N.D.	0.050	DDE p.p	N.D.	0.002
2,4 Dimethylphenyl formamide (DN		0.004	DDT p.p	N.D.	0.040
3-Hydroxycarbofuran	N.D.	0.004	Deltamethrin	N.D.	0.010
4,4-Dibromobenzophenone	N.D.	0.010	Diazinon	N.D.	0.001
5-Hydroxythiabendazole	N.D.	0.050	Diazinon oxygen analog	N.D.	0.010
Acephate	N.D.	0.010	Dichlorvos (DDVP)	N.D.	0.011
Acetamiprid	N.D.	0.004	Dicloran	N.D.	0.003
Acetochlor	N.D.	0.025	Dicofol o,p	N.D.	0.010
Aldicarb	N.D.	0.004	Dicofol p,p	N.D.	0.003
Aldicarb sulfone	N.D.	0.003	Dieldrin	N.D.	0.005
Aldicarb sulfoxide	N.D.	0.020	Difenoconazole	N.D.	0.050
Aldrin	N.D.	0.010	Diflubenzuron	N.D.	0.020
Allethrin	N.D.	0.008	Dimethoate	N.D.	0.023
Atrazine	N.D.	0.006	Dimethomorph	N.D.	0.056
Azinphos methyl	N.A.	0.015	Dinotefuran	N.D.	0.030
Azoxystrobin	N.D.	0.001	Diphenamid	N.D.	0.001
Bendiocarb	N.D.	0.002	Diphenylamine	N.D.	0.020
BHC alpha	N.D.	0.002	Disulfoton sulfone	N.D.	0.025
Bifenazate	N.D.	0.100	Diuron	N.D.	0.025
Bifenthrin	N.D.	0.005	Endosulfan I	N.D.	0.005
Biteranol	N.D.	0.025	Endosulfan II	N.D.	0.001
Boscalid	N.D.	0.020	Endosulfan sulfate	0.002	0.001
Bromacil	N.D.	0.025	Endrin	N.D.	0.020
Buprofezin	N.D.	0.100	Epoxiconazole	N.D.	0.003
Captan	N.D.	0.010	Esfenvalerate	N.D.	0.005
Carbary	N.D.	0.003	Ethion	N.D.	0.050
Carbendazim (MBC)	N.D.	0.005	Ethoprop	N.D.	0.050
Carbofuran	N.D.	0.001	Ethoxyquin	N.D.	0.025
Carfentrazone ethyl	N.D.	0.003	Etoxazole	N.D.	0.001
Chlorantraniprole	N.D.	0.010	Etridiazole	N.D.	0.100
Chlordane cis	N.D.	0.010	Famoxadone	N.D.	0.050
Chlordane trans	N.D.	0.001	Fenamidone	N.D.	0.030
Chlorfenapyr	N.D.	0.003	Fenamiohos	N.D.	0.006
Chlorothalonil	N.D.	0.003	Fenamiphos sulfone	N.D.	0.000
Chlorpropham (CIPC)	N.D.	0.050	Fenamiphos sulfoxide	N.D.	0.011
	N.D.	0.003	Fenarimol	N.D. N.D.	0.010
Chlorogifos mothud	N.D.	0.003	Fenbuconazole	N.D.	0.002
Chlorpyrifos methyl	N.D.				
Chlorthal (DCPA) Clofentezine	N.D. N.D.	0.010 0.020	Fenhexamid	N.A. N.D.	0.003
			Fenoxaprop ethyl		
Clothianidin	N.D.	0.001	Fenpropathrin	N.D.	0.008
Coumaphos	N.D.	0.001	Fenpyroximate	N.D.	0.005
Cyazofamid	N.D.	0.002	Fenthion	N.D.	0.050
Cycloate	N.D.	0.025	Fipronil	N.D.	0.020
Cyfluthrin	N.D.	0.004	Flonicamid	N.D.	0.008
Cyhalothrin lambda	N.D.	0.001	Fludioxonil	N.D.	0.020
Cypermethrin	N.D.	0.004	Fluoxastrobin	N.D.	0.004
Cyprodinil	N.D.	0.004	Fluridone	N.D.	0.030
Cyromazine	N.D.	0.050	Flutolanil	N.D.	0.030
DDD o,p	N.D.	0.040	Fluvalinate	N.D.	0.005
DDD p.p DDE o.p	N.D. N.D.	0.020 0.020	Folpet Fonofos	N.D. N.D.	0.020 0.100

Example of submitted sample results

Due to size- pages 2 &3 of this lab report have not been included



Questions?



