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## National Organic Program Annual Report Checklist

### Instructions:

Accredited Certifying Agents (ACA) are encouraged to use this checklist to submit annual report information to the National Organic Program (NOP).

The intent of this checklist is to identify any changes that have occurred in the ACA's organization since the previous assessment or annual report, as applicable. Indicate if any changes have occurred by marking the "yes" or "no" column, as appropriate. If changes have occurred, the updated information must be submitted to the NOP with this completed checklist; information may be inserted directly into this checklist or attached separately and referenced in the checklist.

The annual report is due on the anniversary date of the ACA's accreditation; mailed information must be posted marked by the anniversary date of the ACA's accreditation. Annual reports must be submitted electronically via email or on electronic media (e.g. compact disk (CD, flash memory card, etc.); paper documents will not be accepted.

### Where to Send Annual Reports Electronically or Electronic Media

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](mailto:AIAInBox@ams.usda.gov)



Changes? Yes/No	NOP ANNUAL REPORT CHECKLIST		
	Requirement	Insert Responses or References Here	For Internal Use Only
	Name of Company:  Name of Contact Person:  Phone number of contact person:  Email address of contact person:		
	<b><i>§205.510 – Annual report, recordkeeping, and renewal of accreditation</i></b>		
	<b><i>(a) Annual report and fees.</i></b> Certifying agents must annually submit to the NOP, on or before the anniversary date of the issuance of the notification of accreditation.		
	(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.		
	(2) Information supporting any changes being requested in the areas of accreditation described in §205.500;		
	(3) 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.		
	(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.		
	(5) Requires that the fees described in §205.640(a) be paid.		



<b>§205.500 – Areas and duration of accreditation</b>			
<b>§205.503 - Applicant information</b>			
<b><i>A private or governmental entity seeking accreditation as a certifying agent must submit the following information:</i></b>			
	(a) Any <u>updates</u> to the business name, primary office location, mailing address, name of the person(s) responsible for the certifying agent's day-to-day operations, contact numbers (telephone, facsimile, and Internet address) of the applicant, and, for an applicant who is a private person, the entity's taxpayer identification number.		
	(b) Any <u>updates</u> to the name, office location, mailing address, and contact numbers (telephone, facsimile, and Internet address) for each of its organizational units, such as chapters or subsidiary offices, and the name of a contact person for each unit.		
	(c) Each area of operation (crops, wild crops, livestock, or handling) for which accreditation is requested and the estimated number of each type of operation anticipated to be certified annually by the applicant along with a copy of the applicant's schedule of fees for all services to be provided under these regulations by the applicant.	<i>The List of Certified Operations must be submitted by January 2<sup>nd</sup> of each year. See NOP 2608.</i>	
	(d) Any <u>updates</u> to the type of entity the applicant is (e.g., government agricultural office, for-profit business, not-for-profit membership association).		
	(1) For a governmental entity, any <u>changes to the official's authority</u> to conduct certification activities under the Act and the regulations in this part.		
	(2) For a private entity, any <u>changes to the entity's status and organizational purpose</u> , such as articles of incorporation and by-laws or ownership or membership provisions, and its date of establishment.		



	(e) Any <u>updates to the list of State or foreign countries</u> in which the certifying agent certifies production and handling operations and a list of each State or foreign country in which the certifying agent intends to certify production or handling operations.		
<p><b><i>§205.504 Evidence of expertise and ability.</i></b>          To become an accredited certifying agent, a private or governmental entity submitted documents and information to demonstrate its expertise in organic production or handling techniques; its ability to fully comply with and implement the organic certification program established in subparts §§205.100 and 205.101, §§205.201 through 205.203, §§205.300 through 205.303, §§205.400 through 205.406, and §§205.661 and 205.662; and its ability to comply with the requirements for accreditation set forth in §205.501.</p>			
<p><b><i>(a) Personnel.</i></b></p>			
	(1) Any <u>updates</u> to the policies and procedures for training, evaluating, and supervising personnel;		
	(2) Any <u>updates</u> to the name and position description of personnel used in the certification operation, including administrative staff, certification inspectors, members of any certification review and evaluation committees, contractors, and all parties responsibly connected to the certifying agent;		
	(3) Any <u>updates</u> to the description of the qualifications, including experience, training, and education in agriculture, organic production, and organic handling, for:		
	(i) Each inspector used and		
	(ii) Each person designated to review or evaluate applications for certification; and		
	(4) Any <u>updates</u> to the description of any training that has been provided or is intended to be provided to personnel to ensure that they comply with and implement the requirements of the Act and the regulations in this part.		
<p><b><i>(b) Administrative policies and procedures.</i></b></p>			
	(1) Any <u>updates</u> to the procedures used to evaluate certification applicants, make certification decisions, and issue certification certificates;		



	(2) Any <u>updates</u> to the procedures used for reviewing and investigating certified operation compliance with the Act and the regulations in this part and the reporting of violations of the Act and the regulations in this part to the Administrator;		
	(3) Any <u>updates</u> to the procedures used for complying with the recordkeeping requirements set forth in §205.501(a)(9);		
	(4) Any <u>updates</u> to the procedures used for maintaining the confidentiality of any business-related information as set forth in § 205.501(a)(10);		
	(5) Any <u>updates</u> to the procedures used, including any fees to be assessed, for making the following information available to any member of the public upon request:		
	(i) Certification certificates issued;		
	(ii) A list of producers and handlers whose operations it has certified, including for each the name of the operation, type(s) of operation, products produced, and the effective date of the certification;		
	(iii) The results of laboratory analyses for residues of pesticides and other prohibited substances conducted ; and		
	(iv) Other business information as permitted in writing by the producer or handler; and		
	(6) Any <u>updates</u> to the procedures used for sampling and residue testing pursuant to § 205.670.		
<b>(c) <i>Conflicts of interest.</i></b>			
	(1) Any <u>updates</u> to the procedures implemented to prevent the occurrence of conflicts of interest, as described in § 205.501(a)(11).		



	(2) Any <u>updates</u> to the conflict of interest disclosure report for all persons who review applications for certification, perform on-site inspections, review certification documents, evaluate qualifications for certification, make recommendations concerning certification, or make certification decisions and all parties responsibly connected to the certifying agent. The report must identify any food- or agriculture-related business interests, including business interests of immediate family members, that cause a conflict of interest		
	<b>(d) Current certification activities.</b> An applicant who currently certifies production or handling operations must submit:	<i>N/A – Only applicable to initial applicants.</i>	
	<b>(e) Other information.</b> Any <u>updates</u> to any other information that may assist in the Administrator's evaluation of the agent's expertise and ability.		

For Internal Use Only			
Section I – General Information			
<b>Date Review Initiated</b>		<b>Course of Action Taken</b>	<input type="checkbox"/> <i>Accepted</i> <input type="checkbox"/> <i>Additional Information Requested</i> <input type="checkbox"/> <i>Clarification of Submitted Information</i> <input type="checkbox"/> <i>Forwarded to Accreditation Committee</i> <input type="checkbox"/> <i>NoNC Issued</i> <input type="checkbox"/> <i>Other</i>
<b>Date Review Completion</b>			
<b>Assigned NOP Staff</b>			
Section II – Comments			