



# STEP-BY-STEP ORGANIC APPLICATION GUIDANCE

STEPS	GUIDANCE	KEY NOTES
<b>1</b> FILL OUT NOP APPLICATION	Complete the NOP <u>Application Form</u>	<b>NOTE:</b> The application form must be completely filled out to begin the process.
<b>2</b> FILL OUT OPERATION SYSTEM PLAN (OSP)	Complete the OSP your operation ( <u>Handler/Crop</u> ).	<b>NOTE:</b> The OSP must be filled out completely. <b>TIP:</b> Utilize the Submission Guidance Form, that lists the additional documents that need to be submitted along with the OSP and Application.
<b>3</b> SUBMIT OSP AND SUPPORTING DOCUMENTS FOR REVIEW	Submit the OSP, NOP Application, and Supporting Documents to: OrganicAdmin@Pao-usa.com	<b>NOTE:</b> The Review can take up to 7-10 business days. <b>TIP:</b> Utilize programs like Dropbox, should you need to send a large amount of files.
<b>4</b> SUBMIT INFORMATION REQUESTED (IF APPLICABLE)	Submit all information requested in the Information Request Letter	<b>NOTE:</b> Keep in mind that once the information is submitted, the reviewer has 7-10 business days to review.
<b>5</b> SCHEDULE THE INSPECTION	Work with your inspection coordinator on scheduling the inspection	<b>TIP:</b> The further in advance the OSP is submitted for review, the more time the Inspection Coordinator will have to schedule the inspection within your requested time-frame.
<b>6</b> INSPECTION IS CONDUCTED	Inspection is conducted	<b>NOTE:</b> The Inspector is given 7-10 business days to submit the Inspection Report.
<b>7</b> SUBMIT INFORMATION REQUESTED (IF APPLICABLE)	Submit all information requested in the Information Request Letter	<b>NOTE:</b> Keep in mind that once the information is submitted, the reviewer has 7-10 business days to review.
<b>8</b> CERTIFICATION DECISION	The Certification is either Granted or Denied (other exceptions may apply)	<b>NOTE:</b> Organic Certificates do not expire unless surrendered, suspended, or revoked.(\$205.404)