

**Instructions:** This form is to be used as a guidance to check off the attachments and/or information that **must** be submitted with your organic system plan(OSP) as a new or recertifying client. For each applicable section, attach the information that is requested in order to complete a compliance review and avoid delays.

*Please note that the below information is mandatory; however, if some information is missing, there must be enough information to complete a compliance review.*

<u>Crop Operations</u>	<u>Handling Operations</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Business verification information (ex. business license)</li> <li><input type="checkbox"/> State Program information (refer to section 1 of OSP)</li> <li><input type="checkbox"/> Maps of all parcels/field (showing adjacent land use and field identification)</li> <li><input type="checkbox"/> Equivalency Addendum (if additional NOP international market equivalencies are being requested.</li> <li><input type="checkbox"/> Field History supporting documents</li> <li><input type="checkbox"/> *Water test results (if applicable)</li> <li><input type="checkbox"/> *Soil and/or plant tissues test results</li> <li><input type="checkbox"/> *Residue analysis test results</li> <li><input type="checkbox"/> *Seed information (for example invoices, supplier letters, clear and legible labels, copies of organic certificates)</li> <li><input type="checkbox"/> All Input product labels and certificates (refer to section 8 &amp; 12 of the OSP)</li> <li><input type="checkbox"/> Clear and legible organic product labels: Retail, Non-retail, and lot number identification labels.</li> <li><input type="checkbox"/> If packing into a label not owned by the operation (Private label): submit a clear and legible copy of the private label, the label owner’s certificate (if applicable), and a private label agreement completed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Business verification information (ex. business license)</li> <li><input type="checkbox"/> State Program information (refer to section 1 of OSP)</li> <li><input type="checkbox"/> Ingredient list for multi ingredient products including non-organic materials (excluding water and salt)</li> <li><input type="checkbox"/> Equivalency Addendum (if additional NOP international market equivalencies are being requested.</li> <li><input type="checkbox"/> Process flow chart</li> <li><input type="checkbox"/> *Water test results (if applicable)</li> <li><input type="checkbox"/> Labels and/or MSDS for cleaners and sanitizers</li> <li><input type="checkbox"/> All Input product labels and certificates (refer to section 9 of the OSP)</li> <li><input type="checkbox"/> Updated Master Supplier &amp; Product List</li> <li><input type="checkbox"/> Clear and legible organic product labels: Retail and Non-retail</li> <li><input type="checkbox"/> Supplier organic certificates</li> <li><input type="checkbox"/> If packing into a label not owned by the operation (Private label): submit a clear and legible copy of the private label, the label owner’s certificate (if applicable), and a private label agreement completed.</li> </ul>

\*In the last 12 months.

**Submit OSP and attachments by email to [organicadmin@pao-usa.com](mailto:organicadmin@pao-usa.com)**  
**Refer to the fee schedule for fees if incomplete information is submitted.**  
**Please note that incomplete information can delay the review process.**