**Instructions**: This form is used to add and approve materials that will be incorporated into your Organic System Plan (OSP). Select an option below, and attach the information requested in order for us to complete a compliance review. Please note, it is the operators’ responsibility to verify that all input materials are allowed before use (restrictions on use may apply).

1. Company:
2. PA-OR:
3. Contact Name:
4. Phone Number:
5. Billing Email Address:
6. Material Name:
7. Manufacturer:
8. Product Composition:

**Option 1:** If adding materials that are **currently certified** by an authorized certifying agency (for example OMRI, WSDA, other certifying body) submit the following information in order to complete a compliance review:

* 1. Product Organic Certificate
  2. Description of use for the material:
  3. Have you started using the material (Yes/No):

1. If you have started utilizing this material, please indicate for how long and where:

**Option 2:** If adding materials that are **not currently certified** by an authorized certifying agency (for example OMRI, WSDA, other certifying body),submit the following information in order to complete a compliance review (please note additional fees may apply):

* 1. A copy of the label(s) showing **All** Ingredients
  2. Technical data information

Specify document type:  MSDS

Technical Data Sheet

* 1. For all “inert” or “other” ingredients shown on product label or MSDS, provide a statement from the manufacture disclosing all inert ingredients.
  2. Description of use for the material:
  3. Have you started using the product (Yes/No):
     + - 1. If you have started utilizing this material, please indicate for how long and where:

\*\*Note: once approved, the Material List on the OSP must be updated and submitted.

**Once completed, submit this form and attachments by email to** [**OrganicAdmin@PAO-USA.com**](mailto:OrganicAdmin@PAO-USA.com)