If you have received a notice from PAO or any Certification Agency, that your operation’s certification has been suspended due to unresolved non-compliances with the USDA National Organic Program (NOP) regulations, you have the right to request reinstatement from the NOP. PAO does not have the direct authority to reinstate your operation, but can start the process for your organization. All non-compliances must be addressed, you must successfully complete an onsite inspection, and pay all required fees before you can request reinstatement.

To request reinstatement of your organic certification by the USDA NOP through PAO, you must proceed with the following:

Instructions: Contact PAO and request to start and continue the reinstatement process directly through PAO. Complete page 2 of this form and submit, along with a Reinstatement Request letter (a template is provided on page 3 of this form). PAO will be sending you a service agreement that will include applicable review fees. Then continue the following steps:

1. Apply for certification with PAO.
   1. If you are an existing organic client, complete OSP and gather supporting docs by your anniversary date. The application will go through the normal review process.
   2. If you are a new client, request for a blank OSP and guidance forms to get the application process started. The application will go through the normal review process.
2. Submit information regarding suspension.
   1. Ensure that you include your Notice of Suspension, the Notice of Proposed Suspension and the Notice of Non Compliance letter along with your application, as well as your corrective action plan and documented evidence of its implementation in writing to address the non-compliances that lead to the suspension. For suspensions due to nonpayment, you must pay all outstanding balances and agree to pay all future invoices within 30 days.
3. Undergo an onsite inspection.
   1. Once your application along with supporting records is reviewed and your operation is capable of compliance, PAO will schedule a complete organic inspection to review your organic system and suspension re-instatement measures.
      1. In order to successfully achieve reinstatement, you must fully comply at your inspection, including having ALL records and documents available. This includes records during the suspension period. Even minor issues at the inspection will keep the NOP from granting you reinstatement. You may need to have more than one inspection in order to successfully submit your request to the NOP. Your Fee(s) must be paid before to PAO will conduct the review of the inspection report.
4. Request re-instatement from NOP.
5. Once PAO’s review process is finalized, PAO will forward your complete report and any additional documents received, to the USDA NOP for their review and final decision.
6. Await notification of acceptance or denial of request.
   1. If the NOP grants re-instatement, PAO will issue a new organic certificate in your Organization name and resume organic certification services for your operation.
7. Maintain ongoing compliance.
   1. You must abide by all corrective actions and maintain your operation in accordance with your Organic System Plan. Failure to meet §205.406(a) corrective action measures such as payment or other issues may result in a Non compliance, and can lead to the issuance of a proposed suspension or revocation of your operation's organic certification as per §205.662(c) by PAO.

Please note that until you have received formal reinstatement from the NOP and are re-issued a  
certificate by PAO, you are not eligible to represent any product as “organic”. If you have questions  
about the procedures for requesting reinstatement or NOP regulations, please contact our PAO QA Organic Specialist.

Suspension Reinstatement Process Request Form

Complete the information requested below and attach additional sheets as necessary.

Operation Name:

Name of Person Completing Form:

Date:

Billing Address:

A. Reasons for and date of Suspension: Copy of Notice of Suspension, Notice of Proposed Suspension, and Notice of Non Compliance that originated the suspension letter must be attached.

B. Actions Taken and submit documented evidence of their implementation to Resolve Reasons for Suspension:

C. Plan for Ongoing Compliance:

D. Were any products (including ingredients, raw materials, work in progress, and/or finished products) received, stored, handled, packed, labeled, sold shipped, and/or represented as organic from the effective date of your suspension to date? Please clearly describe, quantify and disclose beginning inventories, purchases and/or goods received, handling, processing, packing, repacking, labeling, storage, sales, transfers, shipments, and ending inventories for raw materials, work in progress, and finished goods sold as organic after you received your suspension notice?

By submitting this document to PAO, I attest that I have resolved all outstanding non-compliances and am  
requesting that PAO review my Organic System Plan in order to determine whether I am eligible for an  
inspection. I agree to abide by the Organic System Plan submitted to PAO and to remain in compliance with  
all National Organic Program regulations.

Signature:      

Reference: NOP 2605 Instruction Reinstating Suspended Operations

Link: <https://www.ams.usda.gov/sites/default/files/media/2605.pdf>

***SAMPLE LETTER***

***(must be in English)***

Secretary of Agriculture

c/o USDA, AMS, National Organic Program

1400 Independence Avenue SW

Room 2648, Stop 0268

Washington, DC 20250

Dear Secretary Vilsack:

We formally request reinstatement of organic certification of our [organic farm or handling facility] pursuant to 205.662(f)(1) of the USDA organic regulations.

On [date of suspension], [name of certifier] suspended our certification for [briefly state reason(s) for suspension]. Those non-compliances have been corrected, and [name of current or new certifier] conducted a full onsite inspection to verify our compliance with the regulations.

We have asked [name of certifier] to provide you with the necessary supporting documentation. We should appreciate your prompt consideration of this request for reinstatement.

Sincerely,

*Signature*

[Name of person responsible for program]

[Title]

[Name of company, if any]