



# CHANGING CERTIFYING AGENTS

Refer to [NOP 2604](#) for further information

## INSTRUCTIONS

1

Follow the steps on the [Step-by-Step Organic Application Guidance](#) sheet to submit your Application and Organic System Plan (OSP) to Primus Auditing Ops (PAO) and begin the application process.

1. Several questions within the OSP pertain to your certification status, so ensure you are filling them out thoroughly. You must also disclose any open Non-Compliances (NCs) you may have with your current certifier.
2. If there are open NCs, ensure that you send PAO the Non-Compliance Notification issued and all relevant supporting documentation.

2

Once the application is approved, you will proceed to have an inspection.

3

After your inspection, PAO will conduct a final evaluation review, and inform you when a certification decision can be made.

4

At this time, you may request to surrender your certification with your previous agency. Send PAO a copy of your proof of request.

5

PAO will verify the surrender request and confirm if there are no outstanding Non-Compliances or other Adverse actions pending with your previous certifier.

6

Once confirmation is received, PAO will issue the certification decision.

7

Once you are certified with PAO, you must proceed with finalizing the surrender of certification with your previous certification.

### Key Points:

- Upon surrendering your previous certification, you may not utilize any label inventory that identifies your previous certifying agent.
- While you are in the process of applying with PAO, you can submit your new label artwork for review. Doing so will allow you to get the label artwork approved for compliance, and then you can proceed to schedule a print date. This will allow you to have your label artwork ready upon receiving your certification with PAO. **You may begin to utilize the new labels once PAO has issued your organic certificate.**
- If your operation is in the state of California, ensure that you update your CDFA registration identifying PAO as your organic certifier.
- **When to apply?** Preferably 3 months prior to your anniversary date with your current certifier or 3 months prior to using up your label inventory listing your old certifier.