**Instructions**: This guidance is to be used as a checklist to ensure you submit the information that **must** be submitted with your Organic System Plan (OSP) as a new or recertifying client. Submit the information detailed below, in order to complete a compliance review and avoid delays. If information is missing, you may receive an Information Request, and the application process may be delayed.

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| **Mandatory for ALL types of Operations:**[ ]  Business verification information, business license and/or state program registration[ ]  An up to date Master Supply Chain & Product List (Org-052)[ ]  Organic Fraud Prevention Plan [ ]  International Markets addendum (if additional NOP international market equivalencies are being requested)[ ]  Clear and legible organic product labels: Retail, Non-retail, and lot number identification labels (if labels are requested to be listed on your certificate.[ ]  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. |
| In addition to the information above, see the list of documents below that must be submitted with the OSP you are completing: **If you are completing Org-007 (Crop Operations):**[ ]  Maps of all parcels/field (showing adjacent land use and field identification)[ ]  Field History supporting documents[ ]  \*Water test results (if applicable)[ ]  \*Soil and/or plant tissues test results [ ]  \*Residue analysis test results [ ]  \*Seed information (for example invoices, supplier letters, clear and legible labels, copies of organic certificates)[ ]  All Input product labels and certificates (refer to section 12 of the OSP)**If you are completing Org-010 (Handler Operations):**[ ]  Ingredient list for multi ingredient products including non-organic materials (excluding water and salt) [ ]  Facility flow chart[ ]  \*Water test results (if applicable)[ ]  Labels and/or MSDS for cleaners and sanitizers [ ]  All Input product labels and certificates (refer to section 9 of the OSP)[ ]  Organic Supplier Certificates[ ]  Import documentation (if you are the direct importer)**If you are completing Org-061 (Handler –Trader Operations):**[ ]  Organic Supplier Certificates [ ]  Operation flow chart[ ]  Import documentation (if you are the direct importer) |

\*In the last 12 months.

**Submit OSP and attachments by email to** **organicadmin@pao-usa****.com**

 **Please note that incomplete information can delay the review process.**