



STEP-BY-STEP ORGANIC APPLICATION GUIDANCE

STEPS	GUIDANCE	KEY NOTES
1 FILL OUT NOP APPLICATION	Complete the NOP Application Form	<p>NOTE: The application form must be completely filled out to begin the process.</p> <p>*Operations located in California must also register with CDFA or CDPH</p>
2 FILL OUT ORGANIC SYSTEM PLAN (OSP)	Complete the OSP for your operation: Handler , Handler/Trader , Crop .	<p>NOTE: The OSP must be filled out completely. Please ensure to utilize Microsoft Office Word 2016 or current versions, to complete document. TIP: Utilize the Submission Guidance, that lists the additional documents that need to be submitted along with the OSP and Application.</p>
3 SUBMIT OSP AND SUPPORTING DOCUMENTS FOR REVIEW	Submit the OSP, NOP Application, and Supporting Documents to: OrganicAdmin@Pao-usa.com	<p>NOTE: The Review can take up to 7-10 business days.</p> <p>TIP: Utilize programs like Dropbox, should you need to send a large amount of files.</p>
4 SUBMIT INFORMATION REQUESTED (IF APPLICABLE)	Submit all information requested in the Information Request Letter	<p>NOTE: Keep in mind that once the information is submitted, the reviewer has 7-10 business days to review.</p>
5 SCHEDULE THE INSPECTION	Work with your Operations Specialist on scheduling the inspection	<p>TIP: The further in advance the OSP is submitted for review, the more time the Operations Specialist will have to schedule the inspection within your requested time-frame.</p>
6 INSPECTION IS CONDUCTED	Inspection is conducted	<p>NOTE: The Inspector is given 7-10 business days to submit the Inspection Report.</p>
7 SUBMIT INFORMATION REQUESTED (IF APPLICABLE)	Submit all information requested in the Information Request Letter	<p>NOTE: Keep in mind that once the information is submitted, the reviewer has 7-10 business days to review.</p>
8 CERTIFICATION DECISION	The Certification is either Granted or Denied (other exceptions may apply)	<p>NOTE: Organic Certificates do not expire unless surrendered, suspended, or revoked. (§205.404)</p>