



National Organic Program Information Submission Requirements for Certifying Agents

Links Updated: September 12, 2018

1. Purpose and Scope

This document describes the information that certifying agents (certifiers) must submit to the National Organic Program (NOP) Accreditation and International Activities (AIA) Division or Appeals Team to maintain accreditation. It applies to all certifiers accredited by the NOP.

2. Policy

The USDA organic regulations require certifiers to submit information to the NOP, including:

- Changes to policies, procedures, operating protocols (see [§ 205.510\(a\)](#));
- Relevant notices (see [§ 205.501\(a\)\(15\)\(i\)](#)); and
- A current list of operations certified as of January 2 of each calendar year (see [§ 205.501\(a\)\(15\)\(ii\)](#)).

a. Submitting Information

- i. All documents and related information must be submitted in English. Documents and information submitted in other languages do not comply with the NOP reporting requirements.
- ii. Information must be submitted in a portable electronic form, such as a flash drive, CD-ROM, DVD, or email. The NOP will not accept printed materials.
- iii. Unless otherwise instructed, all information submitted by email, including corrective actions, must be sent to AIAInbox@ams.usda.gov.

DVDs, CDs, and flash drives must be submitted to:

USDA, AMS, National Organic Program
Accreditation and International Activities Division
100 Riverside Parkway, Suite 101
Fredericksburg, Virginia 22406
Phone: (540) 361-2712

b. Annual Reports

[Section 205.510\(a\)](#) of the regulations requires certifiers to submit an annual report to the NOP. The annual report is due on or before the anniversary date of the certifier's



NOP accreditation, which is found on its initial notification of accreditation. The following information must be submitted in the annual report:

- i. A complete and accurate update of information submitted pursuant to [§§ 205.503](#) and [205.504](#) of the regulations, according to NOP 2024-1 Annual Report Checklist;
- ii. Information supporting any accreditation changes requested by the certifier per [§ 205.500](#) of the regulations, according to NOP 2024-1 Annual Report Checklist;
- iii. A description of measures implemented or to be implemented to satisfy any terms and conditions, as specified in the most recent notification of accreditation or notice of renewal of accreditation;
- iv. The results of the most recent performance evaluations and annual program review, including a description of adjustments to the certifier's operation and procedures implemented or to be implemented in response to the performance evaluations and program review, according to NOP 2024-1 Annual Report Checklist; and
- v. Any fees required by [§ 205.640\(a\)](#) of the regulations, if applicable.¹

c. Notifications

Certifiers must notify the NOP when issuing the following notifications to an applicant for certification or a certified operation (see [§ 205.501\(a\)\(15\)\(i\)](#)):

- i. Notification of noncompliance issued pursuant to [§§ 205.405](#) or [205.662](#);
- ii. Notice of denial of certification issued pursuant to [§ 205.405](#);
- iii. Notification of noncompliance correction or resolution;
- iv. Notification of proposed suspension;
- v. Notification of proposed revocation;
- vi. Notification of suspension; and
- vii. Notification of revocation.

The USDA organic regulations state that these notices must be sent to the NOP simultaneously with their issuance. Submit an electronic copy of these notifications by email to NOPACAAverseActions@ams.usda.gov.

¹ The NOP is not currently charging fees for the review of annual reports, but may do so in the future.



DVDs, CDs, and flash drives must be submitted to:

Administrator, USDA-AMS
Attention: NOP Appeals Team
1400 Independence Avenue, SW
Mail Stop 0268, Room 2648
Washington, DC 20250
Telephone: (202) 720-3252

d. Lists of Certified Operations

Refer to NOP 2026 Submitting Annual Lists of Certified Operations.

3. References

USDA Organic Regulations ([7 CFR Part 205](#))

7 CFR § 205.500 Areas and duration of accreditation.

7 CFR § 205.501 General requirements for accreditation.

7 CFR § 205.503 Applicant information.

7 CFR § 205.504 Evidence of expertise and ability.

7 CFR § 205.510 Annual report, recordkeeping, and renewal of accreditation.

7 CFR § 205.640 Fees and other charges for accreditation.

NOP Program Handbook: Guidance and Instructions for Accredited Certifying Agents and Certified Operations

NOP 2000 Accreditation Policies and Procedures

NOP 2024-1 Annual Report Checklist

NOP 2026 Submitting Annual Lists of Certified Operations

Approved on May 23, 2014.