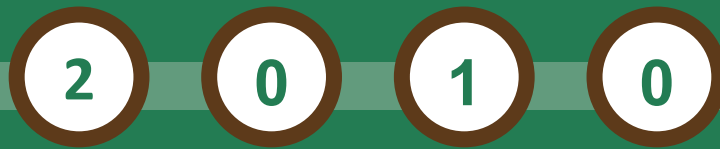


National Organic Standards Board

New Member Guide



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Welcome New NOSB Members

Congratulations and welcome to the National Organic Standards Board (NOSB)! We look forward to working with you over the next five years to advance organic regulations as defined by the Organic Food Production Act and the USDA National Organic Program. This guide is intended to provide guidance and resources to new members and to ease their transition to the NOSB.

Before your first NOSB meeting, you need to read and be familiar with the following materials:

- Organic Food Production Act of 1990 (OFPA)**
- Federal Register Final Rule**
- NOSB Policy and Procedure Manual (PPM)**
- NOP FACA Training Power Point** (to be received via email)

The first three documents listed are available at <http://www.ams.usda.gov/NOP> in the Resource Center section; brief summaries are provided below. The NOP FACA Training Power Point will be sent to all NOSB members as reference following the annual January FACA training session for NOSB members.

Questions?

Count on it. You will be assigned an NOSB mentor prior to your first official meeting to help you transition onto the Board. Your NOSB mentor will be available to you by phone or email to answer your questions as they arise. The NOSB Chair or the Executive Director can also be reached at any point to assist you. Contact information can be found at the end of this document or by contacting Lisa Ahramjian at Lisa.Ahramjian@ams.usda.gov.

Federal Organic Regulations & Entities: A Primer

Organic Food Production Act (OFPA)

Title XXI of the 1990 Farm Bill, known as the Organic Foods Production Act, established the National Organic Program within the Agriculture Marketing Service (AMS) of the USDA. It also established the National Organic Standards Board (NOSB), an advisory body to the NOP.

Federal Register Final Rule Establishes the National Organic Program

The December 21, 2000 final rule established the National Organic Program (NOP) within the Agricultural Marketing Service (AMS), an arm of the U.S. Department of Agriculture (USDA). NOP facilitates domestic and international marketing of fresh and processed food that is organically produced and assures consumers that such products meet consistent, uniform standards. NOP is required to establish national standards for the production and handling of organically produced products, including a National List of substances approved for and prohibited from use in organic production and handling. The final rule also established a national-level accreditation program, labeling requirements, and foreign organic program equivalency requirements.

National Organic Standards Board (NOSB)

OFPA authorized the Secretary of Agriculture to appoint a 15-member National Organic Standards Board (NOSB). The NOSB has the sole authority granted through OFPA to recommend additions to the National List of Allowed and Prohibited Substances. Further, the NOSB drafts recommendations based on needs of the industry with public and industry input. The Board's main mission is to make recommendations about whether a substance should be allowed or prohibited in organic production or handling, to assist in the development of standards for substances to be used in organic production, and to advise the Secretary on other aspects of OFPA implementation. Members come from all four U.S. regions.

The first NOSB was appointed by then Secretary Edward Madigan in January, 1992. Members of the initial board served staggered terms of 3, 4, or 5 years; all subsequent board appointees serve 5-year terms. Per OFPA, the board must consist of 15 members:

- Four farmers/growers
- Two handlers/processors
- One retailer
- Three environmentalists / resource conservationists
- Three consumer/public interest advocates
- One scientist (toxicology, ecology, or biochemistry)
- One USDA accredited certifying agent.

National List of Allowed and Prohibited Substances

Through OFPA, the NOSB has the sole authority to recommend adding materials to or removing materials from the National List. The Secretary of Agriculture has limited authority with regards to NOSB recommendation for additions to the National List; the Secretary may deny the listing of a material, but may not add a material that was not previously recommended by the board.

Technical Information

To help NOSB members assess whether materials should be added or removed from the National List, the NOSB is authorized to request technical information from internal and external sources on materials. See The Final Rule Subpart G 205.600 and the NOSB Policy and Procedures Manual Section IV for additional information.

NOSB Policy and Procedure Manual (PPM)

The PPM outlines all general procedures followed by members of the NOSB. The manual is designed to assist the Board in its responsibilities and is considered mandatory reading for all members. The PPM covers many important issues such as the NOSB Vision Statement, Duties of the Board and Officers, NOSB job descriptions, NOSB Principals to Production and Handling, Materials Review Process, TAP Contract Procedures, Sunset Review Process and other critical information that is important for you to understand. Policies and revisions are incorporated periodically, and since the manual guides you on how to craft your documents and recommendations, it is essential to refer to the manual and make sure you are following the process.

Additional Helpful Reading

NOSB Website | www.ams.usda.gov/nosb

Access NOSB meeting transcripts, NOSB executive committee minutes, and previous NOSB recommendations

NOP Website | www.ams.usda.gov/nop

Access NOP Newsroom, organic regulations, and resources for various stakeholder groups

From the Margins to the Mainstream, Advancing Organic Agriculture in the United States: National Organic Action Plan | <http://www.rafiusa.org/docs/noap.pdf>

Selecting NOSB Committees

You will work with the NOSB chair to select 2-3 standing committees from the following:

Compliance, Accreditation, &

Certification Committee

Crops Committee

Handling Committee

Livestock Committee

Materials Committee

Policy Development Committee

New members may also have the option to join a currently-existing ad-hoc committee. Additional information on the different committees is available on page 15 of the Policy and Procedure Manual. Generally, it is best to select a committee in which you have experience. New members are also encouraged to seek guidance from the NOSB Chair or the Executive Director to best utilize your skills and experience. Committee chairs can update you on current topics under consideration and provide you with recent meeting minutes.

Demystifying the Federal Register

The Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. The Federal Register has format and public notice rules that have to be followed. Public comment periods are generally for a minimum of 30 days, but since the organic community believes strongly in collaboration and public comment, NOP strives to allow 45 days for public comment on their notices. "If you intend to bind the public, you have to provide actual and timely notice." Several types of Federal Register notices are used at different rulemaking stages:

Advanced Notice of Proposed Rule (ANPR)

Optional – Involves proposing an idea and formally asking for public comment *before* you draft the proposed rule. This is strictly an idea and data collecting process that discourages back-room idea and data collection.

Notice of Proposed Rule (NPR)

Required – Provides background, Intent, and Objectives via the Preamble, Proposes specific rule language, and is Open to Public Comment.

Interim Final Rule (IFR)

Optional – Very similar to the Final Rule – still open to some public comment, used primarily when issues are controversial and some tweaking of the final rule language may be required.

Supplemental Notice of Proposed Rule (SNPR)

Optional – open to public comment on a newly proposed area that came up during NPR that were not foreseen, but also includes some areas that are more decided and not as open to comment.

Direct Final Rule (DFR)

Special Circumstances – usually not a controversial issue and requires immediate action (good cause criteria have to be met), risky because if one commenter objects, then they have to resubmit as an NPR which costs money – and allow public comment. i.e. the banning of dangerous toys for small children.

Final Rule: 30 days before effective date

Required – Provides Background, Intent, and Objectives via the Preamble, Proposes specific rule language, and is not open to Public Comment as all public commenting time periods have either been met through the above required and optional steps, *with the exception of rules being modified to respond to court actions and deadlines.*

Any further changes to these regulations would be made through petition: “Petition for Reconsideration”, and would essentially be re-run through the Federal Register process as described above.

Rulemaking 101

Commonly, laws do not contain level of detail for their practical implementation. Rather, agencies of the Executive branch have to establish rules, or regulations, to serve as guides in the implementation of laws. The rule development process can be described in five steps:

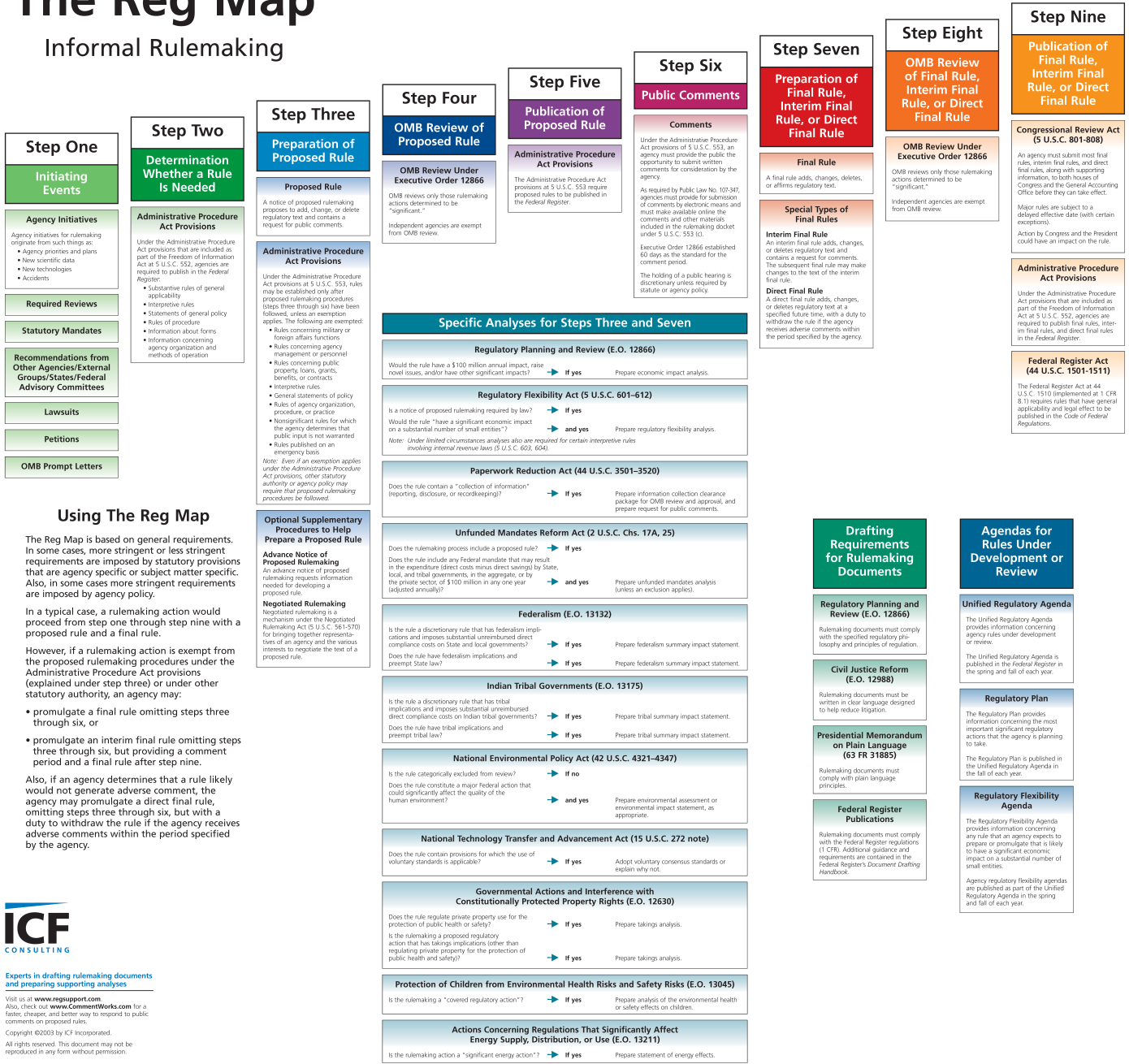
1. **Establish grant rulemaking authority**
In NOSB’s case, per OFPA
2. **Publish proposed rule with request for public comments**
Rule is subject to Office of Management and Budget review
3. **Publish final rule addressing public comments; set effective date**
Rule is subject to Office of Management and Budget review
4. **Congressional review**
Congress or the Government Accountability Office has the ability to nullify rules
5. **Effective Date**
Rules go into effect after a 30-day minimum; 60-day for major rules
Agencies may delay or withdraw rules before they become effective



The diagram below provides additional details on the rulemaking process; this resource is also available at <http://www.reginfo.gov/public/reginfo/Regmap/index.jsp>.

The Reg Map

Informal Rulemaking



ICF CONSULTING

Experts in drafting rulemaking documents and preparing supporting analyses.

Visit us at www.regreport.com. Also, check out www.CommentWorks.com for a faster, cheaper, and better way to respond to public comments on proposed rules.

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Public Comment

Refer to the PPM for the detailed policy & procedures on the public comment process.

NOSB's Unique Role

Organic stakeholders are extremely engaged in the activities of both the NOP and the NOSB. Both groups receive an unprecedented amount of public input from farmers, businesses and consumers during every step of their decision-making process—from draft NOSB recommendation to final rule. After considering the recommendations of the NOSB, the NOP reviews public comments and industry analysis before proposing a final recommendation. However, the Secretary of Agriculture has final authority in determining all regulations.

NOSB members are in the unique position of not only representing their sector, but also representing the USDA and the public. It is therefore especially important for NOSB member to weigh public comments to help guide us towards what the public wants to see in organic regulations. The public comment process is in place to insure timely notice and to avoid back room decision-making; NOSB process must be transparent per the Sunshine Act. The following activities require public comment:

- Approving / removing materials for use in the organic industry
- Evaluating a specific Rule
- Providing clarifications

Comment Mechanisms

NOP is responsible for receiving and posting all petitions and public input directed at the NOSB. On an informal level, NOSB members are encouraged to maintain and expand their contacts base in order to maintain an open line with the needs of the organic community. On a formal level, NOSB members request input from the public in the main ways: during formal NOSB meetings and electronically or via mail in response to Federal Register notices.

During Formal NOSB Meetings

The public is invited to sign up on a first-come, first-served basis to address the Board on identified topics during ample public comment sessions. Commenters typically have 5-10 minutes, not including questions from Board members (NOSB members are encouraged to ask questions at the end). Please remember listen, let the speaker finish, make eye contact as much as possible. The public deserves our respect and attentive listening; they rely on NOSB members to consider their comments. When commenting during meetings remember to be respectful, professional, patient, informed, and concise. The PPM allows speakers to extend their allotted time with a maximum of one proxy per speaker. The public is encouraged to provide written testimony to facilitate NOSB's consideration.

In Response to Federal Register Notices

The NOP is responsible for publishing Federal Register notices, including those that identify the NOSB's draft recommendations in advance of NOSB meetings. In these notices, the public is directed on how to submit public comments: either electronically (preferred) or via mail. NOP is responsible for reviewing and posting these comments for NOSB's (and the public's) review.

Incorporating Public Comments

The review and implementation of public input takes place at the committee level. Committee members are expected to review all petitions or comments from the public before providing a recommendation to the Chair and members of the Board. Currently, a committee member is assigned to review, classify and summarize all data received by NOP, but all committee members are expected to review the data individually before making a final recommendation.

Separation of Powers

As a member of the NOSB, you are working within the Executive Branch of government. In this capacity, you are not permitted to work in the other branches while on the NOSB because of the required separation of powers.

Confidentiality

The information that is discussed in NOSB conference calls, through email, official meetings or work sessions is confidential until it is made public. It is your duty to respect and follow this level of trust and not share information until it is officially made public. As mentioned in the Policy and Procedures Manual, a Board member's loyalty is to the organic community and the public at large; however the information should be accurate and agreed upon before being shared with the public. Conference calls are confidential and are for NOSB members and NOP staff only.

Best Practices to Optimize Productivity

Staying Organized

NOSB members receive a lot of materials, both electronically and in hard copy ; staying organized can be a challenge. Members may want to create a file cabinet specifically for the NOSB, with files created yearly for each committee. Committee Chairs and Vice Chairs should save all versions and file them, committee members can just save the final copy. Public comments that you receive in the meetings can be filed, or you can find them archived on the NOP web site.

Optimizing Conference Calls and Meetings

Because members are based in all regions of the country, a great deal of the work of the NOSB involves telephone conversations. Committees are encouraged to develop the agenda together with key committee members, provide ample notice of the date and time of the meeting/conference calls, review the agenda and all documents related to agenda items, start and finish on time, and review action items. The Executive Director will take minutes at all conference calls and will send out periodic updates to a master calendar of the scheduled committee conference calls with phone-in numbers and pass codes (required to access calls). Executive committee calls are scheduled the second Friday of each month and consist of only the NOSB officers, committee chairs, and NOP personnel. NOSB members are welcome to listen in, but are not permitted to vote. All Executive Committee meeting minutes are posted on the NOP website for public access.

Organizing Email

To help optimize NOSB productivity, it is important to consistently organize and respond to emails. You are encouraged to create specific folders for each committee and utilize a filing system that works for you, keeping in mind that you don't need to save every email you receive from NOP or NOSB members.

To add a folder in Outlook:

- Click on File
- Select New and Folder
- Name folder
(i.e. Crops or Handling)

Tips for Success:

- Check your inbox on a daily basis.
- Be concise and answer all questions in your responses within 24-48 hours.
- Do not attach unnecessary files.
- Do not overuse Reply to All.
- Try not to write with abbreviations.

Tracking Changes in Word Documents

Drafting and revising NOSB recommendations requires combining feedback from multiple people at multiple steps. The Microsoft Word track changes feature can help facilitate this, allowing you to merge all versions and view all edits at once. You are then able to accept or reject edits, resulting in a final version. A few tips are included below; a full demo is found in <http://office.microsoft.com/training>.

Turning on Track Changes

After opening your document:

Word 1997-2003:







- Go to Tools, select Track Changes.
- The review toolbar will appear at the top
- "TRK" will show on the status bar (bottom of the screen)

Word 2007:

- Select the Review tab
- Click Track Changes

All edits will be shown in the document in colored font. If you find it distracting to view the edits, you can select to view "Final" instead of "Final Showing Markup". If you no longer need to track changes, you can click on Track Changes to turn it off.

Reviewing Documents with Track Changes

To determine who proposed a given change, hold your cursor over the change. The review toolbars allow you to approve, or reject, edits in two simple steps. First, place your cursor over the edited text. Second, click the  button to accept the edit. This will delete the track change and restore your document without showing edits. To reject the change, click the  button. This will reject the suggested edit and return your document to its original state. The **Next**  and **Previous**  buttons allow you to navigate through the document quickly. Using the drop down list on the  and  buttons, allows you to accept or reject all changes in the document at once.

There are two features in TRK that help in the review process, the **Reviewing** and **Show** toolbars. The drop-down arrow in the **Reviewing** toolbar, allows you to view the document at different stages of editing. For example, the **Original Showing Markup** selection displays all edits from all contributors highlighted in different colors. The **Original** selection presents the document prior to any edits. The **Show** toolbar allows you to select edits by type such as comments, insertions and formats. This toolbar also allows you to isolate edits by reviewer name. To print a list of changes made in a document, select Print (Word 1997-2003: File, Print; Word 2007: Microsoft Office button (top left), Print); in the Print what box, click "List of markup."

Traveling to NOSB Meetings

Airline Reservations

USDA is responsible for paying all airline costs. However, members are responsible for arranging their own airline reservations. E-tickets are issued 3 days prior to date of travel. Upon approval of all documentations, your travel coordinator will provide each person with an approved authorization number that must be provided to USDA's travel service: Lisa or Kim, Boersman Travel 888-291-6705, and identify yourself as USDA/Agricultural Marketing Service (AMS). The travel service is aware that they should obtain the best Federal government rate when possible; however, if your airline rate is over \$800, please contact Katherine Benham, Travel Coordinator, National Organic Program (NOP), Katherine.benham@usda.gov via email for approval. Boersman emergency assistance is provided outside of normal business hours; please call 866-648-7861.

After scheduling your airline reservations with Boersman service and within one week of travel, you will receive an email acknowledgement from Virtually There at www.virtuallythere.com detailing your reservations and flight information. Reminder: When traveling to attend an NOSB meeting, members are not authorized to use personal credit cards to pay for airline tickets or utilize another travel service on behalf of USDA/AMS. You will not be reimbursed.

It is important to notify your travel coordinator that you plan to arrive or depart outside of the intended travel dates authorized. Also, provide notification if you plan to combine personal or business travel to attend the NOSB meeting.

Personal Owned Vehicles (POV)

If you need to travel using your own POV, please notify the travel coordinator via email, and provide mileage to/from the meeting, and dates of arrival and departure to/from residence.

Rental Car and Train Reservations

Members are not allowed to use a rental car for travel to/from hotel to obtain dinner. You will not be reimbursed. However, in the event there are no other flights to/from an airport or other modes of transportation available, and your only option is to use a rental car or train to/from a meeting, you must state why it would be advantageous to the Federal government. If the

rental car cost + gas or train is less than airline cost this would be advantageous to the Federal government. USDA will reimburse you. However, if the rental car or train cost is more than the airline, then you are responsible for paying the difference.

To reserve a rental car or train, you must obtain prior approval two weeks before a meeting. Submit to the travel coordinator a written justification stating your need, and include a cost comparison for the rental car, train and airline outlay. You can either locate a local rental car or train service and make your own reservation or submit your request to Boersman Travel service.

Meeting Space and Lodging Accommodations

USDA/NOP is responsible for reserving and paying all expenses for the meeting space and lodging. Members are not allowed to make hotel reservations within the authorized travel dates. However, if you plan to modify your arrival/departure travel dates for personal reasons, please contact the hotel and travel coordinator. To avoid "no show" charges, it's important that the hotel is aware of travel dates modification. Personal travel is non-reimbursable.

Post-Travel Document

After each meeting, the travel coordinator will forward to all members a post-travel document that should be completed and signed as soon as possible. Submit all applicable receipts (with the exception of meals) to the travel coordinator for processing for reimbursement. Travel documentation can be fax, email or mail to the attention of Travel Coordinator.

Travel reimbursement will include the following

- Rental Car or Train Expense (if applicable)
- Location per diem (meals)
- POV mileage to/from airport or meeting at .5 cents per mileage
- Roundtrip tolls fares
- Airport parking
- Local Transportation: Taxi cab fares to/from airport to hotel, or residence; tips not to exceed
- 15% of the fare; Shuttle services to/from airport to hotel, or residence
- Airline baggage

Submit your travel voucher information to:

Katherine Benham, NOSB Travel Coordinator
USDA/National Organic Program/Office of Deputy Administrator
1400 Independence Avenue, SW, Room 2646, Stop Code 0268
Washington, D.C. 20250
(202) 205-7806, Fax No.: (202) 205-7808
Katherine.Benham@usda.gov

What to Pack?

Dress code at NOSB meetings is business casual. It's suggested to bring some casual attire and moderately formal attire, for a possible formal get together, or the occasional casual dinner. Most of the hotels also have work-out rooms and pools. For the most part, dress is not too important as long as you are representing the NOSB professionally.

You might also wonder if you should pack all your papers that reference work you have done on your committees. Agenda, and agenda content, are available prior to meetings at www.ams.usda.gov/nosb/meetings/meetings.html. Plus, materials will be provided to you at the meetings in a book including copies of public comments, however, it is not a bad idea to bring hard copies of specific recommendations that your committee will be presenting. Also, it is always wise to bring a copy of OFPA and the Federal Register Regulation. We often refer to these documents during the meetings and they may or may not be provided. Always bring some cash for your taxi or shuttle to the hotel and from the hotel back to the airport. Extra cash for food is also recommended. Remember to save all your receipts.

List of Common Technical Sources Used by NOSB Members

Very often during the review process and discussions, NOSB members need to consult various sources of information. The following is a general list of common technical sources.

Accredited Certification Agencies

The function of the Accredited Certification Agencies (ACAs) is to certify, on behalf of USDA, that producers and handlers comply with approved organic practices. An ACA is accredited by the NOP. They operate in all regions of the United States and selected countries, and include private companies, not-for-profit organizations and several state government agencies.

Comprehensive list of ACAs: <http://www.ams.usda.gov/NOPACAs>

Federal Agencies

U.S. Department of Agriculture National Organic Program
<http://www.ams.usda.gov/nop>

U.S. Department of Agriculture Agricultural Research Service
<http://www.ars.usda.gov>

U.S. Department of Agriculture National Institute of Food and Agriculture
<http://www.csrees.usda.gov>

U.S. Department of Agriculture Food and Nutrition Service
<http://www.fns.usda.gov/fns/>

U.S. Department of Agriculture Food Safety and Inspection Service
<http://www.fsis.usda.gov>

U.S. Department of Agriculture National Agricultural Library Alternative Farming Systems Information Center

<http://www.nalusda.gov/afsic/ofp/susagrsc.htm>

U.S. Department of Agriculture Sustainable Agriculture Research and Education Program

<http://www.sare.org/index.htm>

U.S. Environmental Protection Agency Integrated Risk Information System

<http://www.epa.gov/iris>

U.S. Environmental Protection Agency Water

<http://www.epa.gov/ow/>

U.S. Environmental Protection Agency Water Science

<http://www.epa.gov/waterscience/>

U.S. Environmental Protection Agency Organic Agriculture Page

<http://www.epa.gov/oecaagct/torg.html#National%20Organic%20Standards>

U.S. Environmental Protection Agency Inert Ingredients Permitted in Pesticide Products

<http://www.epa.gov/opprdo01/inerts/lists.html>

U.S. Department of Health and Human Services Agency for Toxic Substances and Disease Registry

<http://www.atsdr.cdc.gov/atsdrhome.html>

U.S. Food and Drug Administration's Center for Food Safety and Applied Nutrition

<http://www.cfsan.fda.gov/list.html>

U.S. Food and Drug Administration's Center for Food Safety and Applied Nutrition - Food Ingredients and Packaging Terms

<http://www.cfsan.fda.gov/~dms/opa-def.html>

U.S. Food and Drug Administration's Center for Food Safety and Applied Nutrition Inventory of Effective Food Contact Substance (FCS) Notifications

<http://www.cfsan.fda.gov/~dms/opa-fcn.html>

U.S. Food and Drug Administration's Center for Food Safety and Applied Nutrition Indirect" Additives Used in Food Contact Substances

<http://www.cfsan.fda.gov/~dms/opa-indt.html>

U.S. Food and Drug Administration's Center for Veterinary Medicine

<http://www.fda.gov/cvm>

U.S. Food and Drug Administration's Food Safety Risk Analysis Clearinghouse

<http://www.foodriskclearinghouse.umd.edu/>

U.S. Food and Drug Administration's Numerical Listing of GRAS Notices

<http://www.cfsan.fda.gov/~rdb/opa-gras.html>

U.S. National Institute of Health's National Institute of Environmental Health Sciences

<http://www.niehs.nih.gov/centers/res-core/iowares2.htm>

U.S. Occupational Health and Safety Administration

<http://www.osha.gov>

Other Sources

Harvard School of Public Health, Department of Nutrition

<http://www.hsph.harvard.edu/nutritionsource/index.html>

Tufts' University Friedman School of Nutrition Science and Policy

<http://nutrition.tufts.edu/>

American Dietetic Association

<http://www.eatright.org>

Appropriate Technology Transfer to Rural Areas

<http://www.attra.org>

CABI Publishing (organic research abstracts)

<http://www.organic-research.com/>

Codex Alimentarius Commission

<http://www.codexalimentarius.net>

European Union (organic regulation)

http://www.organic-europe.net/europe_eu/default.asp#2092

Food and Agriculture Organization of the United Nations

<http://www.fao.org/organicag/default.htm>

Joint FAO/WHO Expert Committee on Food Additives (JECFA)

<http://www.fao.org/es/esn/jecfa/database/cover.htm>

International Federation of Organic Agriculture Movements

<http://www.ifoam.org>

International Food Information Council Foundation

<http://www.ific.org>

Institute of Food Science and Technology

<http://www.ifst.org>

Organic Farming Research Foundation

<http://www.ofrf.org>

Organic Materials Review Institute

<http://www.omri.org>

Organic Trade Association

<http://www.ota.com>

Research Institute of Organic Agriculture (FiBL)

<http://www.organic-europe.net>

Rodale Institute

www.rodaleinstitute.org

The National Sustainable Agriculture Information Service

<http://www.attra.org>

The Merck Index

<http://www.merckbooks.com/>



PubMed

<http://www.ncbi.nlm.nih.gov/PubMed/>

Scirus

<http://www.scirus.com/>

Food Ingredients

<http://www.food-ingredients.com/>

American Association of Bovine Practitioners

www.aabp.org

Veterinary Botanical Medical Association

www.vbma.org

American Veterinary Medical Association

www.avma.org

American Holistic Veterinary Medical Association

www.ahvma.org

Glossary of Acronyms

AAPFCO	Association of American Plant Food Control Officials
ACA	Accredited Certification Agency, also
ACA	Accredited Certifiers Association
AFBA	American Farm Bureau Federation
AFT	American Farmland Trust
AMS	Agricultural Marketing Service (home of NOP)
ANPR	Advance Notice of Proposed Rulemaking
ANSI	American National Standards Institute (private, non profit)
AOS	American Organic Standards (OTA industry guidelines)
APHIS	Animal and Plant Health Inspection Service (USDA)
ARC	Audit, Review and Certification (USDA)
ARCD	Audit Review and Compliance Division, AMS, (USDA)
ARS	Agricultural Research Service (USDA)
ATO	All Things Organic, OTA's trade show
ATTRA	Appropriate Technology Transfer for Rural Areas (within NCAT)
CAS	Chemical Abstract Service
CBI	Confidential business information
CEQ	Council on Environmental Quality
CODEX	Internationally recognized standards for foods.
CRP	Conservation Reserve Program
CSREES	Cooperative State Research, Education and Extension Service (USDA)
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentives Program
ERS	Economic Research Service (USDA)

FACA	Federal Advisory Committee Act
FAO	Food and Agriculture Organization (UN)
FAS	Foreign Agriculture Service (USDA)
FCIC	Federal Crop Insurance Corporation
FDA	Food and Drug Administration
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FMNP	Farmers' Market Nutrition Program
FNS	Food and Nutrition Service (USDA)
FSIS	Food Safety and Inspection Service (USDA)
GAO	General Accounting Office (investigative arm of Congress)
GIPSA	Grain Inspection, Packers and Stockyards Administration (USDA)
GMO (GEO)	Genetically Modified (Engineered) Organism
GRAS	Generally regarded as safe, used by FDA
HACCP	Hazard Analysis and Critical Control Point
IFOAM	International Federation of Organic Agriculture Movements
IOIA	Independent Organic Inspectors Association
IUCLID	International Uniform Chemical Information Database
IOAS	International Organic Accreditation Service
IQF	Individual quick frozen
ISO	International Organization for Standardization
ISO 17011	Standards for Certification Agencies (used to be ISO Guide 65)
ISO Guide 61	Guide for Accreditation Agencies
ISO Guide 65	Guide for Certification Agencies (see ISO 17011)
NAL	National Agricultural Library (USDA)
NASDA	National Association of State Departments of Agriculture
NASOP	National Association of State Organic Programs (now within NASDA)
NASS	National Agricultural Statistics Service (USDA)
NCAT	National Center for Appropriate Technology (private non-profit)
NSAC	National Sustainable Agriculture Coalition
NCGA	National Cooperative Grocers Association
NFFC	National Family Farm Coalition
NFU	National Farmers Union
NGO	Non Governmental Organization, or Civil Society Organization
NIST	National Institute of Standards and Technology
NOC	National Organic Coalition (RAFI, Center for Food Safety, NOFA, NCGA)
NOP	National Organic Program (USDA)
NPDES	National pollution discharge elimination system (Clean Water Act provision)
NRCS	Natural Resource Conservation Service (USDA)
OCA	Organic Consumers Association
OFARM	Organic Farmers Association for Relationship Marketing
OFPA	Organic Foods Production Act of 1990 (Title XXI of the 1990 Farm Bill)
OFRF	Organic Farming Research Foundation
OMRI	Organic Materials Review Institute



OTA	Organic Trade Association
PR	Proposed Rule
RAFI	Rural Advancement Foundation International (now the ETC Group)
RMA	Risk Management Agency
SAN, SANET	Sustainable Agriculture Network (USDA)
SARE	Sustainable Agriculture Research and Education (grant program of USDA)
SAWG	Sustainable Agriculture Working Group (SARE-funded; national & regional)
TAP	Technical Advisory Panel
TMD	Transportation and Marketing Division of USDA (contains NOP)
TTB	Alcohol Tobacco Tax & Trade Bureau (formally Bureau of Alcohol Tobacco and Firearms (BATF))
USDA	United States Department of Agriculture
WHIP	Wildlife Habitat Incentives Program
WHO	World Health Organization
WRP	Wetland Reserve Program
WTO	World Trade Organization



National Organic Standards Board Committees

Executive Committee Officers (2010)

Dan Giacomini Chairperson
 Tracy Miedema Vice-Chairperson
 Tina Ellor Secretary

Executive Committee Representatives (2010)

Tina Ellor, Chairperson Crops
 Joe Smillie, Chairperson Compliance, Accreditation & Certification
 Steve DeMuri, Chairperson Handling
 Kevin Engelbert, Chairperson Livestock
 Katrina Heinze, Chairperson Materials
 Barry Flamm, Chairperson Policy Development

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 Jay Feldman
 Barry Flamm
 John Foster
 Annette Riherd

Compliance, Accreditation & Certification

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Policy Development Committee

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**National Organic Standards Board
Policy Development Committee
NOSB New Member Guide
Updates**

August 10, 2010

Committee Vote

Motion: To accept the recommended edits to the New Member Guide

Motion: Barry Flamm Second: Kevin Engelbert
Yes: 3 No: 0 Abstain: 0 Absent: 2