



National Organic Program Information Submission Requirements for Certifying Agents

1. Purpose and Scope

This document describes the information that certifying agents (certifiers) must submit to the National Organic Program (NOP) Accreditation Division (AD) 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\(a\)](#));

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@usda.gov.

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

USDA, AMS, National Organic Program
c/o NOP Accreditation Division
1400 Independence Avenue, SW
Room 2648, Stop 0268
Washington, DC 20250

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. Lists of Certified Operations

Certifiers must maintain current and accurate data in the Organic Integrity Database for each operation they certify, pursuant to [§ 205.501\(a\)\(15\)](#).

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

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