FORMAL RECOMMENDATION BY THE
NATIONAL ORGANIC STANDARDS BOARD (NOSB)
TO THE NATIONAL ORGANIC PROGRAM (NOP)

Date: ___**05/06/09**_____

Subject: ___ **New Member Guide Recommendation**

Chair: ___**Jeff Moyer**_____ _____

Recommendation

The NOSB hereby recommends to the NOP the following:
    Rulemaking Action: _____
    Guidance Statement: _____
    Other: ___X_____

Summary Statement of the Recommendation (including Recount of Vote)**:**

Add to New Member Guide:
   Glossary of Acronyms
   E Bulletin Board Procedures

NOSB Vote: **Motion: Barry Flamm**   **Second:Bea James**

Board vote: Yes - 14   No- 0   Abstain- 0   Absent - 1

Summary Rationale Supporting Recommendation (including consistency with OFPA and NOP)**:**

To provide useful information to Board Members, especially new members.

Response by the NOP:

No objections

NATIONAL ORGANIC STANDARDS BOARD
Policy Development Committee

Recommendation to add a glossary of acronyms to the New Member Support Guide.

Recommendation:
It is recommended that a glossary of acronyms be added to the New Member Support Guide as appendix 3. This glossary will assist, particularly, the incoming member. Future recommended changes to the list should be sent to the PDC and the list will be updated as other content changes are made. These changes will not require Board approval.

GLOSSARY OF ACRONYMS

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
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)
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, also know as Civil Society Organization
NIST – National Institute of Standards and Technology
NOC – National Organic Coalition (RAFI, Ctr. for Food Safety, NOFA, NCGA, others)
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 FACTA, the 1990 Farm Bill)
OMRI – Organic Materials Review Institute
OTA – Organic Trade Association
PR – Proposed Rule
RAFI – Rural Advancement Foundation International (now the ETC Group)
SAN, SANET – Sustainable Agriculture Network (USDA)
SARE – Sustainable Agriculture Research and Education (grant program of USDA)
SAWG – Sustainable Agriculture Working Group (SARE-funded; national and regional)

TAP – Technical Advisory Panel
TMD – Transportation and Marketing Division of USDA (contains NOP)
USDA – United States Department of Agriculture
WHIP – Wildlife Habitat Incentives Program
WHO – World Health Organization
WRP – Wetland Reserve Program
WTO – World Trade Organization

Committee vote:
Moved: Barry F.   Second: Steve D.
Yes 5   No 0   Absent 0   Abstain 0

National Organic Standards Board
Policy Development Committee

Recommendation for an addition to the NOSB New Member Support Guide:
The NOSB e-Bulletin Board

January 26, 2009

INTRODUCTION:

The Policy Development Committee is recommending adding a new section to the New Member Guide document which will provide a general background on how to use the NOSB e-bulletin board.

BACKGROUND:

The NOP provided the NOSB with access to a password-protected bulletin board which allows sharing, editing and publishing documents. The goal was to improve communication and coordination among NOSB members. The proposed new section is expected to work as a general user manual or reference document.

RECOMMENDATION:

The recommended section is presented in the next pages and it is titled "**THE NOSB E-BULLETIN BOARD**". If approved by the NOSB, the proposed section will be added to the NMG in chapter 5, "**Suggested Best Practices**", immediately after section E, "**Tracking Changes in Work Documents**". The section titled "**List of Common Technical Sources Used by NOSB Members**" will become section G.

COMMITTEE VOTE:

Moved: RDelgado   Second: BFlamm

Yes- 5   No-   0   Absent- 0

NEW MEMBER SUPPORT GUIDE

5. SUGGESTED BEST PRACTICES

F. THE NOSB e-BULLETIN BOARD

What is the NOSB e-Bulletin board? It is a browser-based collaboration tool that allows Board members to share, update, and finalize documents. Each NOSB member will be assigned a password-protected account to use. The e-Bulletin is restricted for NOSB business and can be used only by NOSB members. For security reasons, all account information and password should be kept confidential and stored in a secure place.

There are many benefits of using the NOSB e-Board among them:

- It avoids confusion over the latest version of a document.
- It speeds up the process of creating recommendations.
- It provides a safe and secure place to store documents.
- It allows several people to work on a single document.
- It improves communication by avoiding confusion over "latest" version of document.
- It provides a place where all committee members can store versions of the document to compare and update new recommendations

Strategies for Document Sharing

- A Maximum of 10 members can share the e-bulletin board at once.
- The committee chair names a lead to coordinate management of the file under review.
- Document author, or lead, loads on to the e-Board a draft of a new recommendation.
- Committee members review proposal and add comments, make edits, or approve.
- Final version of document, after approved by committee can be shared by all Board members.
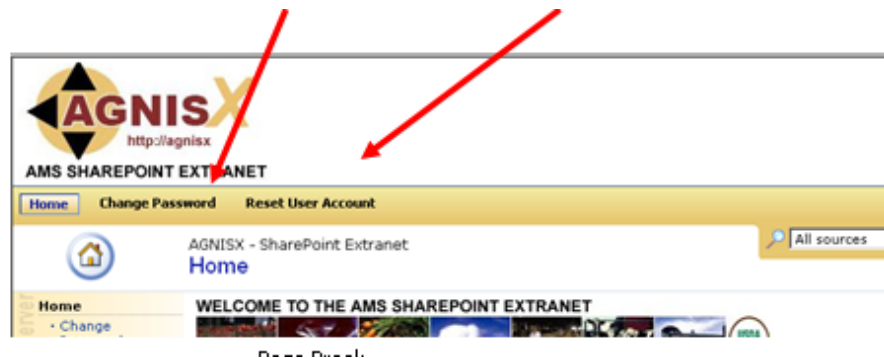
Main Areas of the e-Bulletin Board

If you made it this far you are in the NOSB e-bulletin board Home page.
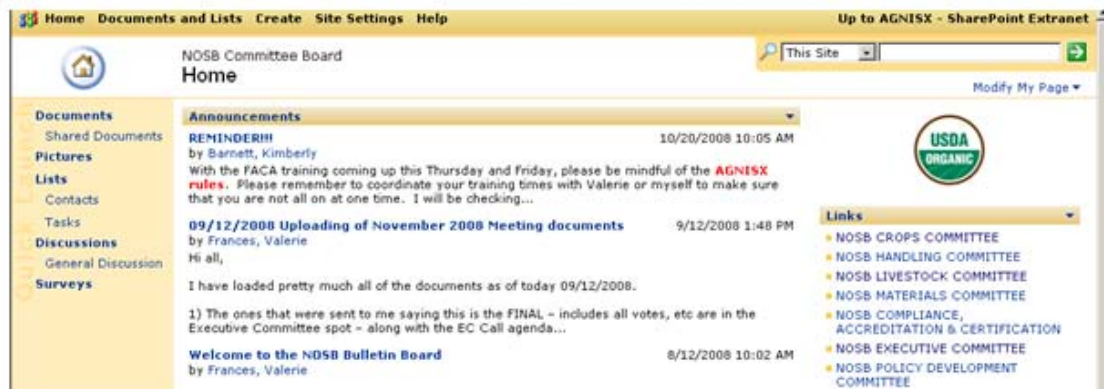
Notice the e-bulletin board is organized into sections, the general NOSB committee Board area, and the specific NOSB committees sections.
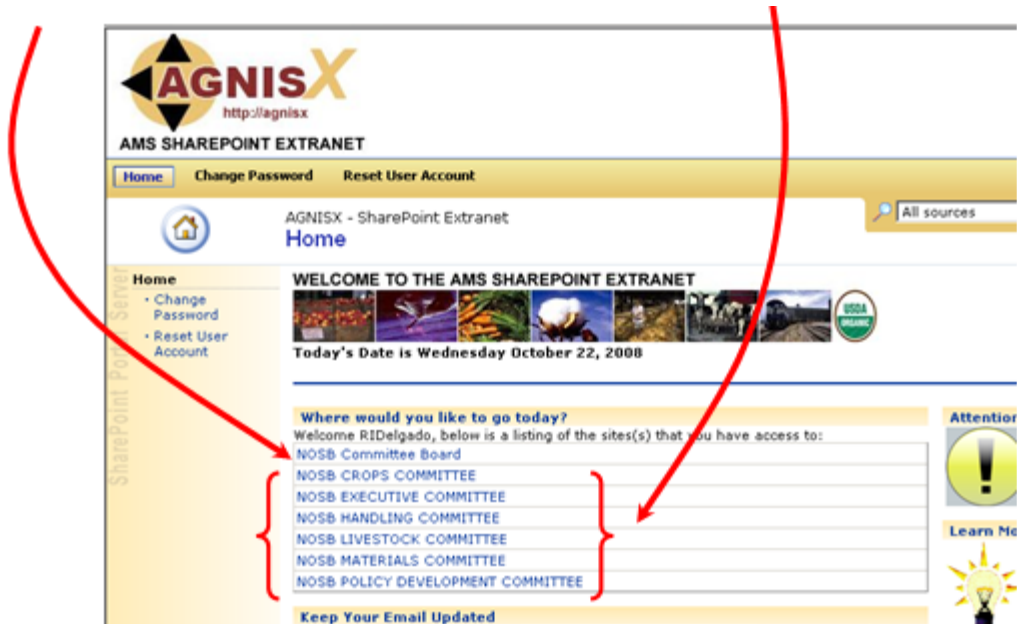
In this screen you will also be able to change your password and reset your account

In the NOSB Committee Board area you will find information and tools relevant to all members.

<u>Important links on the left side of the screen</u>:

- Shared Documents: where general NOSB materials are stored
- Pictures: Important pictures are placed here (e.g., Kevin's farm pictures)
- Lists: Links to other sites of interest to the NOSB team
- General Discussion: Newsgroup-style sessions on topics relevant to your team.
- Surveys: you can post questions, in survey format, to all NOSB members.

<u>Important links on the right side of the screen</u>:

- NOSB committees

<u>Important buttons on the top of the screen</u>:

- Document and Lists: Provides a summary of content for sections in this page
- Create: Better ignore this button for now – provides advanced SharePoint functions
- Site Settings: Here you can customize your site and update your contact information

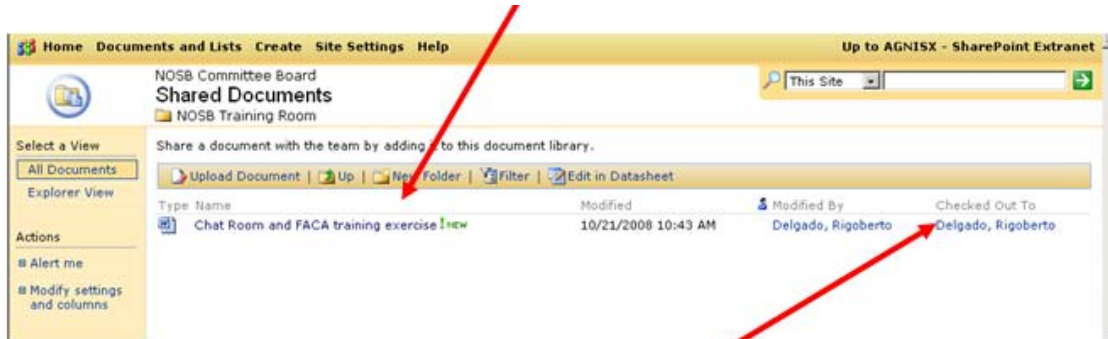## Steps In Editing Existing Documents

1. Locate the file you want to edit.

2. Once you have located your document, highlight the document and Click on the down arrow. Select **Check Out** from the menu. This will allow you to make changes and keep others from modifying the document.
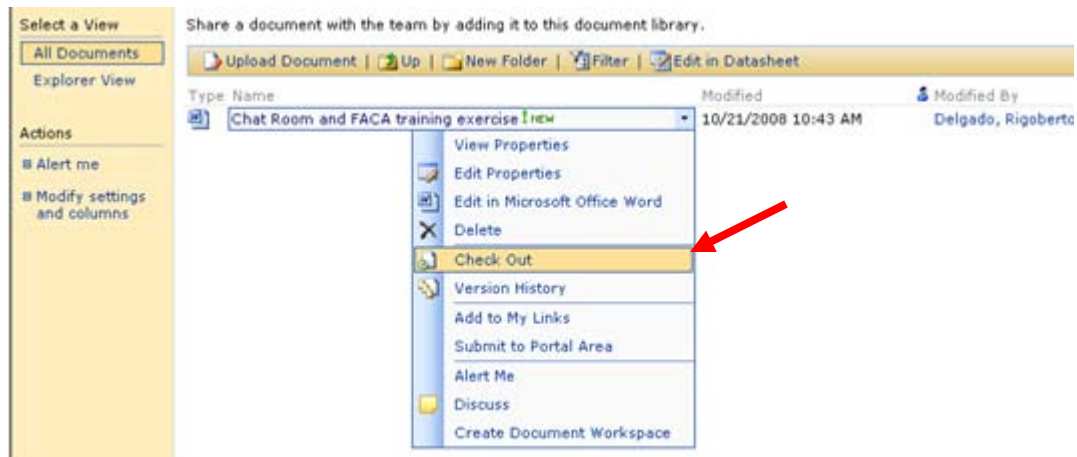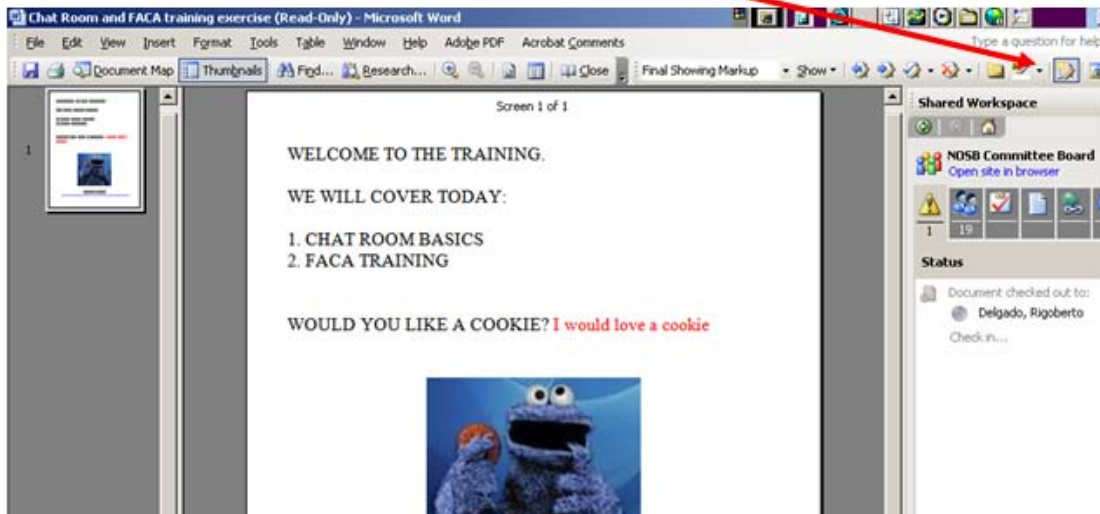

3. After checking out the document, open the document by double clicking the file.

Notice the document status is changed to "Check Out"

4. You document will appear as shown below and you are ready to do your edits. Make sure you have the **Track Changes** tool on!


5. After you are done editing, save your document using the SAVE command found under the File menu. Note that you can save your edits as a new file version or under the same file name.
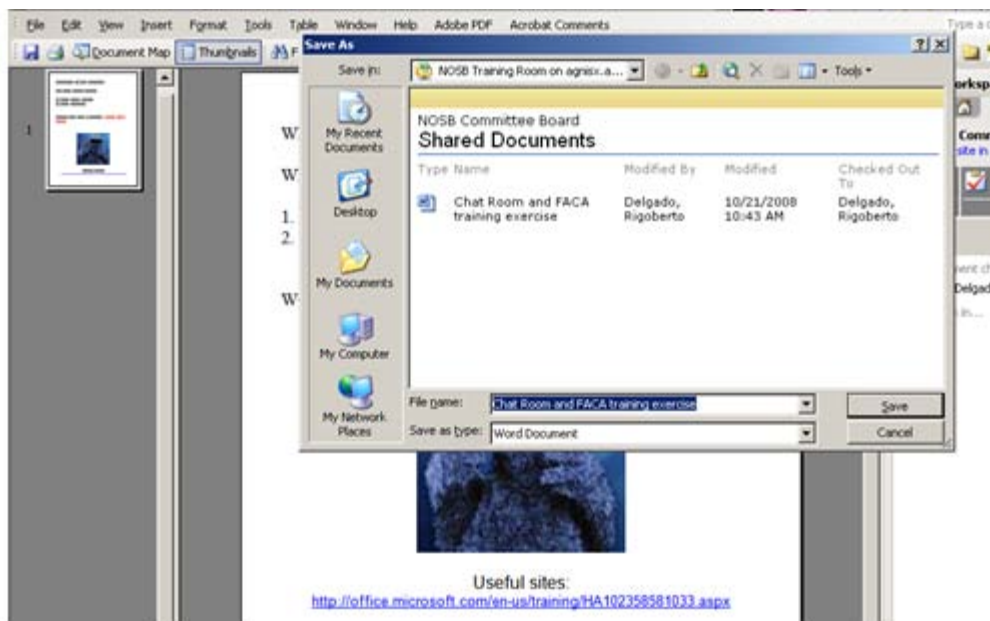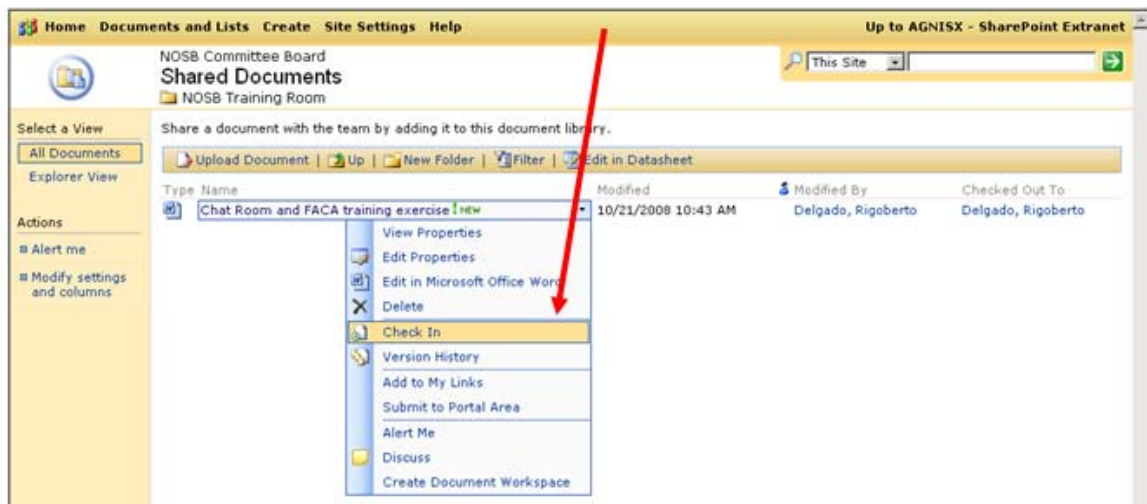
6. After saving your document, you need to **Check In** the document. This will allow others to see your edits!

You have two options for checking in your document. After saving the document a window will prompt you to **Check In** the document and add comments:
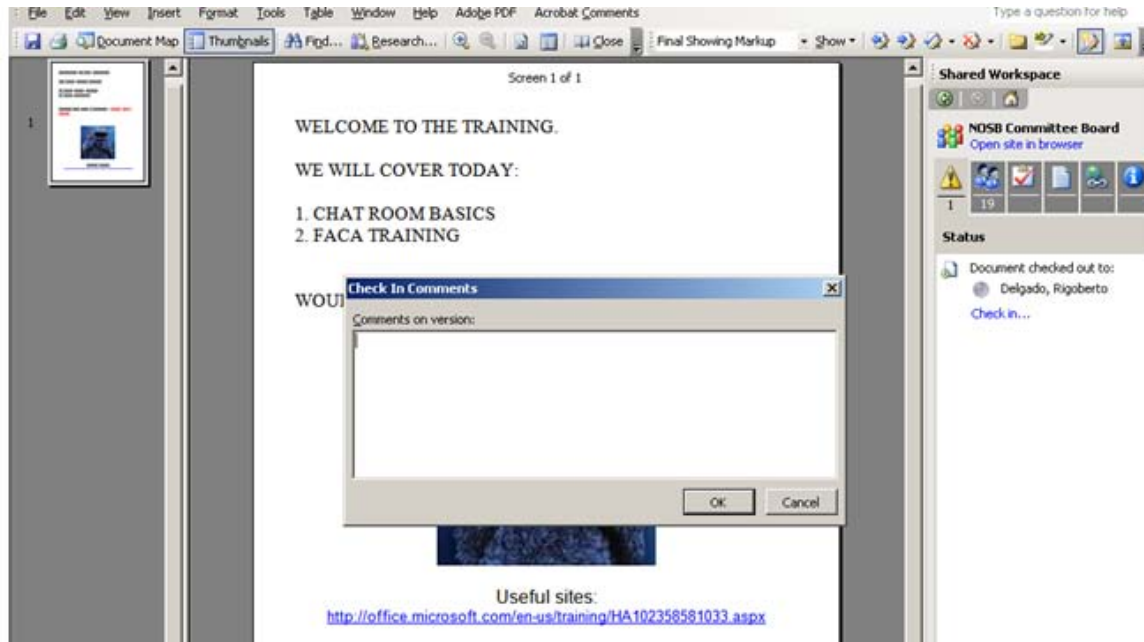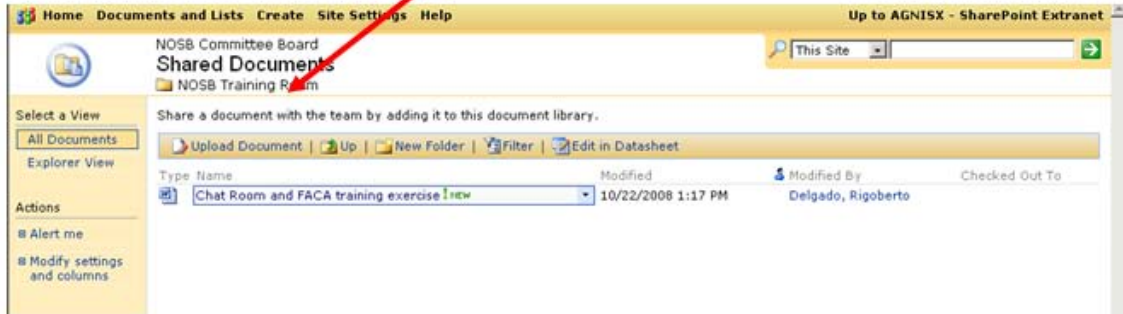

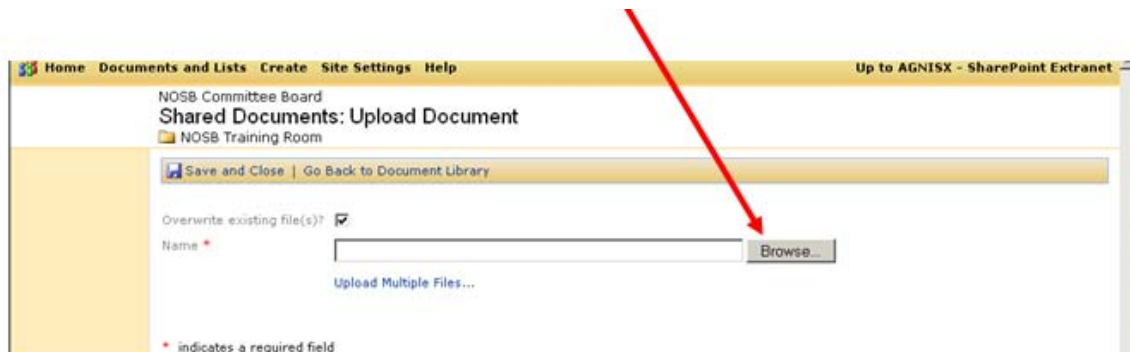Or, after closing the document select the **Check In** function:

What if you need to upload a new document?

1. Click the **Upload Document** button found over the list of documents

2. Find the appropriate document using the **Browse** button and click the **Upload** button.

G ~~F~~. List of Common Technical Sources Used by NOSB Members