

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. They do not represent official NOP policy or regulations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes draft  
Tuesday, March 10, 2015 2pm ET**

**Attendees:** Mac Stone (MS), Chair; Colehour Bondera (CBo); Tracy Favre (TF); Jean Richardson (JT); Jennifer Taylor (JT); Harold Austin (HA) - sitting in

**Absent:**

**Staff:** Miles McEvoy (MM), Michelle Arsenault (MA); Emily Brown Rose (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM) (including update to member guide)		Update and reorganize in collaboration with NOP		TBD
Minority opinions procedures				

**Agenda**

- Approve notes of October 14, 2014
- Discuss PPM revisions
- Discuss potential for adding language about minority opinions.
- Other business
- Adjourn

**Discussion**

- Notes of October 14, 2014 were approved as is.
- PPM revisions - the members reviewed the history of the PPM revisions to date and discussed the future direction for the work agenda. The NOP will send the draft to the PDS a week prior to the next call so the group has time to make edits prior to the call on April 14. The PDS Chair asked for delineation of NOSB and NOP policies. MM noted that FACA provides general requirements (i.e. meetings must be open to the public; records must be kept, etc). Certain working procedures are the NOPs responsibility. For example, COI is the Agencies responsibility and although the Board's proposal on COI was not completely in line with the NOPs requirements, it was incorporated into the COI guidance. NOP would like the Board to work on what they choose, and will provide information about things that may not align with Federal policy or agency requirements. The ultimate goal is to have a document that both the Board and the AMS/NOP can embrace. A member noted that the Board could have more stringent policies than are required by the USDA. The group feels that if a draft document is circulated in April, the PDS could potentially have a work agenda item for fall 2015.
- A member asked about the New Member Guide, and the NOSB Chair noted that this will also be a work agenda item, and would like to see it incorporated into the PPM.
- Minority opinion procedures. The PDS would like to work on this piece of the PPM first, as there is a gap that needs to be addressed. The Executive Committee will discuss this on its next call so the NOP

can approve its addition to the work agenda. Members discussed some of the possibilities for minority opinions, including weaving the opinion into the main document or including it as a brief and separate opinion.

- The meeting was adjourned

[Previous PDS Notes](#)

**Future Call Schedule**

January 13, 2015 2:00 ET-cancelled

February 10, 2015 2:00 ET- cancelled

March 10, 2015 2:00 ET

April 14, 2015 2:00 ET

May 12, 2015 2:00 ET

June 9, 2015 2:00 ET

July 14, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET

December 8, 2015 2:00 ET

Spring 2015 Milestones	Target date
NOSB Training	Feb 4-5, 2015
NOP - Complete Spring 2015 NOSB meeting tentative agenda	Feb 7, 2015
NOSB - Spring 2015 proposals due to NOP	Feb 25, 2015
NOP - Post proposals, Publish FRN, Open public comment	Mar 9, 2015
Discuss work agendas on ES call	Mar 13, 2015
Public comment closes	Apr 6, 2015
Work agendas finalized on ES call (last call before spring mtg)	Apr 10, 2015
NOP - Send compiled public comments to NOSB	Apr 13, 2015
Spring 2015 NOSB meeting - La Jolla, CA	Week of April 27 - 30

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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes  
Tuesday, April 14, 2015 2pm ET**

**Attendees:** Colehour Bondera (CBo); Tracy Favre (TF); Jean Richardson (JT); Jennifer Taylor (JT)

**Absent:** Mac Stone (MS), Chair

**Staff:** Miles McEvoy (MM), Michelle Arsenault (MA); Emily Brown Rose (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM) (including update to member guide)		Update and reorganize in collaboration with NOP		TBD
Minority opinions procedures	JR			

**Agenda**

- Approve notes of March 10, 2015
- Discuss PPM revisions
- Discuss member guide
- Discuss procedure/policy on minority opinions
- Discuss policy on petition withdrawals
- Adjourn

**Discussion**

- **Notes of March 10, 2015** notes approved as is.
- **PPM revisions.**
  - The PDS members discussed the draft PPM and how to proceed with the review and edits. Suggestions included reviewing the document section by section in detail, then looking at the overarching document structure and format, or reviewing the overall structure and table of contents then delving into the details. Members will also determine what should be included in the Member guide versus what should be in the policy manual.
  - A member provided specific comments on various sections via email and the group discussed them one by one. Other members were encouraged to do the same for the next meeting.
- **Member guide.** The group discussed the content, structure, and purpose of the member guide in an effort to make it more useful. Discussions will continue on the next call.
- **Procedure/policy on minority opinions.** JR will write a draft document and circulate it to the members.
- **Petition withdrawals.** Two members (ZS and HA) have already drafted some language and two other (TR and JR) will synthesize this. The NOSB Chair intends on alerting the public at the spring meeting that this is a policy the Board will be revising.
- **The meeting was adjourned**

[Previous PDS Notes](#)

**Future Call Schedule**

March 10, 2015 2:00 ET

April 14, 2015 2:00 ET

May 12, 2015 2:00 ET

June 9, 2015 2:00 ET

July 14, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET

December 8, 2015 2:00 ET

Spring 2015 Milestones	Target date
NOSB Training	Feb 4-5, 2015
NOP - Complete Spring 2015 NOSB meeting tentative agenda	Feb 7, 2015
NOSB - Spring 2015 proposals due to NOP	Feb 25, 2015
NOP - Post proposals, Publish FRN, Open public comment	Mar 9, 2015
Discuss work agendas on ES call	Mar 13, 2015
Public comment closes	Apr 6, 2015
Work agendas finalized on ES call (last call before spring mtg)	Apr 10, 2015
NOP - Send compiled public comments to NOSB	Apr 13, 2015
Spring 2015 NOSB meeting - La Jolla, CA	Week of April 27 - 30

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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes  
Tuesday, May 12, 2015 2pm ET**

**Attendees:** Tracy Favre (TF), Chair; Colehour Bondera (CBo), Vice Chair; Jennifer Taylor (JT)

**Absent:** Jean Richardson (JT); Mac Stone (MS)

**Staff:** Miles McEvoy (MM), Michelle Arsenault (MA); Emily Brown Rosen (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM) (including update to member guide)		Update and reorganize in collaboration with NOP		TBD
Minority opinions procedures				
Withdrawal of petitions				
Update to member guide				
General revisions				

**Agenda**

- Approve notes of April 14, 2015
- Discuss PPM revisions
- Adjourn

**Discussion**

- **Notes of April 14, 2015** were not available for review
- **PPM revisions.** The PDS members discussed various aspects of the project to update the PPM and member guide including the following: Separating the sections that will end up in the Member guide versus the PPM; working on a specific project concerning classification changes or annotation changes; and beginning with a broader review of the document first, to determine what sections need to be updated.
  - **Classification changes or annotation changes.** The NOP noted that this process would be separate from the sunset review and outside the petition process, and therefore could be a streamlined, Board initiated process. The NOP also noted that this process should not be too structured as to be restrictive and ineffective. It would be more effective to write the language in a more general sense so the Board can have more latitude to add topics to the work agenda as long as the process is transparent to the public. The group discussed the key steps needed to get this topic on the work agenda.
  - The NOP confirmed that the Subcommittee, in consultation with the Executive Committee, should provide a brief written request for the addition of a work agenda item, including a

summary of the issue and need for change. The NOP noted that work agenda items can be requested any time, but depending on work load for upcoming meetings, may not be put on the schedule for the next meeting.

- The PDS Chair suggested that before the members begin work on specific sections of the PPM, each person re-read the document (the version sent by NOP) and identify which sections they have consensus on, then narrow down the sections needing work. . A member asked about putting forth documents for public comment and why the PDS did not post anything for comment at the spring 2015 meeting. The Chair reminded the group that there were no documents to post as they have just begun work, and that perhaps they will have something for the fall.
- A member asked about including a section on the operating procedures for the NOSB, i.e. use of Roberts Rules. The Chair noted that previous Boards have operated with some flexibility, and directed the members' attention to a 1993 NOSB recommendation stating that Roberts Rules would be used as a general guide.

- **The meeting was adjourned**

[Previous PDS Notes](#)

**Future Call Schedule**

April 14, 2015 2:00 ET

May 12, 2015 2:00 ET

June 9, 2015 2:00 ET

July 14, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET

December 8, 2015 2:00 ET

Fall 2015 Milestones	Target date
NOP - Complete Fall 2015 NOSB meeting tentative agenda	July 8, 2015
NOSB - Fall 2015 proposals due to NOP	Aug 26, 2015
NOP - Post proposals, Publish FRN, Open public comment	Sep 8, 2015
Discuss work agendas on ES call	Sep 11, 2015
Public comment closes	Oct 5, 2015
Work agendas finalized on ES call (last call before fall meeting)	Oct 8, 2015
NOP - Send compiled public comments to NOSB	Oct 13, 2015
Fall 2015 NOSB meeting - Stowe, VT	Oct 26 - 29, 2015

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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes  
Tuesday, June 30, 2015 2pm ET**

**Attendees:** Tracy Favre (TF), Chair; Colehour Bondera (CBo), Vice Chair; Jean Richardson (JT); Calvin Walker (CW) sitting- in

**Absent:** Jennifer Taylor (JT); Mac Stone (MS)

**Staff:** Miles McEvoy (MM), Michelle Arsenault (MA); Emily Brown Rosen (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM) (including update to member guide)		Update and reorganize in collaboration with NOP		TBD
Minority opinions procedures				
Withdrawal of petitions				
Update to member guide				
General revisions				
Annotation changes				

**Agenda**

- Approve notes of April 14, 2015
- Approve notes of May 12, 2015
- Discuss PPM revisions
- Adjourn

**Discussion**

- **Notes of April 14, 2015** approved with no changes
- **Notes of May 12, 2015** approved with no changes
- **PPM revisions.** Several members suggested edits to various sections in the draft document and the group discussed each of them. The changes that were agreed upon will be incorporated into the master document and resent so the PDS can continue editing on the next call. The goal is to have a draft document ready for presentation at the fall 2015 NOSB meeting.
- **The meeting was adjourned**

[Previous PDS Notes](#)

## Future Call Schedule

June 9, 2015 2:00 ET - cancelled

June 30, 2015 2:00 ET

July 14, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET

December 8, 2015 2:00 ET

Fall 2015 Milestones	Target date
NOP - Complete Fall 2015 NOSB meeting tentative agenda	July 8, 2015
Request for TRs for 2018 sunset materials	July 15, 2015
NOSB - Fall 2015 proposals due to NOP	Aug 26, 2015
NOP - Post proposals, Publish FRN, Open public comment	Sep 8, 2015
Discuss work agendas on ES call	Sep 11, 2015
Public comment webinars	Sep 22 & 29, 2015
Public comment closes	Oct 5, 2015
Work agendas finalized on ES call (last call before fall meeting)	Oct 8, 2015
NOP - Send compiled public comments to NOSB	Oct 13, 2015
Fall 2015 NOSB meeting - Stowe, VT	Oct 26 - 29, 2015



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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes  
Tuesday, July 14, 2015 2pm ET**

**Attendees:** Tracy Favre (TF), Chair; Colehour Bondera (CBo), Vice Chair; Jean Richardson (JT)

**Absent:** Mac Stone (MS); Jennifer Taylor (JT)

**Staff:** Miles McEvoy (MM), Michelle Arsenault (MA); Emily Brown Rosen (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)		Update and reorganize in collaboration with NOP		TBD
General revisions				
Minority opinions procedures				
Withdrawal of petitions				
Annotation changes				
Update to member guide				

**Agenda**

- Approve notes of June 30, 2015
- Discuss PPM revisions
- Adjourn

**Discussion**

- **Notes of June 30, 2015** were approved with no changes
- **PPM revisions.** The discussion began with the section on minority opinions, which is where the PDS ended the last call. Members exchanged ideas on how to handle minority opinions logistically when the Subcommittee members cannot reach consensus on a topic or material. The members included language indicating that minority opinions must be written, and must be presented to the rest of the Subcommittee prior to the vote. The group proceeded making edits to various other sections of the draft document, ending on section VIII. The goal is to have a draft document ready for presentation at the fall 2015 NOSB meeting.
- The Member guide will remain a separate document as it is not a policy document.
- **The meeting was adjourned**

[Previous PDS Notes](#)

## Future Call Schedule

June 9, 2015 2:00 ET - cancelled

June 30, 2015 2:00 ET

July 14, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET

December 8, 2015 2:00 ET

Fall 2015 Milestones	Target date
NOP - Complete Fall 2015 NOSB meeting tentative agenda	July 8, 2015
Request for TRs for 2018 sunset materials	July 15, 2015
NOSB - Fall 2015 proposals due to NOP	Aug 26, 2015
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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes  
Tuesday, July 28, 2015 2pm ET**

**Attendees:** Tracy Favre (TF), Chair; Colehour Bondera (CBo), Vice Chair; Jean Richardson (JT); Jennifer Taylor (JT)

**Absent:** Mac Stone (MS)

**Staff:** Michelle Arsenault (MA); Emily Brown Rosen (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)		Update and reorganize in collaboration with NOP		TBD
General revisions				
Minority opinions procedures				
Withdrawal of petitions				
Annotation changes				
Update to member guide				

**Agenda**

- Approve notes of July 14, 2015
- Discuss PPM revisions
- Adjourn

**Discussion**

- **Notes of July 14, 2015** were approved with no changes
- **PPM revisions:** The group discussed various changes proposed by each of the members and will send some follow up language to the NOP for inclusion in the next draft version of the PPM. August 11 will be the last meeting before the proposal deadline and the PDS will submit what they have at that time.
- **The meeting was adjourned**

**[Previous PDS Notes](#)**

**Future Call Schedule**

July 28, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET  
December 8, 2015 2:00 ET

Fall 2015 Milestones	Target date
NOP - Complete Fall 2015 NOSB meeting tentative agenda	July 8, 2015
Request for TRs for 2018 sunset materials	July 15, 2015
NOSB - Fall 2015 proposals due to NOP	Aug 26, 2015
NOP - Post proposals, Publish FRN, Open public comment	Sep 8, 2015
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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee Meeting Notes  
Tuesday, August 11, 2015 2pm ET**

**Attendees:** Tracy Favre (TF), Chair; Vice Chair; Jean Richardson (JT); Jennifer Taylor (JT); Colehour Bondera (CBo)

**Absent:** Mac Stone (MS)

**Staff:** Michelle Arsenault (MA); Emily Brown Rosen (EBR)

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)		Update and reorganize in collaboration with NOP		TBD
General revisions				
Minority opinions procedures				
Withdrawal of petitions				
Annotation changes				
Update to member guide				

**Agenda**

- Approve notes of July 28, 2015
- Discuss PPM revisions
- Adjourn

**Discussion**

- **Notes of July 28, 2015** were approved with no changes
- **PPM revisions:** The group continued to make edits to the draft document, including the section on the naming of Subcommittees. The group agreed to post the draft PPM revisions for public comment, but will deliver only a verbal report at the fall meeting, with the indication that it is an ongoing project.
- **The meeting was adjourned**

[Previous PDS Notes](#)

**Future Call Schedule**

July 28, 2015 2:00 ET

August 11, 2015 2:00 ET

September 8, 2015 2:00 ET

October 13, 2015 2:00 ET

November 10, 2015 2:00 ET

December 8, 2015 2:00 ET

<b>Fall 2015 Milestones</b>	<b>Target date</b>
NOP - Complete Fall 2015 NOSB meeting tentative agenda	July 8, 2015
Request for TRs for 2018 sunset materials	July 15, 2015
NOSB - Fall 2015 proposals due to NOP	Aug 26, 2015
NOP - Post proposals, Publish FRN, Open public comment	Sep 8, 2015
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