

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

Policy Development Subcommittee (PDS) Notes Tuesday, August 13, 2024 3:00 pm ET

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Jerry D'Amore (JD); Allison Johnson (AJ); Kyla Smith (KS) - observer

Absent: None

Staff: Michelle Arsenault (MA); Heather Kumar (HK)

Agenda

- Review July 9, 2024 notes
- Check in from food tech
- Sunset review efficiency discussion document (formerly: consent agenda) - discuss/vote
- Additional Items
- Adjourn

Discussion

- **July 9, 2024 notes** were accepted as written.
- **Check in from Food technologist.** The Food Technologist updated the PDS about her workload. She completed two requests: potassium phosphate (in Handling) and Inerts (in Materials), and has three more active requests, including a compilation of mined substances for Handling, and another on the 2027 sunset template preparation. The group also discussed the forthcoming request to compile public comments for the Fall 2024 meeting. The NOP will prepare the 2027 sunset templates and deliver them by September 6.
The PDS also discussed a potential work agenda item on sanitizers as a category, and will request addition to the work agenda. The group discussed questions to consider, such as which sanitizers are used in contact with food. A member added that it would be helpful to include international comparisons as well.
- **Sunset review efficiency discussion document (formerly: consent agenda).** The members reviewed the draft document and made suggestions for efficiencies to maximize the NOSB's discussion time. The group came to the consensus that they would table the discussion document for now, and instead implement a pilot process at the fall meeting to see if it actually saves time. At the Fall meeting, members will queue up sunsets that are candidates for a brief overview with the introduction that "this was unanimously relisted last time".
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

July 9, 2024

Sunset review efficiency (aka Consent agenda) (NL) - discuss
Member Guide (All) - discuss

August 13, 2024

Sunset review efficiency (NL) - discuss/vote

September 10, 2024

Member Guide updates (All) - discuss
Equity Commission speaker?

NOSB New member training

October 8, 2024

November 12, 2024

December 10, 2024

Work Agenda

indicates discussion. indicates action needed. indicates review completion and/or vote.

Project	Contact	Doc Type	Notes*	Scheduled / status	Target Meeting
Policy & Procedure Manual (PPM) Update: Misc. updates 1. Sunset review efficiency (aka consent agenda)	NL/ADB	Discussion doc	Revisions/Updates as needed	7.9.24 8.13.24	Spr 2025
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/All	NA	Update as needed. Not posted on website	5.14.24 9.10.24	NA

Milestones

Fall 2024 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	~May 24, 2024	21
NOP - Draft Fall 2024 NOSB meeting agenda	Aug 2, 2024	~10
NOSB - Fall 2024 proposals due to NOP	Aug 14, 2024	~9
NOP - Post proposals	Aug 30, 2024	~7.5
Public comment closes	Sep 30, 2024	~4.5
NOP - Send compiled public comments to NOSB	~Oct 3, 2024	~2
Public comment webinars	Oct 15 & 17, 2024	1
Fall 2024 NOSB meeting - Portland, OR	Oct 22 - 24, 2024	0
Final recommendations due	Nov 25, 2024	30 days post

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

Policy Development Subcommittee (PDS) Notes Tuesday, July 9, 2024 3:00 pm ET

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Jerry D'Amore (JD); Kyla Smith (KS) - observer

Absent: Allison Johnson (AJ)

Staff: Michelle Arsenault (MA); Heather Kumar (HK)

Agenda

- Review June 25, 2024 notes
- Check in from food tech
- Member Guide Work Session
- Consent agenda discussion document
- Additional Items
- Adjourn

Discussion

- **June 25, 2024 notes** were accepted as written
- **Update from Food Technologist (HK).** The Subcommittees have each set aside discussion time on the agendas for the Food Technologist, and she thanked Board members for the opportunity to interact with them more. The group discussed best practices for managing the workload and pipeline of work projects, and based on a model from one of the NOSB members, will propose projects with variable deadlines and time sensitivities, so there is a variety, and she can manage her own scheduled accordingly. The group also discussed the time commitment for standing items, like summarizing public comments, as a reminder to incorporate that into the pipeline.
- **Member Guide Work Session.** Deferred to later call.
- **Consent agenda discussion document (NL).** The lead summarized the draft document - which poses a way to streamline the procedures for presenting sunsets at the NOSB meeting to expedite the process of discussing and voting. Members discussed various aspects of the proposed changes, and made suggestions for amendments to the draft. The lead will make modifications and the PDS will discuss and vote on this on a later call. The PDS also changed the title to "sunset review efficiency" discussion document.
- **Additional Items.** The group chatted about a video suggesting an update to the Organic Seal.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

June 25, 2024 (note new date)

July 9, 2024

Sunset review efficiency (aka Consent agenda) (NL) - discuss

Member Guide (All) - discuss

August 13, 2024

Sunset review efficiency (NL) - discuss/vote

September 10, 2024

Equity Commission speaker 45 mins

October 8, 2024

November 12, 2024
 December 10, 2024

Work Agenda

*Highlight indicates discussion. *Highlight indicates action needed. *Highlight indicates review completion and/or vote.

Project	Contact	Doc Type	Notes*	Scheduled / status	Target Meeting
Policy & Procedure Manual (PPM) Update: Misc. updates 1. Sunset review efficiency (aka consent agenda)	NL/ADB	Discussion doc	Revisions/Updates as needed	7.9.24	Fall 2024
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/All	NA	Update as needed. Not posted on website	5.14.24 7.9.24	NA

Milestones

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Policy Development Subcommittee (PDS) Notes **Tuesday, June 25, 2024 3:00 pm ET**

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D'Amore (JD)

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review May 14, 2024 notes
- Discussion Follow up from Cecilia Hernandez conversation
- Member Guide Work Session
- Operationalizing Food Tech work plan
- Additional Items
- Adjourn

Discussion

- **May 14, 2024 notes** were accepted as written.
- **Follow up from last call re: Equity Commission.** Cecilia Hernandez, the Designated Federal Officer for the Equity Commission spoke to the PDS on its last call, and the PDS wants to follow up with some additional questions about norms, code of conduct, and standards for members. NOP will reach out to her, and will also look for bylaws and/or SOPs for the Advisory Board. Members discussed the Equity Commission and its role at USDA. The PDS would like to extend an invitation to an equity commission member to join a future PDS call, likely in September. The group also discussed inviting a speaker to a future NOSB meeting, and several members offered to reach out to colleagues who have expertise in this area, as well as the National TOPP partner who is focused on racial equity.

Members had a robust conversation about how the NOSB can model good practices and what the ultimate goal is. It is not clear whether the PDS is asking the NOP to do something specific, or if the goal is to open up the conversation.

NOP will reach out to Cecilia to see if she has suggestions for speakers for September.

- **Member Guide Work Session.** Deferred to next call.
- **Additional Items. Schedule Fall meeting:**
 - Invite a scholar to the Fall meeting to speak about equity. See conversation above.
 - Consent agenda proposal for Fall. NL will develop a draft for the next call.
 - Food Tech engagement. The Subcommittee Chairs will leave time on each call so the Food Technologist can provide comments or ask questions about work projects.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

May 14, 2024

June 25, 2024 (note new date)

July 9, 2024

Consent agenda (NL) - discuss
 Member Guide (All) - discuss
 August 13, 2024
 Consent agenda (NL) – discuss/vote
 September 10, 2024
 Equity Commission speaker 45 mins
 October 8, 2024
 November 12, 2024
 December 10, 2024

Work Agenda

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Policy Development Subcommittee (PDS) Notes **Tuesday, May 14, 2024 3:00 pm ET**

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D'Amore (JD); Kyla Smith (KS) - observer

Absent: None

Staff: Michelle Arsenault (MA); Jared Clark (JC)

Guests: Cecilia Hernandez

Agenda

- Review April 9, 2024 notes
- Guest Speaker - Cecilia Hernandez (USDA) Federal Designated Officer, Equity Commission · USDA
- Additional Items
- Adjourn

Discussion

- **April 9, 2024 notes** were approved as written.
- **Guest Speaker - Cecilia Hernandez (USDA).** Members introduced themselves and welcomed Cecilia Hernandez, a staff member who manages the USDA Equity Commission. The Equity Commission is a FACA board made up of 41 Committee members, and has two Subcommittees. The Commission's final report was published earlier this year, with 66 recommendations covering many different aspects and topics. Cecilia provided some history and background for the Committee. The Equity Commission began by reviewing all the previous FACA Board recommendations that touched on civil rights and Diversity Equity, Inclusion, and Accessibility (DEIA). Currently the USDA is trying to determine how to implement the recommendations: i.e., which path each recommendation would take, such as regulation changes, if funding is needed, what can be done in the short term, etc. The USDA is working on institutionalizing the Equity Action Plan to begin implementation, both within the USDA and outside as well. In addition to policy, the USDA is also traveling the country to hold meetings with stakeholders to engage and showcase the work. The NOSB is interested in how best to incorporate this into the onboarding of new members. A member asked about inviting a rep to a future NOSB meeting to introduce the equity commission work and open up a discussion. Cecilia offered to share a one-pager and links to future meetings.
- **Additional Items.**
 - Members discussed the final recommendation from the Spring meeting as well as the member guide updates.
 - Food tech workplan. The PDS discussed how to engage and how to move ahead with the plan that the PDS will send the requests to the NOP instead of the NOSB Chair. Will talk more at the next Exec call.
 - Would like to invite a member of the equity commission to a future PDS call.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

April 9, 2024

May 14, 2024

June 25, 2024 (note new date)

July 9, 2024
 August 13, 2024
 September 10, 2024
 October 8, 2024
 November 12, 2024
 December 10, 2024

Work Agenda

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Project	Contact	Doc Type	Notes*	Scheduled / status	Target Meeting
Policy & Procedure Manual (PPM) Update: Misc. updates	NL/ADB	Proposal	Revisions/Updates as needed	TBD	TBD
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/TBD	TBD	Update as needed. Not posted on website	5.14.24	NA

Milestones

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Policy Development Subcommittee (PDS) Notes Tuesday, April 9, 2024 3:00 pm ET

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D'Amore (JD); Kyla Smith (KS) - observer

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review March 12, 2024 notes
- Food Tech work-planning - discuss board members' requests
- Member guide updates
- Additional Items
- Adjourn

Discussion

- **March 12, 2024 notes** were approved as written.
- **Food Tech work planning (CD).** The lead circulated a draft list of possible items/processes for the Food Technologists (FTs). Members discussed several projects that could be institutionalized such as sorting public comments by topics; background research for sunset reviews; and an assessment of current research priorities. The PDS is interested in scoping the projects appropriately, keeping the FTs engaged, and allowing them to have control over their own schedules. Members discussed engaging them on specific work projects, in the short term, while also providing standing items for medium and long-term projects. The lead suggested having the FTs focus on a literature review for research priorities that might never get picked up by academics. She emphasized the need to find meaningful projects for them, which would help promote talent retention. A member suggested a standing work agenda item under the heading of 'sunsets' that would include different components of the sunset review process. The PDS will discuss this topic again.
- **Member guide updates.** The NOP provided a short history of the member guide updates, and reviewed some of the sections that could use a refresh. The PDS will edit and discuss the progress on the June call.
- **Changes to the PPM.** The PDS received comments on the proposed changes. The group discussed if the suggestions would be considered substantive changes, and if they chose to incorporate them would that prevent them from voting on the document at the Spring meeting.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

October 8, 2024

November 12, 2024
 December 10, 2024

Work Agenda

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Project	Contact	Doc Type	Notes*	Scheduled / status	Target Meeting
Policy & Procedure Manual (PPM) Update: Misc. updates 1. Replace policy memo 11-4 for material review, with NOP 5033 + and NOP 5034 (and 5034-X docs). 2. Malign instead of impugn 3. Resignation policy 4. Board mbr attendance	NL/ADB	Proposal	Revisions/Updates as needed	12. 12.23 1.9.24 2.13.24	Spr 2024
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/TBD	TBD	Update as needed. Not posted on website	1.9.24 4.9.24	NA

Milestones

Spring 2024 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	~Nov 17, 2023	16 -20
NOP - Draft Spring 2024 NOSB meeting tentative agenda	Feb 9, 2024	~ 10
NOSB - Spring 2024 proposals due to NOP	Feb 15, 2024	~ 9
NOP - Post proposals	Mar 5, 2024	7.5
Public comment closes	Apr 3, 2024	3.5
NOP - Send compiled public comments to NOSB	Apr 5, 2024	3
Public comment webinars	Apr 23 & 25, 2024	1
Spring 2024 NOSB meeting - Milwaukee, WI	Apr 29 - May 1, 2024	0
Final recommendations due	May 29, 2024	30 days post meeting

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Policy Development Subcommittee (PDS) Notes **Tuesday, March 12, 2024 3:00 pm ET**

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D'Amore (JD); Kyla Smith (KS) - observer

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review February 13, 2024 notes
- Food technologists work assignments.
- Brainstorm equity work
- Additional Items
- Adjourn

Discussion

- **February 13, 2024 notes** were accepted as written.
- **Food technologists work assignments.** The group discussed various aspects of the Food Technologists (FTs) roles. CD offered to write a draft to map out all the projects the FTs could work on. This may consist of a list of topics, as well as the process for collecting requests from individual members/Subcommittees and submitting them to NOP. She will share this document with the NOSB. Members discussed pathways for submitting requests, a quicker feedback loop to assess the current workload, and making sure they are assigning short, medium, and long-term projects. This would allow the FTs to manage their own schedules and give them flexibility. The goals would be to increase transparency about how the process is working, and to make sure there is adaptability as needed.
- **Equity work (NL).** The PDS originally proposed inviting a speaker to the Spring meeting, and after ongoing discussions, decided to defer that to the Fall meeting so they could brainstorm ideas. The group discussed the idea of inviting several speakers to future Subcommittee calls over the next few months, to help shape the work for the Fall. The PDS is interested in how best to engage the equity commission report data, and supported the idea of inviting Ms. Davis, the USDA Chief Diversity and Inclusion Officer, to the May Subcommittee call. The members endorsed the idea of then inviting someone from academia to speak at the fall meeting. A member made some recommendations for possible academics. The group discussed various other aspects of this project, including goals and outcomes. For example, making a recommendation to NOP on how to broaden diversity, more education about the risks, what success looks like, etc. A member mentioned that this may be redundant with work that some organic organizations are already doing. The PDS will propose a panel on equity at the Fall 2024 NOSB meeting and the lead will reach out to L'Tonya Davis, who extended an invitation via NOP to the NOSB to contact her.
- **Additional Items.**
 - The NOP asked that the PDS delay the request until it could reach out to the Committee Management Officer to inquire about activities that the USDA might already be working on. NOP will report back by next meeting.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

February 13, 2024

PPM - discuss/vote on updates

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

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Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/TBD	TBD	Update as needed. Not posted on website	1.9.24	NA

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Policy Development Subcommittee (PDS) Notes **Tuesday, February 13, 2024 3:00 pm ET**

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Allison Johnson (AJ); Jerry D'Amore (JD); Kyla Smith (KS) - observer

Absent: Carolyn Dimitri (CD)

Staff: Michelle Arsenault (MA)

Agenda

- Review January 9, 2024 notes
- PPM (All) - discuss/vote
- Additional Items
- Adjourn

Discussion

- **January 9, 2024 notes** were accepted as written.
- **Policy and Procedures Manual (PPM) updates (All)**. The group reviewed the marked-up document, agreed on the proposed changes, and moved to a vote.

Motion to accept the proposal on PPM updates

Motion by: NL

Seconded by: ADB

Yes: 5 No: 0 Abstain: 0 Recuse: 0 Absent: 1

- **Additional Items.** None
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

January 9, 2024

February 13, 2024

PPM - discuss/vote on updates

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Policy Development Subcommittee (PDS) Notes Tuesday, January 9, 2024 3:00 pm ET

Present: Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D'Amore (JD); Kyla Smith (KS) - observer

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review November 14, 2023 notes
- PPM updates (All)
- Exit interviews (JD/All)
- Additional Items
- Adjourn

Discussion

- **December 12, 2023 notes** were accepted with a minor modification.
- **Policy and Procedures Manual (PPM) updates (All).** The NOSB/PDS Vice Chair asked that members add comments or edits to the draft PPM document by January 26, so the PDS can review and vote on February 13.
- **Exit interviews (JD/All).** The lead summarized the project and shared background about the work to date. This project is considered a continuous improvement initiative for the NOSB. The PDS discussed the exit interview process, specifically where to house the results, how to use the results to make improvements, how to keep them anonymous, how to balance transparency and confidentiality, who the audience is, etc. The PDS could distill and aggregate feedback for use in Board management (i.e., the admin team). Members discussed using the results in onboarding new members, and end-of-service discussions. Cloud Vault could be used to store the data. The lead will incorporate the information into the draft PPM - specifically he will update the list of responsibilities of the "admin team".
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

Future call schedule (2nd Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)

December 12, 2023

PPM updates (All)

Exit interviews (JD/All)

Member guide updates (All)

January 9, 2024

February 13, 2024

PPM - discuss/vote on updates

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

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indicates discussion. indicates action needed. indicates review completion and/or vote.

Project	Contact	Doc Type	Notes*	Scheduled / status	Target Meeting
Policy & Procedure Manual (PPM) Update: Misc. updates 1. Replace policy memo 11-4 for material review, with NOP 5033 + and NOP 5034 (and 5034-X docs). 2. Malign instead of impugn 3. Resignation policy 4. Board mbr attendance	NL/JD	Proposal	Revisions/Updates as needed	12. 12.23 1.9.24 2.13.24	Spr 2024
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/MJ	TBD	Update as needed. Not posted on website	1.9.24	NA

Milestones

Spring 2024 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	~Nov 17, 2023	16 -20
NOP - Draft Spring 2024 NOSB meeting tentative agenda	Feb 9, 2024	~ 10
NOSB - Spring 2024 proposals due to NOP	Feb 15, 2024	~ 9
NOP - Post proposals	Mar 5, 2024	7.5
Public comment closes	Apr 3, 2024	3.5
NOP - Send compiled public comments to NOSB	Apr 5, 2024	3
Public comment webinars	Apr 23 & 25, 2024	1
Spring 2024 NOSB meeting - Milwaukee, WI	Apr 29 - May 1, 2024	0
Final recommendations due	May 29, 2024	30 days post meeting