



**Thank you for your interest in applying to OnMark for your Organic Certification.  
We look forward to working with you!**

### **Application Instructions for NOP Organic Certification**

- Complete all sections of the **Organic System Plan (OSP)** and any additional OSPs (Livestock, Poultry, Greenhouse, Hemp), as required. Applications are also available electronically or to download from [www.onmarkcertification.com](http://www.onmarkcertification.com). Any incomplete OSP/LOSP applications will be returned, unprocessed. *You will be charged a return fee and your application will be delayed.*

An applicant's 1<sup>st</sup> year ONMARK documents will be used to build on in the future. Sections that have no changes will not need to be re-submitted next year.

- Complete the **Application Submission Form Checklist** and return with payment
- If you are currently certified with another agency (transferring certification), you must include a copy of your Organic Certificate and Certification Decision Letter with your ONMARK application.

**It is the applicant's obligation to maintain their current certification throughout the new certification process in order to sell, label or represent products as organic during the process of transferring to ONMARK.** See attached instructions on switching certifiers.

- Remember you may be eligible for the **Organic Certification Cost Share Program** through your local FSA Office, once you receive your certificate. As of August 10, 2020, this amount is up to \$500 re-imbursement per scope.
- **OnMark Certification Services Referral Program:** When you introduce a new farm or farmer to OnMark, and they specify you as their referrer on their OSP application, you will receive a \$50 credit towards your NOP certification fees.

**Submit applications and payments to:**

**OnMark Certification Services, LLC  
60324 Missouri Avenue, Goshen, IN 46528**

Phone: (574) 971-8479 Fax: (574) 971-5424  
Email: [office@onmarkcertification.com](mailto:office@onmarkcertification.com)

## **Responsibilities of Certified Operations Changing Accredited Certifying Agents (ACA)**

### **References**

7 CFR Part 205 Subpart E – Certification and Subpart F – Accreditation (Regulation)

### **Policy**

Certification under the Regulation is not transferrable between ACAs. ACAs may not sell or otherwise transfer certified operation files or certificates to another ACA.

Certification and certificates issued to certified operations are not transferrable to new owners in cases of mergers, acquisitions, or other transfers of ownership of the certified operation. When there is a change in ownership of a certified operation, the certified operation must apply for and receive new certification from an ACA prior to selling, labelling, or representing products as organic.

When a certified operation wishes to change from their existing ACA to new ACA, the certified operation must complete an application and submit a complete organic systems plan (OSP) to the new ACA.

The new ACA must conduct a complete review and onsite inspection of the certified operation's OSP and ensure compliance with the NOP regulations prior to granting certification.

When changing ACAs, the certified operation must either maintain the prior certification according to the NOP regulations or surrender their prior certification in writing. Certified operations who are changing ACAs must maintain their current certification until they have been granted certification by the new ACA if they intend to continue to produce or sell products as organic.

**If a certified operation applies for certification with a new ACA but does not maintain or surrender their prior certification in writing and the prior ACA issues a notice of noncompliance or proposed adverse action, the certified operation is still bound by the notice of noncompliance or proposed adverse actions of the prior certifying agent.**

**If the prior ACA issues a notice of suspension or revocation for failure to renew, pay fees, submit an updated OSP or any other technical or administrative noncompliance to the NOP Regulations, the certified operation must immediately cease the sale, labelling, and representation of products as organic until all noncompliances are resolved and eligibility for reinstatement is granted by the NOP.**

### **Procedures**

To change certifiers, a certified organic operation must:

1. Submit an application for certification to another ACA as a new applicant;
2. Submit a complete OSP for the scope(s) of certification requested;
3. Pay fees to the new ACA according to the fee schedule approved by the NOP;
4. Maintain their current certification, including submitting annual updates, allowing timely inspections, and payment of all required fees to the current ACA until the certification process for the new ACA is complete and a new certificate has been issued if they continue to produce or sell products as organic;
5. Return their prior certificate along with a written notice of surrender to their prior ACA only after the new certification process is complete.