



Instruction

Submitting Annual Lists of Certified Operations

1. Purpose and Scope

This document provides instructions for submitting annual lists of certified operations to the U.S. Department of Agriculture (USDA) National Organic Program (NOP). This instruction applies to all USDA-accredited certifying agents (certifiers).

2. Background

The USDA organic regulations at [7 CFR 205.501\(a\)\(15\)\(ii\)](#) require certifiers to submit a list of certified operations to the NOP on January 2 each year. This list includes information about each operation granted certification during the preceding year. Certifiers must also make available to the public, upon request, a list of operations they have certified during the current and three preceding calendar years.

In the fall of 2015, the NOP launched a new database called the Organic Integrity Database (*INTEGRITY*). In addition to its robust data organization and unique reports, this database allows certifiers to upload and update information regarding their certified organic clients *at any time*. In contrast, prior to 2015 certifiers submitted their client lists to the NOP once each year and the NOP published this list each spring. The list would remain mostly static, with only suspended and revoked operations being removed by the NOP throughout the year, until the list was updated in full the following year. The new system of publishing updates to the list throughout the year via *INTEGRITY* provides a useful resource to the organic farms and businesses, other certifiers, researchers, other industry representatives, and consumers.

3. Policy and Procedure

On January 2 of each calendar year, certifiers must submit a complete list of certified operations granted certification or continuing certification during the preceding year. Certifiers will use *INTEGRITY* to upload their client information. Lists may be submitted through *INTEGRITY* throughout the year, and must be received and successfully uploaded at a minimum by January 2. Certifiers may submit information prior to January 2 and do not need to submit a new list on January 2 as long as their client information is up-to-date as of January 2.

Certifiers are to ensure the correct information, including contact information and certification status, of any previously submitted operations. We encourage certifiers to log in to the *INTEGRITY* system well in advance of the January 2 deadline to ensure that their data is properly formatted and successfully published to meet the regulatory deadline.

Certifiers that do not submit lists by January 2 will be out of compliance with § 205.501(a)(15)(ii) of the regulations and will be issued a notice of noncompliance.



3.2 Submitting Documents to the NOP

Certifiers are to use *INTEGRITY* to upload and edit client information. Go to <http://organic.ams.usda.gov/integrity/> and choose “Login”, or “Register” if you are a first-time user.

More instructions on how to use the system and a list of frequently asked questions and answers are available on the User Resources page at the *INTEGRITY* site above. Certifiers must log in to *INTEGRITY* to access the User Resources page.

4. References

USDA Organic Regulations ([7 CFR Part 205](#))

7 CFR 205.501 General requirements for accreditation.

7 CFR 205.504 Evidence of expertise and ability.