



ORGANIC CERTIFICATION APPLICATION INSTRUCTIONS

-Important-

Please Read Carefully

Dear Valued Client,

While the application deadline is still **March 1, 2023** for (crop and livestock) renewal clients, you may start turning in your completed application materials as soon as you have them completed. Turning your application materials in before March 1 may aid in expediting your certification process.

FOR NEW APPLICANTS:

If you are not currently certified by KDA, please complete the entire application and Organic System Plan (OSP). You must retain a copy of your application materials (OSP, Application, Inputs Lists, etc). In addition, please turn your materials in as soon as possible, as it can take 6-12 months to completely process a new application.

FOR RENEWAL CLIENTS:

You must retain a copy of your application materials (OSP, Application, Inputs Lists, etc).

These materials are a part of your operations records (205.103) and we will not be mailing out copies of your previous OSPs for the 2023 application year.

Only the Application and the OSP pages identified in the lower right corner by: **THIS PAGE IS REQUIRED FOR RENEWAL** must be completed and submitted. All pages of your latest OSP must be reviewed to see if any updates will be needed. If any information has changed in the non-required sections, you will update your OSP by completing the entire blank section in the blank packet provided.

See the back of this page:





The program has also had a few of the following updates:

- Please notice on the fee schedule for 2023 that all of our fees have increased.
- In an effort to reduce the paperwork burden on our clients, the KDA has started to include “Minor Issues” letters with your certificates instead of issuing a noncompliance. These letters are to inform you of a situation and do not require an immediate response. However, if the issue is not resolved before your next inspection it could lead to a Notice of Noncompliance.
- As a reminder, the KDA seed policy does require that at least 3 seed providers be searched before untreated/non-gmo seed may be used. The seed providers you search must regularly provide a variety of organic seed. If there is a comparable organic variety available, you must be able to justify the use of a nonorganic variety. A copy of the seed/planting stock policy can be found on the KDA website.

As an important note:

Due to the lack of available resources, please expect an extended time delay for new product input review approvals. For the timeliest service, please remember that the following lists are accepted by the KDA: Pennsylvania Certified Organic (PCO), Washington State Department of Agriculture (WSDA), and/or Organic Materials Review Institute (OMRI).

