

I. ANNUAL UPDATE SUBMISSION REQUIREMENTS:

A. REQUIRED FORM [ROR-601 Fee Payment Submission Form](#) AND FULL FEE PAYMENT

1. Please paperclip your full fee payment to the first page of this form and place it as the top document in your mailed packet. This allows for faster processing by TDA Licensing staff because they are able to quickly identify the purpose of your fee payment and the correct account for applying the funds.
2. If you email your annual update documents, a copy of the ROR-601 form must still be included with your fee payment.
3. If the primary contact (person who should be corresponding with TDA staff) for your operation has changed, please complete the [R-002 Regulatory Change Template B](#) and place the completed form behind the ROR-601 in the mailed packet.
4. *If you submit a ROR-600 Application Form in place of the ROR-601 or fail to submit a ROR-601 form with your fee payment, expect a minimum delay of 4 weeks in processing!*

B. REQUIRED FORM [ROR-611 Handler OSP Update Checklist](#). This document will assist you in your annual review of your operation's organic system plan and identify what, if any, updates to your organic system plan form and supporting documents are needed.

C. REQUIRED FORM Supplier summary sheet. This document is an attachment in your reminder update email. This document is now used to identify the source for ALL of your operation's organic products and ingredients as well as your nonorganic ingredients and processing aids.

D. If your operation handles food products, you must submit a copy of your current food safety license from the Texas Department of State Health Services. To obtain clarification on the licensing status for your operation, please contact the Texas Department of State Health Services by calling 512-834-6626 or by sending an email to foodslicensinggroup@dshs.state.tx.us.

1. If you have submitted your license renewal but have not yet received your updated license in time to submit a copy to us, please forward a copy of the completed renewal application that was submitted to DSHS.
2. If your operation is exempt from this requirement, you must submit an email or phone log that details the date, phone number, name, and title of the DSHS employee who confirmed your operation's exemption/exclusion from the licensing requirement. This should be updated every 3 years.

E. If your operation manufactures organic livestock feed for sale, you must submit a copy of your current livestock feed license from the Office of the Texas State Chemist. <http://otscweb.tamu.edu/>

F. If your operation is importing or exporting organic product, you must complete and submit the [ROR-610 International Trade Review Request Form](#) and include the \$75.00 review fee.

1. If you will be requesting international trade documents and/or transaction certificates, TDA strongly recommends that you submit advance payment in your annual update so TDA staff can draw down from your account's credit rather than delaying processing until fee payment is received.

II. GUIDELINES FOR ELECTRONIC SUBMISSION:

- A. Send all electronic copies of documents to Organic@TexasAgriculture.gov. *TDA cannot guarantee receipt of documents sent to staff members' direct email addresses.*
- B. Make sure that total size of attachments is 8 megabytes (MB) or less per email. It may be necessary to submit multiple emails to ensure receipt.

III. STEPS OF THE ANNUAL UPDATE PROCESS:

STEP 1: Submission of free payment and annual update documentation. Late fees will be incurred by operations whose annual update documentation *and* full fee payment is not received in our office by the identified due date. If you need to form a payment plan, you must submit a written request to enter

into a payment plan with TDA at least 14 calendar days prior to your due date. You must obtain approval for a payment plan prior to submitting a partial fee payment.

STEP 2: Initial Review Process. Once your full fee payment and annual update documentation is received, TDA will conduct a review to verify that full fee payment was received and your Organic System Plan (OSP) is complete and in compliance with the NOP Regulations. If your OSP is found to be incomplete, TDA will contact you in writing to request the additional information. If additional information is requested, you must respond within the time period provided by supplying the additional information or documentation. If your response is not received within the provided time period and you do not contact TDA to request an extension, corrective action may be taken against your organic certification.

STEP 3: Annual On-site Inspection. Once the initial review process is complete, your OSP will be forwarded to an inspector who will schedule and conduct your annual on-site inspection.

- Operations will not be inspected until full payment has been received. This includes any applicable late fees.
- An operation may be approved for inspection with pending items when the update OSP is only lacking minimal information. If your OSP is approved for inspection with pending items, you must have the requested information readily available for the inspector at the time of inspection.
- Operations must cooperate with the inspector to schedule the on-site inspection.
- An authorized representative who is knowledgeable about the operation must be available at all times during the inspection.
- Operations must have all records and documentation available at time of inspection and must provide access to all production or handling sites, including nonorganic production and handling sites.

STEP 4: Final Review. Once the on-site inspection has been completed; TDA will conduct a final review of all documentation and make a certification decision.

- Operations must review the certification decision letter and updated certificate (if granted) for accuracy and report any discrepancies to TDA for review or correction.
- Operations must correct any identified areas of non-compliance, including additional requirements within a reasonable time period.

IV. HYPERLINKS TO OSP FORMS:

Distributors: [ROR-602 Distributor Organic System Plan](#)

Processors (Fiber): [ROR-604 Processor \(Fiber\) Organic System Plan](#)

Processors (Food and Feed): [ROR-606 Processor \(Food and Feed\) Organic System Plan](#)

Retailers: [ROR-608 Retailer Organic System Plan](#)

V. HYPERLINK TO THE COMPLETE LISTING OF TDA ORGANIC FORMS:

<http://www.texasagriculture.gov/RegulatoryPrograms/Organics/OrganicsForms.aspx>.

VI. SURRENDER OF ORGANIC CERTIFICATION:

If you no longer wish to have your operation certified organic by TDA, please complete and email us the [ROR-625 Surrender Form](#).

VII. SPECIAL NOTE ON INTERNATIONAL TRADE:

As the organic agricultural industry continues to grow, TDA and the USDA National Organic Program will continue to identify and address issues that arise through trade. Please review the joint letter issued by the USDA on the Impact of Fumigation on Organic Labeling and Sale,

<https://www.ams.usda.gov/sites/default/files/media/NOPPACAOrganicFumigation.pdf>.

ANNUAL UPDATES ARE REVIEWED IN THE ORDER OF RECEIPT - NO EXCEPTIONS!