

## **Kentucky Certification Procedures**

Applicants for certification must read the National Organic Program organic certification standards and complete the applicable organic certification application. The signed application, supporting documentation and signed fee schedule must be sent to the certification program office by the deadline specified on the fee schedule.

If information is missing from the application the applicant will be notified and the requested information must be received within 30 days or the application will be considered withdrawn.

Once the application is complete an inspector will contact the applicant to schedule an on-site inspection. All on-site inspections must be conducted when an authorized representative of the operation who is knowledgeable about the operation is present and at a time when land, facilities, and activities that demonstrate the operations' compliance with or capability to comply with the applicable provisions can be observed. §205.403

Once the inspection is complete, the inspector will write an inspection report detailing the applicants compliance with the standards. The Kentucky Department of Agriculture Organic Program certification staff will review the application, supporting documentation and inspection report and notify the applicant in writing of the decision to grant or deny certification including any areas of noncompliance that must be addressed.

Applicants have the right to appeal denial of certification. An appeal of a noncompliance decision must be filed within the time period provided in the letter of notification or within 30 days from receipt of the notification, whichever occurs later. The appeal will be considered filed on the date received by the administrator. Appeals to the administrator must be filed in writing and addressed to: Administrator, USDA-AMS, Room 3071-S, 1400 Independence Ave., SW , Washington , DC 20250 . §205.680-681 .

Complaints of non-compliance will be investigated by the Kentucky Department of Agriculture Organic Program and notification shall be sent to the NOP Program Manager of all compliance proceedings and actions taken. §205.661

Any person may petition the National Organic Standards Board for the purpose of having a substance evaluated by the Board for recommendation to the Secretary for inclusion on or deletion from the National List in accordance with the Act. §205.607.