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**TITLE OF INFORMATION COLLECTION DOCUMENT**  
 National Organic Program  
 (\* Indicates initial time associated with the completion of the TM-10CG)

**OMB NO.**  
 0581-0191  
**DATE PREPARED**  
 September 20, 2018

IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT		ANNUAL BURDEN								
SECTION OF REGS. (A)	DESCRIPTION (B)	FORMS NO (S) (If "none" so state) (C)	REPORTS					RECORDS		
			NO. OF RESPONDENTS (D)	NO OF RESPONSES PER RESPONDENT (E)	TOTAL ANNUAL RESPONSES (Col. D x E) (F)	HOURS PER RESPONSE (G)	TOTAL HOURS (Col. F x G) (H)	NO. OF RECORD-KEEPERS (I)	ANNUAL HOURS PER RECORD-KEEPER (J)	TOTAL RECORD-KEEPING HOURS (Col. I x J) (K)
205.101(c)	<b>Subpart B -- APPLICABILITY</b> exempt producers and handlers document compliance and maintain records for not less than 3 years.	None			0.00		0.00	7,650.00	1.00	7650.00
205.103	certified operators document compliance maintain records for not less than 5 years	None			0.00		0.00	31,000.00	80.00	2480000.00
205.400(b) 205.406(a)(1)(i); 205.201(a)(1) - (6); 205.401d 205.406(a)(3)	<b>Subpart C - PRODUCTION &amp; HANDLING &amp; Subpart E - Operators submit initial Organic System Plan (OSP)</b> operators list practices and procedures to be performed and maintained, substances used, monitoring practices & procedures, describe recordkeeping systems, practices to prevent commingling & contact with prohibited substances, and other information as necessary (application)	None	1900.00	1.00	1900.00	80.00	152000.00			0.00
205.400(b) 205.406(a)(1)(i); 205.201(a)(1) - (6); 205.401d 205.406(a)(3)	<b>Operators submit updated Organic System Plan (OSP)</b> operators list practices and procedures to be performed and maintained, substances used, monitoring practices & procedures, describe recordkeeping systems, practices to prevent commingling & contact with prohibited substances, and other information as necessary (update)	None	31000.00	1.00	31000.00	40.00	1240000.00			0.00
<b>SUBTOTAL</b>					32,900.00		1,392,000.00	38,650.00		2,487,650.00
<b>TOTAL OF ALL PAGES</b>					719,913.05		2,799,364.11	44,091.00		2,493,005.82
<b>TOTAL - "F30" = OMB 831, 13 b; "H30" = OMB 831, 13c</b>					764,004.05		5,292,369.93			

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205.237 and 205.103	Pasture Practice Standards (Documentation) Pasture Recordkeeping by Certified Operations (Maintenance)	None	4700.00	1.00	4700.00	8.00	37600.00	4,700.00	1.00	4700.00
205.29	Certifying agents recommend that NOP issue a temporary variance and notifies certified operations of any variance	None	2.00	319.58	639.16	0.25	159.79			0.00
205.301	<b>Subpart D - Labels and Labeling</b> certified handlers determine composition of products to be labeled	None	13134.00	20.00	262680.00	1.00	262680.00			0.00
205.301	exempt handlers determine composition of products to be labeled	None	243.00	5.00	1215.00	1.00	1215.00			0.00
205.301(e)	handlers of livestock feed determine composition of feed to be labeled	None	100.00	10.00	1000.00	1.00	1000.00			0.00
205.303- 205.311	certified handlers ensure that labels comply with the requirements for labeling food as organic	None	13134.00	20.00	262680.00	2.00	525360.00			0.00
205.306	livestock feed handlers ensure that labels comply with the requirements for livestock feed	None	100.00	10.00	1000.00	1.00	1000.00			0.00
205.401(c)	<b>Subpart E - Appl. for Cert. of Operations Annual Update as Appropriate</b> Operators submit names of other agents to whom applications were sent dates, & outcomes of noncompliance actions	None	400.00	1.00	400.00	0.50	200.00			0.00
205.405(b) (2)	operators submit new application to another agent	None	130.00	1.00	130.00	1.00	130.00			0.00
<b>SUBTOTAL</b>					534,444.16		829,344.79	4,700.00		4,700.00

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205.402, 205.402(b)(2)	<b>Review of Application</b> agents review and process applications received for completeness and viability, communicate findings to applicant, schedule on-site inspections, and provide operations copy of their on-site inspection.	None	79.00	416.00	32864.00	6.25	205400.00	-	0.00
205.402(b)(3)	agents provide applicant with a copy of test results for any samples taken by inspectors	None	79.00	79.89	6311.31	0.25	1577.83		0.00
205.403 205.406(b)	inspectors provide on-site inspection reports to the certifying agent, annual	None	250.00	132.00	32900.00	10.00	329000.00		0.00
205.404(b) 205.406(d)	agents issue certificates of organic operation, annual and updated certificates	None	79.00	416.00	32900.00	0.50	16450.00		
205.405(a) 205.406(c) 205.662(a)	<b>Denial of Certification of Operators</b> agents provide written notification to operators of noncompliances	None	79.00	10.00	790.00	2.00	1580.00		
205.405(b)(1) & (b)(3)	operators describe corrective actions taken or rebut the non-compliance	None	790.00	1.00	790.00	2.00	1580.00		
205.405(c)(1)(i)	agents approve corrective action and issue certificates of organic operation to operator	None	79.00	9.00	711.00	0.50	355.50		0.00
205.405(c)(1)(ii), 205.405(c)(2)	Agents deny certification when applicants' noncompliance is not sufficiently corrected or when applicant fails to respond.	None	79.00	1.00	79.00	1.00	79.00		0.00
205.405(c)(3) 205.501(a)(15)(i)	agents send Administrator notification of approvals of corrective actions to notices of proposed adverse actions, or denials of answers to notices and execution of adverse actions	None	79.00	10.00	790.00	0.50	395.00	-	0.00
<b>SUBTOTAL</b>					108,135.31		556,417.33		0.00

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
205.501 (a)(2-4), (6-7), (11)(v), (15) & (20-21); 205.503 (a-b), (d)(1-2) & (c-e); 205.504(a-e); 205.510(a)(1-2), and 205.642	<b>Accreditation of Certifying Agents - Form TM-10CG -</b> Provide Policies, Procedures, Evidence of Expertise and Ability, describe organizational units, primary location, areas of certification (crops, livestock, & handling), States & foreign countries where they operate, lists of currently certified operations, conduct & provide results of performance evaluations of personnel & inspectors, conduct program evaluations of their certification activities, provide procedures for residue testing, and other information that will assist in evaluating their application, and comply with any other requirements	<b>TM-10CG</b>	79.00	1.00	79.00	60.00	4740.00			0.00
205.501(a)(8)	agents provide information to applicants seeking certification	None *	79.00	35.00	2765.00	1.00	2765.00			0.00
205.501(a)(18)	agents notify inspector of certifying agent's certification decision of an operation that the inspector evaluated.	None *	79.00	416.00	32900.00	0.25	8225.00			0.00
205.501(a)(20)	agents must demonstrate the ability to comply with State Organic Program's additional requirements	None *	26.00	1.00	26.00	1.00	26.00			0.00
205.501(b)	Accreditation of Certifying Agents (cont'd) agents establish seal, logo, or other mark	None *	3.00	1.00	3.00	10.00	30.00			0.00

205.501(c)(3) 205.665(f)	Agents that are suspended or revoked transfer records to Secretary and make them available to State officials	None *	2.00	1.00	2.00	40.00	80.00			0.00
<b>SUBTOTAL</b>					35775.00		15866.00			0.00

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205.504(d)(2)	<b>Evidence of Expertise &amp; Ability (contd)</b> agents provide inspection reports and evaluation documents for three operations certified during previous year	None *	79.00	3.00	237.00	1.00	237.00			0.00
205.504(d)(3)	agents provide results of any accreditation done by another accrediting body	None *	5.00	1.00	5.00	0.50	2.50			
205.500(c)(2)	<b>Subpart F - Accreditation of Certifying Agents</b> <b>NOP Import Certificate</b> is a condition of international equivalency arrangements, including arrangement with EU and Japan	NOP 2110-1	346.00	16.33	5650.18	0.50	2825.09	346.00	0.32	110.72
205.504	<b>Export Certificates</b> agents issue and make copies available	TM-11	79.00	1.00	79.00	0.50	39.50			0.00
205.505(b)	private agents provide additional assurances with statements of agreement	None *	63.00	1.00	63.00	0.25	15.75			0.00
205.507(b) 205.665(g)	<b>Denial of Accreditation</b> applicants may either appeal the decision or describe actions taken to correct the deficiencies an agent that is suspended may submit a request for accreditation with corrections	None *	2.00	1.00	2.00	4.00	8.00			0.00
SUBTOTAL					6,036.18		3,127.84	346.00		110.72

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205.510(a)(3)	Agents report measures implemented at request of Administrator, annual	None	10.00	1.00	10.00	9.00	90.00			0.00
205.510(b)(1) 205.501(a)(9)	Recordkeeping agents maintain records received from certified operators for not less than 5 years	None			0.00		0.00	79.00	1.00	79.00
205.510(b)(2)	agents maintain records they create regarding certified operators for not less than 10 years	None			0.00		0.00	79.00	1.00	79.00
205.510(b)(3)	agents maintain records pursuant to accreditation for not less than 5 years	None			0.00		0.00	79.00	1.00	79.00
205.607	<b>Subpart G - Administrative</b> Petition to amend the National List	None	25.00	1.00	25.00	30.00	750.00			0.00
205.621(a)	<b>State Programs</b> States submit proposed State organic certification programs	None	1.00	1.00	1.00	40.00	40.00			0.00
205.621(c)	States submit revised or amended State organic certification program to the Secretary.	None	1.00	1.00	1.00	16.00	16.00			0.00
205.662(b)	<b>Noncompliance Procedure for Certified Operations</b> agents notify operators of noncompliance resolution	None	79.00	10.00	790.00	0.50	395.00			0.00
205.662(c)	agents/State notify operators of proposed suspension or revocation for noncompliance	None	15.00	20.00	300.00	1.00	300.00			0.00
205.662(d)	Agents/States notify operators of proposed suspension or revocation for willful violation	None	15.00	1.00	15.00	1.00	15.00			0.00
205.662(e)	agents/States notify operators of suspension or revocation if operation fails to file an appeal	None	31.00	6.50	201.50	1.00	201.50			0.00
205.663	<b>Mediation</b> applicants for certification or certified operations request mediation/certifier declines request	None	3.00	1.00	3.00	1.00	3.00			0.00
<b>SUBTOTAL</b>					1346.50		1810.50	237.00		237.00

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205.665(b)	<b>Noncompliance Procedure for Certifying Agents</b> accreditation applicants notify the Secretary of noncompliance resolution	None	2.00	1.00	2.00	1.00	2.00			0.00
205.668(a)	Non-compliance procedures under State Organic Programs. States must notify the Secretary of any enforcement activity against a certified operation	None	1.00	1.00	1.00	0.50	0.50			0.00
205.668(c)	States investigate complaints of non-compliance on the part of accredited certifying agents. Report findings to Program Manager.	None	1.00	1.00	1.00	1.00	1.00			0.00
205.670(d) & (e)	<b>Testing</b> State officials or agents submit lab results for residue testing to the AMS Administrator or Governing State Officials	None	79.00	15.00	1,185.00	0.25	296.25	79.00	3.75	296.25
205.670(f)	States and agents report to health agencies any findings of pesticide residues that exceed regulatory tolerances.	None	79.00	0.60	47.40	1.00	47.40	79.00	0.15	11.85
205.671	States and agents report to health agencies any findings of pesticide residues that exceed regulatory tolerances.	None	2.00	0.25	0.50	1.00	0.50			0.00
205.681(a)	<b>Adverse Action Appeal Process</b> applicants for certification or certified operators appeal adverse decisions to Administrator	None	37.00	1.00	37.00	10.00	370.00			
205.681(b)	applicants for accreditation or accredited agents appeal adverse decisions to Administrator	None	2.00	1.00	2.00	40.00	80.00			
<b>SUBTOTAL</b>					1,275.90		797.65	158.00		308.10