

## Steps to Organic Certification

- 1. Apply.** Contact MCIA Organic Services for an application packet or download the *Organic Certification Handbook* and application forms from our web site, [www.mciaorganic.org](http://www.mciaorganic.org).
- 2. Read and Submit.** Read the *Organic Certification Handbook* and when ready, submit the application and fees to MCIA. The application will become your Organic System Plan (OSP). Contact MCIA if you have any questions.
- 3. Review.** MCIA Organic Services will review the application and may contact you for additional information.
- 4. Inspection.** MCIA Organic Services will arrange for an inspector to schedule an on-site inspection. You or a person knowledgeable about your operation must be present. The inspector will complete an inspection report, which will be sent to MCIA and to you.
- 5. Review.** MCIA Organic Services will review the inspection report to ensure compliance with the NOP standards. There may be additional questions for you or for the inspector.
- 6. Certificate.** After all final issues are satisfied and all fees are paid, MCIA Organic Services will issue an Organic Certificate for the products grown or processed.

