**OCIA 2024 NOP Import Certificate (NOPIC) Guidelines and Acknowledgement**

*This document outlines the requirements for Operations to request NOP Import Certificate (NOPIC) documents. This acknowledgement will be renewed annually and must be provided by January 31 of each year or NOP Import Certificates will be denied.*

***Deadlines***The chart below illustrates the deadline to submit an NOPIC request to OCIA. You must submit required documentation below to OCIA **four full business days before shipment**. Failure to submit complete documentation by the deadline will lead to denial of the NOPIC. All deadlines and times are based on Central Standard Time (CST) of the OCIA headquarters in Lincoln, Nebraska.

**For example, if you are shipping Sunday the 13th, you must submit everything by 11:59PM (Central Standard Time - CST) on Monday the 7th. This allows four full business days (Tuesday, Wednesday, Thursday, Friday) for review. Sample calendar:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **June 2024** | | | | | | |
| **SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7  Deadline for 13th Sunday shipments and Monday 14th Shipments | 8  **Deadline for 15th Tuesday Shipments** | 9  **Deadline for 16th Wednesday**  **Shipments** | 10  **Deadline for 17th Thursday Shipments** | 11  Deadline for 18th Friday Shipments | 12 |
| 13  **Sunday shipment** | 14  **Monday Shipment**  Deadline for 19th Saturday shipments | 15  **Tuesday Shipment** | 16  **Wednesday**  **Shipment** | 17  **Thursday Shipment** | 18  **Friday Shipment** | 19  **Saturday Shipment** |

*By signing this document, you agree to and acknowledge the following:*

1. *I have read this document in its entirety.*
2. *At the time a request for a NOPIC is received by OCIA, the certified operation will be approved for all required equivalencies and programs to ship to the US.*
3. *The operation will submit all required documentation (including the TCA, NOP Import Certificate (NOPIC) Excel spreadsheet, supplier TC(s) or invoice/organic certificate, Invoice and BOL for the sale(s) on the NOPIC, and any other documentation requested by OCIA) by the deadlines noted in this document.*
4. *Failure to meet #2 and #3 will lead to denial of the NOPIC.*
5. *After repeated instances of NOPIC denial, OCIA will issue a major noncompliance. This may lead to suspension of the certification.*
6. *If I have not received confirmation from OCIA that a NOPIC has been approved for my shipment, I understand I may need to reschedule shipments.*
7. *As we are required to provide audit documentation to OCIA for each NOPIC submitted, we will ensure our staff maintains records so they can be accessed by staff who submit NOPIC requests.*
8. *I understand that an NOPIC must be associated with each shipment to the US, and product cannot be sold as “organic” in the US if the NOPIC is not issued (i.e. signed) by OCIA prior to shipment.*
9. *I attest that all products are handled according to the applicable regulations/standards and failure to adhere to compliance requirements may lead to noncompliances and denials of NOPIC.*

*I attest that bulk shipments packed into supersacs or similar were repacked by a certified organic operation and will supply certification documentation upon request.*

**I acknowledge with my signature that I have read and understand the NOPIC guidelines and understand that any failure to follow these terms will be cause for denial of the NOP Import Certificate.**

**Operation #**

**Legal rep for Operation (print name) Main Contact on file (print name)**    
Title Title  
    
Company Company  
  
     
Signature Date (*M/D/Y*) Signature Date (*M/D/Y*)

Title  
   
Company  
   
Signature Date (*M/D/Y*)