**OCIA 2025 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***You must submit required documentation below to OCIA **two full business days before shipment**. The OCIA office closes at 5PM in Lincoln, Nebraska. Failure to submit complete documentation by the deadline will lead to denial of the NOPIC**..**

*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 and have provided the International Agreements modules of the Organic System Plan (as well as related documents).*
3. *The operation will submit all required documentation (including the NOP Import Certificate (NOPIC) Request form, invoice, and TCA (Canada producers and all Latin American operations only), 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. OCIA is not liable for any loss of business associated with incomplete requests that may result in the delay of approval of NOPICs or shipments sent without confirmation of an approved NOPIC form or shipments sent in advance of shipment date indicated to OCIA.*
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.*

1. *Fees for NOPICs will be charged according to OCIA’s fee schedule.*

**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.**

**OCIA Operation #**

**Legal rep for Operation (print name) Main Contact on file (print name)  
(must be listed on Certification Application) (must be listed on Certification Application)**    
Title Title  
    
OCIA Company OCIA Company  
  
     
Signature Date (*M/D/Y*) Signature Date (*M/D/Y*)

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