

**\*\*DRAFT\*\***



**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)  
CALIFORNIA ORGANIC PRODUCTS TECHNICAL PLANNING COMMITTEE**

**Meeting Minutes**

**560 J Street, Suite 220, Sacramento, California 95814**

**December 5, 2008**

**MEMBERS PRESENT**

Todd Bredlin\*  
Stacy Carlsen  
Kim Dietz  
Rick Landon  
Mark Lipson\*  
Richard Mathews  
Melody Meyer, Co-Chair\*  
Mark Quisenberry  
Claudia Reid  
Robert Simas  
Sean Swezey\*  
Aaron Turner\*

**CDFA**

Nate Dechoretz  
Rick Jensen  
David Carlson  
Paul Collins  
Melissa Eidson, Co-Chair  
Ray Green  
Susan Shelton  
Amadou Ba  
Kevin Masuhara

**Interested Parties**

Naomi Hom, Napa County Ag. Comm  
Drake Larson\*, Grower

\*Participated via Conference Call/WebEx

**ITEM 1: INTRODUCTIONS**

Ms. Melissa Eidson called the meeting to order at 9:15 a.m. A quorum was established and introductions were made.

**ITEM 2: OVERVIEW AND EVALUATION OF REGISTRATION PROCESS**

Mr. Nate Dechoretz opened up the meeting by thanking the committee members for their participation on the committee. He emphasized the importance of a relevant program through this technical planning process. Mr. Dechoretz reiterated the need for a transparent, effective, and efficient program.

Ms. Melody Meyer then spoke to the committee regarding the purpose of the subcommittee is to review the SOP business requirements, gaps, solutions of gaps, and regulation criteria to make the program more transparent and more effective. She also reminded the committee members to be respectful and courteous of others during the meeting since many members are participating remotely in the meeting.

Ms. Eidson instructed the committee on how the meeting would be structured by going over the background information provided. She also informed the remote members how the committee would be utilizing Webex as a communication tool throughout the meeting.

The committee then proceeded to make the following recommendations on the State Organic Program's registration forms and processes:

### Function 1.1 – Issuing New or Amended Registrations

#### *Registration Package Instructions/Coversheet*

- Mr. Stacy Carlsen recommended that the National Organic Program's process (flow) be added.

#### *ORG100-RF (Registration Form)*

- Ms. Kim Dietz recommended the definition of a handler be provided on the form.
- Mr. Mark Quisenberry recommended that check boxes be provided on the top of the form for easy identification if the application is new or a renewal.
- Ms. Claudia Reid recommended that the registrant's certification number and certification company be placed on the form.
- Mr. Stacy Carlsen recommended that a checkbox be added to allow for easy identification if the registrant gross sales are under \$5,000.
- Mr. Richard Mathews recommended that sections to be filled out by the county state "for official use only".
- Ms. Dietz recommended checking with the California Department of Health Services on merging their documents with ours.
- Ms. Reid, on behalf of a grower, expressed their concerns over the duplication of information collected. The Department concurred with the statement and stated that part of this process will be to identify and resolve those issues.

#### *ORG100-SH (Site History)*

- Mr. Richard Mathews identified this form as a duplicate form.
- Ms. Claudia Reid recommended the program to coordinate data collection with the California Department of Pesticide Regulation collection of pesticide reports.
- Mr. Robert Simas recommended a reference to the substance list form in the registration packet where the term "substance list" is stated on the document.
- Mr. Mathews recommended that the committee look into having accredited certifying agents start with the registration application and have them send it to the State Organic Program.
- Ms. Kim Dietz recommended that a task force be formed to look into the duplication of forms. Ms. Melody Meyers stated that the California Organic Products Advisory Committee could be the lead on the task force.
- Mr. David Carlson clarified for the purpose of the request for longitude and latitude on the form.

#### *ORG100-SM (Site Map)*

- Mr. Robert Simas recommended that the term "buffer zone" be eliminated from the form. Under the category "land uses", Mr. Stacy Carlsen recommended

adding a sentence to clarify if the buffer zones and indentify land use issues by using checkboxes.

- Mr. Stacy Carlsen recommended the addition of a checkbox if the registrant has gross sales under \$5,000.

#### *Commodity Codes Sheet*

- Mr. Mark Quisenberry recommended that the list be expanded to include beef and categories for livestock and livestock feed.
- Mr. Quisenberry recommended that hogs and pigs be removed from the "livestock/dairy" section and placed in a more appropriate category.

#### *ORG100-PR (Production Record of Sales)*

- Mr. Aaron Turner recommended that the date of application and registrant's certification number be added to the form.
- Mr. Turner recommended that the instructions be removed from the front of the form and be placed on the back.
- Mr. Turner recommended that the form needed more space for information to be filled out. He suggested making the form landscape instead of portrait.
- Mr. Robert Simas recommended the addition of the registrant's name to the form.
- Mr. Simas recommended stating that "all" applications require this form instead of the current statement "complete this page for renewals, new, and amended registrations."
- The committee recommended that the form task force could look into additional ways of utilizing the information collected and making this and other forms electronic.
- Ms. Kim Dietz recommended adding the registrants' county to the form. She stated that maybe a header/footer be added to all forms to allow registrants not to have to fill the same information out so many times.
- Mr. Richard Mathews recommended that the form clarify who fills out what sections of the form.

#### *ORG100-ACO (Additional County of Operation)*

- Ms. Claudia Reid stated that there is a typo and grammatical error on the first paragraph of the form.
- Mr. Aaron Turner recommended that the registrant's certification number be added to the form.
- The committee recommended that the same format changes and instruction removal as stated with ORG100-PR be corrected with this form.
- The committee also recommended that the source column be defined more (i.e. generic.)

#### *ORG100-FSL (Facility Substance List)*

- Mr. Aaron Turner recommended that the date of application and registrant's certification number be added to the form.

- Mr. Turner recommended that the instructions be removed from the front of the form and be placed on the back.
- Mr. Turner recommended that the form needed more space for information to be filled out. He suggested making the form landscape instead of portrait.
- The committee recommended consolidating forms ORG100-PR, ORG100-ACO, ORG100-FSL and ORG100-LSL, which could be done by adding a column to identify the appropriate application.

*ORG100-LSL (Livestock Substance List)*

- The committee reiterated their recommendation to consolidate forms ORG100-PR, ORG100-ACO, ORG100-FSL and ORG100-LSL.
- Mr. Robert Simas recommended adding a reference list of the packet's forms to the instruction sheet/cover.

*ORG100-PIF (Public Information Form)*

- Ms. Kim Dietz recommended adding the registrant's certification number to the form.

*Organic Registration Fee Schedule*

- Mr. Aaron Turner reiterated the recommendation that all forms should be available online.
- Ms. Melody Meyers discussed the issue of increasing the fee structure with the committee. Mr. Nate Dechoretz stated that legislation would be required. Ms. Claudia Reid stated that due to the current fiscal climate, the legislation would be hard to pass since the program is currently solid.
- The committee discussed the possibility of establishing regulations to require all gross sales to be reported even if sales are over the \$25,000,001.

All recommendations for this function received unanimous approval from the committee.

Function 1.2 – Registration Amended Without Money Paid

- Ms. Claudia Reid asked the committee members if there is a definition for "reasonable time" which is stated in Food and Agricultural Code § 46013.2 (c). Mr. Ray Green stated that he uses his judgment in deciding what reasonable time is. Mr. Stacy Carlsen stated that he thought that it is "prior to the first 10 days after sale", which is stated in Food and Agricultural Code § 46013. Ms. Melissa Eidson recommended that the Department would clarify with its legal department on the issue.
- The committee stated that since all the forms in Function 1.2 are the same as Function 1.1, they would recommend the same revisions be made.

All recommendations for this function received unanimous approval from the committee.

### Function 1.3 – Renewals

#### *Renewal Registration Computer Print Out*

- Ms. Kim Dietz recommended that the registrant's certification number be added to the print out.
- Mr. Stacy Carlsen and Mr. Robert Simas recommended the removal of the yearly gross sales off of the form due to privacy issues.

#### *Renewal Instruction Sheet*

- Mr. Aaron Tuner recommended that the information regarding if the registrant is no longer involved with organics be moved up to the first paragraph of the sheet.
- The committee noted that there are various formatting changes needed on the document.

#### *Letter of Denial to Renew*

- Mr. Robert Simas recommended that the "renewal" be added to the first line of the letter.
- Mr. Aaron Turner recommended that the registrant's certification number be added to the letter.

#### *Attachments to go with Letter of Denial to Renew*

- Ms. Kim Dietz recommended that the registrant's certification number be added to the letter.

#### *Letter to Notice of Dishonored Check*

- Ms. Kim Dietz recommended that the registrant's certification number be added to the letter.

All recommendations for this function received unanimous approval from the committee.

### Function 1.4 – Proposed Suspensions to Registrations

#### *Notice of Proposed Revocation*

- Ms. Melissa Eidson recommended that the registrant's certification number be added to the letter.
- Mr. Stacy Carlsen recommended that a list of checkboxes stating the various steps of the process be added to the letter. This will allow the recipient to know what steps are next.

#### *Notice of Revocation*

- Ms. Melissa Eidson recommended that the registrant's certification number be added to the letter.

All recommendations for this function received unanimous approval from the committee.

### Function 1.5 – Review and Updating of Forms

#### *Document Master Control List*

- No recommendations were provided by the committee.

### Function 1.6 – Registration of Accredited Certification Agents

#### *Certification Agent Registration Form*

- No recommendations were provided by the committee.

#### *Certification Agent Registration Form Letter*

- Mr. Turner recommended adding a location on the form for change of contact information.
- Mr. Turner recommended the consolidation of the certification agent registration form and form letter.
- Mr. Turner recommended checkboxes to be added to the letter for new or renewal.

All recommendations for this function received unanimous approval from the committee.

### Function 1.7 – Federal Certification

#### *Federal Certification*

- Ms. Kim Dietz recommended that we add the National Organic Program's website to our website to clarify why the federal certification is necessary.

The recommendation for this function received unanimous approval from the committee.

### **ITEM 9: PUBLIC COMMENTS**

No public comments.

### **ITEM 11: NEXT MEETING/AGENDA ITEMS**

Ms. Melissa Eidson announced that the next committee meeting will be on January 9, 2009 from 9:00am to 4:00pm at the Inspection Services' Conference Room (560 J Street, Suite 220, Sacramento, CA 95814.) The purpose of the next technical committee meeting is to discuss enforcement and due process.

### **ITEM 12: ADJOURNMENT**

The meeting was adjourned at 12:10 p.m.

Respectfully submitted by:

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David Carlson, Acting Supervisor  
California Organic Program  
Inspection and Compliance Branch

DC/me