

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)  
Policy Development Subcommittee (PDS) Notes  
Tuesday, December 10, 2019 1:00 pm ET**

**Attendees:** Rick Greenwood (RG), Chair; Harriet Behar (HB); Jesse Buie (JB); Steve Ela (SE); Jerry D'Amore (JD) - observer; Wood Turner (WT) - observer; Kim Huseman (KH) - observer  
**Absent:** Scott Rice (SR); Ashley Swaffar (AS); Tom Chapman (TC), Vice Chair  
**Staff:** Michelle Arsenault (MA)

**Agenda**

- November 12 notes
- Member guide updates
- Additional Items
- Adjourn

**Discussion**

- November 12 notes were accepted as is.
- Several new NOSB members joined the call to observe and the group introduced themselves.
- **Member guide updates.** The Subcommittee members discussed various edits to the member guide. HB will incorporate edits and send to NOP for additional work.
- **Additional Items.** None
- **The meeting was adjourned**

**[Previous PDS Notes](#)**

**Future Call Schedule (2<sup>nd</sup> Tuesday 1:00 ET/10:00 PT)**

October 8, 2019  
November 12, 2019  
December 10, 2019  
January 14, 2020  
February 11, 2020  
March 10, 2020  
April 14, 2020  
May 12, 2020  
June 9, 2020  
July 14, 2020  
August 11, 2020  
September 8, 2020  
October 13, 2020  
November 10, 2020  
December 8, 2020

**Work agenda**

<b>Project</b>	<b>Contact</b>	<b>Status</b>	<b>Discussed Vote</b>	<b>Target Meeting</b>
Review of Policy & Procedure Manual (PPM)	ALL	Revisions/Updates as needed		TBD
Update to member guide	MA/TC	Update as needed	9.10.19 10.08.19 11.12.19 12.10.19	NA

<b>Spring 2020 Milestones</b>	<b>Target dates (tentative)</b>
NOP - Publish FRN, Open public comment	Nov 15, 2019
NOSB - Spring 2020 proposals due to NOP	Feb 20, 2020
New NOSB member training	Feb 25 - 26, 2020
NOP - Draft Spring 2020 NOSB meeting tentative agenda	Mar 2, 2020
NOP - Post proposals	Mar 5, 2020
Public comment closes	Apr 3, 2020
NOP - Send compiled public comments to NOSB	Apr 7, 2020
Public comment webinars	Apr 21 & 23, 2020
Spring 2020 NOSB meeting – Crystal City, VA	Apr 28 - May 1, 2020

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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee (PDS) Notes  
Tuesday, November 12, 2019 1:00 pm ET**

**Attendees:** Rick Greenwood (RG), Chair; Tom Chapman (TC), Vice Chair; Ashley Swaffar (AS); Harriet Behar (HB); Jesse Buie (JB); Steve Ela (SE)

**Absent:** None

**Staff:** Michelle Arsenault (MA)

**Agenda**

- Member guide updates
- Additional Items
- Adjourn

**Discussion**

- **Member guide updates.**
  - The PDS reviewed the member guide and modified sections and text as needed. HB will incorporate suggestions from other members and the PDS will continue to review the document in anticipation of the new member training at the end of February.
- **Additional Items.** None.
- **The meeting was adjourned**

**[Previous PDS Notes](#)**

**Future Call Schedule (2<sup>nd</sup> Tuesday 1:00 ET/10:00 PT)**

October 8, 2019

November 12, 2019

December 10, 2019

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020

June 9, 2020

July 14, 2020

August 11, 2020

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020

### Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)	ALL	Revisions/Updates as needed		TBD
Update to member guide	MA/TC	Update as needed	9 10 2019 10 08 2019 11 12 2019 12 10 19	NA

Spring 2020 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Nov 15, 2019
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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee (PDS) Notes  
Tuesday, September 10, 2019 1:00 pm ET**

**Attendees:** Rick Greenwood (RG), Chair; Ashley Swaffar (AS); Harriet Behar (HB); Jesse Buie (JB); Steve Ela (SE)

**Absent:** Tom Chapman (TC), Vice Chair

**Staff:** Michelle Arsenault (MA)

**Agenda**

- Member guide updates
- Adjourn

**Discussion**

- Member guide updates.
  - Members will make updates in anticipation of 5 new Board members who will start in January. The PDS Chair noted that the updates are minimal.
  - The PDS members will review the draft Word document and make edits in track changes.
  - Members discussed the chemistry section, and whether or not to keep it, and also discussed adding a section with an overview and definitions of GMO's/GE.
  - NOP will update the section on travel.
  - Once the PDS completes proposed updates, it will be sent to the rest of the Board for review.
- **Additional Items.** None
- **The meeting was adjourned**

**[Previous PDS Notes](#)**

**Future Call Schedule (2<sup>nd</sup> Tuesday 1:00 ET/10:00 PT)**

July 9, 2019

August 13, 2019 - cancelled

September 10, 2019

October 8, 2019

November 12, 2019

December 10, 2019

**Work agenda**

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)	ALL	Revisions/Updates as needed	06 12 19 07 09 19	Fall 2019

Update to member guide	MA/TC	Update as needed	NA	NA
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<b>Fall 2019 Milestones</b>	<b>Target dates (tentative)</b>
New NOSB member training	TBD Feb/Mar 2020
NOP - Publish FRN, Open public comment	May 3, 2019
NOSB Request for TRs for 2022 sunset materials	Jun 12, 2019
NOP - Draft Fall 2019 NOSB meeting tentative agenda	Aug 5, 2018
NOSB - Fall 2019 proposals due to NOP	Aug 15, 2018
NOP - Post proposals	On or before Sep 4, 2018
Public comment closes	Oct 3, 2019
NOP - Send compiled public comments to NOSB	Oct 7, 2019
Discuss/finalize work agendas on ES call	Oct 14, 2019
Public comment webinars	Oct 15 & 17, 2019
Fall 2019 NOSB meeting - Pittsburgh, PA	Oct 23-25, 2019

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)  
Policy Development Subcommittee (PDS) Notes  
Tuesday, July 9, 2019 2:00 pm ET**

**Attendees:** Rick Greenwood (RG), Chair; Tom Chapman (TC), Vice Chair; Steve Ela (SE); Ashley Swaffar (AS); Harriet Behar (HB)

**Absent:** Jesse Buie (JB)

**Staff:** Michelle Arsenault (MA)

**Agenda**

- Notes from the June 12 PDS call
- Policy & Procedures Manual (PPM) updates - Discuss revisions (SE)
- Discuss the standard operating procedures (SOPs) for posting documents between NOSB meetings (RG).
- OFPA citation for sunset reviews (DP).
- Adjourn

**Discussion**

- **Notes from the June 12 PDS call** were accepted as is.
- **Policy & Procedures Manual (PPM) updates - Discuss revisions (SE).** Members discussed the list of minor revisions to the PPM and voted on the proposal. MA will re-circulate the final version with the changes highlighted and the PDS Chair will complete an executive summary/cover sheet.

Motion to accept the changes to the PPM

Motion by: SE

Seconded by: TC

Yes: 5 No: 0 Abstain: 0 Absent: 1 Recuse: 0

- **Discuss the SOPs for posting documents (RG).** The PDS discussed the NOP's suggested SOPs for posting documents between NOSB meetings in the open docket. In addition to some language added to the PPM in the revisions, the PDS also discussed adding a sentence or two to Member Guide. Members will review the Member Guide and provide suggestions and edits.
- **OFPA citation for sunset reviews (DP).** Deferred to next call.
- **The meeting was adjourned**

**[Previous PDS Notes](#)**

**Future Call Schedule (2<sup>nd</sup> Tuesday 1:00 ET/10:00 PT)**

June 12, 2019

July 9, 2019

August 13, 2019

September 10, 2019

October 8, 2019

November 12, 2019

December 10, 2019

### Work agenda

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)	ALL	Revisions/Updates as needed	06 12 19 07 09 19	Fall 2019
Update to member guide	MA/TC	Update as needed	NA	NA

Fall 2019 Milestones	Target dates (tentative)
New NOSB member training	TBD Feb/Mar 2020
NOP - Publish FRN, Open public comment	May 3, 2019
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Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

**National Organic Standards Board (NOSB)  
Policy Development Subcommittee (PDS) Notes  
Tuesday, June 12, 2019 2:00 pm ET**

**Attendees:** Rick Greenwood (RG), Chair; Tom Chapman (TC), Vice Chair; Steve Ela (SE); Ashley Swaffar (AS); Jesse Buie (JB)

**Absent:** Harriet Behar (HB)

**Staff:** Michelle Arsenault (MA)

**Agenda**

- Notes from the May 14 PDS call
- PPM updates
  - Add to Secretary's duties - monitoring open docket for public comments, during period between the Federal Register notice posting and the proposal posting.
  - Consistent terminology - re: proposals/recommendations
  - Codify use of petition discussion document process
- Adjourn

**Discussion**

- **Notes from the May 14 PDS call** were accepted as is
- **PPM Updates.** Members discussed the following proposed changes to several sections in the PPM:
  - Add to Secretary's duties - monitoring open docket for public comments, during the period between the Federal Register notice posting and the proposal posting.
  - Check for consistent terminology re: proposals/recommendations. There were no instances found and no changes made.
  - Codify use of petition discussion document process. Members suggested some language and locations for this language.
  - Possible additions to the petition submission guidance document to specify how a listing should read. NOP will review the current guidelines and provide some feedback to the PDS on the next call.
  - Use of the phrase "as petitioned" in the motions. This level of detail is not in the PPM, and could be included in either the member guide or the petition review templates, or both. The group discussed the necessity of using this phrase or whether to "annotate" by stating clearly what the material was petitioned for. Most members are of the opinion that unless there is a clear need to restrict use, it should be motioned without annotation, and without the phrase "as petitioned" as that is not necessary, and is not how it will appear on the National List.
- **Standard operating procedures (SOPs) for posting draft discussion documents.** The NOP drafted SOPs for posting draft documents in between board meetings for public comment. The members will review the PPM and determine a location to add a bullet noting the process. The PDS Chair will contact the Standards Division Director to discuss further.
- **Materials review templates and TR templates.** The NOSB is seeking to eliminate redundancy and better align these two documents. Currently the questions are not in the same order, and the NOSB would like to revise that to assist in more expedient reviews.

- The meeting was adjourned

[Previous PDS Notes](#)

**Future Call Schedule (2<sup>nd</sup> Tuesday 1:00 ET/10:00 PT)**

May 14, 2019  
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 July 9, 2019  
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**Work agenda**

Project	Contact	Status	Discussed Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)	ALL	Revisions/Updates as needed	06 12 19	Fall 2019
Update to member guide	MA/TC	Update as needed	NA	NA

Fall 2019 Milestones	Target dates (tentative)
New NOSB member training	TBD Feb/Mar 2020
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Fall 2019 NOSB meeting - Pittsburgh, PA	Oct 23-25, 2019

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**National Organic Standards Board (NOSB)  
Policy Development Subcommittee (PDS) Notes  
Tuesday, May 14, 2019 1:00 pm ET**

**Attendees:** Rick Greenwood (RG), Chair; Harriet Behar (HB); Jesse Buie (JB); Steve Ela (SE); Ashley Swaffar (AS)

**Absent:** Tom Chapman (TC), Vice Chair

**Staff:** Michelle Arsenault (MA); Devon Pattillo (DP)

**Agenda**

- PPM updates
  - Add to Secretary's duties – monitoring open docket for public comments, during period between the Federal Register notice posting and the proposal posting.
  - Consistent terminology – re: proposals/recommendations
  - Codify use of petition discussion document process
- Adjourn

**Discussion**

- **PPM Updates**
  - **Add to Secretary's duties** - monitoring open docket for public comments, during period between when the Federal Register notice is posted and when the proposals are posted. The PDS Chair will edit the existing PPM by adding a bullet to the Secretaries duties and will circulate the draft.
  - **Consistent terminology** - re: proposals/recommendations. MA will make changes and circulate the marked-up version for the PDS to review.
  - **Codify use of petition discussion document process.** The process of posting a brief (one page) summary of a petition was developed and implemented to allow the Board more time to read a proposal before having to vote on it, and also allows for additional and earlier public participation. This process is optional and is most useful while a Subcommittee is waiting for a pending technical report. The PDS discussed the best location within the PPM to add this process. Tentatively on page 23 within the steps in the material review process.
  - **Petition sufficiency:** The PDS will add some language regarding determination of petition sufficiency, on page 23, # 1: steps in the material review process.
  - **Wording of motions.** In an effort to be clear, the NOSB would like to include the specific use in its motion, rather than referring readers back to the proposal to determine what "as petitioned" means. This may be a detail to include in the member guide and not codified in the PPM. MA will send the proposal templates and the member guide to PDS members.
  - **Update change in sunset language** that was codified in the farm bill with regard to the 2/3 vote to remove a substance. The NOP will locate and send the correct OFPA citation about the sunset review.
  - The group discussed the **sunset reorganization timeline**, and determined there was no need to add it to the PPM.

- **Expert panels.** Members discussed the NOPs request to add language about standard operating procedures (SOPs) for convening an expert panel. Members discussed what should be included in the PPM and where that would fit.
- **The meeting was adjourned**

[Previous PDS Notes](#)

**Future Call Schedule (2<sup>nd</sup> Tuesday 1:00 ET/10:00 PT)**

May 14, 2019  
 June 11, 2019  
 July 9, 2019  
 August 13, 2019  
 September 10, 2019  
 October 8, 2019  
 November 12, 2019  
 December 10, 2019

**Work agenda**

Project	Contact	Status	Vote	Target Meeting
Review of Policy & Procedure Manual (PPM)	ALL	Revisions/Updates as needed		Ongoing
Update to member guide	MA/TC	Update as needed	NA	NA

Fall 2019 Milestones	Target dates (tentative)
New NOSB member training	TBD Feb/Mar 2020
NOP - Publish FRN, Open public comment	May 3, 2019
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