



VERIFIED OPERATIONS REGISTRY

1. Purpose

This document provides the requirements to be met by an operation requesting to be included on the Verified Operations Registry. The Verified Operations Registry is a voluntary registry maintained by the Quality Assessment Division (QAD) under Quality Systems Verification Programs. The registry facilitates the marketing and distribution of certified agricultural products.

2. Scope

The registry is available to U.S. operations whose products are certified as meeting specified marketing claims. Marketing claims may include, but are not limited to, USDA Organic, USDA Grass Fed, Never Ever Three, Non-Hormone Treated, Age Verified, and Source Verified. Operations may be certified by U.S. or international certification bodies, companies with approved USDA Process Verified Programs, companies with approved USDA Quality System Assessment Programs, or by the QAD.

3. References

The following referenced documents are used for the application of this document.

QAD 1050 Procedure: *Verified Operations Registry*

QAD 1050A: *Verified Operations Registry Certificate*

QAD 1000 Procedure: *Quality Systems Verification Programs, General Policies and Procedures*

[USDA Verified Operations Registry \(VOR\) website](#)

4. Responsibilities

- 4.1. Operations are responsible for ensuring that the required documentation is provided to the QAD upon request.
- 4.2. Operations must provide access to information, documents, and records as necessary to continue to be listed on the Registry. Operations also agree to provide access to all premises as necessary to verify the marketing claims.
- 4.3. Operations must inform the QAD, without delay, of significant changes relevant to its inclusion on the Registry.
- 4.4. The QAD conducts verification activities as necessary and provides due notice of any changes to the requirements of the Registry. Activities are conducted in accordance with QAD 1000 Procedure.

5. Listing of Certified Operations

- 5.1. The QAD provides public information about operations verified in accordance with Section 6 via the *USDA Verified Operations Registry*.



5.2. The Registry is maintained on the internet and contains information including:

- a) Operation's name;
- b) Operation's address (city and state);
- c) Operation's contact information including a telephone number and email address when available;
- d) Marketing claim;
- e) Certified products;
- f) Third-party verifier;
- g) Date of inclusion onto the registry; and
- h) Renewal date.

6. Requirements

6.1 Certified by a U.S. or international certification body

- a. On an annual basis, the operation must provide the QAD with a copy of its current certificate issued by the certification body. The certificate must include the product(s), marketing claim(s), and location(s).
- b. The operation must continue to be in good standing with the certification body.
- c. The operation must provide written notification to the certification body that it is requesting inclusion onto the *USDA Verified Operations Registry*. A copy of this notification must be provided to the QAD.

6.2 Certified under an approved USDA Process Verified Program or USDA Quality System Assessment Program

- a. On an annual basis, the operation must provide the QAD with a document verifying approval under the approved program. The document must include the product(s), marketing claim(s), and location(s).
- b. The operation must continue to be in good standing with the company issuing the document.
- c. The operation must provide written notification to the company that it is requesting inclusion onto the *USDA Verified Operations Registry*. A copy of this notification must be provided to the QAD.

6.3 Certified by the Quality Assessment Division

- a. On an annual basis, the QAD conducts an onsite audit of the operation to verify the marketing claims.
- b. The operation must have a documented program which outlines how the marketing claim is met.
- c. The operation must maintain records which support that the marketing claim is met.



- d. The operation must continue to be in good standing with the QAD.
- e. Upon verification that the operation meets the marketing claims, the QAD will include the operation on the *Verified Operations Registry*.
- f. Once verified, the operation may make references to the verification in communication media. References must be complete and not misleading or ambiguous.

***Note 1:** Acceptable references may include, for example, “[Operation’s] is verified as meeting the USDA Grass (Forage) Fed Marketing Claim Standard as listed on the USDA Verified Operations Registry.”*

***Note 2:** QAD will issue a *USDA Verified Operations Certificate* upon request if the operation meets the specified marketing claims.*



Jeffery Waite, Branch Chief
Quality Assessment Division
Livestock and Poultry Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.