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**BRAD LITTLE, GOVERNOR**  
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**TO: OPERATIONS CERTIFIED ORGANIC BY ISDA**  
**FROM: GWEN AYRES, ISDA ORGANIC PROGRAM MANAGER**  
**SUBJECT: RELEASE OF LIABILITY AND SIGN-IN LOGS**  
**DATE: JANUARY 17, 2019**  
**CC: IDAHO DEPUTY ATTORNEY GENERALS, ISDA**

The Idaho State Department of Agriculture (ISDA) Organic Program is an accredited certifying agent with the United States Department of Agriculture National Organic Program (USDA NOP), and in that capacity, is bound by very specific confidentiality and conflict of interest requirements. Additionally, the ISDA Organic Program is an agent of the state of Idaho, and in that capacity, its employees cannot sign documents that bind, limit authorities, or otherwise obligate the state of Idaho to agreements or limitations in its scope of authority. Therefore, employees have received strict direction that they may not sign a form or entry document that indicates agreement to limited authority, following company policies and procedures, or limited ability to use confidential information during the scope of their inspection.

ISDA Organic Program employees are subject to the following strict confidentiality requirements, which are a condition of their employment with the organic program:

**7 CFR, Part 205:**

***§205.501 General requirements for accreditation.***

- (a) A private or governmental entity accredited as a certifying agent under this subpart must: [...]
- (10) Maintain strict confidentiality with respect to its clients under the applicable organic certification program and not disclose to third parties (with the exception of the Secretary or the applicable State organic program's governing State official or their authorized representatives) any business-related information concerning any client obtained while implementing the regulations in this part, except as provided for in §205.504(b)(5); [...]

Furthermore, all operations that are certified or pursuing organic certification must sign an annual operator agreement, which is attached to this document for reference. This document, in part, outlines that operations must agree to provide access by ISDA Organic Program representatives to perform onsite inspections, allow access to facilities and records during normal business hours, and allow for sampling at any time as deemed appropriate.

We respect that visitor sign-in logs are a requirement of many food safety programs, so please feel free to save a signed copy of this form with your sign-in log for documentation of ISDA Organic Program employee entry to your premises.

Signed:

Signed:

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ISDA Organic Program Employee Title and Date

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ISDA Organic Program Employee Title and Date