

Baystate Organic Certifiers Renewal Cranberry Grower Application Checklist

Step 1: Updating Your Organic System Plan

- _____ Review the Organic Cranberry Plan we sent you. If any of the information on your Plan is incorrect, provide the correct information by writing directly on the copy of the Organic Cranberry Plan. Do not use pencil to make corrections. If you want to make the corrections electronically, contact me and I will email or mail you an electronic version of the application. Sign and Date the Affidavit Page of your Organic Cranberry Plan (the last page)
- _____ You do NOT have to fill out a Bog History Form for renewal cranberry bogs. This form has been discontinued.
- _____ Are you adding any new bogs to your operation in 2012? If so, fill out a Bog Affidavit Sheet for every new bog to be certified. Attach documentation showing that the bogs have been managed organically for 3 years. Contact our office to get copies of the Bog Affidavit Sheet and the 3 year Bog History Form or download them from our website.
- _____ If you are adding any new bogs, submit a new overall farm map for your operation. If you are adding new bogs, submit individual maps detailing adjoining land use and buffer zones for each new bog.
- _____ If you have changed your labels, or have produced new labels, submit samples of the new labels.
- _____ Review the Baystate Website Listing form we sent you. Update any information that is incorrect.

Step 2: The Fee Worksheet

- _____ Complete the enclosed Fee Worksheet. Make sure you pay the \$150 New Operation Fee and the Certification Fee for this year.
- _____ Enclose a check for your Certification Fee and New Operation Fee made payable to Massachusetts Independent Certification or to Baystate Organic Certifiers.

Step 3: Optional Information

- _____ If you are petitioning Baystate Organic Certifiers to use non-organic planting stock because organic planting stock is unavailable, submit a Seed Information and Planting Stock Form. Contact our office to get a copy of this form.
- _____ If you do not have a 50 foot buffer around all of your bogs, submit an Abutter Form for any fields that abut conventional agricultural production, and note all buffers that are below 50 feet in your Farm Plan.
- _____ *If you have on farm processing you want to certify you must update your:*
Organic Handler Plan - For cranberry operations, your own personal sorting line does not need to be certified as long as you are only cleaning your own berries. If you clean berries for other growers, or If you market frozen or dried organic cranberries, or produce any cranberry products (like chocolate covered cranberries) then you need to be certified as an organic handler. Please fill out the Organic Handle Plan for On Farm Processing. This form has not been included with this packet. It may be downloaded from our website, or call our office to obtain a copy.

Step 4: Mailing the Renewal Application Packet

You have two options for submitting your application materials, described below. Whichever method you chose, *you must retain a complete copy of all materials* with your own records.

_____ Hard copy method: Send two copies of the corrected Organic Farm Plan, all attachments, and the Fee Worksheet to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764. Include a check for your certification fee.

_____ Electronic method: Email the updated Organic Farm Plan, all attachments, and the Fee Worksheet to baystateorganic@earthlink.net. You will need to either email a PDF version of the signed affirmation page of the Farm Plan, or mail the signed affirmation page. The check for your certification fee will have to be mailed to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764.