

Baystate Organic Certifiers

Renewal Grower Application Checklist

Step 1: Updating Your Organic System Plan

_____ Review the Organic Farm 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 Farm 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.

_____ Please update your crop information on page 1 and 2 of the Organic Farm Plan, or if you submitted Appendix A last year, update the information on the enclosed Appendix A. You may also substitute your own list of crops instead of filling out the appropriate sections of the Organic Farm Plan or Appendix A. The Appendix A may be submitted at the time of inspection. Please check the appropriate box below and return this checklist form with your application. Note that you are not responsible for providing yield information if you don't have yield data.

I am submitting the Appendix A now. I will give the Appendix A to my inspector.

_____ Sign and Date the affidavit page of your Organic Farm Plan (the last page).

_____ Fill out the Seed Information Form and Planting Stock Form.

_____ Fill out a Field History Sheet or Greenhouse History Sheet for every field and greenhouse that is part of your operation.

_____ Are you adding any new fields or greenhouses to your operation? If so, fill out a Field/Greenhouse Affidavit Sheet for every field and greenhouse to be certified, and fill out a Four Year Field History Sheet for the new fields. Please contact our office for copies of the Field History Affidavit and Four Year Field History Forms. Attach documentation showing that the fields or greenhouses have been managed organically for the past 3 years.

_____ If you are adding any new fields or greenhouses, submit a new overall farm map for your operation. If you are adding new fields, submit individual maps detailing adjoining land use and buffer zones for each new field.

_____ 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 and include it with your application. File the Fee Schedule with your certification records.

_____ Enclose a check for your certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers.

Step 3: Optional Information

_____ If you do not have a 50 foot buffer around all of your fields, and you have not been granted a buffer reduction in the past, 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. Abutter Forms are available on our website and can be emailed or mailed to you.

If you have livestock that you want to certify you must fill out:

_____ Organic Livestock Plan

_____ Pasture History Sheet and Pasture History Affidavit

If you want to be certified as an on farm processor you must fill out the:

_____ Organic Handler Plan

If you have any specialized production you must fill out the appropriate form:

_____ Organic Cranberry Plan

_____ Maple Syrup Production Form

_____ Mushroom Production Form

_____ Sprout Production Form

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 the original and one copy 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.