

Baystate Organic Certifiers

Maple Syrup Application Checklist New Applicants

Step 1: Fill out the Grower Application Forms

- _____ Fill out the Maple Syrup Application Form
- _____ Sign and date the Affirmation Section of the Maple Syrup Application Form on the last page.
- _____ Fill out the Maple Stand History Form and Maple History Affidavit for the different stands you are tapping. If you did not manage a stand in the past 3 years, then the manager or property owner for that stand must sign the affidavit.

Step 2: Provide Other Information (You must provide all of this information as part of your application)

- _____ Submit an overall farm map for your operation showing the location of trees you are tapping. If the stands are in different locations, then you can submit separate maps. If you can, please submit the USDA/FSA aerial maps of your stands.
- _____ Submit samples of any labels you will be using to identify your product as organic. You can submit these later if they are not ready at the time of application, but you have to tell us that you will be submitting them later.
- _____ Submit samples of your recordkeeping forms. We only need a page or two of each form. Please submit records that show all aspects of your operation. If you do not currently keep records, you must show what records you will maintain as a certified operation. Typical records for a maple syrup operation include dates of tapping, amounts of sap and finished syrup produced, cleaning records for equipment, and sales records.
- _____ Submit a copy of a water test for water you will use for producing maple syrup or cleaning equipment. Municipal water does not need to be tested. Only a coliform test is required.
- _____ Fill out the Directions Sheet included with the application packet. Do not include Mapquest directions as the inspector will not be coming from our Dighton office.
- _____ Submit any additional information that you believe will aid the inspector Baystate Organic Certifiers in evaluating your operation.

Step 3: 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.

(over)

Step 4: Optional Information

_____ Fill out the Baystate Website Listing form if you want to post your operation's information on the Baystate Organic Website.

Step 5: Mailing the 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.

**BAYSTATE ORGANIC CERTIFIERS
GROWER FEE WORKSHEET**

Please fill in this worksheet to determine your fee. The worksheet must be submitted with your application.

Actual Gross Revenue from organic products 2012: _____

Estimated Gross Revenue from organic products 2013: _____

FEE CALCULATION

Step 1: Use the Fee Schedule to calculate your annual certification fee based on estimated gross sales for 2013..... _____

Step 2: New Farm Fee (for farms not certified in 2012) (\$150)..... _____

Step 3: Check one of the following options and enter the appropriate fee payment on the next payment Line

_____ I am submitting my application online by email. Enter \$0

_____ I have submitted one copy and the original of my renewal organic certification application packet. Enter \$0

_____ I am only submitting the original of my renewal organic certification application packet and paying Baystate to make a copy. Enter \$30

Step 3 Total . _____

TOTAL

Minus that portion of fee to be paid later in the year (up to 50%)..... _____

Amount of Enclosed Check.....
(made payable to **Baystate Organic Certifiers or Massachusetts Independent Certification**)

DIRECTIONS SHEET

Name of Operation: _____ Phone:

Contact(s):

Directions to Operation: Please give general directions to your farm or facility from the nearest state or interstate highway. Please note that the inspector will not be coming from our Dighton office, so Mapquest or other directions are not helpful. What we are looking for is general directions from the nearest highway.

1) written

2) drawn

**BAYSTATE ORGANIC CERTIFIERS
MAPLE SYRUP PRODUCTION AFFIDAVIT SHEET**

Please fill out this form or multiple forms for all maple syrup stands that you are certifying for the first time. The form must be signed for each of the previous 3 years by the manager of the stand(s) for that year. If you managed the stands in each of the preceding years then you should sign the form for each year. All substances used as inputs on the field(s) or greenhouse(s) in the past 3 years must be listed on the Maple Stand History Form(s). You may substitute letters from past managers or other documentation in place of having past field managers sign this form as long as your documentation contains the same information as this form. In addition, please attach proof that the stand(s) have been managed organically for the past 3 years. This proof may include, but is not limited to field records, invoices for input purchases, statements from previous field managers, etc.

Stand ID(s) _____

Date of Application and Name of Last Prohibited Substance applied to field(s): _____

Name of Manager 2012 _____

I attest that the substances listed as inputs on the Maple Stand History Form for 2012 were the only substances applied to that stand(s) in that year, and that no substance prohibited by the National Organic Program was applied in 2012.

Signature _____ **Date** _____

Name of Manager 2011 _____

I attest that the substances listed as inputs on the Maple Stand History Form for 2011 were the only substances applied to that stand(s) in that year, and that no substance prohibited by the National Organic Program was applied in 2011.

Signature _____ **Date** _____

Name of Manager 2010 _____

I attest that the substances listed as inputs on the Maple Stand History Form for 2010 were the only substances applied to that stand(s) in that year, and that no substance prohibited by the National Organic Program was applied in 2010.

Signature _____ **Date** _____

**BAYSTATE ORGANIC CERTIFIERS
ABUTTER FORM**

Name of Neighbor _____

Address _____

_____ Phone # _____

Check the one that applies:

I verify that the following fields/areas under my management have had no synthetic fertilizers, herbicides or insecticides applied in the last 12 months. I have no plans to use these synthetic products on these fields in the future 12 months. In the event that I do use any synthetic fertilizers, herbicides or insecticides, I will inform: _____ of my plans.

I verify that the following fields/areas under my management have had prohibited pesticides, herbicides or fungicides applied in such a manner as to minimize the risk of drift to the neighboring organic fields and/or applied at a time of the season when the organic crop is either not in the ground or has no marketable above ground parts.

List all substances applied, the method of application and the date(s) of application.

Name and Type of Material	Method of Application	Equipment Used for Application	Date of Application

Specific Field Identification:

Organic field ID #

Neighbor's field identification

I verify that the above information is true and accurate.

Signature of Neighbor

Date Signed

**BAYSTATE ORGANIC CERTIFIERS
WEBSITE LISTING FORM**

Website Information: Baystate Organic Certifiers allows its certified growers and processors to list information about their operation and organic products for sale on its website, baystateorganic.org. There is no charge for this listing.

Fill out the following information form. All information except your Operation Name is optional.

Operation Name: _____

Contact: _____

Address: _____

Phone Number: _____

Fax Number: _____

Website or Email: _____

Products for sale: _____

Description of operation: (PYO, Retail, Wholesale, CSA, Farmstand, Hours of Operation)
