

## Baystate Organic Certifiers

### Cranberry Grower Application Checklist for New Applicants

#### Step 1: Fill out the Grower Application Forms

- \_\_\_\_\_ Fill out all pages of the Organic Cranberry Plan
- \_\_\_\_\_ Sign and date the Affirmation Section of the Organic Cranberry Plan on the last page.
- \_\_\_\_\_ Fill out the Bog History Sheet for every bog that is part of your operation.
- \_\_\_\_\_ Fill Out the Bog Affidavit Sheet for all bogs to be certified.  
Attach documentation showing that the bogs have been managed organically for 3 years.

#### 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 all bogs.  
If you can, submit FSA or Google Earth satellite maps of your farm operation.
- \_\_\_\_\_ Submit detailed maps for each bog detailing adjoining land use and buffer zones. If you can, submit FSA or Google Earth satellite maps of your farm operation.
- \_\_\_\_\_ Submit samples of any labels you will be using to identify your product as organic.
- \_\_\_\_\_ 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. These records must include planting information (if any), fertilizer, pest, and disease control applications to bogs, harvest records by bog, and sales records. If you do not currently keep any of these records, you must show what records you will maintain as a certified operation.
- \_\_\_\_\_ Submit a copy of a water test for untested water you will use for irrigation, flooding, or product packing. Municipal water does not need to be tested. Only a coliform test is required.
- \_\_\_\_\_ Fill out the Directions Sheet included with the application packet.
- \_\_\_\_\_ Submit any additional information that you believe will aid the inspector or the certification committee in evaluating your operation.

#### Step 3: The Fee Worksheet

- \_\_\_\_\_ Complete the enclosed Fee Worksheet. Make sure you pay the \$150 new operation fee.
- \_\_\_\_\_ Enclose a check for your certification fee made payable to Massachusetts Independent Certification.

(over)

#### **Step 4: Optional Information**

\_\_\_\_\_ If you do not have a 50 foot buffer around all of your fields between your organic and any abutting conventional production, make sure you list all reduced buffers in your Organic Farm Plan and submit an Abutter Form(s) if there is abutting land that may contaminate your organic production.

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

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

\_\_\_\_\_ 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 Handler 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 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 2011: \_\_\_\_\_

Estimated Gross Revenue from organic products 2012: \_\_\_\_\_

**FEE CALCULATION**

Step 1: Use the Fee Schedule to calculate your annual certification fee based on estimated gross sales for 2012.....\_\_\_\_\_

Step 2: New Farm Fee (for farms not certified in 2011) (\$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  
BOG AFFIDAVIT SHEET**

**Please fill out this form or multiple forms for all bogs 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 bog(s) for that year. If you managed the bogs in each of the preceding years then you should sign the form for each year. All substances used as inputs on the bog(s) in the past 3 years must be listed on the Bog History Form(s). You may substitute letters from past managers or other documentation in place of having past bog managers sign this form as long as your documentation contains the same information as this form. In addition, please attach proof that the bog(s) have been managed organically for the past 3 years. This proof may include, but is not limited to bog records, invoices for input purchases, statements from previous bog managers, etc. If you cannot prove that the bog(s) have been managed according to the National Organic Standards, then Baystate Organic Certifiers may designate your bogs as transitional, and assign a date as to when they can be certified as organic.**

**Bog ID(s)** \_\_\_\_\_

**Date of Application and Name of Last Prohibited Substance applied to bog(s):** \_\_\_\_\_

Name of Manager 2011 \_\_\_\_\_

I attest that the substances listed as inputs on the Bog History Form for 2011 were the only substances applied to that bog(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 Bog History Form for 2010 were the only substances applied to that bog(s) in that year, and that no substance prohibited by the National Organic Program was applied in 2010.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name of Manager 2009 \_\_\_\_\_

I attest that the substances listed as inputs on the Bog History Form for 2009 were the only substances applied to that bog(s) in that year, and that no substance prohibited by the National Organic Program was applied in 2009.

**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](http://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)**

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\_\_\_\_\_