

## Baystate Organic Certifiers

### Poultry Application Checklist for New Applicants

**Note:** This checklist and the Organic Poultry Plan may only be used to certify organic poultry operations: Chickens (laying hens, broilers, capons), Turkeys, Ducks, Geese, etc. If you want to certify any additional livestock with the poultry, contact our office to get the other forms you will need.

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

\_\_\_\_\_ Fill out all pages of the Organic Poultry Plan

\_\_\_\_\_ Sign and date the Affirmation Section of the Organic Poultry Plan on the last page.

#### Step 2: Provide Other Information

\_\_\_\_\_ Fill out a Pasture/Outdoor Access Area Affidavit Form for all of the fields that you are requesting certification for, or for the outdoor access area you will be maintaining for your poultry. Attach any documentation that you have that the pasture or outdoor access area that your poultry have access to has been managed organically for the past 3 years. Also fill out and submit the Poultry History Sheet.

\_\_\_\_\_ Submit an overall farm map for your livestock operation and individual maps of your pastures and/or outdoor access areas. On the maps, please denote buffer areas between your organic operation and any neighboring operation. If possible, submit USDA FSA aerial maps for your operation.

\_\_\_\_\_ Submit samples of your recordkeeping forms. We only need a page or two of each form. Please submit records that detail your entire operation. Records may include but are not limited to health, feed, egg or meat production, and flock records. They may also include input records for your pastures. Your records must include documentation showing when your poultry is allowed outside. A sample Outdoor Access form is posted on our website and can be obtained by calling or emailing our office.

\_\_\_\_\_ If you are purchasing certified organic feed, please include a copy of the certification certificate for every operation you are purchasing feed from. If you purchase blended feeds, include an analysis tag from each bag of feed – this is the tag that lists the ingredients in the feed and the guaranteed analysis of the feed.

\_\_\_\_\_ Submit samples of any labels you will be using.

\_\_\_\_\_ Submit a copy of a water test for untested water you will use for irrigation, livestock, or product packing. Municipal water does not need to be tested. Only a coliform test is required.

\_\_\_\_\_ If you are using brand name medications or products that are not on the National List or not listed on a Guidance document like the *OMRI Brand Name List*, you must submit information showing that the product meets the requirements of the National List.

(over)

**Only complete Step 2 and 3 if you are only certifying poultry and nothing else. If you are certifying crops or other livestock skip to Step 4.**

**Step 2: Fill out the Fee Worksheet and Other Forms**

\_\_\_\_\_ Fill out the Directions Sheet included with the application packet. Do not include Mapquest or other Internet directions as the inspector will not be coming from our Dighton office.

\_\_\_\_\_ 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 or payable to Baystate Organic Certifiers

**Step 3: Optional Information**

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

**Step 4: 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**)

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## 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**  
**POULTRY – PASTURE AND OUTDOOR ACCESS HISTORY AFFIDAVIT SHEET**

Please fill out this form or multiple forms for all pastures, hayfields, and crop fields that you are certifying with Baystate for the first time. The form must be signed for each of the previous 3 years by the manager of the pasture(s), etc. for that year. If you managed the pasture(s), etc. in each of the preceding years then you should sign the form for each year. All substances used as inputs on the pasture(s) in the past 3 years must be listed on the Poultry Field History Form. You may substitute letters from past managers or other documentation in place of having past managers sign this form as long as your documentation contains the same information as this form. In addition, please attach proof that the pasture(s), etc. 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, certification certificates from other agencies etc. If you cannot prove that the pasture(s), etc. have been managed according to the National Organic Standards, then Baystate Organic Certifiers will designate your fields as transitional, and assign a date as to when they may be certified as organic.

**Pasture, Hayfield, Field ID(s)** \_\_\_\_\_  
\_\_\_\_\_

**Date and Name of Last Prohibited Substance applied to pasture(s), etc.:** \_\_\_\_\_  
\_\_\_\_\_

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

*I attest that the substances listed as inputs on the Poultry Field History Form for 2011 were the only substances applied to that pasture(s), etc. 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 Poultry Field History Form for 2010 were the only substances applied to that pasture(s), etc. 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 Poultry Field History Form for 2009 were the only substances applied to that pasture(s), etc. in that year, and that no substance prohibited by the National Organic Program was applied in 2009.*

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

**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:** \_\_\_\_\_

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

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