

## 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.

\_\_\_\_\_ Enclosed with your application packet is an Agricultural Inputs Inventory Form. You may fill this out and return it with your renewal application, or you can fill out it and give it to your inspector, or maintain it on file at your farm. Baystate needs to know all agricultural inputs on farm, if you fill this form out and have it ready to give to your inspector, it will speed up the inspection process.

*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 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.