

Baystate Organic Certifiers

Processing Application Checklist

Step 1: Fill out the Processing Application Forms

- _____ Fill out all pages of the Organic Handling Plan
- _____ Sign and date the Affirmation Section of the Organic Handler Plan on the last page.
- _____ Fill out an Organic Product Profile for each product that you want to certify. Make as many copies of the Product Profile as you need. If you are repacking products you may use a single product profile and list all of the products you are packing on the single profile. If you are a repack operation, or a coffee roaster with a long list of products, contact our office and we explain how to submit those products for certification.

Step 2: Provide Other Information

- _____ Submit proof of certification for all organic ingredients that you are using.
- _____ For any non-organic ingredients you are using, provide proof that the ingredient is not from a genetically modified source, and provide proof that the ingredient has not been irradiated, or produced using sewage sludge. If you are using any Natural Flavors as allowed by section 205.605 of the standards, please submit an NOP Flavor Questionnaire for each non-organic flavoring.
- _____ Submit a description of practices and procedures you will be using to produce organic products including the frequency with which these practices and procedures will be performed. Allowed frequencies include every production run, daily, hourly, weekly, monthly, etc. The basic information you need to submit is a detailed step by step description with an accompanying flow chart of your production process, a step by step Sanitation Plan for your organic processing, and an Organic Integrity Plan. An Organic Integrity Plan is simply a list of the steps you are taking to make sure that organic ingredients and processed products are not contaminated by prohibited substances or commingled with non-organic ingredients and products.
- _____ Fill out the Supplemental Organic Processor Plan Form describing the information you submitted in the previous step, and the monitoring actions you will take for your Organic System Plan.
- _____ Submit samples of your recordkeeping forms. We only need a page or two of each form. Please submit records that show your entire audit trail from receipt of ingredients through production to shipment of finished products. If you are not producing organic products at this time, submit blank copies of the forms you plan on using.
- _____ Submit a facility map for your operation.
- _____ Submit a pest control map for your facility that shows the location of all traps and bait stations both inside and outside the facility. If you do not use pest control inside or outside the facility then write 'no pest control' on your facility map.
- _____ If a leasing company or anyone else has the responsibility for interior or exterior pest control, submit a letter from the responsible party listing all pest control products used inside or

outside your facility.

_____ Submit copies of all of the labels you will be using for your certified products.

_____ 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 a water test if applicable. You do not need a test if you use municipal water.

_____ Submit the appropriate MSDS sheets for cleaners, sanitizers, boiler additives, or other products used in the facility.

_____ Submit any additional information that you believe will aid Baystate Organic Certifiers in evaluating your operation.

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

Step 3: The Fee Worksheet

_____ Complete the enclosed Fee Worksheet. Make sure you pay the \$150 new operation Fee as well as the certification fee.

_____ Enclose a check for your certification fee made payable to Massachusetts Independent Certification.

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 Handler 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 Handler 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 Handler 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
FEE WORKSHEET**

Please fill in the chart to determine your fee. Submit a copy of this worksheet with your application packet.

Actual Gross Revenue from organic products for the past 12 months: _____

Estimated Gross Revenue from organic products for the next 12 months: _____

FEE CALCULATION

Step 1: Use the Fee Schedule to calculate your annual certification fee based on estimated gross sales for next 12 months. _____

Step 2: New Operation Fee (for operations 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 _____

Amount of Enclosed Check

(make check payable to **Baystate Organic Certifiers or Massachusetts Independent Certification**) _____

* For the next 12 months. See the chart in the Fee Schedule.

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

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)
