

Baystate Organic Certifiers

On Farm, At Home or Small Scale Processing Application Checklist

Step 1: Fill out the On Farm or Small Scale Processing Application Forms

- _____ Fill out all pages of the Organic Handling Plan for On Farm or Small Scale Processing
- _____ Sign and date the Affirmation Section of the Organic Handling 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.

Step 2: Provide Other Information

- _____ Submit a Product Flow Chart for your operation. The chart does not have to be in flow chart format, it can simply be a list of steps in the production process.
- _____ 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 map of the area you do the processing in. On the map, include the location of any pest traps or bait stations on the interior or exterior of the area. If you do not use pest control on the interior or exterior, write 'no pest control' on your 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 samples of the labels you will be using for your certified product.
- _____ Submit the appropriate MSDS sheets if you have them for any cleaners, or sanitizers you use in your processing operation.
- _____ Submit an Organic Integrity Plan for your operation. An Organic Integrity Plan is a list of the steps that you are taking to prevent your organic ingredients from being commingled with non-organic ingredients, and the steps you are taking to prevent contamination of your organic ingredients by prohibited substances.
- _____ 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 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: Mailing the Application Packet

_____ Make 2 copies of the Organic Handling Plan for On Farm Processing, all attachments, and all product profiles. File one copy of everything with your records.

_____ Mail the original forms, and one complete copy, along with your check for your certification fee to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764. Alternatively, your application may be filed electronically by email. Email all relevant documents 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.

**BAYSTATE ORGANIC CERTIFIERS
FEE WORKSHEET**

Please fill in the chart to determine your fee. The fee schedule is on the back of this page.

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: Annual Fee (based on anticipated gross sales of organic products) * _____

Step 2: New Farm Fee (for farms not certified in 2010) (\$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 on the back of this page.

FEE SCHEDULE

Application Fees

Each operation must pay an annual fee based on the projected gross value of the certified products produced and sold by the farm or processor. The gross value of a product is the full price of the certified product as it leaves the farm or processor, even if sold to a non-organic market. The fee schedule is as follows:

<u>Gross</u>	<u>Fee</u>
\$0 or more, but less than \$5,000	\$300
at least \$5,000, less than \$10,000	\$350
at least \$10,000, less than \$20,000	\$400
at least \$20,000, less than \$30,000	\$550
at least \$30,000, less than \$40,000	\$650
at least \$40,000, less than \$50,000	\$750
at least \$50,000, less than \$75,000	\$850
at least \$75,000, less than \$100,000	\$1025
at least \$100,000, less than \$125,000	\$1125
at least \$125,000, less than \$250,000	\$1225
at least \$250,000, less than \$500,000	\$1400
at least \$500,000, less than \$750,000	\$1875
at least \$750,000, less than \$2,000,000	\$1875 + 0.1% of gross sales above \$750,000
at least \$2,000,000, less than \$3,000,000	\$1875 + 0.15% of gross sales above \$750,000
at least \$3,000,000, less than \$5,000,000	\$1875 + 0.2% of gross sales above \$750,000
over \$5,000,000	\$1875 + 0.25% of gross sales above \$750,000

The maximum certification fee is \$10000.

Income documentation must satisfy Baystate Organic Certifiers and inspector and all such information will be kept confidential. Operations that cannot provide adequate documentation to support their claimed gross sales figure will be assessed an annual fee based on a gross sales figure determined by Baystate Organic Certifiers.

All checks must be 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

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)
