

## Baystate Organic Certifiers

### Grower Application Checklist New Applicants

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

- \_\_\_\_\_ Fill out all pages of the Organic Farm Plan
- \_\_\_\_\_ Please list all crops for certification on page 1 of Organic Farm Plan. Please list the field where you plan on growing each crop on page 2 of Organic Farm Plan along with the amount you plan on planting, and the expected amount of harvest. Each crop must be listed individually on page 2. Do not list crops as “Vegetables” or “Herbs”. If you need more space, or want to use a list of common crops to help you fill out this information, fill out “Appendix A: Crops Requested for Certification instead of page 1 and page 2. You may also substitute your own list of crops instead of filling out this form. Please note that Yield Information is optional on both page 2 of the Organic Farm Plan and on the Appendix A.
- \_\_\_\_\_ Sign and date the Affirmation Section of the Organic Farm Plan on the last page.
- \_\_\_\_\_ Fill out the Field History Sheet and/or the Greenhouse History Sheet for every field and greenhouse that is part of your operation.
- \_\_\_\_\_ Fill Out the Field or Greenhouse Affidavit Sheet for all fields and greenhouses to be certified. Attach documentation showing that fields and greenhouses have been managed organically for 3 years.
- \_\_\_\_\_ Fill out the Seed Information and Planting Stock Form

#### 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 fields and greenhouses. If you can, submit FSA or Google Earth satellite maps of your farm operation.
- \_\_\_\_\_ Submit detailed maps for each field 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 crops or other products as organic. Labels may be submitted after you are certified but before products ship.
- \_\_\_\_\_ 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 (both greenhouse and field), fertilizer, pest, and disease control applications to fields and greenhouses, harvest records by field, 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. Sample forms may be downloaded from [www.attra.org](http://www.attra.org).
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.

(over)

\_\_\_\_\_ Submit any additional information that you believe will aid the inspector Baystate Organic Certifiers 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 or to Baystate Organic Certifiers.

### 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 Certifier's Website.

*If you have any specialized production you must fill out the appropriate additional forms:*

\_\_\_\_\_ Organic Livestock or Poultry (contact our office or check the website for forms)

\_\_\_\_\_ Organic Handler Plan (if you are producing any processed products on farm)

\_\_\_\_\_ Organic Cranberry Plan (cranberries only)

\_\_\_\_\_ Maple Syrup Production Form

\_\_\_\_\_ Mushroom Production Form

\_\_\_\_\_ Sprout Production Form

### 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**)

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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  
SEED INFORMATION AND PLANTING STOCK FORM**

*Seeds:*

Please complete this form for all seed that you are purchasing for the upcoming season:

What percentage of the crop seed you are using is organic? \_\_\_\_\_

What percentage of the crop seed you are using is non-organic and untreated? \_\_\_\_\_

List the reasons why you are purchasing non-organic untreated crop seed? (Availability, Poor Germination of Organic Seed, etc.)

What additional steps are you taking to find organic seed?

List all of the suppliers you plan on purchasing organic or untreated seed from this year.

List all the additional suppliers you checked for organic seed and the method you used for checking (example: Catalog, Internet, Phone).

What percentage of the cover crop seed you are using is organic? \_\_\_\_\_

## **SEED INFORMATION AND PLANTING STOCK FORM Page 2**

List the reasons why you are purchasing non-organic untreated cover crop seed? (Availability, Poor Germination of Organic Seed, etc.)

What additional steps are you taking to find organic cover crop seed?

Are you using any pelletized seed? If yes, list the source of the seed. Does the seed coating meet the requirements of the standards?

Are you using any treated or GMO seed? If so, list the varieties of seed and where you will be growing the crop.

Are you using any seed inoculant? If so, have you verified that the inoculant does not come from a GMO source? Inoculants on the NOFA/Mass Bulk Order do not have to be verified. List the inoculants below and whether you have verified them or not.



## SEED INFORMATION AND PLANTING STOCK FORM Page 4

### *Planting Stock*

Check off all of the Annual Planting Stock you are using this year

Garlic \_\_\_\_\_ Onion Plants \_\_\_\_\_ Onion Sets \_\_\_\_\_

Potatoes \_\_\_\_\_ Shallots \_\_\_\_\_

Sweet Potatoes \_\_\_\_\_ Strawberries \_\_\_\_\_  
(Planted in September, harvested the following June)

Is all of this planting stock certified organic? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered No, complete the following.

List all planting stock that is non-organic, the quantity purchased, the variety, and the source.

What other sources did you check for organic planting stock before buying non-organic planting stock?  
Please list the companies that you checked for organic planting stock.

List your reasons for purchasing non-organic planting stock. Acceptable reasons include: appropriate form, quantity, or quality not available. Non-organic planting stock may not be substituted for organic planting stock because of price differences.

List all Perennial Planting Stock that you are purchasing this year – fruit or nut trees, berry plants, grapes, etc. Note: This planting stock does not have to be from an organic source. You may use non-organic perennial planting stock; however, the planting stock must be organically managed for 1 year before an organic crop may be harvested from it or the planting stock sold as organic.

**BAYSTATE ORGANIC CERTIFIERS  
FIELD or GREENHOUSE AFFIDAVIT SHEET**

Please fill out this form or multiple forms for all fields or greenhouses 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 field(s) or greenhouse(s) for that year. If you managed the fields or greenhouses in each of the preceding years then you should sign the form for each year. All substances used as inputs on the field(s) or greenhouse(s) in the past 3 years must be listed on the Field History Form(s) or Greenhouse History Form(s). You may substitute letters from past managers or other documentation in place of having past field managers sign this form as long as your documentation contains the same information as this form. In addition, please attach proof that the field(s) or greenhouse(s) 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, etc. If you cannot prove that the field(s) or greenhouse(s) 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 can be certified as organic.

Field or Greenhouse ID(s) \_\_\_\_\_

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

Name of Manager 2012 \_\_\_\_\_

I attest that the substances listed as inputs on the Field or Greenhouse History Form for 2012 were the only substances applied to that field(s) or greenhouse(s) in that year, and that no substance prohibited by the National Organic Program was applied in 2012.

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

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

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

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

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\_\_\_\_\_  
\_\_\_\_\_

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

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

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