

**BAYSTATE ORGANIC CERTIFIERS**  
**Organic Handler Plan for On Farm and Small Scale Processing**

**This form can only be used for on farm processing operations or small scale processing operations shipping product in the United States. If you do not qualify in one of the following categories, you must submit a standard Organic Handler Plan. If you are shipping product to Canada you must submit a standard Handler Plan.**

- \_\_\_\_\_ I am a farmer applying for certification of an on farm handling operation.
- \_\_\_\_\_ I am a processing operation that grosses less than \$20000 annually, and does not plan on grossing more than \$20000 annually for the foreseeable future.
- \_\_\_\_\_ I am a processor that is certifying a single ingredient product that is being repackaged.

**GENERAL INFORMATION**

When filling out this form, please include enough information so that someone who is unfamiliar with your farm will be able to get a sense of your processing operation. If you need more space when answering any of the following questions, please attach additional paper or use the back of the form. Please write clearly and use a pen or pencil that will copy well. Thank you.

Name of Certified Operation: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Address and Name of processing facility (if different)

Has certification ever been denied, suspended, or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, describe the circumstances

List any food, health, or related certifications you have from the state, town, county, or your local board of health.

**LABELING AND PRODUCT COMPOSITION**

List all products labeled as 100% Organic (All ingredients are certified 100% Organic including processing aids)

Name of Product	Organic Ingredients Identified in Information Panel (Y/N)	Certifying Agent Name Identified on Label (Y/N)	Are you Using the USDA Seal on your label (Y/N)	Are you using the Baystate Logo on your label (Y/N)

Operation Name:

List all products labeled as Organic (At least 95% certified organic ingredients)

Name of Product	Organic Ingredients Identified in Information Panel (Y/N)	Certifying Agent Name Identified on Label (Y/N)	Are you Using the USDA Seal on your label (Y/N)	Are you using the Baystate Logo on your label (Y/N)

For products labeled as organic, list all products which contain non-organic agricultural ingredients.

If you have listed any products that contain non-organic agricultural ingredients, what attempts have you made to source organic agricultural ingredients?

Do any products labeled as “organic” show the percentage of the organic ingredients on the label?

Yes \_\_\_\_\_ No \_\_\_\_\_

List all products labeled as “Made with Organic” (specified ingredients or food groups) at least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed.

Name of Product	How many ingredients or food groups are listed on the label?	List each ingredient of food group shown on the principal display panel?	Organic ingredients identified on the information panel? (Y/N)	Certifying agent’s name identified on the label? (Y/N)	Baystate Organic logo on label? (Y/N)

Do any products labeled as “made with organic” show the percentage of the organic ingredients on the label?

Yes \_\_\_\_\_ No \_\_\_\_\_

Operation Name:

List all products with less than 70% organic ingredients that you produce.

Water

Describe how water is used in your processing operation.

None Used \_\_\_\_\_

List all ways that water is used (cooking, cleaning surfaces, cleaning produce, as an ingredient, processing aid, cooling, etc.)

What is the source of your water?

Do you filter your water or treat it in any way? Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, describe the filtration or treatment method.

**ASSURANCE OF ORGANIC INTEGRITY:**

Are ingredient or product samples retained?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, describe what is retained and for how long.

How would you recall product if there was a problem with your certified product or an ingredient?

List all of the equipment used in your organic processing

Describe how this equipment is cleaned prior to beginning organic production. Please list by brand name the cleaners and sanitizers you use in cleaning the equipment.

Do you document when organic cleaning is completed?

Operation Name:

Do you purge any equipment prior to beginning organic production? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe the purge process.

Describe any cleaning you do to the storage area for organic ingredients, your production area, or any other areas used for organic production. List all cleaning and sanitizing products you use.

How are organic products packaged?

Where do you store organic ingredients?

Where do you store finished products?

Where do you purchase organic ingredients? Do you have proof that all organic ingredients are certified to the National Organic Standards? Submit copies of proof that all organic ingredients are certified to the National Organic Standards.

How do you transport finished product? Is there any possibility that finished product can be contaminated during transport?

Operation Name:

What pest problems, if any, do you have in the organic processing area?

List all pest control practices you follow in the organic processing area? Include passive measures, and all passive devices like glue boards, pheromone traps, and bait stations. If you are using bait station, list the brand name of the bait used in the bait station.

List all pest control substances you have used in the processing area in the past 12 months, as well as all substances you plan on using in the future.

Do you keep records of the pest control substances you apply to the processing area?

The National Organic Standards require that your records be auditable, and be able to trace the production of your product from harvest or purchase of ingredients through shipment of finished product. List all of the records you are keeping for your processing operation, and give a brief description of any changes you are planning to make in order to comply with the standards.

Operation Name:

Records (cont.)

How long do you keep records? The standards require that records be kept for 5 years.

**AFFIRMATION STATEMENT:**

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that my farm may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by Baystate Organic Certifiers.

Signature of Owner/Manager: \_\_\_\_\_

Date: \_\_\_\_\_