

Organic Handling Plan

Please fill out this questionnaire if you are requesting organic handling certification. Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.

SECTION 1: General Information			NOP Rule 205.201 and 205.401	
Applicant/company name:			Organic certification number:	
Owner:		Primary contact person:		
Address:				
City:	State/province:	Postal/zip code:	Primary Contact's Office Number:	
Primary Contact's Cell Number:		Primary Contact's Email Address:		Company Website:
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)				
Year company began	Number of employees	Name of person overseeing organic production		Government permits/licenses
Do you have a copy of the Baystate Program Manual or a copy of the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What general categories of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i>				
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon Fill out Direction Sheet and attach to this application.				
Type of processing/handling operation, e.g. grain cleaning, canning, freezing		Is your operation a: <input type="checkbox"/> Primary, or <input type="checkbox"/> Contract vendor		Estimated annual total production % organic % nonorganic
If you use CO-PACKERS OR CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:				
NAME OF CO-PACKER OR CONTRACT VENDOR	ADDRESS	PHONE NO.		CERTIFIED BY
List or attach a list stating the general categories of nonorganic products produced by your company.				

The Organic Standards have 4 categories of products which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in or on products labeled "organic" or "made with..."

The Organic Standards have specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal. Use of the USDA or Baystate Organic Certifiers seal is voluntary and not required by the NOP.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes. ☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	IS BAYSTATE IDENTIFIED ON LABEL? (YES OR NO)	IS THE USDA SEAL ON LABEL? (YES OR NO)	IS THE BAYSTATE SEAL ON LABEL? (YES OR NO)

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes. ☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	IS BAYSTATE IDENTIFIED ON LABEL? (YES OR NO)	IS THE USDA SEAL ON LABEL? (YES OR NO)	IS BAYSTATE SEAL ON LABEL? (YES OR NO)

SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC" (continued)

Are any nonorganic agricultural ingredients used in products labeled as "Organic"? ☐ Yes ☐ No

If yes, list all organic products which contain nonorganic agricultural ingredients.

If yes, are all of these ingredients listed in section 205.606 of the standards? ☐ Yes ☐ No

For all non-organic agricultural ingredients listed in section 205.606 of the standards, you must try and source this ingredient organically. Only if you cannot find the ingredient organically in the form you need can you use a non-organic form of the ingredient. You must submit a list to Baystate of all of the sources you checked for the organic ingredient, the results of your search, and the contact information for the source.

For every non-organic agricultural ingredient I am using I have attached proof that I searched for the ingredient organically.

☐ Yes ☐ No ☐ N/A

Do any products labeled "organic" show the percentage of organic ingredients on the label? ☐ Yes ☐ No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? ☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number? ☐ Yes ☐ No

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))" (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed, see Section 205.304 of the standards)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

☐ None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE ON THE PRINCIPAL DISPLAY PANEL?	LIST EACH INGREDIENT OR FOOD GROUP ¹ SHOWN ON THE PRINCIPAL DISPLAY PANEL	ARE ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL? (YES OR NO)	IS BAYSTATE IDENTIFIED ON LABEL? (YES OR NO)	IS THE BAYSTATE SEAL ON THE LABEL? (YES OR NO)

Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel? ☐ Yes ☐ No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Do any products labeled "made with organic ingredients" show the percentage of organic ingredients in the product? ☐ Yes ☐ No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? ☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number? ☐ Yes ☐ No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients.

☐ None

¹ Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

SECTION 2: Labeling and Product Composition (continued)**E. BY-PRODUCTS**

Will any by-products from certified organic products be sold as certified organic? ☐ Yes ☐ No ☐ Not applicable

If yes, list all organic products manufactured from by-products.

Attach an Organic Product Profile sheet for each by-product.

F. WATER

Check ways water is used in processing: ☐ None used

☐ ingredient ☐ processing aid ☐ cooking ☐ cooling ☐ product transport ☐ cleaning organic products
☐ cleaning equipment ☐ other (specify)

Source of water: ☐ municipal ☐ on-site well ☐ other, specify

Does the water meet the Safe Drinking Water Act? ☐ Yes ☐ No

Attach copy of water test, if applicable. No water test required for municipal water sources.

What on-site water treatment processes are used? ☐ None

Is steam used in the processing or packaging of organic products? ☐ Yes ☐ No

If yes, describe how steam is used.

If steam has direct contact with organic products, do you use: ☐ No direct contact

☐ steam filters ☐ condensate traps ☐ testing of condensate ☐ testing of finished products
☐ other (specify)

List products used as boiler additives. ☐ No boiler additives used

Attach MSDS and/or label information for boiler additives, if applicable.

Do you monitor water quality? ☐ Yes ☐ No If Yes, describe how:

If Yes, how often do you conduct water quality monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed

☐ other (specify)

SECTION 3: Assurance of Organic Integrity**NOP Rule 205.201(a), 205.270 and 205.272**

The Organic Standards require that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

Attach a complete written process flow description that shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified. The process flow description must describe what occurs at each step of the production process, the frequency of each activity (every production run, daily, hourly, weekly, monthly, etc.), and any records kept during the production process.

I have submitted a written Process Flow Description for my organic production. ☐ Yes ☐ No

B. ORGANIC INTEGRITY

Do you have an organic integrity plan in place to address areas of potential commingling of organic and non-organic ingredients and/or contamination of organic ingredients by prohibited substances? ☐ Yes ☐ No

If yes, have you submitted a copy of your organic integrity plan? ☐ Yes ☐ No

If no, when will that plan be implemented?

SECTION 3: Assurance of Organic Integrity (continued)

C. MONITORING - Section 205.201(a)(3) of the National Organic Standards requires a description of the monitoring practices and procedures to be performed, including the frequency with which they will be performed, to verify that the Organic Handling Plan is effectively implemented. For processing and handling operations this section of the standards requires you to describe the quality assurance steps you are taking to verify that the procedures and practices described in your Organic Handler Plan and in the documents listed above are being followed and implemented.

Do you have a Quality Assurance program in place? ☐ Yes ☐ No

If yes, what program do you use? ☐ ISO ☐ HACCP ☐ TQM ☐ other (specify)

Are any outside quality assessment services used (e.g. AIB)? ☐ Yes ☐ No

If yes, name of company

Do you arrange for any ingredient testing for pesticide residues or GMOs? ☐ Yes ☐ No

If yes, include test results with your application.

In your products to be certified, if you use non-organic ingredients, how do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

☐ GE testing ☐ letters from manufacturers ☐ other (specify)

Are ingredient samples retained? ☐ Yes ☐ No

If yes, how long?

Are finished product samples retained? ☐ Yes ☐ No If yes, how long?

Do you have a product recall system in place? ☐ Yes ☐ No

Describe the last product recall you performed.

How do you monitor the implementation of your organic system Plan?

Check off all that apply. You must record the frequency of your monitoring.

☐ Updating of certification certificates for organic ingredients ☐ Annually ☐ other (specify)

☐ Updating compliance documentation for non-organic ingredients ☐ Annually ☐ other (specify)

☐ Updating of Organic Handling Plan and Profiles ☐ Annually ☐ other (specify)

☐ Periodic Inventory ☐ Annual ☐ Twice a year ☐ Monthly ☐ other (specify)

☐ Pest control monitoring internal ☐ Daily ☐ Weekly ☐ Monthly ☐ other (specify)

Do you keep records of your internal pest control monitoring? ☐ Yes ☐ No

☐ Pest control monitoring by outside contractor ☐ Daily ☐ Weekly ☐ Monthly ☐ other (specify)

Do you have records of the activities of your pest control contractor? ☐ Yes ☐ No

☐ Auditing your own recordkeeping ☐ Annually ☐ Monthly ☐ other (specify)

Do you keep records of your internal audits? ☐ Yes ☐ No

☐ QA or supervisory checks on procedures ☐ Daily ☐ Weekly ☐ Monthly ☐ other (specify)

Do you keep records of QA Supervisory Checks? ☐ Yes ☐ No

☐ Mock Product Recalls ☐ Annually ☐ Monthly ☐ other (specify)

Do you keep records of your mock product recalls?: ☐ Yes ☐ No

☐ Verification of sanitizer concentrations ☐ Daily ☐ Weekly ☐ Monthly ☐ other (specify)

Do you keep sanitizer concentration records? ☐ Yes ☐ No

☐ Other ☐ Annually ☐ Monthly ☐ other (specify)

Describe records being kept:

SECTION 3: Assurance of Organic Integrity (continued)**D. EQUIPMENT**

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	IS EQUIPMENT CLEANED PRIOR TO ORGANIC PRODUCTION? (YES OR NO)	IS CLEANING DOCUMENTED? (YES OR NO)	IS THE EQUIPMENT PURGED PRIOR TO ORGANIC PRODUCTION? (YES OR NO)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- ☐ sweeping ☐ scraping ☐ vacuuming ☐ compressed air ☐ manual washing ☐ clean in place (CIP)
☐ steam cleaning ☐ sanitizing ☐ other (specify)

Describe the cleaning and sanitizing process you use before processing *organic* products, include a list of all cleaning and sanitizing products you use on food contact surfaces. Note if your sanitation plan does not list the specific sanitizers and cleaners you are using you must list them below.

- ☐ I have submitted a separate Organic Sanitation Plan.

Describe the cleaning and sanitizing process you use before processing *non-organic* products, include a list of all cleaning and sanitizing products you use on food contact surfaces. Note if your sanitation plan does not list the specific sanitizers and cleaners you are using you must list them below.

- ☐ I have submitted a separate Sanitation Plan.

Are all surfaces which contact organic products food grade? ☐ Yes ☐ No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues? ☐ Yes ☐ No

Where are cleaning/sanitizing materials stored?

How do you prevent contamination of organic product by stored cleaners/sanitizers

SECTION 3: Assurance of Organic Integrity (continued)**F. PACKAGING**

Check types of packaging material used: ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil
☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in the packaging storage area or have any packaging materials been exposed to fungicides, preservatives, or fumigants? ☐ Yes ☐ No

If yes, describe use and list specific products.

Are packaging materials reused? ☐ Yes ☐ No

If yes, describe how reusable packaging materials are cleaned prior to use.

G. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage - Dry				
Ingredient storage - Frozen				
Ingredient storage - Refrig				
Packaging material storage				
Finished product storage				
Off-site storage*				
Other (specify)				

*If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.

H. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming: *How is organic integrity maintained for inbound shipments of ingredients?*

In what forms are incoming ingredients received?

☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ metal drums ☐ cardboard drums ☐ paper bags
☐ foil bags ☐ other (specify)

Are all incoming organic ingredients packaged so they can't be contaminated in shipping? ☐ Yes ☐ No ☐ N/A

Are bulk shipments of organic ingredients palletized on their own pallets or shipped on their own trucks or in their own bulk containers? ☐ Yes ☐ No ☐ N/A

Do you maintain a receiving record that shows that all organic ingredients were received in good condition and were not damaged or contaminated in shipment? ☐ Yes ☐ No

Do you arrange incoming ingredient transport? ☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements? ☐ Yes ☐ No

Are transport units used to carry nonorganic ingredients or prohibited substances? ☐ Yes ☐ No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? ☐ Yes ☐ No

Are organic ingredients shipped at the same time as nonorganic in the same transport units? ☐ Yes ☐ No

If yes, check all steps taken to segregate organic products:

☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers
☐ other (specify)

SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)

In-Process: *This section refers to the transport of organic ingredients and products on your production floor or in and out of storage areas.*

How are in-process products moved around your facility?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? ☐ Yes ☐ No

Outgoing Finished Product:

In what form are finished products shipped?

☐ dry bulk ☐ liquid bulk ☐ shrink wrapped pallets ☐ other (specify)

Are all outgoing products shipped in packaging and packed in cases so that the finished products cannot be contaminated or commingled during shipment? ☐ Yes ☐ No

If you answered yes to this question you may mark all of the other questions in this section (below) as not applicable.

How are outgoing products transported?

Do you arrange outgoing product transport? ☐ Yes ☐ No ☐ N/A

If you use transport companies, have they been notified of organic handling requirements? ☐ Yes ☐ No

Are transport units used to carry nonorganic products or prohibited materials? ☐ Yes ☐ No ☐ N/A

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? ☐ Yes ☐ No

Are organic products shipped at the same time as nonorganic in the same transport units? ☐ Yes ☐ No ☐ N/A

If yes, check steps taken to segregate organic products:

☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers ☐ other (specify)

SECTION 4: Pest Management

NOP Rule 205.271

The Organic standards require management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided Baystate Organic Certifiers approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

What type of pest management system do you use?

☐ in-house: name of responsible person
☐ contract pest control service: name, address, phone number

Check all pest problems you generally have:

☐ flying insects ☐ crawling insects ☐ rats ☐ mice ☐ spiders ☐ birds ☐ other (specify)

Check all pest management practices you use:

☐ good sanitation ☐ removal of exterior habitat/food sources ☐ clean up spilled product ☐ exclusion
☐ sealed doors and/or windows ☐ repair of holes, cracks, etc. ☐ screened windows, vents, etc.
☐ physical barriers ☐ sheet metal on sides of building exterior ☐ mowing ☐ air curtains ☐ air showers
☐ positive air pressure in facility ☐ monitoring ☐ incoming ingredient inspection for pests
☐ inspection zones around interior perimeter ☐ ultrasound/light devices ☐ release of beneficials ☐ sticky traps
☐ electrocutors ☐ pheromone traps ☐ mechanical traps ☐ scare eye balloons ☐ freezing treatments
☐ heat treatments ☐ vacuum treatments ☐ carbon dioxide ☐ nitrogen ☐ vitamin baits ☐ pyrethrum
☐ ryania ☐ rotenone ☐ boric acid ☐ disodium octal tetrahydrate ☐ diatomaceous earth
☐ precipitated silica ☐ fumigation ☐ fogging ☐ crack and crevice spray ☐ other (specify)

SECTION 4: Pest Management (continued)

Check all aspects of your waste management system that apply:

- ☐ on-site dumpster ☐ material recycling ☐ daily pick-up of waste ☐ composting ☐ field application of waste
☐ other (specify)

Does your waste management system provide habitat and/or food sources for pests? ☐ Yes ☐ No

If yes, please describe.

Pesticide use information inside your facility for the last 12 months:

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are records kept of all pesticide applications? ☐ Yes ☐ No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List? ☐ Yes ☐ No

If yes, did you contact the certifying agent for prior approval before using? ☐ Yes ☐ No

If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above? ☐ Yes ☐ No

If yes, list substances intended for use:

SECTION 5: Record Keeping**NOP Rule 205.103**

The Organic Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?**Incoming:**

- ☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ Customs forms ☐ scale tickets
- ☐ quality test results ☐ Certificates of Analysis ☐ Transaction Certificates
- ☐ copies of Certificates of Organic Operation ☐ verification of non-GMO ingredients
- ☐ verification of ingredients produced not using sewage sludge
- ☐ verification of ingredients produced/handled without ionizing radiation
- ☐ documentation that organic ingredients are not commercially available, when using nonorganic ingredients in products labeled as "organic"
- ☐ receiving records ☐ other (specify)

In-Process:

- ☐ ingredient inspection forms ☐ blending reports ☐ production reports/batch sheet ☐ equipment clean-out logs
- ☐ sanitation logs ☐ packaging reports ☐ QA reports ☐ production summary records (12 mos.)
- ☐ other (specify)

Storage:

- ☐ ingredient inventory reports ☐ finished product inventory reports ☐ other (specify)

Outgoing:

- ☐ shipping log ☐ transport unit inspection/cleaning forms ☐ bills of lading ☐ scale tickets ☐ purchase orders
- ☐ sales orders ☐ sales invoices ☐ phytosanitary certificates ☐ export declaration forms
- ☐ Transaction Certificates ☐ copies of Certificates of Organic Operation ☐ shipping summary log
- ☐ sales summary log ☐ audit control register ☐ complaint log ☐ other (specify)

Describe your lot numbering system.

Can your record keeping system track the finished product back to all ingredients? ☐ Yes ☐ No

Can your record keeping system balance organic ingredients in and organic products out? ☐ Yes ☐ No

How long do you keep your records? (The National Organic Standards require that records be kept for 5 years.)

SECTION 6 : Certification Status, and Canadian Equivalency

List previous years certified organic and name of certifying agent.

List current organic certification by other agents.

Has organic certification ever been denied, suspended, or revoked? ☐ Yes ☐ No**If yes, describe the circumstances and attach a list of all noncompliances noted by the certifying agent issuing the denial, and corrective actions you took to address the noncompliances.**I have attached noncompliances and corrective actions: ☐Not applicable: ☐**If you were ever certified by another certifying agency, or are certified by another agency, submit any noncompliances cited by your previous certifying agent and corrective actions you took to fix the noncompliances. Also, submit a copy of your last certification certificate and last post inspection letter from your certifying agent.**I have attached noncompliances and corrective actions. ☐I have attached current certification certificate, and last post inspection letter. ☐**Do you plan on shipping any of your finished organic products to Canada?** ☐ Yes ☐ No

If yes, do you have proof that all of the USDA/NOP compliant organic agricultural ingredients have been produced without the use of Sodium (chilean) nitrate, and have not been produced hydroponically, and that all livestock products have been produced according to the terms of the US-Canada Organic Equivalency Agreement?

☐ Yes ☐ No**If you ship to Canada, does the shipping documentation accompanying shipments to Canada include the statement "Certified to the terms of the US-Canada Organic Equivalency Agreement"?** ☐ Yes ☐ No**Explain any special circumstances:**

I affirm that all statements made in this application are true and correct. I understand that my facility may be subject to inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of my application for organic certification in no way implies granting of certification by Baystate Organic Certifiers. I agree to provide further information as required by Baystate Organic Certifiers.

Furthermore, I agree to abide by the following general requirements for certification as specified in section 205.400 of the National Organic Standards. A person seeking to receive or maintain organic certification must:

1. Comply with the Organic Food Productions Act and all applicable regulations specified in the National Organic Standards and with all Baystate Organic Certifiers certification requirements as outlined in the Baystate Organic Certifiers Program Manual.
2. Establish, implement, and update annually an organic production or handling system plan that is submitted to Baystate Organic Certifiers.
3. Permit on-site inspections by Baystate Organic Certifiers with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices.
4. Maintain all records applicable to the organic operation for not less than 5 years beyond their creation and allow authorized representatives of the Secretary of Agriculture, and Baystate Organic Certifiers access to such records during normal business hours for review and copying to determine compliance with the Organic Food Productions Act and all applicable regulations specified in the National Organic Standards.
5. Submit applicable fees according to the Baystate Organic Certifiers' Fee Schedule.
6. Immediately notify Baystate Organic Certifiers concerning any:
Application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation; and
Notify Baystate of any change in a certified operation or any portion of a certified operation that may affect its compliance with the Act and the regulations in this part.
7. Submit all labels used to market organic produce, meat, or products to Baystate Organic Certifiers for review and approval prior to using these labels to market the produce, meat, or products.

Signature of Owner/Manager _____

Date _____

☐ I have made copies of this Organic Handling Plan and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

Baystate Organic Certifiers

c/o Don Franczyk

1220 Cedarwood Circle

N. Dighton, MA 02764

