

Baystate Organic Certifiers

Cranberry Grower Application Checklist for New Applicants

Please note: all forms and documents must be completed in full and submitted to Baystate in order for your application to be reviewed, inspected, and a certification decision made. Incomplete applications will be placed on hold until missing documents are submitted. Call or email Baystate if you have any questions about the application forms.

Step 1: Fill out the Grower Application Forms

- _____ Fill out all pages of the Organic Cranberry Plan
- _____ Sign and date the Affirmation Section of the Organic Cranberry Plan on the last page.
- _____ Fill out the Field/Greenhouse History Affidavit for every bog you want to certify.

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 bogs. If you can, submit FSA or Google Earth satellite maps of your farm operation.
- _____ Submit detailed maps for each bog 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 product as organic.
- _____ 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 (if any), fertilizer, pest, and disease control applications to bogs, harvest records by bog, 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.
- _____ Submit a copy of a water test for untested water you will use for irrigation, flooding, 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.
- _____ Submit any additional information that you believe will aid the inspector or the certification committee in evaluating your operation.

Step 3: The Fee Worksheet

- _____ Complete the enclosed Fee Worksheet. Make sure you pay the \$150 New Operation Fee and the Certification Fee for this year.
- _____ Enclose a check for your Certification Fee and New Operation Fee made payable to Massachusetts Independent Certification or to Baystate Organic Certifiers.

(over)

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.

If you want to be certified as an on farm processor you must fill out the:

_____ Handler Plan - For cranberry operations, your own personal sorting line does not need to be certified as long as you are only cleaning your own berries. If you clean berries for other growers, or If you market frozen or dried organic cranberries, or produce any cranberry products (like chocolate covered cranberries) then you need to be certified as an organic handler. Please fill out the Organic Handler Plan for On Farm Processing. This form has not been included with this packet. It may be downloaded from our website, or call our office to obtain a copy.

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 Value of organic products from the last 12 months: _____

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

FEE CALCULATION

Step 1: Use the Fee Schedule to calculate your annual certification fee based on the Estimated Gross Value of Organic Products for the next 12 months.
Note: You must pay the Certification Fee not the Fee after Cost
Share Reimbursement..... _____

Step 2: New Farm Fee (for farms not certified in previous years.) 150.00

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 organic certification application packet. Enter \$0

_____ I am only submitting the original of my organic certification application packet and paying Baystate to make a copy. Enter \$30

Step 3 Total _____

TOTAL (add Steps 1, 2 and 3)

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**)

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
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

I verify that the above information is true and accurate.

Signature of Neighbor

Date Signed