

**Baystate Organic Certifiers  
Organic Maple Plan Checklist New Applicants**

**Step 1: Fill out the Application Forms**

- \_\_\_\_\_ Fill out the Organic Maple Plan. Sign and date the Affirmation Section on the last page.
- \_\_\_\_\_ Fill out the Field/Greenhouse Affidavit Sheet for the different stands you are tapping. If you did not manage a stand in the past 3 years, then the manager or property owner for that stand for that year must sign the affidavit.
- \_\_\_\_\_ For any additional value-added products other than syrup, complete a Single Ingredient Product Profile listing all single-ingredient products produced. Complete an Organic Product Profile for each multi-ingredient product. Make as many copies of the profile as you need.
- \_\_\_\_\_ For each organic multi-ingredient product submit a formula or recipe for the product so Baystate can verify your ingredient calculations. Your formula will be kept confidential.

**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 stands you are tapping. If the stands are in different locations, then you can submit separate maps. Submit a layout map of your indoor facilities showing rooms and locations of equipment and storage.
- \_\_\_\_\_ Submit proof of certification for all organic ingredients that you are using. For any non-organic ingredients you are using, provide proof that the ingredient is not from a GMO source, not irradiated, and not produced using sewage sludge. If you are using any Natural Flavors as allowed by NOP 205.605, please submit an NOP Flavor Questionnaire for each non-organic flavoring or alternative documentation that contains the same information.
- \_\_\_\_\_ For any additional value-added products other than syrup, submit a Process Flow Description and Flowchart, showing the movement of all organic products, from receiving through production to shipping. It must show where ingredients are added and/or processing aids are used. It 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. A flow chart will not fulfill this requirement by itself as it does not describe what happens at each step of the process.
- \_\_\_\_\_ Submit samples of each label(s) you will be using to identify your product(s) as organic. You can submit these later if they are not ready at the time of application, but you have to tell us that you will be submitting them later.
- \_\_\_\_\_ Submit samples of your recordkeeping forms. We only need a page or two of each form. If you do not currently keep records, you must show what records you will maintain as a certified operation. Typical records for a maple operation include dates/#s of taps, dates/amounts of sap, syrup and valued-added products produced, cleaning records for equipment, and sales records.
- \_\_\_\_\_ Submit a copy of a water test for water you will use for producing maple syrup or cleaning Equipment. Municipal water does not need to be tested. Only a coliform test is required.
- \_\_\_\_\_ Fill out the Directions Sheet included with the application packet. The inspector will **not** be coming from our Dighton office, so do not start the directions from there.
- \_\_\_\_\_ Submit any additional information that you believe will aid Baystate in evaluating your operation.

(over)

### 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.

### Step 4: 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 Maple 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 Maple 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: \_\_\_\_\_

Directions to Inspection Site: Please give general directions to the farm or facility we will be inspecting from the nearest state or interstate highway. Please note that the inspector will not be coming from our Dighton office, so Google or other directions from the Dighton address are not helpful. You may submit directions from the nearest highway. It is helpful if you include directions coming from each common direction that someone coming to your location may be coming from. If there are multiple inspection sites please give directions to all sites.

Main Inspection Location:

1) written

2) drawn

Additional Site(s):

List all additional sites here. Attach directions to the additional sites or write them on the back of this form.

# BAYSTATE ORGANIC CERTIFIERS ABUTTER FORM

Name of Neighbor \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

**Specific Field Identification:**

| Organic field ID # | Neighbor's abutting field identification |
|--------------------|--|
|                    |  |
|                    |  |
|                    |  |
|                    |  |

**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 |
|---------------------------|-----------------------|--------------------------------|---------------------|
|                           |                       |                                |                     |
|                           |                       |                                |                     |
|                           |                       |                                |                     |
|                           |                       |                                |                     |

I verify that the above information is true and accurate.

\_\_\_\_\_  
Signature of Neighbor

\_\_\_\_\_  
Date Signed

# HISTORY AFFIDAVIT FOR NEW FIELDS, PASTURES OR IN-GROUND PRODUCTION GREENHOUSES

Farm Name: \_\_\_\_\_ Physical Address of fields listed below: \_\_\_\_\_

1. Fill out this form for each field, pasture, or in-ground production greenhouse that you are certifying for the first time. You can put multiple fields on one page, **as long as they are at the same address**. Fields at separate locations need separate forms.
2. The form must be **signed and dated** for each of the previous 3 years **by whoever managed that field or greenhouse that year**. You may substitute signed letters from past managers or other documentation as long as your documentation contains the same information as this form.
3. If you managed the field, pasture, or greenhouse in each of the past 3 years then you should sign and date the form for each year.
4. *By signing, you are attesting that these inputs were the only substances applied, and that nothing prohibited by the NOP Standards was applied.*

|                   | Planned for 2018 |  | 2017                                    |        | 2016                                    |        | 2015                                    |        |
|-------------------|------------------|--|---|--------|---|--------|---|--------|
|                   | Crops            | Inputs   | Crops                                   | Inputs | Crops                                   | Inputs | Crops                                   | Inputs |
| Field #:<br>_____ |                  | <i>Examples:<br/>manure, 5-4-3,<br/>Entrust,<br/>Pyganic, etc.</i> |   |        |   |        |   |        |
| Acres:<br>_____   |                  |  |   |        |   |        |   |        |
|                   |                  |  | Name of Manager 2017:<br>_____          |        | Name of Manager 2016:<br>_____          |        | Name of Manager 2015:<br>_____          |        |
|                   |                  |  | 2017 Manager's Signature/Date:<br>_____ |        | 2016 Manager's Signature/Date:<br>_____ |        | 2015 Manager's Signature/Date:<br>_____ |        |
| Field #:<br>_____ |                  |  |   |        |   |        |   |        |
| Acres:<br>_____   |                  |  |   |        |   |        |   |        |
|                   |                  |  | Name of Manager 2017:<br>_____          |        | Name of Manager 2016:<br>_____          |        | Name of Manager 2015:<br>_____          |        |
|                   |                  |  | 2017 Manager Signature/Date:<br>_____   |        | 2016 Manager's Signature/Date:<br>_____ |        | 2015 Manager's Signature/Date:<br>_____ |        |

| Field No.         | Planned for 2018 |        | 2017                           |        | 2016                           |        | 2015                           |        |
|-------------------|------------------|--------|--------------------------------|--------|--------------------------------|--------|--------------------------------|--------|
|                   | Crops            | Inputs | Crops                          | Inputs | Crops                          | Inputs | Crops                          | Inputs |
| Field #:<br>_____ |                  |        |                                |        |                                |        |                                |        |
| Acres:<br>_____   |                  |        | Name of Manager 2017:<br>_____ |        | Name of Manager 2016:<br>_____ |        | Name of Manager 2015:<br>_____ |        |
|                   |                  |        | 2017 Manager's Signature/Date: |        | 2016 Manager's Signature/Date: |        | 2015 Manager's Signature/Date: |        |
| Field #:<br>_____ |                  |        |                                |        |                                |        |                                |        |
| Acres:<br>_____   |                  |        | Name of Manager 2017:<br>_____ |        | Name of Manager 2016:<br>_____ |        | Name of Manager 2015:<br>_____ |        |
|                   |                  |        | 2017 Manager's Signature/Date: |        | 2016 Manager's Signature/Date: |        | 2015 Manager's Signature/Date: |        |
| Field #:<br>_____ |                  |        |                                |        |                                |        |                                |        |
| Acres:<br>_____   |                  |        | Name of Manager 2017:<br>_____ |        | Name of Manager 2016:<br>_____ |        | Name of Manager 2015:<br>_____ |        |
|                   |                  |        | 2017 Manager's Signature/Date: |        | 2016 Manager's Signature/Date: |        | 2015 Manager's Signature/Date: |        |