

## Organic Maple Plan

Please complete this questionnaire if you are requesting certification of maple or other tree sap products. Use additional sheets if needed.  
See the Application Checklist for Maple for additional information that must be submitted.

<b>SECTION 1: General Information and Products Requested For Certification</b>			NOP 205.401, 205.300-311
Farm Name		Date	Certification No.:
Owner Name(s):		Contact for Certification/Inspection, if different than owner:	
Mailing Address			
Physical Address of operation to be certified, if different than above			
Land Line:	Mobile Phone:	Fax:	
Email:		Website:	
<b>1-1.</b> Legal status: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership (Federal form 1065) <input type="checkbox"/> Other (specify):			
<b>1-2.</b> List all products requested for certification, including sap, syrup and value-added products like cream or sugar, if applicable. For each product, indicate whether it is to be labeled/represented as "Organic", "Made With Organic..." or "100% Organic".			
<b>Product Name</b>	<b>Labeled as "Organic", "Made With Organic..." or "100% Organic"?</b>		
<b>1-3.</b> List all non-organic crops or products produced at the operation, and all non-certified livestock raised at the operation.			
<b>1-4.</b> If previously certified organic, give names of agencies and year(s) certified: <input type="checkbox"/> N/A			
<b>1-5.</b> List current organic certification by other agencies: <input type="checkbox"/> N/A			
<b>1-6.</b> If you ever applied to another organic certifying agency and were denied certification, give the agency name(s) and the year(s) you were denied: <input type="checkbox"/> N/A			
<b>1-7.</b> If you've been denied certification, attach a list of all noncompliances noted by the certifier and corrective actions you've taken. <input type="checkbox"/> I have attached noncompliances and corrective actions <input type="checkbox"/> N/A			
<b>1-8.</b> If currently certified by another agency or previously certified by another agency, submit any and all outstanding noncompliances cited by your previous agency and corrective actions taken to fix the noncompliances: (attach copies of any Notices of Noncompliance, Notices of Proposed Suspension or Revocation of Certification, Notices or Suspension or Revocation of Certification with corrective actions.) If there are no noncompliances, submit a copy of your certification certificate and last post-inspection letter from your certifier. <input type="checkbox"/> Noncompliances/Corrective Actions attached <input type="checkbox"/> Current certificate attached <input type="checkbox"/> N/A			
<b>1-9.</b> Do you have a copy of the current Organic Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>1-10.</b> Do you have a copy of the current OMRI Materials List? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>1-11.</b> Do you intend to certify any other crops or any livestock this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the appropriate Farm, Crop, Poultry or Livestock Plans? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note that you must submit an Organic Farm, Crop, Poultry or Livestock Plan to certify any other crops or livestock. Contact Baystate Organic Certifiers to obtain the appropriate forms.</i>			
<b>1-12.</b> Are you certifying any on- or off-farm processing other than tree sap products? (cheese, jam, vinegars, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, have you filled out the appropriate Handling Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note that you must submit the appropriate Handling Plan to certify any organic processing/handling/trading other than maple products. Contact Baystate Organic Certifiers with your questions or to obtain the appropriate Handling Plan.</i>			
<b>1-13.</b> When are you available to contact? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
<b>1-14.</b> When are you available for the inspection? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
<b>1-15.</b> The NOP requires that Baystate Organic Certifiers perform unannounced inspections. You may choose two weekdays that you are <b>not</b> available for unannounced inspections. List them here:			



**3-8.** Is there any pressure treated lumber in contact with the soil anywhere in the areas being tapped?  Yes  No  
If yes, describe where and how the lumber is used:

**3-9.** Please describe how you maintain and improve soil and water quality on the tracts you are certifying. If there are potential erosion or water quality issues, explain how you deal with them:

**3-10.** Please describe how you maintain and improve forest health and wildlife habitat on the tracts you are certifying:

**3-11.** How do you monitor the effectiveness of your fertility, soil and water quality, forest health and wildlife habitat management?  
 soil/water testing  comparison of yields/sugar levels  visual observation  species surveys by self  
 species surveys by government or private entities  other (specify)

**3-12.** How often is the above monitoring conducted?  weekly  monthly  annually  as needed  other (specify)

**SECTION 4: Crop Management** NOP 205.205 and 205.206

**4-1.** What weed, pest (including 4-footed pests) or disease issues do you have in the areas you tap, and what methods do you use to control them?  No Issues

**4-2.** List all products used to manage tree health, weeds, pests and diseases, including brand names if applicable:  None

**4-3.** What additional management practices you use to ensure the health of the trees you tap? Include your criteria for and frequency of thinning, if applicable:

**4-4.** How do you monitor tree health, weeds, pests and diseases?  visual observation  other (specify)

**4-5.** How often is the above monitoring conducted?  weekly  monthly  annually  as needed  other (specify)

**4-6.** What date did/will you begin collecting sap this year?

**4-7.** How many gallons of syrup do you expect to make this year? Organic: \_\_\_\_\_ Non-Organic: \_\_\_\_\_

**4-8.** How many taps do you expect to put out on organic tracts this season?

**4-9.** Please complete the below table showing the size and number of taps per tree you use by Diameter Breast Height (DBH):  
*Baystate's guidance stipulates minimum 10" DBH for 1 Standard tap, 14" DBH for 2, 18" for 3. If using health taps, 24" for 4, 36" for 5*

TREE SIZE IN INCHES DBH	NUMBER OF TAPS PER TREE	SIZE OF TAPS USED

**4-10.** What is the smallest size tree you tap? *Baystate's guidance specifies tapping trees no smaller than 10" DBH*

**4-11.** If you tap trees smaller than 10" DBH, what is your rationale for doing so?  N/A



5-12. How do you clean out your tap lines at the beginning and/or end of the season?

5-13. Describe all syrup equipment cleaning not described above (Report value-added product equipment cleaning in Section 6):

5-14. List all materials used for membrane cleaning, membrane storage, descaling of pans and all other syrup equipment cleaning:

5-15. What is the source or sources of the water used to clean equipment?

5-16. If you treat the water before use in any way, describe how:  N/A

*For each onsite well or surface water source, please attach a current water test for coliform/E. coli. A water test is not needed for municipal or self-generated permeate water.*

5-17. Describe how you package organic sap or syrup for sale, including types and sizes of retail and bulk packaging used:  
*Attach a sample of each retail and non-retail label you plan to use for organic product.*

5-18. **Parallel Production.** If you also produce transitional or conventional sap or syrup, describe how you ensure no commingling with or contamination of organic product with non-organic in collection, processing and packaging:  Not Applicable

## SECTION 6: Additional Processing or Handling

NOP 205.270-272, NOP 205.300-309

6-1. Please indicate what additional processing/handling of product you wish to certify, if any (Check all that are applicable):

- I am certifying only sap/syrup, no other products, and I do not bring in sap or syrup from other producers (Skip to Section 7).
- I produce processed maple products for organic sale (candy, sugar, cream, etc.).
- I bring in sap/syrup and process or repackage it for organic sale. *Brought in sap/syrup must be from certified organic sources.*

6-2. If you bring in sap/syrup for processing/repackaging for organic sale, is it from certified organic source(s)?  Yes  No  N/A

6-3. **Map and Process Description.** *Please attach a facility layout map, and flowchart/description of the additional handling of organic products, showing each step in the process beginning from when you take ownership or possession of ingredients and products, and ending with transport/sale. Include mention of any offsite storage or handling of ingredients or products.*  Attached

6-4. **Product Composition.** *Please attach a Single-Ingredient Product Profile (SIPP) listing all single-ingredient products to be certified. Attach an Organic Product Profile (OPP) for each multi-ingredient product. Submit copies of organic certificates for suppliers of organic ingredients/processing aids, and organic compliance documentation for non-organic ingredients/processing aids.* I have attached the following:  SIPP  OPP(s)  Organic Certificate(s)  Non-Organic Compliance Documentation

6-5. If any products use non-organic agricultural ingredients, describe your efforts to find organic versions of the ingredient first, including what suppliers were contacted, when, and what the result of the inquiry was:  Not Applicable

6-6. Describe how water is used in the additional processing (ingredient, cooking, cooling, equipment cleaning, etc.):

6-7. If the water source is different than the source(s) described in Section 5, please describe additional source(s):  N/A

*Attached water test results for additional sources if applicable.*

6-8. List all equipment used in the additional processing/handling of product (List syrup equipment in Section 5):

6-9. Is this equipment also used for non-organic product?  Yes  No If Yes, is it cleaned prior to organic use?  Yes  No

6-10. Describe how equipment is cleaned. Include materials used and brand names (Report syrup equipment cleaning in Sec. 5):

6-11. If any equipment is purged with product as part of cleaning, what is done with the purged product?  Not Applicable

6-12. Describe how you package additional organic products for sale, including types and sizes of retail and bulk packaging used:

*Attach a sample of each retail and non-retail label you plan to use for organic product.*

6-13. **Parallel Production.** If you also produce transitional or conventional product, describe how you ensure no commingling with or contamination of organic product with non-organic in collection, processing and packaging:  Not Applicable

**SECTION 7: Pest Control, Storage, Transport and Marketing** NOP 205.270-272, NOP 205.300-309

7-1. Describe how you control pests inside your facilities. Include passive controls like sanitation and exclusion, and any equipment and materials used including brand names. If you use a pest control contractor, include their name, address and phone number. If applicable, include any pest control device locations on facility layout map.

7-2. Describe how and where all organic product is stored, including bulk storage and packaged storage:

7-3. Describe how organic product is transported to market/customers, including any special storage containers used for transport:

7-4. How are organic products marketed?  farmers market  wholesale  on-farm retail  internet/website  
 bulk to processor  CSA/subscription service  other (specify)

7-5. Are you planning to market any organic products to Canada?  Yes  No If Yes, do you have proof that all organic agricultural ingredients have not been produced with the use of sodium (Chilean) nitrate or hydroponics?  Yes  No

7-6. If you plan to ship organic product to Canada, does the documentation accompanying organic shipments to Canada include the statement "Certified to the terms of the US-Canada Organic Equivalency Agreement"?  Yes  No  
*If planning to market retail-packaged organic product wholesale into Canada, please submit samples of bilingual labels to be used.*

7-7. **Parallel Production.** If you also produce any transitional or conventional products, describe how you ensure no commingling with or contamination of organic product with non-organic in storage, transport and sale:  Not Applicable

**SECTION 8: Monitoring and Record Keeping**

NOP 205.103

*NOP 205.103 requires that records show all activities and transactions, and demonstrate compliance with NOP Rule. Organic products must be traceable to the location they were produced/harvested. All records must be accessible to the inspector.*

**8-1.** How do you monitor the implementation of your Organic System Plan, and how often? (I.e., how do you make sure things are going the way they're supposed to? "Monitoring" in organics is aka Quality Assurance or Quality Control). Check all that apply. *All monitoring is required to be recorded.*

- Updating of certification certificates for organic ingredients  Annually  other (specify)
- Updating compliance documentation for non-organic ingredients  Annually  other (specify)
- Updating of Organic Maple Plan and Product Profiles  Annually  other (specify)
- Periodic Inventory  Annually  Twice a year  Monthly  other (specify)      Records kept?  Yes  No
- Pest control internal  Daily  Weekly  Monthly  other (specify)      Records kept?  Yes  No
- Pest control outside contractor  Daily  Weekly  Monthly  other (specify)      Records kept?  Yes  No
- Auditing your own recordkeeping  Annually  Monthly  other (specify)      Audit records kept?  Yes  No
- QA/QC/Supervisory checks  Daily  Weekly  Monthly  other (specify)      Records Kept?  Yes  No
- Mock Product Recalls  Annually  Monthly  other (specify)      Records Kept?  Yes  No
- Other (specify)  Annually  Monthly  other (specify)      Records Kept?  Yes  No

**8-2.** Which of the following records do you keep for organic production?

- Tract Maps  Purchase Receipts for Materials  Fertilizer Use  Weed, Pest & Disease Control  Stand Management
- Monitoring (Fertility)  Monitoring of Soil, Water, Forestry/Habitat  Monitoring of Tree Health, Weeds, Pests, Diseases
- Tapping  Sap Collection  Boiling  Packing  Transport  Sales  Equipment Clean  Facility Pest Control
- Value-Added Product Production  Receipts/Organic Certificates for Brought-In Organic Product
- Other (please specify)

**8-3.** How long do you keep your records? Check one of the following: *The Standards require 5 years*

- 1 year  2 years  3 years  4 years  5 years  Other (specify):

**8-4.** List all records you keep for **non-organic** production, if applicable:  Not Applicable

- Tract Maps  Purchase Receipts for Materials  Fertilizer Use  Weed, Pest & Disease Control
- Tapping  Sap Collection  Boiling  Packing  Transport  Sales  Equipment Clean  Facility Pest Control
- Receipts for Brought-In Organic Product  Value-Added Product Production  Other (please specify)

## SECTION 9: Affirmation

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed tracts during the three-year period prior to projected organic harvest. I understand that my operation 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 Worksheet.
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 Operator \_\_\_\_\_

Date \_\_\_\_\_

I have made copies of this questionnaire and other supporting documents for my own records, or maintain digital records.

**Submit completed form, fees, and supporting documents to:**

**Baystate Organic Certifiers**

**c/o Don Franczyk**

**1220 Cedarwood Circle**

**N. Dighton, MA 0276**