

Baystate Organic Certifiers

Poultry Application Checklist for New Applicants

This checklist and the Organic Poultry Plan may only be used to certify organic poultry operations: Chickens (laying hens, broilers, capons), Turkeys, Ducks, Geese, etc. If you want to certify any additional livestock with the poultry, contact our office to get the other forms you will need.

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

Step 1: Complete the Poultry Application Forms

- _____ Complete all pages of the Organic Poultry Plan
- _____ Sign and date the Affirmation Section of the Organic Poultry Plan on the last page.

Step 2: Provide Other Information

- _____ Complete a History Affidavit for all of the fields that you are requesting certification for, or for the outdoor access area you will be maintaining for your poultry. Attach any documentation that you have that the pasture or outdoor access area that your poultry have access to has been managed organically.
- _____ Submit an overall farm map for your livestock operation and individual maps of your pastures and/or outdoor access areas. On the maps, please denote buffer areas between your organic operation and any neighboring operation. If possible, submit USDA/FSA aerial maps for your operation.
- _____ Submit samples of your recordkeeping forms. Please submit records that detail your entire operation. Records may include but are not limited to health, feed, egg or meat production, and flock records. They may also include input records for your pastures. Your records must include documentation showing when your poultry is allowed outside. A sample Outdoor Access form is posted on our website and can be obtained by calling or emailing our office.
- _____ Submit copies of organic certificates of all purchased feed or feed supplements. If you purchase blended feeds, include an analysis tag from each bag of feed – this is the tag that lists the ingredients in the feed and the guaranteed analysis of the feed.
- _____ Submit samples of any labels you will be using to identify your product as organic (if applicable).
- _____ Submit a copy of a water test for untested water you will use for irrigation, livestock, or product packing. Municipal water does not need to be tested. Only a coliform test is required.
- _____ Submit an updated and complete list of all medications and/or livestock products used on/in your poultry.

(over)

Only complete Step 2 if you are only certifying poultry and nothing else. If you are certifying crops or other livestock skip to Step 3.

Step 2: Complete the Fee Worksheet and Other Forms

_____ Complete the Directions Sheet included with the application packet. Do not include Mapquest or other Internet directions as the inspector will not be coming from our Dighton office.

_____ Complete the enclosed Fee Worksheet. Make sure to include the \$150 new operation fee.

_____ Enclose a check for your certification fee made payable to Massachusetts Independent Certification or payable to Baystate Organic Certifiers

Step 3: Mailing the Application Packet

_____ Make 2 copies of the Organic Dairy Crop Plan, Dairy Livestock Plan, and all attachments. File one copy of everything with your records.

_____ Mail the original forms, and one complete copy, along with your check for your certification fee to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764. Alternatively, your application may be filed electronically by email. Email all relevant documents to baystateorganic@earthlink.net. You will need to either email a PDF version of the signed affirmation page of the Poultry Plan, or mail the signed affirmation page. The check for your certification fee will have to be mailed to Baystate.

**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 Mapquest or other directions from the Dighton address are not helpful. You may submit Mapquest directions from the nearest highway. 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
SEED INFORMATION AND PLANTING STOCK FORM**

Seeds:

Please complete this form for all seed that you are purchasing for the upcoming season.

What percentage of the crop seed you are using is certified organic? _____

What percentage of the crop seed you are using is non-organic and untreated? _____

Approximately how much **cover crop** seed do you use each year? _____

What % of the **cover crop** seed you are using is certified organic? _____

Are you using any pelletized seed? If yes, list the source of the seed. Do you know if the seed coating meet the requirements of the organic standards?

Are you using any treated or GMO seed? If so, list the varieties of seed and where you will be growing the crop.

Are you using any seed inoculant? If so, have you verified that the inoculant does not come from a GMO source? Inoculants on the NOFA/Mass Bulk Order do not have to be verified. List the inoculants below and whether you have verified them or not.

List the reasons why you are purchasing non-organic untreated crop seed or cover crop seed. (Availability, Poor Germination of Organic Seed, etc.)

What additional steps are you taking to find certified organic seed?

List all of the suppliers you plan on purchasing certified organic or untreated seed from this year.

List all the additional suppliers you checked for organic seed and the method you used for checking (example: Catalog, Internet, Phone).

Baystate Organic Certifiers has to check the non-organic seed you are purchasing. Select one of the following options for complying with this requirement.

Not Applicable - All of my seed is organic.

I have attached a copy of my seed records.

I will show my seed record to my inspector.

Annual Seedlings: *All annual seedlings must be from certified organic sources.*

Did you purchase or are you purchasing any organic seedlings this year? Yes No

List the type of annual seedlings you purchased, the source, the amount, whether they're certified organic and if applicable who the supplier's organic certifier is. *Note: you will have to show proof of organic certification to your inspector for any organic seedlings you purchase that are not from farms certified by Baystate.*

Planting Stock Annuals:

Annual Planting stock includes potato seed, garlic, onion sets, shallots, sweet potato slips, and strawberry planting stock that is harvested less than 12 months after planting.

I am using Annual Planting stock this year Yes No

List all annual planting stock on the following table both organic and non-organic Attach additional sheets if needed.

Type of Stock	Variety	Source	Amount	Organic? Y or N
<i>Example: Potatoes</i>	<i>Red Gold, Yukon, Russet</i>	<i>Fedco</i>	<i>50 lbs, 50 lbs, 10 lbs</i>	<i>Yes for all varieties</i>
<i>Garlic</i>				
<i>Garlic</i>				
<i>Onion Plants</i>				
<i>Onion Set</i>				
<i>Onion Sets</i>				
<i>Potatoes</i>				
<i>Potatoes</i>				
<i>Potatoes</i>				
<i>Potatoes</i>				
<i>Shallots</i>				
<i>Sweet Potatoes</i>				
<i>Sweet Potatoes</i>				
<i>Sweet Potatoes</i>				
<i>Strawberries- Annuals</i>				
<i>Other</i>				

Planting Stock Annuals (continued):

For all non-organic annual planting stock, please answer the following questions:

What other sources did you check for organic planting stock before buying non-organic planting stock?
Please list the companies that you checked for organic planting stock.

List your reasons for purchasing non-organic planting stock. Acceptable reasons include: appropriate form, quantity, or quality not available. Non-organic planting stock may not be substituted for organic planting stock because of price differences.

Planting Stock Perennials:

Perennial stock includes fruit trees, berry plants, grapes, etc. Non-organic perennial stock is required to be managed organically for 12 months prior to harvest.

I am using Perennial Planting stock this year Yes No

If you answered yes, list all perennial planting stock you are purchasing, whether it is organic or not, as well as the quantity purchased, the variety, and the source.

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

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