

## Baystate Organic Certifiers

### Grower Application Checklist 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: Complete the Grower Application Forms

- \_\_\_\_\_ Complete all pages of the Organic Farm Plan
- \_\_\_\_\_ List all crops for certification on page 1 of Organic Farm Plan or on the “Appendix A: Crops Requested for Certification” document. Please note that yield information is optional on the Appendix A.
- \_\_\_\_\_ List the fields where you plan on growing each crop on page 2 of the Organic Farm Plan. Fields may be listed individually or grouped together, but all field IDs have to be listed. You may substitute your own list of fields instead of filling out this form.
- \_\_\_\_\_ Sign and date the Affirmation Section of the Organic Farm Plan on the last page.
- \_\_\_\_\_ Complete a Field or Greenhouse History Affidavit Form for each individual field and greenhouse that is part of your operation. Attach documentation showing that fields and greenhouses have been managed organically for 3 years.
- \_\_\_\_\_ Complete a Seed Information and Planting Stock Form

#### Step 2: Provide Other Required 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 fields and greenhouses. If you can, submit FSA or Google Earth satellite maps of your farm operation.
- \_\_\_\_\_ Submit detailed maps for each field 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 crops or other products as organic. Labels may be submitted after you are certified but before products ship or are sold or represented as organic.
- \_\_\_\_\_ Submit samples/templates 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 (both greenhouse and field), fertilizer, pest, and disease control applications to fields and greenhouses, harvest records by field, 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. Sample forms may be downloaded from [www.attra.org](http://www.attra.org).
- \_\_\_\_\_ 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.

(over)

\_\_\_\_\_ Complete a Directions Sheet included with the application packet. Do not include Mapquest directions as the inspector will not be coming from our Dighton office.

\_\_\_\_\_ Submit any additional information that you believe will aid the Baystate Organic Certifiers in evaluating your operation.

### **Step 3: The Fee Worksheet**

\_\_\_\_\_ Complete the enclosed Fee Worksheet. Please be sure to include the \$150 new operation fee into your certification fee payment. The new operation fee payment is in addition to your annual certification fee.

\_\_\_\_\_ Enclose a check for your annual certification Fee and new operation Fee made payable to Massachusetts Independent Certification or to Baystate Organic Certifiers.

### **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 a completed Abutter Form(s) if there is abutting land that may pose a risk of contamination to your organic production.

*If you have any specialized production you must Complete the appropriate additional forms:*

\_\_\_\_\_ Organic Livestock or Poultry (contact our office or check the website for forms)

\_\_\_\_\_ Organic Handler Plan (if you are producing any processed products on farm)

\_\_\_\_\_ Maple Syrup Production Form

\_\_\_\_\_ Mushroom Production Form

\_\_\_\_\_ Sprout Production Form

### **Step 5: Mailing the Application Packet**

You have two options for submitting your application materials, described below. Whichever method you choose, you must retain a complete copy of all materials with your own records.

\_\_\_\_\_ Hard copy method: Send two copies of the completed 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 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**)

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

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