

## **Baystate Organic Certifiers Processing Application Checklist**

*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 Processing Application Forms**

- \_\_\_\_\_ Complete all pages of the Organic Handling Plan
- \_\_\_\_\_ Sign and date the Affirmation Section of the Organic Handler Plan on the last page.
- \_\_\_\_\_ Complete an Organic Product Profile for each product that you want to certify. Make as many copies of the Product Profile as you need. If you are repacking products, or you are packing products with only one ingredient, you may use a Single Ingredient Product Profile spreadsheet and list all of the products you are packing on the single profile.
- \_\_\_\_\_ For each organic multi-ingredient product submit a formula or recipe for the product so Baystate can verify your ingredient calculations. Your formula will only be used to check your ingredient calculations and will be kept confidential.

### **Step 2: Provide Other Information (You must provide all of this information as part of your application)**

- \_\_\_\_\_ 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 genetically modified source, and provide proof that the ingredient has not been irradiated, or produced using sewage sludge. If you are using any Natural Flavors as allowed by section 205.605 of the standards, please submit an NOP Flavor Questionnaire for each non-organic flavoring or alternative documentation that contains the same information.
- \_\_\_\_\_ Submit the following additional documentation that describes the practices and procedures you will be using to produce organic products
  - \_\_\_\_\_ *Process Flow Description* – a complete written process flow description that shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. The description must indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified. The process flow description 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 during the production process. A flow chart will not fulfill this requirement by itself as it does not describe what happens at each step of the process.
  - \_\_\_\_\_ *Organic Sanitation Plan* – a plan that describes how your food contact surfaces and facility are sanitized prior to organic production runs. If you have a dual use facility that also produces non-organic products you must submit a separate or combined sanitation plan that describes how your food contact surfaces and facility are sanitized before non-organic production runs. Sanitation plans must describe cleaning and sanitizing activities step by step, including frequency of activities and records kept of activities.

(over)

\_\_\_\_\_ *Organic Integrity Plan* – submit a plan that lists the steps you are taking to make sure that organic ingredients and processed products are not contaminated by prohibited substances or commingled with non-organic ingredients.

\_\_\_\_\_ Submit samples/templates of your recordkeeping forms. We only need a page or two of each form. Please submit records that show your entire audit trail from receipt of ingredients through production to shipment of finished products. If you are not producing organic products at this time, submit blank copies of the forms you plan on using.

\_\_\_\_\_ Submit a facility map for your operation.

\_\_\_\_\_ Submit a pest control map for your facility that shows the location of all traps and bait stations both inside and outside the facility. If you do not use pest control inside or outside the facility then write ‘no pest control’ on your facility map.

\_\_\_\_\_ If a leasing company or anyone else has the responsibility for interior or exterior pest control, submit a letter from the responsible party listing all pest control products used inside or outside your facility.

\_\_\_\_\_ Submit copies of all of the labels you will be using for your certified products.

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

\_\_\_\_\_ Submit a water test if applicable. You do not need a test if you use municipal water.

\_\_\_\_\_ Submit the appropriate MSDS sheets for cleaners, sanitizers, boiler additives, or other products used in the facility.

\_\_\_\_\_ Submit any additional information that you believe will aid 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: 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 documents* with your own records.

\_\_\_\_\_ Hard copy method: Send two copies of the completed Organic Handler 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 Handler 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 Handler 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  
FEE WORKSHEET**

Please fill in the chart to determine your fee. Submit a copy of this worksheet with your application packet.

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 Operation Fee (for operations not certified in the previous year.)      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) ..... \_\_\_\_\_

**Amount of Enclosed Check**

..... \_\_\_\_\_  
(made payable to **Baystate Organic Certifiers or Massachusetts Independent Certification**)

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\* For the next 12 months. See the chart in the Fee Schedule.

## 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.