

**Baystate Organic Certifiers**  
c/o Don Franczyk  
1220 Cedarwood Circle  
N. Dighton, MA 02764  
(774)872-5544  
applications@baystateorganic.org

Enclosed is the application packet for the Baystate Organic Certification Program. Please familiarize yourself with the National Organic Standards, and with Baystate's policies and procedures, prior to completing the application forms. The Standards can be found on the Baystate or National Organic Program websites. Both the Standards and Baystate's Policies and Procedures are combined into our Program Manual which can be found on our website. Becoming familiar with the National Organic Standards, and Baystate's policies and procedures, will help answer many of the questions you are sure to have. The completed application packet including attachments, constitutes an Organic System Plan. You only need to submit the entire plan once. After that growers renewing their certification will submit a much shorter update plan, and will only have to submit maps and other documentation for new fields. An electronic version of these forms is available. The electronic forms are available for download at [www.baystateorganic.org](http://www.baystateorganic.org) or contact our office to have electronic copies emailed directly to you.

You can apply for certification at any time. However, we encourage you to apply for any one of the three spring application deadlines. There are three different deadlines for application: February 15th, March 15th, and May 1st. These dates refer to the postmark of your application. These deadlines correspond to notification dates for certification decisions. Applications received before February 15<sup>th</sup> will receive their certification decision by May 1<sup>st</sup>. Applications received before March 15<sup>th</sup> will receive their certification decision by June 1<sup>st</sup>. Applications received before May 1st will receive their certification decision by July 15<sup>th</sup>. Applications received outside of these deadlines will receive a certification decision after their organic certification inspection has been completed. This process can be expedited to a matter of four weeks to six weeks for operations that are prepared for inspection and certification. If you require expedited certification, call the Baystate office as soon as possible in the application process, so we can arrange to have an inspector ready to inspect your operation.

We have also included a checklist for filling out the application packet. Following this checklist will guarantee that your application packet is complete when you submit it. All business related information on the application forms will be kept strictly confidential. If you have any questions about the application forms, or whether specific questions apply to your operation, feel free to contact any of the Baystate representatives listed on our website, and we will do our best to answer your questions. Some applicants find filling out the paperwork overwhelming. Though Baystate Organic Certifiers is prohibited from consulting with our clients, you can set up a telephone conference where we can answer all of your questions about the application forms.

Once your application has been received, you will be notified of its receipt and whether it is complete. If the application is incomplete, you will be given a list of missing paperwork needed to make it complete. Your application will then be technically reviewed to make sure your operation qualifies for certification. Once this review is complete, an inspector will inspect all aspects of your operation. Expect to spend two to four hours with the inspector. Once the initial inspection report is filed our staff will review the report and decide if your operation meets the certification standards. If there are any issues or noncompliances you will be given a chance to correct them. Organic Certification is valid for

one year and must be renewed annually. Should you disagree with Baystate Organic Certifier's decision concerning your operation, you may appeal that decision according to the process detailed in the Standards.

The National List of allowed organic inputs that is located in the organic standards and the Baystate Organic Certifiers Program Manual does not have a list of brand name products you are allowed to use. However, once a year we will send you a list of materials and products compiled by the Organic Materials Review Institute (OMRI) that are approved for use in organic production. OMRI publishes both a generic list of approved materials and a list of approved brand name materials, and you may use these lists as guidance documents for determining if a product may be used on your organic crops. You are not limited to the products on the OMRI list, however, if you choose to use a product that is not on the OMRI list you must prove that it is allowed under the regulations of the National Organic Program. Baystate evaluates local compost and potting soil producers that meet the requirements of the National List. Check our website for a list of approved compost and potting soil providers or call a Baystate representative to verify if a local compost or potting soil has been approved by Baystate. Additionally, all products on the NOFA Bulk Order have been reviewed and approved and may be used on your farm.

Feel free to contact us with any questions or concerns and thank you for your interest in organic certification through Baystate Organic Certifiers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don Franczyk', written in a cursive style.

Don Franczyk  
Executive Director