

Organic Farm Plan

Please complete this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if needed. See the Application Checklist for Growers for additional information that must be submitted with this Farm Plan.

SECTION 1: General Information			NOP Rule 205.401
Name	Farm Name	Certification No.	Date
Mailing Address			
Physical Address of operation to be certified, if different than above			
Farm Phone:	Mobile Phone:	Fax:	
Email:		Website:	
Legal status: <input type="checkbox"/> Sole proprietorship <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):			
List all crops, products, and livestock requested for certification. You may skip this list, if you complete Appendix A instead. <input type="checkbox"/> I am skipping this list, I have filled out Appendix A.			
List all non-organic crops or products produced on farm, and all non-certified livestock raised on farm.			
Year first certified:	List any previous organic certification by other agencies:	List current organic certification by any other agencies:	Year Organic Farm Plan was last submitted: <input type="checkbox"/> N/A
If you ever applied to another organic certifying agency and were denied certification, were certified organic in the past, or are currently certified by another certifying agency, check the appropriate box below: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Denied Certification <input type="checkbox"/> Currently Certified by another agency <input type="checkbox"/> Was Certified in the past (list years)			
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"/> Not Applicable			
If you are currently certified by another agency, or were previously certified by another agency, submit any noncompliances cited by your previous certifying agent and corrective actions you took 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 certifying agent. <input type="checkbox"/> Not Applicable <input type="checkbox"/> I've attached noncompliances and corrective actions. <input type="checkbox"/> I've attached current certificate and last post-inspection letter.			
Do you have a copy of the current Organic Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a copy of the current OMRI Materials List? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the appropriate Organic Livestock Plan Questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note that you must have an Organic Livestock Plan Questionnaire on file to certify any livestock. Contact Baystate Organic Certifiers to obtain the appropriate Organic Livestock Plan Questionnaire.</i>			
Do you have any off-farm or on-farm processing? (milk, cheese, vinegars, etc. not bagged salad or other greens) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, have you filled out an Organic Handling Plan Questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note that you must have an Organic Handling Plan Questionnaire on file to certify the processing/handling portion of your operation. Contact Baystate Organic Certifiers with your questions or to obtain an Organic Handling Plan Questionnaire.</i>			
When are you available to contact? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening When are you available for the inspection? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening The NOP requires that Baystate Organic Certifiers perform unannounced inspections. You may choose two weekdays that you are not available for unannounced inspections. List them here:			

SECTION 2: General Field/Greenhouse Information

NOP Rule 205.201(a) and 205.202(a) and (b)

Attach Field/Greenhouse History Affidavits for all new fields, newly transitioning fields, and fields you've had less than 3 years; attach updated Field/Greenhouse Histories for remaining fields. Pastures are considered a crop and must be included.

List each field in the operation, whether organic, transitional or conventional:

FIELD NUMBERS/IDS	PARCEL ADDRESS/ LEGAL DESCRIPTION	NUMBER OF ACRES: ORGANIC (O), TRANSITIONAL (T), CONVENTIONAL (C)			RENTED (R) OR OWNED (O)
		O	T	C	

SECTION 3: Seeds and Seed Treatments

NOP Rule 205.204

Complete the Seed Information and Planting Stock Form and submit it with the application.

SECTION 4: Greenhouse/Seedling Production Information

NOP Rule 205.201

A. GENERAL INFORMATION: *Attach Field/Greenhouse History Affidavits for all new or newly transitioning greenhouses.*

Check off all greenhouse/hoophouse operations you have on farm: (check all that apply) Not Applicable

Seedling production for on-farm use: Organic Non-Organic

Seedling production for sale: Organic Non-Organic

Crop production in soil in greenhouse (heated): Organic Non-Organic

Crop production in other media besides soil in greenhouse (heated): Organic Non-Organic

Crop production in unheated hoophouse in soil: Organic Non-Organic

List all greenhouses and hoophouses in the operation, whether organic (O), transitional (T) or conventional (C):

Name/ID and Location On Farm	Size/Type	Planned Use	O, T or C

If treated wood is used in any part of any of your greenhouses, what part of which house(s) is it used in? N/A

B. IF YOU PRODUCE ORGANIC SEEDLINGS ON-FARM: Not Applicable

List all soil mix ingredients, fertility products, foliar sprays, and/or pest and disease inputs used or planned for use in your organic greenhouse seedling operation. *-Attach labels or have labels available for inspection, as applicable. See NOP 205.601, 205.602, the OMRI Generic Materials List or the OMRI Brand Name Materials List for material status listings.*

PRODUCT	BRAND NAME OR MANUFACTURER	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

How do you clean seedling containers and equipment?

What equipment do you use in your seedling watering system?

How do you prevent seedling diseases and/or insect problems?

If you sell organic seedlings, how are they labeled and where are they sold?

C. IF YOU GROW ORGANIC CROPS IN A GREENHOUSE OR A HOOPHOUSE: Not Applicable

If crops are grown in soil, describe the crop rotation plan you follow in the greenhouse or hoophouse.

If crops are not grown in soil, describe the growing media used to produce the crops.

What equipment do you use in your greenhouse/hoophouse watering system?

How do you prevent diseases and/or insect problems?

List all soil mix ingredients, fertility products, foliar sprays, and/or pest and disease inputs used or planned for use in your organic greenhouse crop operation. *-Attach labels or have labels available for inspection, as applicable.*
 See NOP 205.601, 205.602, the OMRI Generic Materials List or the OMRI Brand Name Materials List for material status listings.

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

D. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC CROPS OR SEEDLINGS IN YOUR GREENHOUSE(S):

Not Applicable

What organic and non-organic crops are grown? List crops grown both organic and non-organic (parallel production).

How do you separate and identify organic and non-organic growing areas?

How do you label organic and non-organic seedlings/plants?

How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

Where do you store inputs used for non-organic production?

How do you prevent drift of prohibited materials through ventilation and/or watering systems?

SECTION 5: Soil and Crop Fertility Management

NOP Rule 205.203 and 205.205

A. GENERAL INFORMATION AND EVALUATION:

What are the general soil types on your farm?

What are your soil/nutrient deficiencies? No Deficiencies

How do you monitor the effectiveness of your fertility management program?

- soil testing microbiological testing tissue testing observation of soil observation of crop health
 comparison of crop yields crop quality testing other (specify)

How often do you monitor soil and crop fertility? weekly monthly annually as needed

other (specify)

If you do soil or tissue testing as part of your fertility management program what was the date of your last soil tests, and what year will you test again? *-Attach copies of available test results.*

Date of Last Soil/Tissue Test:

Estimated Date of Next Soil/Tissue Test:

A. GENERAL INFORMATION AND EVALUATION, continued:

What are the major components of your soil and crop fertility plan?

- crop rotation
 green manure plowdown/cover crops
 interplanting
 incorporation of crop residues
 subsoiling
 summer fallow
 compost
 on-farm manure
 off-farm manure
 soil amendments
 side dressing
 foliar fertilizers
 biodynamic preparations
 soil inoculants
 other (specify)

List all fertility inputs used or intended for use in the current season on organic and transitional fields. Not Applicable

-For newly certifying fields, all inputs used in the last three years must be listed on the Field/Greenhouse History Affidavit.

See NOP 205.601, 205.602, the OMRI Generic Materials List or the OMRI Brand Name Materials List for material status listings.

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	NUMBER OF APPLICATIONS PER YEAR	REASON FOR USE

If you use or plan to use restricted (R) fertility inputs, how do you comply with the "annotation"? Not Applicable

If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt build-up? Not Applicable

Do you burn crop residues? Yes No If Yes, please describe what materials are burned and why.

Do you apply sewage sludge to fields? Yes No If Yes, list fields where applied.

Do you hire custom applicators to apply fertility products including limestone to your fields? Yes No
 If yes, do you have documentation showing that applicator equipment was cleaned prior to use? Yes No

Is any on-farm lumber treated with arsenate or other prohibited materials? Yes No
 If yes, describe all areas where treated lumber is used and reasons for use:

B. COMPOST USE:

All compost is required to be produced in accordance with NOP Rule 205.203(c)(2) and NOP Guidance Document #5021

Do you produce on-farm compost? Yes No

-If yes, list all compost ingredients and additives (including any "biodegradable" plastic):

Describe your composting method: in-vessel static aerated pile windrows other (specify)

What is your C:N ratio?

Do you monitor temperature? Yes No If yes, at what temperature is compost maintained?
 How long is this temperature maintained?

If compost is windrowed, how many times are materials turned?

Do you produce or use compost tea or vermicompost tea? Yes No If Yes, list all ingredients/production method(s):

B. COMPOST USE, continued:

Do you use any products of anaerobic digestion? Yes No *If no, skip to section C*

-If yes, is the anaerobic digestate produced using only allowed plant and animal feedstocks? Yes No

-If yes, do you have a list of those feedstocks? Yes No

Note: Baystate will need to see a list of feedstocks in order to approve the digestate.

-Are animals manures used in the production of the digestate? Yes No

Note: if animal manures are used in the digestate then you must follow the manure days to harvest restrictions if you spread the digestate on your fields. See Section C below for more information.

-Is the digestate composed of only allowed plant materials? Yes No

Note: you must have proof that the digestate contains no more than 1x10³ (1000) MPN fecal coliform per gram of digestate sampled, and must not contain more than 3 MPN Salmonella per 4 grams of digestate sampled.

C. MANURE USE:

NOP Rule 205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

What forms of manure do you use? none liquid semi-solid piled fully composted other (specify)

What types of crops do you grow?

crops not used for human consumption

crops for human consumption whose edible portion has direct contact with the soil or soil particles

crops for human consumption whose edible portion does not have direct contact with the soil or soil particles

If you grow crops for human consumption and use raw manure, complete the following table:

-If you are composting manure (by the NOP definition of composting), please fill out Section B above.

CROP(S)	FIELD NUMBERS	DATE MANURE IS APPLIED	EXPECTED HARVEST DATE

What is the source of the manure you use? on-farm off-farm Not Applicable

List all sources of off-farm manure.

List all manure ingredients/additives.

If you use manure, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources?

Note: You must have documentation from any off farm manure supplier that lists anything that has been mixed in with the manure (i.e. bedding), and anything that has been added to the manure.

D. NATURAL RESOURCES:

NOP Rule 205.200 and 205.203(a) requires that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Depending on certifying agent policy, water tests may be required for nitrate and coliform bacteria if water is used for washing/processing organic products or for organic livestock. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.

What soil conservation practices are used? terraces contour farming strip cropping winter cover crops

undersowing/interplanting conservation tillage permanent waterways windbreaks firebreaks

tree lines retention ponds riparian management maintain wildlife habitat other (specify)

D. NATURAL RESOURCES, continued:

What soil erosion problems do you experience (why and on which fields)? None

Describe your efforts to minimize soil erosion problems listed above.

Describe how you monitor the effectiveness of your soil conservation program.

How often do you conduct soil conservation monitoring? weekly monthly annually as needed
 other (specify)

WATER USE:

Do you use water in your operation? Yes No

List uses: irrigation livestock foliar sprays washing crops greenhouse other (specify)

What are your water sources? on-site well(s) river/creek/pond spring municipal/county irrigation district
 other (specify)

If water is used for washing crops, what is the source of wash water?

on-site well(s) river/creek/pond spring municipal/county other (specify)

-attach current water tests for bacterial contaminants as described in Grower Application Checklist

Type of irrigation system: None drip flood center pivot other (specify)

What input products are applied through the irrigation system? None

What products do you use to clean irrigation lines/nozzles? None

Is the irrigation system shared with another operator? Yes No **If Yes, what products do they use?**

Is the system flushed and documented between conventional and organic use? Yes No N/A

What practices are used to protect water quality?

fencing livestock from waterways scheduled use of water to conserve its use tensiometer/monitoring
 laser leveling/land forming drip irrigation micro-spray other (specify)

List known contaminants in water supplies in your area. *-Attach residue analysis and/or salinity test results, if applicable.*

Describe your efforts to minimize water contamination problems listed above. Not applicable

Describe how you monitor the effectiveness of your water quality program.

How often do you monitor water quality? weekly monthly annually as needed other (specify)

NOP Rule 205.205 requires crop rotation plans that maximize soil organic matter, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients. Rotations also include sod, cover crops, green manure crops & catch crops.

A. CROP ROTATION PLAN(S):

Describe your crop rotation plan(s) for all fields and greenhouses (crops grown in ground).

-Be sure to include specific rotation methodology, use of cover-cropping, and rotation periods/frequencies.

B. WEED MANAGEMENT PLAN:

Approved synthetic materials on the National List (205.601) may only be used when management practices fail to prevent or control problems. All weed, pest, and disease inputs must be approved. A "restricted" input has specific ways that it may or may not be used. If you use a "restricted" material, you must show how you comply with the restriction(s).

What weeds do you have?

What weed control methods do you use? biodegradable mulch crop rotation field preparation
 conventional herbicides prevention of weed seed set delayed seeding monitoring soil temperature
 soil sterilization use of fast emerging varieties mechanical cultivation use of hand tools hand weeding
 mowing livestock grazing flame weeding smother crops summer fallow natural mulch
 synthetic mulch corn gluten restricted herbicides other (specify)

If you use restricted herbicides, list products, areas where used and how you comply with the restriction. None used

If you use restricted herbicides, do you keep a record of their use? (i.e. field numbers/dates used) Yes No

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?

Yes No Not Applicable

If No, why not?

If you use corn gluten, is the corn genetically modified? Yes No Not Applicable

-If no, what verification do you have?

If you use newspaper or other paper for mulch, do you use paper with glossy or colored inks?

Yes No Not Applicable

EVALUATION:

Rate the effectiveness of your weed management program: excellent satisfactory needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your weed management program? observation of weed types weed counts
 comparison of crop yields records kept of observations/counts other (specify)

How often do you monitor weed pressure? weekly monthly annually as needed other (specify)

C. PEST MANAGEMENT PLAN: No pest problems

What pests do you anticipate having to control? insects (list):
 rodents gophers birds other pests (specify)

Do you work with a pest control advisor? Yes No If Yes, provide name and contact information.

What strategies do you use to control pest damage to crops? None used

- crop rotation selection for plant species/varieties development of natural habitat for enemies
 timing of planting companion planting frog ponds bat houses bird houses hand picking
 monitoring trap crops physical barriers physical removal traps lures insect repellents
 animal repellents release of predators/parasites of pest species use of **approved** products
 use of **restricted** products limited use of **prohibited** products other (specify)

List all pest control products used or available for use on organic and transitional fields. Not Applicable

For newly certifying fields, all inputs used for the last three years must be listed on your Field/Greenhouse History Affidavit.

See NOP Rules 205.601& 602, OMRI Generic Materials List & the OMRI Brand Name Materials List for material status listings.

PEST	CONTROL PRODUCT AND SOURCE/BRAND NAME	STATUS: APPROVED RESTRICTED OR PROHIBITED?	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

Do you keep records of pest material use? (i.e., dates/amounts applied to a specific field or crop) Yes No

How do you monitor the effectiveness of your pest management program? insect monitoring with traps
 observation of crop health comparison of crop yields monitoring records kept other (specify)

How often do you monitor pests? weekly monthly annually as needed other (specify)

D. DISEASE MANAGEMENT PLAN:

What diseases do you anticipate having to control? No diseases

- What disease prevention strategies do you use?** crop rotation field sanitation plant spacing soil balancing
 selection of crop varieties timing of planting/cultivating vector management solarizing companion planting
 compost/tea use use of **approved** materials use of **restricted** materials limited use of **prohibited** materials
 other (specify)

List all disease control inputs used or available for use on organic and transitional fields/crops. Not Applicable

For newly certifying fields, all inputs used for the last three years must be listed on your Field/Greenhouse History Affidavit.

See NOP Rules 205.601& 602, OMRI Generic Materials List & the OMRI Brand Name Materials List for material status listings.

DISEASE	CONTROL PRODUCT AND SOURCE/BRAND NAME	STATUS: APPROVED RESTRICTED OR PROHIBITED?	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

D. DISEASE MANAGEMENT PLAN, continued:

How do you monitor the effectiveness of your disease management program? *Attach copies of test results, if applicable.*

- soil testing
 microbiological testing
 observation of soil
 observation of crop health
 comparison of crop yields
 crop quality testing
 monitoring records kept
 other (specify)

How often do you conduct disease monitoring?
 weekly
 monthly
 annually
 as needed
 other (specify)

SECTION 7: Maintenance of Organic Integrity NOP Rules 205.201(a)(5), 205.202(c) and 205.272

A. ADJOINING LAND USE:

NOP RULE 205.202(c) requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Buffers must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Abutter Forms may be required for buffers that are less than 50 feet from neighboring conventional production. Buffers will be checked at your inspection.

List all specific buffer areas you maintain. *(-show all adjoining land uses on your field maps.)* Not Applicable

LOCATION OR FIELD NUMBER	TYPE OF BUFFER (CROP LAND, TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP)	WIDTH OF BUFFER	ADJOINING LAND USE	IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.)

Do you harvest crops from your buffer areas? Yes No
 -If yes, what safeguards do you use to protect organic crops from contact with buffer crops during harvest?

What written notification do you have to prevent accidental contamination of organic crops None
 highway departments
 electric companies
 aerial spray companies/airports
 adjoining landowners
 drainage commissions
 farm service office
 other (specify)

Have you posted "No Spray" signs along roadsides that adjoin organic fields? Yes No
Do any fields or portions of fields flood frequently? (more than once every ten years) Yes No
 If yes, list field numbers:

How do you monitor for crop contamination? visual observation residue analysis GMO testing
 photographs
 wind direction/speed data
 other (specify)

How often do you conduct crop contamination monitoring? weekly monthly annually as needed
 other (specify)

B1. TRANSITIONAL CROPS: If you grow transitional crops, please complete the following table:

SPECIFIC TRANSITIONAL CROPS/VARIETIES	LOCATION(S) GROWN	ACREAGE/ESTIMATED YIELD

D. HARVEST:

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested? mechanical by hand

Are any organic crops custom harvested? Yes No

-If yes, provide name and contact information of custom harvester:

Note: If custom harvest equipment is used on both organic and conventional areas, please provide separate equipment cleanout procedure(s).

Describe steps taken to protect organic crops from commingling and contamination during harvest.

What containers are used for harvesting? gravity wagons/boxes truck boxes cardboard/waxed boxes
 wooden totes plastic containers other (specify)

Are containers new or used? New Used If used, how are you preventing potential contamination from prior use?

Are the containers used for organic crops only? Yes No

Describe potential contamination or commingling problems you have with harvest of organic crops. None

E. POST-HARVEST HANDLING: Not applicable

NOP Rules 205.272 and 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. Post-harvest handling examples include produce washing and/or packing, seed or grain cleaning, corn shelling, etc.

Describe your post-harvest handling procedures and any equipment used. Include any washing or packing of crops, brushing off dirt, storage, etc. If produce is washed, list all synthetic and non-synthetic additives to wash water.

Is the processing area and equipment used for both organic and non-organic products? Yes No

-If yes, describe steps taken to prevent commingling and contamination.

Does packaging present any contamination problems for your organic products? Yes No

-If yes, what are they?

Check types of packaging material used: bulk paper cardboard wood glass metal
 foil plastic waxed paper aseptic natural fiber synthetic fiber other (specify)

In what form are finished products shipped? dry bulk liquid bulk tote bags tote boxes paper bags
 foil bags metal drums mesh bags cardboard drums cardboard cases plastic crates
 other (specify)

F. CROP STORAGE: No crop storage

Crop storage is defined as the time period between harvest and sale for any product not sold directly from the field/growing area. Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

Describe all storage locations.

STORAGE ID/NAME	TYPE OF CROPS STORED	STORAGE TYPE – FRIDGE, WALK-IN, ROOT CELLAR, BARN, MOWS, SILO, ETC)	CAPACITY/SIZE	ORGANIC (O), TRANSITIONAL (T), BUFFER (B), CONVENTIONAL (C)

Do you use the same storage areas for organic, transitional, buffer, and/or conventional crops. Yes No
 -If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic crops?

How do you prevent/control insect pests in crop storage areas? No insect problems

How do you control rodents in crop storage areas? No rodent problems

Do you use any materials on or around stored crops? Yes No
 -If yes, please list all materials and reason(s) for use.

G. TRANSPORTATION: Not Applicable

Describe how organic products are transported to market and who is responsible for transportation.

What potential contamination or commingling problems do you have with the transport of organic crops to market?
 none

What steps are taken to protect the integrity of organic products during transport to market?

- dedicated organic only product sealed in impermeable containers inspecting transport units prior to loading
- cleaning transport units prior to loading use of Clean Truck Affidavits
- letter/contract with transport company stating organic requirements other (specify)

NOP Rule 205.103 requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

A. RECORDS: Please have these records available for the inspector.

Which of the following records do you keep for organic production?

- field maps
- field activity log(s)
- field history sheets (previous three years)
- documentation of previous land use for rented and/or newly purchased land
- input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels)
- documentation of attempts to source organic seeds and/or planting stock
- documentation of organic seedlings
- residue analyses of inputs (i.e., manure sourced off-farm, compost, etc.)
- compost production records
- monitoring records (soil tests, tissue tests, water tests, quality tests, observations)
- equipment cleaning records
- harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)
- samples of labels in use
- storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities
- clean transport records
- sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
- shipping records (scale ticket, dump station ticket, bill of lading)
- documentation of bought-in organic product for resale
- other (please specify)

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):

List all records you keep for conventional production? Not Applicable

- | | | |
|--|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labor records | <input type="checkbox"/> field history sheets |
| <input type="checkbox"/> storage records | <input type="checkbox"/> input records | <input type="checkbox"/> sales records |
| <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records | <input type="checkbox"/> other (specify) |

B. MARKETING:

Type of Marketing:

- farmers market direct to retail CSA/subscription service wholesale on-farm retail
 bulk commodities to processor contract to buyer internet/website other (specify)

Are you using any labels to market your organic produce or products? Yes No

-If yes, have you submitted all labels for review and approval prior to use? Yes No

Do you plan on selling any of your crops in Canada? Yes No

If yes, have any of these crops had sodium (Chilean) nitrate applied to them? Yes No

If yes, have any of the crops been grown hydroponically? Yes No

Do you purchase any organic or non-organic crops or products from other farms, or other sources, for resale by your farm? Yes No

-If yes, list all products and describe how they are labeled and marketed.

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 fields 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 02764**