

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.
- _____ 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 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 applications@baystateorganic.org. 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.

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 2019 | | 2018 | | 2017 | | 2016 | |
|-------------------|--------------------------------|--|--------------------------------|--------|--------------------------------|--------|--------------------------------|--------|
| | Crops | Inputs | Crops | Inputs | Crops | Inputs | Crops | Inputs |
| Field #: _____ | | <i>Examples: manure, 5-4-3, Entrust, Pyganic, etc.</i> | | | | | | |
| Acres: _____ | | | | | | | | |
| | | | Name of Manager 2018: _____ | | Name of Manager 2017: _____ | | Name of Manager 2016: _____ | |
| | 2018 Manager's Signature/Date: | | 2017 Manager's Signature/Date: | | 2016 Manager's Signature/Date: | | | |
| Field #: _____ | | | | | | | | |
| Acres: _____ | | | | | | | | |
| | | | Name of Manager 2018: _____ | | Name of Manager 2017: _____ | | Name of Manager 2016: _____ | |
| | 2018 Manager Signature/Date: | | 2017 Manager's Signature/Date: | | 2016 Manager's Signature/Date: | | | |

| Field No. | Planned for 2019 | | 2018 | | 2017 | | 2016 | |
|-------------------|------------------|--------|--------------------------------|--------|--------------------------------|--------|--------------------------------|--------|
| | Crops | Inputs | Crops | Inputs | Crops | Inputs | Crops | Inputs |
| Field #: _____ | | | | | | | | |
| Acres: _____ | | | Name of Manager 2018: _____ | | Name of Manager 2017: _____ | | Name of Manager 2016: _____ | |
| | | | 2017 Manager's Signature/Date: | | 2017 Manager's Signature/Date: | | 2016 Manager's Signature/Date: | |
| Field #: _____ | | | | | | | | |
| Acres: _____ | | | Name of Manager 2018: _____ | | Name of Manager 2017: _____ | | Name of Manager 2016: _____ | |
| | | | 2017 Manager's Signature/Date: | | 2017 Manager's Signature/Date: | | 2016 Manager's Signature/Date: | |
| Field #: _____ | | | | | | | | |
| Acres: _____ | | | Name of Manager 2018: _____ | | Name of Manager 2017: _____ | | Name of Manager 2016: _____ | |
| | | | 2017 Manager's Signature/Date: | | 2017 Manager's Signature/Date: | | 2016 Manager's Signature/Date: | |