

**Baystate Organic Certifiers
Organic Maple Plan Checklist New Applicants**

Step 1: Fill out the Application Forms

- _____ Fill out the Organic Maple Plan. Sign and date the Affirmation Section on the last page.
- _____ Fill out the Field/Greenhouse Affidavit Sheet for the different stands you are tapping. If you did not manage a stand in the past 3 years, then the manager or property owner for that stand for that year must sign the affidavit.
- _____ For any additional value-added products other than syrup, complete a Single Ingredient Product Profile listing all single-ingredient products produced. Complete an Organic Product Profile for each multi-ingredient product. Make as many copies of the profile as you need.
- _____ For each organic multi-ingredient product submit a formula or recipe for the product so Baystate can verify your ingredient calculations. Your formula will be kept confidential.

Step 2: Provide Other 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 stands you are tapping. If the stands are in different locations, then you can submit separate maps. Submit a layout map of your indoor facilities showing rooms and locations of equipment and storage.
- _____ 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 GMO source, not irradiated, and not produced using sewage sludge. If you are using any Natural Flavors as allowed by NOP 205.605, please submit an NOP Flavor Questionnaire for each non-organic flavoring or alternative documentation that contains the same information.
- _____ For any additional value-added products other than syrup, submit a Process Flow Description and Flowchart, showing the movement of all organic products, from receiving through production to shipping. It must show where ingredients are added and/or processing aids are used. It 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. A flow chart will not fulfill this requirement by itself as it does not describe what happens at each step of the process.
- _____ Submit samples of each label(s) you will be using to identify your product(s) as organic. You can submit these later if they are not ready at the time of application, but you have to tell us that you will be submitting them later.
- _____ Submit samples of your recordkeeping forms. We only need a page or two of each form. If you do not currently keep records, you must show what records you will maintain as a certified operation. Typical records for a maple operation include dates/#s of taps, dates/amounts of sap, syrup and valued-added products produced, cleaning records for equipment, and sales records.
- _____ Submit a copy of a water test for water you will use for producing maple syrup or cleaning Equipment. Municipal water does not need to be tested. Only a coliform test is required.
- _____ Fill out the Directions Sheet included with the application packet. The inspector will **not** be coming from our Dighton office, so do not start the directions from there.
- _____ Submit any additional information that you believe will aid Baystate in evaluating your operation.

(over)

Step 3: The Fee Worksheet

_____ Complete the enclosed Fee Worksheet. Make sure you pay the \$150 New Operation Fee and the Certification Fee for this year.

_____ Enclose a check for your 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 materials* with your own records.

_____ Hard copy method: Send two copies of the corrected Organic Maple 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 Maple 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 Google or other directions from the Dighton address are not helpful. You may submit directions from the nearest highway. It is helpful if you include directions coming from each common direction that someone coming to your location may be coming from. 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 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: _____	
			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'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's Signature/Date:		2017 Manager's Signature/Date:		2016 Manager's Signature/Date:	