Organic Forest Products Addendum

Please complete this supplemental addendum if you are requesting certification for tree and forest materials in addition to your Organic Maple Plan. You must also complete the Organic Maple Plan and accompanying documents.

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| **SECTION 1: General Information** | **205.201, 205.300-11, 205.401** |
| Farm name:       | Date:      | Organic certification number:       |
| Owner name(s):       | Contact for certification (if different than owner):       |
| Mailing Address:      | City:       | State/province:      | Postal/zip code:      |
| Physical Address (if different than above):      | City:       | State/province:      | Postal/zip code:      |
| Phone:      | Mobile phone:      |
| Email:      | Website:      |
| Legal status: [ ]  Sole proprietorship [ ]  Corporation [ ]  Cooperative [ ]  Trust or non-profit [ ]  LLC [ ]  Legal partnership (federal form 1065) [ ]  Other (specify)       |
| List all non-maple forest products requested for certification (including harvested bark, branches, twigs, leaves/needles) *Note: be sure to list all products requested that may be used as an ingredient in other organic processed products.*      |
| List all species under organic management:      |
| List all non-organic crops and products produced at the operation, including all non-organic livestock raised at the operation:      |

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| **SECTION 2: Harvest Locations** | **205.201, 205.202** |
| List all areas from which you will be harvesting in the operation and note approximate size of each area if it is a section of an organic parcel but not the entire acreage. Attach Field History Affidavits for all new harvest areas and attach maps for each harvesting areas. Be sure to include features such as boundaries, buffer zones, and crops/forest products to be harvested.  |
| **Harvest Area Number/IDs** | **Address/Legal Description** | **Total Number of Acres or Square Footage:** **Organic Transitional Conventional** | **Rented (R)****or Owned (O)** |
|       |       |       |       |       |       |
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| **Are you replanting any portions of your harvesting areas this year?** [ ]  Yes [ ]  NoIf yes, how much area is being planted?       If yes, what is being planted?       |

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| **SECTION 3: Forest Information** | **205.203, 205.205** |
| **A. General Practices***The Organic Standards requires that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion and improve soil resources. Irrigation water should not contaminate organic crops with prohibited materials and should take measures to protect water quality and conserve water usage.***Describe all practices you will use to ensure that harvesting of forest products is conducted sustainably and in a manner that will not jeopardize the long-term viability of the forest:**      **How do you monitor the effectiveness of your sustainable harvesting practices?** [ ]  recorded observation of soil [ ]  soil testing [ ]  recorded observation of forest health [ ]  other (specify)      **How often do you monitor soil and forest health?** [ ]  weekly [ ]  monthly [ ]  annually [ ]  as needed [ ]  other (specify)      **What actions are taken to provide habitat for pollinators, insect predators, birds, bats and other wildlife:** [ ]  insectaries[ ]  bird/bat boxes and/or raptor perches [ ]  hedgerows/windbreaks [ ]  natural roosting/nesting sites [ ]  native planting [ ]  diverse habitat (trees/shrubs/grasses) [ ]  wildlife friendly fences [ ]  ground/tunneling sites for bees [ ]  other (specify)      **How do you restore and/or protect natural areas on and surrounding your certified land?**  [ ]  establish conservation areas [ ]  rain gardens/vegetative swales [ ]  wildlife corridors [ ]  suppress invasive species with organic methods [ ]  recolonize degraded areas with native/non-invasive planting [ ]  other (specify)       |

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| **B. Equipment and Harvest:***To prevent commingling and contamination, equipment must be free of non-organic residue and prohibited materials and cleaned prior to use if used on both organic and conventional areas. Equipment used on transitional areas do not need be cleaned.***How are the forest products harvested?** [ ]  by hand [ ]  machine [ ]  both by hand and machineList equipment used for collecting forest products. [ ]  N/A |
| **Equipment Type** | **Owned (O), Rented (R), Custom Hired (C)** | **Used on Organic and Conventional (Yes/No)** | **How Is Equipment Cleaned Before Use on Organic?** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Describe steps taken to protect organic forest products from commingling and contamination during harvest:**      **What containers are used for harvesting?**      **Are containers new or used?** [ ]  new [ ]  used If used, how are you preventing potential contamination from prior use?      **Are the containers dedicated to organic use?** [ ]  Yes [ ]  No If no, how do you prevent contamination from non-organic use?       |

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| **C. Post-Harvest Handling:** [ ]  Not Applicable*The Organic Standards* *requires that post-harvest handling procedures do not contaminate organic products with non-organic products or prohibited materials. Post-harvest handling examples include brushing off dirt, packing, etc.***Describe your post-harvest handling procedures and any equipment used. Be sure to include any cleaning, sorting, packing, storage, etc. If forest products are washed, list all synthetic and non-synthetic additives to wash water:**     **How do you protect water quality during post-harvest handling?** [ ]  N/A [ ]  wastewater treatment before it enters wetlands [ ]  constructed wetlands [ ]  sediment ponds [ ]  water recycling [ ]  other (specify)      **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?** [ ]  N/A [ ]  Yes [ ]  No If yes, describe what they are:      **In what form are finished products shipped?** [ ]  N/A       |

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| **D. Storage:** [ ]  no storage*Storage is for any product not sold directly from harvesting areas. Operators must keep organic and non-organic in separate areas to prevent commingling and contamination. Records must be maintained.***List all storage locations.** |
| **Storage ID** | **Storage Type** **(Walk-In, Root Cellar, Barn, Etc.)** | **Capacity** | **Organic (O), Transitional (T), Buffer (B), Conventional (C)** |
|       |       |       |       |
|       |       |       |       |
| **Do you have any off-site storage areas (including frozen storage)?** [ ]  Yes [ ]  NoIf yes, list locations and distance from your main operation:      **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?**      **What kind of pests do you have in storage?** [ ]  flying insects [ ]  crawling insects [ ]  rodents [ ]  spiders [ ]  birds [ ]  other (specify)      **What type of pest management practices are used in** **storage areas?** [ ]  none [ ]  removal of exterior habitat/food sources[ ]  inspection around interior perimeter [ ]  sheet meal on building exterior [ ]  good sanitation [ ]  physical barriers [ ]  sticky traps[ ]  incoming ingredient inspection for pests [ ]  sealed doors/windows [ ]  screened windows/vents [ ]  positive air pressure in facility[ ]  ultrasound/light devices [ ]  repairs of holes/cracks, etc. [ ]  crack/crevice spray [ ]  heat or freezing treatments [ ]  electrocutors [ ]  use of beneficials [ ]  pheromone traps [ ]  traps [ ]  vacuum treatments [ ]  air showers/curtains [ ]  other (specify)      **Do you keep records of your pest monitoring and management activities?** [ ]  Yes [ ]  No**Check all aspects of waste management that are used at your operation:**  [ ]  none [ ]  on-site dumpster [ ]  material recycling [ ]  composting [ ]  daily pick-up of waste [ ]  bog application of waste [ ]  dust collection systems [ ]  other (specify)       |

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| **E. Transportation:** [ ]  Not Applicable**Describe how organic products are transported to market and who is responsible for transportation:**     **What potential contamination or commingling problem do you have with transportation to market?** [ ]  N/A     **What steps are taken to protect the integrity of organic products during transport to market?**[ ]  dedicated organic [ ]  product sealed in impermeable containers [ ]  cleaning/inspecting transport units prior to loading [ ]  letter/contract with transport company stating organic requirements [ ]  use of Clean Truck Affidavits [ ]  other (specify)       |

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| **SECTION 3: Additional Processing or Handling** | **205.270-272, 205.300-309** |
| **Indicate what additional processing/handling you wish to certify.** *Check all that are applicable*. [ ]  I am certifying only forest products in addition to my Organic Maple Plan, no other products (*skip to SECTION 4*).  [ ]  I produce value-added products for organic sale (infused syrups, teas, etc.)List all value-added products requested for certification. |
| **Product Name** | **Labeled as “100% Organic”, “Organic” or “Made with Organic…”** |
|       |       |
|       |       |
|       |       |
|       |       |
| **Product Composition.** Attach a Single-Ingredient Product Profile (SIPP) listing all single-ingredient products to be certified. Attach an Organic Product Profile (OPP) for each multi-ingredient product. Submit copies of organic certificates for suppliers of organic ingredients/processing aids, and organic compliance documentation for non-organic ingredients/processing aids.  I have attached the following: [ ]  SIPP [ ]  OPP(s) [ ]  Organic Certificates(s) [ ]  Non-Organic Compliance Documentation**Facility Map.** Attach a facility layout map, showing equipment and storage areas, including all pest control locations.  [ ]  I have attached a facility layout map. |

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| **SECTION 3: Additional Processing or Handling** *(cont.)***Process Flowchart/Description.** Attach a step-by-step process flow describing the process for turning the forest products into ingredients in the final products. Specify steps where inputs are added. [ ]  I have attached a flowchart/description. |
| **Describe how water is used in the additional processing:** (*ingredient, cooking, cooling, equipment cleaning*)      *Attach water test results for any new sources, if applicable.* |
| **List all equipment used in the additional processing/handling of product, including juicers, blenders, drying racks, etc.:**      **Is this equipment also used for non-organic product?** [ ]  Yes [ ] No If yes, is it cleaned prior to organic use? [ ]  Yes [ ] No**Describe how equipment is cleaned, including any materials used and their brand/manufacturer:**      **If any equipment is purged with product as part of cleaning, what is done with the purged product?** [ ]  N/A      |
| **Describe packaging of additional organic products for sale, including types and sizes of retail and bulk packaging used.**       [ ]  I have attached a sample of each retail and non-retail label planned for additional organic products. |

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| **SECTION 4: Monitoring and Recordkeeping** | **205.103** |
| *The Organic Standards require 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 location where they were harvested. All records must be accessible to the inspector.*  **A. Monitoring:**How do you monitor the implementation of your organic system plan, including recording the frequency of your monitoring? *(Check off all that apply*.) [ ]  Updating the Organic Forest Products Addendum [ ]  annually [ ]  other (specify)       [ ]  Auditing your own recordkeeping [ ]  annually [ ]  monthly [ ]  other (specify)       Do you keep records of your internal audits? [ ]  Yes [ ]  No [ ]  Conducting Inventory [ ]  annually [ ]  monthly [ ]  other (specify)       [ ]  Mock product recalls [ ]  annually [ ]  monthly [ ]  other (specify)       Do you keep records of your mock product recalls?: [ ]  Yes [ ]  No [ ]  Verification of sanitizer concentrations [ ]  daily [ ]  weekly [ ]  monthly [ ]  other (specify)       Do you keep sanitizer concentration records? [ ]  Yes [ ]  No [ ] Other monitoring (specify):       [ ]  annually [ ]  monthly [ ]  other (specify)       |

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| **B. Recordkeeping:** **Which of the following records do you keep for organic production?** (*Check all that apply*)[ ]  maps of all harvest area parcels (noting features such as acreage, hedgerows, roads, conservation areas and adjoining land use)[ ]  forest activity log(s)[ ]  forest history sheets and documentation for rented and/or newly purchased land (previous three years)[ ]  monitoring records (soil tests, tissue tests, water tests, quality tests, recorded observations)[ ]  equipment cleaning records[ ]  harvest records that show production location, harvesting dates and amounts, including custom harvest records[ ]  samples of labels in use[ ]  storage records that show storage location, storage identification, harvest area IDs, amounts stored and cleaning activities[ ]  sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)[ ]  other (specify)      **Does your recordkeeping system disclose all activities from forest management to harvest/sale of products? [ ]**  Yes **[ ]**  No**How long do you keep your records?** *The Organic Standards require 5 years minimum*. [ ]  1 year [ ]  2 years [ ]  3 years [ ]  4 years [ ]  5 years [ ]  other (specify)       |

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| **B. Recordkeeping** *(cont.)***List all records you keep for conventional production:** [ ]  N/A[ ]  maps [ ]  labor records [ ]  production history sheets [ ]  storage records [ ]  input records [ ]  sales records [ ]  harvest records [ ]  shipping records [ ]  other (specify)       |
| **C. Marketing:** **Types of marketing:** [ ]  farmers market [ ]  direct to retail [ ]  CSA/subscription service [ ]  wholesale [ ]  on-farm retail[ ]  internet/website [ ]  bulk commodities to processor [ ]  contract to buyer [ ]  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**Any organic or non-organic crops or products from other farms or other sources bought in for resale?**  [ ]  Yes [ ]  No If yes, list all products for resale and describe how they are labeled and marketed:      **Do you import or export organic crops or forest products from Canada or any other foreign country?** [ ]  Yes [ ] No *If yes, then you must fill out the Baystate Crop/Livestock Import/Export Addendum*.  |

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| **SECTION 5: Affirmation** |
| I affirm that all statements made in this application are true and correct. I understand my facility may be subject to inspection and/or residues sampling at any time deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and NOP Rules and Regulations. I understand 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 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 Schedule.
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 Owner/Manager:       Date      [ ]  I have made copies of this Organic Handling Plan and other supporting documents for my own records.Application forms may be emailed to: applications@baystateorganic.org. Submit copies, fees, and supporting documents to: Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, N. Dighton, MA 02764 |