

## **Baystate Organic Certifiers**

### **Application Checklist for Grass-Fed Livestock Applicants**

*Please note: all forms and documents must be completed and submitted to Baystate for your application to be reviewed, inspected, and a certification decision made. Incomplete applications will be on hold until missing or incomplete information is received. Call or email Baystate if you have any questions about the certification application.*

\_\_\_\_\_ **Step 1: Complete the Organic Dairy Crop Plan for the crop portion of your operation\***

\*See Application Checklist for Organic application details; if certified by another accredited agency, skip to Step 4.

\_\_\_\_\_ **Step 2: Complete the Organic Livestock Plan for the livestock portion of your operation\***

\*See Application Checklist for Organic application details; if certified by another accredited agency, skip to Step 4.

\_\_\_\_\_ **Step 3: Provide all other information required for the Organic Certification of your Livestock\***

\*See Application Checklist for Organic application details; if certified by another accredited agency, skip to Step 4.

\_\_\_\_\_ **Step 4: Complete the Grass-Fed Application Form**

\_\_\_\_\_ Complete all pages of the Grass-Fed Livestock Plan

\_\_\_\_\_ Submit a complete herd list of all animals in your livestock herd with their ID#, date of birth, source (if purchased off farm), stage of production, and grass-fed slaughter status.

\_\_\_\_\_ Submit copies of organic certificates for all purchased feed and/or feed supplements.

\_\_\_\_\_ Submit any labels you wish to use identifying your products as 100% Grass-Fed.

\_\_\_\_\_ Complete and attach the DMI Calculation Worksheet or Worksheets.

\_\_\_\_\_ Submit samples of the records you are keeping.

\_\_\_\_\_ **Step 5: Complete the Fee Worksheet and Enclose Check\***

\*If certified by another accredited agency, skip to Step 6.

\_\_\_\_\_ **Step 6: Complete the Grass-Fed Fee Worksheet and Enclose Check**

\_\_\_\_\_ **Step 7: Optional Information:** *To certify any bottling grass-fed organic milk or any other processed products as an on-farm processor you must complete the following:*

\_\_\_\_\_ On-Farm Organic Handler Plan (unless certified by another accredited agency)

\_\_\_\_\_ Organic Product Profiles, Process Flow description, facility diagram, and any additional documentation as required. (See Application Checklist for the Organic handling application for details.)

\_\_\_\_\_ Grass-Fed Handling Plan

\_\_\_\_\_ **Step 7: Mail the Application Packet**

\_\_\_\_\_ Make 2 copies of all documents. File one copy with your records.

\_\_\_\_\_ Mail the original forms and one complete copy with your check for your certification fees to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, N. Dighton, MA 02764. Alternatively, your application may be filed electronically by email. Email all documents to [applications@baystateorganic.org](mailto:applications@baystateorganic.org). You will need to either email a PDF version of the signed affirmation page of the Crop and Dairy Plans or mail the signed affirmation page. The check for your certification fee will have to be mailed to Baystate.