

Application Checklist – New Poultry

This checklist and Organic Poultry Plan may only be used to certify organic poultry operations. To certify any livestock with the poultry or certify any crops, contact our office for other forms you will need. All forms and documents must be complete for your application to be reviewed, inspected, and a certification certificate issued. 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 Your Organic System Plan

- Complete all pages of the Organic Poultry Plan.
- Sign and date the Affidavit section of your Organic Poultry Plan (the last page of the document)
- Complete the Field History Affidavit for every pasture and outdoor access for your poultry. Attach documentation showing these areas have been managed organically for 3 years.

STEP 2: Other Required Information

- Submit an overall operation map showing all pasture and outdoor access area locations, as well as detailed maps for each field showing adjoining land use, buffer zones, location of fences in pastures and locations of shade and water. If you can, submit FSA or Google Earth satellite maps.
- Submit samples of any labels you will be using to identify any products as organic. Labels may be submitted after you are certified but before products ship or are sold or represented as organic.
- Submit samples of the records you keep. We only need a page or two of each type. Please submit records that show all aspects of your operation, including outdoor access records, health, feed and egg production records and input records for pastures, as applicable. If you do not currently maintain records, show what records you will maintain going forward. Example forms can be found at www.attra.org and [sample Outdoor Access forms are on our website or can be mailed to you.](#)
- Submit water test results for water used in washing eggs, irrigation, livestock, or product packing. Municipal water does not need to be tested. Only a coliform test is required.

STEP 3: The Fee Worksheet

- Complete the Fee Worksheet (the last page of the Fee Schedule) and include that page with your application. Please be sure to include the \$150 new operation fee into your certification fee payment. The new operation fee payment is a one-time fee in addition to your annual certification fee.
- Enclose a check for the certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers.

STEP 4: 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:** Send two hard copies of the completed Organic Poultry 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.
- DIGITAL COPY:** Email the Organic Poultry Plan, all attachments, and the Fee Worksheet to applications@baystateorganic.org. Then either email a PDF of the signed Affirmation page or mail a hardcopy version with your check. The check for your certification fee must be mailed to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764

You have two options for receiving your renewal application materials. Please indicate how you would like to receive update applications in future years.

- I would like to receive my renewal applications as hardcopies by mail.
- I would like to receive my renewal applications digitally by email:

We would like to know...

How did you hear about Baystate? Check all that apply:

- Crop consultant Neighbor farm or other organic operation Farm event or conference
 Internet search Baystate's website/Facebook/Instagram Advertisement Other (specify):

Do you have any questions or comments? We'd like to hear from you:

Directions Sheet

205.201

Operation name:

Main inspection location:

Please give general directions to the farm/facility we will be inspecting from the nearest state or interstate highway. Please note that the inspector will not be coming from our Massachusetts mailing office, so mapping directions from that address are not helpful.

You may submit driving directions from the nearest highway.

Please provide any hints, landmarks or special instructions that will be helpful for the inspector finding your location (i.e., any notes on GPS not being accurate to your location, special considerations for seasonal road quality for winter maple inspections, and alternative meeting places such as a nearby crossroads.)

Additional Site(s):

List all additional inspection sites here. Attach directions to the additional sites or write them on the back of this form.

Seed Information and Planting Stock Form

Please complete this form for all seed and annual/perennial planting stock purchased this year. Use additional sheets if needed.

SECTION 1: General Information	205.201
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Farm name:	Date:
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SECTION 2: Seeds and Planting Stock	205.201, 205.203
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- 2-1. What percentage of the crop seed used this year is certified organic?**
- 2-2. What percentage of the crop seed used this year is non-organic and untreated?**
- 2-3. Approximately how much cover crop seed do you use each year?**
- 2-4. What percentage of the cover crop seed used this year is certified organic?**

2-5. Are you using any non-organic pelletized seed this year? Yes No
 If yes, list the varieties and sources for the pelletized seed:

Do you know if the coating meets the requirements of the Organic Standards? Yes No Unsure

2-6. Are you using any treated or GMO seed on your operation this year? Yes No
 If yes, list the varieties of seed and field locations these crops will be grown:

2-7. Are you using any seed inoculant this year? Yes No
 If yes, have you verified that the inoculant does not come from a GMO source? Yes No Unsure
 List the inoculants below and whether you have verified them or not:

(Inoculants on the NOFA/Mass Bulk Order do not have to be verified)

A. NON-ORGANIC, UNTREATED SEED USE: Not Applicable

2A-1. Check off the reasons for your decision to use non-organic, untreated seed, including cover crop seed. Check all that apply.
 varieties needed unavailable quantities needed unavailable poor quality of organic seed in that variety
 other (specify)

2A-2. For non-organic, untreated crop seed used, list the top five by volume non-organic seed varieties used and the reasons for using non-organic seed for these crops:

Non-Organic Seed Variety	Reasons for Using Non-Organic Seed for these Crops

2A-3. Check what additional steps are you taking to find certified organic seed:
 internet searches catalog searches requesting organic stock from seed suppliers other (specify)

2A-4. List all seed suppliers that you are using or plan to use for certified organic or non-organic, untreated seed this year:

2A-5. List all additional sources checked for organic seed prior to purchasing non-organic, untreated seed:

2A-6. If your non-organic seed use is because varieties needed not available, list all organic varieties you are trialing this year as possible replacements for the non-organic seed?

2A-7. Baystate Organic Certifiers must check the non-organic seed purchased every year. Please select one of the following options for complying with this requirement:
 N/A – 100% organic seed used.
 I have submitted complete copies of my seed invoices.
 I will show my seed invoices to my inspector.

B. SPROUTS AND MICROGREENS: Not Applicable

2B-1. Are all microgreen seeds that you purchased this year certified organic? Yes No

If no, list all varieties of seed that you were unable to find organically:

2B-2. List all non-organic seeds purchased or planned for purchase this year.

Variety	Sprout or Microgreen	Reason for Non-Organic Seed Use?	Seed Suppliers Checked (list for each)

2C. ANNUAL SEEDLINGS: Not Applicable

All annual seedlings must be from certified organic sources.

2C-1. List all annual seedlings purchased or planned for purchase this year: 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.

Type of Annual Seedling	Supplier	Quantities	Certified Organic? Yes or No	Supplier's Organic Certifier

D. HEMP SEEDS, SEEDLINGS AND CLONES: Not Applicable

2D-1. Check what hemp you have purchased or plan to purchase: Check all that apply.

- Hemp Seed
- Hemp Clones (clippings of a mature plant)
- Hemp Seedlings (raised from seed not a cutting)

2D-2. Are your hemp seedlings certified organic? Yes No N/A

Hemp seedlings must be sourced as certified organic, either grown out on farm or purchased. You will have to show proof of organic certification to your inspector for any organic seedlings purchased that are not from farms certified by Baystate.

2D-3. Are your hemp clones certified organic? Yes No N/A

Hemp clones may be sourced as non-organic if organic hemp clones are unavailable.

2D-4. Hemp clone supplier name and contact information:

2D-5. List all additional sources checked for organic hemp clones prior to purchasing non-organic hemp clones:

2D-6. List all inputs used to grow out hemp clones (including rooting hormones/agents used):

Product	Brand Name/Manufacturer	Input Use

E. PLANTING STOCK: Not Applicable

Planting stock includes potato seed, garlic, onion sets, shallots, sweet potato slips, flower tubers, corms, rhizomes or bulbs, herb cuttings and strawberry planting stock that is harvested less than 12 months after planting.

2E-1. List all organic and non-organic annual planting stock. Attach additional sheets if necessary.

Type of Planting Stock	Varieties	Sources	Quantities	Certified Organic? Yes or No
Garlic				
Onion Plants				
Onion Sets				
Potatoes				
Shallots				
Sweet Potatoes				
Strawberries				
Flower Tubers, Bulbs, Rhizomes and Corms (list all varieties)				
Herb Cuttings (list all varieties)				
Other (list):				

2E-2. List all additional sources checked for organic planting stock prior to purchasing non-organic planting stock:

2E-3. Check off all reasons for your decision to use non-organic planting stock. Check all that apply.

- varieties needed unavailable quantities needed unavailable poor quality of organic planting stock in that variety
 other (specify)

2E-4. For any cuttings used this year, list the brand name/manufacturer for rooting hormones/agents used: N/A

F. PLANTING STOCK PERENNIALS: Not Applicable

Perennial stock includes fruit trees, canes and vines. Non-organic perennials must be organically managed for 1 year before harvest.

2F-1. List all perennial planting stock purchased or planned for purchase this year.

Perennial Planting Stock Variety	Source	Quantities	Certified Organic? Yes or No

Appendix A: Crops Requested for Certification

Please complete this form if you have chosen not to list all of your crops requested for certification on page 1 of the Organic Farm Plan.
Check off the Saving Seed column if you are saving seed from any crops you are growing.

FARM NAME:		DATE:	
Crop	How Many Acres / Row Feet	Field ID or Greenhouse ID	Saving Seed?
VEGETABLES			
arugula			
asparagus			
beans - green			
beans - wax			
beans - dried			
beets			
bok choy			
broccoli			
brussels sprouts			
cabbage			
carrots			
cauliflower			
celery			
chard			
collards			
corn - popcorn			
corn - sweet			
cucumbers			
edamame			
eggplant			
garlic			
gourds			
greens - mix			
ground cherries			
kale			
kohlrabi			
leeks			
lettuce - heads			
lettuce - mix			
melons			
mesclun mix			
mustard greens			
onions			
parsnips			
pac choi			
peas			
peppers			
peppers - hot			
potatoes			
pumpkins			
radishes			
rhubarb			
rutabaga			
scallions			
shallots			
spinach			
squash - summer			
squash - winter			
sweet potatoes			
tomatillos			
tomatoes			
tomatoes - heirloom			
tomatoes - cherry			
tomatoes - grape			
turnips			
<i>Other:</i>			

Crop	How Many Acres / Row Feet	Field ID or Greenhouse ID	Saving Seed?
CULINARY & MEDICINAL HERBS			
basil			
chives			
cilantro			
dill			
fennel			
mints			
oregano			
parsley			
rosemary			
sage			
savory			
thyme			
<i>Other:</i>			
FLOWERS			
cut flower -perennials			
cut flower -annuals, biannuals			
bedding plants - perennials			
bedding plants – annuals, biannuals			
edible flowers			
<i>Other:</i>			
SEEDLINGS for sale & on-farm use	Number of flats		
vegetable			
herb			
flowers			
<i>Other:</i>			
BERRIES			
blackberries			
blueberries			
cranberries			
currants			
grapes			
raspberries			
strawberries			
<i>Other:</i>			
FRUIT & NUT TREES			
apples			
cherries			
peaches			
pears			
pecans			
plums			
walnuts			
<i>Other:</i>			
NURSERY CROPS & TREES			
Christmas trees			
fruit trees			
nut trees			
landscape plants			
landscape trees			
<i>Other:</i>			

Crop	Amount Planted Acres / Row Feet	Field ID or Greenhouse ID	Saving Seed?
FIELD CROPS & GRAINS			
barley			
corn			
cotton			
hemp – for fiber			
hemp – for buds/leaves			
oats			
rye			
soybeans			
wheat			
<i>Other:</i>			
HAY			
alfalfa			
clover/grasses mix			
sorghum			
timothy			
vetch			
<i>Other:</i>			
PASTURE			
OTHER CROPS			