

# Application Checklist – Renewal Grower

All forms and documents must be complete for your renewal application to be reviewed, inspected, and a certification certificate issued. Incomplete renewal 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: Updating Your Organic System Plan

- Review the Organic Farm Plan we sent you. If any of the information on your Plan is incorrect, provide the correct information by writing directly on the copy of the Organic Farm Plan. If you want to make the corrections electronically, contact Baystate and we will email or mail you an electronic version of the application.
- Please update your crop information on page 1 of the Organic Farm Plan, or if you submitted Appendix A last year, update the information on the enclosed Appendix A. You may also submit your own list of crops instead of filling out an Appendix A as long as it contains the same information as the Appendix A. The Appendix A may also be submitted at the time of inspection. Please check the appropriate box below and return this checklist form with your application.
  - I am submitting the Appendix A now
  - I will give the Appendix A to the inspector
- Sign and date the Affidavit section of your Organic Farm Plan (the last page of the document)
- Complete the Seed Information and Planting Stock Form
- Complete the Field History Sheet - Renewal for every field and greenhouse that is part of your operation. Only greenhouses with in-ground crop production need to be listed on the sheet. Greenhouses used only for seedling production or container growing do not have to be listed on this form
- Are you adding new fields or greenhouses to your operation this year? If so, complete a Field History Affidavit for every new field and greenhouse to be certified. The Field History Affidavit can be sent to you by mail, email or can be downloaded from our website. Attach any documentation you have showing that the new fields or greenhouses have been managed organically for the past 3 years. Please note, new fields and/or greenhouses cannot be added to your organic certification without the proper documentation.
- If you are adding any new fields or greenhouses, submit a new overall farm map for your Operation clearly indicating where the new fields or greenhouses are located. If you are adding new fields, submit individual maps detailing adjoining land use and buffer zones for each new field.
- If you do not have a 50-foot buffer around all fields, and you have not been granted a buffer reduction in the past, submit an Abuffer Form for any fields that abut conventional agricultural production and note all buffers that are below 50 feet in your Farm Plan. Abuffer Forms can be sent to you by mail, email or can be downloaded from our website.
- If you are exporting products to any country, or importing feeding or ingredients from any country, submit the Export/Import Addendum.

## STEP 2: The Fee Worksheet

- Complete the Fee Worksheet (the last page of the Fee Schedule) and include that page with the rest of your application.
- Enclose a check for your certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers. Please note, your renewal application will not be processed unless accompanied by the correct fee payment.

### STEP 3: Optional Information

**If you have either livestock or both livestock and poultry that you want to certify:**

- Complete or update the Organic Livestock Plan.
- Submit a Field/Greenhouse History Affidavit for all pastures and outdoor access.
- Submit completed DMI worksheets for ruminant animals.

**If you have poultry and no other livestock that you want to certify:**

- Complete or update the Organic Poultry Plan.
- Submit a Field/Greenhouse History Affidavit for all pastures and outdoor access.

**If you have any on-farm processed products that you want to certify:**

- Complete or update the Organic On-Farm Handling Plan for any value-added products shipped within the US.
- Submit a Single Ingredient Product Profile for all single ingredient products.
- Submit an Organic Product Profile for each multi-ingredient product.
- Submit draft labels for any new products to be certified.

**If you have any specialized production that you want to certify:**

- MAPLE: Complete or update the Organic Maple Plan.
- MUSHROOMS: Complete or update the Organic Mushroom Addendum to Crop Plan.

### STEP 4: Mailing the Renewal 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 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.
- DIGITAL COPY:** Email the Organic Farm Plan, all attachments, and the Fee Worksheet to [applications@baystateorganic.org](mailto:applications@baystateorganic.org). Then either email a PDF of the signed Affirmation page of the Farm Plan 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...**

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