

# Application Checklist – Renewal Handler

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 Handling Plan we sent you. If any of the information on your Plan is incorrect, provide the correct information by editing directly on the copy of the Organic Handling Plan.
- Update the Single Ingredient Product Profile and/or Organic Product Profiles for each multi-ingredient product you want to certify. For repacking products, use the Single Ingredient Product Profile.
- For each new multi-ingredient product, submit a formula, recipe or other proof showing how you came up with the percentage calculations on the product profile. This information will be kept confidential and only used to verify your calculations.
- For any imported ingredient/raw material or exported finished product, be sure the Import/Export section is current with all pertinent information and clearly indicates any updates to your plans.
- Sign and date the Affidavit section of your Organic Handling Plan (the last page of the document)

## STEP 2: Other Required Information

- For any Natural Flavors used, they must be certified organic unless the flavor cannot be obtained as organic. For any that cannot be obtained as organic, they must be allowed by section 205.605 of the standards. Please submit a NOP Flavor Questionnaire for each or submit alternative documentation with the same information. NOP Flavor Questionnaires should be updated every two years.

## STEP 3: 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 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 Handling 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 Handling 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 Handling 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: