

Application Checklist – Renewal Mushroom

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 Mushroom 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 Mushroom Plan. If you want to make the corrections electronically, contact Baystate and we will email or mail you an electronic version of the application.
- Sign and date the Affidavit section of your Organic Mushroom Plan (the last page of the document)
- Complete the Field History Sheet - Renewal for every growing area that is part of your operation.
- Are you adding new growing areas to your operation this year? If so, complete a Field History Affidavit for every new area 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 areas have been managed organically for the past 3 years. Please note, new growing areas cannot be added to your organic certification without the proper documentation.
- If you are adding any new growing areas, submit a new overall map for your operation clearly indicating where the new areas are located. With any new areas, submit individual maps detailing adjoining land use and buffer zones for each new area.
- 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 Abutter Form for any fields that abut conventional agricultural production and note all buffers that are below 50 feet in your Farm Plan. Abutter 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: 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. 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: