

# Application Checklist – Renewal Poultry

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: Update Your Organic System Plan

- Update all pages of the Organic Poultry Plan.
- Sign and date the Affidavit section of your Organic Poultry Plan (the last page of the document)
- If adding any new pasture or outdoor access areas, complete the Field/Greenhouse History Affidavit. Attach documentation showing that fields and greenhouses have been managed organically for 3 years.
- 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 and include it with your application.
- Enclose a check for your certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers.

## STEP 3: 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 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](mailto:applications@baystateorganic.org). Then either email a PDF of the signed Affirmation page of the Poultry 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: