

Application Checklist – Trader/Distributor/Warehousing

This questionnaire is for certifying product produced at a certified copacker, or products only relabeled or resold without processing or repackaging. If you repackage or process the products in any way, fill out the Organic Handling Plan and Checklist instead. 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.

STEP 1: Complete Your Organic System Plan	
<input type="checkbox"/>	Complete the pages of the Organic Handling Plan for Traders/Distributors. Please note that the section numbers of this Handling Plan are not sequential because this plan omits sections of the main Organic Handling Plan that do not apply to traders, distributors or warehouses.
<input type="checkbox"/>	Complete a Single Ingredient Product Profile for all single ingredient products or an Organic Product Profile for each multi-ingredient product you want to certify. If you are repacking products, use the Single Ingredient Product Profile.
<input type="checkbox"/>	For each 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. If you do not control the formula of the multi-ingredient product but rather purchase the product as-is from the co-packer or supplier, you can skip this step and instead list the product on the Single Ingredient Products Profile.
<input type="checkbox"/>	If you are exporting products to any country, or importing feeding or ingredients from any country, submit the Export/Import Addendum.
<input type="checkbox"/>	Sign and date the Affidavit section of your Organic Handling Plan for Traders/Distributors (the last page of the document)
STEP 2: Other Required Information	
<input type="checkbox"/>	Submit proof of certification for all organic ingredients in your products.
<input type="checkbox"/>	For any non-organic ingredients used, provide proof that the ingredient is not from a genetically modified source, has not been irradiated or produced using sewage sludge.
<input type="checkbox"/>	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
<input type="checkbox"/>	Submit a <u>Process Flow Description</u> – a complete written process flow description showing the movement of all organic products, from ingredient and/or product purchase through ingredient and/or product storage, relabeling (if applicable), shipment to the co-packer (if applicable) and shipment from copacker to storage (if applicable) to shipment to customers. All locations where ingredients and products pass through must be identified. The description must show each step of the process, the frequency of each activity and any records kept at each stage. All equipment and storage areas must be identified. Include a flow chart demonstrating this if needed.
<input type="checkbox"/>	If you are using a co-packer not certified by Baystate, submit proof that the co-packer is certified to pack your products.
<input type="checkbox"/>	Submit samples of all labels you will be using to identify your products as organic.
<input type="checkbox"/>	Submit samples of the records you keep. We only need a page or two of each type of record. These records must show all aspects of your operation, including your entire audit trail from incoming product through shipment.
<input type="checkbox"/>	Complete a Directions Sheet included with the application packet. Baystate needs to conduct an on-site inspection.
STEP 3: The Fee Worksheet	
<input type="checkbox"/>	Complete the Fee Worksheet (the last page of the Fee Schedule) and include that page with your application.
<input type="checkbox"/>	Enclose a check for the certification fee 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 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. 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...

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

- Consultant Other organic operation Event or conference Internet search Baystate's website or social media
- Advertisement Other (specify):

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