

Organic Mushroom Plan

Please complete this questionnaire if you are requesting organic mushroom certification only. If certifying other crops in addition to mushrooms, please fill out the Mushroom Addendum to Crop Plan. See the Application Checklist for Growers for additional information that must be submitted with this Plan.

SECTION 1: General Information		205.201, 205.300-11, 205.401	
Farm name:	Date:	Organic certification number:	
Owner name(s):		Contact for certification (if different than owner):	
Mailing Address:	City:	State/province:	Postal/zip code:
Physical Address (if different than above):	City:	State/province:	Postal/zip code:
Phone:		Mobile phone:	
Email:		Website:	
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> LLC <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)			
List all non-organic crops and products produced at the operation, including all non-organic livestock raised at the operation:			
Has this operation, or a responsible party (owner) connected to this operation, ever previously held organic certification? <input type="checkbox"/> Yes <input type="checkbox"/> No List previous years certified organic and name of accredited certifying agency: List current organic certification by other accredited certifying agencies:			
Has organic certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a If yes, describe the circumstances and attach all noncompliances noted by the certifying agent issuing the decision and corrective actions you took to address the noncompliances: <input type="checkbox"/> I have attached noncompliances and corrective actions.			
<i>If previously certified by another certifying agency, or currently certified by another agency, submit your last certificate issued, the last post-inspection letter received, and any noncompliances cited and corrective actions you took to fix the noncompliances.</i> <input type="checkbox"/> I have attached noncompliances and corrective actions. <input type="checkbox"/> I have attached current certification certificate, and last post-inspection letter.			
Do you have access to the current Organic Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have access to the current OMRI Materials List? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you intend to certify any livestock (slaughter stock, dairy, poultry) this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the appropriate Organic Poultry or Livestock Plans? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you certifying any on or off-farm mushroom processing (teas, tinctures, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the Handling Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Be sure to complete SECTION 8 of this application. Please note that you must submit an Organic Poultry or Livestock Plan to certify any livestock or an Organic Handling Plan to certify any processing, handling or trading. Contact Baystate Organic Certifiers to obtain the appropriate forms.</i>			
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon The NOP requires that Baystate Organic Certifiers perform unannounced inspections. You may choose two weekdays that you are <u>not</u> available for unannounced inspections. List them here:			

SECTION 2: General Growing Information

205.201, 205.202

Attach Field/Greenhouse History Affidavits for all new fields or growing areas, newly transitioning areas, and fields you've had less than 3 years. Attach updated Field/Greenhouse Histories for already certified fields.

List each production area in the operation, whether they are organic, transitional or conventional:

Growing Area IDs	Parcel Address/Legal Description	Total Number of Acres or Square Footage:			Indoor Growing? (Yes or No)	Rented (R) or Owned (O)
		Organic	Transitional	Conventional		

If treated wood is used in any part of the production areas, where is it located? Not Applicable

Describe the production cycle for each mushroom crop from inoculation to harvest. If you do not inoculate the substrate, explain the crop cycle from when you receive the product until harvest:

How long will each product be in production?

SECTION 3: Grow Blocks and Spawn Information

205.204

A. General Information

Do you purchase pre-assembled grow blocks, pre-inoculated logs or inoculated substrate in bags? Yes No N/A

If yes, fill out the table below.

Note: Please include certification certificates for all suppliers of pre-inoculated media.

All sources of pre-inoculated substrate must be organic.

Grow Block Type	Final Product	Organic? (Yes or No)	If Organic, list the source and certifier	List Any Additional Inputs to Block

Do you purchase spawn? Yes No N/A

If yes, fill out the table below.

Note: Please include certification certificates for all suppliers of pre-inoculated media.

Spawn Type	Final Product	Organic? (Yes or No)	If Organic, list source and certifier	Substrate Used	List Any Additional Inputs

If you purchase non-organic spawn, please describe your search for organic spawn and include all sources of organic spawn checked (include the name of the supplier and location): N/A

SECTION 3: Grow Blocks and Spawn Information (cont.)

Do you produce your own spawn? Yes No N/A
 If yes, fill out the table below.

Type of Spawn	Final Product	Substrate Used

If spawn production occurs off-site, provide the name and address of the facility: N/A

Describe the spawn production process:

List the organic grain or other material used in spawn production:

B. If you Produce Both Organic and Non-Organic Spawn: Not Applicable

List all spawn produced this year (produced as both organic and non-organic):

Do you have separate organic and non-organic growing areas? Yes No N/A

Where do you store inputs used for non-organic production?

How do you prevent commingling of organic and non-organic inputs during mixing and storage?

How do you prevent drift of any prohibited materials through ventilation and/or watering systems?

If you sell organic and/or non-organic spawn, how are they labeled and where are they sold?

SECTION 4: Production 205.203, 205.205

A. General Information.

What varieties of mushrooms are you intending on growing this year?

What are the estimated annual amounts of mushrooms expected to be harvested?

Are the mushrooms grown: indoors outdoors both indoors and outdoors

What is the basic form of your mushroom production?

grown on own substrate grown on pre-inoculated substrate/media grown on manure/compost grown on logs

B. Materials:

List all materials and inputs in use or intended for use, including growing mediums, type of agar, sanitizers and cleaners. Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials. A non-GMO statement must be provided for each type of agar used.

Product	Brand Name/Manufacturer	Approved (A), Restricted (R), Prohibited (P)	If Restricted, Describe Compliance w/ NOP Rule Annotation

B. Materials *(cont.)*

List any log or spawn coatings used to prevent moisture loss: N/A

Do you use any cheese wax or other wax in production? Yes No N/A

If yes, is the wax organic? Yes No

If yes, is the wax organically compliant? Yes No

If yes, what manufacturer/source?

If yes, list the CAS# for each wax used:

Describe how you clean production facilities. Be sure to list all sanitizers and cleaner in above table:

C. Substrate. *Substrate is the material inoculated with mushroom spawn.*

Not Applicable

Do you purchase substrate? Yes No

If yes, list the types of substrate, source and if it is certified organic, and any inputs to the substrate:

Do you produce or grow your own substrate? Yes No

If yes, list substrate types, describe how you process the material for substrate use and any inputs to the substrate:

How is the substrate stored and in what location?

D. Logs.

Not Applicable

Are your logs: harvested on-farm purchased

If you harvest logs, describe the harvest location and how you harvest these logs sustainably:

If you purchase logs, from where and do you have verification the logs are untreated?

If you Use Both Organic and Non-Organic Substrate:

Not Applicable

List all substrate used this year (used for both organic and non-organic):

Do you have separate organic and non-organic substrate areas? Yes No

Where do you store inputs used for non-organic production?

How do you prevent commingling of organic and non-organic substrate?

How do you label organic and non-organic substrate?

A. Compost Use: Not Applicable*All compost is required to be produced in accordance with 205.203 and NOP Guidance Document #5021.***List all compost ingredients and additives used in compost production, including any “biodegradable plastics”:****Describe your composting method:** in-vessel static aerated pile windrows other (specify)**What is your C:N ratio?****Do you monitor temperature?** Yes No

If yes, at what temperature is the compost maintained?

How long is the temperature maintained?

If compost is windrowed, how many times are materials turned?**Do you produce or use compost tea or vermicompost tea?** Yes No

If yes, list all ingredients and production methods:

Do you use any products for anaerobic digestion? Yes No *(If no, skip ahead to Manure Use section)*If yes, is the anaerobic digestate produced using only allowed plant/animal feedstocks? Yes NoIf yes, have you submitted a list of the feedstocks? Yes NoIf yes, are animal manures used in the production of the digestate? Yes No*If animal manures are used in digestate, applications of digestate to the fields must follow the harvest restrictions of 205.203.*If yes, is the digestate compost of only allowed plant materials? Yes No*Note: you must have proof that the digestate contains no more than 1x10³ (1000) MPN fecal coliform/gram of digestate sampled and must not contain more than 3MPN Salmonella per 4 grams of digestate sampled.***B. Manure Use:** Not Applicable*The Organic Standards requires raw manure be fully composted unless incorporated into the soil 120 days prior to harvest.***What forms of manure do you use?** liquid semi-solid piled fully composted other (specify)*If you are composting manure in compliance to 205.203, complete the Compost Use section.*

Growing Area ID/Number	Date Manure Applied	Expected Harvest Date

What is the source of the manure used? on-farm off-farm N/A**List all sources of off-farm manure:** I have submitted documentation from each off-farm source (manure statement). *Note: you must have documentation from each off-farm supplier that lists anything mixed in with the manure, such as bedding, and anything added to the manure pile.***List all manure ingredients/additives:****What are the potential contaminants from these sources?** *(pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.)*

C. Natural Resources and Biodiversity Conservation:

The Organic Standards requires that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion and improve soil resources. Irrigation water should not contaminate organic crops with prohibited materials and should take measures to protect water quality and conserve water usage.

What soil conservation practices are used? terraces contouring strip cropping winter cover crops tree lines
 windbreaks conservation tillage grassy waterways firebreaks retention ponds riparian management
 wildlife habitats long-term sod avoid working saturated soils avoid steep slopes other (specify)

Describe the soil erosion problems you experience, including where and your efforts to minimize it: none

What steps are taken to provide biodiversity conservation? employee conservation training monitoring invasive species
 work with NRCS, FSA, Soil Conservation District, land trust or other conservation agency other (specify)

What actions are taken to provide habitat for pollinators, insect predators, birds, bats and other wildlife: insectaries
 bird/bat boxes and/or raptor perches hedgerows/windbreaks natural roosting/nesting sites native planting
 diverse habitat (trees/shrubs/grasses) wildlife friendly fences ground/tunneling sites for bees other (specify)

How do you restore and/or protect natural areas on and surrounding your certified land? establish conservation areas
 rain gardens/vegetative swales wildlife corridors suppress invasive species with organic methods
 recolonize degraded areas with native/non-invasive planting other (specify)

D. Water Use:

Do you use water in your operation? Yes No *If no, skip to SECTION 6.*

Use: irrigation sprinkler/humidifier system other (specify)

What are your water sources? on-site well(s) river/creek/pond spring municipal/county irrigation district
 other (specify)

If water is used for washing crops, what is the source of wash water? on-site well(s) river/creek/pond spring
 municipal/county other (specify)

I have attached current water tests.

Type of irrigation system: N/A drip misting creek/stream soak tub/bin soak other (specify)

How long do you typically soak logs/bags?

What input products are applied to soaking water or through the irrigation system? N/A

What products do you use to clean irrigation lines/nozzles? N/A

Is the irrigation system shared with another operator? Yes No
If yes, what products do they use?

Is the system flushed and documented between conventional and organic use? Yes No

Known contaminants in water supplies in your area: *(attach residue analysis and/or sanity test results, if applicable)*

How do you minimize water contamination problems? N/A fertilizer/compost stored away from water
 prevent nutrient leaching from over-irrigation grassy waterways/riparian buffers to filter water other (specify)

A. Weed Management Plan: N/A

Approved synthetic materials on the National List (205.601) may only be used when management practices fail to prevent or control problems. A "restricted" input has specific ways that it may or may not be used; you must show how you comply with the restrictions.

List your problem weeds and the major weed management problems you face at your operation:

What methods are used in your weed management plan: crop rotation mowing field preparation natural mulch
 biodegradable mulch synthetic mulch corn gluten conventional herbicides avoiding weed seed set
 soil sterilization flame weeding monitoring soil temperature clean equipment prior to entry smother crops
 hand/mechanical cultivation livestock grazing restricted herbicides irrigation management other (specify)

If you use restricted herbicides, list products used, locations used and how you comply with the restrictions: N/A

If you use restricted herbicides, do you document their use including field IDs and dates used? Yes No N/A

Is plastic or other synthetic mulch removed at the end of the growing or harvest season? Yes No N/A
 If no, why not?

If you use corn gluten, is the corn genetically modified? Yes No N/A
 If no, what verification do you have?

If you use newspaper or other paper for mulch, is it glossy paper or have colored inks? Yes No N/A

Rate the effectiveness of your weed management program: excellent satisfactory needs improvement
 Any changes anticipated?

B. Pest Management Plan: no pest problems

What pests do you currently control or anticipate having to control?

birds rodents insects (specify):
 other pests (specify):

Do you work with a pest control advisor? Yes No
 If yes, provide name and contact information:

What strategies are used in your pest control program? N/A

Section 205.206 specifies that compliant strategies must be used to control pests prior to any restricted pest control material use.

crop rotation natural habitats for enemies monitoring companion planting bird/bat houses and/or raptor perches
 frog ponds hand picking/physical removal trap crops traps/lures clean off equipment prior to entry
 physical barrier/row covers release of beneficials/predators/parasites insect repellents animal repellents
 use of **approved** products use of **restricted** products limited use of **prohibited** products other (specify)

Do you keep records of pest material use including locations, amounts and dates they are applied? Yes No

List all pest control materials used or intended for use in indoor and outdoor growing areas: N/A

For newly certifying fields and in-ground greenhouse crop production, all inputs used for the last three years must be listed on your Field/Greenhouse History Affidavit. Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials.

Pest	Control Material and Source/Brand Name/Manufacturer	Approved (A), Restricted (R), Prohibited (P)	If Restricted, Describe Compliance with Restrictions

C. Disease Management Plan: no disease problems

What diseases do you control or anticipate having to control?

What strategies are used in your disease control program? N/A

Section 205.206 specifies compliant strategies must be used to control disease prior to any restricted disease control material use.

- crop rotation field sanitation soil balancing solarization companion planting compost tea growing location
 irrigation management early removal of diseased specimens clean off equipment prior to entry
 use of **approved** materials use of **restricted** materials limited use of **prohibited** materials other (specify)

List all disease control materials used or available for use in all indoor and outdoor growing areas: N/A

For newly certifying fields, all inputs used for the last three years must be listed on your Field/Greenhouse History Affidavit. Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials.

Disease	Control Material and Source/Brand Name/Manufacturer	Approved (A), Restricted (R), Prohibited (P)	If Restricted, Describe Compliance with Restrictions

SECTION 7: Maintenance of Organic Integrity

205.201, 205.202, 205.272

A. Adjoining Land Use:

Not Applicable

The Organic Standards requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application or contact with potential prohibited substance applied to adjoining non-organic land. Buffers must be sufficient in size or other features (windbreaks, diversion ditches) to prevent contact. Show adjoining land use on maps. Abutter Forms may be required when buffers insufficient to an adjacent source of potential contamination. Buffers will be checked at your inspection.

List all buffers maintained between organic growing areas and adjoining potential contamination sources.

Location or Field ID	Type of Buffer (Cropland, Treeline, Hedgerow, Grass Strip, Wildlife Planting)	Width of Buffer	Adjoining Land Use	If Harvesting Crop from Buffer, Describe Use (Sale, Non-Organic Livestock Feed, Etc.)

If you harvest from your buffer areas, how do you protect organic harvests from contact with non-organic? N/A

What written notification do you have to prevent accidental contamination of organic crops? none

- DOT FSA utilities aerial spray companies adjoining landowners other (specify)

Have you posted “No Spray” signs along roadsides that adjoin organic fields? Yes No

Do any outdoor growing areas flood frequently (more than once every 10 years)? Yes No

If yes, list locations:

B. Equipment: N/A

To prevent commingling and contamination, equipment must be free of non-organic residue and prohibited materials and cleaned prior to use if used on both organic and conventional areas. Equipment used on transitional areas do not need be cleaned.

List equipment used for spawn/substrate production, inoculating, shocking, spraying and harvest.

Equipment Type	Owned (O), Rented (R), Custom Hired (C)	Used on Both Organic and Conventional (Yes or No)	How Is Equipment Cleaned Before Use on Organic?

Is your input sprayer dedicated to organic use? Yes No N/A

If no, describe how you ensure no contamination occurs from non-organic use:

C. Harvest:

The Organic Standards require that containers, bins and packaging materials must not contain synthetic fungicides, preservatives or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination.

When is your mushroom harvest season? spring summer fall winter year-round other (specify)

How do you harvest (check all that apply): mechanical by hand

Any custom harvested? Yes No

If yes, provide their name and contact information:

If custom harvest equipment is used on both organic and conventional areas, provide separate equipment clean out procedures.

Describe steps taken to protect organic crops from commingling and contamination during harvest:

What containers are used for harvesting? truck boxes cardboard/waxed boxes wood totes plastic containers
 other (specify)

Are containers new or used? new used

If used, how are you preventing potential contamination from prior use?

Are the containers dedicated to organic use? Yes No

If no, how do you prevent contamination from non-organic use?

D. Post-Harvest Handling:

Not Applicable

The Organic Standards requires that post-harvest handling procedures do not contaminate organic products with non-organic products or prohibited materials. Post-harvest handling examples include brushing off dirt, packing, etc.

Describe your post-harvest handling procedures and any equipment used. Be sure to include any packing, brushing off dirt, storage, etc.

What are your post-harvest procedures with spend materials/growing mediums?

How do you protect water quality during post-harvest handling? pre-treatment of wastewater before it enters wetlands
 constructed wetlands sediment ponds water recycling other (specify)

Is the processing area and equipment used for both organic and non-organic products? Yes No

If yes, describe steps taken to prevent commingling and contamination:

Does packaging present any contamination problems for your organic products? Yes No

If yes, describe what they are:

Check types of packaging material used: bulk paper cardboard wood glass metal foil plastic
 waxed paper aseptic natural fiber synthetic fiber other (specify)

In what form are finished products shipped? dry bulk liquid bulk tote bags tote boxes paper bags
 foil bags metal drums cardboard drums cardboard cases plastic crates other (specify)

E. Mushroom Storage: no storage

Storage is for any product not sold directly from the field/growing area. Operators must keep organic and non-organic in separate areas to prevent commingling and contamination. Records must be maintained.

List all storage locations.

Storage ID	Storage Type (Walk-In, Root Cellar, Barn, Etc.)	Capacity	Organic (O), Transitional (T), Buffer (B), Conventional (C)

Do you have any off-site storage areas? Yes No

If yes, list locations and distance from your main operation:

E. Mushroom Storage (cont.)

Do you use the same storage areas for organic, transitional, buffer and/or conventional crops? Yes No
 If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic mushrooms?

What kind of pests do you have in storage?

flying insects crawling insects rodents spiders birds other (specify)

What type of pest management practices are used in crop storage areas? none removal of exterior habitat/food sources

inspection around interior perimeter sheet meal on building exterior good sanitation physical barriers sticky traps
 incoming ingredient inspection for pests sealed doors/windows screened windows/vents positive air pressure in facility
 ultrasound/light devices repairs of holes/cracks, etc. crack/crevice spray heat or freezing treatments electrocutors
 use of beneficials pheromone traps traps vacuum treatments air showers/curtains other (specify)

Do you keep records of your pest monitoring and management activities? Yes No

Do you use any materials on or around stored crops? Yes No

If yes, please list all materials and reasons for use:

Check all aspects of waste management that are used on your farm: none on-site dumpster material recycling
 composting daily pick-up of waste field application of waste dust collection systems other (specify)

F. Transportation: Not Applicable

Describe how organic products are transported to market and who is responsible for transportation:

What potential contamination or commingling problem do you have with the transport of organic crops to market? N/A

What steps are taken to protect the integrity of organic products during transport to market?

dedicated organic product sealed in impermeable containers cleaning/inspecting transport units prior to loading
 letter/contract with transport company stating organic requirements use of Clean Truck Affidavits other (specify)

SECTION 8: Additional Processing or Handling

205.270-272, 205.300-309

Indicate what additional processing/handling you wish to certify. Check all that are applicable.

- I am certifying only mushrooms, no other products (skip to SECTION 9).
- I produce processed mushroom products for organic sale (tinctures, teas, etc.)
- I package mushrooms and mushroom products for organic sale
- I produce pre-inoculated mushroom logs or blocks for organic sale
- I package mushroom mixes and mushrooms from other organic operations for sale

List all value-added products requested for certification, including grow blocks and value-added products such as tinctures and teas.

Product Name	Labeled as "100% Organic", "Organic" or "Made with Organic..."

Product Composition. Attach a Single-Ingredient Product Profile (SIPP) listing all single-ingredient products to be certified. Attach an Organic Product Profile (OPP) for each multi-ingredient product. Submit copies of organic certificates for suppliers of organic ingredients/processing aids, and organic compliance documentation for non-organic ingredients/processing aids.

I have attached the following: SIPP OPP(s) Organic Certificate(s) Non-Organic Compliance Documentation

If you produce pre-inoculated mushroom logs or blocks for organic sale, have you submitted a list for the ingredients for each type of block or log? Yes No N/A

SECTION 8: Additional Processing and Handling (cont.)

Facility Map.

Attach a facility layout map, showing equipment and storage areas, including all pest control locations.

I have attached a facility layout map.

Process Flowchart/Description.

Attach a flowchart/description of the additional handling of organic products, showing each step in the process beginning from when you receive ingredients and products and ending with transport/sale.

I have attached a flowchart/description.

Describe how water is used in the additional processing: (*ingredient, cooking, cooling, equipment cleaning*)

If the water source is different than the source(s) described in SECTION 5, please describe additional source(s): N/A

Attach water test results for any additional sources, if applicable.

List all equipment used in the additional processing/handling of product, including stills, blenders, drying racks, etc.:

Is this equipment also used for non-organic product? Yes No

If yes, is it cleaned prior to organic use? Yes No

Describe how equipment is cleaned, including any materials used and their brand/manufacturer:

If any equipment is purged with product as part of cleaning, what is done with the purged product? N/A

Describe packaging of additional organic products for sale, including types and sizes of retail and bulk packaging used.

I have attached a sample of each retail and non-retail label planned for additional organic products.

The Organic Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

A. Monitoring:

Describe how you monitor the effectiveness of your soil conservation program? soil tests tissue tests
 recorded observation of soil recorded observation of crop health other (specify)

How often do you conduct soil monitoring? weekly monthly annually as needed other (specify)

How do you monitor biodiversity at your operation? before/after photos plant/animal/insect surveys logs/journals
 conservation maps evaluations/reports from NRCS or other conservation agencies other (specify)

How do you monitor the effectiveness of your water quality and conservation program?

How often do you monitor water quality? weekly monthly annually as needed other (specify)

How do you monitor the effectiveness of your weed management program? recorded observation of weed types
 weed counts comparison of crop yields other (specify)

How often do you monitor weed pressure? weekly monthly annually as needed other (specify)

How do you monitor the effectiveness of your pest and disease management programs? insect monitoring with traps
 soil testing microbiological testing recorded observation of soil recorded observation of crop health
 comparison of crop yields other (specify)

How often do you monitor for pests and disease? weekly monthly annually as needed other (specify)

How do you monitor for contamination from adjoining fields? residue analysis GMO testing recorded observation
 photographs wind direction/speed data other (specify)

How often do you monitor crop contamination? weekly monthly annually as needed other (specify)

How do you monitor the implementation of your organic system plan, including recording the frequency of your monitoring? *(Check off all that apply.)*

Updating of the Organic Mushroom Plan and accompanying documents annually other (specify)

Auditing your own recordkeeping annually monthly other (specify)

Do you keep records of your internal audits? Yes No

Conducting Inventory annually monthly other (specify)

Mock product recalls annually monthly other (specify)

Do you keep records of your mock product recalls? Yes No

Verification of sanitizer concentrations daily weekly monthly other (specify)

Do you keep sanitizer concentration records? Yes No

Other monitoring (specify): annually monthly other (specify)

B. Recordkeeping:

Which of the following records do you keep for organic production? (Check all that apply)

- field maps of all parcels (including features such as acreage, hedgerows, roads, conservation areas and adjoining land use)
- production activity log(s)
- outdoor production history sheets (previous three years)
- documentation of previous land use for rented and/or newly purchased land
- input records for soil amendments, manure and pest control products
- documentation of attempts to source organic spawn
- documentation of organic spawn
- residue analyses of inputs (off-farm sourced manure, compost, etc.)
- compost production records
- monitoring records (soil tests, tissue tests, water tests, quality tests, recorded observations)
- equipment cleaning records
- harvest records that show production location, harvesting dates and amounts, including custom harvest records
- samples of labels in use
- storage records that show storage location, storage identification, field numbers, amounts stored and cleaning activities
- clean transport records
- sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
- shipping records (scale ticket, dump station ticket, bill of lading)
- documentation of bought-in organic product for resale
- other (specify)

Describe your overall recordkeeping system: paper digital both paper and digital field notebooks daily record sheets monthly spreadsheets phone apps other (specify)

Does your recordkeeping system disclose all activities from purchase of spawn and inputs through crop production and harvest/sale of products? Yes No

How long do you keep your records? *The Organic Standards require 5 years minimum.*

- 1 year 2 years 3 years 4 years 5 years other (specify)

List all records you keep for conventional production: N/A

- maps labor records production history sheets storage records input records sales records
- harvest records shipping records other (specify)

Marketing:

Types of marketing: farmers market direct to retail CSA/subscription service wholesale on-farm retail
 internet/website bulk commodities to processor contract to buyer other (specify)

Are you using any labels to market your organic produce or products? Yes No

If yes, have you submitted all labels for review and approval prior to use? Yes No

Any organic or non-organic crops or products from other farms or other sources bought in for resale? Yes No

If yes, list all products for resale and describe how they are labeled and marketed:

Do you import organic mushrooms and/or ingredients for processed products for your farm from Canada or any other foreign country? Yes No

If yes, then you must fill out the Baystate Crop/Livestock Import/Export Addendum.

Do you export organic mushrooms or processed products to Canada or any foreign country? Yes No

If yes, then you must fill out the Baystate Crop/Livestock Import/Export Addendum.

SECTION 10: Affirmation

I affirm that all statements made in this application are true and correct. I understand my facility may be subject to inspection and/or residues sampling at any time deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and NOP Rules and Regulations. I understand acceptance of my application for organic certification in no way implies granting of certification by Baystate Organic Certifiers. I agree to provide further information as required by Baystate Organic Certifiers.

Furthermore, I agree to abide by the following general requirements for certification as specified in section 205.400 of the National Organic Standards. A person seeking to receive or maintain organic certification must:

1. Comply with the Organic Food Productions Act and all applicable regulations specified in the National Organic Standards and with all Baystate Organic Certifiers certification requirements as outlined in the Program Manual.
2. Establish, implement, and update annually an organic production or handling system plan that is submitted to Baystate Organic Certifiers.
3. Permit on-site inspections by Baystate Organic Certifiers with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices.
4. Maintain all records applicable to the organic operation for not less than 5 years beyond their creation and allow authorized representatives of the Secretary of Agriculture, and Baystate Organic Certifiers access to such records during normal business hours for review and copying to determine compliance with the Organic Food Productions Act and all applicable regulations specified in the National Organic Standards.
5. Submit applicable fees according to the Baystate Organic Certifiers' Fee Schedule.
6. Immediately notify Baystate Organic Certifiers concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation; and notify Baystate of any change in a certified operation or any portion of a certified operation that may affect its compliance with the Act and the regulations in this part.
7. Submit all labels used to market organic produce, meat, or products to Baystate Organic Certifiers for review and approval prior to using these labels to market the produce, meat, or products.

Signature of Owner/Manager: _____ Date _____

I have made copies of this Organic Handling Plan and other supporting documents for my own records.

Application forms may be emailed to: applications@baystateorganic.org.

Submit copies, fees, and supporting documents to:

Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, N. Dighton, MA 02764