



**B. Products Labeled as “Organic”** (at least 95% certified organic ingredients)  None

List all products labeled or planned to be labeled as “Organic” and check the appropriate boxes.

Name of Product	Non-Retail Product? (Yes or No)	Organic Ingredients Identified in the Information Panel (Yes or No)	Baystate Identified on Label? (Yes or No)	USDA Seal on Label? (Yes or No)	Baystate Seal on Label? (Yes or No)

**Are any nonorganic agricultural ingredients used in products labeled as “Organic”?**  Yes  No

If yes, list all organic products which contain nonorganic agricultural ingredients:

If yes, are these ingredients listed in section 205.606 of the standards?  Yes  No

*Submit a list of all sources checked for the organic ingredient, the results of your search, and the contact information for the source for each non-organic agricultural ingredient not available as organic.*

I have attached proof that I searched for organic ingredients for every non-organic agricultural ingredient used.

**Do any products labeled “organic” show the percentage of organic ingredients on the label?**  Yes  No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest font size on the panel on which the statement is displayed?  Yes  No

Does the percentage statement appear in its entirety in the same font size/style/color without highlighting?  Yes  No

Is the percentage rounded down to the nearest whole number?  Yes  No

**C. Products Labeled As “Made with Organic (Specified Ingredients or Food Group or Groups)”**  None

(At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed, see Section 20.304 of the standards)

List all products to be labeled “Made with Organic (ingredients or food group(s))” and check the appropriate boxes.

Name of Product	Non-retail Product? (Yes or No)	Number of Ingredients or Food Groups Identified in the Made with Organic Statement?	List Each Ingredient or Food Group <sup>1</sup> Identified as Organic on the Principal Display Panel	Organic Ingredients Identified as Organic in the Information Panel? (Yes or No)	Baystate Identified on Label? (Yes or No)	Baystate Seal on Label? (Yes or No)

**Does the “made with organic” statement on the principal display panel exceed one-half the size of the largest font size on the panel?**  Yes  No

**Does the “made with organic” statement on the principal display panel appear in its entirety in the same font size/style/color without highlighting?**  Yes  No

**Do any of the products labeled as “made with organic” show the percentage of organic ingredients in the product on the packaging?**  Yes  No

If yes, is the size of the percentage statement larger than half of the largest font size on the display panel?  Yes  No

Does the percentage statement appear in its entirety in the same font size/style/color without highlighting?  Yes  No

Is the percentage rounded down to the nearest whole number?  Yes  No

List all products with less than 70% organic ingredients that you produce:

<sup>1</sup> Choose from the following listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products  
Organic On-Farm Handling Plan 4.1

**A. WATER USE:**  Not Applicable

**Check the ways water is used in processing:**  N/A  ingredient  processing aid  cooking  cooling  
 product transport  cleaning organic products  cleaning equipment  other (specify)

**Source of water:**  municipal  on-site well  other (specify)

**Does the water meet the Safe Drinking Water Act?**  Yes  No

*Attach copy of water test, if applicable. No water test required for municipal water sources.*

**What on-site water treatment processes are used?**  None used

**Describe how steam is used in the processing or packaging of organic products:**  None used

**If steam has direct contact with organic products, do you use:**  No direct contact

steam filters  condensate traps  testing of condensate  testing of finished products  
 other (specify)

**List products used as boiler additives:**  None used

*Attach MSDS and/or label information for boiler additives, if applicable.*

**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

grass waterways/riparian area to filter water  other (specify)

**B. PEST MANAGEMENT PLAN:**  Not Applicable

**What type of pest management system do you use?**

in-house: name of responsible person  
 contract pest control service: name, address, phone number

**Check all pest problems you generally have:**

flying insects  crawling insects  rats  mice  spiders  birds  other (specify)

**List all pest management practices you use, including passive measures like glue boards, pheromone traps and bait stations. If using bait stations, list the brand and manufacturer of bait used:**

**List all pest control materials used or planned to be used in your processing area in the past 12 months. Be sure to list brand and manufacturer for each material:**

**Are records kept of all pesticide applications?**  Yes  No

**Do pest control records indicate the location where pesticide applications take place?**  Yes  No

**If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.**

**Check all aspects of your waste management system that apply:**

on-site dumpster  material recycling  daily pick-up of waste  composting  field application of waste  
 other (specify)

**A. PRODUCT FLOW**

Attach a complete written process flow description or flow chart that shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified. The process flow description must describe what occurs at each step of the production process, the frequency of each activity (every production run, daily, hourly, weekly, monthly, etc.), and any records kept during the production process. Include a flow chart demonstrating this process flow.

I have submitted a written Process Flow Description and/or Flow Chart for my organic production:  Yes  No

**B. EQUIPMENT:**  Not Applicable

Equipment must be free of non-organic residue and cleaned prior to use if used on both organic and conventional areas.

**List equipment used for value-added processing.**

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

If equipment is purged, describe purge procedures and amounts purged:

**C. SANITATION**

How are equipment and production areas cleaned before organic production? List all cleaners and sanitizers used:

Do you use different cleaners/sanitizers for non-organic processing?  Yes  No

If yes, please list cleaners/sanitizers used:

Where are cleaning/sanitizing materials stored?

Are all surfaces which contact organic products food grade?  Yes  No  N/A

**D. STORAGE:**  Not Applicable**List all storage locations for ingredients and for finished products.**

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:

Do you use the same storage areas for organic and conventional products?  Yes  No

If yes, how do you segregate organic from non-organic?

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

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

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

**E. PACKAGING:**  Not Applicable

How are products packaged?

Are any fungicides, fumigants or pest control products used in the packaging storage area?  Yes  No

If yes, describe use and list specific products.

Are packaging materials reused?  Yes  No

If Yes, describe how reusable packaging materials are cleaned prior to use:

**F. TRANSPORTATION:**  Not Applicable

**How are organic products transported to market and who is responsible for transportation:**

**What potential contamination do you have with the transport of organic products to market?**  N/A

**What steps are taken to protect the integrity of organic products during transport to market?**  dedicated organic  
 sealed products in impermeable containers  cleaning/inspecting transport prior to loading  other (specify)

**G. MARKETING:**

**How are organic products marketed?**  farmers market  on-farm retail  wholesale  bulk to processor  
 internet/website  CSA/subscription service  other (specify)

**Parallel Production.** If you also produce any transitional or conventional products, describe how you ensure no commingling with or contamination of organic product with non-organic in storage, transport and sale:  N/A

**Do you plan on shipping any of your finished organic products to Canada?**  Yes  No

If yes, do you have proof that all USDA/NOP compliant organic agricultural ingredients have not been produced hydroponically and have been produced without using Sodium (chilean) nitrate and that all livestock products have been produced according to the terms of the US-Canada Organic Equivalency Agreement?  Yes  No

If yes, list all products you intend on shipping to Canada. You may attach as separate list of products shipping to Canada:

**Do you plan on accompanying shipments to Canada with a full copy of your Certification Certificate which includes the statement "Certified in accordance with the terms of the US-Canada Organic Equivalency Agreement"?**  Yes  No

Explain any special circumstances:

The National Organic Program requires adherence to various international agreements concerning the trade of organic feed, ingredients and finished products. Specific documentation is required to be obtained with each shipment into, or out of, the US. Organic products must be able to be tracked from the source to the destination, and all products must be verified as certified organic. All relevant documentation must be collected in a timely manner and records of incoming and outgoing shipments must be accessible to the certifier and inspector.

**Do you plan on using ingredients, raw materials, feed, processing aids, etc. that have been imported from any foreign country/region?**  Yes  No

If yes, please list all ingredients/materials and all source location(s):

Are you the direct importer for these ingredients and materials?  Yes  No

I have retained all documentation received with each shipment, including the following (specify):

Are you using an organic certified importer(s)/distributor(s)?  Yes  No

I have the distributor(s) current organic certificate documentation.

**If you are importing ingredients, feed, or finished products from any foreign country/region, import documentation completed by the appropriate certifying agency is required. Do you retain the proper import documentation showing everything imported from any of these countries has been approved by the correct certifying agency?**  Yes  No

**If you are importing product through an uncertified distributor, confirm that you are obtaining and keeping the proper import documentation on file.**  Yes  No

**If you are importing ingredients, feed, or finished products from any other foreign country/region that may be subject to phytosanitary screening, do you verify that they have not been treated with a prohibited substance at the port of entry?**

Yes  No

**Do you plan on shipping/exporting finished products to any foreign country/region except Canada?**  Yes  No

If yes, please list all export destinations for your product:

If yes, list all products that you plan on exporting and their respective country or countries of export. You may attach a separate list of products with their respective destinations:

If yes, list the documentation sent with each shipment.

*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:**

**How do you monitor the effectiveness of your water quality program?**  N/A

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

**How do you monitor the effectiveness of your pest management program?**  N/A

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

**If you use non-organic ingredients, how do you prevent using ingredients produced using excluded methods?**  N/A

GE testing  letters from manufacturers  other (specify)

**How long are ingredient samples retained?**  N/A

**How long are finished product samples retained?**  N/A

**Do you have a product recall system in place?**  Yes  No

Describe the last product recall you performed.

**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 certification certificates for organic ingredients  Annually  other (specify)
- Updating compliance documentation for non-organic ingredients  Annually  other (specify)
- Updating of Organic On-Farm Processing Plan and Profiles  Annually  other (specify)
- Counting Ingredient Inventory  Annual  Twice a year  Monthly  other (specify)  
Do you keep records of your inventory?  Yes  No
- Counting Finished Product Inventory  Annual  Twice a year  Monthly  other (specify)  
Do you keep records of your inventory?  Yes  No
- Pest control monitoring  Daily  Weekly  Monthly  other (specify)  
Do you keep records of pest control activities and monitoring?  Yes  No
- Auditing your own recordkeeping  Annually  Monthly  other (specify)  
Do you keep records of your internal audits?  Yes  No
- 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  Annually  Monthly  other (specify)  
Describe records being kept:

**B. RECORDKEEPING:**

**Which of the following records do you keep for organic processing/handling?**

**INCOMING:**

- purchase orders/invoices  bills of lading  Certificates of Analysis  Transaction Certificates  receipts  contracts
- receiving records  scale tickets  Organic Certificates  phytosanitary certificates  NOP import certificates
- commercial unavailability documentation if nonorganic ingredients are used in products labeled as "organic"  customs forms
- verification ingredients produced/handled without sewage sludge or ionizing radiation  non-GMO ingredient verification
- other (specify)

**List all non-certified distributors you are purchasing from:**  N/A

Do your records indicate the certified source of the ingredient purchased from the non-certified distributor?  Yes  No

**IN-PROCESS:**

- ingredient inspection forms  blending reports  production report/batch sheet  equipment clean-out logs
- packaging reports  sanitation logs  QA reports  production summaries (12 mos.)  other (specify)

**STORAGE:**

ingredient inventory reports    finished product inventory reports    other (specify)

**OUTGOING:**

shipping log    purchase orders    sales orders/invoices    transport unit inspection forms    bills of lading    scale tickets  
 Organic Certificates    export declaration forms    Transaction Certificates    sales summary log    shipping summary log  
 phytosanitary certificates    audit control register    complaint log    other (specify)

**Lot number tracking of ingredients is required by the organic standards. List out the points in your recordkeeping where the lot numbers are documented (purchase, receiving, production, storage, etc.):**

**Describe your lot numbering system for finished products:**

**Can your recordkeeping system track each lot of finished product back to lot numbers of ingredients used?**  Yes  No

**How long do you keep your records?** *(The National Organic Standards require that records be kept for 5 years.)*

**SECTION 6: 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](mailto:applications@baystateorganic.org).**

**Submit hardcopies, fees, and supporting documents to:**

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