

## Grass-Fed Plan for Processed Products

Please fill out this form if you are requesting grass-fed certification of any processed products. Attach an Organic Product Profile sheet for each product requested for certification. A current schematic product flow chart and facility map for each facility which will handle grass-fed products should also be submitted, if they have not been with your Organic Handling Plan.

### SECTION 1: General Information

Operation Name:	BOC Certification No.	Date:
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### SECTION 2: Processed Products

**What general categories of products are requested for grass-fed certification?**

NAME OF PRODUCT	GRASS-FED INGREDIENTS IDENTIFIED IN INFORMATION PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL	OPT GRASS-FED LOGO USED	BOC GRASS-FED LOGO USED	USDA SEAL OR BAYSTATE LOGO USED

**Describe your processing procedures:**

I have submitted a written Process Flow Description for my grass-fed production:  Yes  No

**List all equipment used in processing grass-fed products:**

**Is the processing area and equipment used for both grass-fed and other organic or non-organic production?**  Yes  No

If Yes, describe the cleaning process between types of production:

### SECTION 3: Recordkeeping

**Which of the following records do you keep for grass-fed processing/handling?**

**Incoming:**  
 purchase orders  contracts  invoices  receipts  Transaction Certificates  receiving records  
 copies of Certificates of Organic Grass-Fed Operation  other (specify)

**In-Process:**  
 ingredient inspection forms  blending reports  production reports/batch sheet  equipment clean-out logs  
 sanitation logs  packaging reports  other (specify)

**Storage:**  
 ingredient inventory reports  finished product inventory reports  other (specify)

**Outgoing:**  
 shipping log  purchase orders  sales orders/invoices  Transaction Certificates  sales summary log  
 copies of Certificates of Organic Grass-Fed Operation  shipping summary log  other (specify)

#### SECTION 4: Marketing and Labeling

*Note that labels and packaging of 100% Certified Grass-Fed products must contain the required OPT program seal. The Baystate Grass-Fed logo is optional but may be included. Use of the USDA Organic seal and/or the Baystate Organic Certifiers logo must follow organic labeling requirements. All packaging must include compliant certifier statements.*

**Will your grass-fed products have any labeling or packaging?**  Yes  No

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

If yes, have you included the OPT Grass-Fed logo to the label or packaging?  Yes  No

#### SECTION 5: Affirmation

I affirm that all statements made in this application are true and correct. I understand my facility may be subject to inspection to ensure compliance with the Organic Plus Trust Inc.'s 100% Grass-Fed Certification program that Baystate Organic Certifiers is accredited to participate in. I understand acceptance of my application for grass-fed 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 the grass-fed standards. A person seeking to receive or maintain grass-fed certification must:

1. Comply with all applicable grass-fed certification requirements as outlined in the 100% Grass-Fed Certification Program Manual.
2. Establish, implement, and update annually a grass-fed system plan that is submitted to Baystate Organic Certifiers.
3. Permit on-site inspections by Baystate Organic Certifiers with complete access to the production within the operation, including noncertified production and areas, structures, and offices.
4. Maintain all records applicable to the grass-fed operation for not less than 5 years beyond their creation and allow authorized representatives of Baystate Organic Certifiers access to such records during normal business hours for review and copying to determine compliance with all applicable regulations specified in the grass-fed standards.
5. Submit applicable fees according to the Baystate Organic Certifiers' Fee Schedule.
6. Immediately notify Baystate Organic Certifiers concerning any change in a grass-fed operation or any portion of the operation that may affect its compliance with the regulations.
7. Submit all labels used to market grass-fed products to Baystate Organic Certifiers for review and approval prior to using these labels to market the products.

Signature of Owner/Manager: \_\_\_\_\_ Date \_\_\_\_\_

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

**Application forms may be emailed to: [applications@baystateorganic.org](mailto:applications@baystateorganic.org).**

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

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