

## **Baystate Organic Certifiers**

### **Application Checklist for Grass-Fed Processing Application**

*Please note: all forms and documents must be completed and submitted to Baystate for your application to be reviewed, inspected, and a certification decision made. Incomplete applications will be placed on hold until missing or incomplete information has been received. Call or email Baystate if you have any questions about the certification application.*

\_\_\_\_\_ **Step 1: Complete the Organic Handling Plan Application Forms\***

\*See Application Checklist for your Organic application for details; if certified by another accredited agency, skip to Step 3.

\_\_\_\_\_ **Step 2: Provide Other Information required for your organic certification\***

\*See Application Checklist for your Organic application for details

\_\_\_\_\_ **Step 3: Complete the Grass-Fed Application Form**

\_\_\_\_\_ Complete an Organic Product Profile for each product that you want to certify as Grass-Fed. Make as many copies of the Product Profile as you need. If you are repacking products, or you are packing products with only one ingredient, you may use a Single Ingredient Product Profile spreadsheet and list all products you are packing on the single profile.

\_\_\_\_\_ For each organic multi-ingredient product submit a formula or recipe for the product so Baystate can verify your ingredient calculations. Your formula will only be used to check your ingredient calculations and will be kept confidential.

\_\_\_\_\_ Submit proof of certification for all grass-fed organic ingredients that you are using.

\_\_\_\_\_ Submit a Process Flow Description for all grass-fed production

\_\_\_\_\_ Submit labels/packaging you wish to use identifying your products as 100% Grass-Fed.

\_\_\_\_\_ Submit samples of the records you are keeping.

\_\_\_\_\_ **Step 4: Complete the Grass-Fed Fee Worksheet**

\_\_\_\_\_ **Step 5: Complete the Organic Fee Worksheet\***

\*If certified by another accredited agency, skip to Step 6.

\_\_\_\_\_ **Step 6: Mailing the Application Packet**

You have two options for submitting your application materials, described below. Whichever method you chose, *you must retain a complete copy of all documents* with your own records.

\_\_\_\_\_ Hard copy method: Send two copies of all documents 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.

\_\_\_\_\_ Electronic method: Email all documents and the Fee Worksheet to [applications@baystateorganic.org](mailto:applications@baystateorganic.org). You will need to either email a PDF version of the signed affirmation page of the Handler Plan or mail the signed affirmation page. The check for your certification fee will have to be mailed to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764.

