

Application Checklist – Renewal Cranberry

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 about the application forms.

STEP 1: Updating Your Organic System Plan

- Review the Organic Cranberry Plan we sent you. If any of the information on your Plan is incorrect, provide the correct information by writing directly on the copy. If you want to make the corrections electronically, contact Baystate and we will email or mail you an electronic version of the application.
- Sign and date the Affidavit section of your Organic Cranberry Plan (the last page of the document)
- If you are adding any new bogs, submit a Field History Affidavit, an updated overall farm map indicating where the new bogs are located and submit individual maps detailing adjoining land use and buffer zones for each new bog.
- If you are exporting products to any country, or importing feeding or ingredients from any country, submit the Export/Import Addendum.

STEP 2: The Fee Worksheet

- Complete the Fee Worksheet (the last page of the Fee Schedule) and include that page with your application.
- Enclose a check for your certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers.

STEP 3: Optional Information

If you have any on-farm processed products that you want to certify:

- Complete the Organic On-Farm Handling Plan for any value-added products shipped within the US.
- Submit a Single Ingredient Product Profile for all single ingredient products.
- Submit an Organic Product Profile for each multi-ingredient product.
- Submit draft labels for any new products to be certified.

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 Cranberry 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 Cranberry Plan, all attachments, and the Fee Worksheet to applications@baystateorganic.org. Then either email a PDF of the signed Affirmation page 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...

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