

Application Checklist – New Grower

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: Complete Your Organic System Plan | |
|---|---|
| <input type="checkbox"/> | Complete all pages of the Organic Farm Plan. |
| <input type="checkbox"/> | List all crops requested for certification on page 1 of the Organic Farm Plan or on the Appendix A. |
| <input type="checkbox"/> | List all fields/growing areas requested for certification on page 2 of the Organic Farm Plan. Fields may be listed individually or grouped together, but all field IDs must be listed. You may also submit your own list of fields instead of filling out this section. |
| <input type="checkbox"/> | Sign and date the Affidavit section of your Organic Farm Plan (the last page of the document) |
| <input type="checkbox"/> | Complete the Seed Information and Planting Stock Form. |
| <input type="checkbox"/> | Complete the Field/Greenhouse History Affidavit for every field and greenhouse that is part of your operation. Attach documentation showing that fields and greenhouses have been managed organically for 3 years. |
| STEP 2: Other Required Information | |
| <input type="checkbox"/> | Submit an <u>overall</u> map for your operation showing the location of all fields and greenhouses, as well as detailed maps for <u>each</u> field showing adjoining land use and buffer zones. If you can, submit FSA or Google Earth satellite maps. |
| <input type="checkbox"/> | Submit samples of any labels you will be using to identify your crops or other products as organic. Labels may be submitted after you are certified but before products ship or are sold or represented as organic. |
| <input type="checkbox"/> | Submit samples of the records you keep. We only need a page or two of each type of record. Please submit records that show all aspects of your operation, including planting information (both greenhouse and field), fertilizer, pest, and disease control applications to fields and greenhouses, harvest records by field, and sales records. If you do not currently maintain records, you must show what records you will maintain going forward. Example forms can be found at www.attra.org . |
| <input type="checkbox"/> | Submit water test results for water used in washing produce, irrigation, livestock, or product packing. Municipal water does not need to be tested. Only a coliform test is required. |
| <input type="checkbox"/> | Complete a Directions Sheet included with the application packet. |
| <input type="checkbox"/> | If you are exporting products to any country, or importing feeding or ingredients from any country, submit the Export/Import Addendum. |
| <input type="checkbox"/> | If you do not have 50-foot buffers around all fields between organic and any adjoining conventional production, list all reduced buffers in your Organic Farm Plan and submit completed Abutter Form(s) if there is adjoining land posing a risk of contamination to your organic production. |
| <input type="checkbox"/> | Submit any additional information that you believe will aid Baystate Organic Certifiers in evaluating your operation |
| STEP 3: The Fee Worksheet | |
| <input type="checkbox"/> | Complete the Fee Worksheet (the last page of the Fee Schedule) and include that page with your application. Please be sure to include the \$150 new operation fee into your certification fee payment. The new operation fee payment is a one-time fee in addition to your annual certification fee. |
| <input type="checkbox"/> | Enclose a check for your certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers. |

STEP 4: Optional Information

If you have either livestock or both livestock and poultry that you want to certify:

- Complete the Organic Livestock Plan.
- Submit a Field/Greenhouse History Affidavit for all pastures and outdoor access.
- Submit completed DMI worksheets for ruminant animals.

If you have poultry and no other livestock that you want to certify:

- Complete the Organic Poultry Plan.
- Submit a Field/Greenhouse History Affidavit for all pastures and outdoor access.

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.

If you have any specialized production that you want to certify:

- MAPLE: Complete the Organic Maple Plan.
- MUSHROOMS: Complete the Organic Mushroom Addendum to Crop Plan.

STEP 5: 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 Farm 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 Farm Plan, all attachments, and the Fee Worksheet to applications@baystateorganic.org. Then either email a PDF of the signed Affirmation page of the Farm Plan 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...

How did you hear about Baystate? Check all that apply:

- Crop consultant
- Neighbor farm or other organic operation
- Farm event or conference
- Internet search
- Baystate's website/Facebook/Instagram
- Advertisement
- Other (specify):

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

Directions Sheet

205.201

Operation name:

Main inspection location:

Please give general directions to the farm/facility we will be inspecting from the nearest state or interstate highway. Please note that the inspector will not be coming from our Massachusetts mailing office, so mapping directions from that address are not helpful. You may submit driving directions from the nearest highway. Please provide any hints, landmarks or special instructions that will be helpful for the inspector finding your location (i.e., any notes on GPS not being accurate to your location, special considerations for seasonal road quality for winter maple inspections, and alternative meeting places such as a nearby crossroads.)

Additional Site(s):

List all additional inspection sites here. Attach directions to the additional sites or write them on the back of this form.

Abutter Form

Please complete this form for any adjoining conventional fields.

| | | | |
|---|---|---------------------------------------|----------------------|
| SECTION 1: General Information | | | 205.201 |
| Farm name: | | Date: | |
| SECTION 2: Field Information | | | 205.203 |
| Neighbor's Name: | | | |
| Neighbor's Farm Name, if applicable: | | | |
| Address: | | Phone: | |
| Complete the table for each organic field that abuts this property: | | | |
| Organic Field ID# | Neighbor Abutting Field Identification | | |
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| Check which statement applies: | | | |
| <input type="checkbox"/> I verify that the following fields//areas under my management have had no synthetic fertilizers, herbicides or insecticides applied in the last 12 months. I have no plans to use these synthetic products on these fields in the future 12 months. In the event that I do use any synthetic fertilizers, herbicides or insecticides, I will inform the organic farm listed above of my plans. | | | |
| <input type="checkbox"/> I verify that the following fields/areas under my management have had prohibited pesticides, herbicides or fungicides applied in such a manner as to minimize the risk of drift to the neighboring organic fields and/or applied at a time of the season when the organic crop is either not in the ground or has no marketable above ground parts. | | | |
| | | | |
| Name and Type of Material | Method of Application | Equipment Used for Application | Dates Applied |
| | | | |
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| I verify that the above statements are true and accurate. | | | |
| Signature of Neighbor: _____ | | Date _____ | |

Seed Information and Planting Stock Form

Please complete this form for all seed and annual/perennial planting stock purchased for this current year's growing season.
Use additional sheets if needed.

| SECTION 1: General Information | 205.201 | | | | | | | | | | | | |
|--|--|--------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Farm name: | Date: | | | | | | | | | | | | |
| SECTION 2: Seeds and Planting Stock | 205.201, 205.203 | | | | | | | | | | | | |
| <p>2-1. What percentage of the crop seed planned for use this year is <u>certified organic</u>?</p> <p>2-2. What percentage of the crop seed planned for use this year is <u>non-organic and untreated</u>?</p> <p>2-3. Approximately how much <u>cover crop</u> seed do you plan to use this year?</p> <p>2-4. What percentage of the <u>cover crop</u> seed planned for use this year is <u>certified organic</u>?</p> | | | | | | | | | | | | | |
| <p>2-5. Are you purchasing any non-organic pelletized seed for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the varieties and sources for the pelletized seed purchased:</p> <p style="margin-left: 40px;">Do you know if the coating meets the requirements of the Organic Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> | | | | | | | | | | | | | |
| <p>2-6. Are you purchasing any treated or GMO seed for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the varieties of seed and field locations these crops will be grown:</p> | | | | | | | | | | | | | |
| <p>2-7. Are you purchasing any seed inoculant this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you verified that the inoculant does not come from a GMO source? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure List the inoculants below and whether you have verified them or not:</p> <p style="text-align: center;"><i>(Inoculants on the NOFA/Mass Bulk Order do not have to be verified)</i></p> | | | | | | | | | | | | | |
| <p>A. NON-ORGANIC, UNTREATED SEED USE: <input type="checkbox"/> Not Applicable</p> <p>2A-1. Check off the reasons for your decision to use non-organic, untreated seed, including cover crop seed for this year's growing season. Check all reasons that apply. <input type="checkbox"/> varieties unavailable <input type="checkbox"/> quantities unavailable <input type="checkbox"/> poor quality organic seed in that variety <input type="checkbox"/> other (specify)</p> <p>2A-2. For non-organic, untreated <u>crop</u> seed purchased for this year, list the top five by volume non-organic seed varieties planned for use and the reasons for purchasing non-organic seed for these crops:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Non-Organic Seed Variety</th> <th style="text-align: center;">Reasons for Using Non-Organic Seed for these Crops</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> | | Non-Organic Seed Variety | Reasons for Using Non-Organic Seed for these Crops | | | | | | | | | | |
| Non-Organic Seed Variety | Reasons for Using Non-Organic Seed for these Crops | | | | | | | | | | | | |
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| <p>2A-3. Check what additional steps are you taking to find certified organic seed this year: <input type="checkbox"/> internet searches <input type="checkbox"/> catalog searches <input type="checkbox"/> requesting organic stock from seed suppliers <input type="checkbox"/> other (specify)</p> <p>2A-4. List all seed suppliers that you have purchased from or planned to purchase from for certified organic or non-organic, untreated seed for this current year:</p> <p>2A-5. List all additional sources checked this year for organic seed prior to the purchase of non-organic, untreated seed:</p> <p>2A-6. If you are purchasing non-organic seed because organic varieties are not available, list all organic varieties that you are trialing this year as possible replacements for the non-organic seed:</p> <p>2A-7. Baystate Organic Certifiers must check all non-organic seed purchases every year. Please select one of the following options for complying with this requirement: <input type="checkbox"/> N/A – 100% organic seed used. <input type="checkbox"/> I have submitted complete copies of my seed invoices. <input type="checkbox"/> I will show my seed invoices to my inspector.</p> | | | | | | | | | | | | | |

B. SPROUTS AND MICROGREENS: Not Applicable

2B-1. Are all microgreen seeds purchased for this year certified organic? Yes No

If no, list all varieties of seed that you were unable to find organically:

2B-2. List all non-organic seeds purchased or planned for purchase for this year.

| Variety | Sprout or Microgreen | Reason for Non-Organic Seed Use? | Seed Suppliers Checked <i>(list for each)</i> |
|---------|----------------------|----------------------------------|---|
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2C. ANNUAL SEEDLINGS: Not Applicable

All annual seedlings must be from certified organic sources.

2C-1. List all annual seedlings purchased or planned for purchase for this year: *you will have to show proof of organic certification to your inspector for any organic seedlings you purchase that are not from farms certified by Baystate.*

| Type of Annual Seedling | Supplier | Quantities | Certified Organic? Yes or No | Supplier's Organic Certifier |
|-------------------------|----------|------------|------------------------------|------------------------------|
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D. HEMP SEEDS, SEEDLINGS AND CLONES: Not Applicable

2D-1. Check what hemp you have purchased or plan to purchase this year: Check all that apply.

- Hemp Seed
- Hemp Clones (clippings of a mature plant)
- Hemp Seedlings (raised from seed not a cutting)

2D-2. Are your hemp seedlings certified organic? Yes No N/A

Hemp seedlings must be sourced as certified organic, either grown out on farm or purchased. You will have to show proof of organic certification to your inspector for any organic seedlings purchased that are not from farms certified by Baystate.

2D-3. Are your hemp clones certified organic? Yes No N/A

Hemp clones may be sourced as non-organic if organic hemp clones are unavailable.

2D-4. Hemp clone supplier name and contact information:

2D-5. List all additional sources checked for organic hemp clones for this year prior to purchasing non-organic clones:

2D-6. List all inputs used to grow out hemp clones (including rooting hormones/agents used):

| Product | Brand Name/Manufacturer | Input Use |
|---------|-------------------------|-----------|
| | | |
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E. PLANTING STOCK: Not Applicable

Planting stock includes potato seed, garlic, onion sets, shallots, sweet potato slips, flower tubers, corms, rhizomes or bulbs, herb cuttings and strawberry planting stock that is harvested less than 12 months after planting.

2E-1. List all organic and non-organic annual planting stock purchased this year. Attach additional sheets if necessary.

| Type of Planting Stock | Varieties | Sources | Quantities | Certified Organic? Yes or No |
|---|-----------|---------|------------|------------------------------|
| Garlic | | | | |
| Onion Plants | | | | |
| Onion Sets | | | | |
| Potatoes | | | | |
| Shallots | | | | |
| Sweet Potatoes | | | | |
| Strawberries | | | | |
| Flower Tubers, Bulbs, Rhizomes and Corms (list all varieties) | | | | |
| Herb Cuttings (list all varieties) | | | | |
| Other (list): | | | | |

2E-2. List all additional sources checked this year for organic planting stock prior to purchasing non-organic stock:

2E-3. Check off all reasons for your decision to use non-organic planting stock. Check all that apply.

varieties unavailable quantities unavailable poor quality of organic stock in that variety other (specify)

2E-4. For any cuttings used this year, list the brand name/manufacturer for rooting hormones/agents used: N/A

F. PLANTING STOCK PERENNIALS: Not Applicable

Perennial stock includes fruit trees, canes and vines. Non-organic perennials must be organically managed for 1 year before harvest.

2F-1. List all perennial planting stock purchased or planned for purchase this year.

| Perennial Planting Stock Variety | Source | Quantities | Certified Organic? Yes or No |
|----------------------------------|--------|------------|------------------------------|
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Appendix A: Crops Requested for Certification

Please complete this form if you have chosen not to list all of your crops requested for certification on page 1 of the Organic Farm Plan.
Check off the Saving Seed column if you are saving seed from any crops you are growing.

| FARM NAME: | | DATE: | |
|---------------------|---------------------------|---------------------------|--------------|
| Crop | How Many Acres / Row Feet | Field ID or Greenhouse ID | Saving Seed? |
| VEGETABLES | | | |
| arugula | | | |
| asparagus | | | |
| beans - green | | | |
| beans - wax | | | |
| beans - dried | | | |
| beets | | | |
| bok choy | | | |
| broccoli | | | |
| brussels sprouts | | | |
| cabbage | | | |
| carrots | | | |
| cauliflower | | | |
| celery | | | |
| chard | | | |
| collards | | | |
| corn - popcorn | | | |
| corn - sweet | | | |
| cucumbers | | | |
| edamame | | | |
| eggplant | | | |
| garlic | | | |
| gourds | | | |
| greens - mix | | | |
| ground cherries | | | |
| kale | | | |
| kohlrabi | | | |
| leeks | | | |
| lettuce - heads | | | |
| lettuce - mix | | | |
| melons | | | |
| mesclun mix | | | |
| mustard greens | | | |
| onions | | | |
| parsnips | | | |
| pac choy | | | |
| peas | | | |
| peppers | | | |
| peppers - hot | | | |
| potatoes | | | |
| pumpkins | | | |
| radishes | | | |
| rhubarb | | | |
| rutabaga | | | |
| scallions | | | |
| shallots | | | |
| spinach | | | |
| squash - summer | | | |
| squash - winter | | | |
| sweet potatoes | | | |
| tomatillos | | | |
| tomatoes | | | |
| tomatoes - heirloom | | | |
| tomatoes - cherry | | | |
| tomatoes - grape | | | |
| turnips | | | |
| <i>Other:</i> | | | |
| | | | |
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| Crop | How Many Acres / Row Feet | Field ID or Greenhouse ID | Saving Seed? |
|---|---------------------------|---------------------------|--------------|
| CULINARY & MEDICINAL HERBS | | | |
| basil | | | |
| chives | | | |
| cilantro | | | |
| dill | | | |
| fennel | | | |
| mints | | | |
| oregano | | | |
| parsley | | | |
| rosemary | | | |
| sage | | | |
| savory | | | |
| thyme | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| | | | |
| FLOWERS | | | |
| cut flower -perennials | | | |
| cut flower -annuals, biannuals | | | |
| bedding plants - perennials | | | |
| bedding plants – annuals, biannuals | | | |
| edible flowers | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| SEEDLINGS for sale & on-farm use | Number of flats | | |
| vegetable | | | |
| herb | | | |
| flowers | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| BERRIES | | | |
| blackberries | | | |
| blueberries | | | |
| cranberries | | | |
| currants | | | |
| grapes | | | |
| raspberries | | | |
| strawberries | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| FRUIT & NUT TREES | | | |
| apples | | | |
| cherries | | | |
| peaches | | | |
| pears | | | |
| pecans | | | |
| plums | | | |
| walnuts | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| NURSERY CROPS & TREES | | | |
| Christmas trees | | | |
| fruit trees | | | |
| nut trees | | | |
| landscape plants | | | |
| landscape trees | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |

| Crop | Amount Planted Acres / Row Feet | Field ID or Greenhouse ID | Saving Seed? |
|---------------------------------|------------------------------------|---------------------------|-----------------|
| FIELD CROPS & GRAINS | | | |
| barley | | | |
| corn | | | |
| cotton | | | |
| hemp – for fiber | | | |
| hemp – for buds/leaves | | | |
| oats | | | |
| rye | | | |
| soybeans | | | |
| wheat | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| HAY | | | |
| alfalfa | | | |
| clover/grasses mix | | | |
| sorghum | | | |
| timothy | | | |
| vetch | | | |
| <i>Other:</i> | | | |
| | | | |
| | | | |
| PASTURE | | | |
| | | | |
| | | | |
| OTHER CROPS | | | |
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