

## Application Checklist – New Handler

*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 Handling Plan.
<input type="checkbox"/> Complete a Single Ingredient Product Profile for all single ingredient products or an Organic Product Profile for each multi-ingredient product you want to certify. If you are repacking products, use the Single Ingredient Product Profile.
<input type="checkbox"/> For each multi-ingredient product, submit a formula, recipe, or other proof showing how you came up with the percentage calculations on the product profile. This information will be kept confidential and only used to verify your calculations.
<input type="checkbox"/> For any imported ingredient/raw material or exported finished product, be sure the Import/Export section is current with all pertinent information and clearly indicates your plans.
<input type="checkbox"/> Sign and date the Affidavit section of your Organic Handling Plan (the last page of the document)
STEP 2: Other Required Information
<input type="checkbox"/> Submit proof of certification for all organic ingredients that you are using.
<input type="checkbox"/> For any non-organic ingredients used, provide proof that the ingredient is not from a genetically modified source, has not been irradiated or produced using sewage sludge.
<input type="checkbox"/> For any Natural Flavors used, they must be certified organic unless the flavor cannot be obtained as organic. For any that cannot be obtained as organic, they must be allowed by section 205.605 of the standards. Please submit a NOP Flavor Questionnaire for each or submit alternative documentation with the same information. NOP Flavor Questionnaires should be updated every two years.
<input type="checkbox"/> Submit a <u>Process Flow Description</u> – a complete written process flow description showing the movement of all organic products, from incoming/receiving through production to outgoing/shipping. It must 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 process, the frequency of each activity (every production run, daily, weekly, monthly, etc.), and any records kept during the production process. A flow chart will not fulfill this requirement by itself as it does not describe what happens at each step of the process.
<input type="checkbox"/> Submit an <u>Organic Sanitation Plan</u> – a plan describing how your food contact surfaces and facility are sanitized prior to organic production runs. If you have a dual use facility producing non-organic products you must submit a separate or combined sanitation plan that describes how your food contact surfaces and facility are sanitized before non-organic production runs. Sanitation plans must describe cleaning and sanitizing activities step by step, including frequency of activities and records kept of activities.
<input type="checkbox"/> Submit an <u>Organic Integrity Plan</u> – submit a plan that lists the steps you are taking to make sure that organic ingredients and processed products are not contaminated by prohibited substances or commingled with non-organic ingredients.
<input type="checkbox"/> Submit an <u>overall</u> map for your facility.
<input type="checkbox"/> Submit a pest control map for your facility that shows the location of all traps and bait stations both inside and outside the facility. If you do not use pest control inside or outside the facility, then write 'no pest control' on your overall facility map.
<input type="checkbox"/> If a leasing company or anyone else has the responsibility for interior or exterior pest control, submit a letter from the responsible party listing all pest control products used inside or outside your facility.
<input type="checkbox"/> Submit samples of all labels you will be using to identify your products as organic.
<input type="checkbox"/> Submit samples of the records you keep. We only need a page or two of each type of record. These records must show all aspects of your operation, including your entire audit trail from receipt of ingredients through production to shipment of finished products. If you are not producing organic products at this time, submit blank copies of the forms you plan on using.

Submit water test results, if applicable. You do not need a test if you use municipal water.

Complete a Directions Sheet included with the application packet.

Submit the appropriate MSDS sheets for cleaners, sanitizers, boiler additives, or other products used in the facility.

Submit any additional information that you believe will aid Baystate Organic Certifiers in evaluating your operation.

**STEP 3: The Fee Worksheet**

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.

Enclose a check for your certification fee made payable to Massachusetts Independent Certification or Baystate Organic Certifiers.

**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 Handling 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 Handling Plan, all attachments, and the Fee Worksheet to [applications@baystateorganic.org](mailto:applications@baystateorganic.org). Then either email a PDF of the signed Affirmation page of the Handling 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:

Consultant       Neighbor or other organic operation       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.