Organic Farm Plan

Please complete this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if needed. See the Application Checklist for Growers for additional information that must be submitted with this Farm Plan.

SECTION 1: General Information			**205.201, 205.300-11, 205.401**
Farm name:	Date:	Organic certification number:	
Owner:	Phone:	Email:	
Primary contact for certification (if different than owner):	Primary contact phone:	Primary contact email:	
List other authorized contacts with their titles and contact information (email/phone number):			
Mailing Address:	City:	State/province:	Postal/zip code:
Physical Address (if different than above):	City:	State/province:	Postal/zip code:
Website (if applicable):			

Legal status: ☐ Sole proprietorship ☐ Corporation ☐ Cooperative ☐ Trust or non-profit ☐ LLC
☐ Legal partnership (federal form 1065) ☐ Other (specify)

List all crops, products and livestock requested for certification. You may skip this list, if you complete the Appendix A instead.
☐ I have filled out Appendix A.

List all non-organic crops and products produced at the operation, including all non-organic livestock raised at the operation:

Has this operation, or a responsible party (owner) connected to this operation, ever previously held organic certification? ☐ Yes ☐No

List previous years certified organic and name of accredited certifying agency:
List current organic certification by other accredited certifying agencies:

Has organic certification ever been denied, suspended, or revoked? ☐ Yes ☐ No ☐ n/a

If yes, describe the circumstances and attach all non-compliances noted by the certifying agent issuing the decision and corrective actions you took to address the non-compliances:

☐ I have attached non-compliances and corrective actions.

If previously certified by another certifying agency, or currently certified by another agency, submit your last certificate issued, the last post-inspection letter received, and any non-compliances cited and corrective actions you took to fix the non-compliances.

☐ I have attached non-compliances and corrective actions.

☐ I have attached current certification certificate and last post-inspection letter.

Do you have access to the current Organic Standards? ☐ Yes ☐No

Do you have access to the current OMRI Materials List? ☐ Yes ☐No

Do you intend to certify any livestock (slaughter stock, dairy, poultry) this year? ☐ Yes ☐No

If yes, have you completed the appropriate Organic Poultry or Livestock Plans? ☐ Yes ☐No

Are you certifying any on or off-farm processing (milk, cheese, vinegar, etc. not bagged greens or salads)? ☐ Yes ☐No

If yes, have you completed the Handling Plan? ☐ Yes ☐No

Please note that you must submit an Organic Poultry or Livestock Plan to certify any livestock or an Organic Handling Plan to certify any processing, handling or trading. Contact Baystate Organic Certifiers to obtain the appropriate forms.

Preferred time for inspection visit: ☐ Morning ☐ Afternoon

The NOP requires that Baystate Organic Certifiers perform unannounced inspections. You may choose two weekdays that you are <u>not</u> available for unannounced inspections. List them here:

SECTION 2: General Field Information — 205.201, 205.202

Attach Field/Greenhouse History Affidavits for all new fields, newly transitioning fields, and fields you've had less than 3 years. Attach updated Field/Greenhouse Histories for already certified fields. Pastures are considered a crop and must be included.

List each field in the operation, whether they are organic, transitional or conventional:

Field Numbers/IDs Including Pastures	Parcel Address/Legal Description	Total Number of Acres: Organic	Transitional	Conventional	Rented (R) or Owned (O)

SECTION 3: Indoor Growing and Greenhouse/Seedling Production Information — 205.201

Attach Field/Greenhouse History Affidavits for all new or newly transitioning greenhouses. ☐ Not Applicable

Check off all greenhouse/hoophouse operations you have on farm. Check all that apply.

Seedling production for on-farm use: ☐ Organic ☐ Non-Organic

Seedling production for sale: ☐ Organic ☐ Non-Organic

Crop production in soil in greenhouse (heated): ☐ Organic ☐ Non-Organic

Crop production in other media besides soil in greenhouse (heated): ☐ Organic ☐ Non-Organic

Crop production in unheated hoophouse in soil: ☐ Organic ☐ Non-Organic

List all greenhouses and hoophouses in the operation, whether organic (O), transitional (T), or conventional (C):

Name/ID and Location on Farm	Size/Type	Planned Use	O, T or C

If treated wood is used in any part of the greenhouses, what part(s) and in which house(s)? ☐ Not Applicable

Is treated wood in contact with the soil? ☐ Yes ☐ No

If yes, how close are crops grown in relation to the treated wood?

A. Greenhouse Fertility Materials: ☐ Not Applicable

List all soil and potting mix ingredients, fertilizers and nutrient foliar sprays used or planned for use for seedling and/or crop production in your organic greenhouse.

Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials.

Product	Brand Name/Manufacturer	Approved (A), Restricted (R), Prohibited (P)	If Restricted, Describe Compliance w/ NOP Rule Annotation

B. If You Produce <u>Organic Seedlings</u> On-Farm: ☐ Not Applicable

List all parallel production seedlings grown this year (grown as both organic and non-organic):

If you sell organic and/or non-organic seedlings, how are they labeled and where are they sold?

How do you clean seedling containers and equipment?

What equipment do you use in your seedling watering system?

How do you prevent seedling diseases and/or insect problems?

Do you have separate organic and non-organic seedling growing areas? ☐ Yes ☐No ☐ N/A

Where do you store inputs used for non-organic production?

How do you prevent commingling of organic and non-organic inputs during mixing and storage?

How do you prevent drift of any prohibited materials through ventilation and/or watering systems?

C. If You Produce <u>Crops</u> in a Greenhouse or Hoophouse: ☐ Not Applicable

List all crops grown in the greenhouse/hoophouse, including all grown as both organic and non-organic (parallel production):

If crops are grown in soil, describe the crop rotation plan you follow in the greenhouse/hoophouse:

What equipment do you use in your greenhouse/hoophouse watering system?

How do you prevent diseases and/or insect problems with greenhouse crops?

Do you have separate organic and non-organic greenhouse crop growing areas? ☐ Yes ☐No ☐ N/A

Where do you store inputs used for non-organic production?

How do you prevent commingling of organic and non-organic inputs during mixing and storage?

How do you prevent drift of any prohibited materials through ventilation and/or watering systems?

D. Sprouts and Microgreens: ☐ Not Applicable

List all locations where you will produce sprouts and/or microgreens and the types to be grown this year.

Growing Location ID	Variety	Organic (O), Conventional (C)

List all seed sources to be used this year for sprouts and/or microgreens:
Be sure to have copies of each seed supplier's current organic certificate on file.

All of my seed for sprout production is certified organic: ☐ Yes ☐No ☐ N/A
Seed for sprout production must be certified organic.

All of my seed for microgreen production is certified organic: ☐ Yes ☐No ☐ N/A
Note all non-organic microgreen seed on the Seed Information Form and list all sources checked for seed.

List any growing media used other than pure water and indicate varieties grown in the media:

Media Type	Brand/Manufacturer	Varieties Grown

Do you treat seeds with chlorine before sprouting? ☐ Yes ☐ No
If yes, what is the concentration of chlorine used?
If yes, how is the seed rinsed before sprouting?

Water sources for use with sprouts/microgreen production:
☐ on-site well(s) ☐ river/creek/pond ☐ spring ☐ municipal/county ☐ other (specify)

☐ I have attached current water tests. *Tests must include coliform bacteria, nitrates, lead and chlorine levels*.

List the cleaning and sanitizing materials used for sprouts/microgreens equipment:

Material Name	Manufacturer	Use

How will you package and label the certified sprouts/microgreens?

☐ I have included copies of all labels used for sprouts/microgreens.

SECTION 4: Soil and Crop Fertility Management — 205.203, 205.205

A. General Soil Information ☐ Not Applicable, No Soil Production

What are your general soil types on your farm?

What are your soil deficiencies? ☐ no deficiencies

How do you monitor the effectiveness of your fertility management program?
☐ soil testing ☐ microbiological testing ☐ tissue testing ☐ crop quality testing ☐ recorded observation of soil
☐ recorded observation of crop health ☐ comparison of crop yields ☐ other (specify)

How often do you monitor soil and crop fertility? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

If soil/tissue testing is a part of your fertility management program, provide the dates of your last and upcoming tests:
☐ I have attached copies of available test results.

Date of Last Soil/Tissue Test: Estimated Date of Next Soil/Tissue Test:

What are the major components of your soil and crop fertility plan? ☐ crop rotation ☐ summer fallow ☐ compost
☐ subsoiling ☐ green manure plowdown/cover crops ☐ interplanting ☐ incorporation of crop residue ☐ soil inoculants
☐ on-farm manure ☐ off-farm manure ☐ soil amendments ☐ side dressing ☐ foliar fertilizers ☐ biodynamic preparations
☐ alternating shallow/deep root crops ☐ alternating light/heavy feeding crops ☐ other (specify)

List all fertility inputs used or intended for use in organic and transitional <u>field</u> production. ☐ Not Applicable
For newly certifying fields, all inputs used in the previous three years must be listed on the Field/Greenhouse History Affidavit. Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials.

Product	Brand Name/ Manufacturer or Source	Approved (A), Restricted (R), Prohibited (P)	Number of Applications Per Year	Reason for Use

How do you comply with the annotated restrictions of restricted (R) fertility inputs? ☐ N/A

How do you prevent buildup of salts in the soil?

How are you preventing water contamination from runoff?

Do you burn crop residues? ☐ Yes ☐ No
If yes, please describe what materials are burned and why:

Do you apply sewage sludge to fields? ☐ Yes ☐ No
If yes, list fields where applied:

Do you hire custom applicators to apply fertility materials (including limestone) to your fields? ☐ Yes ☐ No
If yes, do you have documentation the applicator equipment is cleaned prior to each use? ☐ Yes ☐ No

Is any on-farm lumber (trellis, fencing, etc.) treated with arsenate or other prohibited materials? ☐ Yes ☐ No
If yes, list fields/locations in use and each reason for use:
If yes, is treated wood in contact with the soil? ☐ Yes ☐ No
If yes, how close are crops grown in relation to the treated wood?

B. Pasture and Forage Management: ☐ Not Applicable

The Organic Standards require that organic livestock operations submit a functioning management plan for their pastures with their Organic System Plan.

What overall practices do you use to protect natural resources and ensure pastures are of a sufficient quality with enough quantities available for grazing throughout the grazing season?

☐ reseed trampled/eroded areas ☐ manage frequency, stocking rate and timing of grazing to allow pasture regeneration
☐ provide ample shaded areas to reduce soil compaction ☐ plant diverse native species ☐ wet areas not grazed
☐ prevent excess manure deposits ☐ encourage plant growth to filter runoff ☐ other (specify)

Provide the typical beginning and ending dates for the grazing season in your area:

Are animals grazed for a minimum of 120 days per calendar year? ☐ Yes ☐ No ☐ N/A, no organic ruminants

Describe your grazing/forage method for each type of livestock you are certifying:

Do you use irrigation in any of your pastures? ☐ Yes ☐ No
If yes, list pasture IDs and method of irrigation used in each:

Are all animals on pasture/forage areas daily during the grazing season? ☐ Yes ☐ No
If no, explain how often and why they are not on pasture:

C. Compost Use: ☐ Not Applicable

All compost is required to be produced in accordance with 205.203 and NOP Guidance Document #5021.

List all compost ingredients and additives used in compost production, including any "biodegradable plastics":
Note that biodegradable plastics are not typically allowed in organic approved compost.

Describe your composting method: ☐ in-vessel ☐ static aerated pile ☐ windrows ☐ other (specify)

What is your approximated C:N ratio?

Do you monitor temperature? ☐ Yes ☐ No
If yes, at what temperature is the compost maintained?
How long is the temperature maintained?

If compost is windrowed, how many times are materials turned?

Do you produce or use compost tea or vermicompost tea? ☐ Yes ☐ No
If yes, list all ingredients and production methods:

Do you use any products for anaerobic digestion? ☐ Yes ☐ No (*If no, skip ahead to Manure Use section*)
If yes, is the anaerobic digestate produced using only allowed plant/animal feedstocks? ☐ Yes ☐ No
If yes, have you submitted a list of the feedstocks? ☐ Yes ☐ No
If yes, are animal manures used in the production of the digestate? ☐ Yes ☐ No
If animal manures are used in digestate, applications of digestate to the fields must follow the harvest restrictions of 205.203.
If yes, is the digestate compost of only allowed plant materials? ☐ Yes ☐ No

Note: you must have proof that the digestate contains no more than 1x103 (1000) MPN fecal coliform/gram of digestate sampled and must not contain more than 3MPN Salmonella per 4 grams of digestate sampled.

D. Manure Use: ☐ Not Applicable

The Organic Standards requires raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

What forms of manure do you use? ☐ liquid ☐ semi-solid ☐ piled ☐ fully composted ☐ other (specify)

What types of crops do you grow?
☐ Crops not used for human consumption
☐ Crops for human consumption whose edible portion has direct contact with the soil or soil particles
☐ Crops for human consumption whose edible portion does not have direct contact with the soil or soil particles

D. Manure Use: (*cont.*)

If you grow crops for human consumption and use raw manure, complete the following table.
If you are composting manure in compliance to 205.203, complete the Compost Use section.

Crop	Field ID/Number	Date Manure Applied	Expected Harvest Date

What is the source of the manure used? ☐ on-farm ☐ off-farm ☐ N/A

List all sources of off-farm manure:

☐ I have submitted documentation from each off-farm source (manure statement). *Note: you must have documentation from each off-farm supplier that lists anything mixed in with the manure, such as bedding, and anything added to the manure pile*.

List all manure ingredients/additives:

What are the potential contaminants from these sources? *(pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.)*

E. Natural Resources and Biodiversity Conservation:
The Organic Standards and NOP 5020 Guidance require production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion and improve soil resources. Water tests are required if well or surface water is used for washing/processing organic products. Irrigation water should not contaminate organic crops with prohibited materials and should take measures to protect water quality and conserve water usage.

What soil conservation practices are used? ☐ terraces ☐ contouring ☐ strip cropping ☐ winter cover crops ☐ tree lines
☐ windbreaks ☐ undersowing/interplanting ☐ conservation tillage ☐ grassy waterways ☐ firebreaks ☐ retention ponds
☐ riparian management ☐ wildlife habitats ☐ long-term sod ☐ avoid working saturated soils ☐ avoid steep slopes
☐ other (specify)

Describe current soil erosion challenges you experience, including in what fields and your efforts to minimize it: ☐ N/A

Are your yards, feeding pads and laneways well drained and managed to prevent runoff of wastes? ☐ Yes ☐ No ☐ N/A

What management practices are used in livestock areas to prevent soil erosion: ☐ N/A
☐ large enough yards to support the number of animals ☐ manure periodically removed/composted ☐ paddock rotation
☐ concrete or rock base feeding pads ☐ concentrated runoff diverted to temporary lagoon ☐ other (specify)

How often is manure removed from yards/feeding pads? ☐ N/A ☐ weekly ☐ monthly ☐ annually ☐ other (specify)

How do you support pollinators and beneficial insects inside your greenhouses/hoophouses? ☐ N/A
☐ flowering plants (native and/or non-native) ☐ other (specify)

How do you increase biodiversity outside your greenhouses or facilities and protect against erosion? ☐ N/A
☐ filter strip ☐ native grasses/forbs/shrubs ☐ grassed waterways ☐ direct runoff into pond ☐ other (specify)

What steps are taken to provide biodiversity conservation? ☐ employee conservation training ☐ monitoring invasive species
☐ awareness of watershed location ☐ work with NRCS, FSA, Soil Conservation District, land trust, or other conservation agency
☐ other (specify)

What actions are taken to provide habitat for pollinators, insect predators, birds, bats and other wildlife: ☐ crop diversity
☐ bird/bat boxes and/or raptor perches ☐ hedgerows/windbreaks ☐ natural roosting/nesting sites ☐ mixed blooming crops
☐ diverse habitat (trees/shrubs/grasses) ☐ undersowing/interplanting ☐ insectaries ☐ leaving unharvested/spent crops to flower
☐ native planting ☐ wildlife friendly fences ☐ ground/tunneling sites for bees ☐ other (specify)

How do you restore and/or protect natural areas on and surrounding your certified land? ☐ establish conservation areas
☐ rain gardens/vegetative swales ☐ wildlife corridors ☐ suppress invasive species with organic methods
☐ recolonize degraded areas with native/non-invasive planting ☐ other (specify)

F. Water Use:

Do you use water in your operation? ☐ Yes ☐ No
Use: ☐ irrigation ☐ livestock ☐ milk room ☐ foliar spraying ☐ washing crops ☐ greenhouse ☐ other (specify)

What are your water sources? ☐ on-site well(s) ☐ river/creek/pond ☐ spring ☐ municipal/county ☐ irrigation district ☐ other (specify)

If water is used for washing crops, what is the source of wash water? ☐ on-site well(s) ☐ river/creek/pond ☐ spring ☐ municipal/county ☐ other (specify)

☐ I have attached current water tests. *(new operations only)*

Type of irrigation system: ☐ N/A ☐ drip ☐ flood ☐ center pivot ☐ other (specify)

What input products are applied through the irrigation system? ☐ N/A

What products do you use to clean irrigation lines/nozzles? ☐ N/A

Is the irrigation system shared with another operator? ☐ Yes ☐ No
If yes, what products do they use?

Is the system flushed and documented between conventional and organic use? ☐ Yes ☐ No

How do you manage water for the needs of crops/livestock, native species and/or riparian areas? ☐ N/A
☐ water conservation ☐ planting drought-tolerant natives ☐ correct pond locations ☐ use fish screens with pumps
☐ scheduled irrigation ☐ protect/improve natural function of riparian area ☐ other (specify)

Known contaminants in water supplies in your area: (*attach residue analysis and/or sanity test results, if applicable*)

How do you minimize water contamination problems? ☐ N/A
☐ fencing livestock from waterways ☐ stream crossing ☐ sediment basin ☐ fertilizer/compost stored away from water
☐ prevent nutrient leaching from over-irrigation ☐ grassy waterways/wetlands/riparian buffers to filter water
☐ other (specify)

SECTION 5: Crop Management — 205.205, 205.206

The Organic Standards require crop rotation plans that maximize soil organic matter, prevent weed/pest/disease problems and manage deficient or excess plant nutrients. Annual rotations include, but are not limited to, sod, cover crops, green manure crops and catch crops. Perennial cropping systems employ means such as alley cropping, intercropping and hedgerows to introduce biodiversity in lieu of crop rotation.

A. Crop Rotation

Describe your annual crop rotation plans for all fields: ☐ N/A

Describe your annual crop rotation plans for all in-ground greenhouse production: ☐ N/A

What methods are used to maintain or improve soil organic matter? ☐ N/A
☐ minimize tillage ☐ crop rotations that include shallow and deep root structures ☐ soil testing to monitor nutrient levels
☐ control weeds by mowing, burning or grazing ☐ use nitrogen fixing plants (legumes) ☐ other (specify)

A. Crop Rotation *(cont.)*

What methods are used to manage deficient or excess plant nutrients? ☐ N/A

☐ alternating cash and cover crops based on nutrient demand ☐ monitoring phosphorus when manure/compost is used
☐ soil/tissue testing ☐ consultation with agronomists or other resources to ensure nutrient management ☐ other (specify)

For annual crops, are cover crops in use? ☐ Yes ☐ No
If yes, do the cover crops interrupt different cash crops? ☐ Yes ☐ No
If yes, do the cover crops interrupt the same cash crop? ☐ Yes ☐ No
If no, does your rotation include a diversity of plant species? ☐ Yes ☐ No

Do you leave any fields fallow as part of your crop rotation? ☐ Yes ☐ No
If yes, specify how fields are left and length of fallow period:

For perennial fruit/nut trees and field cropping systems, what practices do you use in lieu of a crop rotation? ☐ N/A

☐ native grasses/natural vegetation ☐ mixture of native trees/shrubs/grasses/forbs ☐ hedgerows ☐ windbreaks ☐ field borders
☐ allow non-invasive plants in fencerows/ditches/understory ☐ insectary plants ☐ cover crops ☐ alley cropping/intercropping
☐ allow flowering plants to go to seed ☐ replace weedy/invasive plants with native plantings ☐ other (specify)

B. Weed Management Plan: ☐ no weeds

Approved synthetic materials on the National List (205.601) may only be used when management practices fail to prevent or control problems. All weed/pest/disease inputs must be approved. A "restricted" input has specific ways that it may or may not be used. If a "restricted" material is in use, you must show how you comply with the restrictions.

List your problem weeds and the major weed management problems you face at your operation:

What methods are used in your weed management plan: ☐ crop rotation ☐ mowing ☐ field preparation ☐ delayed seeding
☐ natural mulch ☐ biodegradable mulch ☐ synthetic mulch ☐ corn gluten ☐ conventional herbicides ☐ summer fallow
☐ avoiding weed seed set ☐ soil sterilization ☐ flame weeding ☐ monitoring soil temperature ☐ using fast emerging varieties
☐ hand/mechanical cultivation ☐ smother crops ☐ livestock grazing ☐ restricted herbicides ☐ clean equipment prior to entry
☐ irrigation management ☐ replace weedy/invasive plants with native plants ☐ other (specify)

If you use restricted herbicides, list products used, locations used and how you comply with the restrictions: ☐ N/A

If you use restricted herbicides, do you document their use including field IDs and dates used? ☐ Yes ☐ No ☐ N/A

Is plastic or other synthetic mulch removed at the end of the growing or harvest season? ☐ Yes ☐ No ☐ N/A
If no, why not?

If you use corn gluten, is the corn genetically modified? ☐ Yes ☐ No ☐ N/A
If no, what verification do you have?

If you use newspaper or other paper for mulch, is it glossy paper or have colored inks? ☐ Yes ☐ No ☐ N/A

Rate the effectiveness of your weed management program: ☐ excellent ☐ satisfactory ☐ needs improvement
Any changes anticipated?

C. Pest Management Plan: ☐ no pest problems

What pests do you currently control or anticipate having to control?

☐ birds ☐ rodents ☐ insects (specify):
☐ other pests (specify):

Do you work with a pest control advisor? ☐ Yes ☐ No
If yes, provide name and contact information:

C. Pest Management Plan: (*cont*.)

What strategies are used in your pest control program? ☐ N/A

Section 205.206 specifies that compliant strategies must be used to control pests prior to any restricted pest control material use.

☐ crop rotation ☐ selection of plant species/varieties ☐ natural habitats for enemies ☐ timing of planting ☐ monitoring
☐ companion planting ☐ bird/bat houses and/or raptor perches ☐ hand picking/physical removal ☐ frog ponds ☐ trap crops
☐ physical barrier/row covers ☐ traps/lures ☐ release of beneficials/predators/parasites ☐ insect repellents ☐ animal repellents
☐ clean off equipment prior to entry ☐ stagger mowing/tilling ☐ use of **approved** products ☐ use of **restricted** products
☐ limited use of **prohibited** products ☐ other (specify)

List all pest control materials used or intended for use on organic and transitional <u>greenhouse, seedling and field</u> production: ☐ N/A

For newly certifying fields and in-ground greenhouse crop production, all inputs used for the last three years must be listed on your Field/Greenhouse History Affidavit. Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials.

Pest	Control Material and Source/Brand Name/Manufacturer	Approved (A), Restricted (R), Prohibited (P)	If Restricted, Describe Compliance with Restrictions

What strategies do you use to coexist with and reduce conflicts with predators? ☐ N/A

☐ use guard animals ☐ predator lights ☐ restrict grazing when predator pressure is high ☐ night corrals ☐ electric fencing
☐ livestock bred for protective instincts ☐ small and large animals grazed together ☐ other (specify)

Do you keep records of pest material use including field IDs and amounts and dates applied to fields/crops? ☐ Yes ☐ No

D. Disease Management Plan: ☐ no disease problems

What diseases do you control or anticipate having to control?

What strategies are used in your disease control program? ☐ N/A

Section 205.206 specifies that compliant strategies must be used to control disease prior to any restricted disease control material use.

☐ crop rotation ☐ field sanitation ☐ plant spacing ☐ selection of disease resistant varieties ☐ vector management
☐ soil balancing ☐ solarization ☐ companion planting ☐ compost tea ☐ irrigation management ☐ growing location
☐ early removal of diseased plants ☐ clean off equipment prior to entry ☐ timing of planting/cultivating
☐ use of **approved** materials ☐ use of **restricted** materials ☐ limited use of **prohibited** materials ☐ other (specify)

List all disease control materials used or available for use on organic and transitional fields: ☐ N/A

For newly certifying fields, all inputs used for the last three years must be listed on your Field/Greenhouse History Affidavit. Attach labels or have labels available for inspection, as applicable. See NOP 205.601 and .602 or the Baystate Organic Certifiers website for further information on researching materials.

Disease	Control Material and Source/Brand Name/Manufacturer	Approved (A), Restricted (R), Prohibited (P)	If Restricted, Describe Compliance with Restrictions

SECTION 6: Maintenance of Organic Integrity — 205.201, 205.202, 205.272

A. Adjoining Land Use: ☐ Not Applicable

The Organic Standards requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application or contact with potential prohibited substance applied to adjoining non-organic land. Buffers must be sufficient in size or other features (windbreaks, diversion ditches) to prevent contact. Show adjoining land use on maps. Abutter Forms may be required when buffers insufficient to an adjacent source of potential contamination. Buffers will be checked at your inspection.

List all buffers maintained between organic land and adjoining potential contamination sources.

Location or Field ID	Type of Buffer (Cropland, Treeline, Hedgerow, Grass Strip, Wildlife Planting)	Width of Buffer	Adjoining Land Use	If Crop is Harvested from Buffer, Describe Use (Sale, Non-Organic Livestock Feed, Seed, Etc.)

If you harvest crops from your buffer areas, how do you protect organic crops from contact with non-organic buffer crops during harvest? ☐ N/A

What written notification do you have to prevent accidental contamination of organic crops? ☐ none

☐ DOT ☐ FSA ☐ utilities ☐ aerial spray companies ☐ adjoining landowners ☐ other (specify)

Have you posted "No Spray" signs along roadsides that adjoin organic fields? ☐ Yes ☐ No

Do any fields or portions of fields flood frequently (more than once every 10 years)? ☐ Yes ☐ No

If yes, list locations:

Transitional Crops: If you grow any transitional crops, please fill out the following table: ☐ N/A

Specific Transitional Crops/Varieties	Location(s) Grown	Acreage/Estimated Yield

Conventional Crops: If you grow any conventional crops, please fill out the following table: ☐ N/A

Specific Conventional Crops/Varieties	Field ID/Number	Total Acreage	Inputs Used	Planned Use (Sale, Seed, Non-Organic Livestock Feed, Etc.)	Is Crop GMO? (Yes or No)

B. Equipment:
To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crop residue and prohibited materials (205.272). Equipment used for both organic and conventional farming must be cleaned prior to use on organic fields or crops. Equipment used in transitional fields do not need be cleaned prior to use in organic fields.

List equipment used for planting, tillage, spraying and harvest. Attach additional sheets if necessary. ☐ N/A

Equipment Type	Owned (O), Rented (R), Custom Hired (C)	Used on Both Organic and Conventional (Yes or No)	How Is Equipment Cleaned Before Use on Organic Fields?

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? ☐ Yes ☐ No ☐ N/A

Is your sprayer dedicated to organic use? ☐ Yes ☐ No ☐ N/A
If no, describe how you ensure no contamination occurs from non-organic use:

Any other equipment in use potentially contaminated by previous uses? ☐ Yes ☐ No ☐ N/A
If yes, describe what equipment and how:

C. Harvest:
The Organic Standards require that containers, bins and packaging materials must not contain synthetic fungicides, preservatives or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination.

How are your organic crops harvested (*check all that apply*): ☐ mechanical ☐ by hand ☐ U-Pick

Are any organic crops custom harvested? ☐ Yes ☐ No
If yes, provide their name and contact information:

If custom harvest equipment is used on both organic and conventional areas, provide separate equipment clean out procedures.

Describe steps taken to protect organic crops from commingling and contamination during harvest:

What containers are used for harvesting? ☐ gravity wagons/boxes ☐ truck boxes ☐ cardboard/waxed boxes ☐ wooden totes ☐ plastic totes/containers ☐ other (specify)

Are containers new or used? ☐ new ☐ used
If used, how are you preventing potential contamination from prior use?

Are the containers dedicated to organic use? ☐ Yes ☐ No
If no, how do you prevent contamination from non-organic use?

Describe potential contamination or commingling problems you have with harvesting organic crops:

D. Post-Harvest Handling: ☐ Not Applicable

The Organic Standards requires post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. Post-harvest handling include produce washing and/or packing, seed or grain cleaning, corn shelling, etc.

Describe your post-harvest handling procedures and any equipment used. Be sure to include any washing or packing of crops, brushing off dirt, storage, etc. If produce is washed, list all synthetic and non-synthetic additives to wash water.

How do you protect water quality during post-harvest handling? ☐ pre-treatment of wastewater before it enters wetlands ☐ constructed wetlands ☐ sediment ponds ☐ water recycling ☐ other (specify)

Is the processing area and equipment used for both organic and non-organic products? ☐ Yes ☐ No
If yes, describe steps taken to prevent commingling and contamination:

Does packaging present any contamination problems for your organic products? ☐ Yes ☐ No
If yes, describe what they are:

Check types of packaging material used: ☐ bulk ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

In what form are finished products shipped? ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ paper bags ☐ foil bags ☐ metal drums ☐ cardboard drums ☐ cardboard cases ☐ plastic crates ☐ other (specify)

E. Crop Storage: ☐ no crop storage

Crop storage is defined as the time period between harvest and sale for any product not sold directly from the field/growing area. Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

List all storage locations.

Storage ID	Type of Crop Stored	Storage Type (Fridge, Walk-In, Root Cellar, Barn, Mow, Silo, Etc.)	Capacity	Organic (O), Transitional (T), Buffer (B), Conventional (C)

Do you use the same storage areas for organic, transitional, buffer and/or conventional crops? ☐ Yes ☐ No
If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic crops?

What kind of pests do you have in storage?
☐ flying insects ☐ crawling insects ☐ rodents ☐ spiders ☐ birds ☐ other (specify)

What type of pest management practices are used in crop storage areas? ☐ none ☐ removal of exterior habitat/food sources ☐ raptor perches ☐ inspection zones around interior perimeter ☐ sheet meal on building exterior ☐ good sanitation ☐ incoming ingredient inspection for pests ☐ sealed doors/windows ☐ screened windows/vents ☐ physical barriers ☐ positive air pressure in facility ☐ ultrasound/light devices ☐ sticky traps ☐ repairs of holes/cracks, etc. ☐ crack/crevice spray ☐ electrocutors ☐ use of beneficials ☐ pheromone traps ☐ scare eye balloons ☐ freezing treatments ☐ mechanical traps ☐ heat treatments ☐ vacuum treatments ☐ air showers/curtains ☐ other (specify)

Do you keep records of your pest monitoring and management activities? ☐ Yes ☐ No

Do you use any materials on or around stored crops? ☐ Yes ☐ No
If yes, please list all materials and reasons for use:

Check all aspects of waste management that are used on your farm: ☐ none ☐ on-site dumpster ☐ material recycling ☐ composting ☐ daily pick-up of waste ☐ field application of waste ☐ dust collection systems ☐ other (specify)

F. Transportation: ☐ Not Applicable

Describe how organic products are transported to market and who is responsible for transportation:

What potential contamination or commingling problem do you have with the transport of organic crops to market? ☐ N/A

What steps are taken to protect the integrity of organic products during transport to market?
☐ dedicated organic ☐ product sealed in impermeable containers ☐ cleaning/inspecting transport units prior to loading
☐ letter/contract with transport company stating organic requirements ☐ use of Clean Truck Affidavits ☐ other (specify)

SECTION 7: Monitoring and Recordkeeping 205.103

The Organic Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

A. Monitoring:

How do you monitor the effectiveness of your soil conservation program? ☐ N/A ☐ soil tests ☐ tissue tests
☐ recorded observation of soil ☐ recorded observation of crop health ☐ other (specify)

How often do you conduct soil monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

How do you monitor farm biodiversity? ☐ N/A ☐ before/after photos ☐ plant, animal, insect surveys ☐ conservation maps
☐ farm logs/journals ☐ evaluations/reports from NRCS or other conservation agencies ☐ other (specify)

How do you monitor the effectiveness of your water quality and conservation program? ☐ N/A ☐ water tests
☐ recorded observation of water sources ☐ other (specify)

How often do you monitor water quality? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

How do you monitor the effectiveness of your weed management program? ☐ N/A ☐ recorded observation of weed types
☐ weed counts ☐ comparison of crop yields ☐ other (specify)

How often do you monitor weed pressure? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

How do you monitor the effectiveness of your pest management program? ☐ N/A ☐ insect monitoring with traps
☐ recorded observation of crop health ☐ comparison of crop yields ☐ other (specify)

How often do you monitor pests? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

How do you monitor the effectiveness of your disease management program? ☐ N/A ☐ soil testing ☐ microbiological testing
☐ recorded observation of soil ☐ recorded observation of crop health ☐ comparison of crop yields ☐ other (specify)

How often do you monitor disease? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

How do you monitor for crop contamination from adjoining fields? ☐ N/A ☐ residue analysis ☐ GMO testing
☐ recorded observation ☐ photographs ☐ wind direction/speed data ☐ other (specify)

How often do you monitor crop contamination? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

How do you monitor the implementation of your organic system plan, including recording the frequency of your monitoring? *(Check off all that apply.)*

☐ Updating of the Organic Farm Plan and accompanying documents ☐ annually ☐ other (specify)
☐ Auditing your own recordkeeping ☐ annually ☐ monthly ☐ other (specify)
Do you keep records of your internal audits? ☐ Yes ☐ No
☐ Conducting Crop Inventory ☐ annually ☐ monthly ☐ other (specify)
☐ Mock product recalls ☐ annually ☐ monthly ☐ other (specify)
Do you keep records of your mock product recalls? ☐ Yes ☐ No
☐ Verification of sanitizer concentrations ☐ daily ☐ weekly ☐ monthly ☐ other (specify)
Do you keep sanitizer concentration records? ☐ Yes ☐ No
☐ Other monitoring (specify): ☐ annually ☐ monthly ☐ other (specify)

B. Recordkeeping:

Which of the following records do you keep for organic production? (*Check all that apply*)

☐ field maps of all parcels (including features such as acreage, hedgerows, roads, conservation areas, and adjoining land use)
☐ field activity log(s)
☐ field history sheets (previous three years)
☐ documentation of previous land use for rented and/or newly purchased land
☐ input records for soil amendments, seeds, manure, foliar sprays, and pest control products
☐ documentation of attempts to source organic seeds and/or planting stock
☐ documentation of organic seedlings
☐ residue analyses of inputs (off-farm sourced manure, compost, etc.)
☐ compost production records
☐ monitoring records (soil tests, tissue tests, water tests, quality tests, recorded observations)
☐ equipment cleaning records
☐ harvest records that show field numbers, harvesting dates and amounts, including custom harvest records
☐ samples of labels in use
☐ storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities
☐ clean transport records
☐ sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
☐ shipping records (scale ticket, dump station ticket, bill of lading)
☐ documentation of bought-in organic product for resale
☐ other (specify)

Describe your overall recordkeeping system: ☐ paper ☐ digital ☐ both paper and digital ☐ field notebooks ☐ daily record sheets ☐ monthly spreadsheets ☐ phone apps ☐ other (specify)

Does your recordkeeping system disclose all activities from purchase of seed and inputs through crop production and harvest/sale of products? ☐ Yes ☐ No

How long do you keep your records? *The Organic Standards require 5 years minimum*.
☐ 1 year ☐ 2 years ☐ 3 years ☐ 4 years ☐ 5 years ☐ other (specify)

List all records you keep for conventional production: ☐ N/A
☐ field maps ☐ labor records ☐ field history sheets ☐ storage records ☐ input records ☐ sales records
☐ harvest records ☐ shipping records ☐ other (specify)

Marketing:

Types of marketing: ☐ farmers market ☐ direct to retail ☐ CSA/subscription service ☐ wholesale ☐ on-farm retail
☐ internet/website ☐ bulk commodities to processor ☐ contract to buyer ☐ other (specify)

Are you using any labels to market your organic produce or products? ☐ Yes ☐ No
If yes, have you submitted all labels for review and approval prior to use? ☐ Yes ☐ No

Do you import organic seeds, seedlings and/or ingredients for processed products or livestock feed for your farm from Canada or any other foreign country? ☐ Yes ☐No
If yes, then you must fill out the Baystate Crop/Livestock Import/Export Addendum.

Do you export organic crops or livestock products to Canada or any foreign country? ☐ Yes ☐No
If yes, then you must fill out the Baystate Crop/Livestock Import/Export Addendum.

Any organic or non-organic crops or products from other farms or other sources bought in for resale? ☐ Yes ☐ No
If yes, list all products for resale and describe how they are labeled and marketed:

SECTION 8: Affirmation

I affirm that all statements made in this application are true and correct. I understand my facility may be subject to inspection and/or residues sampling at any time deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and NOP Rules and Regulations. I understand acceptance of my application for organic 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 section 205.400 of the National Organic Standards. A person seeking to receive or maintain organic certification must:

1. Comply with the Organic Food Productions Act and all applicable regulations specified in the National Organic Standards and with all Baystate Organic Certifiers certification requirements as outlined in the Program Manual.
2. Establish, implement, and update annually an organic production or handling system plan that is submitted to Baystate Organic Certifiers.
3. Permit on-site inspections by Baystate Organic Certifiers with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices.
4. Maintain all records applicable to the organic operation for not less than 5 years beyond their creation and allow authorized representatives of the Secretary of Agriculture, and Baystate Organic Certifiers access to such records during normal business hours for review and copying to determine compliance with the Organic Food Productions Act and all applicable regulations specified in the National Organic Standards.
5. Submit applicable fees according to the Baystate Organic Certifiers' Fee Schedule.
6. Immediately notify Baystate Organic Certifiers concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation; and notify Baystate of any change in a certified operation or any portion of a certified operation that may affect its compliance with the Act and the regulations in this part.
7. Submit all labels used to market organic produce, meat, or products to Baystate Organic Certifiers for review and approval prior to using these labels to market the produce, meat, or products.

Signature of Owner/Manager: _____ Date _____

☐ I have made copies of this Organic System Plan and other supporting documents for my own records.

Application forms may be emailed to: applications@baystateorganic.org.

Submit hardcopy application packets, copies, fees, and supporting documents to:

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