

# Organic Mushroom Plan

*Please complete this questionnaire if you are requesting organic mushroom certification only. If certifying other crops in addition to mushrooms, please fill out the Mushroom Addendum to Crop Plan. See the Application Checklist for Growers for additional information that must be submitted with this Plan.*

SECTION 1: General Information		205.201, 205.300-11, 205.401	
Farm name:	Date:	Organic certification number:	
Owner name(s):	Contact for certification (if different than owner):		
Mailing Address:	City:	State/province:	Postal/zip code:
Physical Address (if different than above):	City:	State/province:	Postal/zip code:
Phone:	Mobile phone:		
Email:	Website:		
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> LLC <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)			
List all non-organic crops and products produced at the operation, including all non-organic livestock raised at the operation:			
<b>Has this operation, or a responsible party (owner) connected to this operation, ever previously held organic certification?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  List previous years certified organic and name of accredited certifying agency: List current organic certification by other accredited certifying agencies:			
<b>Has organic certification ever been denied, suspended, or revoked?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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: <input type="checkbox"/> I have attached non-compliances and corrective actions.  <i>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> <input type="checkbox"/> I have attached non-compliances and corrective actions. <input type="checkbox"/> I have attached current certification certificate, and last post-inspection letter.			
<b>Do you have access to the current Organic Standards?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you have access to the current OMRI Materials List?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you intend to certify any livestock (slaughter stock, dairy, poultry) this year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the appropriate Organic Poultry or Livestock Plans? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Are you certifying any on or off-farm mushroom processing (teas, tinctures, etc.)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the Handling Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Be sure to complete SECTION 8 of this application. 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.</i>			
<b>Preferred time for inspection visit:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <b>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:</b>			



**SECTION 3: Grow Blocks and Spawn Information (cont.)**

Do you produce your own spawn?  Yes  No  N/A  
 If yes, fill out the table below.

Type of Spawn	Final Product	Substrate Used

If spawn production occurs off-site, provide the name and address of the facility:  N/A

Describe the spawn production process:

List the organic grain or other material used in spawn production:

**B. If you Produce Both Organic and Non-Organic Spawn:**  Not Applicable

List all spawn produced this year (produced as both organic and non-organic):

Do you have separate organic and non-organic 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?

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

**SECTION 4: Production**

205.203, 205.205

**A. General Information.**

What varieties of mushrooms are you intending on growing this year?

What are the estimated annual amounts of mushrooms expected to be harvested?

Are the mushrooms grown:  indoors  outdoors  both indoors and outdoors

What is the basic form of your mushroom production?

grown on own substrate  grown on pre-inoculated substrate/media  grown on manure/compost  grown on logs

**B. Materials:**

List all materials and inputs in use or intended for use, including growing mediums, type of agar, sanitizers and cleaners. 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. A non-GMO statement must be provided for each type of agar used.

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

**B. Materials (cont.)**

List any log or spawn coatings used to prevent moisture loss:  N/A

Do you use any cheese wax or other wax in production?  Yes  No  N/A

If yes, is the wax organic?  Yes  No

If yes, is the wax organically compliant?  Yes  No

If yes, what manufacturer/source?

If yes, list the CAS# for each wax used:

Describe how you clean production facilities. Be sure to list all sanitizers and cleaner in above table:

**C. Substrate.** *Substrate is the material inoculated with mushroom spawn.*

Not Applicable

Do you purchase substrate?  Yes  No

If yes, list the types of substrate, source, and if it is certified organic, and any inputs to the substrate:

Do you produce or grow your own substrate?  Yes  No

If yes, list substrate types, describe how you process the material for substrate use and any inputs to the substrate:

How is the substrate stored and in what location?

**D. Logs.**

Not Applicable

Are your logs:  harvested on-farm  purchased

If you harvest logs, describe the harvest location and how you harvest these logs sustainably:

If you purchase logs, from where and do you have verification the logs are untreated?

If you Use **Both Organic and Non-Organic** Substrate:

Not Applicable

List all substrate used this year (used for both organic and non-organic):

Do you have separate organic and non-organic substrate areas?  Yes  No

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

How do you prevent commingling of organic and non-organic substrate?

How do you label organic and non-organic substrate?

**A. 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”:****Describe your composting method:**  in-vessel  static aerated pile  windrows  other (specify)**What is your 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  NoIf yes, have you submitted a list of the feedstocks?  Yes  NoIf 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 1x10<sup>3</sup> (1000) MPN fecal coliform/gram of digestate sampled and must not contain more than 3MPN Salmonella per 4 grams of digestate sampled.***B. Manure Use:** Not Applicable*The Organic Standards requires raw manure be fully composted unless incorporated into the soil 120 days prior to harvest.***What forms of manure do you use?**  liquid  semi-solid  piled  fully composted  other (specify)*If you are composting manure in compliance to 205.203, complete the Compost Use section.*

Growing Area 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.)*

**C. Natural Resources and Biodiversity Conservation:**

*The Organic Standards requires that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion and improve soil resources. 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  conservation tillage  grassy waterways  firebreaks  retention ponds  riparian management  
 wildlife habitats  long-term sod  avoid working saturated soils  avoid steep slopes  other (specify)

**Describe the soil erosion problems you experience, including where and your efforts to minimize it:**  none

**What steps are taken to provide biodiversity conservation?**  employee conservation training  monitoring invasive species  
 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:**  insectaries  
 bird/bat boxes and/or raptor perches  hedgerows/windbreaks  natural roosting/nesting sites  native planting  
 diverse habitat (trees/shrubs/grasses)  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)

**D. Water Use:**

**Do you use water in your operation?**  Yes  No *If no, skip to SECTION 6.*

Use:  irrigation  sprinkler/humidifier system  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.

**Type of irrigation system:**  N/A  drip  misting  creek/stream soak  tub/bin soak  other (specify)

**How long do you typically soak logs/bags?**

**What input products are applied to soaking water or 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

**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  fertilizer/compost stored away from water  
 prevent nutrient leaching from over-irrigation  grassy waterways/riparian buffers to filter water  other (specify)

**A. Weed Management Plan:**  N/A

Approved synthetic materials on the National List (205.601) may only be used when management practices fail to prevent or control problems. A "restricted" input has specific ways that it may or may not be used; 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  natural mulch  
 biodegradable mulch  synthetic mulch  corn gluten  conventional herbicides  avoiding weed seed set  
 soil sterilization  flame weeding  monitoring soil temperature  clean equipment prior to entry  smother crops  
 hand/mechanical cultivation  livestock grazing  restricted herbicides  irrigation management  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?

**B. 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:

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

Do you keep records of pest material use including locations, amounts and dates they are applied?  Yes  No

List all pest control materials used or intended for use in **indoor and outdoor growing areas:**  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

**C. 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 compliant strategies must be used to control disease prior to any restricted disease control material use.*

- crop rotation  field sanitation  soil balancing  solarization  companion planting  compost tea  growing location  
 irrigation management  early removal of diseased specimens  clean off equipment prior to entry  
 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 in all indoor and outdoor growing areas:**  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 7: 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. A buffer 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 growing areas 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 Harvesting Crop from Buffer, Describe Use (Sale, Non-Organic Livestock Feed, Etc.)

**If you harvest from your buffer areas, how do you protect organic harvests from contact with non-organic?**  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 outdoor growing areas flood frequently (more than once every 10 years)?**  Yes  No

If yes, list locations:

**B. Equipment:**  N/A

*To prevent commingling and contamination, equipment must be free of non-organic residue and prohibited materials and cleaned prior to use if used on both organic and conventional areas. Equipment used on transitional areas do not need be cleaned.*

**List equipment used for spawn/substrate production, inoculating, shocking, spraying and harvest.**

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?

**Is your input sprayer dedicated to organic use?**  Yes  No  N/A

If no, describe how you ensure no contamination occurs from non-organic use:



**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.*

**When is your mushroom harvest season?**  spring  summer  fall  winter  year-round  other (specify)

**How do you harvest** (*check all that apply*):  mechanical  by hand

**Any 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?**  truck boxes  cardboard/waxed boxes  wood totes  plastic 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?

**D. Post-Harvest Handling:**

Not Applicable

*The Organic Standards requires that post-harvest handling procedures do not contaminate organic products with non-organic products or prohibited materials. Post-harvest handling examples include brushing off dirt, packing, etc.*

**Describe your post-harvest handling procedures and any equipment used. Be sure to include any packing, brushing off dirt, storage, etc.**

**What are your post-harvest procedures with spend materials/growing mediums?**

**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. Mushroom Storage:**  no storage

*Storage is for any product not sold directly from the field/growing area. Operators must keep organic and non-organic in separate areas to prevent commingling and contamination. Records must be maintained.*

**List all storage locations.**

Storage ID	Storage Type (Walk-In, Root Cellar, Barn, Etc.)	Capacity	Organic (O), Transitional (T), Buffer (B), Conventional (C)

**Do you have any off-site storage areas?**  Yes  No

If yes, list locations and distance from your main operation:

**E. Mushroom Storage (cont.)**

**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 mushrooms?**

**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

inspection around interior perimeter  sheet meal on building exterior  good sanitation  physical barriers  sticky traps  
 incoming ingredient inspection for pests  sealed doors/windows  screened windows/vents  positive air pressure in facility  
 ultrasound/light devices  repairs of holes/cracks, etc.  crack/crevice spray  heat or freezing treatments  electrocutors  
 use of beneficials  pheromone traps  traps  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 8: Additional Processing or Handling**

**205.270-272, 205.300-309**

**Indicate what additional processing/handling you wish to certify. Check all that are applicable.**

- I am certifying only mushrooms, no other products (*skip to SECTION 9*).
- I produce processed mushroom products for organic sale (tinctures, teas, etc.)
- I package mushrooms and resell mushroom products for organic sale
- I produce pre-inoculated mushroom logs or blocks for organic sale
- I package mushroom mixes and mushrooms from other organic operations for sale

List all value-added products requested for certification, including grow blocks and value-added products such as tinctures and teas.

Product Name	Labeled as "100% Organic", "Organic" or "Made with Organic..."

**Product Composition.** Attach a Single-Ingredient Product Profile (SIPP) listing all single-ingredient products to be certified. Attach an Organic Product Profile (OPP) for each multi-ingredient product. Submit copies of organic certificates for suppliers of organic ingredients/processing aids, and organic compliance documentation for non-organic ingredients/processing aids.

I have attached the following:  SIPP  OPP(s)  Organic Certificate(s)  Non-Organic Compliance Documentation

**If you produce pre-inoculated mushroom logs or blocks for organic sale, have you submitted a list for the ingredients for each type of block or log?**  Yes  No  N/A

**SECTION 8: Additional Processing and Handling (cont.)**

**Facility Map.**

Attach a facility layout map, showing equipment and storage areas, including all pest control locations.

I have attached a facility layout map.

**Process Flowchart/Description.**

Attach a flowchart/description of the additional handling of organic products, showing each step in the process beginning from when you receive ingredients and products and ending with transport/sale.

I have attached a flowchart/description.

**Describe how water is used in the additional processing:** (*ingredient, cooking, cooling, equipment cleaning*)

**If the water source is different than the source(s) described in SECTION 5, please describe additional source(s):**  N/A

*Attach water test results for any additional sources, if applicable.*

**List all equipment used in the additional processing/handling of product, including stills, blenders, drying racks, etc.:**

**Is this equipment also used for non-organic product?**  Yes  No

If yes, is it cleaned prior to organic use?  Yes  No

**Describe how equipment is cleaned, including any materials used and their brand/manufacturer:**

**If any equipment is purged with product as part of cleaning, what is done with the purged product?**  N/A

**Describe packaging of additional organic products for sale, including types and sizes of retail and bulk packaging used.**

I have attached a sample of each retail and non-retail label planned for additional organic products.

*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:**

**Describe how you monitor the effectiveness of your soil conservation program?**  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 biodiversity at your operation?**  before/after photos  plant/animal/insect surveys  logs/journals  
 conservation maps  evaluations/reports from NRCS or other conservation agencies  other (specify)

**How do you monitor the effectiveness of your water quality and conservation program?**

**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?**  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 and disease management programs?**  insect monitoring with traps  
 soil testing  microbiological testing  recorded observation of soil  recorded observation of crop health  
 comparison of crop yields  other (specify)

**How often do you monitor for pests and disease?**  weekly  monthly  annually  as needed  other (specify)

**How do you monitor for contamination from adjoining fields?**  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 Mushroom 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 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)
- production activity log(s)
- outdoor production history sheets (previous three years)
- documentation of previous land use for rented and/or newly purchased land
- input records for soil amendments, manure, and pest control products
- documentation of attempts to source organic spawn
- documentation of organic spawn
- 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 production location, 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 spawn 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

- maps  labor records  production 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

**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:

**Do you import organic mushrooms and/or ingredients for processed products 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 mushrooms or processed products to Canada or any foreign country?**  Yes  No

*If yes, then you must fill out the Baystate Crop/Livestock Import/Export Addendum.*

## SECTION 10: 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](mailto:applications@baystateorganic.org).**

**Submit copies, fees, and supporting documents to:**

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