

# 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: <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 crops, products and livestock requested for certification. You may skip this list, if you complete the Appendix A instead. <input type="checkbox"/> 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:			
<p><b>Has this operation, or a responsible party (owner) connected to this operation, ever previously held organic Certification or applied to another organic certifying agent?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List previous years certified organic and name of accredited certifying agency: List current organic certification by other accredited certifying agencies: If you applied, but were never certified, list year of application and detail the outcome:</p>			
<p><b>Has organic certification ever been denied, suspended, or revoked?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a</p> <p>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.</p> <p><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. If you applied to another certifying agency, and you were issued non-compliances but subsequently withdrew your application for organic certification, submit the non-compliances cited and any corrective actions you took to fix the non-compliances.</i></p> <p><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.</p>			
<p><b>Do you have access to the current Organic Standards?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Do you have access to the current OMRI Materials List?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><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</p> <p><b>Are you certifying any on or off-farm processing (milk, cheese, vinegar, etc. not bagged greens or salads)?</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>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></p>			
<p><b>Preferred time for inspection visit:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon</p> <p><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></p>			

**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:			Rented (R) or Owned (O)
		Organic	Transitional	Conventional	

**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 Organic Seedlings 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 Crops 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.

**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 field 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 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.*

**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 greenhouse, seedling and field 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

**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](mailto: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**