

## Organic Handling Plan

Please fill out this questionnaire if you are requesting organic handling certification. Attach a Single Ingredient Product Profile listing all single-ingredient products requested for certification, an Organic Product Profile for each multi-ingredient product, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.

SECTION 1: General Information			205.201, 205.401	
Applicant/company name:		Date:	Organic certification number:	
Owner:	Primary Contact for certification:		Primary Contact's Numbers (office/mobile):	
Primary Contact's Email Address:		Company Website:		
List Other Authorized Contacts with their Titles and Contact Information (email/phone number):				
Mailing Address:		City:	State/province:	Postal/zip code:
Physical Address:		City:	State/province:	Postal/zip code:
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)				
Year company began:		Number of employees:		
Please list the federal, state and/or municipal licenses and registrations you must carry for food processing:  Do you have an FDA Food Facility Registration Number? <input type="checkbox"/> Yes <input type="checkbox"/> No  Do you have a copy of the Baystate Program Manual or a copy of the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What general categories of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i>  <input type="checkbox"/> I have attached a separate list of all organic products for certification				
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <p style="text-align: center;"><b>Fill out Direction Sheet and attach to this application.</b></p>				
Type of processing/handling operation (i.e. grain cleaning, canning, freezing)	Is your operation: <input type="checkbox"/> Primary <input type="checkbox"/> Contract vendor		Estimated annual total production % organic                  % nonorganic	
List additional buildings and locations where organic products are produced:				
Address		City	State	
If you use co-packers or contract vendors, give the following information:				
Name of Co-Packer or Contract Vendor	Address	Phone No.	Certified By	
List or attach a list stating the general categories of nonorganic products produced by your company.				

There are four categories of organic products: "100% Organic", "Organic", "Made with Organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified organic. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including any processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. Products with less than 70% organic ingredients can only identify organic ingredients in the information panel. Refer to Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in or on products labeled "organic" or "made with..."

The Organic Standards have specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with...". Baystate Organic Certifiers seal or logo can be used on "100% organic," "organic" or "made with...". Products with less than 70% organic ingredients cannot use either the USDA seal or BOC's seal or logo. Baystate Organic Certifiers seal cannot be displayed more prominently than the USDA seal. Use of either the USDA or BOC's seal is voluntary and not required by the NOP.

**Attach a Single Ingredient Product Profile to list all single ingredient products and/or an Organic Product Profile for each multi-ingredient product requested for certification. Include examples of all labels used for each product.**

**2-A. Products Labeled as "100% Organic"**  None

(All ingredients are certified to 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100% Organic" and check the appropriate boxes.

Name of Product	Non-Retail Product? (Yes or No)	Organic Ingredients Identified in the Information Panel (Yes or No)	Baystate Identified on Label? (Yes or No)	USDA Seal on Label? (Yes or No)	Baystate Seal on Label? (Yes or No)

**2-B. Products Labeled as "Organic" (at least 95% certified organic ingredients)**  None

List all products labeled or planned to be labeled as "Organic" and check the appropriate boxes.

Name of Product	Non-Retail Product? (Yes or No)	Organic Ingredients Identified in the Information Panel (Yes or No)	Baystate Identified on Label? (Yes or No)	USDA Seal on Label? (Yes or No)	Baystate Seal on Label? (Yes or No)

**SECTION 2. Labeling and Product Composition (cont.)**

**Are any nonorganic agricultural ingredients used in products labeled as “Organic”?**  Yes  No

If yes, list all organic products which contain nonorganic agricultural ingredients.

If yes, are these ingredients listed in section 205.606 of the standards?  Yes  No

*Submit a list of all sources checked for the organic ingredient, the results of your search, and the contact information for the source for each non-organic agricultural ingredient not available as organic.*

For every non-organic agricultural ingredient used, I have attached proof that I searched for the ingredient organically.

Yes  No  N/A

**Do any products labeled “organic” show the percentage of organic ingredients on the label?**  Yes  No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest font size on the panel on which the statement is displayed?  Yes  No

Does the percentage statement appear in its entirety in the same font size/style/color without highlighting?  Yes  No

Is the percentage rounded down to the nearest whole number?  Yes  No

**2-C. Products Labeled As “Made with Organic (Specified Ingredients or Food Group or Groups)”**  None  
*(At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed, see Section 20.304 of the standards)*

List all products to be labeled “Made with Organic (ingredients or food group(s))” and check the appropriate boxes.

Name of Product	Non-retail Product? (Yes or No)	Number of Ingredients or Food Groups Identified in the Made with Organic Statement?	List Each Ingredient or Food Group <sup>1</sup> Identified as Organic on the Principal Display Panel	Organic Ingredients Identified as Organic in the Information Panel? (Yes or No)	Baystate Identified on Label? (Yes or No)	Baystate Seal on Label? (Yes or No)

**Does the “made with organic” statement on the principal display panel exceed one-half the size of the largest font size on the panel?**  Yes  No

**Does the “made with organic” statement on the principal display panel appear in its entirety in the same font size/style/color without highlighting?**  Yes  No

**Do any products labeled “made with organic” show the percentage of organic ingredients in the product?**  Yes  No

If yes, is the size of the percentage statement larger than half of the largest font size on the display panel?  Yes  No

Does the percentage statement appear in its entirety in the same font size/style/color without highlighting?  Yes  No

Is the percentage rounded down to the nearest whole number?  Yes  No

**2-D. Products with Less Than 70% Organic Ingredients (organic ingredients listed only on the information panel)**

List all products which contain less than 70% organic ingredients:  None

**2-E. By-Products**

**Will any by-products from certified organic products be sold as certified organic?**  Yes  No  N/A

If yes, list all organic products manufactured from by-products:

*List each organic by-product on a Single Ingredient Product Profile.*

<sup>1</sup> Choose from the following listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products  
 Organic Handling Plan 2.3

**SECTION 2: Labeling and Product Composition (cont.)**

**2-F. Water**

**Check the ways water is used in processing:**  None used

- ingredient  processing aid  cooking  cooling  product transport  cleaning organic products  
 cleaning equipment  other (specify)

**Source of water:**  municipal  on-site well  other (specify)

**Does the water meet the Safe Drinking Water Act?**  Yes  No

*Attach copy of water test, if applicable. No water test required for municipal water sources.*

**What on-site water treatment processes are used?**  None used

**Describe how steam is used in the processing or packaging of organic products:**  None used

**If steam has direct contact with organic products, do you use:**  No direct contact

- steam filters  condensate traps  testing of condensate  testing of finished products  
 other (specify)

**List products used as boiler additives:**  None used

*Attach MSDS and/or label information for boiler additives, if applicable.*

**Do you monitor water quality?**  Yes  No

If Yes, describe how:

- If Yes, how often do you conduct water quality monitoring?  weekly  monthly  annually  as needed  
 other (specify)

**SECTION 3: Assurance of Organic Integrity**

205.201(a), 205.270, 205.272

The Organic Standards require that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

**3-A. Product Flow**

*Attach a complete written process flow description or flow chart that shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified. The process flow description must describe what occurs at each step of the production process, the frequency of each activity (every production run, daily, hourly, weekly, monthly, etc.), and any records kept during the production process. Include a flow chart demonstrating this process flow.*

**I have submitted a written Process Flow Description and/or Flow Chart for my organic production:**  Yes  No

**3-B. Organic Integrity**

**Do you have an organic integrity plan in place to address areas of potential commingling of organic and non-organic ingredients and/or contamination of organic ingredients by prohibited substances?**  Yes  No

If yes, have you submitted a copy of your organic integrity plan?  Yes  No

If no, when will that plan be implemented?

**SECTION 3: Assurance of Organic Integrity (cont.)**

**3-C. Monitoring**

The Organic Standards requires organic operations describe the monitoring practices and quality assurance steps they intend on taking are being followed and implemented.

**Do you have a Quality Assurance program in place?**  Yes  No

If yes, what program do you use?  ISO  HACCP  TQM  other (specify)

**Are any outside quality assessment services used (e.g. AIB)?**  Yes  No

If yes, name of company

**Do you arrange for any ingredient testing for pesticide residues or GMOs?**  Yes  No

If yes, include test results with your application.

**In your products to be certified, if you use non-organic ingredients, how do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation?** *(Check all that apply)*

GE testing  letters from manufacturers  other (specify)

**Are ingredient samples retained?**  Yes  No

If yes, how long?

**Are finished product samples retained?**  Yes  No

If yes, how long?

**Do you have a product recall system in place?**  Yes  No

Describe the last product recall you performed.

**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 certification certificates for organic ingredients  Annually  other (specify)

Updating compliance documentation for non-organic ingredients  Annually  other (specify)

Updating of Organic Handling Plan and Profiles  Annually  other (specify)

Conducting Ingredient Inventory  Annual  Twice a year  Monthly  other (specify)

Conducting Finished Product Inventory  Annual  Twice a year  Monthly  other (specify)

Pest control monitoring internal  Daily  Weekly  Monthly  other (specify)

Do you keep records of your internal pest control monitoring?  Yes  No

Pest control monitoring by outside contractor  Daily  Weekly  Monthly  other (specify)

Do you have records of the activities of your pest control contractor?  Yes  No

Auditing your own recordkeeping  Annually  Monthly  other (specify)

Do you keep records of your internal audits?  Yes  No

QA or supervisory checks on procedures  Daily  Weekly  Monthly  other (specify)

Do you keep records of QA Supervisory Checks?  Yes  No

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  Annually  Monthly  other (specify)

Describe records being kept:

**SECTION 3: Assurance of Organic Integrity (cont.)****3-D. Equipment.** List all equipment for processing in contact with organic ingredients/products.

Equipment Name	Capacity	Equipment Dedicated to Organic Production? (Yes or No)	Equipment Cleaned Prior to Organic Production? (Yes or No)	Equipment Purged Prior to Organic Production? (Yes or No)	Is Cleaning and/or Purging Documented? (Yes or No)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation used:

**3-E. Sanitation** *Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.*

**Check all cleaning methods used:**  sweeping  manual washing  scraping  vacuuming  compressed air  
 clean in place (CIP)  sanitizing  steam cleaning  other (specify)

**Describe the cleaning and sanitizing process you use before processing organic products.** *NOTE: if your sanitation plan does not list the specific sanitizers and cleaners you are using on food contact surfaces, you must list them below.*

 I have submitted a separate Organic Sanitation Plan.

**Describe the cleaning and sanitizing process you use before processing non-organic products.** *NOTE: if your sanitation plan does not list the specific sanitizers and cleaners you are using on food contact surfaces, you must list them below.*

 I have submitted a separate Sanitation Plan.

**Do you use different cleaners/sanitizers in preparation for organic processing than in preparation for non-organic processing?**  Yes  No

**Are all surfaces which contact organic products food grade?**  Yes  No

**Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?**  Yes  No

**Where are cleaning/sanitizing materials stored?**

**How do you prevent contamination of organic product by stored cleaners/sanitizers?**

**3-F. Packaging**

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

**Where are packaging materials stored?**

**Are any fungicides, fumigants, or pest control products used in the packaging storage area or have any packaging materials been exposed to fungicides, preservatives, or fumigants?**  Yes  No

If yes, describe use and list specific products.

**Are packaging materials reused?**  Yes  No

If Yes, describe how reusable packaging materials are cleaned prior to use:

### 3-G. Storage

Provide information on your storage areas in the following table.

Use	Location	Type/Capacity	Dedicated Organic? (Yes or No)	Comments on Potential for Contamination or Commingling Problems
Ingredient storage – DRY				
Ingredient storage – FROZEN				
Ingredient storage – REFRIGERATED				
Packaging material storage				
Finished product storage				
Off-site storage*				
Other (specify)				

\*If there is off-site storage, provide name, address, phone number, contact person and type of products stored off-site:

### 3-H. Transportation of Organic Products

**INCOMING:** *How is organic integrity maintained for inbound shipments of ingredients?*

In what forms are incoming ingredients received?  dry bulk  liquid bulk  tote bags  tote boxes  metal drums  
 cardboard drums  paper bags  foil bags  other (specify)

Are all incoming organic ingredients packaged so they can't be contaminated in shipping?  Yes  No  n/a

Are bulk shipments of organic ingredients palletized on their own pallets or shipped on their own trucks or in their own bulk containers?  Yes  No  n/a

Do you maintain a receiving record that shows that all organic ingredients were received in good condition and were not damaged or contaminated in shipment?  Yes  No

Do you arrange incoming ingredient transport?  Yes  No

Have transport companies been notified of organic handling requirements?  Yes  No

Are transport units used to carry nonorganic ingredients or prohibited substances?  Yes  No

How do you ensure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?  Yes  No

Are organic ingredients shipped at the same time as nonorganic in the same transport units?  Yes  No

Check all steps taken to segregate organic products:  organic product sealed in impermeable containers

separate pallets  pallet tags labeled "organic"  organic product shrink-wrapped  separate area in transport unit

other (specify)

**IN-PROCESS:** *Refers to the transport of organic ingredients and products on your production floor or in and out of storage areas.*

How are in-process products moved around your facility?

How do you ensure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?  Yes  No

**OUTGOING FINISHED PRODUCT:** *How is organic integrity maintained for shipments of finished products?*

In what form are finished products shipped?  dry bulk  liquid bulk  shrink wrapped pallets

other (specify)

Are all outgoing products shipped in packaging and packed in cases so that the finished products cannot be contaminated or commingled during shipment?  Yes  No

If you answered yes to this question, you may mark all of the other questions in this section (below) as not applicable.

**SECTION 3: Assurance of Organic Integrity (cont.)**

**How are outgoing products transported?**

**Do you arrange outgoing product transport?**  Yes  No  n/a

Have transport companies been notified of organic handling requirements?  Yes  No

**Are transport units used to carry nonorganic products or prohibited materials?**  Yes  No  n/a

If yes, how do you ensure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?  Yes  No

**Are organic products shipped at the same time as nonorganic in the same transport units?**  Yes  No  N/A

Check all steps taken to segregate organic products:  organic product sealed in impermeable containers

separate pallets  pallet tags labeled "organic"  organic product shrink-wrapped  separate area in transport unit

other (specify)

**SECTION 4: Pest Management**

205.271

The Organic standards require management practices to prevent pests (removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities). Environmental factors (temperature, light, humidity, atmosphere, and air circulation) may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these are not effective, a synthetic substance not on the National List may be used if BOC approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

**What type of pest management system do you use?**

in-house: name of responsible person

contract pest control service: name, address, phone number

**Check all pest problems you generally have:**

flying insects  crawling insects  rats  mice  spiders  birds  other (specify)

**Check all pest management practices you use:**

good sanitation  removal of exterior habitat/food sources  clean up spilled product  exclusion  mowing

sealed doors and/or windows  repair of holes, cracks, etc.  screened windows, vents, etc.  mechanical traps

physical barriers  sheet metal on sides of building exterior  air curtains  air showers  use of beneficials

positive air pressure in facility  monitoring  incoming ingredient inspection for pests  freezing treatments

inspection zones around interior perimeter  ultrasound/light devices  sticky traps  diatomaceous earth

electrocutors  pheromone traps  scare eye balloons  nitrogen  vitamin baits  pyrethrum  ryania

heat treatments  vacuum treatments  carbon dioxide  rotenone  boric acid  precipitated silica

disodium octal tetrahydrate  fumigation  fogging  crack and crevice spray  other (specify)

**Check all aspects of your waste management system that apply:**

on-site dumpster  material recycling  daily pick-up of waste  composting  field application of waste

other (specify)

**Does your waste management system provide habitat and/or food sources for pests?**  Yes  No

If yes, please describe:

**Pesticide Use:**

Provide information of pesticide use inside your facility for the last 12 months in the following table.

Substance	Target Pest	Location Used	Method of Application	Date(s) of Applications



**SECTION 4: Pest Management (cont.)**

Are records kept of all pesticide applications?  Yes  No

Do pest control records indicate the location where pesticide applications take place?  Yes  No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List?  Yes  No

If yes, did you contact Baystate for approval prior to using?  Yes  No

If prohibited pest control materials are used, what measures are taken or planned to prevent their use in the future?

Are there any substances intended for use that are not listed above?  Yes  No

If yes, list substances intended for use:

**SECTION 5: Recordkeeping**

205.103

The Organic Standards require records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic ingredients must be verified as certified organic. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic finished product amounts must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic", and all records must be accessible to the inspector.

**Which of the following records do you keep for organic processing/handling?**

**INCOMING:**

- purchase orders  contracts  invoices  bills of lading  Certificates of Analysis  Transaction Certificates
- receiving records  scale tickets  Organic Certificates  verification ingredients not produced using sewage sludge
- Customs forms  quality test results  receipts  verification ingredients produced/handled without ionizing radiation
- commercial unavailability documentation if nonorganic ingredients are used in products labeled as "organic"
- verification of non-GMO ingredients  phytosanitary certificates  NOP import certificates  other (specify)

Are you purchasing from a non-certified distributor?  Yes  No

If yes, list non-certified distributors:

Do your records indicate the certified source of the ingredient purchased from the non-certified distributor?  Yes  No

**IN-PROCESS:**

- ingredient inspection forms  blending reports  production report/batch sheet  equipment clean-out logs
- packaging reports  sanitation logs  QA reports  production summaries (12 mos.)  other (specify)

**STORAGE:**

- ingredient inventory reports  finished product inventory reports  other (specify)

**OUTGOING:**

- shipping log  purchase orders  sales orders/invoices  transport unit inspection forms  bills of lading
- scale tickets  Organic Certificates  export declaration forms  Transaction Certificates  sales summary log
- phytosanitary certificates  shipping summary log  audit control register  complaint log  other (specify)

**Lot number tracking of ingredients is required by the organic standards. List out the points in your recordkeeping where the lot numbers are documented (purchase, receiving, production, storage, etc.):**

**Describe your lot numbering system for finished products:**

**The organic standards require non-retail (master or wholesale) cases used to pack or store product to have lot numbers for organic products. If you use master cases, are lot codes on them?**  Yes  No  n/a

**Can your recordkeeping system track each lot of finished product back to the certified supplier's lot number for each lot of ingredient used?**  Yes  No

**Can your recordkeeping system balance organic ingredients in with the finished product out?**  Yes  No

**How long do you keep your records?** (*The National Organic Standards require that records be kept for 5 years.*)

**SECTION 6: Certification Status, Canadian Equivalency, and the Export and Import of Products and Ingredients**

**Has this operation, or a responsible party (owner, manager) 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:**

**If you applied, but were never certified, list year of application and detail the outcome:**

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

If yes, describe the circumstances and attach a list of 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 you were ever certified, or are currently certified, by another agency, submit your last certificate issued, the last post-inspection letter received, 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 plan on shipping any of your finished organic products to Canada?**  Yes  No

If yes, do you have proof that all USDA/NOP compliant organic agricultural ingredients have not been produced hydroponically and have been produced without using Sodium (chilean) nitrate and that all livestock products have been produced according to the terms of the US-Canada Organic Equivalency Arrangement?  Yes  No

If yes, list all products you intend on shipping to Canada. You may attach as separate list of products shipping to Canada:

**Do you plan on accompanying shipments to Canada with a full copy of your Certification Certificate which includes the statement "Certified in accordance with the terms of the US-Canada Organic Equivalency Arrangement"?**  Yes  No

Explain any special circumstances:

The National Organic Program requires adherence to various international arrangements concerning the trade of organic feed, ingredients and finished products. Specific documentation is required to be obtained with each shipment into, or out of, the US. Organic products must be able to be tracked from the source to the destination, and all products must be verified as certified organic. All relevant documentation must be collected in a timely manner and records of incoming and outgoing shipments must be accessible to the certifier and inspector.

**Do you plan on using ingredients, raw materials, feed, processing aids, etc. that have been imported from any foreign country/region?**  Yes  No

If yes, please list all ingredients/materials and all source location(s):

Are you the direct importer for these ingredients and materials?  Yes  No

I have retained all documentation received with each shipment, including the following (specify):

Are you using an organic certified importer(s)/distributor(s)?  Yes  No

I have the distributor(s) current organic certificate documentation.

**If you are importing ingredients, feed, or finished products from any foreign country/region, import documentation completed by the appropriate certifying agency is required. Do you retain the proper import documentation showing everything imported from any of these countries has been approved by the correct certifying agency?**  Yes  No

**If you are importing product through an uncertified distributor, confirm that you are obtaining and keeping the proper import documentation on file.**  Yes  No

**If you are importing ingredients, feed, or finished products from any other foreign country/region that may be subject to phytosanitary screening, do you verify that they have not been treated with a prohibited substance at the port of entry?**  Yes  No

**Do you plan on shipping/exporting finished products to any foreign country/region except Canada?**  Yes  No

If yes, please list all export destinations for your product:

If yes, list all products that you plan on exporting and their respective country or countries of export. You may attach a separate list of products with their respective destinations:

If yes, list the documentation sent with each shipment.

**Are you in compliance with the requirements for exporting organic products covered by Equivalency Trade Arrangements?** (For a full list of these Arrangements see our Program Manual)  Yes  No

If yes, describe how you are in compliance.

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 Handling 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**