

# Organic Maple Plan

Please complete this questionnaire if you are requesting certification of maple or other tree sap products. Use additional sheets if needed. See the Application Checklist for Maple for additional information that must be submitted.

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"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)			
List all products requested for certification including sap, syrup and value-added products like cream, sugar, candy, or cotton candy, if applicable, and indicate whether it is to be labeled/represented as "100% Organic", "Organic", or "Made with Organic..." <i>Note: use of diatomaceous earth as a filtering aid excludes a product from a "100% Organic" designation.</i>			
<b>Product Name</b>	<b>Labeled as "100% Organic", "Organic", or "Made with Organic..."</b>		
List all non-organic crops and products produced at the operation, including all non-organic livestock raised at the operation:			
<b>Has this operation, owner, manager or other responsible parties 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: If you applied, but were never certified, list year of application and detail the outcome:			
<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 other crops or livestock this year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the appropriate Farm, Crop, Poultry, or Livestock Plans? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note that you must submit an Organic Farm, Crop, Poultry or Livestock Plan to certify any other crops or livestock. Contact Baystate Organic Certifiers to obtain the appropriate forms.</i>			
<b>Are you certifying any on or off-farm processing other than tree sap products?</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 Handling Plan to certify any other processing, handling, or trading other than tree sap products. 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 2: General Tapped Areas Information**

205.201, 205.202

*Attach Field History Affidavits for all new tracts, newly transitioning tracts, and tracts that you have had less than 3 years. Attach maps for each tapped area and be sure to include features such as collection tanks, main lines, sugarhouse location and biodiversity features such as wetlands, riparian areas, grasslands, wildlife habitat and plantings such as hedgerows and windbreaks.*

List each tapped area in the operation, whether organic, transitional or conventional:

Tract ID or Name	Tract Physical Address	Number of Acres	Organic (O), Transitional (T), Conventional (C)	Rented (R) or Owned (O)	Tapped this Year?

**Describe the areas you are tapping. Roadsides? Home sites? If forest, describe the overall type of forest:**

**For any organic rented tracts noted above, do you make all management decisions for the property?**  Yes  No  
If no, please explain, including how you ensure that management of these tracts meets organic standards.

**(Renewal Applicants) If there has been any ownership or management changes since last year to any tracts requested for certification, please explain:**

**If any organic tracts include preservation/preserved areas, conservation areas, wetlands, wildlife areas or otherwise protected areas, please explain the restrictions in place including under whose authority:**  Not applicable

**SECTION 3: Soil, Fertility and Natural Resources**

205.203

**What are your general soil types?**  
**What are your soil/nutrient deficiencies?**  
**Please describe how you maintain soil fertility in the tapped areas, including any fertility products used, their brand name, reason for use and frequency of use.** If you use any restricted fertility products, describe how you comply with their restrictions:  
**Do you spread any composted or anaerobically digested manure in the tapped areas?**  Yes  No  
If yes, contact our office to submit a description of the composting or digesting process.  
**Do you spread uncomposted manure or do you silvopasture your livestock in the tapped areas?**  Yes  No  
If yes, list the source of the manure, any materials in the manure (sawdust or hay bedding, pit additives, etc.) and the dates and amounts of manure applied or the dates and number of animals silvopastured.  
**Do you use sewage sludge as a fertilizer?**  Yes  No  
**Do you burn crop residues?**  Yes  No  
If yes, describe what is burned and for what reasons:  
**Is there any pressure treated lumber in contact with the soil used to support main lines in the tapped areas?**  Yes  No  
If yes, what kind of treated lumber is in use:  
If yes, describe where and how the lumber is used:

**SECTION 3: Soil, Fertility and Natural Resources (cont.)**

**How do you maintain and improve forest health and wildlife habitat on the tracts you are certifying?**

- Harvest from stable population    Minimize impact on sensitive areas    Stands allowed to naturally re-establish  
 Native trees/shrubs allowed to naturally re-establish    Conserve snags and/or live trees with cavities  
 Remove non-native, invasive species    Leave deadwood and/or brush piles    Other (specify):

**How do you protect soils from eroding and support biodiversity outside the facility?**    Native plant landscaping    Swales  
 Vegetative cover or filter strips    Grassy waterway/rain gardens    Direct runoff into pond    Mulch    other (specify)

**SECTION 4: Crop Management**

205.205, 205.206

**What weed, disease or pest issues do you have in the tapped areas (include 4-footed pests)? What methods do you use to control them?**    No issues

**List all products used to manage tree health, weeds, pests and disease, including brand names, if applicable:**    None

**What additional management practices do you use to ensure tree health of your tapped trees? Include your criteria for and frequency of thinning, if applicable:**    None

**What date did/will you begin collecting sap this year?**

**How many gallons of syrup do you expect to make this year?**

**How many taps did you use last year?**   Organic:                      Non-Organic:

**How many taps do you anticipate using this year?**   Organic:                      Non-Organic:

**Do you use antibacterial spouts/taps (i.e., Zap Bac)?**

**Does any of your equipment (buckets, taps, fittings, tanks, etc.) contain galvanized material?**    Yes    No

Please complete the table showing the size and number of taps per tree used by diameter breast height (DBH): *Our Maple Guidance Manual stipulates the following: a minimum 9" DBH for 1 standard or health tap, 15" DBH for 2 standard or health taps, 21" DBH for 3 standard or health taps. See our Maple Guidance Manual for larger (7/16") tap guidelines; tapping more than 3 taps is prohibited.*

Tree Size in Inches DBH	Number of Taps per Tree	Size of Taps Used

**What is the smallest size tree you tap?**

*Baystate's guidance specifies tapping trees no smaller than 9" DBH.*

**If you tap trees smaller than 9" DBH, what is your rationale for doing so?**    N/A

**SECTION 5: Maintenance of Organic Integrity**

205.201, 205.202, 205.272

**Adjoining Land Use.**

N/A

*The Organic Standards require 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 and other features (windbreaks, diversion ditches) to prevent contact. Abutter Forms may be required when buffers appear insufficient to an adjacent source of potential contamination. Buffers will be checked at your inspection.*

In the table below, list all buffers you maintain between organic tracts, and adjoining potential sources of contamination. Please show all adjoining land use on your maps.

Tract ID or Name	Type of Buffer (Crop land, tree line, hedgerow, grass, etc.)	Width of Buffer	Adjoining Land Use	If Trees are Tapped in the Buffer, Describe Use (sale, home use, feed, etc.)

**SECTION 5: Maintenance of Organic Integrity (cont.)**

**What written notifications do you have to prevent accidental contamination of organic areas?**  None  
 Adjoining Neighbors  DOT/Utilities  State agencies  Aerial spray companies  FSA Office  Other (specify)

**Have you posted “No Spray” signs or something similar along roadsides that adjoin organic land?**  Yes  No

**Do any of your tracts or portions of them flood frequently (more than once every ten years)?**  Yes  No  
 If yes, list tract IDs or names:

**Describe your sap collecting, sap filtering, RO (if applicable), boiling, syrup filtering, and bulk syrup storage practices. You may submit a separate detailed description covering each step of production.**  Separate description attached.

**What defoamers do you use?** (brand/manufacturer)

**Are all defoamers organic?**  Yes  No  
 If no, explain:

**What filtering agents do you use (i.e., Diatomaceous Earth)?** (specify brand/manufacturer)

**List equipment used for sap collecting, filtering, RO, boiling, bulk storage and packaging. Attach a separate list if needed.**  
 (Equipment for value added products like cream, candy and sugar to be listed in SECTION 6.)

*To prevent commingling and contamination, all equipment used in organic production must be free of non-organic residue and prohibited materials. Equipment used for both organic and conventional must be cleaned prior to use on organic land or products.*

Equipment	Owned (O), Rented (R), or Custom (C)	Used on Both Organic & Non-Organic? (Yes or No)	Describe How Equipment Is Cleaned Before Use on Organic (including water rinses, if applicable)

**How do you clean tap lines at the beginning and/or end of the season?**

**Describe all syrup equipment cleaning including RO cleaning and storage procedures not described above:**  
 (Report value-added product equipment cleaning in SECTION 6.)

**List all materials used for membrane cleaning, membrane storage, descaling of pans, and all other syrup equipment cleaning:**

**What is the source(s) of the water used to clean equipment?**  
**If you treat the water before use in any way, describe how:**  N/A

*Attach a current water test for coliform/E. coli for each well/surface water source. Tests are not needed for municipal or permeate.*

**Describe how you package organic sap/syrup 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 organic sap/syrup products.

**Parallel Production. If you also produce transitional or conventional sap/syrup, describe how you ensure no commingling with or contamination of organic product with non-organic in collection, processing, and packaging:**  N/A

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

- I am certifying only sap/syrup, no other products, and I do not bring in sap/syrup from other producers (skip to SECTION 7).  
 I produce processed maple products for organic sale (candy, sugar, cream, etc.)  
 I bring in sap/syrup and process or repackage it for organic sale. Brought in sap/syrup must be from certified organic sources.

If you are processing/repackaging brought in sap/syrup, is it from certified organic source(s)?  Yes  No  N/A

**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.

**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 Certificates(s)  Non-Organic Compliance Documentation

If any products use non-organic agricultural ingredients, describe your efforts to find organic versions of the ingredient first, including what suppliers were contacted, when and what the result of the inquiry was:  N/A

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 cream or sugaring machines, molds, etc.: (equipment for syrup should be listed in SECTION 5)

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/manufacturers: (equipment cleaning for syrup production should be listed in SECTION 5)

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.

Describe how you control pests inside your facilities. Include passive controls like sanitation, exclusion, any equipment and materials used and their brand/manufacturers. If you use a pest control contractor, include their contact information.

Describe how and where all organic product is stored, including bulk storage and package storage:

How are organic products marketed?  farmers market  on-farm retail  wholesale  bulk to processor  
 internet/website  CSA/subscription service  other (specify)

**Parallel Production.** If you also produce any transitional or conventional products, describe how you ensure no commingling with or contamination of organic product with non-organic in storage, transport, and sale:  N/A

**SECTION 7: Pest Control, Storage, Transport and Marketing (cont.)**

**Do you import sap and/or ingredients for finished products from Canada or any other foreign country?**  Yes  No  
If yes, please list the international source(s) and location(s) and all documentation received with each shipment.

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

**Do you plan on shipping organic sap or finished products to Canada or any foreign country?**  N/A  Yes  No

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

**SECTION 8: Monitoring and Recordkeeping**

**205.103**

The Organic Standards requires organic operations to describe the monitoring practices and quality assurance steps they intend on taking are being followed. Organic products must be traceable to the location they were produced/harvested. All monitoring is required to be documented, and all records must also be accessible to the inspector.

**How do you monitor the effectiveness of your fertility, soil and water quality, forest health, and wildlife habitat management?**  Soil/water testing  Comparison of yields/sugar levels  Surveys by self or government/private entities  
 Observation  Other (specify):

**How do you monitor tree health, weeds, pests, and disease?**  visual observation  other (specify)  
How often is the above monitoring conducted?  weekly  monthly  annually  as needed  other specify)

**How do you monitor for potential contamination?**  visually  photos  wind direction/speed  other (specify)  
How often do you monitor?  weekly  monthly  annually  as needed  other (specify)

**How do you monitor the implementation of the Organic System Plan and how often?** *Check 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 the Organic Maple Plan and Product Profiles  Annually  other (specify)
- Periodic inventory  Annually  Twice a year  Monthly  other (specify)      Records kept?  Yes  No
- Pest control internal  Daily  Weekly  Monthly  other (specify)      Records kept?  Yes  No
- Pest control outside contractor  Daily  Weekly  Monthly  other (specify)      Records kept?  Yes  No
- Auditing your own recordkeeping  Annually  Monthly  other (specify)      Audit records kept?  Yes  No
- QA/QC/Supervisory checks  Daily  Weekly  Monthly  other (specify)      Records kept?  Yes  No
- Mock product recalls  Annually  Monthly  other (specify)      Records kept?  Yes  No
- Other (specify)       Annually  Monthly  other (specify)      Records kept?  Yes  No

**Which of the following records do you keep for organic production?**

- Tract maps  Purchase receipts for materials  Fertilizer use  Weed/Pest/Disease control  Stand management
- Monitoring (fertility)  Monitoring of soil, water, forestry/habitat  Monitoring of tree health, weeds, pests, diseases
- Tapping  Sap collection  Boiling  Packing  Transport  Sales  Equipment cleaning  Facility pest control
- Value-added product production  Receipts/Organic certificates for bought-in organic product  Other (specify)

**How long do you keep your records? Check one of the following:**

- 1 year  2 years  3 years  4 years  5 years  other (specify)

*The Organic Standards require records be maintained for 5 years.*

**List all records you keep for non-organic production, if applicable:**

- Tract maps  Purchase receipts for materials  Fertilizer use  Weed/Pest/Disease control  Stand management
- Monitoring (fertility)  Monitoring of soil, water, forestry/habitat  Monitoring of tree health, weeds, pests, diseases
- Tapping  Sap collection  Boiling  Packing  Transport  Sales  Equipment cleaning  Facility pest control
- Value-added product production  Receipts/Organic certificates for bought-in organic product  Other (specify)

**SECTION 9: Affirmation**

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed tracts during the three-year period prior to projected organic harvest. I understand that my operation may be subject to inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that 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 Baystate Organic Certifiers 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 Worksheet.
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 Operator \_\_\_\_\_ Date \_\_\_\_\_

I have made copies of this questionnaire and other supporting documents for my own records or maintain digital records.

**Submit completed form, fees, and supporting documents to:**  
**Baystate Organic Certifiers**  
**c/o Don Franczyk**  
**1220 Cedarwood Circle**  
**N. Dighton, MA 02764**