

Organic Wild Crop Plan

When filling out this form, please include enough information so that someone who is unfamiliar with your operation will be able to get a sense of your wild harvest operation.

SECTION 1: General Information		205.201, 205.300-11, 205.401	
Farm name:	Date:	Organic certification number:	
Owner name(s):	Contact for certification (if different than owner):		
Mailing Address:	City:	State/province:	Postal/zip code:
Physical Address (if different than above):	City:	State/province:	Postal/zip code:
Phone:	Mobile phone:		
Email:	Website:		
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> LLC <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)			
List all wild crops that you are requesting certification for and value-added products like infused syrups, tea blends, etc. if applicable, and indicate whether it to be labeled or represented as "100% Organic", "Organic", or "Made With Organic..." <i>Note: be sure to list all products requested that may be used as an ingredient in other organic processed products.</i>			
Product Name	Labeled as "100% Organic", "Organic", or "Made With Organic..."		
List all non-organic crops and products produced at the operation, including all non-organic livestock raised at the operation:			
Has this operation, or a responsible party (owner) connected to this operation, ever previously held organic certification? <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:			
Has organic certification ever been denied, suspended, or revoked? <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.			
Do you have access to the current Organic Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have access to the current OMRI Materials List? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you certifying any on or off-farm processing of your wild crops? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you completed the Handling Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Be sure to complete SECTION 8 of this application. Please note that you must submit an Organic Handling Plan to certify any processing, handling or trading. Contact Baystate Organic Certifiers to obtain the appropriate forms.</i>			
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon The NOP requires that Baystate Organic Certifiers perform unannounced inspections. You may choose two weekdays that you are <u>not</u> available for unannounced inspections. List them here:			

SECTION 2: Harvest Locations

205.201, 205.202

List all areas from which you will be harvesting in the operation and note approximate size of each area if it is a section of an organic parcel but not the entire acreage. Attach Field History Affidavits for all new harvest areas and attach maps for each harvesting areas. Be sure to include features such as boundaries, buffer zones, and wild crops to be harvested. In the case of public land or waterways, the responsible authority of those lands or waterways should verify that no prohibited materials have been applied to the land or waterways for at least three years prior to harvest. In the case of private land or waterways, the owner shall provide verification that no prohibited materials have been applied to the land or waterways for at least three years prior to harvest.

Harvest Area Number/IDs	Address/Legal Description	Total Number of Acres or Square Footage:			Rented (R) or Owned (O)
		Organic	Transitional	Conventional	

Are you replanting any portions of your harvesting areas this year? Yes No
 If yes, how much area is being planted?
 If yes, what is being replanted? (List all being replanted this year):

SECTION 3: Forest Information

205.203, 205.205

A. General Practices

The Organic Standards requires production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion and improve soil resources. Irrigation water should not contaminate organic crops with prohibited materials and should take measures to protect water quality and conserve water usage.

Describe all practices you will use to ensure that harvesting of wild crops is conducted sustainably and in a manner that will not jeopardize the long-term viability of the growing areas:

How do you monitor the effectiveness of your sustainable harvesting practices? recorded observation of soil
 soil testing recorded observation of forest health other (specify)

How often do you monitor soil health? weekly monthly annually as needed other (specify)

What actions are taken to provide habitat for pollinators, insect predators, birds, bats and other wildlife: insectaries
 bird/bat boxes and/or raptor perches hedgerows/windbreaks natural roosting/nesting sites native planting
 diverse habitat (trees/shrubs/grasses) wildlife friendly fences ground/tunneling sites for bees other (specify)

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

B. Harvest Procedures:

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

How are the wild crops harvested? by hand machine both by hand and machine

List equipment used for collecting wild crops: N/A

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

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

What containers are used for harvesting?

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

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

C. Post-Harvest Handling: Not Applicable

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

Describe your post-harvest handling procedures and any equipment used. Be sure to include any cleaning, sorting, packing, storage, etc. If wild crops are washed, list all synthetic and non-synthetic additives to wash water:

How do you protect water quality during post-harvest handling? N/A wastewater treatment 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? N/A Yes No

If yes, describe what they are:

What types of packaging material are used: N/A

In what form are finished products shipped? N/A

D. Storage: no storage

Storage is for any product not sold directly from harvesting areas. Operators must keep organic and non-organic in separate areas to prevent commingling and contamination. Records must be maintained.

List all storage locations.

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

Do you have any off-site storage areas (including frozen storage)? Yes No

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

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 storage areas? none removal of exterior habitat/food sources

inspection around interior perimeter sheet meal on building exterior good sanitation physical barriers sticky traps
 incoming ingredient inspection for pests sealed doors/windows screened windows/vents positive air pressure in facility
 ultrasound/light devices repairs of holes/cracks, etc. crack/crevice spray heat or freezing treatments electrocutors
 use of beneficials pheromone traps traps vacuum treatments air showers/curtains other (specify)

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

Check all aspects of waste management that are used at your operation: none on-site dumpster material recycling

composting daily pick-up of waste bog application of waste dust collection systems other (specify)

E. 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 transportation 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)

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

- I am certifying only wild crops, no other products (skip to SECTION 4).
 I produce value-added products for organic sale (infused syrups, teas, etc.)

List all value-added products requested for certification.

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

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

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

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

I have attached a facility layout map.

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

I have attached a flowchart/description.

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

Attach water test results for any new sources, if applicable.

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

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

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

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

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

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

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

SECTION 4: 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 location where they were harvested. All records must be accessible to the inspector.

A. Monitoring:

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

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

B. Recordkeeping:

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

- maps of all harvest area parcels (noting features such as acreage, hedgerows, roads, conservation areas and adjoining land use)
- growing area records (activity log, history sheets and documentation for rented and/or newly purchased land (previous 3 years)
- monitoring records (soil tests, tissue tests, water tests, quality tests, recorded observations)
- equipment cleaning records
- harvest records that show production location, harvesting dates and amounts, including custom harvest records
- samples of labels in use
- storage records that show storage location, storage identification, harvest area IDs, amounts stored, and cleaning activities
- sales and shipping records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
- other (specify)

Does your recordkeeping system disclose all activities from land management to harvest/sale of products? Yes No

How long do you keep your records? *The Organic Standards require 5 years minimum.*

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

List all records you keep for conventional production: N/A

- maps production history input applications harvest storage sales shipping other (specify)

C. 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 wild crops or products? Yes No

If yes, have you submitted all labels for review and approval prior to use? Yes No

Any organic or non-organic crops or products from other farms or other sources bought in for resale? Yes No

If yes, list all products for resale and describe how they are labeled and marketed:

Do you import or export organic wild crops and/or ingredients from Canada or any other foreign country? Yes No

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

SECTION 5: 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/handling system plan 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 no 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.

Submit copies, fees, and supporting documents to:

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