

MOFGA Certification Services LLC.
Organic Certification Instructions (2012) for New Producers

Everyone applying for certification, no matter what they produce or where, must complete the following three forms: (1) **Certification Application** (Step 2 below), (2) **Fees Form** (Step 3 below), and (3) the **Organic Producers' Endorsement**. Everyone will also need to complete SUPPLEMENT forms, and the required supplements will vary depending on what is being produced for organic certification. The steps below have been designed to help you determine what forms you need to complete.

STEP 1. Read the 2012 PRACTICE MANUAL. It explains what practices are permitted, and what practices are prohibited. It describes the certification process, fees, and refund policies. It also contains the National Organic Program Rule.

STEP 2. Complete the CERTIFICATION APPLICATION. This is a basic application form that is to be filled out by everyone. It provides us with contact information for you, as well as marketing information for your products. Completing this form will also help you determine what supplements you will need to complete.

STEP 3. Complete the FEES FORM. This is the green form in your packet. More information about fees can be found in the Practice Manual Part 4.

STEP 4. All crop farmers and gardeners need to complete the ORGANIC FARM PLAN. Even dairy and livestock producers need to submit this form.

*Producers that do **not** need to submit this form are pure blueberry and maple producers. They will need to complete the blueberry farm plan or the maple syrup system plan. In addition, pure processors or handlers, —those operations that produce or handle processed products and have no on-farm component, do not need to complete the organic farm plan. Pure processors or handlers need to submit a special organic system plan form for processors and handlers—call 568-4142 for more information.*

STEP 5. Fill in the CROP SUPPLEMENT. This form is important as it determines which crops will be added to your certificate and product verification. Please complete this form as accurately as possible. Livestock/dairy farmers also need to complete this form.

STEP 6. Determine whether you need the ON-FARM PROCESSOR SUPPLEMENT. If you are a farmer and you make value-added products like jams, jellies, breads, cheese, or teas, you will need to complete this form. If you slaughter and package your own meat birds, you will need to complete this form. The completion of this form includes a product profile (either multi-ingredient or single ingredient) for each organic processed product you produce. Please refer to the Practice Manual for a complete description of what constitutes “processing” and who needs to be certified.

If you are entirely or primarily **not** a farm but you are a **manufacturer/processor/handler** of organic agricultural products, please call MCS at 568-4142. MCS staff would like to talk to you before you submit your application. We have a special processor form that we will mail to you.

STEP 7. Determine whether you need the DAIRY SUPPLEMENT. If you sell or plan to sell organic milk, you need to complete this form. Please contact MOFGA Certification Services for more information about the organic transition process for dairies.

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STEP 8. Determine whether you need the LIVESTOCK SUPPLEMENT. If you sell or plan to sell organic meat or other livestock products (except for poultry products, see step 9), you need to complete this form for **every** species of animal you have in production. Dairy farmers marketing organic veal or beef from cull cows will need to complete this form as well.

STEP 9. Determine whether you need the POULTRY SUPPLEMENT. If you sell or plan to sell organic eggs or other poultry products, you need to complete this form for **every** species of poultry you have in production

STEP 10. Determine whether you need the MAPLE SYRUP SYSTEM PLAN. Major maple syrup producers need to submit their application as early as possible so that an inspection can take place during tapping season. Please refer to the Practice Manual.

STEP 11. Determine whether you need the BLUEBERRY FARM PLAN. All low bush blueberry growers need to complete this form.

STEP 12. Determine whether you need any other supplements for other organic products that we certify. These include MUSHROOMS, HONEY, SPROUTS and WILD CROP HARVEST.

STEP 13. Determine whether you need FIELD HISTORY FORMS. All farmers with crops or pasture, maple and low bush blueberries need to complete a Field History Form for each field or parcel that they manage for organic production. This form chronicles soil amendments, insect and disease control, and crop rotation for at least the last 3 years and will ask for projected information for the coming year.

STEP 14. Determine whether you need a NEW FIELD VERIFICATION OF 3-YR HISTORY. This form is needed when you use land for organic production that is rented or leased. The owners/previous managers of the land that you are using should complete and sign this form.

STEP 15. Determine whether you need a GREENHOUSE HISTORY FORM(S). All but the tiniest greenhouses should submit this form. Call MCS at 568-4142 to find out whether your greenhouse qualifies.

LAST STEPS... All applicants for certification or certification renewal need to sign the ORGANIC PRODUCERS' ENDORSEMENT. The same individuals listed on the Certification Application need to sign this document. There is a limit of two individuals that may appear on the certificate. The LOGO USE FORM should be completed if you intend to use MOFGA's Certified Organic Logo.

If you need something special or need extra forms, you can get all of our forms and supplements on the web at www.mofgacertification.org. You can also call the office at 568-4142. Please make a copy of your completed application for your files before you mail it. Make sure that you have signed the Organic Producers' Endorsement, and that you have enclosed a check or money order for the appropriate fees. Please contact the MCS-staff at 568-4142 or email certification@mofga.org if you have any questions.