

# NHDAMF ORGANIC SYSTEM PLAN for MAPLE PRODUCTS

- Please fill out this application to request certification of your maple products; use additional sheets if necessary
- Sign the completed form
- Submit maps indicating location of each sugarbush and the maple production facility (sugarhouse) –AERIAL MAPS PREFERRED.
- A completed *NHDAMF LANDOWNER STATEMENT* form(s) is required if land included in this application is NOT owned by the applicant

1 <sup>st</sup> Reviewer: _____	Date: _____
Inspector: _____	Date: _____
Director's Apprvl: _____	Date: _____

- ONLY maple sap obtained from NH TREES will be considered for organic certification

SECTION 1: General Information			
Name***:			NHDAMF Cert #:
Farm Name:			
Mailing Address:			
City:		State:	Zip:
Phone:	Fax:		Email:
Website:			
<b>Legal Status:</b>			
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal Partnership (federal form 1065)			
<input type="checkbox"/> Other-specify _____			
***Is this person AUTHORIZED to act on behalf of the company			<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO-list name, address & telephone of person who is:			

FEES:		
Inspection Fees:		Fees *
Number of Taps:	x (inspection fee*)	\$
	<b>Certification Fee:</b>	<b>+ \$ 100.00</b>
	<b>TOTAL Fees Submitted</b>	
* Refer to Table 911-1 Inspection Fees, pg VII, Agr 911 Rules <b>MAKE CHECKS PAYABLE TO: "Treasurer, State of NH"</b>		

AFFIRMATION:	
<ul style="list-style-type: none"> <li>• I affirm that all statements made in this application are true and correct</li> <li>• I affirm that no prohibited products have been applied to any of the organically managed sugarbush during the three-year period prior to the collection of maple sap</li> <li>• I affirm that no prohibited products have been added to any of the finished maple product(s) that I may produce</li> <li>• I understand that the operation may be subject to unannounced inspections and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rule</li> <li>• I understand that acceptance of this application in no way implies granting of certification by the certifying agent.</li> <li>• I agree to follow the NHDAMF and NOP Rules for certified organic production.</li> </ul>	
_____ APPLICANT'S SIGNATURE	_____ DATE

<b>ORGANIC CERTIFICATION HISTORY:</b>		
Year first certified	List previous organic certification by other agencies	List current organic certification by other agencies
Have you ever been denied organic certification?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list reason for denial:		
Do you understand the USDA/NOP rules?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a copy of current USDA National Organic Program rules and NHDAMF Administrative Rules?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Directions to sugarhouse and each sugarbush under consideration for certification:		

<b>SECTION 2: Farm Plan Information</b>	<b>NOP Rule Sections 205.201(a); 205.202(a)&amp;(b)</b>
<b>1. Type of Operation:</b>	
A. Check all products that will be produced as certified organic:	
<input type="checkbox"/> Maple sap (only) <input type="checkbox"/> Maple syrup <input type="checkbox"/> Maple cream <input type="checkbox"/> Maple candy/cakes <input type="checkbox"/> Maple sugar <input type="checkbox"/> Other maple products; list:	
Check all that apply:	
<input type="checkbox"/> Maple Producer <input type="checkbox"/> Maple Packer <input type="checkbox"/> Organic production <input type="checkbox"/> Conventional production	
<b>2. Processing and Packaging Procedures:</b>	
A. List type(s) and brand(s) of defoamers used in maple production:	
B. List all filter aids and types of filter cloths/papers used in maple production:	
C. List all cleansers, including BRAND NAMES used to clean all production and collection equipment:	

Describe cleaning process of tubing, spiles, buckets, holding tanks:

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Where is equipment stored: (Equipment includes: tubing, spouts, jugs, etc.)

a) During Production:

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b) When not in use:

**SECTION 3: Recordkeeping:** The following information shall be kept up-to-date and available for review at time of inspection

**Sources of maple sap:** NOTE: All sugarbush locations will be visited during the current certification year; please provide time for the inspector to view these locations.  
 List all sources of maple sap which will be used to produce organic maple products. Attach maps, which correlate with the information given below  
 Indicate any required buffer zones on the maps. \*NOTE: Buffer zones are required when adjacent land has had an application of a prohibited material as stated in NOP Section 205.202.

Name & Address of Sugarbush	# Taps	Landowner's Name & Address	Name of Person Tapping/Managing Each Sugarbush

**I.** Do you purchase organic maple sap?  Yes  No

If yes, list source:

**II.** Do you purchase conventional maple sap?  Yes  No

If yes, list source:

**III.** Do you process any of the organic and/or conventional maple sap from above sources?  Yes  No

**IV.** List amount purchased, and amount processed of each type at your sugarhouse during the previous season.

*NOTE: If you process organic maple products from organic sap NOT obtained from your own or leased sugarbush and want to label it as "ORGANIC," then you MUST apply for organic processor/handler certification.*

**Three Year Production History:**

Complete the table below with the total number of taps and production in gallons of organic maple syrup for the last three years:

Year	Number of Taps	Total Production in Gallons

**Three-Year History of Pesticide and Fertilizer Materials applied:**

If applicable, complete the table below:

Year	Name of Pesticide/Fertilizer	Application Date	Reason for Use	Name & Location of Maple Sugarbush Treated

**In addition to the previous TABLES, these records shall be made available for review by the NHDAMF Inspector:**

- ◆ Retail sales record totals for all organic maple products sold.
- ◆ Wholesale sales records of all transactions of organic maple products.
- ◆ Separate records for organic and non-organic maple products production and sales.

**\*\*\*ATTACH COPIES OF ALL LABELS AND TEXT TO BE USED ON PACKAGING AND ADVERTISEMENTS**

**SECTION 4: Product Traceability**

- ◆ All product packaging must have a **LOT NUMBER** which can be used to conduct an **AUDIT TRAIL** back to the date of production
- ◆ The date of production should be identified with a **BATCH NUMBER**, which correlates with the amount of production for that date
- ◆ Several **BATCH NUMBERS** may be used to identify different grades of syrup produced from that lot

A. Describe your **LOT NUMBERING** system:

B. Describe your **BATCH NUMBERING** system:

C. Utilizing your **LOT NUMBERING** system, explain how a particular lot of syrup can be traced back to date of production:

## SECTION 5: Organic Product Integrity

If applicable, describe procedures utilized to prevent commingling of organic and non-organic maple sap, syrup and other maple products:

**The following documents are attached:**

- Maps of all sugarbush locations
- Product label(s)
- Facility map of sugarhouse and storage areas
- Landowner Statement(s)

**INSTRUCTIONS FOR SUBMISSION:**

- Please **MAKE A COPY OF THIS APPLICATION** for your records
- Send in the **original application** with the required certification and inspection fees
- The minimum **Certification**, plus **Inspection fee**, is **\$150**
- To calculate the actual fees for your production, please refer to Table 911-1 INSPECTOR FEES, page VII, Agr 911 Rules
- Make checks payable to: “**TREASURER, STATE OF NH**”

**APPLICATION DEADLINE IS FEBRUARY 1<sup>st</sup> AT THE CLOSE OF BUSINESS-4 PM**

**Mail completed Application Document to:**

**Division of Regulatory Services  
NH Department of Agriculture, Markets & Food  
PO Box 2042  
Concord, NH 03302-2042**

**If you should have any questions, please call (603) 271-3685 or email [Jennifer.gornnert@agr.nh.gov](mailto:Jennifer.gornnert@agr.nh.gov)**