**OTCO Pre-Inspection Checklist and Confirmation of Inspection**

**Crop**

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| OTCO Client Name |       |
| Inspector Name |       |
| Inspector Contact Info: | Email |       | Phone |       |
| Confirmed Inspection Date |       |
| Starting Time of Inspection |       | Expected Duration |       |
| As agreed, I will be conducting an organic inspection of ­­­­­­­your operation on the confirmed date and time listed above.The inspection will include a farm tour as well as a review of all applicable documentation as verification of the Organic System Plan (OSP) Application. Below is a list of documentation to have available during the inspection. Not all documents may be applicable to your operation. Electronic forms of documentation are sufficient. |
| * Receipts for all purchased inputs (including seeds, soil amendments, and pest management materials)
* Input application documentation by date, material, location, and rate of application
* Harvest records by date, quantity, crop, field/location
* Sales invoices (by quantity, date, crop, crop status: Organic, Transitional, Conventional)
* Label information for all purchased fertility and pest management inputs
* Transitional crop harvest records
* Buffer crop harvest records
* Buffer crop sales information
* Equipment clean-out log(s)
* Seed labels or tags
* Composting process records
* Storage records
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| Special notes or information about the inspection: |       |
| Should you need to cancel or change anything with regards to this confirmed inspection, please contact the inspector above through the contact info listed above. |