**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 | | | | | |
| 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. | | | | | |