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| **Operation Name:** |  | **Date:** |  |

► Complete this form describing the record keeping system for all livestock and/or livestock product(s) you produce.

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| **NOP §205.103** Certified operations must maintain records of the production, harvesting, and handling of organic livestock and livestock products. Records must fully disclose all activities and transactions in enough detail to be readily understood and audited, records must span the time of purchase or acquisition, through production, to sale or transport and be traceable back to the last certified operation, Include audit trail documentation for agricultural products handled or produced by the certified operation and identify agricultural products on these records as “100% organic,” “organic,” or “made with organic (specified ingredients or food group(s)),” or similar terms, as applicable, be sufficient to demonstrate compliance with organic standards, and be kept for at least five (5) years. Records must be made available for inspection and copying during normal business hours by authorized representatives of the certifying agent. **NOP §205.201** The Organic System Plan must include a description of the monitoring practices and procedures to verify suppliers in the supply chain and organic status of agricultural products received, and to prevent organic fraud, as appropriate to the certified operation’s activities, scope and complexity.**NOP §205.236(c)** The producer of an organic livestock operation must maintain records sufficient to preserve the identity of all organically managed animals, including whether they are transitioned animals, and edible and nonedible animal products produced on the operation. |

## RECORDS MAINTAINED

Indicate which types of records you maintain (*select all that apply*):

1. **Feed and Feed Supplements**

[ ]  Harvest and storage records for feed grown on farm

[ ]  Purchase records (*i.e*., invoices/receipts, shipping documents)

[ ]  Organic certificates for purchased feed and bedding

**[ ]** Import documentation for any organic feed imported by your operation

[ ]  Records of actual amounts of feed and supplements as-fed (including any on farm third year transitional feed fed)

[ ]  Ration Sheets

[ ]  Feed labels

[ ]  Other (specify):

1. **Ruminant producers only** [ ]  N/A; no ruminant livestock (skip to question 3)

[ ]  Grazing/pasture rotation records

[ ]  Dry matter intake (DMI) from pasture (annual planned DMI and actual DMI for all production groups over 6 months of age)

[ ]  Other (specify):

1. **Animal Origin and Health**

[ ]  Birth / hatching records (including records confirming Transitioned vs Slaughter Eligible status for dairy animals)

[ ]  Animal purchase documentation (transport record, organic certificate, records confirming status, receipt, etc.)

[ ]  Vaccination records

[ ]  Treatment records

[ ]  Health care and veterinary product purchases (receipts/invoices and product labels)

[ ]  Ammonia monitoring records (for avian species)

[ ]  Confinement records

[ ]  Other (specify):

1. **Production and Sales**

[ ]  Production records (quantity of animals/product produced)

[ ]  Animal/product transport and/or shipping records

[ ]  Sales records

[ ]  Other (specify):

1. **Handling, Transport, and Storage**

[ ]  Organic certificates for certified handlers contracted to process product (*e.g.,* slaughter, cut and wrap operations)

[ ]  Affidavit of exemption from certification for storage facilities that do not open packages (IS Independent Storage Information Sheet)

[ ]  Handling/processing records

[ ]  Transport logs/BOL

[ ]  Other (specify):

1. **Method(s) of maintaining records** *(select all that apply):*

[ ]  Paper/Notebooks

[ ]  Calendar

[ ]  Computer Software/Spreadsheet

[ ]  Online/Cloud Program

[ ]  Phone App

[ ]  Other (specify):

## RECORDKEEPING SYSTEM

1. Do you maintain organic records for a minimum of five (5) years?
[ ]  Yes [ ]  No (explain):
2. What types of unique identifier(s) do you use in your recordkeeping system to track organic livestock and/or livestock products from production through processing, transport and sale? Select all that apply:

[ ]  Animal Identification

[ ]  Farm name/organic certificate

[ ]  Activity log dates

[ ]  Lot number

[ ]  Julian date codes

[ ]  Other (specify):

1. Do you source organic agricultural products, such as but not limited to feed or livestock, for your operation?

[ ]  Yes [ ]  No; skip to question 4

a) If yes, do you maintain records that clearly link the purchase and transport of organic agricultural products through the supply chain back to the last certified entity?

[ ]  Yes [ ]  No; Explain: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

b) If yes, do you ensure records identify all organic agricultural products as “organic” through the entire supply chain and on each piece of documentation?

[ ]  Yes [ ]  No; Explain:      **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Do you sell any livestock and/or livestock products as organic?

[ ]  Yes [ ]  No; skip to question 5

1. If yes, do you ensure the records identify all livestock and/or livestock products with organic status?

[ ]  Yes [ ]  No; Explain:      **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Complete the table below or attach a separate diagram illustrating how the recordkeeping system allows for a complete audit trail/trace-back for all livestock and/or livestock products produced and sold by your operation.

*The audit trail system should include all steps in the supply chain during the time your operation owns the livestock and/or livestock product. This may include, but is not limited to, sourcing/origin, livestock production activities or product processing, storage, transport, to final end use/sale/disposition.*

|  |  |  |
| --- | --- | --- |
| **Name of Document** | **Activity Document Describes** | **Linking element to next and previous document in chain** |
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* + 1. Attach sample documents (e.g., livestock purchase or birth/dam ID records, feeding records, healthcare application records, transport records, sales records, etc.) to demonstrate your audit trail system.

[ ]  Records attached

1. Describe the inventory system for all livestock and/or livestock products produced and sold by your operation. Include how often inventory is conducted and recorded.

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**9.3 MONITORING**

1. How do you ensure your recordkeeping practices are effective and how often do you monitor the practices?

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**9.4 RECORDKEEPING FOR ORGANIC AND NON-ORGANIC LIVESTOCK PRODUCTION**

1. Do you produce both organic and non-organic livestock and/or livestock products?[ ]  No; section not applicable

[ ]  Yes (identify non-organic livestock and/or livestock products produced or managed):

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* + 1. How do input application records distinguish between materials used on organic and non-organic livestock?

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* + 1. How do production, processing, shipping, and sales records distinguish between organic and non-organic livestock and/or livestock products?

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