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

► Complete this form with all of the types of records you currently maintain or plan to maintain related to crop and/or crop product production. Remember to have these records available for review upon inspection; the inspector will conduct audit trail exercises using your records to verify the effectiveness and accuracy of your recordkeeping system.

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| NOP §205.103 Certified operations must maintain records of the production, harvesting, and handling of organic crops that 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 as well as 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. Records should be sufficient to demonstrate compliance with organic standards, and kept for at least five (5) years. 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. |

##  RECORDS MAINTAINED

1. Indicate which types of records you currently maintain or plan to maintain for your organic production:

[ ]  Copy of my Organic System Plan (OSP)

[ ]  Organic seed search documentation (when nonorganic seed is used)

[ ]  Receipts for inputs purchased for crop production (seeds, transplants, fertilizers, pesticides, sanitizers etc.)

[ ]  Activity logs:

[ ]  Planting records that show rotations and/or crops and plantings

[ ]  Input application records that show all materials applied with date, rate and location

[ ]  Compost production: time, turns, and temperature log

[ ]  Monitoring records (soil/tissue analysis, pest/disease surveys, water sampling, etc.)

[ ]  Harvest records / field tags with field identification, date, crop name, and quantities

[ ]  Post-harvest activities (washing, grading, processing, cooling/freezing, packing, etc.)

[ ]  Storage records/inventories

[ ]  Equipment cleaning and/or sanitation logs

[ ]  Clean truck affidavits and/or other clean transport records

[ ]  Shipping records, such as Bills of Lading, delivery receipts, receiving documents, etc.

[ ]  Documentation of transactions with co-packers

[ ]  Organic certificates from organic operations with which business is conducted

[ ]  Sales records (grower statements, farmers’ market load lists, produce stand inventories, delivery records, etc.)

[ ]  Import documentation, as applicable, for any organic agricultural products your operation has imported (e.g. seed)

[ ]  Purchase and sales records for products that are brokered or resold

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| [ ]  Other (describe):  |  |

* 1. **RECORDKEEPING SYSTEM**
1. What method(s) do you use to keep records? *(select all that apply):*

[ ]  Paper/Notebooks [ ]  Computer Software/Spreadsheet [ ]  Phone App

[ ]  Online/Cloud Program [ ]  Other (describe):

1. Do you maintain organic records for a minimum of five (5) years?

[ ]  Yes [ ]  No (explain):

1. How do your records trace from sale/disposition through transport, storage, packaging, and harvest, to the field of production?

[ ]  Lot numbers [ ]  Field numbers or names [ ]  Julian date codes

[ ]  Farm name (if the operation is all organic with only one field) [ ]  Other (describe):

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

[ ]  Yes [ ]  No; skip to question 5

a) If yes, do you maintain records that clearly link the purchase and transport of all sourced 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 sourced organic agricultural products as “organic” through the entire supply chain and on each piece of documentation?

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

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

[ ]  Yes [ ]  No; skip to question 6

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

[ ]  Yes [ ]  No; Explain:

6) Complete the table below or attach a separate diagram illustrating how the recordkeeping system allows for a complete audit trail/trace-back for all crops and/or crop 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 crops and/or crop product. This may include, but is not limited to, sourcing/origin, crop production activities or product processing, storage, transport, to final end use/sale/disposition.*

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| **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., seed purchase records, planting records, input application records, harvest records, storage records, transport records, sales records, BOLs, etc) to demonstrate your audit trail system.

[ ]  Records attached

1. Describe the crop and/or crop product inventory system. This should include how often inventory is conducted and recorded.

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12.3 MONITORING

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

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12.4 RECORDKEEPING FOR ORGANIC AND NON-ORGANIC CROP PRODUCTION

* 1. Do you produce both organic and non-organic crops and/or crop products? [ ]  No, section not applicable

[ ]  Yes, identify non-organic crops and/or crop products produced.

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1. How do your input records distinguish between materials used on organic and non-organic crops and/or crop products?

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1. How do your harvest, shipping, and sales records distinguish between organic and non-organic crops and/or crop products?

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