

Name:

Date:

A. RECORDS: *Please have these records available for the inspector.*

1. Which of the following records do you keep for organic production?

- Receipts of seeds and transplants delivered to farm
- Invoices of seeds and transplants purchased
- Seed packages and labels
- Phone logs of attempts to obtain organic seeds and transplants
- Seed catalogs
- Letters from seed suppliers concerning the availability of organic seeds
- Organic certificates for organic seeds purchased
- For seed savers - Harvest records showing production of organic seed
- Seed treatment records
- Verification from supplier that non-organic seed is not genetically modified. This is only necessary for seeds that have commercially available GMO seeds (e.g. corn, soybeans, sugar beets)
- Fertilizer and soil amendments - application records for fertilizers, manure, compost, soil amendments, and synthetic micronutrients
- Pest control products – application records for pesticides, acidifiers, spreader/stickers and other spray adjuvants
- Crop production aids – application records for foliar sprays, gibberellic acid, kelp or other approved products
- Invoices or receipts for all materials purchased including custom applicator invoices
- Farm activity log
- Invoices for contracted services (e.g. seeding, mowing, spreading manure, etc.)
- Recommendations from pest consultants or other field persons
- Soil, water and tissue analysis reports
- Records of cultivation practices, weeding and planting dates
- Compost production records
- Cropping history or land use for the previous three years
- Material application records for the previous three years
- A copy of the organic certificate if the land was previously certified under another producer's certificate
- Lease Agreements
- Maps
- Yield records (e.g. pounds harvested, weigh tickets, boxes harvested)
- Receipts from processor or warehouse for delivery of organic product
- Custom harvest records
- Clean truck affidavits
- Deposit records, ledgers, receipts
- Purchase orders
- Invoices
- Sales summaries from wholesalers or processors
- other (please specify)

2. How long do you keep your records?

