



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

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. They should be sufficient to demonstrate compliance with organic laws and standards, and kept for at least five (5) years. An 'Audit Trail' is documentation sufficient to determine the source, transfer of ownership and transportation of organic products.

**A. RECORDS KEPT**

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

**REQUIRED:**

- Input application records that show all materials applied with date, rate and location
- Harvest records or field tags that show field identification, date, crops, and quantities harvested and transported from the field
- Sales records, including Grower Statements, Farmer's Market load lists, or inventory lists for your own produce stand(s)
- Receipts for inputs used for crop production, including seeds, transplants, fertilizers, pesticides, etc.

**AS APPLICABLE:**

- Activity logs
- Planting records that show rotations and/ or crops and plantings
- Shipping records, such as Bills of Lading, delivery receipts, receiving documents, etc.
- Documentation of transactions with co-packers
- Purchase and sales records for products that are brokered or resold
- Other (describe): \_\_\_\_\_

2) How do your records track back or link the production unit (field, greenhouse, etc.) with the harvest, shipping, and sales records?

- Lot numbers       Field numbers or names       Farm name, if the operation is all organic with only one field
- Julian date codes       Other (list): \_\_\_\_\_

**B. ATTACH A SAMPLE AUDIT TRAIL, INCLUDING ALL PRODUCT TRACKING DOCUMENTS**

1) An audit trail is a recall system linking your product from field to sale. If you are new to organic production, and do not have existing audit trail records, you **must** provide a sample of the audit trail you plan to maintain.

Sample recordkeeping forms can be found at: [www.ccof.org/certificationassistance.php](http://www.ccof.org/certificationassistance.php).

Attached

**C. DO YOU PRODUCE BOTH ORGANIC AND NON-ORGANIC CROPS?**

- No, not applicable       Yes, complete 1 & 2 below

1) How do your input records distinguish between materials used on organic and non-organic crops?

\_\_\_\_\_  
\_\_\_\_\_

2) How do your harvest, shipping & sales records distinguish between organic and non-organic product?

\_\_\_\_\_  
\_\_\_\_\_

**D. DO YOU RESELL OR BROKER ORGANIC PRODUCTS FROM OTHER OPERATIONS?**

- No     Yes, in sealed packages only     Yes, in containers other than sealed packages. Complete 1 & 2 below

1) List each unpackaged product that you resell, with the name of all suppliers. Attached valid organic certificates for each.

\_\_\_\_\_

2) Describe your plan for verifying and documenting that suppliers are certified by a USDA-accredited certifier, and in good standing, on a continual basis:

\_\_\_\_\_