



Operation Name: _____ **Date:** _____

An "Audit Trail" or "trace-back" system is documentation sufficient to determine the source, transfer of ownership and transportation of organic products. Certified operations must maintain records of processing/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.

- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.
- ▶ Records are important if the organic status of a product you sell is ever questioned. Maintaining records may reduce store liability by demonstrating your compliance with certification requirements and due diligence to verify the organic status of the products you sell.

A. Records

Traceability of organic products is required in all certified departments. Note that documentation maintained for other programs such as food safety, allergen prevention, product recall, animal welfare grading, etc. may be used as part of your organic traceability system.

1) Complete the following table to indicate availability and types of records maintained regarding purchase, inventory, and sales of organic products included in your certification.

Maintained?	Record Type	If maintained, where is the record located?					Notes (specify departments, if different)
		At each facility/store	Distribution Center	Regional Office	Central/Corporate Office	Other	
<input type="checkbox"/>	Supplier/vendor Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Bill of lading from vendor or distributor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Packing slips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Organic certificates for each supplier, certified distributor, producer, manufacturer, co-packer, or commissary kitchen that provides products labeled as organic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Production logs for processed, repackaged, or prepared organic products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Records of organic products lost due to spoilage, shrinkage, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Records of organic products transferred to other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cashier scanning logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Computerized sales summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other records related to organic products or processing:						
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



B. Tracking Organic Products

1) How do you track ingredients/products labeled as organic from inbound receiving through production or display to demonstrate that organic was received? For example: verifying that invoice or packing slips clearly identify products as organic, linking "sell by" dates on relabeled products to invoices or packing slips based on "first in first out", maintaining production logs for products prepared on site. If certifying multiple departments with different practices, describe traceability in each department.

2) Are organic products processed, repackaged, or prepared in any department?

Yes No

a) If yes, how you are able trace ingredients back to the original source in each department that is processing, repacking, or preparing organic products? If certifying multiple departments with different practices, describe traceability in each department. *Production logs may be required for multi-ingredient products made on-site.*

b) Describe the records and system you use to track inventory of ingredients and products (in/out balance). You may attach samples to illustrate (i.e. monthly log of beginning and ending inventory).
