ORGANIC SYSTEM PLAN– CROP PRODUCERS

Section M. Recordkeeping

USDA organic regulations require all records related to organic crop production, harvest, and sale be maintained for five years. Records must be available for review at your annual inspection. Your recordkeeping system must fully disclose all activities and transactions of your operation, and be easily audited.

Refer to the WSDA Recordkeeping Fact Sheet (AGR 3011) for examples of the types of records the inspector may review at your inspection.

1. Check records maintained or planned to be maintained at your operation.

   Seed, Seedlings, Planting Stock
   - Invoices
   - Delivery Tickets
   - Supplier Catalogs
   - Commercial Availability Verification
   - Non-GMO Verification
   - Seed Treatment Verification
   - Planting Records
   - Other (please specify):

   Harvest & Equipment
   - Equipment Cleaning Records
   - Bin Ticket Stubs
   - Harvest Pick Sheets
   - Harvest Record
   - Buffer Management Records
   - Load Tickets
   - Crop Storage Inventory
   - Other (please specify):

   Sale & Distribution
   - Bill of Ladings
   - Scale Weight Tickets
   - Pool Closings
   - Purchase Orders
   - Receipt Books
   - Sales Invoices
   - Farmers Market Records
   - CSA Records
   - Bank Deposit Statements
   - Sales Reports
   - Other (please specify):

   Input Materials
   - Application Records
   - Purchase Receipts
   - Delivery Tickets
   - Input Inventory
   - Other (please specify):

   Monitoring
   - Field Observation Records
   - Soil Analysis
   - Tissue Analysis
   - Crop Advisor Recommendations
   - Other (please specify):
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2. Describe your recordkeeping system and how you organize your records. Attach another sheet of paper if needed.

   Include details on where records are stored (location), responsible party, and in what format (electronic, hardcopy, etc.).

3. Can your recordkeeping system track all inputs (fertilizers, seeds, pesticides, etc.) back to your organic or transitional sites?

   Yes   No

4. Can your recordkeeping system balance inputs purchased (fertilizers, seeds, pesticides, etc.) with inputs used?

   Yes   No

5. Can your recordkeeping system track harvested crops back to your organic or transitional sites?

   Yes   No

6. Can your recordkeeping system balance crops harvested with crops sold, fed to livestock, or used in processed products?

   Yes   No

Tip! All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available will result in a delay of certification and may result in compliance action requiring additional inspections at a rate of $40/hour plus travel costs.