Record Overview – WSDA Organic Program

Business Name: ______________________________________  Cert No: __________

A complete understanding of your recordkeeping system is imperative to facilitate efficient and effective inspections, and audits. USDA organic regulations requires you provide your certifier with complete details regarding your recordkeeping system. Complete this questionnaire describing your recordkeeping system.

1. Do you produce or handle both certified and non-certified crops, products, and livestock? If yes, include an annual estimate of the amount of certified production or handling compared to non-certified production or handling.
   - [ ] Yes, Certified production: _____% Non-certified production: _____%
   - [ ] No, all crops or products my business produces or handles are certified.

2. Do you produce or handle certified crops or products year-round?
   - [ ] Yes  [ ] No

   2a. If no, what months do you actively produce or handle certified crops or products?

3. What types of systems or applications do you use to create records related to certified production or handling? Consider both electronic and physical systems, and include the specific names of any applications or databases used by your business.

3a. What is the name and title of the employee responsible for your overall recordkeeping system?

4. What types of systems or applications do you use to store and maintain records related to certified production or handling? Consider both electronic and physical systems, and include the specific names of any applications or databases used by your business. If records are stored physically, include location address(s).

4a. What is the name and title of the employee responsible for storing records related to certified production and handling?

USDA organic regulations requires your business to save organic production and handling records for at least five years beyond their creation. These records must be made available for inspection and copying during normal business hours.
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5. WSDA Organic Program may conduct a remote audit of your records in addition to evaluating your records on-site. Which of these activities would be difficult for your business?

☐ Employees overseeing the recordkeeping system are unable to participate in video conferences.
☐ Employees overseeing organic production or handling are unable to participate in video conferences.
☐ Hardcopy records cannot be easily scanned and saved electronically prior to a scheduled inspection.
☐ Electronic records cannot be readily emailed or uploaded to a secure file sharing link upon request.

5a. What limitations prevent your business from being able to conduct these activities. Include details regarding any ongoing efforts to improve your technology or electronic systems.

☐ Not applicable, my business can conduct all of these activities.

WSDA Organic Program has developed tools to help you navigate the USDA organic recordkeeping requirements. You can find a recordkeeping fact sheet, a short video on recordkeeping, and example recordkeeping forms in the resource section of our website:

https://agr.wa.gov/departments/organic/resources
Record Survey – WSDA Organic Program

Business Name: ___________________________  Cert No: ___________________________

Complete the table below with information about your organic production or handling records. Include all the types of records collected, generated, and maintained by your business to demonstrate compliance with organic regulations. Attach additional sheets of the Records Survey as needed.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Where does the record come from?</th>
<th>What format is the record?</th>
<th>Who completes or is responsible for the record?</th>
<th>What type of activity does the record document?</th>
<th>How often is the record completed?</th>
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<tbody>
<tr>
<td></td>
<td>External Source</td>
<td>Generated Internally</td>
<td>Electronic</td>
<td>Handcopy</td>
<td>List the employee name or the electronic system/application that completes or is responsible for the record.</td>
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List each organic record using the terminology used within your system.