

Recordkeeping Requirements: Producers

Your audit trail refers to the records you keep that can trace a certified product from seed to market shelf. Creating and maintaining these records is required for certification. All records are to be maintained for 5 years and available at the time of your inspection. Call the office with any questions.

CROPS

- **MAPS OF LAND AND CROP STORAGE OR LIVESTOCK FACILITIES:** Maps can be hand drawn or “official” (FSA/NRCS). Field maps need to have field numbers, acreages, boundaries, and adjoining land use clearly labeled. Indicate all areas that will require a buffer with a colored pencil or highlighter. Have maps for all fields under your management including conventional or transitional fields, both rented and owned. A separate map is preferred showing all facilities for crop/feed storage and livestock areas (both indoors and outdoors), but this may be indicated on the field maps if it can be clearly understood.
- **FIELD HISTORIES/PRIOR LAND USE DECLARATIONS:** You need to have information in your file about the past three years’ inputs. If you’re a new applicant and have managed the land for the past 3 years, you need to complete the Three Year Field History form. Whether new or updating, a Current Year Field Plan is also needed. Conventional and transitional fields should be listed on all field documents. If you’re requesting certification for crops grown on land that has not been under your management for 3 years and the land was certified by another agency or no seeds were planted or off-farm inputs applied, a Prior Land Use Declaration may be used to describe the past 3 years of field histories. Pastures must be included on field histories.
- **FIELD ACTIVITY LOG (FAL):** Field activity logs will vary depending on the type of operation you are managing. Logs should include all field activities with dates (plowing, soil preparation, planting and cultivation), application of inputs such as fertilizers, foliar feedings, pesticides, manure (with dates and rates); harvests and amounts harvested; and general observations on crops. Calendars, daily planners, notebooks or computers all work – whatever will work to keep the necessary information.
- **BUFFER MANAGEMENT RECORDS:** If you harvest in a buffer zone, you need to keep a record of when, amount and what you do with the buffer harvest. This can be done as part of a Field Activity Log or by using Non-organic Crop Usage (NOCU) forms. If no prohibited applications are currently used on the cropped, pastured, or residential land adjacent to your organic cropland or pasture, and your neighbor signs a Verification of Adjoining Land Use (VALU) form, no buffer is needed.
- **CROPS/INPUTS:** A crop input is anything besides seeds, on-farm manure, or compost that is applied to land or crop, whether as fertilizer, inoculants, potting mix, foliar applications, lime or other minerals, or any product used on stored crops or feed. You need to provide MOSA with a Crop Input Inventory (provided in your packet) listing all products used. Keep a copy of the list for your records, updating as necessary.
- **CLEANING DOCUMENTATION:** If any equipment or storage is used for both organic and non-organic crops, you need to record how, when and who cleaned or purged before organic use or storage. This documentation must be completed for any buffer harvests and transportation of organic feed or crops. Your Field Activity Log or Cleaning Log may be used.
- **STORAGE DOCUMENTATION:** If you sell crops or feed your crops to livestock and also have conventional or transitional crops on the farm, a system must be used to identify the areas in which crops are stored on the farm and to keep track of quantities in storage. All bins, cribs, bunkers or other storage areas should have an identification (ID) number, letter or name, and be indicated on the farm maps and on the Organic System Plan. If many different crops are being stored in bins over the course of a season, the storage records should identify the field or fields from which the crops originated. A Bin Register form is provided in your packet for your use. If you only raise organic crops for your own organic livestock, you also need to have all storage areas identified on your facility maps. Your harvest records should be sufficient to document how much feed went into storage. Have a feed inventory available at inspection time.
- **LOT NUMBER SYSTEM:** If you sell crops, you need a lot numbering system. Lot numbers assigned by you are used on your field or storage records, sales records and outgoing documents to maintain the tracking of your crop from seed to sale. The lot number should clearly identify the year of production, your initials, the last location of the crop (field # if sold directly from a field, or bin ID# if sold from a storage bin), the crop and the date it was

shipped. If more than one load is shipped in a day, this could also be indicated. The lot number should be used on all weigh tickets, bills of lading, invoices and Transaction Certificates.

Here is an example of a lot number which includes this information: 08-JD-5-C-1114-2

08	JD	5	C	1114	2
Year of Production	Producer Initials	Storage Bin or Field #	Crop = Corn	Shipped = Nov. 14	Load #

- **SALES RECORDS:** Sales records should include sales receipts, clean transportation verification, bills of lading (BOL) and Transaction Certificates. Receipts and BOL should include the date of transaction, your name or farm name and the type of crops sold. Be sure to distinguish between organic crops and non-organic crops. The receipt should also include the dollar amount for which the crop sold. You need to keep sales records for all crops grown in split production. This means you must keep sales records on conventional and transitional crops as well as the organic crop. The Audit Control Register form may be helpful in keeping these records.

LIVESTOCK/LIVESTOCK PRODUCTS

The records you need to keep must be able to trace both an individual animal's lineage and verify everything that goes in or on that animal.

- **INDIVIDUAL HERD HEALTH RECORDS:** Individual herd health records must be established for each dairy animal that receives treatment. Whole herd treatments such as vaccinations, physical alterations, and treatments given at the same stage of lactation or development can be recorded as whole herd health events. An index card or page in a notebook with corresponding animal ID (number, photo or name) can be used to record all lineage information, treatments, reproductive information, general comments, and ship or cull dates. These records are to be established at birth and kept for 5 years after the animal leaves the farm. Slaughter stock must have health records with reproductive information and specific treatments noted for individually identified animals or group treatment or events.
- **POULTRY:** Poultry operations should maintain hatching dates and source of chicks, proof of organic certification for purchased pullets, batch records with corresponding batch number, vaccination schedule, treatments, mortality, production records and dates of provision for outdoor access.
- **FEED RATION:** You certainly don't need to record each day's feeding, however, you need some written record of your rations and supplements and notes when changes are made. Seasonal feeding records are used to document pasture intake. Keep and have available at inspection, all records of purchased feed.
- **LIVESTOCK PURCHASES:** Keep records of, and have available at inspection, any purchases of livestock for organic production. If you have split production of livestock or livestock products (such as both organically and conventionally raised slaughter animals of the same type), record any conventional purchases as well.
- **LIVESTOCK INPUTS:** A livestock input is anything, besides the feed you grow or purchase, that goes in or on your livestock. This includes feed supplements, minerals, additives or inoculants; pest treatments; wound treatments; health treatments or preventatives; or cleaning products. Provide MOSA with ingredients information for any product used. Keep a copy of the Livestock Input Inventory (provided in your packet) for your records and keep it up-to-date.
- **LIVESTOCK SALES:** Keep all sales records for organic livestock and livestock products and have available for inspection. If you sell anything both organically and conventionally keep records for both. When you sell an animal that was treated with a prohibited substance, keep records of these sales and remember to contact the office to report use.

Note regarding crop and livestock inputs: You need brand name and manufacturer's name for each input listed on your input inventories. If a product has not been approved by MOSA, ingredients information needs to be provided prior to use. For fertilizers, we need an ingredients list, not analysis. Have all purchase records for inputs available at inspection.