

**KEEP THIS FORM TO HELP
YOU PREPARE FOR YOUR
INSPECTION**



MOSA Producer Inspection Checklist

If you are well prepared for your inspection, it will reduce the length of your inspection. If you are well organized and have a fairly straight-forward operation, you should plan on a 2-4 hour inspection. Allow more time for your first inspection, or if you have a complex operation (livestock, split production, or distant fields or facilities).

Inspectors do not make certification decisions or final determinations about products or practices on the operations they inspect. Specific questions about the National Organic Standards, MOSA policies, allowed products, and certification status should be directed to the MOSA certification staff.

CROP PRODUCERS:

Review your latest Organic Plan Questionnaire(s), maps and field histories. Be prepared to update the inspector regarding any changes. If you received an Initial Review Letter, see if it notes any items needed for inspection.

Have the following ready (unless already sent in with your application):

- Receipts for all seeds used and a tag or bag for each variety
- Organic Seed Search form, documentation of untreated and non-GMO status for nonorganic seed
- Receipts for all other crop inputs—inoculants; fertilizers; pest, disease and weed control products; soil mixes
- Product labels and ingredients statements for crop inputs not previously approved by MOSA
- Field activity records
- Equipment, storage and truck cleaning records
- Storage records
- Sales records
- Complaint log
- National Organic Standards and MOSA Program Manual

LIVESTOCK PRODUCERS:

Have livestock in a pasture or area that is easily accessible.

If there have been changes since your livestock application was submitted, have the revised total numbers available.

Have the following ready:

- Updated individual herd health records for dairy animals, herd health records or flock records for slaughter or egg operations.
- Feed records for each type of livestock you are certifying.
- Receipts for all purchased feed and supplements.
- Proof of certification by an accredited certification agency for any purchased feed or livestock.
- Receipts for all livestock inputs. Livestock inputs include everything except feed that goes into or onto your organic livestock.

Contact the MOSA office if you have any questions.