



Operation Name: _____ Date: _____

Certified operations must maintain records of the production, harvesting, and handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited. Records must be sufficient to demonstrate compliance with organic regulations, kept for at least five (5) years, and made available for inspection.

A. Records Kept

1) Based on the activities described in your Organic System Plan (OSP), does your operation:

- Maintain all records needed to verify compliance, and
- Keep these records for at least 5 years, and
- Make them available during inspections?

Yes, my operation does the above.

Records needed to verify compliance include, but are not limited to, the following:

If you do this:	Maintain this type of record:
Grow crops	<ul style="list-style-type: none"> • Planting records (crop, location, date, acreage, etc.) • Records of crop rotation or practices in lieu of rotation (perennials, container crops) • Documentation of natural resource and biodiversity conservation practices & monitoring • Documentation of preventative pest management practices • Production equipment also used for nonorganic: cleaning records or Standard Operating Procedures (SOPs)
Use seed, annual seedlings (transplants), or planting stock	<ul style="list-style-type: none"> • Purchase receipts or other records documenting source & treated/untreated status • Nonorganic seed/planting stock: commercial availability records, non-GMO verification • Annual seedlings: organic certificates or on-farm production records
Use crop input materials (fertilizers, pesticides, etc.)	<ul style="list-style-type: none"> • Purchase receipts or other records documenting source • Application records (material name, date, rate, location) • Compost/compost tea/vermicompost produced by your operation: production records
Have organic parcels with adjacent nonorganic production	<ul style="list-style-type: none"> • Documentation of preventative measures to reduce drift risk • If growing crops in buffer zones: harvest and sales documentation verifying separation
Responsible for harvest and/or transport	<ul style="list-style-type: none"> • Harvest/transport equipment also used for nonorganic: cleaning records or SOPs • Harvest records or field tags (date, crop, quantity, location) • Transport or shipping records, if applicable
Store crops	<ul style="list-style-type: none"> • Storage records • Storage at your own facility: facility pest management records
Simple post-harvest handling	<ul style="list-style-type: none"> • Records of handling activities, including facility pest management
Use another operation's facility for post-harvest handling	<ul style="list-style-type: none"> • Documentation of transactions (e.g. receiving, sales)
Source organic crops from another operation	<ul style="list-style-type: none"> • Transaction and shipping/receiving records • Organic certificates for suppliers
Sell organic crops (even if not represented as organic)	<ul style="list-style-type: none"> • Shipping or sales records (e.g. BOLs, delivery receipts, receiving documents, grower statements, Farmers' Market load lists, produce stand inventory lists, etc.)

B. Sample Audit Trail

1) Attach a sample audit trail to demonstrate your recordkeeping system from harvest through sale.

An audit trail is a set of documents that tracks all activities occurring from **harvest** through **sale** of an organic product and is sufficient to trace organic crops back to their production (in the field, or supplier). A complete sample audit trail may include, but is not limited to, the harvest, shipping, and sales records described above in section A.

If you are new to organic production and do not have existing audit trail records, you **must** provide an **example** of the audit trail you plan to maintain. Sample recordkeeping forms can be found at www.ccof.org/recordkeeping.

Sample audit trail attached



- 2) How do your audit trail records link to track organic crops from the source (field/growing location, or supplier) to the final sale? Mark all that apply.
- Field numbers or names Farm name, if the operation is all organic with only one field Julian date codes
- Lot numbers (describe lot numbering system): _____
- Other (describe): _____

C. Split Operation Record Keeping

A split operation is an operation that produces or handles both organic and nonorganic products.

- 1) Mark all of the following that apply to your operation:
- Grow both organic and nonorganic crops
- Grow **identical** crops organically and nonorganically
- Sell organic and nonorganic crops/products, including any that you source from other operations
- Sell **identical** organic and nonorganic crops/products, including any that you source from other operations
- None of the above. Stop, this form is complete.
- 2) How do your input records distinguish between materials used on organic and nonorganic crops?
- _____
- 3) How do your harvest, shipping, and sales records distinguish between organic and nonorganic crops/products?
- _____
- 4) Do you source organic products from uncertified brokers, traders, wholesalers, or distributors?
Sourcing from uncertified handlers requires additional audit trail verification at inspection and will incur additional fees.
- No. Stop, this form is complete. Yes, attach an [Uncertified Handler Affidavit](#) (UHA) for each uncertified supplier.
- a) How do you ensure that only certified suppliers are used by the uncertified handler? Check all that apply.
Your OSP must list all certified suppliers, including products sourced through uncertified handlers. Audit trail records must link directly back to the last certified operation.
- Do not place order until certified supplier is identified by uncertified handler and approved by CCOF
- For any delivery that cannot be traced back to the certified supplier, refuse or hold shipment until the certified supplier is verified.
- Other (describe): _____