

DAIRY/FIELD CROPS RECORDS CHECKLIST

Records are an integral part of organic certification and the inspection. The inspector will review your records and complete two audits — one that checks that organic sales match the quantity of livestock produced or of feed grown/purchased to feed needed (mass balance) and one that checks the origin of livestock (traceability).

Items	Description
<input type="checkbox"/> Animal ID lists	A list of current animals and how you identify them, including birth records, culling, shipping, organic slaughter status
<input type="checkbox"/> Purchased livestock documentation	Receipts for purchased animals and certificates, including whether animals qualify as organic slaughter stock
<input type="checkbox"/> Receipts for products and feed	Receipts (incl qty) for feed, health care products, supplements, and bedding (if using hay/straw/etc. to verify organic)
<input type="checkbox"/> Field maps	Identify each field with a name or number, include the number of acres for each field, adjoining land use, buffer areas, major roads, and physical features
<input type="checkbox"/> Feed harvest and storage records	Field ID, amount, and current inventory of harvested feed
<input type="checkbox"/> Feed rations	Amount for each animal group and changes (with date) due to supplemental feed during grazing season, stage of life, etc.
<input type="checkbox"/> Grazing records	Turnout and barn-up dates for each animal group
<input type="checkbox"/> Temporary confinement records	Dates and reason restricted from pasture/confined
<input type="checkbox"/> Health materials	Updates to list submitted with annual application
<input type="checkbox"/> Health care records	Dates, animal(s), reason, treatment notes, withholding periods, veterinarian/hoof trimmer invoices
<input type="checkbox"/> Production & sales records	Milk slips, sales records (forages, meat, whole animals, eggs, etc.)
<input type="checkbox"/> Labels & marketing	Copies of current labels and marketing materials in use if applicable; certification documentation for any organic products purchased for resale
<input type="checkbox"/> Seed, planting stock, and transplant documentation	Purchase receipts, organic certificates, and planting stock search when applicable
<input type="checkbox"/> Input application records for fields	Materials, dates, rates of application, and receipts for materials
<input type="checkbox"/> Field activity logs	Records with dates of crops seeded, planted (by field), cultivation, weed/pest/disease control, pruning, soil fertility/analysis, crop rotation, water tests, etc.; receipts for hired services
<input type="checkbox"/> Harvest records	Field names/identification, dates, crop names, quantities by field
<input type="checkbox"/> Post-harvest handling & sales records	Storage, transport, and sales invoices; operating procedures to prevent contamination/co-mingling in split operations
<input type="checkbox"/> Buffers	Documentation of neighboring land use; harvest and sales records for buffer crops; no-spray agreement(s)