

HANDLING 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 operation's capacity (mass balance) and one that traces purchase to sale (traceability).

Items	Description
<input type="checkbox"/> Product list	A complete list of all products, including brand name, being requested for certification
<input type="checkbox"/> Organic certificates and receipts	Include the system summary pages and ensure certificate is not out of date
<input type="checkbox"/> Product labels	Copies of current labels and marketing materials; certification documentation for any organic products purchased for resale
<input type="checkbox"/> Facility map(s) & process flow diagram(s)	Identify all equipment used in processing; can be hand drawn
<input type="checkbox"/> Records for lot numbering	Including but not limited to: incoming products, products in storage, purchase invoices, and sales invoices
<input type="checkbox"/> Organic integrity records	Records for clean transport units, pest control logs, cleaning logs, other agency facility audits as applicable
<input type="checkbox"/> Quality control records	Quality control plan, OCPP or HACCP plan and how it's followed, if applicable, or VT Health Dept inspections
<input type="checkbox"/> Supply chain documents	Supply chain map(s) (optional to be submitted as a separate document, based on the complexity of your supply chains), Uncertified handler affidavit(s)