

PROCESSING RECORDS CHECKLIST

These records apply to crop producers who make multi-ingredient products on farm, as well as processing operations.

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 production capacity (mass balance) and one that traces purchase through production 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"/> Ingredient list	A list of all organic and non-organic ingredients and processing aids, including the suppliers
<input type="checkbox"/> Organic certificates and receipts for ingredients	Include the system summary pages and ensure certificate is not out of date
<input type="checkbox"/> Product profiles	Product formulations for each product being requested for certification
<input type="checkbox"/> Product labels	Copies of current labels and marketing materials; certification documentation for any organic products purchased for resale, Private Label Agreement(s) for co-packed products
<input type="checkbox"/> Non-organic ingredient declarations and natural flavor documentation	Verify the allowance of all non-organic ingredients and processing aids when applicable
<input type="checkbox"/> Facility map(s) & process flow diagram(s)	Identify all equipment used in processing; can be hand drawn
<input type="checkbox"/> Cleaners & sanitizers, SOPs	Cleaning and sanitizing materials and cleaning/sanitizing Standard Operating Procedures available to view
<input type="checkbox"/> Records for lot numbering	Including but not limited to: incoming ingredients, ingredients in storage, final products, purchase invoices, batch recordkeeping systems, 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 (optional to be submitted as a separate document, based on the complexity of your supply chains), Uncertified handler affidavit(s)