

VEGETABLE/FRUIT/FIELD CROP 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 crops grown (mass balance) and one that traces a crop from seed to sale (traceability).

Items	Description
<input type="checkbox"/> Seed, planting stock, and transplant documentation	Purchase receipts, organic certificates, and seed & planting stock searches when applicable
<input type="checkbox"/> Input application records	Materials, dates, location, rates of application, and receipts for materials used in fields/greenhouse (ex. inoculants, propagation materials, soil amendments, potting mix, compost, disease control products)
<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"/> 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.
<input type="checkbox"/> Harvest records	Field names/identification, dates, crop names, quantities
<input type="checkbox"/> Post-harvest handling & sales records	Storage, transport, and wholesale/retail sales invoices, and receipts; operating procedures to prevent contamination/co-mingling; sanitizers/cleansers used; wash water tests if applicable
<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"/> Buffers	Documentation of neighboring land use; harvest and sales records for buffer crops, no-spray agreement(s)