



ORGANIC SYSTEM PLAN- CROP PRODUCERS

Business Name:

Certification Number:

Section M. Recordkeeping

[NOS 205.103]

USDA organic regulations require all records related to organic crop production, harvest, and sale be maintained for five years. Records must be available for review at your annual inspection. Your recordkeeping system must fully disclose all activities and transactions of your operation, and be easily audited.

Refer to the WSDA Recordkeeping Fact Sheet (AGR 3011) for examples of the types of records the inspector may review at your inspection.

1. Describe your recordkeeping system and how you organize your records. Attach another sheet of paper if needed.

Include details on where records are stored (location) and in what format (electronic, hardcopy, etc.).

2. Check records maintained or planned to be maintained at your operation:

- | | | |
|---|---|--|
| <input type="checkbox"/> Seed, planting stock invoices | <input type="checkbox"/> Equipment cleaning records | <input type="checkbox"/> Purchase orders |
| <input type="checkbox"/> Seed delivery tickets | <input type="checkbox"/> Bin ticket stubs | <input type="checkbox"/> Receipt books |
| <input type="checkbox"/> Seed, planting stock catalogs | <input type="checkbox"/> Harvest pick sheets | <input type="checkbox"/> Sales invoices |
| <input type="checkbox"/> Seed availability documentation | <input type="checkbox"/> Load tickets | <input type="checkbox"/> Farmers Market sheets |
| <input type="checkbox"/> Non-GMO verification | <input type="checkbox"/> Bill of lading | <input type="checkbox"/> Bank deposit statements |
| <input type="checkbox"/> Input material application records | <input type="checkbox"/> Scale weight tickets | <input type="checkbox"/> Sales reports |
| <input type="checkbox"/> Input material receipts | <input type="checkbox"/> Pool closings | <input type="checkbox"/> Other (please specify): |

3. Can your material application records track all inputs (including fertilizers) back to your organic sites? Yes No
4. Can your recordkeeping system balance crops harvested with crops sold? Yes No

Tip! All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available will result in a delay of certification and may result in compliance action requiring additional inspections at a rate of \$40/hour plus travel costs.