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| **Operator #:** |  | **Operation Name:** |  | **Date:** |  |
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| Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the applicable Standards. Certification standards also require that records be sufficient to allow for organic products to be tracked from sale back to the field/location where they were produced/harvested. All records must be accessible to the inspector. |
| 1. How long do you keep your records?  |
| 2. Do you maintain a complaint log? [ ]  YES [ ]  NO |
| 3. Which of the following records do you keep for organic production?[ ]  tapping maps (including pump stations)[ ]  sugar bush activity log(s)[ ]  copy of Organic System Plan[ ]  documentation of previous land use for rented and/or newly purchased land[ ]  input records for soil amendments and pest control products (including all labels)[ ]  equipment cleaning records[ ]  harvest records for sap[ ]  operational logs for the osmosis machine[ ]  production records[ ]  storage records showing location, identification, amounts stored, and length of storage[ ]  sales records (purchase order, contract, invoice, cash receipts, etc.)[ ]  shipping records (scale ticket, dump station ticket, bill of lading)[ ]  Transaction Certificate[ ]  certified operator complaint log[ ]  other (specify):  |
| 4. Which of the following records do you keep for conventional production?[ ]  tapping maps [ ]  storage records [ ]  input records[ ]  paid labor records [ ]  shipping records [ ]  sales records[ ]  harvest records [ ]  production records[ ]  other (specify):  |
| 5. Type of marketing:[ ]  farmers market [ ]  direct to retail [ ]  CSA/subscription service[ ]  wholesale [ ]  on-farm retail [ ]  bulk no commodities to processor[ ]  contract to buyer [ ]  other (specify):  |
| 6. Please provide a sample of the lot number used in your operation and describe what each component means. |
| 7. How does the audit documentation link to the in-process or stored non-retail containers?[ ]  Lot number [ ]  Shipping container ID[ ]  Certified operation is identified on documents[ ]  Other Unique ID (explain):  |
| 8. How does documentation provided to buyers link to the non-retail containers of products packaged for shipping?[ ]  N/A Product is only shipped in retail packages [ ]  Lot number [ ]  Shipping container ID[ ]  Certified operation is identified on documents[ ]  Other Unique ID (explain):  |
| 9. Are any abbreviations (e.g. ORG) or acronyms used to identify products (either in your system or on labels or containers) as organic? [ ]  YES [ ]  NO If **YES**, please explain: |
| 10. Organic operators are required to ensure that their day to day policies and procedures directly reflect the policies and procedures stated in their Organic System Plan. Please describe how you ensure your operation has implemented the Organic System Plan and is following the policies and procedures laid out in your Plan, and provide information on how often you perform monitoring of your day-to-day operations to ensure they adequately reflect the management practices noted in your Plan. |
| 11. Does your operation import any ingredients for any processed products? [ ]  YES [ ]  NOIf **YES**, describe records maintained to ensure the products are certified organic, including import documentation (NOP Import Certificate, phytosanitary certificate/APHIS /FDA documentation). |