|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Operator #:** |  | **Operation Name:** |  | **Date:** |  |
|  |  |  |  |  |  |
| Records must disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with all standards applicable to your operation. Organic products must be tracked back to the hive site 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?  hive location maps  hive management/maintenance/health records  copy of Organic System Plan  input records for materials used in or on the hive (including all labels)  supplemental feeding records  monitoring records/analysis (water tests, quality tests, observations)  equipment cleaning records  harvest/collection records  extraction process records  storage records  cleaning/sanitation/clean-down logs  clean transport records  sales records (scale ticket, dump station ticket, bill of lading)  Transaction Certificates  audit control summary  certified operator complaint log  other (specify): | | | | | |
| 4. Which of the following records do you keep for conventional production?  Not Applicable  hive location 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 commodities to processor  contract to buyer  other (specify): | | | | | |
| 6. Are labels used on any of your products?  YES  NO  If **YES**, please submit samples for each type of label that is used. | | | | | |
| 7. Please provide a sample of the lot number used in your operation and describe what each component means. | | | | | |
| 8. 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: | | | | | |
| 9. How does documentation provided to buyers link to the non-retail containers of products packaged for shipping?  Lot number  Shipping container ID  Certified operation is identified on documents  Other Unique ID (explain): | | | | | |
| 9. 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. | | | | | |
| 10. Does your operation import any feed products or ingredients?  YES  NO  If **YES**, describe records to ensure the products are certified organic, including import documentation (NOP Import Certificate, phytosanitary certificate/APHIS /FDA documentation). | | | | | |