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| **Operator #:** |  | **Operation Name:** |  | **Date:** |  |
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| 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 [ ]  NOIf **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 [ ]  NOIf **YES**, describe records to ensure the products are certified organic, including import documentation (NOP Import Certificate, phytosanitary certificate/APHIS /FDA documentation). |