Recordkeeping Templates

The records you keep are a very important part of organic certification, because your certifier and inspector will review them to verify how you are maintaining compliance with organic certification.

If you produce both organic and non-organic crops, then you have a split operation. If you raise the same crops as both organic and non-organic, then you engage in parallel production. If you are a split operation of any type, be prepared to maintain all production and sales records that allow for tracking and production verification of non-organic crops as well as organic crops (crop lists and acreages, input application records, equipment use and cleaning, harvest and sales records, etc.) Such records are necessary for compliance and at inspections, and are especially important if the crops are visually indistinguishable (parallel production).

Don't reinvent the wheel. Organic certifiers and others have templates online that you can use. Ask your certifier for copies of these forms or for the links to find them. You can also search online to find them.



Below are some templates that are available.

Seed Search, Inputs, Planting

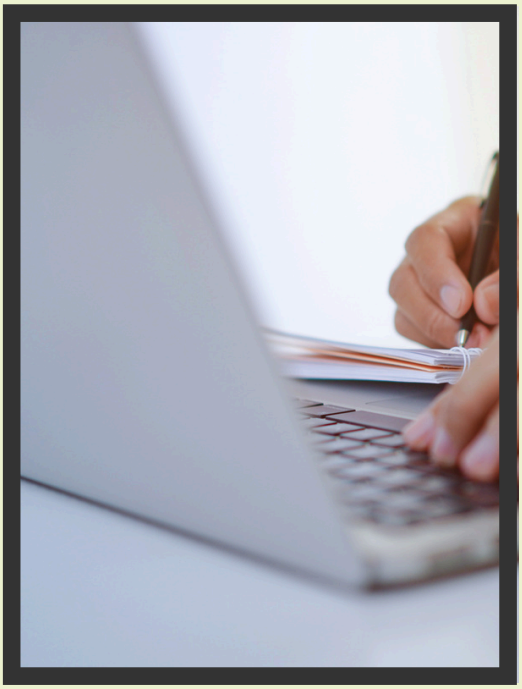
- Organic Seed Search and/or Purchase Record
- Non-GMO Affidavit and-or Declaration of Seed Treatments
- Off-Farm Manure/Animal Bedding Affidavit
- Mined Minerals Affidavit

Cultivation, Application, and Harvest Activities

- Farm Equipment Clean-Out Record
- Farm Input Record
- Field History Form
- Combine Clean-Out Affidavit
- Yearly Field Activity Log

Adding New Land

- Prior Land Use Affidavit



Storage

- Off-Site Storage Affidavit – Farms
- Bin Register

Sales and Transportation

- Off-Farm Transportation Cleaning Affidavit
- Bill of Lading

Adjoining Land Use and Buffer Strips

- Adjoining Land Use Affidavit
- Buffer Strip Record



Resources

Helpful Links

NOP:

Recordkeeping

- Documentation Forms for Organic Crop and Livestock Producers - Introduction (pdf)
- Documentation Forms for Organic Crop Producers (pdf)
- Documentation Forms for Organic Livestock Producers (pdf)

Certification

- Organic Certification of Farms and Businesses Producing Agricultural Products (pdf)
- Guide for Organic Crop Producers (pdf)
- Guide for Organic Livestock Producers (pdf)

USDA Organic Regulations

USDA ORGANIC TRANSITION TO ORGANIC PARTNERSHIP PROGRAM

For more resources:
https://www.organictransition.org/