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| **Operator #:** |  | **Operation Name:** |  | **Date:** |  |
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| Please note that 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 also have parallel production. If you are a split operation of any type, please be prepared to show all production and sales records at your inspection 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 to facilitate production verification audits, and are especially important if the crops are visually indistinguishable (parallel production). | | | | | |
| **A. Records Kept** | | | | | |
| 1. What types of records do you keep? Indicate all that apply. In order to document practices described in your OSP, you will need all records available for inspection. Some records must be documents from other businesses (such as seed and input purchase receipts, supplier’s organic certificates, and soil or tissue test results). Others will be your own records of on-farm activities. You may design your own forms, or use/adapt templates or sample documentation forms available from the NOP, organic certifiers, or other sources, provided they include information needed to document compliant practices.  Record of purchase or acquisition records for all inputs (e.g. receipts, delivery tags, custom applicator invoices)  Input application records that show all materials applied to soil, water and crops (fertilizer and soil inputs, pest management materials and post-harvest handling), including product name/formulation and manufacturer, application date, rate or quantity, crop and location  Seed, seedling, and planting stock, inoculants or seed treatments; seed-saving/propagation records; documentation of commercial non-availability or organic seed/non-GMO status of seed  Copies of organic certificates from suppliers (i.e. organic seedling or transplant producers)  Planting and/or field activity records that show crop rotation including cover crops/green manures  Activity and/or observation records (i.e. field log, notes on calendar or maps)  Manure use records showing interval between date of application and harvest date of crops grown for human consumption  Compost production records (composting system, ingredients, C:N ratio, temperature, turnings)  Monitoring records (soil or tissue tests, water tests, pest observation logs)  Cleaning records (required if application or harvest equipment is not dedicated to organic)  Harvest records (records show location, crop, date harvested and transported from the field)  Post-harvest activities (washing and grading product, bagging or boxing, etc.)  Storage records (e.g. delivery/receiving tags showing facility location, crops, quantities, post-harvest activities and pest control)  Shipping records (e.g. packing facility tags, delivery receipts, receiving documents, bills of lading)  Sales records (e.g. invoices, purchase orders, grower statements, inventory lists)  Others (describe): | | | | | |
| 2. Do you keep production, harvesting and handling records pertaining to organic agricultural products for at least 5 years after their creation?  YES  NO | | | | | |
| 3. Do you maintain a complaint log?  YES  NO | | | | | |
| 4. Does your operation import any seed, planting material, spawn or spores?  YES  NO  If **YES**, describe records maintained, including import documentation. | | | | | |
| **B. Labeling and Audit Trail** | | | | | |
| 1. Under what name(s), label(s) or brand(s) do you market your products? | | | | | |
| 2. What kinds of labeling do you use? Check all that apply:  No product labels used  Retail labels, such as printed boxes or bags, produce stickers, rubber bands or twist ties  Signage and written materials (Farmers Markets or Farm Stands, website, brochure, CSA newsletter, or other promotional materials)  Non-retail labeling for storage or shipping containers, such as bin or pallet tags.  Non-retail bulk labeling, such as burlap or large bags.  **Copies of all labels must be submitted and approved by OCIA prior to being used.** | | | | | |
| 3. **NOP** - Please explain how label compliance under §205.307 will be maintained. Please including a summary of any SOPs that have been developed, employee training, how the operation will label the shipping containers or ensure the transport/shipping companies are informed of these requirements, what documentation will be maintained with the audit trail to show each shipment was labeled correctly (e.g. if the operation does not complete the labeling, photos of the container for each shipment):  *§205.307: (a) Nonretail containers used to ship or store certified organic agricultural products must display: (1) Identification of the product as organic; and (2) The production lot number, shipping identification, or other unique information that links the container to audit trail documentation. (b) Audit trail documentation for nonretail containers must identify the last certified operation that handled the agricultural product.*    ***SOPs and other documentation must be available at inspection.*** | | | | | |
| 4. Are any abbreviations (e.g. ORG) or acronyms used to identify products (either in on labels or containers—including shipping/transport) as organic?  YES  NO  If **YES**, please explain: | | | | | |
| 5. Do you use a lot numbering system?  YES  NO  If **YES**, describe your lot numbering system for non-retail packaging. | | | | | |
| 6. Describe how your records can track your organic production from source (farm, field or production location) to final sale. Be prepared to demonstrate your recordkeeping system at inspection. | | | | | |
| 7. How does documentation provided to buyers link to the shipped products?  Lot number  Shipping container ID  Certified operation is identified on documents  Other Unique ID (explain): | | | | | |
| 8. 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. | | | | | |