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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, demonstrate compliance with the applicable standards and be available for review. Records should allow for organic products to be tracked from sale back to origin. | | | | | |
| 1. How long do you keep your records? | | | | | |
| 2. Do you maintain a complaint log?  YES  NO | | | | | |
| 3. What records are utilized for organic livestock production? | | | | | |
| 4. 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: | | | | | |
| 5. Does your operation import any organic feed products or organic animals?  YES  NO  If **YES**, describe records maintained to ensure the products are certified organic, including import documentation (NOP Import Certificate, phytosanitary certificate/APHIS /FDA documentation). | | | | | |
| 6. What records are utilized for conventional production?  Not applicable | | | | | |
| 7. 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. | | | | | |
| **These records must also be available for the inspector** | | | | | |