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| **OSP 3: Recordkeeping** | USDA Organic Regulations §205.103  Regulation (EU) 2018/848 |
| 1. Describe the recordkeeping system your operation uses to document all activities related to the production, harvesting, handling, and sale/distribution of organic products (as applicable to your operation) in sufficient detail to be readily understood and audited. Optional: attach recordkeeping templates for reference.  **Attached** | |
| 1. Describe how records are maintained (e.g., notebook, calendar, computer, database, etc.) and who maintains them. | |
| 1. Do the operation’s records span the time of purchase or acquisition of agricultural products and inputs used in organic production, through production on your operation, to sale or transport?  Yes  No 2. Do the operation’s records identify the source, transfer of ownership, and transportation of all organic products and organic production inputs (e.g., ingredients, seeds/seedlings/planting stock, livestock feed) handled or produced by the operation?   Yes  No 3. Do all records for agricultural products handled or produced by the operation identify them as “100% organic,” “organic,” or “made with organic (specified ingredients or food group(s)),” or similar terms as applicable to the products?  Yes  No 4. Does the audit trail documentation for nonretail containers identify the last certified operation that handled the agricultural product?  Yes  No 5. Does the operation maintain records for not less than 5 years beyond their creation?  Yes  No 6. Do you understand that you must make records available for inspection and copying during normal business hours, including records related to conventional production if applicable?  Yes  No 7. Do you purchase organic ingredients or organic production inputs (e.g., ingredients, seeds/seedlings/planting stock, livestock feed) from uncertified (exempt) handlers?  Yes  No   If yes, how do you make sure that records are traceable back to the last certified operation in the supply chain? | |