| **OGP 12: Recordkeeping for Crop Producers** | USDA Organic Regulations §205.103  Regulation (EU) 2018/848 |
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| *Certified operations must maintain records of the production, management, and handling of agricultural products intended to be sold, labeled, or represented as organic. Records must fully disclose all activities and transactions of your operation in enough detail to be readily understood and audited.*  *Records must span the time from purchase or acquisition through production to sale or transport and records must be traceable back to your operation or the last certified operation.*  *Records must be sufficient to demonstrate compliance with the organic regulations,* ***kept for at least five years****, and made available for inspection, including records related to conventional production, if applicable.* | |
| 1. **RECORDKEEPING SYSTEMS** 2. Which of the following records do you currently maintain or plan to maintain? Check all that apply.   **Optional**: Attach recordkeeping templates for reference.  **Attached**   |  |  | | --- | --- | | Organic seed and planting stock search documentation  Receipts and labels for inputs (seeds, transplants, fertilizers, pesticides, sanitizers, etc.)  Field maps  Lease agreements  Field activity logs (planting records, crop rotation, input applications, etc.)  Compost production records  Monitoring records (soil tests, water tests, pest/disease survey, observation log, etc.)  Equipment cleaning records  Harvest records | Storage records/inventory  Clean transport records  Sales records (purchase orders, contracts, invoices, cash receipts, sales journal, etc.)  Shipping records (bills of lading, delivery receipts, scale tickets, receiving documents, etc.)  Transaction certificates  Import certificates for imported organic agricultural products  Organic certificates from organic operations supplying agricultural product  Purchase and sales records for brokered or resold products  Exempt Handler Affidavits  Other. Please specify: |  1. What methods do you use to keep records? Check all that apply.   Paper/notebooks  Computer software/spreadsheet  Phone app  Online/Cloud program. Name:  Other. Please describe:   1. Do you maintain records for a minimum of 5 years?  Yes  No. If not, please explain: | |
| 1. **AUDIT TRAIL DOCUMENTATION**   *An audit trail is documentation that is sufficient to determine the source, transfer of ownership, and transportation of any organic agricultural product****. A complete audit trail typically includes but is not limited to the harvest of organic crops, post-harvest handling and storage activities, and the transport and final sale of the organic products.*** *Sufficient audit trail documentation will use dates, lot numbers, field names, etc. to track organic products. Records include but are not limited to purchase invoices, harvest records, labels, sales invoices, organic certificates, bills of lading, and hauling records.*  *Audit trail documentation must identify crops/products as organic when applicable.* | |
| 1. How do you ensure that you maintain audit trail documentation that is sufficient to determine the source, transfer of ownership, and transportation of organic products? | |
| 1. Does your audit trail documentation identify agricultural products as “100% Organic” or “Organic”?  Yes  No 2. How do your records trace organic agricultural products from the field of production through harvest, post-harvest handling, storage, transportation and sale?   Lot numbers  Field numbers or names  Other: Describe:    1. If using lot numbers, describe below your lot numbering system used to link your audit trail and track organic crops/products.  *N/A, I do not use lot numbers*  |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***EXAMPLE: Lot Number: 24281O06*** | | | | | | ***Code****:* | 24 | 281 | O | 06 | | ***Signifies:*** | Year: 2024 | Julian date of harvest | ORGANIC | Field number/Parcel ID |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Lot Number:*** | | | | | | **Code**: |  |  |  |  | | **Signifies:** |  |  |  |  | | |