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| **OLP 12: Livestock Recordkeeping** | USDA Organic Regulations §205.103  Regulation (EU) 2018/848 |
| *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 or plan to use to track organic products? Check all that apply. **Optional**: Attach recordkeeping templates for reference.  **Attached**   **Organic Feed and Feed Supplements**   |  |  |  | | --- | --- | --- | | Organic certificates for purchased feed  Harvest records for feed grown on-farm  Feed storage records | Purchase records (e.g. receipts, invoices, shipping documents)  Feed and feed supplement labels | Records of feed and supplements fed  Other. Please specify: |   **For Ruminants**   |  |  |  | | --- | --- | --- | | Grazing/rotation records  Dry matter intake from pasture | Herd List  Equipment cleanout logs | Other. Please specify: |   **Animal Origin and Health**   |  |  |  |  | | --- | --- | --- | --- | | Birth/hatching records  Documentation of purchased animals (organic certificates, receipts, etc.) | Treatment records  Vaccination records  Healthcare input purchases | | Mortality records  Temporary confinement records  Other. Please specify: | |  | |   **Production and Sales**   |  |  |  |  | | --- | --- | --- | --- | | Production records (quantity of animals or products produced) | Sales records | Other. Please specify: |  |   **Handling and Transport**   |  |  |  |  | | --- | --- | --- | --- | | Product transport or shipping records  Cleaning logs and SOPs | Import certificates  Organic certificates for certified handlers | | Processing records  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  Other. Please describe:   1. Do you maintain records for a minimum of 5 years?  Yes  No. If no, please explain: | |
| 1. **AUDIT TRAIL DOCUMENTATION**   *An audit trail is a set of documents that tracks all activities from origin through sale/transfer of ownership of organic livestock and their products and can trace organic products back to their production (e.g. eggs traced to a flock, milk traced to a herd)****.*** *Audit trail records include but are not limited to purchase invoices, contracts, storage records, labels, sales invoices, organic certificates, bills of lading, and other transport documents.*  *Audit trail documentation must:*   * *identify livestock and livestock products as* ***organic*** * *link back to the last certified operation in the supply chain that handled the organic product* * *be linked to the organic product via lot number, shipping identification, or other unique identification* * *be sufficient to determine the source, transfer of ownership, and transportation of the organic product* | |
| 1. Describe or attach a diagram of how your audit trail system tracks finished products from the last certified operation (purchasing) through transport, storage, receiving, production or packing to final outbound shipping or invoice.  **Attached**        1. Describe the records and system used to track inventory of livestock and/or livestock products (in/out balance), including how often inventory is conducted and recorded. You may attach sample documents to illustrate your system (e.g., monthly log of beginning and ending inventory).  **Attached**      1. Does your audit trail documentation identify all agricultural products as “100% Organic”, or “Organic”?  Yes  No 2. If using lot numbers, describe below your lot numbering system used to link your audit trail and track organic livestock/products.   *N/A, I do not use lot numbers*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***EXAMPLE: Lot Number: 24281O06*** | | | | | | ***Code****:* | *24* | *281* | *O* | *06* | | ***Signifies:*** | Year: 2024 | *Julian date of production* | *ORGANIC* | *Plant location* |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Lot Number:*** | | | | | | **Code**: |  |  |  |  | | **Signifies:** |  |  |  |  |  1. Do you purchase organic ingredients or organic products from uncertified (exempt) handlers (e.g., brokers, traders, distributors)?  Yes. *Submit a completed* ***Exempt Handler Affidavit*** *for each uncertified handler.*  No    1. If yes, how do you ensure records are traceable back to the last certified operation in the supply chain? 2. Does the audit trail documentation for nonretail containers identify the last certified operation that handled the agricultural product?  Yes  No | |