



Operation Name: _____ Date: _____

Certified operations must maintain records of the production, harvesting, and handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited. They should be sufficient to demonstrate compliance with organic laws and standards and kept for at least five (5) years. An 'Audit Trail' is documentation sufficient to determine the source, transfer of ownership and transportation of organic products.

A. Records Kept

1) Indicate which types of records you currently maintain or plan to maintain for your organic production:

Required:

- Input application records that show all materials applied with date, rate and location
- Harvest records or field tags that show field identification, date, crops, and quantities harvested and transported from the field
- Sales records, including Grower Statements, Farmer's Market load lists, or inventory lists for your own produce stand(s)
- Receipts for inputs used for crop production, including seeds, transplants, fertilizers, pesticides, etc.
- Natural resource and biodiversity monitoring logs

As applicable:

- Activity log
- Planting records that show rotations and/ or crops and plantings
- Shipping records, such as Bills of Lading, delivery receipts, receiving documents, etc.
- Documentation of transactions with co-packers
- Purchase and sales records for products that are brokered or resold
- Other (describe): _____

2) How do your records track back or link the production unit (field, greenhouse, etc.) with the harvest, shipping, and sales records?

- Lot numbers Field numbers or names Farm name, if the operation is all organic with only one field
- Julian date codes Other (describe): _____

B. Sample Audit Trail

1) Attach a sample audit trail, including **all** product tracking documents. Attached

An audit trail is a recall system linking your product from field to sale. If you are new to organic production, and do not have existing audit trail records, you **must** provide a sample of the audit trail you plan to maintain.

Sample recordkeeping forms can be found at www.ccof.org/recordkeeping

C. Production and Sales of Organic and Nonorganic Crops

1) Do you produce and/or broker both organic and nonorganic crops?

- No. Stop, this form is complete. Yes. Complete this section.

2) How do your input records distinguish between materials used on organic and nonorganic crops?

3) How do your harvest, shipping & sales records distinguish between organic and nonorganic product?

4) Do you resell or broker organic products from uncertified brokers, traders, wholesalers, or distributors?

Sourcing from uncertified handlers requires additional audit trail verification at inspection.

- No Yes, attach an **Uncertified Handler Affidavit** (UHA) for each uncertified supplier of organic products

a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? **Check all that apply.**

Your OSP must list all certified suppliers, including products sourced through uncertified handlers. Audit trail records must link directly back to the last certified operation.

- Do not place order until certified supplier is identified by uncertified handler and approved by CCOF
- For any delivery that cannot be traced back to the certified supplier, refuse or hold shipment until the certified supplier is verified
- Other (describe): _____