



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

Indicate which types of records you maintain. Check all that apply.

CCOF recommends that you keep all the following records, to the extent that they are applicable to your operation

1) Feed and Feed Supplements

- Harvest and storage records for feed grown on farm
- Purchase records (e.g. receipts, shipping documents)
- Organic certificates for purchased feed and bedding
- Records of feed and supplements fed
- Feed labels

a) Ruminant producers only

- Grazing/rotation records
- Feed amounts as actually fed
- Dry matter intake from pasture

2) Animal Origin and Health

- Birth and/or hatching records
- Documentation of purchased animals (e.g. shipping records, organic certificates, receipts, etc.)
- Treatment records
- Vaccination records
- Health care and veterinary product purchases (receipts/invoices)

3) Production and Sales

- Production records (quantity of animals or product produced)
- Product transport or shipping records
- Sales records
- Other (specify): _____

Documentation that is sufficient to determine the source, transfer of ownership, and transportation of your product/animals (i.e. audit trail) must be available at inspections.

4) Handling and Storage

- Organic certificates for certified handlers you use to process product that you own (e.g. slaughter, cut and wrap operations)
- Uncertified Handler Affidavit for uncertified storage facilities that do not open packages
- Handling or processing records
- Other (describe): _____

B. Sample Audit Trail

1) Attach a sample audit trail, including **all** livestock 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/documents

C. Operations that Produce both Organic and Nonorganic Livestock

1) Do you produce both organic and nonorganic livestock?

- Yes No

a) If yes, how do your records distinguish between organic and nonorganic product?