



CCOF

Organic Certification Education & Outreach Political Advocacy Promotion

Recordkeeping Checklist for Organic Growers

Recordkeeping is required for organic certification. The purpose is to track all of your farming activities, from field preparation and planting to the crops you harvest and sell. This checklist describes the types of records you must keep as part of your organic certification. There are no requirements about how you record the information, but it must be done in some kind of written format that organic inspectors will be able to understand. In some cases, we have sample forms to assist you. In other cases, you will need to maintain original documents such as receipts, etc.

- Keep records of all the seeds, annual transplants, planting stock, and input materials (fertilizer, compost, soil amendments, planting mixes, etc.) you use. For example:
 - Receipts for purchases
 - Production records for transplants or input materials you produce yourself
 - Harvest records for seed you saved from your own production

- Keep records of what you plant, when you planted it, and where it was planted. These sample forms can help you:
 - Seed and Stock Planting Record
 - Activity Log

- Keep track of what fertilizers, pest control materials, and other input materials you use, how much you use, and when and where you used them. These sample forms can help you:
 - Input Record
 - Activity Log

- Keep track of what you harvest, how much you harvest, and where you harvested it from. This sample form can help you:
 - Harvest Record

- Keep track of how your crops are handled once they leave the field. This sample form can help you if you do the handling yourself:
 - Activity Log

- If you send your crops to another certified organic operation for handling or processing, keep records of what you sent, where you sent it, when you sent it, and what you received as the outcome. For example:
 - The handler's current organic certificate
 - Delivery or receiving documents for your delivery to the handler
 - Invoices, pack-out summaries, or other final statements for the finished product

- Keep track of what you sell, how much you sell, who you sell it to, and how much money you received. For example:
 - Invoices, sales receipts, sales summaries

- If you sell at Farmers' Markets, track how much of each product you take to each market and how much you brought home unsold. This sample form can help you:
 - Market Load List

