

OSP SECTION:

L9.0

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Operation Name: Date:

- ► Certified operations must maintain records that fully disclose all activities and transactions in enough detail to be readily understood and audited. These records must be available for review at inspections.
- ► Records must span the time from production (or purchase or acquisition from the last certified operation) to sale or transport to the next certified operation and must be traceable back to your operation.
- Records should be sufficient to demonstrate compliance with organic regulations and kept for at least five years.

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Location where all organic records can be reviewed during inspection. If identical to the physical location address provided on your CCOF Certification Contract . Identical to physical location address on contract. Address:					
City:	State/Province:	Zip/Postal Code:	Country:		
Contact(name/title):					
Phone:	Fax:	Email(s):	Email(s):		
	<u>-</u>				

B. Required Records

- 1) Based on the activities described in your Organic System Plan (OSP), does your operation:
 - · Maintain all records needed to verify compliance, and
 - · Keep these records for at least 5 years, and
 - Make them available during inspections?
 - Yes, my operation does the above.

Records needed to verify compliance include, but are not limited to, the records listed in the table below:

The table below lists activities that may pertain to your operation. For each activity below, ensure that the indicated records are maintained that correspond with your operation's practices. Sample record-keeping forms can be located at the NOP's website.

If you do this:	Maintain this type of record:			
Purchase: organic feed feed supplements organic roughages to be used for bedding	 Purchase records (e.g. receipts, invoices, weight tags, and shipping documents) Documentation must demonstrate that the transaction occurred directly between two certified operations. If sourcing from an uncertified (exempt) operation, records linking back to the last certified operation in the supply chain. (Uncertified operations must be approved by CCOF). Organic certificate for the supplier(s) Labels for all purchased feed and feed supplements 			
Store organic feed	 Inventory records for feed produced on-farm and for purchased feed Current organic certificates for offsite storage operations 			
Make changes to the approved feed ration	Feed amounts as fed that identify specific commodities, the quantity provided, and to how many animals			
Graze ruminant livestock	 Pasture access records (e.g. rotational grazing documentation) Calculations showing Dry Matter Intake from pasture for all production groups The start and end of your grazing season 			
Temporarily confine livestock for allowed reasons	Document each period of temporary confinement and list animal(s) confined, start and end date(s) of confinement, reason(s) for confinement, and weather data for all dates of confinement (if applicable)			
Raise replacement animals on- farm	Birth and/or hatching records			
Purchase new animals	 See form: <u>New Livestock Application</u> for a description of records that must be maintained. 			
Administer health care materials to organic animals	 Health care treatment logs, including vaccination records Health care and veterinary product purchase records 			
Raise a herd of ruminant animals	 Herd list including birth date, traceability to dam and/or purchase information, transitional status, organic slaughter eligibility status Consider use of CCOF's Herd List Template. 			

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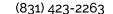
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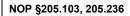


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If you do this:	Maintain this type of record:				
Have nonorganic breeder stock on-site	 Breeding and birthing records that demonstrate the dates of the progeny's last third of gestation 				
	Transportation records with the date nonorganic breeder stock arrived on-site				
	All applicable records to demonstrate the breeder stock were managed organically during their progeny's last third of gestation through nursing of their offspring, including confinement records, medical treatment records, feeding and grazing records, and weaning records				
Transport organic animals or products	Transportation records that include the location of pick-up, number of animals, total travel time on vehicle, and delivery to destination.				
	If applicable, verification that commingling of certified organic animals was prevented during transport (e.g. animal identification records)				
	Records indicating the organic status of livestock in a shipment				
	Consider use of CCOF's Animal Transport Affidavit.				
Produce organic product (e.g. eggs, milk)	Production log showing date and quantity of product produced (ex: quantity of eggs or milk)				
	Cleaning logs and SOPs for product handling (e.g. egg washing), facility equipment cleaning, and other handling activities as applicable.				
Sell livestock and/or livestock product, even if not sold as	Shipping or sales records (e.g. delivery receipts, receiving documents, Farmers' Market load lists, etc.)				
organic	Contracted and/or sales value for livestock and/or livestock products				
Contract with another certified operation for processing	Organic certificates for certified handlers you use to process product that you own (e.g. slaughter, cut and wrap operations)				
	 Records documenting when and how much product was provided to you, e.g. invoices and shipping records. (You are not required to request production logs from your co- packer). 				
Slaughter animals on-site	• Documentation attesting to compliance with all federal regulations and requirements, as outlined in §205.242(b) and (c).				
	 Records of all noncompliances related to humane handling and slaughter and good commercial practices in connection with slaughter, issued by the controlling national, federal, or state authority, and all records of subsequent corrective actions to certifying agents. 				

C. Audit Trail

An audit trail is a set of documents that tracks all activities occurring from origin through sale/transfer of ownership of organic livestock and their products and is sufficient to trace organic products back to their production (eggs tracing to a flock, milk tracing to a herd). Per NOP §205.2, an audit trail consists of documentation that is sufficient to determine the source, transfer of ownership, and transportation of any agricultural product labeled as organic.

Audit trail records must contain linking elements to trace organic products back to their source or the certified organic supplier if sourced from another operation. Audit trail records must identify livestock/products as organic.

- 1) Attach a sample audit trail showing how you plan to meet the audit trail requirements above.
 - Highlight or clearly mark the linking elements to show how the documents connect in sequence.
 - Show how you will identify the organic status of the livestock/product(s) on each type of document.

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- For nonretail containers that move through the supply chain (from your operation to the next operation): indicate where in your audit trail system the nonretail container's lot number, shipping identification, or other unique identification will appear.
- Even if you are new to organic production, you must provide an example of the audit trail records you plan to maintain.

☐ Sample audit trail attached.









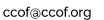
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2)	In the table booperation.	elow, describe	the lot	numbering used to	link to you	ur audit tra	il and track org	ganic products once th	ey leave your
	•	ot numberina us	sed. Oth	ner unique identifie	er. (such as	individual	animal ID), is	used.	
				this is described e					
								, , , , , , , , , , , , , , , , , , ,	
					nt to next o	peration (e	a.g. uncertified	(exempt) handler, cer	tified organic buyer o
	,	handler). Describe your lot numbering system: EXAMPLE: Lot Number: 23123010							
	Code	23	123		0	10			
	Signifies	Year: 2023	Julian	date: Egg Harvest	Organic	Flock ID			
	Lot Numbe	\p.						\neg	
		···					Τ	_	
	Code								
	Signifies								
ח	Split Oper	ration Reco	rd Ka	enina				_	
٥.				. •	dles both o	rganic and	d nonorganic a	nimals &/or products	
1)	A split operation is an operation that produces or handles both organic and nonorganic animals &/or products. 1) Mark all of the following that apply to your operation:								
,		_		anic livestock of dif	ferent spec	cies			
	Raise ani	mals of same	specie	s organically and i	nonorganic	ally			
	☐ Sell organ	nic and nonorga	anic live	estock/products, in	cluding any	that you	source from oth	ner operations	
	☐ Sell ident	t ical organic ar	ıd nono	rganic livestock/pr	oducts, inc	luding any	that you sourc	ce from other operation	ns
			-			-	=	. Skip to Section E.	
2) How do your production and transaction documents distinguish between organic and nonorganic livestock/products? (Examples include health care treatments, purchase and sales records, transportation records, etc.)					ducts?				
	(Examples in	iciude rieaitir ca	ие иеа	uments, purchase	anu sales i	ecorus, ira	ansportation red	cords, etc.)	
F	Monitorin	g & Fraud P	rever	ntion					
		_			r labeling d	of nonorgai	nic agricultural	products as organic.	
	Organic fraud is the deceptive representation, sale, or labeling of nonorganic agricultural products as organic. You must implement practices and procedures to effectively monitor and verify the organic status of livestock/products you produce								
	or source, to	prevent organi	c fraud	. The scale and sc	ope of you	r fraud pre	vention plan sh	hould reflect the compl	lexity of your activities
								request that you com mplexity of your activit	
1)		e following that						mpromity or your docume	
,	а) 🗌 Му о	peration purcha	ases ce	rtified organic anin	nals and/or	animal pro	oducts.		
	Desc	cribe animal pu	rchasin	g activities in <u>L6.0</u>	Origin of	<u>Livestock</u>	and <u>L6.1 Live</u>	stock Suppliers	
	Ensu	ıre <u>L7.1 Suppl</u> ı	i <mark>ers</mark> des	scribes products p	urchased fo	or reselling	g/brokering.		
		-		rtified organic feed	l and/or roเ	ughages fo	or bedding (pac	kaged in retail packag	jing and/or
		ckaged/bulk fe	,						
		cribe activities i			.,				
	,	-		d organic feed and	=		er operation to	r storage.	
				Storage for Lives			or custom grazi	ing and/or manageme	nt
		-		stom Grazing and	·-		-	ng and/or managemen	III.
				ands/labels owned			 '	aas).	
	,	cribe activities i				opc		33-7.	
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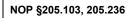
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2)	For each of the scenarios you indicated in question 1, how do you verify current organic status?
	Certificates must be current (issued within the last 15 months) and complete (listing the product sourced or produced/handled, with brand, if any). Records must link back to the last certified organic operation, and source of the animal as applicable to determine the eligibility of the animal(s) purchased.
	☐ My G8.0 Record Keeping describes my complete activities for verifying organic status of operations I work with.
	☐ Current organic certificate reviewed with each shipment or transaction.
	☐ Certificate reviewed periodically, indicate frequency: ☐ Monthly ☐ Quarterly ☐ Annually
	Other (describe):
3)	How do you monitor the effectiveness of your certificate verification practices and procedures?
	Should you suspect organic fraud please visit: www.ccof.org/faq/#how-do-i-address-organic-complaints-and-problems-in-the-marketplace .
	☐ My <u>G8.0 Record Keeping</u> describes my complete activities for ensuring my monitoring practices are effective.
	☐ Standard procedure requires sign-off from more than one employee for each transaction.
	Periodic review of records for quality control.
	Other (describe):
4)	What is your process for reporting credible evidence of organic fraud? Select all that apply:
	Report to CCOF
	Report to supplier's <u>certifying agent</u>
	Report to USDA NOP
	Report to California Department of Food and Agriculture (CDFA) State Organic Program for operations in CA
	Other (describe):
5)	Attach a map of your supply chain, beginning with the certified operations before you in the supply chain (operations you buy from) and ending with certified operations that you sell or ship organic products to. Consider the following:
	a) Certified organic animals, feed, and/or products received by your operation from outside sources.
	b) Off-farm storage locations
	c) Off-farm processing/post-harvest handling facilities and activities
	d) Destination of animals/products: when ownership changes, to whom items are sold.
	☐ Supply chain map attached.











831-423-4528