



## Organic Grower and Livestock Inspection Preparation Checklist

This checklist covers the types of records you may be asked for during your inspection. Thorough preparation leads to a more efficient and cost-effective inspection. Please check each item carefully and have all records available. Your Inspector may request additional records as needed, per NOP §205.103.

*Please see cancellation policy below\**

### **New parcels?**

**Submit your complete add acreage application to CCOF immediately.** This includes new parcel locations and any expansion of organic production acreage at your existing certified locations. **Do not wait to provide this paperwork to your inspector** - your inspector cannot inspect a new parcel before the add acreage application has been reviewed by CCOF. [Rush review](#) is available if you need an add acreage application reviewed quickly in order to be included in your upcoming inspection. For full details, see our Add Acreage Instructions, available here: [www.ccof.org/resource/add-acreage-instructions](http://www.ccof.org/resource/add-acreage-instructions).

### ✓ **Review and update your Organic System Plan (OSP).**

The OSP is the central document of organic certification. It must be accurate and current. Minor updates can be made on your existing version. For significant updates or changes, start from scratch for any individual section. Visit [www.ccof.org/resources](http://www.ccof.org/resources) to find OSP section forms. **Be sure to have access to your OSP and copies of changed OSP forms at inspection.** CCOF has gone digital! Most inspectors do not carry a hard copy of your OSP.

### ✓ **Review Compliance Reports from CCOF.** Your inspector will review the status of all issues or reminders. If you ever wonder what is due to CCOF and why, log in online to MyCCOF and check your most recent Compliance Report. In MyCCOF's Action Item Tracker, you can respond to requests and produce a compliance report at any time. [www.ccof.org/myccof](http://www.ccof.org/myccof)

### ✓ **Certification Standards:** Certification requirements are based on the standards and policies in CCOF Certification Manuals. You can access the Manuals at [www.ccof.org/organic-standards-ccof-organic-certification-program-manuals](http://www.ccof.org/organic-standards-ccof-organic-certification-program-manuals).

### ✓ **Verification of your total annual Organic Production Value.** Your inspector will review organic sales records for the previous calendar year to verify that you are paying the correct CCOF Annual Fee. It is based on the Gross Organic Production Value of your operation. Purchase cost of certified organic seeds, transplants and feed are deductible, as are costs of any sourced certified organic products or fees paid to a certified organic handler to perform processing services. Additional details on calculating your Organic Production Value can be found in the CCOF Certification Services Manual at [www.ccof.org/resource/ccof-certification-services-program-manual](http://www.ccof.org/resource/ccof-certification-services-program-manual).

This guideline is intended to assist operators prepare for an efficient organic inspection. This is not a comprehensive list. Records requested for review will vary by circumstance.

**\*Please note:** If an inspection is cancelled by the operation within **5 or less business days** before the confirmed scheduled date, or the client fails to appear for a scheduled inspection, CCOF CS charges for **all time and expenses** (Including travel related expenses) incurred by the inspector after initial contact regarding scheduling, plus a \$100 penalty. Additionally, at the second request to schedule an inspection, the client has 5 business days to respond or else CCOF CS may bill a \$50 penalty. Annual inspections are efficiently planned to minimize travel costs. Cancellation may result in a costlier inspection for your operation at a later time and impact expenses shared by your organic neighbors initially scheduled with you.





### Grower Inspection records:

- ✓ **Soil, water, tissue analysis:** If testing has been done since the last inspection, are reports available?
- ✓ **Cleaning logs:** Are records available to confirm clean out for production equipment (application, seedling/planting) and crop harvest & transport equipment)?
- ✓ **Natural resources and biodiversity conservation:** Conservation of natural resources and biodiversity is a primary tenet of organic production. Your inspector will review records documenting conservation measures taken by your operation and their effectiveness.
- ✓ **Input Material Application Records.** Your inspector will review your input material applications going back at least to the previous inspection. These records must include type and brand name of material, date, rate & location of the application. Please have input receipts available. **All materials must be approved by CCOF on your OSP Material List prior to use.** Use the MyCCOF: Materials Search tool to search and add materials to your OSP. More info can be found here: [www.ccof.org/resource/materials-guide](http://www.ccof.org/resource/materials-guide).
- ✓ **Buffer crop:** Are records available demonstrating buffer crops were separated at harvest and sold as conventional or disposed?
- ✓ **Split operations:** Are records available to demonstrate that commingling between organic and conventional product was prevented? You may be required to provide input, harvest and sales records for your conventional crops to show you comply.
- ✓ **Labels** must be approved by CCOF prior to printing or use. Are all currently used labels available? Send any new or updated labels to CCOF for review. This includes both retail labels and the labeling/markings used on nonretail containers (any container used for shipping or storage of organic crops). It also includes labels/brands owned by other companies.
- ✓ **Audit Trail:** Have records of harvest, sales, as well as records of intermediate stages such as transport, off-site storage, post-harvest handling on hand. Final crop sales must be traceable back to fields or incoming purchases, and products must be identified as organic on external audit trail documents. If you export from Mexico to the US, have your NOP Import Certificate tracking logs available.
- ✓ **Organic certificates** for all out-sourced organic products and off-farm post-harvest handling facilities should be available and current.
- ✓ **Organic Fraud Prevention Plan.** As applicable to your operation's activities, scope, and complexity, your OSP must describe the monitoring practices and procedures to prevent organic fraud. Refer to the current OSP G8.0 form, section D, for applicable grower operation activities: [www.ccof.org/resource/g80-record-keeping](http://www.ccof.org/resource/g80-record-keeping). Be prepared to discuss your plan at inspection.
- ✓ **Production Verification Audit:** This is an assessment of estimated production/yield capacity vs. actual production/sales. Please have sales, packing/production and planting records available. Your inspector will

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choose a sample crop(s) over time period(s), for which to audit production/sales vs. estimated yield capacity.

### Livestock Inspection records:

- ✓ **Animal origin and birth:** Be prepared to supply a current list identifying all animals included in the certification program. Have records for purchased animals and birth records that link the animal to breeder stock including birth dates, delivery documents and invoices, etc.
- ✓ **Feed Records:** Have purchase records for feed that can be traced back to certified organic operations through invoices and organic certificates, harvest records from on-farm feed crops, transportation documents, etc.
- ✓ **Livestock Healthcare Records:** Have complete treatment records for any healthcare material used. Identify the animal, date of treatment, medication, and reason for treatment. If non-allowed treatments are administered, records must include the sale or removal of the treated animals from the herd. **Be prepared to show how animals are segregated and culled from herd after receiving prohibited medications.**
- ✓ **Receipts:** Have purchase receipts for all materials used on farm including certified organic bedding, livestock healthcare treatments, feed supplements, and all feed commodities.
- ✓ **Organic certificates:** Have copies of organic certificates for all out-sourced products such as organic grain, hay, alfalfa etc., certificates for any certified off-farm post harvest handling facilities, and for all organic bedding purchases.
- ✓ **Livestock Purchases/Sales:** All receipts for sale or purchase of organic animals. Be advised that organic animal purchases or sales must show animal status (e.g. last third gestation, transitioned) on the CCOF client profile (or equivalent document from other certifiers). **Please prepare a consolidated list of all animals that have left the herd, both culled and sold animals.**
- ✓ **Livestock Sales for Slaughter:** Sales records for any slaughter animals **MUST** include the following information: animal ID, verification of 'last third' status, health records or affidavit to verify **NO** use of synthetic parasiticides.
- ✓ **Production Verification Audit:** This is an assessment of estimated production/yield capacity vs. actual production/sales. Please have sales, production and origin of livestock records. Your inspector will choose a sample livestock product (e.g. eggs, milk, meat) over time period(s), for which to audit production/sales vs. estimated yield capacity.
- ✓ **Ruminant Livestock Producers Only**
  - **Pasture Management Plan:** Record the details of grazing practices including number of days, field locations, number of cows, etc.

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- **As Fed Records:** Record the amount of each type of feed fed to each type and class of animal and document changes that are made to all rations throughout the year in response to seasonal grazing changes.
- **Dry Matter Intake from Grazing:** Be prepared to demonstrate how you calculate dry matter demand for each class of animal and how you calculate dry matter intake from pasture during the grazing season.

**Thank you for your effort!**

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