ORGANIC FIELD CROPS DOCUMENTATION FORMS

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THE PURPOSE AND USE OF THESE FORMS

In order to become certified organic, producers must demonstrate to an accredited certifier that their farm operation complies with National Organic Program regulations. This is accomplished initially by completing an Organic System Plan (OSP) — normally part of the application for certification. The OSP illustrates to the certifier how the producer plans to comply with the regulations by

detailing practices, monitoring procedures, and the different inputs that will be used. The Organic System Plan is backed up by on-site inspection to ensure that the producer is, in fact, farming in the manner outlined in his or her OSP. It is the inspector's responsibility to look for documentation and indicators that bear out the producer's claim to organic status, as well as look for any violations.

The forms in this package are provided as tools that farmers can use for documenting practices, inputs, and activities to demonstrate compliance with regulations or to assist in other aspects of farm record keeping.



aspects of farm record keeping. The forms can be kept in the barn, machinery shed, or anywhere they can make recording easiest.

Please note that these are not required forms! Organic farmers have more than enough mandatory paperwork to keep them occupied. These forms are merely intended to give you something convenient and organized to record routine things that may be important to document. Use only those forms that suit your operation and recycle the rest.

ACKNOWLEDGEMENTS

These documentation forms were developed by the National Center for Appropriate Technology (NCAT) with funds provided by the USDA/National Organic Program (NOP) and the USDA/CSREES Sustainable Agriculture Research and Education (SARE) Program. Distribution is being done through

NCAT's ATTRA Project, the National Sustainable Agriculture Information Service.

The authors wish to acknowledge the contributions of those in the organic community who contributed to the creation of these documents including:

- Katherine Adam, NCAT, Fayetteville, AR
- Janet Bachmann, NCAT, Fayetteville, AR
 - Harriet Behar, organic inspector and chairperson, IOIA, Gays Mills, WI





- Diane Bowen, Green Opportunities Consulting, Milwaukee, WI
- Emily Brown-Rosen, Organic Materials Review Institute, Titusville, NJ
- Rex Dufour, NCAT, Davis, CA
- John Foster, Seven Spoke Farm, McMinnville, OR
- Lance Gegner, NCAT, Fayetteville, AR
- Gail Hardy, NCAT, Fayetteville, AR
- Mark Keating, Agricultural Marketing Service, USDA, Washington, DC
- Rose Koenig, Rosie's Organic Farm and NOSB board member, Gainesville, FL
- Nick Maravell, Nick's Organic Farm, Potomac, MD
- Nancy Matheson, NCAT, Helena, MT
- Teresa Maurer, NCAT, Fayetteville, AR
- Miles McEvoy, Washington State Department of Agriculture, Olympia, WA
- Jim Riddle, Organic Independents and NOSB board member, Winona, MN
- Maria Rosmann, Rosmann Family Farms, Harlan, IA
- Kelly Shea, Director of Organic Agriculture, Horizon Organic, Penrose, CO
- Francis Thicke, Radiance Dairy, Fairfield, IA
- Ann Wells, NCAT, Fayetteville, AR

This set of documentation forms contains the following:

- A. Activity Log use to record all practices and equipment used for each field from pre-plant through post-harvest.
- B. Inputs Log use to record all materials, seeds and/or seedlings used for each field from preplant through post-harvest.
- C. Organic Seed and Planting Stock Record for documenting source, treatment and other information on seed and planting stock used.
- D. Organic Seed and Planting Stock Search Record – when non-organic seed or plants are used it is necessary to demonstrate that attempts were made to locate an organic source.
- E. Compost Production Record to meet National Organic Program regulations, compost production requires that initial carbon-to-nitrogen ratios be within a certain range, that proper temperatures be sustained, and that piles (in certain systems) be turned a minimum number of times.

- F. Field Soils Monitoring Log this form can be used to document monitoring of soil fertility and soil erosion. Monitoring procedures are required to justify the use of most micronutrient fertilizers.
- G. Field Pest Monitoring Log this form can be used to document monitoring of weeds, diseases, and insect pests. Monitoring procedures are required to justify the use of most biological, botanical, and allowed synthetic pesticides.
- H. Harvest Record, *Organic* use to record your organic and buffer zone harvest information.
- I. *On*-Farm Bin Storage Record, Organic use to record details of your on-farm storage in organic-only farming operations.
- J. On-Farm Cold Storage Record, Organic use to record details of your on-farm refrigerated storage in organic-only operations.
- K. *On*-Farm Bin Storage Record, *Split* Operation use to record details of your on-farm storage of organic, transitional, and conventional crops.
- L. *On*-Farm Cold Storage Record, *Split* Operation use to record details of your on-farm refrigerated storage of organic, transitional, and conventional crops.
- M. *Off*-farm Bin Storage Record, Organic use to record off-farm storage of organic crops.
- N. Off-farm Cold Storage Records, Organic use to record off-farm refrigerated storage of organic crops.
- O. Pest Control Log for Crop Storage Units for recording pest control activities and inputs in your crop storage units.
- P. Equipment Cleanout Log use to record cleanout activities of farm equipment.
- Q. Equipment Settings Record use to record settings and adjustments for your field equipment, for your convenience and increased efficiency year to year.
- R. Sales Record use to record sales of farm production.

These forms may be copied and distributed freely. They may be downloaded from the ATTRA website at http://attra.ncat.org. Additional hardcopies can also be obtained by writing ATTRA at PO Box 3657, Fayetteville, AR 72702, or by calling 1-800-346-9140.

	Field A o A record of the practices and e	ctivity I	og	use for e	ach field	d
Farm Nam		duibiiid d ID:	Acre		crop:	Year:
	vities: List date and activity, from pre-plant throu				•	
Date Activity		Da	te			Activity
Harvest: U	se harvest/storage records to provide more detai	led harv	est info	rmation.		
Date	Yield			Conc	dition o	f Harvest
Additional	notes and observations:					

		Field Inp	uts Log			
D N	A record of t					T7
Farm Nam		Field II	D: A	cres:	Crop:	Year:
Seeds / Tra Date	Crop / Variety Planted / Transplanted	I			Seeding Rate Transplant Spa	e/ ncing
Fertilizers	/ Pest Control Material Applied /		Rate/			
Date	Brand or Source		Amount	t	N	otes
Additional	notes and observations:					

Seed and Planting Stock Record

A record of seed and plants you purchased for use in organic production.

Space is provided to record whether seeds/transplants are certified organic (O), untreated non-organic (U), or produced onfarm organic (F); to list seed treatments* used; and to note non-GMO verification analysis, if available. Remember that if you use non-organic seeds or transplants, you must document your search for the organic equivalent. Non-organic perennial planting stock must be under organic management for a minimum of one year prior to the first organic harvest.

Farm Name or Unit:					Crop Ye	ear:
So Crop	eed and Planting Variety	Stock Information Supplier	n Lot #	Code (O,U,F)	Treatment* Type/Brand	Confirmation of non-GMO status (non-organic onl

	ducers may use non-organic seed or	Planting Stock Search Record nly when organic seed is not commerci duals you contacted in your search for	
Farm Name or Un		Crop Year	
Crop/Variety Req		*	
Date	Company Name	Contact Information	Outcome of Inquiry
Crop/Variety Req	uired:		
Date	Company Name	Contact Information	Outcome of Inquiry
Crop/Variety Req	uired:		
Date	Company Name	Contact Information	Outcome of Inquiry
Crop/Variety Req	uired:		
Date	Company Name	Contact Information	Outcome of Inquiry
Crop/Variety Req	uired:		
Date	Company Name	Contact Information	Outcome of Inquiry

	Compost Production Record						
	ecord of on-farm compost production						
Farm Name or Unit: Production Year: Compost Pile, Windrow, or Unit I.D.: Date Started:							
Compost Production Method Use Feedstocks Used (including inoc	ed: culants):	Estimated C/N Ratio:					
Dates	Temperature	Turned?					

Farm Name or Unit:		Field ID:	Acres:	Crop:	Year:
Date of most recent so	oil test:	1101012	T ICI CS.	стор.	Tour.
When compared with p		ts, are your nutri	i ent levels (circ	ele):	
P (phosphorus)	decreasing	stable	increasing	excessive	not tested
K (potassium)	decreasing	stable	increasing	excessive	not tested
Ca (calcium)	decreasing	stable	increasing	excessive	not tested
Mg (magnesium)	decreasing	stable	increasing	excessive	not tested
S (sulfur)	decreasing	stable	increasing	excessive	not tested
Na (sodium)	decreasing	stable	increasing	excessive	not tested
B (boron)	decreasing	stable	increasing	excessive	not tested
Cu (copper)	decreasing	stable	increasing	excessive	not tested
Mo (molybdenum)	decreasing	stable	increasing	excessive	not tested
Zn (zinc)	decreasing	stable	increasing	excessive	not tested
Mn (manganese)	decreasing	stable	increasing	excessive	not tested
Fe (iron)	decreasing	stable	increasing	excessive	not tested
Organic matter / Humus levels	decreasing	stable	increasing		not tested
pH is:		within or ap desired			noving away sired range
Crop Monitoring:					
Are there visible signs	of nutrient stress	s?	No	Yes	
Erosion Monitoring:					
Erosion Monitoring.				Yes	

	Pest / Wee	d Monitoring Log		
Farm Name	or Unit: Field ID	: Acres: Crop:	Year:	
Pest Monite	oring: List date, type of insect or pest, an		nage you observed.	
Date	Insect / Pest (note monitoring method if desired)	Type of crop da	mage (Low	Damage sessment v, Medium, High)
D: M-	**************************************	£ 1:		
Disease Mid	onitoring: List date, type or description o	or disease, and assessment		
Date	Disease	Type of crop da	mage Ass. (Low	Damage sessment v, Medium, High)
Weed Moni	itoring: List date, name/description of p	roblem weed, and assessi	ment of weed pressure	e.
Date	We	eed	(Lov	ed Pressure v, Medium, High)

Harvest Record for Organic Operations A record of your organic crops harvest for the entire year.											
Farm N	Farm Name or Unit: Crop Year:										
Harvest Date	Field I.D.	Organic Crop	Quantity / Quality	Where Stored or Sold							

Buffer Zone Harvest Record for Organic Operations A record of your buffer crops harvest for the entire year.									
lame or Unit: _			Crop Year:						
Field I.D.	Buffer Crop	Quantity / Quality	Where Stored/Sold/Used						
		A record of your buffer crops ha	A record of your buffer crops harvest for the entire year Name or Unit: Field Puffer Crop Quantity /						

ON-Farm Bin / Unit Storage Record for Organic Operations

A record of your on-farm storage of organic and buffer zone crops.

Farm Name or Unit:

Bin or U				Capacity:		Crop Y	ear:	
Date	Quantity In	Field I.D.	Стор	Organic / Buffer	Lot # Assigned	Quantity Out	Cleanout Date	Cleanout By

ON-Farm Cooler / Cold Storage Record for Organic Crops

A record of your on-farm cold storage of organic and buffer zone crops.

Farm Name	or Unit:
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Cold Sto	rage Unit:			Capacity:		Crop Year:		
Date	Quantity In	Field I.D.	Сгор	Organic / Buffer	Lot # Assigned	Quantity Out	Cleanout Date	Cleanout By

ON-Farm Bin / Unit Storage Record for SPLIT Operations

A record of your on-farm storage of Organic, Transitional, and Conventional crops in common areas.

Farm Name or Unit:

Bin or Unit:			Сар	Capacity:			Crop Year:			
Date	Quantity In	Field I.D.	Сгор	Organic / Trans. / Conv.	Lot # Assigned	Quantity Out	Cleanout Date	Cleanout By		

ON-Farm Cooler / Cold Storage Record for SPLIT Operations

A record of your on-farm cold storage of Organic, Transitional, and Conventional crops in common areas.

Farm	Name	or L	Jnit:
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Cold Storage Unit:				Capacity:		Crop Year:			
Date	Quantity In	Field I.D.	Сгор	Organic / Trans. / Conv.	Lot # Assigned	Quantity Out	Cleanout Date	Cleanout By	

	OFF-Farm Bin / Unit Storage Record for Organic Crops A record of your off-farm storage of organic crops.										
Farm Nam	ne or Unit:										
	Storage Facility										
Name:				cation:		Certified Org	anic?				
Bin or Uni Date	it: Quantity In	Field Crop Lot # I.D. Crop Assigned			Quantity Out	Crop Year: Cleanout Date	Cleanout By				
		1.2.		Assigned		Dute	25				

	OFF-Farm Cooler / Cold Storage Record for Organic Crops A record of your off-farm cold storage of organic crops.								
Farm Name	e or Unit:				<u> </u>				
Storage Fac Name:			Locati	on:		Certified Organi	ic?		
Cold Stora	ge Unit:		Capac	ity:		Crop Year:			
Date	Quantity In	Field I.D.	Стор	Lot # Assigned	Quantity Out	Cleanout Date	Cleanout By		
	1	1	1		1	1	1		

Pest Control Activities and Inputs for Organic Crop Storage A record of the actions and materials you use to prevent/control pests in stored organic crops.							
Farm Name or Uni		Crop Year:					
Storage Unit I.D.:	Location (if off-farm):						
Date	Pest Control Activity / Input	By Whom?					
	· ·	•					

Equipment Cleanout Log This sheet should be kept on or near the equipment.								
Machine or Piece o			pp Year:					
Cleanout Date	Ву	Condition of Equipment note any repairs or maintenance needed	Cleanout Performed as per Protocols*? Y/N					
		procedures established to make certain that equipment						

Eq	uipment Setting	gs and Adjustments for Fie	ld Operations
rm Name or Unit:			Crop Year:
Machine or Piece of Equipment	Сгор	Settings	Notes

Sales Record										
Farm Nan	ne or Un	it:	T			1	Crop Y	ear:	T	
Date of Sale	Crop Sold	Storage Unit I.D.	Lot #	Sold as Organic or Conv.	Buyer	Quantity Sold	Price per Unit	Total Price	Balance of Crop Remaining	