

# ORGANIC LIVESTOCK DOCUMENTATION FORMS

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## *The Purpose and Use of These Forms*

In order to become certified organic, livestock producers must demonstrate to an accredited certifier that their operation complies with National Organic Program regulations. This process is begun 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 the practices, the inputs, and the monitoring procedures that will be used. The Organic System Plan is backed up by on-site inspection to ensure that the producer is, in fact, farming or ranching in the manner outlined in his or her OSP. It is the inspector's responsibility to look for documentation and indicators that substantiate the producer's claim to organic status, as well as look for any violations.



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

The forms can be kept anywhere they make recording easy, such as the truck, milk house, or machinery shed.

**Please note that these are not required forms!** Organic livestock producers 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*

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This set of documentation forms contains the following:

### **PASTURE / Paddock / HAYFIELD MANAGEMENT FORMS**

- A. Pasture / Paddock / Hayfield Activity Log – use to record all practices and equipment used, as well as the amount of forage produced or hay harvested, for each field.
- B. Pasture / Paddock / Hayfield Inputs Log – use to record all materials, seeds and/or sprigs used for each field.
- C. Organic Seed and Sprig Record – use for documenting source, treatment, and other information on seed and sprigs used.
- D. Organic Seed and Sprig Search Record – use to demonstrate attempts made to locate an organic source when non-organic seed or sprigs are used.
- E. Compost Production Record – use to document your compost production methods in order to meet National Organic Program regulations.
- F. Fertility / Soil Monitoring Log – use to document monitoring of soil fertility and soil erosion in your pastures, paddocks, and/or hayfields. Monitoring procedures are required to justify the use of most micronutrient fertilizers.

- G. Weed / Pest Monitoring Log – use to document monitoring of weeds, diseases, and insect pests in your pastures, paddocks, and/or hayfields. Monitoring procedures are required to justify the use of most biological, botanical, and allowed synthetic pesticides.
- H. Equipment Settings Record – use to record settings and adjustments for your field equipment, for your convenience and increased efficiency year to year.

### **LARGE LIVESTOCK MANAGEMENT FORMS**

- I. Large Livestock Inventory for Inspection – use to indicate the numbers of each class of animal in order to have an accurate tally of the livestock on your farm prior to the organic inspector's arrival.
- J. Dairy Livestock Inventory for Inspection – use to tally your total numbers of dairy animals, and whether they are organic, transitioned to organic, transitioning to organic, or conventional, in order to have an accurate tally of the livestock on your farm prior to the organic inspector's arrival.
- K. Record of Purchased Animals – use to verify the organic or non-organic status of purchased animals.
- L. Individual Organic Animal Health Record – use to track the identity of and the health

care practices and products used for each organic animal.

- M. Breeding Record – use to track the organic or non-organic status of animals born and/or bred on your farm.
- N. Pasture Access Record – use to log the days your ruminant livestock had access to pasture.
- O. Outdoor Access Record – use to log the days your non-ruminant livestock had access to the outdoors.
- P. Organic Livestock Sales Record – use to record sales of live organic animals.
- Q. Organic Livestock Slaughter / Product Sales Summary – use to track your organic livestock slaughter and sales of organic meat products.

### POULTRY MANAGEMENT FORMS

- R. Poultry Inventory for Inspection – use this form to indicate the numbers of each class of poultry in order to have an accurate tally of the poultry on your farm prior to the organic inspector’s arrival.
- S. Organic Poultry Flock Health Record – use to track the numbers of chicks/poults placed, mortality numbers, health care actions taken, and total number of birds produced in each individual flock or house.
- T. Outdoor Access Record – use to log the days your poultry had access to the outdoors.
- U. Organic Poultry Sales Record – use to record sales of live organic poultry.
- V. Organic Poultry Slaughter / Product Sales Summary – use to track your organic poultry slaughter and sales of organic poultry products.
- W. Monthly Organic Egg Packing Record – use to track monthly organic egg production.
- X. Monthly Organic Egg Sales Summary – use to track monthly organic egg sales.

### FEED RECORDS

- Y. Organic Feed Ration Record – use to list ingredients for organic rations.
- Z. New Organic Dairy Herd Feed Record – use this form to calculate percentages of organic and non-organic feed rations for new (“converting”) dairy herds only.
- AA. Organic Feed Storage Record – use to record details of your organic feed storage.
- BB. Pest Control Activities and Inputs for Organic Feed Storage – use to record pest con-

trol activities and inputs in your organic feed storage.

### INVENTORY FORMS

- CC. Feed Supplements and Additives: Product Inventory – use to track inventory of feed supplements and additives currently in use for organic livestock and the date(s) they were approved by the certifier.\*
- DD. Health Care Products: Product Inventory – use to monitor inventory of health care products and vaccines currently in use for your organic livestock and the date(s) they were approved by the certifier.\*
- EE. Sanitizers: Product Inventory – use to monitor inventory of all detergents, acid washes, sanitizers, and other cleaning products currently in use, and the date(s) they were approved by the certifier.\*
- FF. Pest Control Products: Product Inventory – use to monitor inventory of all pest control products used in your organic livestock operation (e.g. fly control sprays, baits, manure treatments, etc.), and the date(s) they were approved by the certifier.\*

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.

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The Electronic version of Organic Livestock Documentation Forms is located at:  
PDF  
<http://attra.ncat.org/attra-pub/PDF/livestockforms.pdf>

\* New product formulations might not be allowed in organic production. Always consult your certifier about, and record the date of approval for, any new product.

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**Organic Seed and Sprig Search Record**

Producers may use non-organic seed only when organic seed is not commercially available.  
 Use this form to document companies and individuals you contacted in your search for organic seed and sprigs.

Farm Name or Unit:			Crop Year:
Forage Type / Variety Required:			
Date	Company Name	Contact Information	Outcome of Inquiry
Forage Type / Variety Required:			
Date	Company Name	Contact Information	Outcome of Inquiry
Forage Type / Variety Required:			
Date	Company Name	Contact Information	Outcome of Inquiry





<b>Fertility / Soil Monitoring Log</b>					
Farm Name or Unit:	Pasture / Paddock / Hayfield ID:	Acres:	Year:		
<b>Forage Type:</b>					
<b>Date of most recent soil test:</b>					
<b>When compared with previous soil tests, are your nutrient levels (circle):</b>					
<b>P (phosphorus)</b>	decreasing	stable	increasing	excessive	not tested
<b>K (potassium)</b>	decreasing	stable	increasing	excessive	not tested
<b>Ca (calcium)</b>	decreasing	stable	increasing	excessive	not tested
<b>Mg (magnesium)</b>	decreasing	stable	increasing	excessive	not tested
<b>S (sulfur)</b>	decreasing	stable	increasing	excessive	not tested
<b>Na (sodium)</b>	decreasing	stable	increasing	excessive	not tested
<b>B (boron)</b>	decreasing	stable	increasing	excessive	not tested
<b>Cu (copper)</b>	decreasing	stable	increasing	excessive	not tested
<b>Mo (molybdenum)</b>	decreasing	stable	increasing	excessive	not tested
<b>Zn (zinc)</b>	decreasing	stable	increasing	excessive	not tested
<b>Mn (manganese)</b>	decreasing	stable	increasing	excessive	not tested
<b>Fe (iron)</b>	decreasing	stable	increasing	excessive	not tested
<b>Organic matter / Humus levels</b>	decreasing	stable	increasing	-----	not tested
<b>pH is:</b>		within or approaching desired range		out of or moving away from desired range	
<b>Forage Crop Monitoring:</b>					
Are there visible signs of nutrient stress?					
	No	Yes			
<b>Erosion Monitoring:</b>					
Is there evidence of wind and/or water erosion?					
	No	Yes			
<b>Additional Notes on Soil and Forage Monitoring:</b>					





### Large Livestock Inventory for Inspection

Complete this form prior to the arrival of the inspector to facilitate the inspection process.  
 Indicate the numbers of each class of animal present on your farm in the appropriate space.

Livestock Type	Breeding Females		Breeding Males		Neutered Males		Young Stock (female & male)	
	O	T	O	C	O	C	O	T
Cattle								
Hogs								
Sheep								
Goats								
Other								

**Farm Name or Unit:**  
**Breeder and Slaughter Livestock Code:**

**Date of Inventory:**

O - Organic\*  
 T - Transitioned to Organic (breeding stock only)\*\*  
 C - Conventional

\* "Organic" indicates animals that have been under continuous organic management beginning prior to birth, no later than the last third of the gestation period. This is the only class permitted to be slaughtered or sold as organic. [§205.236].  
 \*\* "Transitioned" breeding stock are conventionally-born stock that have been under full organic management beginning no later than the start of the last third of their gestating period, thus producing organic offspring. They cannot be sold or slaughtered as organic. [§205.236].













<p align="center"><b>Pasture Access</b></p> <p align="center">Use this form to mark the days each month that your livestock had access to pasture. Ruminant livestock must have access to pasture. [§205.239(a)(2)]</p> <p>Farm Name or Unit: _____ Production Year: _____</p> <p>Type of Stock: _____</p>																															
Month	Days on Pasture																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

<p style="text-align: center;"><b>Outdoor Access: Large Livestock</b></p> <p>Use this form to mark the days each month that your non-ruminant livestock had access to the out-of-doors, which includes shade, fresh air, direct sunlight, and space to exercise. [§205.239(a)(1)]</p>																															
Farm Name or Unit:		Production Year:																													
Type of Stock:																															
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
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July																															
August																															
September																															
October																															
November																															
December																															





**Inspection Inventory Form: Poultry**

Complete this form prior to the arrival of the inspector to facilitate the inspection process.  
 Indicate the numbers of each class of poultry present on your farm in the appropriate space.

**Farm Name or Unit:** \_\_\_\_\_ **Date of Inventory:** \_\_\_\_\_

**Layer and Meat Poultry Code:**

O - Organic\*

C - Conventional

Poultry Type	Meat Birds		Laying Females		Breeding Males	
	O	C	O	C	O	C
Chickens						
Turkeys						
Ducks						
Geese						
Other						

\* "Organic" indicates poultry that have been under continuous organic management beginning the second day after hatch. This is the only class permitted to be slaughtered or sold as organic poultry or for production of organic edible poultry products. [§205.236]

### Organic Poultry Flock Health Record

Preventive health care practices must be used, including appropriate species selection, complete feed ration, good housing, outdoor access, exercise, needed physical alterations, and vaccines. Synthetic medications must be on the National List. You must not withhold medical treatment to preserve organic status; all poultry treated with prohibited substances must be clearly identified. [§205.103, §205.238, §205.603]

Farm Name or Unit: \_\_\_\_\_ Production Year: \_\_\_\_\_

House # or Flock ID: \_\_\_\_\_ Date Chicks / Poults Placed: \_\_\_\_\_ Total Number of Chicks / Poults Placed: \_\_\_\_\_

Date of Slaughter or Date Egg Production Begins: \_\_\_\_\_ Total Number of Birds Produced: \_\_\_\_\_

In columns for Day 1 through Day 7, record the number of birds that died each day.

Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Identified Problem & Cause	Action Taken (include names of vaccines, health care products, & date given)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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16									
17									
18									
19									
20									



<p style="text-align: center;"><b>Outdoor Access for Poultry</b></p> <p style="text-align: center;">Use this form to mark the days each month that your poultry had access to the out-of-doors, which includes shade, fresh air, direct sunlight, and space to exercise. [§205.239(a)(1)]</p>																															
Farm Name or Unit:		Production Year:																													
Type of Stock:																															
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
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November																															
December																															





<b>Monthly Organic Egg Packing Record</b>						
Farm Name or Unit:			Production Year:		Production Month:	
Date	Jumbo	ExLarge	Large	Medium	Cracked	Total Flats Processed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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31						
<b>Totals</b>						

\* Consider using "best by date" as part of lot #.

<b>Monthly Organic Eggs Sales Summary</b>										
Farm Name or Unit:		Production Year:			Production Month:					
Date	Jumbo	ExLarge	Large	Medium	Cracked	Buyer #1	Buyer #2	Invoice #	Sales Total	
1										
2										
3										
4										
5										
6										
7										
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<b>Totals</b>										

















