



# Documentation Forms for Organic Crop Producers

## Field History / Previous Land Use Record

Use this form to document land requirements per NOP § 205.202, including date, location, and identity of all materials applied to the land during the past 36 months in order to establish a date of last application of prohibited materials and determine eligibility for organic certification. Complete one form for each location for which you have completed a Land Requirements Form. Include all fertilizer and pest-management materials applied. Attach additional pages if needed.

### Field, Pasture, or Location ID:

Year	Crop or Land Use	Material / Product Brand Name	Manufacturer	Application Date(s)
This year: 20__				
Last year: 20__				
Two years ago: 20__				
Three years ago: 20__				

The information provided above is complete and accurate to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Documentation Forms for Organic Crop Producers

## Land Use History Verification

Organic Producer Name: \_\_\_\_\_

Crop Production Year: \_\_\_\_\_

I, \_\_\_\_\_, affirm that the parcel(s) of land described below were farmed/ranched by me or were under my management and control during the following dates: \_\_\_\_\_ - \_\_\_\_\_. I also affirm that during this time, to the best of my knowledge, there were no herbicides, pesticides, fungicides, fungicide-treated seed, synthetic fertilizers, or other prohibited materials applied to this land.

Description of land parcel(s) by assessor's parcel number, county, township/section/range, (or other regulatory description): \_\_\_\_\_

Number of acres in parcel(s): \_\_\_\_\_

All materials that have been applied to any of these fields are described below: what was applied, the specific date of application, and field number or parcel. ☐ No materials applied.

Parcel / Field Location & Crop	Material / Manufacturer	Date Applied

I submit that the above is true and accurate on this date of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)





Use this form to record all types of farm or ranch activities and make notes about observations. Include details about crops and/or livestock at a given location: planting, input applications, mowing, irrigation, pest monitoring, weather, etc. Records may be kept in any type of notebook or format.

Year:

[illegible]



# Documentation Forms for Organic Crop Producers

## Activity Calendar

Use this form to record all types of farm or ranch activities and make notes about observations. Include details about crops and/or livestock at a given location: planting, input applications, mowing, irrigation, pest monitoring, weather, etc. Records may be kept in any type of notebook or format.

Month/Year:

Farm/Location:

	1	2	3 Example: <i>Planted 200 lb/ acre org. soil builder cover crop, Field A</i>	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			



Use this form to record crop acreage and location (for documentation of crop rotation), planting and harvest dates, yield, and sales (for production verification audit).





# Documentation Forms for Organic Crop Producers

## Crop Rotation Record

Use this form to document crop rotations. Please note that the term “crops” includes not only those intended for harvest and sale, but also cover crops or green manures that are incorporated or pasture and forage crops that are grazed. (Alternatively, field maps may be copied to note the crops grown each year in each location. Maps can be a mainstay of recordkeeping systems if they include soil-fertility and pest-management inputs.)

Farm:

Location <sup>1</sup>	Year/Season & Crop(s) Planted	Year/Season & Crop(s) Planted	Year/Season & Crop(s) Planted	Year/Season & Crop(s) Planted
<i>Example: Field 1</i>	<i>Summer 2011: Tomatoes Winter cover crop: bell beans</i>	<i>Summer 2011: Broccoli Fall: (12 mo) Strawberries</i>	<i>Winter 2011-12 cover crop: Soil builder mix (oat, barley, bell beans, peas)</i>	<i>Summer 2012: Cucumbers Winter cover: oats and vetch</i>

<sup>1</sup> Farm, ranch, field, pasture, parcel, plot, or bed.



# Documentation Forms for Organic Crop Producers

## Input Material Application Record

Use this form to record application of all types of inputs, including manure, compost, soil amendments, fertilizers, planting media or potting soil, mulches, and pest-management materials. Please be as specific as possible, and use the complete product name. (This form has many possible modifications. For example, if you use multiple inputs in a given location and/or crop, write the location and crop at the top of the form and eliminate that column in the chart.)

Farm or Ranch Location/Crop:

Year:

Date Applied	Location and Crop <sup>2</sup>	Material <sup>3</sup> Product Name	Source/ Manufacturer <sup>4</sup>	Purpose / Reason for Use <sup>5</sup>	Organic Status Verification <sup>6</sup>	Application Method and Rate / Amount
3/1	Field 1 Broccoli	Dipel DF	Valent BioSciences	Worm control	OMRI listed	½ lb/acre

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: receipts for purchased inputs, labels for any materials not listed on an approved list, receiving/source records for any free input materials, or county Pesticide Use Reports.

<sup>2</sup>Farm, field, parcel, or bed, and crop (including cover crops, green manures, pasture, etc.).

<sup>3</sup>Material or product name and formulation, if applicable.

<sup>4</sup>Source or Manufacturer. It is necessary to correctly identify the manufacturer (the one that formulates, manufactures, and packages a product) in order to verify whether a product is allowed for use in organic production. Be careful to note the manufacturer (distinct from the distributor—a business from which you purchase a product but that does not make it).

<sup>5</sup>Purposes may include soil fertility and pest- or disease-management, etc. Some materials, for example, are allowed for pest management but not as a soil amendment.

<sup>6</sup>OMRI or WSDA List, NOP Seal on label, or certifier review and approval.



# Documentation Forms for Organic Crop Producers

## Compost Production Record

Use this form to describe how your compost-production process meets the requirements of the definition of compost and NOP § 203(c)(2) or NOP Guidance 5021.

Farm Name: \_\_\_\_\_ Production Year: \_\_\_\_\_

Compost System:      Windrow      Static      Aerated Pile      In-Vessel

Other (specify) \_\_\_\_\_

Compost Pile, Windrow or Unit ID:

Location/Method of Temperature Reading:

Feedstocks / Materials Used (and quantity):	Estimated C/N Ratio of mixture:
<i>Example: Weeds and crop residues, Chicken manure, Spoiled hay, Kitchen waste</i>	30:1

Date	Temperature	Turned?	Initials of Responsible Party

Notes:





# Documentation Forms for Organic Crop Producers

## Manure Application / Food Crop Harvest Interval Record

Use this form to document that the requirement for the interval of 90 or 120 days between the application of raw manure and harvest of a food crop has been met. (NOP § 205.2: Manure, and § 205.203 (b)). Optional: Additional notes can be added regarding compliance with international standards; disregard that column if it's not applicable.

Farm:

Year:

Location and Crop	Date /Rate of Manure Application	Date of Harvest—Estimated	Date of Harvest—Actual	How Applied / Incorporated	Manure Type, Form and Source	Documentation of EU Compliance
<i>Example: Field 1Lettuce</i>	<i>3/1 5 tons/acre</i>	<i>7/1</i>	<i>7/15</i>	<i>Manure spreader disk in</i>	<i>Chicken, dry, on farm</i>	<i>Organic certificate</i>

Documentation should be available for inspection to support the information recorded by producers, including receiving/source records. International standards and some concerns related to NOP regulations may necessitate letters describing animal manure production systems, additives, etc.





# Documentation Forms for Organic Crop Producers

## Seed Records Part A: Suppliers of Seed or Planting Stock

Use this set of forms to document your search for commercially available organic seed—or reasons for the lack thereof—if any nonorganic seed or planting stock is used.

Use Part A to list the names and contact information of seed- and/or planting-stock suppliers who handle organic seed and/or planting stock as well as who you contact regarding availability of what you seek to purchase—and notes about commercial availability (quantity, quality, and form). It will serve as a reference with contact information for potential sources of organic seed (see also ATTRA's Directory of Organic Seed Sources [http://attra.ncat.org/attra-pub/organic\\_seed/](http://attra.ncat.org/attra-pub/organic_seed/)).

Use Part B to document your search for organic seed and stock as well as the reasons for the lack of commercial availability (quantity, quality, and form) if nonorganic seed or planting stock are used.

Use Part C to document the compliance of any seed treatments, coatings, or inoculants used.

### Part A: Potential Seed Sources

Company or Seed Source	Contact Information	Abbreviation



## Documentation Forms for Organic Crop Producers

### Seed Records Part B: Nonorganic Seed or Planting Stock

Use this form to list all nonorganic seeds and/or planting stock used or planned for use, documenting how the seeds and/or planting stock listed below a) qualify for an exemption allowing the use of nonorganic seed and/or planting stock when an equivalent organically produced variety is not commercially available, and if so, b) that they have been verified to be untreated and non-GMO.

If applicable, complete part C (on page C12) or adapt this form to list seed treatments, coatings, or inoculants.

Nonorganic Seed or Planting Stock Type and Variety	Supplier / Quantity Used	Reason for Commercial Nonavailability: form, quality, quantity (explain as needed)	Suppliers Contacted (list numbers or abbreviations from list of seed suppliers)	Documentation of Allowed Status: a) allowed list b) no prohibited treatments c) non-GMO

Documentation should be available for inspection to support the information recorded by producers, including the following as applicable: purchase receipts, order forms and special requests, and organic certificates (current copy) for all annual seedlings or transplants.



## Documentation Forms for Organic Crop Producers

### Seed Records Part C: Documentation of Allowability of Seed Treatments, Coatings, or Inoculants

Use this form to record seed treatments and coatings or inoculants, or adapt form B to include these materials and practices.

Date	Location	Crop / Variety	Inoculant or Seed Coating	Documentation of Allowed Status



## Documentation Forms for Organic Crop Producers

### Seed-saving and Planting-stock Propagation Record

Harvest Date	Crop / Variety	Field / Location of Harvest or Propagation	Quantity / Storage Location



# Documentation Forms for Organic Crop Producers

## Harvest Record

Use this form to track harvest and sale of your organic crops. The audit trail is complete when the producer releases control of the product.

Farm Name:

Crop Year/Season:

Harvest Date	Location (Field or Parcel ID)	Crop	Quantity	Where Stored or Sold

Documentation should be available for inspection to support the information recorded by producers, including, as applicable: receipts and organic certificates for any purchased product; transport records (e.g., delivery tags, receiving tags, bills of lading, and clean transport records); and sales records (purchase orders, invoices, or other types of records of the transaction).





# Documentation Forms for Organic Crop Producers

## Farmers Market Load List or Farm Stand Sales Record

Farm Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Crop or Product	Unit of Measure (bunches, baskets, boxes, lb., etc.)	Quantity		Sold		
		To Market:	Remaining:	Quantity	Price*	Revenue

\* Prices may change through the market for a variety of reasons.

### Expenses

Farmers market stall fee: \_\_\_\_\_

Mileage: (Number of miles round trip x \$.50/mile (current government rate) = \_\_\_\_\_

Wages of employees to staff market (number of hours x \$\_\_\_\_\_/hour = \_\_\_\_\_

Miscellaneous expenses (specify) \_\_\_\_\_

Total Expenses: \_\_\_\_\_





# Documentation Forms for Organic Crop Producers

## Harvest Plan and Record "Pick List"

Use this form to record (plan for) specific crop harvest, with quantities and sales destinations.

Date:

Farm or Location:

	<b>Markets</b> (across)	<i>Example: Sunnyside Market</i>					
<b>Crops</b> (down)	<b>Harvest Location</b> (specific)						
<i>Example: Arugula</i>	<i>Field 1</i>	<i>1 box (12 bunches)</i>					





# Documentation Forms for Organic Crop Producers

## Community Supported Agriculture (CSA) Weekly Harvest And Cost Summary

Use this form to record weekly harvest and sales to CSA members. In addition to NOP compliance, this form provides a farm-management and financial tool.

Week of:

Weekly Share Price for Full Share:

Produce	Crop / Variety	Source (farm or purchased product <sup>7</sup> )	Quantity of Product	Value of Product <sup>8</sup>	Quantity (number of shares)	Total Value or Revenue <sup>9</sup>
LABOR	Worker	Rate		Hours		Total
DELIVERY	Route	Miles	Rate			Total
Other CSA-Related Travel or Expenses						

<sup>7</sup>Purchased product should be indicated on this list as well as in any written communication (such as a weekly newsletter) that shareholders receive, so that anyone can tell where each product comes from and whether it is certified organic.

<sup>8</sup>Value. This column is included to help the farmer align future share price with the box contents (generally established by the price of that item if it were to be sold at a farmers' market).

<sup>9</sup>This column may be used to record either total value of produce sold or total revenue. These are two different pieces of information, both of which may be useful to the farmer to help determine the profitability of current practices and future pricing. CSA shares are generally purchased by the season or month. If used to record revenue, the column merely provides a reference to compare costs with revenues on a weekly basis.



# Documentation Forms for Organic Crop Producers

## Harvest Instructions / Record

Use this form to record clear directions for accomplishing detailed harvest operations that vary frequently from day to day with the changing of the season—such as a market-garden harvest for direct markets—and to provide a record of harvest totals. This form may be especially useful when working with new farm employees. This is one of several options for harvest records; use the one that best meets your farm's needs.

Date:

Market (or CSA Distribution):

Location	Crop	Variety	Quantity	Comments (quantity, special harvest instructions, post-harvest handling, storage, etc.)	Initial When Complete
<i>Example: Bed A</i>	<i>Parsley</i>	<i>Curly</i>	<i>10 bunches</i>	<i>Size of bunches—loosely gathered, should fill the space between thumb and index finger.</i>	



# Documentation Forms for Organic Crop Producers

## Total Farm Sales Record

Use this form to summarize sales over the course of a season or year, such as a total of Farmers Market sales or other types of sales.

Farm Name:

Crop Year:

Date of Sale or Delivery	Market or Buyer	Record and Location	Total Sales Receipts \$	Expenses	Net for Market

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: receipts and organic certificates for any purchased product; transport records (e.g., delivery tags, receiving tags, bills of lading, and clean transport records); and sales records (purchase orders, invoices, or other types of records of the transaction).





# Documentation Forms for Organic Crop Producers

## Storage Inventory Record

Use this form to track product storage and inventory balance.

Crop or Product Stored	Storage Location and Type	Quantity / Date In	Quantity / Date Out	Inventory Balance

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: grower statements, invoices, delivery/receipting tags, and other types of audit-trail documents. The audit trail is complete when the producer releases control of the product.



## Documentation Forms for Organic Crop Producers

### Equipment Cleaning Log

Use this form to record cleaning of all application, harvest, and transport equipment that is not dedicated to organic operations but is also used for nonorganic materials and to verify adequate cleanliness to ensure that nonorganic products and/or prohibited materials do not contaminate organic crops or products. The producer may modify this form to include equipment and cleaning procedures (to avoid repetitive entries) with spaces to be checked off when completed.

Date	Equipment or Surface	Cleaning Methods and Materials	Responsible Party



# Documentation Forms for Organic Crop Producers

## Clean Transport Affidavit

Use this form to record how transport vehicles used for nonorganic materials are verified as being inspected and/or cleaned adequately to ensure that nonorganic products and/or prohibited materials do not contaminate the organic crops or product.

Producer/Business Name: \_\_\_\_\_

Date Transport Unit Loaded: \_\_\_\_\_

1. Type of transport: ☐ farm wagons ☐ farm truck ☐ bulk semi trailer  
☐ common carrier ☐ tanker ☐ other (specify) \_\_\_\_\_

2. The transportation was arranged by: ☐ grower ☐ buyer ☐ other (specify) \_\_\_\_\_

3. Is the form of transportation only used for organic products? ☐ yes ☐ no

If no, state products transported prior to organic: \_\_\_\_\_

4. Transport unit was inspected and found to be free of:

☐ foreign odors ☐ residues ☐ conventional products ☐ other substances which may compromise organic integrity (describe as needed) \_\_\_\_\_

5. List transport unit ID # with the following information:

Transport Unit / Vehicle Identification	Organic Crop and Lot #	Check (✓) if vehicle was inspected prior to loading organic product	Cleaning method: Check (✓) all that apply. If Other, describe method.				
			Swept	Vacuum	Air blown	Washed	Other

I hereby certify that the above transport units were inspected and cleaned thoroughly using the method indicated to protect the integrity of the organic products being transported.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Documentation Forms for Organic Crop Producers

## Buffer Crop Disposition Records

Use this form to document what happens to crops that are grown on buffer land that is organically managed but may be exposed to some risk of contamination from neighboring land such that the crop should not be sold as organic. Documentation should be appropriate to the nature of the buffer zone and the quantity of crop produced there. Buffer crop disposition options may include harvest and sale as nonorganic, harvest for home use, donation to workers or gleaners, or disking under. Commercial quantities of crops require more formal documentation (delivery tags and nonorganic sales records) to show that the buffer crop has not been represented as organic. If the amount of product is small and the product is not sold, less formal documentation—such as this form—may suffice. Always check with your certifier to agree on what constitutes sufficient documentation—before harvest season arrives.

Location: *Example: North side of Parcel 1, one row of apple trees (25 trees).*

Buffer Crop: *Example: Fuji Apples*

Map: *Example: Map shows neighboring conventional apple orchard to the south of parcel. Note indicates that the land is flat; no slope. Arrows indicate cardinal direction, north, and prevailing winds from the east.*

Marking: *Red ribbon is tied around the trunks of all buffer trees before harvest crews arrive. Dated photograph in file matches day before harvest.*

Date	Crop / Variety	Location	Disposition (sold, donated, home use, disked, etc.)	Quantity (in case of a harvest)	Sales (gross revenue in dollars)	Documentation (type and location)
10/1	Fuji apples	Parcel 1 North side, Single row	Sold as conventional	1 4x4 bin		Delivery tag and sales record, Apple Bob's, In filing cabinet, buffer crop folder

# Documentation Forms for Organic Crop Producers

## Sample Neighbor Notification Letter

(Date)

(Name and address)

Dear (Name):

I am currently a certified organic farmer with \_\_\_\_\_ (name of your certifying agent), managing my fields in a manner consistent with the USDA National Organic Program regulations.

Since you are an adjoining property owner, I need to inform you of my plans and ask for your help. If you plan to use synthetic fertilizers, pesticides, and/or genetically engineered crops on land that adjoins my fields, please take precautions when transporting or spraying to prevent over spray, chemical or genetic drift, or run-off onto my farm. If chemical drift is found on my organic crops or fields, I may be required to wait up to three years before using these fields for organic production. This could also cause loss of my organic certification and/or loss of the organic premium for crops grown on affected fields.

(Optional Paragraph) I understand that you are currently not using any synthetic fertilizers, pesticides, and/or genetically engineered crops on the (field or pasture) that borders my farm to the \_\_\_\_\_ (east, west, north or south) and adjoins my field # (\_\_\_\_\_). If you are willing to sign the enclosed Verification of Adjoining Land Use form, I will not be required to maintain a buffer zone between your field and mine. Also indicate the location of your adjoining fields on the map enclosed. Please return the signed statement as soon as possible.

If you would like to know more about my organic certification or have any other questions, please call. Thanks for your help.

Sincerely

(Signature of organic farmer)

Enc.:

Verification of Adjoining Land Use letter

Farm map





# Documentation Forms for Organic Crop Producers

## Adjoining Land Use Verification

I verify that I am the farmer of Location \_\_\_\_\_.

I am aware that my neighbor, \_\_\_\_\_ (name) whose land borders my farm(s) the (N,E,S, and/or W) side(s) is certified organic. I also understand that it is important to his or her business that organic crops and land be protected from contact with certain substances—such as synthetic fertilizers, herbicides, insecticides, fungicides, other pesticides and genetically modified organisms—that are not allowed in organic farming. Buffer zones are required to be sufficient to prevent contamination.

The following statements in this affidavit will help the organic certifier determine what type of buffer the organic farmer named above needs to maintain. Please check all that are true.

☐ I am an organic farmer, with current certification by \_\_\_\_\_ (name of certifier) (or exempt from certification due to sales).

OR

☐ The materials I routinely use on my farm include the following:

☐ synthetic fertilizers

☐ herbicides

☐ insecticides

☐ fungicides

☐ treated wood

☐ other (specify)

☐ I do not use any of the above materials on my farm

☐ I use the materials checked above, but not on the fields adjoining my neighbor's property.

☐ The distance between where I use the materials checked above and my organic neighbor's property is \_\_\_\_ feet.

☐ I agree to notify my organic neighbor when I plan to use these materials on adjacent land.

Signature of neighbor

Date

Farm Name

Address

Phone number

