

MAPLE RECORDS CHECKLIST

Records are an integral part of organic certification and the inspection. The inspector will review your records and complete two audits — one that checks that organic sales match the operation’s production capacity (mass balance) and one that traces the origin of the raw product through to sale (traceability).

Items	Description
<input type="checkbox"/> Sugarbush map	Include items listed in VOF Forest Management Plan, like location of sugar house, acres, collection zones, etc.
<input type="checkbox"/> Forest Management Plan	Must describe all stands used for organic sap collection, must be signed by consulting forester and less than 10 years old
<input type="checkbox"/> Land use verification	3-year history, co-management rights on leased parcels, neighboring land use affidavit
<input type="checkbox"/> Material list & purchase receipts	Include spouts, cleaners, sanitizers, defoamers, filter aids, pest control, purchased sap/syrup
<input type="checkbox"/> Organic certificates	Include certificates for organic defoamers, purchased sap/syrup
<input type="checkbox"/> Wash water documentation	Current documentation verifying that wash water is potable
<input type="checkbox"/> Lead test documentation	Proof of no lead contamination (if using galvanized, brass, bronze, or copper equipment)
<input type="checkbox"/> Cleaning/sanitizing protocols	Indicate timing of cleaning/sanitizing
<input type="checkbox"/> Forest activity log	Include dates of tapping and tap removal, thinning/harvesting dates and locations
<input type="checkbox"/> Syrup/sap records	Sap collection, boiling, canning, lot numbers, sales, and inventory records
<input type="checkbox"/> Retail product labels	Approved by VOF
<input type="checkbox"/> Value-added products info	If applicable, see processing checklist