

Organic Crops

A Recordkeeping Checklist



Seed, Planting Stock, & Transplants



- Seed order purchase receipts
- Organic certificates for all organic seed and planting stock used
- Seed availability search - documentation of effort to procure organic seed / planting stock in appropriate quantity, quality, and form needed on your operation (who you contacted, dates, responses)
- Documentation for any allowed seed treatments (showing they are on the National List)
- For seed savers: harvest records showing production of organic seed

Input Application & Soil Fertility



- Input materials list matching what is listed in your Organic System Plan
- Purchase invoices/receipts for materials used in fields/greenhouses (ex. inoculants, fertilizers, soil amendments, potting mixes, compost, disease/pest/weed control products, and other inputs)
- Application records for each input (field, product, rate, date, method, operator)
- Manure use records: source, storage, fields applied, dates of application, and show 90/120-day intervals before harvest
- Compost production records: feedstocks used, C:N ratio, temperature logs and turning schedule, dates of curing, if making your own using animal manure

Field Activity & Production



- Planting records by field: crop, variety, date planted, seeding rate or plant spacing, method, and field name/ID
- Field activity records for cultivation, weeding, pruning, etc.
- Written crop rotation plan showing sequence of cash and cover crops by field
- Field histories showing crops, inputs, and management for at least the past 3 years
- Documentation of neighboring land use and no-spray agreements, if applicable

Harvest, Post-harvest Handling, & Storage



- Harvest logs by field and date (crop, variety, field ID, quantity harvested, lot ID)
- Harvest (and sales) records for any buffer crops
- Field-to-lot linking system (how harvest lots are identified and traced back to fields)
- Records of any on-farm washing, cooling, packing (materials used, sanitizer products, dates)
- Storage records: locations, bin IDs, lot IDs, measures like labeling used to maintain organic integrity, and inventory
- Cleaning and sanitation logs for harvest and packing equipment and storage area

Sales, Traceability, & Audit Trail



- Sales invoices/receipts showing product name, organic status claim, quantity, date, and buyer
- Copies of current labels and marketing materials in use, if applicable
- Records linking each sale lot back to harvest and field of origin (lot tracking system)
- Inventory summaries that reconcile production, losses, on-farm use, and sales
- Transportation records: bills of lading, shipping manifests, or delivery logs noting organic status and lot IDs
- Certification documentation for any organic products purchased for resale

General Operation Records



- Update your Organic System Plan annually by due date
- Maps of fields/blocks with unique field names or numbers, acreage, adjoining land use, major roads, physical features, and boundaries/buffer zones showing organic, transitional, or nonorganic fields
- Documentation showing no prohibited substances on organic fields for 3 years before harvest for new fields
- One year transition records for perennials
- Soil or water test results, if applicable
- Equipment use and cleaning logs showing how shared equipment is cleaned between organic and nonorganic use, date, and who cleaned, if applicable, or written Standard Operating Procedure to prevent commingling and contamination
- Copies of current organic certificates for your operation and any suppliers of organic products/inputs

This checklist serves as an organic certification record keeping reference. Use it to stay organized throughout the year and prepared for inspections. You may not need every record listed—focus on those that reflect your operation's activities. Consult the current version of 7 CFR Part 205 at [ecfr.gov](https://www.ecfr.gov) and your Accredited Certification Agency (ACA) to understand which records are necessary for your ACA and inspector to fully understand your operation. This document does not substitute for legal advice or official regulatory guidance.



United States Department of Agriculture
Agricultural Marketing Service
National Organic Program
Transition to Organic Partnership Program

