

## **Checklist of Recordkeeping Requirements for Certified Organic Wild Blueberries**

Certified organic wild blueberry producers are required to maintain the following records (as applicable for the business):

1. If land has been owned or leased for less than 3 years, a landowner affidavit must be in place to verify no non-organic practices have taken place in that 3 year period.
2. Accurate and complete field histories and maps exist (including buffer areas).
3. Soil test documentation to confirm soil health and inform fertility application decisions.  
*Note: soil tests are reimbursable through the cost share rebate.*
4. Documentation that purchased seedlings or plant stock are organic.
5. Documentation of inputs and materials used, including dates, source, rate, and location.
6. Documentation verifying all field activities (weeding, pruning, burning, mowing, harvest, etc.).
7. Pesticide application logs that are up-to-date, and list the product, date, location and rate of usage.
8. If equipment is used on conventionally managed land: equipment clean out log including date, method and who cleaned out the equipment.
9. Receipts for all inputs (including custom applicator invoices).
10. Product labels have been reviewed and approved by certification specialist.
11. Audit trails are essential paper trails that allow products to be traced to the farm/field of origin. Inspectors will examine your records to verify that this link can be made on paper. Audit trail requirements vary depending on the scale and complexity of the farm operation. Examples of records needed to demonstrate farm traceability include but are not limited to:
  - a. Direct sales through farm stand, and/or farmers' markets:
    - A daily receipts log of sales showing # of blueberries sold,
    - Harvest records are needed if they differ from sales records. For crops grown and harvested from multiple fields at the same time of the year, records that differentiate between fields must be kept.
  - b. Wholesale to local co-ops, stores, restaurants:
    - A log book and/or dates invoices to document product sales.
    - Wholesale containers labeled with farm name and a lot number or date.
    - Harvest records (if different from sales invoices). For crops grown and harvested from multiple fields at the same time of the year, records that differentiate between fields must be kept.
  - c. Wholesaler to processors or distributors:
    - Sales invoices with lot numbers.
    - Wholesale containers labeled with farm name and a lot number or date.
    - Inventory records for stored product.
    - Harvest records. Harvest records must indicate the field of harvest.
12. If blueberries are purchased from other farms for resale:
  - a. Records must be kept to document the amount of blueberries bought in, along with certification documentation, if applicable.

- b. Records must be kept to document the amount of “bought in” blueberries sold.
- 13. Documentation of gross income reported for the last and current year.
- 14. Records to document the protocols in place to avoid comingling and contamination in operations that cultivate and handle both conventional and organic berries. These records may include equipment cleaning logs for pesticide tanks, tractors, rakes/harvesters, winnows, boxes, etc. Records may also include post-harvest handling standard operating procedures, product labeling, etc.

Records should be saved for 5 years. These records will be reviewed by your certification inspector. This checklist is for educational outreach and general assistance only - **IT IS NOT A SUBSTITUTE for reviewing the MCS Practice Manual.** Please communicate with your certification specialist regarding any changes to your farm operation or questions about organic certification.