

Checklist of Recordkeeping Requirements for Certified Organic Dairies

Certified organic dairies are required to keep the following records (as applicable for the business):

1. Farm plan is accurate with all major changes regarding land base, cropping plans, or land ownership recorded (see Livestock Recordkeeping Checklist).
2. Complete and accurate field histories and maps (with buffer areas included).
3. Documentation of soil tests taken to inform fertility requirements. *Note: soil tests are reimbursable through the cost share rebate.*
4. Nutrient management plan (if applicable depending on size of operation). We check a farm's plan to get an idea of their fertility related activities but we do not require them for organic certification.
5. Records documenting seed/seedling/perennials search and purchases that verify attempts were made to purchase organic stock.
6. Records verifying field activities & spreading, with dates, rates of application, and what material is spread.
7. Pesticide application logs exist and are up-to-date.
8. Animal ID system that is consistent with approved Organic System Plan (OSP) and coordinates with written records. Records should track individual animals' information including the date of birth and parentage, and what farm each animal was born on and should be easily audited.
9. Records of each individual animals' health history.
10. Record veterinary visits/services and keep receipts.
11. If farm has conventional livestock, records exist to document and track usage of materials and medicines prohibited in organic production.
12. Receipts and labels for inputs such as minerals, salt blocks, sanitizers, health treatments, etc.
13. Feed records demonstrating sources for all feeds, grains, and forages (purchased & on-farm produced) including organic certificates: amounts should be sufficient for livestock needs over the time period recorded.
14. Ration records /grazing records that provide the necessary information to determine the %DMI from pasture.
15. Milk slips (and other applicable sales records such as bottled milk, beef, hay, etc.)
16. Records for outdoor access/ temporary confinement, or a standard operating procedure for providing outdoor access with documentation of deviations from that SOP.
17. Records that indicate the length of the grazing season and any breaks in the grazing season if applicable.

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