

Checklist of Recordkeeping Requirements for Certified Organic Maple Syrup

Certified organic maple syrup producers are required to maintain the following records (as applicable for a particular operation):

1. Sugarbush map (with any necessary buffers indicated).
2. Sugar house facility diagram.
3. Up to date material list including cleaners, sanitizers, defoamers, filter aids, pest control materials, etc.
4. Purchase receipts for all materials and processing aids used in maple syrup production.
5. Pest control log and all pest control materials noted in maple handling plan.
6. Cleaning/sanitizing protocols indicating timing of cleaning/sanitizing events.
7. Field activity log including dates of tapping and tap removal.
8. Traceable lot numbers on all wholesale and retail containers.
9. Current Maine Maple license.
10. If value added organic maple syrup products will be made, please review the processing checklist.
11. Retail product labels approved by certifier.
12. Syrup production records for current and previous season.
13. Syrup sales and inventory records for current and previous year. These records must be available for verification at inspection.
14. Verification of gross income for the previous year.

These records will be reviewed by your certification inspector at your annual inspection. 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.