

Checklist of Recordkeeping Requirements for Certified Organic Processors and Handlers

Certified organic processors are required to maintain the following records (as applicable for a business):

1. Product flow schematic or diagram.
2. Production facility diagram.
3. Current water test.
4. Pest control log and all pest control materials listed in organic handling plan.
5. Documentation of cleaning and condition of transport units (i.e. boxes, crates or other containers used to transport products and ingredients).
6. FSMA or HACCP plan, including records of the last monitoring.
7. Cleaning and sanitizing of food contact tools, surfaces and equipment described in Standard Sanitation Operating Procedures (SSOPs). Logs record when SSOPs are followed or SSOPs indicate timing of cleaning/sanitizing events.
8. All cleaning/sanitizing materials in contact with food contact surfaces listed in organic plan.
9. Current (within 12-18 months) organic certificates and purchase receipts for all ingredients and processing aids.
10. Batch records to document that product recipes are followed. An inspector needs to be able to compare multi-ingredient recipe percentages to product profiles.
11. Organic products list kept updated with product additions and/or deletions.
12. Retail labels reviewed and approved by certifier.
13. A lot numbering system to track:
 - a. Incoming ingredients.
 - b. Ingredients in storage.
 - c. Finished products.
14. Recordkeeping system adequate to track ingredients from receipt to finished product.
15. Recordkeeping that allows for a mass balance calculation for each ingredient (i.e. ability to verify amount of incoming ingredient balances with amount of ingredient in finished products, plus what remains in inventory).
16. State and federal licenses required for production of processed product are up to date and available for review.
17. Purchase, sales and production records that verify total production and income from organic products.

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.