



MOFGA Certification Services Record Keeping Crop Example Forms

In this booklet you will find example forms for common Organic Certification record keeping needs. The examples given here are not exclusive, other records do need to be kept. Please read more about which and what kind of records need to be kept in the MOFGA Certification Services practice manual. The forms in this booklet are examples, and can be adapted to meet your farm needs. You may use these forms or use the contents to develop your own record keeping system. These forms should not be sent to MCS. There are no specific rules about how your record keeping system has to be set up. Record keeping is not only needed for organic certification, a good record keeping system can be very helpful when making decisions about what works well and what is profitable.

NOP 205.103 Recordkeeping by certified operations.

- (a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s)).”
- (b) Such records must:
- (1) Be adapted to the particular business that the certified operation is conducting;
 - (2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
 - (3) Be maintained for not less than 5 years beyond their creation; and
 - (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.
- (c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program's governing State official, and the certifying agent.

Example Forms

•	Field Activity Log.....	2
•	Input Records.....	3
•	Compost Production Records.....	4
•	Seed and Planting Stock Records.....	5
•	Equipment Cleaning Log.....	6
•	Harvest Records.....	7
•	Market Load List.....	8
•	Buffer Crop Usage.....	9
•	Complaint Log.....	10



Field Activity Log

This all purpose form can be used to keep track of all activities that occur on a given field/ parcel (such as mulching, planting, irrigating, mowing, monitoring for pests etc)

Farm Name: _____ Crop Year: _____

Date	Field name/# or Greenhouse	Activity	Notes



Input records

This form can be used to help you keep track of materials (fertilizers, pest control materials, soil amendments, adjuvants, manure etc) that you apply to your fields/greenhouses.

Farm Name: _____ Crop Year: _____

Date	Field name/# or Greenhouse	Material Applied (Brand Name, Manufacturer, Formulation, Source)	Purpose	Quantity Applied	Application Rate

Additional Notes and Observations:



Compost Production Records

This is an example of a form that can be used if you produce on-farm compost

Farm Name: _____ Production year: _____
 Compost Pile, Windrow or Unit ID: _____ Date Started: _____
 Describe your compost production method:

Feedstocks Used/Sources (including inoculants):	Estimated C/N Ratio

Record date, temperatures maintained and if pile was turned:

Dates	Temperatures	Turned (Yes or No)



Seed and Planting Stock Records

Organic seeds and planting stock must be used unless there is no organic equivalent for a given crop variety commercially available. Use this form to keep track of non-organic seeds and planting stock purchased for use in organic production.

Farm Name: _____ Crop Year: _____

Conventional Seed and Planting Stock Information						
Crop	Variety	Supplier	Lot #	Treated? (Yes or No) Explain:	Confirm GMO/ treatment status	Search for organic equivalent documented



Equipment cleaning log

Equipment used on both non-certified and certified organic land must be cleaned before entering the certified field in order to maintain the organic integrity of your product. This form can be used to document when and what equipment has been cleaned.

Farm Name: _____ Crop Year: _____

Type of equipment	Date Cleaned	Cleaned By

Additional Notes:



Harvest Records

This form can be used to record when and what you harvest and what you do with the harvested products afterwards.

Farm Name: _____ Crop Year: _____

Harvest Date	Field ID	Crop Type	Quantity	Where Stored or Sold	Lot #

Additional Notes: _____



Market Load List

Market Location: _____ Date: _____

Crop	Amount Harvested/Field	Amount sold	Amount remaining



Buffer Crop Usage

Producer Name _____ Crop Production Year _____

Field Number	Crop Harvested	Quantity Harvested	Used for/Sold to



Complaint Log

This log is intended to track complaints and show actions taken.

Complaint	Date Received	Source of Complaint	Action taken	Handled by	Date resolved