

# RECORD KEEPING FORM TEMPLATES\* FOR ORGANIC FARMERS

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\*Forms developed by James A. Riddle and Joyce E. Ford for John Deere and Company's "Go Organic" initiative, based on the OCC/IOIA Organic Certification Form Templates, compiled by the same authors. The forms were updated in 2002 to comply with the requirements of the USDA's National Organic Program.

**FIELD HISTORY SHEET**

Instructions: Fill out this Field History Sheet for all fields (organic, transitional and conventional). You can use your own form as long as it contains the same information. List all inputs used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany your Organic Farm Plan Questionnaire or Organic Farm Certification Update Questionnaire.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional

Producer Name \_\_\_\_\_

Code	Field No.	Acres/ ha.	2002 Crop		2001 Crop		2000 Crop		1999 Crop	
			Crop	Inputs	Crop	Inputs	Crop	Inputs	Crop	Inputs

**NEWLY PURCHASED LAND OR RENTED LAND VERIFICATION**

Instructions: This form is used to verify the 36 month previous land use and inputs applied to land which you have rented or owned for less than 3 years. The landlord or previous owner must fill out and sign it.

Organic Producer Name: \_\_\_\_\_ Crop Production Year: \_\_\_\_\_

**I, \_\_\_\_\_, declare that the parcel(s) of land described below were farmed by me or were under my control during the crop years of \_\_\_\_\_ to \_\_\_\_\_. I also declare that during this time, to the best of my knowledge, there were no herbicides, pesticides, fungicides, fungicide treated seed, synthetic fertilizers or other prohibited materials applied to this land.**

**Description of land by field #, section #, township and county (or other regulatory description):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of acres in parcel(s):** \_\_\_\_\_

**If any prohibited materials were applied, describe what was applied, the specific date of application, and field # or parcel?**

**I submit that the above is true and accurate on this date of** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## SEED VERIFICATION FORM

Please list all varieties, lot numbers, and treatments (insecticides, fungicides, or inoculants) used, for seeds planted or to be planted on your farm. Indicate if the seeds are certified organic, untreated non-organic, or treated non-organic. If organic seed is not purchased, you must show proof of your attempts to source organic seeds. Give information on non-GMO verification analysis.

Producer Name: \_\_\_\_\_

Crop production year: \_\_\_\_\_

<u>Seed Information</u>			Lot #	Is seed organic (O), untreated non-organic (U), or treated non-organic (T)?	Type and Brand of Treatment	<u>Non-GMO analysis if available</u>		
Crop	Variety	Supplier				Name of lab	Date of test	Test results

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## FIELD ACTIVITY LOG

Producer Name \_\_\_\_\_ Field # \_\_\_\_\_ Crop Production Year \_\_\_\_\_

Instructions: This form is used to record the practices and equipment you use for field preparation, planting, and tillage. You can group fields if they are treated the same, i.e., planted to the same crop.

**Field Preparation** List date and activity, i.e., moldboard plowing, chisel plowing, discing.

Date	Activity	Date	Activity	Date	Activity	Date	Activity
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**Monitoring when preparing fields for planting:** Describe soil tilth, moisture, how fields worked up, any problems, any improvements, specific weed populations, or any other observations you made during field preparation.

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**Planting:** Crops and variety planted: \_\_\_\_\_ Seeding rate: \_\_\_\_\_  
 Expected yield: \_\_\_\_\_ Final stand: \_\_\_\_\_

Date	Specific field #	Date	Specific field #	Date	Specific field #	Date	Specific field #
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**Monitoring when planting:** Describe soil tilth, moisture, equipment settings, seeding problems, or any other observations you have.

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**Cultivation Practices:** List date and cultivation activity/equipment. If you walk the fields to hand weed, record that activity as well. Crop growth can be described as excellent, good, average or poor.

Date	Activity/equipment	Crop growth	Date	Activity/Equipment	Crop Growth
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Monitoring when cultivating:** Describe overall crop growth, soil tilth, moisture, how well tillage worked, any problems, specific weed populations, or any other observations you made during cultivation.

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**Pest Monitoring:** List date, specific field #, type of insect or pests, and assessment of crop damage you observed.

Date	Specific field #	Insect/pest	Type of crop damage	Damage assessment		
				Low	Medium	High
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Disease Monitoring:** List date, specific field #, type or description of disease, and assessment of crop damage you observed.

Date	Specific field #	Disease	Type of crop damage	Damage assessment		
				Low	Medium	High
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Harvest Monitoring:** Use harvest/storage records to give more detailed harvest information.

Yield per acre \_\_\_\_\_ % Moisture \_\_\_\_\_ Test Weight \_\_\_\_\_

**INPUT USE RECORD**

Instructions: This record should record inputs, including manure, when they are applied to organic or transitional fields. If applying a multi-product formulation, assign a code letter or number to the input to use on this form instead of writing each product name each time.

<b>Purchase date</b>	<b>Inputs</b>	<b>Brand/Source</b>	<b>Organic status: Approved (A) Restricted (R) Prohibited (P)</b>	<b>Date of application</b>	<b>Rate of application</b>	<b>Field # (s)</b>

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## COMPOST PRODUCTION RECORD

Instructions: Use this form if you produce compost, either from on-farm and/or off-farm ingredients.

Type of compost method:  in-vessel       static aerated pile       windrows       other (specify) \_\_\_\_\_

List all compost ingredients and source.

Ingredient	Source	Amount	C:N Ratio	Residue analysis , if needed
<b>Total C:N Ratio</b>				

USDA Organic Rule requires that composting plant and animal materials be produced through a process that establishes an initial C:N ration of between 25:1 and 40:1, and that a temperature of between 131°F. and 170°F be maintained for 3 days using an in-vessel or static aerated pile system; OR maintain a temperature of between 131°F. and 170°F for 15 days using a windrow composting system, during which the materials must be turned 5 times.

Describe your compost production method: \_\_\_\_\_

Record date, temperatures maintained, and date windrow is turned, if appropriate, depending on method of composting.

Date	Temperature	Date	Temperature	Date Windrow Turned	Date Windrow Turned



## NEIGHBOR NOTIFICATION LETTER

Instructions: The next 2 forms should be used when no prohibited products are applied to an adjoining uncertified field(s) and the organic producer does not want to maintain buffers or setbacks along that field border.

(Date)

(Name and address)

Dear (Name):

I am currently a certified organic farmer with \_\_\_\_\_ (name of your certifying agent), managing my fields consistent with \_\_\_\_\_ (name of your certifying agent) organic standards.

Since you are an adjoining property owner, I need to inform you of my plans and ask for your help. If you plan to use synthetic fertilizers, pesticides, and/or genetically engineered crops on land that adjoins my fields, please take precautions when transporting or spraying to prevent over spray, chemical or genetic drift, or run-off onto my farm. If chemical drift is found on my organic crops or fields, I may be required to wait up to three years before using these fields for organic production. This could also cause loss of my organic certification and/or loss of the organic premium for crops grown on affected fields.

(Optional Paragraph)

I understand that you are currently not using any synthetic fertilizers, pesticides, and/or genetically engineered crops on the (field or pasture) that borders my farm to the \_\_\_\_\_ (east, west, north or south) and adjoins my field #(\_\_\_\_\_). If you are willing to sign the enclosed Verification Of Neighboring Land Use form, I will not be required to maintain a buffer zone between your field and mine. Also indicate the location of your adjoining fields on the map enclosed. Please return the signed statement as soon as possible.

If you would like to know more about my organic certification or have any other questions, please call. Thanks for your help.

Sincerely

(Signature of organic farmer)

Enc.: Verification of Adjoining Land Use form  
Farm map

**VERIFICATION OF ADJOINING LAND USE**

Name of Neighbor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

I verify that the following fields/areas under my management have had no synthetic fertilizers, herbicides, insecticides, or genetically engineered crops applied in the last 12 months. I have no plans to use these synthetic products on these fields in the future 12 months. In the event that I do use any synthetic fertilizers, herbicides, insecticides, or genetically engineered crops, I will inform

\_\_\_\_\_  
(name of organic farmer) of my plans.

Specific Field Identification: (The organic farmer should indicate the organic field ID # that adjoins neighbor's fields before sending to his/her neighbor and indicate fields on the *accompanying field map*).

Organic field ID #	Neighbor's field identification
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I verify that the above information is true and accurate.

\_\_\_\_\_  
Signature of Neighbor

\_\_\_\_\_  
Date Signed



## BUFFER CROP USAGE

Producer Name \_\_\_\_\_

Crop Production Year \_\_\_\_\_

Field Number \_\_\_\_\_ Crop Harvested \_\_\_\_\_ Quantity harvested \_\_\_\_\_ Stored in  
bin number \_\_\_\_\_

Used for (check):  seed  On farm non-organic livestock feed  Sold   
Other \_\_\_\_\_

Sold to: (invoice attached) \_\_\_\_\_

Field Number \_\_\_\_\_ Crop Harvested \_\_\_\_\_ Quantity harvested \_\_\_\_\_ Stored in  
bin number \_\_\_\_\_

Used for (check):  seed  On farm non-organic livestock feed  Sold   
Other \_\_\_\_\_

Sold to: (invoice attached) \_\_\_\_\_

Field Number \_\_\_\_\_ Crop Harvested \_\_\_\_\_ Quantity harvested \_\_\_\_\_ Stored in  
bin number \_\_\_\_\_

Used for (check):  seed  On farm non-organic livestock feed  Sold   
Other \_\_\_\_\_

Sold to: (invoice attached) \_\_\_\_\_

Field Number \_\_\_\_\_ Crop Harvested \_\_\_\_\_ Quantity harvested \_\_\_\_\_ Stored in  
bin number \_\_\_\_\_

Used for (check):  seed  On farm non-organic livestock feed  Sold   
Other \_\_\_\_\_

Sold to: (invoice attached) \_\_\_\_\_

## CROP HARVEST RECORD

Instructions: Keep this record if you harvest crops and sell directly from the field (no storage). This information is used to track your crops from sale back to field of production. If you harvest organic crops with equipment that also harvests non-organic crops, fill in the column on Harvest Equipment Cleaning.

Producer Name \_\_\_\_\_  
 Year \_\_\_\_\_

Crop Production

My organic crops are harvested with machinery used only for organic crops.  Yes  No

Harvest Date	Crop or Product	Field #(s)	Quantity Harvested	Lot #	Buyer/ BOL #	Harvest Equipment		
						Crop/variety harvested prior to organic crop	Methods used to clean	Date cleaned

## CROP HARVEST AND STORAGE RECORD

**Instructions:** Use this form to record your harvest, if you store crops prior to sale or use. The information is used to track your crops from sale back to field of production. If harvest equipment is used for organic and non-organic crops, give information on harvest equipment and how equipment was cleaned, date, and previous crop harvested.

Producer Name \_\_\_\_\_

Bin

# \_\_\_\_\_

Storage/Bin Capacity \_\_\_\_\_

My organic crops are harvested with machinery used only for organic crops.  Yes  No

Harvest Date	Crop or Product	Field #	Quantity In	Quantity Out	Lot #	Buyer/ BOL #	Bin Cleaning	Harvest Equipment		
								Type	Owner	Crop/variety harvested to organic

## CLEAN TRANSPORT AFFIDAVIT

Instructions: This form should be filled out by all organic growers or businesses that are responsible for the transport of organic products.

Grower/Business Name: \_\_\_\_\_

Date transport unit loaded: \_\_\_\_\_

1. Type of transport:  farm wagons     farm truck     bulk semi trailer  
 common carrier     tanker     other \_\_\_\_\_

2. The transportation was arranged by:  grower     buyer     other \_\_\_\_\_

3. Is the form of transportation only used for organic products?  yes  no  
 If no, state products transported prior to organic: \_\_\_\_\_

4. Transport unit was inspected and found to be free of :  
 foreign odors     residues     conventional products  
 other substances which may compromise organic integrity

5. List transport unit ID # with the following information:

Transport unit identification	Organic crop and Lot #	Check (✓) if vehicle was inspected prior to loading organic product	Cleaning method: Check (✓) all that apply. If <i>Other</i> , describe method.				
			Swept	Vacuum	Air blown	Washed	Other

I hereby certify that the above transport units were inspected and cleaned thoroughly using the method indicated to protect the integrity of the organic products being transported.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SPLIT OPERATION OR PARALLEL PRODUCTION CROP RECORD

Instructions: Use this form for all acres of crops where prohibited inputs are used and for crops in transition or conversion to organic production. If the same crop is grown in more than 1 field, the fields can be grouped together.

Name of Producer \_\_\_\_\_

Code: T = In Transition/Conversion to Organic; C = Conventional

Code	Crop Year	Field No.	Total Acres	Crop Planted	Inputs Used	Harvest Date	Total Amount Harvested	Yield per Acre	Storage Bin #	Crop Use Feed (F) Seed (S) Sold (\$)	Date Sold	Buyer

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## AUDIT CONTROL SUMMARY

Instructions: Use the Audit Control Summary to consolidate information about all organic production and sales activities. Include the lot # assigned for each crop sold.

Producer Name \_\_\_\_\_

Name of Farm \_\_\_\_\_

Organic Producer Certification # \_\_\_\_\_

Date Sold	Crop/Product	Lot #	Harvest Amount	\$ Total	Field #	Bin #	PO #	BOL #	Organic Cert. #	Buyer

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# SAMPLE FARM MAP

