



Documentation Forms for Organic Crop and Livestock Producers

By Ann Baier, NCAT
Agriculture Specialist
March 2011

Contents

Use of Documentation Forms	1
National Organic Program (NOP) Regulations: Recordkeeping Requirements for Organic Certification.....	2
Available Templates: Select Forms that Work for Your Operation.....	4
A Note about Tracking Time and Money	8
Feedback Invited for Ongoing Improvement of Forms.....	8
Acknowledgments.....	8
Disclaimer.....	8
Documentation Forms for Organic Crop Producers.....	C1-C25
Documentation Forms for Organic Livestock Producers.....	L1-L17

There are three types of documentation that enable accredited certifying agents (certifiers) to verify a producer’s compliance with the National Organic Program (NOP) Regulations:

- a) The producer’s records of farm/livestock operation activities
- b) The Organic System Plan (OSP)
- c) Audit trail documents (e.g., purchase invoices, organic certificates, contracted custom application or harvest records, soil test results, sales invoices, etc.)

This publication provides a set of documentation forms to help producers of organic crops and livestock record their on-farm practices and production activities. These sample forms provide templates to help farmers organize the records that will be reviewed at inspection.

The Organic Certification Process, in Summary

To become certified, organic crop and livestock producers must demonstrate to an accredited certification agency (certifier) that their operation complies with the National Organic Program Regulations. The process includes completion of an Organic System Plan (OSP), which accompanies the application for certification. The OSP describes how crop and livestock production will comply with the NOP Regulations by detailing the practices, the input materials, and the monitoring procedures that will be used. If the OSP and its accompanying materials indicate that the operation appears to be able to comply with organic regulations, the certifier sends an inspector to conduct an on-site inspection. The purpose of the inspection is to verify that farming or ranching practices are consistent with the OSP and compliant with NOP regulations. It is the inspector’s responsibility to review the producer’s recordkeeping system, including audit trail documents and records kept by the producer to demonstrate compliance with organic regulations. The inspector identifies any areas of concern, and submits a report to the certifier.

For more information, see the ATTRA publication *Organic Certification Process* at http://attra.ncat.org/attra-pub/organic_certification.html

Use of Documentation Forms

The forms in this set provide templates that may be used as they are presented or adapted to individual operations for documenting on-farm practices and input-application activities to demonstrate compliance with organic regulations. The forms can be stored wherever production activities occur, such as the truck, packing or storage area, barn, milk house, or machinery shed. These forms provide ideas for organizing information about your production (and on-farm handling) activities. They are primarily intended to help producers understand how to show compliance with the NOP Regulations for organic certification, but they also foster good business management. Use only those forms that are useful to you and your operation. You may download the entire publication or select individual forms.

Please note that these are not required forms. These forms are provided as templates that can be adapted according to individual business needs. Many certifiers provide documentation/record-keeping forms, and some strongly prefer the use of their own forms. Please check with your certifier in advance of using the forms provided here.

Many farmers and livestock producers find that once they are familiar with the actual language and requirements of the National Organic Program Regulations, it is easier to complete the OSP and implement and track production activities in a way that is readily verifiable. For that reason, ATTRA developed these sets of excerpts to assist producers in finding and understanding the sections of the organic regulations that apply to particular types of operations:

- *Organic Standards For Crop Production: Highlights Of The USDA's National Organic Program Regulations*, http://attra.ncat.org/attra-pub/nopstandard_crops.html
- *Organic Standards For Livestock Production: Excerpts Of USDA's National Organic Program Regulations*, http://attra.ncat.org/attra-pub/nopstandard_livestock.html
- *Organic Standards For Handling (Processing): Highlights Of USDA's National Organic Program Regulations*, http://attra.ncat.org/attra-pub/nopstandard_handling.html

National Organic Program (NOP) Regulations: Recordkeeping Requirements for Organic Certification

NOP Regulations require certified organic producers to keep records that are “adapted to the operation ... disclose all activities and transactions ... [are] maintained for not less than 5 years ... and [are] sufficient to demonstrate compliance” (NOP § 205.103). While NOP regulations require that all producers keep certain kinds of records, and that accredited certifiers verify that information, the regulations do not specify *how* producers must keep records. The format of organic-production records is flexible. Ultimately, records should provide a complete picture of the farming activities and be readily understood by the certifier. They may also be useful for tracking the production activities and business management of the individual operation. It is important, for example, to keep audit-trail documentation that is sufficient to determine the source, transfer of ownership, and transportation of any organic product.

During an inspection, the inspector reviews records of actual practices and compares those to the practices described in the producer’s OSP. Some examples of the types of records that need to be available for review at inspections include audit-trail documents such as seed, fertilizer, and soil amendment documents; pesticide purchase receipts; feed receipts; shipping records; sales invoices; and soil-, tissue-, or water-test results, if applicable.

These sets of documentation/recordkeeping forms are optional. They provide templates for producers to record details about actual practices. For producers who do not elect to use these forms, they remain a useful resource by identifying important and even essential contents for producers to include in their own records. Producers may download these forms and use them as they are or customize them to meet the needs of individual operations. Producers may create their own forms or design an alternative template or format from another source. That said, many certifiers favor a certain type of format and prefer that their certified clients use selected forms.

Rewards of Recordkeeping

Clear records serve multiple functions. These forms are designed to foster recordkeeping by farmers and ranchers seeking to do the following:

- Meet compliance requirements for organic certification to NOP regulations (and some international organic standards, as applicable) by providing templates for documenting required information.

- Improve farm and business management by tracking and organizing relevant information about production activities, including whole-farm, crop, or enterprise planning and budgeting.
- Develop a farming systems approach. Many producers note that keeping records helps them to organize their observations, recognize patterns in relationships across the farm, solve problems, and develop sound plans.

Areas of Recordkeeping Required

The NOP standards for crop and livestock production require that recordkeeping systems (§ 205.103) be adapted to the particular business that the certified operation is conducting and fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited. This may include a description of production activities and practices and their frequency; input substances or material applications—composition, source, and location(s) used; documentation of commercial availability, as applicable; transactions (harvest and sales records); monitoring practices and procedures and their frequency; and management practices and physical barriers to prevent commingling and contamination.

Input Materials

Crop production materials are generally thought of as fertilizers, soil amendments, and pest-management materials, and they also include seeds and planting stock, annual transplants, seed treatments, and inoculants. Livestock production materials may include vaccines, biologics, disinfectants, sanitizers, topical medications, teat dip, anesthetics, parasitocides or homeopathic remedies, cleansers, or structural pest-control materials. The ATTRA publication *Organic Materials Compliance* (<http://attra.ncat.org/attra-pub/organicmaterials.html>) provides information about how to ensure that the materials considered for use are allowed (i.e., on OMRI or WSDA Products list, has the NOP seal on the label, or is certifier reviewed and approved). In general, for both crop and livestock production, materials must be either “natural” (and not listed as a prohibited nonsynthetic), or synthetic and specifically allowed for use in organic crop or livestock production or handling (see National List § 205.600-606). When describing a material to be used, include the complete product name and formulation (as applicable). It is necessary to correctly identify the manufacturer (who formulates, manufactures, and packages a product) in order for you and the certifier to verify that a product is allowed for use in organic production. Be careful to note the manufacturer (distinct from the distributor—a business from which you purchase a product but that does not make it). Identify the purpose for which it will be used (e.g., soil fertility or pest and disease management). Some materials, for example, are allowed for pest management but not as a soil amendment.

Some materials are allowed only for certain purposes and/or under certain circumstances. Complete documentation for the use of annotated or restricted materials includes the circumstances and timing of use and documentation (e.g., documentation of a nutrient deficiency to justify the use of synthetic micronutrients on crops, and preventive livestock health practices and parasite monitoring to justify the use of parasiticides at times other than during the last third of the gestation of organic offspring or during lactation).

Production Audit Trail

The audit trail consists of records that track crops and livestock from their production and management in the field through harvest, transport, and sale. The farmer or livestock producer is responsible for keeping documentation of this journey as long as he or she owns the product. The audit trail is complete when the producer relinquishes custody of the product. Several versions of crop harvest and sales forms are provided in this publication,

each one useful in a specific application. Use the harvest- and sales-record forms that best meet the needs of your type of operation, whether your sales are made in larger quantities—such as several boxes to retail stores or wholesale customers—or in small quantities, such as those sold directly to consumers. Some records, such as direct-marketing records, can serve the dual purpose of harvest and sales records.

Prevention of Commingling and Contamination

Organic producers should be aware of potential sources of product mixing or contamination, also referred to as threats to organic integrity, and take measures to prevent and avoid each potential problem. Some risks may be under a producer's direct control in a split operation, where conventional production is under his or her management. Other risks call for risk-management measures such as notification, establishment of communication, and making requests for the cooperation of others—among them neighbors, county road departments, and utility companies—to minimize opportunities for contamination. The method of cleaning should be appropriate to the material that needs to be removed (how it adheres) and to the equipment (whether surfaces are smooth or rough and/or have corners or crevices). Cleaning methods may be either wet, utilizing spray equipment (rinsing, washing, or scrubbing), or dry (wiping, sweeping, or blowing with compressed air). Some types of equipment can be effectively cleaned by running them empty. For equipment that has no practical means of cleaning, a purge procedure may be the best approach. Several different types of forms are provided for different types of applications. As with other types of recordkeeping, documentation should be available for inspection to support the information recorded by producers. In the case of contamination prevention, these may include letters or statements regarding procedures from businesses providing contract services.

Dry Matter Intake for Ruminant Livestock

Producers need to document that organic ruminant livestock obtain, on average, at least 30% of their Dry Matter Intake (DMI) from grazing during the grazing season (NOP § 205.2, § 205.237, and § 205.240). The grazing season must be at least 120 days long, but it need not be continuous. Producers may choose and describe their methods for estimating Dry Matter Demand (DMD) and calculating DMI. In order to complete a DMI calculation, producers need the following:

- DMD estimates for class(es) of livestock produced. These may be found in tables on the NOP website, in livestock production manuals, and on certifier websites.
- Grazing records (dates livestock are on pasture throughout the year).
- Dry matter content of feeds—may be actual feed test results or values obtained from a chart of average dry matter contents.
- Feeding records for each ration period / class of livestock—type of feed, amounts, and dates fed.

Worksheets A and B below offer one DMI-calculation method. Several certifiers offer similar sample forms to facilitate DMI calculations.

See Appendix A: Dry Matter Intake Calculation Resources for Ruminant Livestock Producers for a more detailed explanation and reference information regarding Dry Matter Intake (DMI) calculations.

Available Templates: Select Forms that Work for Your Operation

The attached recordkeeping/documentation forms are grouped according to the type of information they track. They include different options for diverse types of crop and livestock

producers to record how the descriptions in the OSP were implemented in practice. Choose or adapt the forms that best help you fulfill the main areas of required documentation.

Included Forms

The following forms are included in this publication:

Crops

Land Use Records

NOP § 205.202 Land Requirements

- Field History / Previous Land Use Record: Use this form to document NOP land requirements to establish a date of last application of prohibited materials and determine eligibility for organic certification.
- Land Use History Verification: Use this form to request the land's prior manager to describe the materials that were used.

Activity Records

NOP § 205.2 Records, Crop Rotation; § 205.103 Recordkeeping by Certified Operations; § 205.201 Organic Production and Handling System Plan

- Activity Log: Use this form as one option for recording all types of farm or ranch activities and making notes about various observations.
- Activity Calendar: Use this form as one option for recording all types of farm or ranch activities and making notes about various observations.

Planting and Harvest and Crop Rotation Records

NOP § 205.2 Crop Rotation; § 205.205 Crop Rotation Practice Standard

- Planting and Harvest Record: Use this form to record crop acreage and location, planting and harvest dates, yield, and sales.
- Crop Rotation Record: Use this form to document crop rotations, including harvested crops, cover crops, green manures, and forage crops.

Input Material Records

NOP § 205.2 Agricultural Input, Compost; § 205.203 Soil Fertility and Crop Nutrient Management Practice Standard; § 205.205 Crop Rotation Practice Standard; § 205.601 Synthetic Substances Allowed for Use in Organic Crop Production; § 205.602 Nonsynthetic Substances Prohibited for Use in Organic Crop Production

- Input Material Application Record: Use this form to record inputs, including manure, compost, soil amendments, fertilizers, potting soil, mulch, and pest-management materials.
- Compost Production Record: Use this form to describe how compost-production meets NOP requirements.
- Manure Application / Food Crop Harvest Interval Record: Use this form to document that the NOP-required interval of 90 or 120 days has passed between the application of raw manure and the harvest of a food crop.

Seed and Planting Stock Records

NOP § 205.204 Seeds and Planting Stock Practice Standard; NOP § 205.2 Commercially Available

- Organic Seed Nonavailability Records

- Suppliers of Seed or Planting Stock: Use this form to list the names and contact information of seed- and/or planting-stock suppliers who handle organic products.
- Nonorganic Seed or Planting Stock: Use this form to document the search for organic seed and planting stock as well as the reasons if they are unavailable. Also use this form to document how nonorganic seeds and/or planting stock qualify for an exemption per NOP and have been verified as untreated and non-GMO.
- Documentation of Allowability of Seed Treatments, Coatings, or Inoculants: Use this form to record seed treatments and coatings or inoculants.
- Seed Saving and Plant Propagation Record: Use this document to record the crop, field location, and storage location of harvested seeds and planting stock.

Harvest, Inventory/Storage, Sales, and Transaction Records

NOP § 205.103 Recordkeeping by Certified Operations; § 205.201 Organic Production and Handling System Plan

- Harvest Record: Use this form to track the harvest and sale of organic crops.
- Farmers Market Load List or Farm Stand Sales Record: Use this form to record the crops marketed and sold.
- Harvest Plan and Record “Pick List”: Use this form to record specific crop harvests and their quantities and sales destinations.
- CSA Weekly Harvest and Cost Summary: Use this form to record weekly harvest and sales to CSA members.
- Harvest Instructions / Record: Use this form to record directions for detailed harvest operations that vary with changes of season.
- Total Farm Sales Record: Use this form to summarize sales over the course of a season or a year.
- Storage Inventory Record: Use this form to track product storage and inventory.

Prevention of Commingling and Contamination Records

NOP § 205.201(a) (5 and 6) Organic Production and Handling System Plan; § 205.103 Recordkeeping by Certified Operations; § 205.272, Commingling and Contact with Prohibited Substance Prevention Practice Standard

- Equipment Cleaning Log: Use this form to document the cleanliness or cleaning of all application, harvest, and transport equipment that is not dedicated to organic use.
- Clean Transport Affidavit: Use this form to record verification that transport vehicles used for nonorganic materials are inspected and adequately cleaned.
- Buffer Crop Disposition Records: Use this form to document what happens to crops that are grown on buffer land that may be exposed to contamination from neighboring operations.
- Sample Neighbor Notification Letter: Use this form to request that neighboring landowners complete the Adjoining Land Use form.
- Adjoining Land Use Verification: Use this form for adjoining landowners to list the materials they use in their operations and/or to identify themselves as organic producers.

Livestock

Livestock Origin Records (Ruminant or Non-Ruminant Livestock)

NOP § 205.236 Origin of Livestock

- Livestock List: Use this form to list all livestock for which organic certification is sought.

Livestock Feed Records and Feed Additive and Supplement Records (Ruminant or Non-Ruminant Livestock)

NOP § 205.237 Livestock Feed

- Livestock Feeding Record: Use this form to record feed rations fed on each date to each type and class of livestock.
- Livestock Additive and Supplement Use Record: Use this form to record feed additives and supplements provided to each type and class of livestock.

Livestock Feed / Grazing and Pasture Management Records (Ruminant Livestock)

NOP § 205.237 Livestock Feed, § 205.240 Pasture Practice Standard

- Grazing Days / Grazing Season Record: Use this form to record the days that livestock graze on pasture and the number of days in the grazing season.
- Pasture Rotation / Grazing Schedule / Animal Movement Record: Use this form to track the movement of animals and the rotation schedule of pastures.
- Ruminant Dry Matter Intake (DMI)—Calculation Methods Description and Summary of DMI Calculations from Feed and Grazing for All Ruminant Livestock in the Operation: Use this form to describe the methods of estimating Dry Matter Demand and summarize DMI percentages.
- Dry Matter Intake (DMI) Calculation Worksheet for Ruminants
 - Worksheet A – DMI from Non-pasture Feed Sources and from Grazing During Each Ration Period: Use this form to document DMI during the grazing season.
 - Worksheet B – Calculating the Average DMI from Pasture for the Grazing Season: Use this form to calculate the average DMI from grazing for each type and class of animal over the grazing season.

Livestock Health Records (Ruminant and Non-Ruminant Livestock)

NOP § 205.238 Livestock Health Care Practice Standard

- Livestock Health Record—Individual Animal: Use this form to record various aspects of individual animal management.
- Livestock Health Record—Poultry Flock: Use this form to record various aspects of poultry flock management.
- Livestock Materials List: Use this form to list specific materials for the care of organic animals and their environment.

Livestock Living Conditions—Outdoor Access and Temporary Confinement Records (Ruminant or Non-Ruminant Livestock)

NOP § 205.239 Livestock Living Conditions

- Non-Ruminants: Temporary Confinement / Outdoor Access Restriction Record: Use this form to describe the circumstances and reasons for actual temporary confinement of animals.

- Ruminants: Temporary Confinement / Outdoor Access and/or Pasture Grazing Restriction Record: Use this form to describe the circumstances and reasons for temporary confinement of animals and/or reasons animals are denied outdoor access or the ability to graze.

A Note about Tracking Time and Money

While not required by NOP regulations, many of these recordkeeping/documentation forms could easily be adapted to include space or information fields for recording time (management and labor) and financial information. For some, adding those fields may offer the convenience of consolidating information on one form to facilitate the budgeting of time and money. Others prefer to keep financial information and budgeting separate from organic compliance.

Feedback Invited for Ongoing Improvement of Forms

A great deal of work with certified organic farmers and ranchers, inspectors, and certifiers has gone into developing these forms. Even so, learning is an ongoing process. Farmers and ranchers find better ways of doing things every day, including keeping records. The National Center for Appropriate Technology (NCAT) welcomes practical feedback and suggestions for improving these forms by phone through its ATTRA project at 800-346-9140 or by email at askanag@ncat.org.

Acknowledgments

These documentation forms were extensively revised in 2011 by NCAT in cooperation with the U.S. Department of Agriculture's National Organic Program (NOP). Distribution is provided by NCAT's ATTRA Project, the National Sustainable Agriculture Information Service.

Disclaimer

As with all matters of organic compliance for certification, always check with your certifier to verify that the forms you plan to use constitute sufficient documentation for the activity.

For more information, please contact the
USDA National Organic Program:

U.S. Department of Agriculture
Agricultural Marketing Service
National Organic Program
1400 Independence Avenue, SW
Stop 0268, Room 2640-S
Washington, DC 20250-0235
Tel. 202-720-3252
Fax 202-205-7808
www.ams.usda.gov/NOP



Documentation Forms for Organic Crop Producers

Field History / Previous Land Use Record

Use this form to document land requirements per NOP § 205.202, including date, location, and identity of all materials applied to the land during the past 36 months in order to establish a date of last application of prohibited materials and determine eligibility for organic certification. Complete one form for each location for which you have completed a Land Requirements Form. Include all fertilizer and pest-management materials applied. Attach additional pages if needed.

Field, Pasture, or Location ID:

Year	Crop or Land Use	Material / Product Brand Name	Manufacturer	Application Date(s)
This year: 20__				
Last year: 20__				
Two years ago: 20__				
Three years ago: 20__				

The information provided above is complete and accurate to the best of my knowledge:

Signature

Date





Documentation Forms for Organic Crop Producers

Land Use History Verification

Organic Producer Name: _____

Crop Production Year: _____

I, _____, affirm that the parcel(s) of land described below were farmed/ranched by me or were under my management and control during the following dates: _____ - _____. I also affirm 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 parcel(s) by assessor’s parcel number, county, township/section/range, (or other regulatory description):

Number of acres in parcel(s): _____

All materials that have been applied to any of these fields are described below: what was applied, the specific date of application, and field number or parcel. No materials applied.

Parcel / Field Location & Crop	Material / Manufacturer	Date Applied

I submit that the above is true and accurate on this date of _____

Signature _____

Name (printed) _____





Documentation Forms for Organic Crop Producers

Activity Calendar

Use this form to record all types of farm or ranch activities and make notes about observations. Include details about crops and/or livestock at a given location: planting, input applications, mowing, irrigation, pest monitoring, weather, etc. Records may be kept in any type of notebook or format.

Month/Year:

Farm/Location:

	1	2	3 Example: <i>Planted 200 lb/ acre org. soil builder cover crop, Field A</i>	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





Documentation Forms for Organic Crop Producers

Planting and Harvest Record

Use this form to record crop acreage and location (for documentation of crop rotation), planting and harvest dates, yield, and sales (for production verification audit).

Location	Crop Variety / Source or Lot#	Transplant / Seeding or Wet Date (if irrigated)	Harvest Date(s)	Harvest Quantity / Yield	Buyer / Price
<i>Example: Field A, 1 ac.</i>	<i>Waltham butternut, Johnny's</i>	<i>Direct seeded, wet 5/20</i>	<i>8/31</i>	<i>25 boxes</i>	<i>ABC market</i>





Documentation Forms for Organic Crop Producers

Crop Rotation Record

Use this form to document crop rotations. Please note that the term “crops” includes not only those intended for harvest and sale, but also cover crops or green manures that are incorporated or pasture and forage crops that are grazed. (Alternatively, field maps may be copied to note the crops grown each year in each location. Maps can be a mainstay of recordkeeping systems if they include soil-fertility and pest-management inputs.)

Farm:

Location ¹	Year/Season & Crop(s) Planted	Year/Season & Crop(s) Planted	Year/Season & Crop(s) Planted	Year/Season & Crop(s) Planted
<i>Example: Field 1</i>	<i>Summer 2011: Tomatoes Winter cover crop: bell beans</i>	<i>Summer 2011: Broccoli Fall: (12 mo) Strawberries</i>	<i>Winter 2011-12 cover crop: Soil builder mix (oat, barley, bell beans, peas)</i>	<i>Summer 2012: Cucumbers Winter cover: oats and vetch</i>

¹Farm, ranch, field, pasture, parcel, plot, or bed.



Documentation Forms for Organic Crop Producers

Input Material Application Record

Use this form to record application of all types of inputs, including manure, compost, soil amendments, fertilizers, planting media or potting soil, mulches, and pest-management materials. Please be as specific as possible, and use the complete product name. (This form has many possible modifications. For example, if you use multiple inputs in a given location and/or crop, write the location and crop at the top of the form and eliminate that column in the chart.)

Farm or Ranch Location/Crop:

Year:

Date Applied	Location and Crop ²	Material ³ Product Name	Source/Manufacturer ⁴	Purpose / Reason for Use ⁵	Organic Status Verification ⁶	Application Method and Rate / Amount
<i>3/1</i>	<i>Field 1 Broccoli</i>	<i>Dipel DF</i>	<i>Valent BioSciences</i>	<i>Worm control</i>	<i>OMRI listed</i>	<i>½ lb/acre</i>

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: receipts for purchased inputs, labels for any materials not listed on an approved list, receiving/source records for any free input materials, or county Pesticide Use Reports.

²Farm, field, parcel, or bed, and crop (including cover crops, green manures, pasture, etc.).

³Material or product name and formulation, if applicable.

⁴Source or Manufacturer. It is necessary to correctly identify the manufacturer (the one that formulates, manufactures, and packages a product) in order to verify whether a product is allowed for use in organic production. Be careful to note the manufacturer (distinct from the distributor—a business from which you purchase a product but that does not make it).

⁵Purposes may include soil fertility and pest- or disease-management, etc. Some materials, for example, are allowed for pest management but not as a soil amendment.

⁶OMRI or WSDA List, NOP Seal on label, or certifier review and approval.





Documentation Forms for Organic Crop Producers

Compost Production Record

Use this form to describe how your compost-production process meets the requirements of the definition of compost and NOP § 203(c)(2) or NOP Guidance 5021.

Farm Name: _____ Production Year: _____

Compost System: Windrow Static Aerated Pile In-Vessel

Other (specify) _____

Compost Pile, Windrow or Unit ID:

Location/Method of Temperature Reading:

Feedstocks / Materials Used (and quantity):	Estimated C/N Ratio of mixture:
<i>Example: Weeds and crop residues, Chicken manure, Spoiled hay, Kitchen waste</i>	30:1

Date	Temperature	Turned?	Initials of Responsible Party

Notes:





Documentation Forms for Organic Crop Producers

Manure Application / Food Crop Harvest Interval Record

Use this form to document that the requirement for the interval of 90 or 120 days between the application of raw manure and harvest of a food crop has been met. (NOP § 205.2: Manure, and § 205.203 (b)). Optional: Additional notes can be added regarding compliance with international standards; disregard that column if it's not applicable.

Farm:

Year:

Location and Crop	Date /Rate of Manure Application	Date of Harvest— Estimated	Date of Harvest— Actual	How Applied / Incorporated	Manure Type, Form and Source	Documentation of EU Compliance
<i>Example: Field 1Lettuce</i>	<i>3/1 5 tons/ acre</i>	<i>7/1</i>	<i>7/15</i>	<i>Manure spreader disk in</i>	<i>Chicken, dry, on farm</i>	<i>Organic certificate</i>

Documentation should be available for inspection to support the information recorded by producers, including receiving/source records. International standards and some concerns related to NOP regulations may necessitate letters describing animal manure production systems, additives, etc.





Documentation Forms for Organic Crop Producers

Seed Records Part A: Suppliers of Seed or Planting Stock

Use this set of forms to document your search for commercially available organic seed—or reasons for the lack thereof—if any nonorganic seed or planting stock is used.

Use Part A to list the names and contact information of seed- and/or planting-stock suppliers who handle organic seed and/or planting stock as well as who you contact regarding availability of what you seek to purchase—and notes about commercial availability (quantity, quality, and form). It will serve as a reference with contact information for potential sources of organic seed (see also ATTRA's Directory of Organic Seed Sources http://attra.ncat.org/attra-pub/organic_seed/).

Use Part B to document your search for organic seed and stock as well as the reasons for the lack of commercial availability (quantity, quality, and form) if nonorganic seed or planting stock are used.

Use Part C to document the compliance of any seed treatments, coatings, or inoculants used.

Part A: Potential Seed Sources

Company or Seed Source	Contact Information	Abbreviation



Documentation Forms for Organic Crop Producers

Seed Records Part B: Nonorganic Seed or Planting Stock

Use this form to list all nonorganic seeds and/or planting stock used or planned for use, documenting how the seeds and/or planting stock listed below a) qualify for an exemption allowing the use of nonorganic seed and/or planting stock when an equivalent organically produced variety is not commercially available, and if so, b) that they have been verified to be untreated and non-GMO.

If applicable, complete part C (on page C12) or adapt this form to list seed treatments, coatings, or inoculants.

Nonorganic Seed or Planting Stock Type and Variety	Supplier / Quantity Used	Reason for Commercial Nonavailability: form, quality, quantity (explain as needed)	Suppliers Contacted (list numbers or abbreviations from list of seed suppliers)	Documentation of Allowed Status: a) allowed list b) no prohibited treatments c) non-GMO

Documentation should be available for inspection to support the information recorded by producers, including the following as applicable: purchase receipts, order forms and special requests, and organic certificates (current copy) for all annual seedlings or transplants.



Documentation Forms for Organic Crop Producers

Seed Records Part C: Documentation of Allowability of Seed Treatments, Coatings, or Inoculants

Use this form to record seed treatments and coatings or inoculants, or adapt form B to include these materials and practices.

Date	Location	Crop / Variety	Inoculant or Seed Coating	Documentation of Allowed Status





Documentation Forms for Organic Crop Producers

Seed-saving and Planting-stock Propagation Record

Harvest Date	Crop / Variety	Field / Location of Harvest or Propagation	Quantity / Storage Location





Documentation Forms for Organic Crop Producers

Harvest Record

Use this form to track harvest and sale of your organic crops. The audit trail is complete when the producer releases control of the product.

Farm Name: _____

Crop Year/Season: _____

Harvest Date	Location (Field or Parcel ID)	Crop	Quantity	Where Stored or Sold

Documentation should be available for inspection to support the information recorded by producers, including, as applicable: receipts and organic certificates for any purchased product; transport records (e.g., delivery tags, receiving tags, bills of lading, and clean transport records); and sales records (purchase orders, invoices, or other types of records of the transaction).





Documentation Forms for Organic Crop Producers

Farmers Market Load List or Farm Stand Sales Record

Farm Name: _____

Location: _____

Date(s): _____

Crop or Product	Unit of Measure (bunches, baskets, boxes, lb., etc.)	Quantity		Sold		
		To Market:	Remaining:	Quantity	Price*	Revenue

* Prices may change through the market for a variety of reasons.

Expenses

Farmers market stall fee: _____

Mileage: (Number of miles round trip x \$.50/mile (current government rate) = _____

Wages of employees to staff market (number of hours x \$_____/hour = _____

Miscellaneous expenses (specify) _____

Total Expenses: _____





Documentation Forms for Organic Crop Producers

Harvest Plan and Record “Pick List”

Use this form to record (plan for) specific crop harvest, with quantities and sales destinations.

Date:

Farm or Location:

	Markets (across)	<i>Example:</i> <i>Sunnyside</i> <i>Market</i>					
Crops (down)	Harvest Location (specific)						
<i>Example:</i> <i>Arugula</i>	<i>Field 1</i>	<i>1 box (12</i> <i>bunches)</i>					





Documentation Forms for Organic Crop Producers

Community Supported Agriculture (CSA) Weekly Harvest And Cost Summary

Use this form to record weekly harvest and sales to CSA members. In addition to NOP compliance, this form provides a farm-management and financial tool.

Week of:

Weekly Share Price for Full Share:

Produce	Crop / Variety	Source (farm or purchased product ⁷)	Quantity of Product	Value of Product ⁸	Quantity (number of shares)	Total Value or Revenue ⁹
LABOR	Worker	Rate		Hours		Total
DELIVERY	Route	Miles	Rate			Total
Other CSA-Related Travel or Expenses						

⁷Purchased product should be indicated on this list as well as in any written communication (such as a weekly newsletter) that shareholders receive, so that anyone can tell where each product comes from and whether it is certified organic.

⁸Value. This column is included to help the farmer align future share price with the box contents (generally established by the price of that item if it were to be sold at a farmers' market).

⁹This column may be used to record either total value of produce sold or total revenue. These are two different pieces of information, both of which may be useful to the farmer to help determine the profitability of current practices and future pricing. CSA shares are generally purchased by the season or month. If used to record revenue, the column merely provides a reference to compare costs with revenues on a weekly basis.





Documentation Forms for Organic Crop Producers

Harvest Instructions / Record

Use this form to record clear directions for accomplishing detailed harvest operations that vary frequently from day to day with the changing of the season—such as a market-garden harvest for direct markets—and to provide a record of harvest totals. This form may be especially useful when working with new farm employees. This is one of several options for harvest records; use the one that best meets your farm’s needs.

Date:

Market (or CSA Distribution):

Location	Crop	Variety	Quantity	Comments (quantity, special harvest instructions, post-harvest handling, storage, etc.)	Initial When Complete
<i>Example: Bed A</i>	<i>Parsley</i>	<i>Curly</i>	<i>10 bunches</i>	<i>Size of bunches—loosely gathered, should fill the space between thumb and index finger.</i>	





Documentation Forms for Organic Crop Producers

Total Farm Sales Record

Use this form to summarize sales over the course of a season or year, such as a total of Farmers Market sales or other types of sales.

Farm Name:

Crop Year:

Date of Sale or Delivery	Market or Buyer	Record and Location	Total Sales Receipts \$	Expenses	Net for Market

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: receipts and organic certificates for any purchased product; transport records (e.g., delivery tags, receiving tags, bills of lading, and clean transport records); and sales records (purchase orders, invoices, or other types of records of the transaction).



Documentation Forms for Organic Crop Producers

Storage Inventory Record

Use this form to track product storage and inventory balance.

Crop or Product Stored	Storage Location and Type	Quantity / Date In	Quantity / Date Out	Inventory Balance

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: grower statements, invoices, delivery/receipting tags, and other types of audit-trail documents. The audit trail is complete when the producer releases control of the product.





Documentation Forms for Organic Crop Producers

Equipment Cleaning Log

Use this form to record cleaning of all application, harvest, and transport equipment that is not dedicated to organic operations but is also used for nonorganic materials and to verify adequate cleanliness to ensure that nonorganic products and/or prohibited materials do not contaminate organic crops or products. The producer may modify this form to include equipment and cleaning procedures (to avoid repetitive entries) with spaces to be checked off when completed.

Date	Equipment or Surface	Cleaning Methods and Materials	Responsible Party





Documentation Forms for Organic Crop Producers

Clean Transport Affidavit

Use this form to record how transport vehicles used for nonorganic materials are verified as being inspected and/or cleaned adequately to ensure that nonorganic products and/or prohibited materials do not contaminate the organic crops or product.

Producer/Business Name: _____

Date Transport Unit Loaded: _____

1. Type of transport: farm wagons farm truck bulk semi trailer
 common carrier tanker other (specify) _____

2. The transportation was arranged by: grower buyer other (specify) _____

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 (describe as needed) _____

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

Transport Unit / Vehicle Identification	Organic Crop and Lot #	Check (✓) if vehicle was inspected prior to loading organic product	Cleaning method: Check (✓) all that apply. If Other, 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





Documentation Forms for Organic Crop Producers

Buffer Crop Disposition Records

Use this form to document what happens to crops that are grown on buffer land that is organically managed but may be exposed to some risk of contamination from neighboring land such that the crop should not be sold as organic. Documentation should be appropriate to the nature of the buffer zone and the quantity of crop produced there. Buffer crop disposition options may include harvest and sale as nonorganic, harvest for home use, donation to workers or gleaners, or disking under. Commercial quantities of crops require more formal documentation (delivery tags and nonorganic sales records) to show that the buffer crop has not been represented as organic. If the amount of product is small and the product is not sold, less formal documentation—such as this form—may suffice. Always check with your certifier to agree on what constitutes sufficient documentation—before harvest season arrives.

Location: *Example: North side of Parcel 1, one row of apple trees (25 trees).*

Buffer Crop: *Example: Fuji Apples*

Map: *Example: Map shows neighboring conventional apple orchard to the south of parcel. Note indicates that the land is flat; no slope. Arrows indicate cardinal direction, north, and prevailing winds from the east.*

Marking: *Red ribbon is tied around the trunks of all buffer trees before harvest crews arrive. Dated photograph in file matches day before harvest.*

Date	Crop / Variety	Location	Disposition (sold, donated, home use, disked, etc.)	Quantity (in case of a harvest)	Sales (gross revenue in dollars)	Documentation (type and location)
10/1	Fuji apples	Parcel 1 North side, Single row	Sold as conventional	1 4x4 bin		Delivery tag and sales record, Apple Bob's, In filing cabinet, buffer crop folder



Documentation Forms for Organic Crop Producers

Sample Neighbor Notification Letter

(Date)

(Name and address)

Dear (Name):

I am currently a certified organic farmer with _____ (name of your certifying agent), managing my fields in a manner consistent with the USDA National Organic Program regulations.

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 Adjoining 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 letter

Farm map



Documentation Forms for Organic Crop Producers

Adjoining Land Use Verification

I verify that I am the farmer of Location _____.

I am aware that my neighbor, _____ (name) whose land borders my farm(s) the (N,E,S, and/or W) side(s) is certified organic. I also understand that it is important to his or her business that organic crops and land be protected from contact with certain substances—such as synthetic fertilizers, herbicides, insecticides, fungicides, other pesticides and genetically modified organisms—that are not allowed in organic farming. Buffer zones are required to be sufficient to prevent contamination.

The following statements in this affidavit will help the organic certifier determine what type of buffer the organic farmer named above needs to maintain. Please check all that are true.

I am an organic farmer, with current certification by _____(name of certifier) (or exempt from certification due to sales).

OR

The materials I routinely use on my farm include the following:

synthetic fertilizers

herbicides

insecticides

fungicides

treated wood

other (specify)

I do not use any of the above materials on my farm

I use the materials checked above, but not on the fields adjoining my neighbor's property.

The distance between where I use the materials checked above and my organic neighbor's property is ____feet.

I agree to notify my organic neighbor when I plan to use these materials on adjacent land.

Signature of neighbor

Date

Farm Name

Address

Phone number





Documentation Forms for Organic Livestock Producers

Livestock List

Use this form to list all livestock—individual animals or flocks—currently in your operation for which organic certification is sought. A list of all livestock should be part of your Organic System Plan (OSP), which must be updated when changes are made or at least annually.

Type and Class of Livestock (life stage and purpose: breeder stock, slaughter stock, or production animals—milk, eggs, fiber, etc.)	Species and Breed	Animal Identification/ Number of Animals	Age and Source: On-farm or Purchase Source	Birth or Hatch Date	Starting Date of Organic Management

Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: receipts for purchased livestock (dates, sources, age of livestock); organic certificates (current copy) for all livestock purchased as certified organic; and management records (feed production/purchase and health care) showing start (conversion) or continuance of organic management of animals for which certification is requested.





Documentation Forms for Organic Livestock Producers

Livestock Additive and Supplement Use Record

Use this form to record actual feed additives and supplements provided to each type and class of livestock whether they are added to feed, free choice, or administered in some other manner.

Date(s)	Feed Additive or Supplement	Delivery Method/Total Fed



Documentation Forms for Organic Livestock Producers

Pasture Rotation/Grazing Schedule/Animal Movement Record

Use this form to track the movement of animals and pastures grazed.

Ranch/Location	Pasture/Paddock	# Head	Livestock Type/Class	Begin Date	End Date



Documentation Forms for Organic Livestock Producers

Ruminant Dry Matter Intake (DMI)

Calculation Methods Description and Summary of DMI Calculations from Feed and Grazing for All Ruminant Livestock in the Operation

Use this form to describe your methods for estimating Dry Matter Demand (DMD) and to summarize your calculations of Dry Matter Intake (DMI) percentages during the grazing season for each class of livestock.

Source of information used for DMD estimates (table or body-weight-percentage calculation): _____

Source of dry matter content of feeds (actual feed test results or specify chart of average dry matter content): _____

Use this table to summarize your calculations of DMI from pasture or forage grazed during the grazing season for each class of livestock you manage.

Class of Ruminants (Please specify the breed if you raise multiple breeds.)	Number of Days in the Grazing Season (from grazing and feeding records) Must be >120 to be in compliance.	Grazing Season Average Percentage of DMI from Pasture/ Grazing (Calculations must be available for inspection.) Percentage of DMI from grazing must be > 30% to be in compliance.			
		Average Weight lbs. per animal	DMD lbs./day	DM from feed fed	% DMI from Grazing
Young Stock over 6 Months of Age (calves, lambs, kids)					
Slaughter Stock					
Young Stock / Heifers					
Bred Heifers					
Lactating Animals					
Dry Animals					
Other (specify):					

Dry Matter Grazed = Dry Matter Demand - Dry Matter Fed (non-pasture feedstuffs)

% DM Fed + % DM Grazed = 100



Documentation Forms for Organic Livestock Producers

Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

Use Worksheets A and B to estimate the Dry Matter Demand and calculate the Dry Matter Intake of ruminants. If there is just one type of feed ration during the grazing season, one Worksheet A will suffice. If rations change during the grazing season, use Worksheets A and B in sequence to calculate average DMI from pasture during the grazing season for each type and class of animal.

Grazing Season/Ration Period Dry Matter Intake Calculation Worksheet A (Example): DMI from Nonpasture Feed Sources and from Grazing During Each Ration Period

Use this form to document Dry Matter Intake (DMI) during the grazing season. Use separate worksheets for each type and class of livestock. Complete one Worksheet A for each distinct grazing/ration period (each time the feed ration changes during the grazing season). Then use Worksheet B to calculate the average DMI from pasture over the entire grazing season.

Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

A blank Worksheet A is available on the next page.

Operation Name <i>Example</i>				Date and Year <i>January 1, 2011</i>								
Ration Name/Type <i>Early lactation corn, hay, pasture</i>				Livestock Type (species, breed, average weight) <i>Early-lactating Holstein cows, 1200 lbs.</i>								
Time Period This Ration Is Fed (during grazing season ONLY) Season: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Number of Days: <i>30</i>				Class of Animal <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):								
Number of Animals: <i>30</i>		Dry Matter Demand (in lbs.): <i>34 lbs/day</i>		Source of DMD Values: <i>NOP Dairy tables for large-breed milk cows</i>								
				Source of Feed Dry Matter Values: <i>NRC Nutrient Required for Dairy Cattle</i>								
Feed Type (list all other than pasture)	Average Weight Fed (per animal per day in lbs.)	×	Dry Matter Content of Feed Source as %	=	DMI Fed (in lbs.)							
<i>Corn</i>	<i>18</i>	×	<i>.89</i>	=	<i>16.02</i>							
<i>Hay</i>	<i>15</i>	×	<i>.90</i>	=	<i>13.50</i>							
		×		=								
Total DMI Fed from Non-pasture (sum of DMI lbs. of each type)						29.52						
Dry Matter Demand (lbs.)	-	Total DM fed	=	DMI from pasture	÷	Dry Matter Demand	=	DMI ratio	×	100	=	% DMI from pasture
<i>34</i>	-	<i>29.52</i>	=	<i>4.48</i>	÷	<i>34</i>	=	<i>.13</i>	×	<i>100</i>	=	<i>13%</i>

Dry Matter Demand: The DMD for a given type and class of animals will likely change during the course of the grazing season because animals grow, and milk production changes over time. Each calculation should use a DMD value based on your best estimate of average weight/productivity during each ration period.

Dry Matter Content: Feed sources may vary in moisture contents, especially fresh and ensiled feeds. Please provide the source and accuracy of each material's dry matter content and explain any significant variation from reference values.



Documentation Forms for Organic Livestock Producers

Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

Grazing Season/Ration Period Dry Matter Intake Calculation Worksheet A DMI from Nonpasture Feed Sources and from Grazing During Each Ration Period

Use this form to document Dry Matter Intake (DMI) during the grazing season. Use separate worksheets for each type and class of livestock. Complete one Worksheet A for each distinct grazing/ration period (each time the feed ration changes during the grazing season). Then use Worksheet B to calculate the average DMI from pasture over the entire grazing season.

Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

Operation Name			Date and Year								
Ration Name/Type			Livestock Type (species, breed, average weight)								
Time Period This Ration Is Fed (during grazing season ONLY) Season: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Number of Days:			Class of Animal <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):								
Number of Animals:		Dry Matter Demand (in lbs.):	Source of DMD Values:								
			Source of Feed Dry Matter Values:								
Feed Type (list all other than pasture)	Average Weight Fed (per animal per day in lbs.)	×	Dry Matter Content of Feed Source as %	=	DMI Fed (in lbs.)						
		×		=							
		×		=							
		×		=							
Total DMI Fed from Non-pasture (sum of DMI lbs. of each type)											
Dry Matter Demand (lbs.)	-	Total DM fed	=	DMI from pasture	÷	Dry Matter Demand	=	DMI ratio	× 100	=	% DMI from pasture
	-		=		÷		=		× 100	=	

Dry Matter Demand: The DMD for a given type and class of animals will likely change during the course of the grazing season because animals grow, and milk production changes over time. Each calculation should use a DMD value based on your best estimate of average weight/productivity during each ration period.

Dry Matter Content: Feed sources may vary in moisture contents, especially fresh and ensiled feeds. Please provide the source and accuracy of each material's dry matter content and explain any significant variation from reference values.



Documentation Forms for Organic Livestock Producers

Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

Grazing Season Dry Matter Intake (DMI) Calculation for Ruminant Livestock Worksheet B (Example): Calculating the Average DMI from Pasture for the Grazing Season

Use this form to calculate the average DMI from grazing for each type and class of animal over the entire grazing season. Use all completed copies of Grazing Season/Ration Period DMI Calculation Worksheet A for a type and class of animal to provide input into this worksheet. Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

A blank Worksheet B is available on the next page.

Operation Name/Year <i>Example</i>	Class of Animal <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):
Total # Days in Grazing Season (from table below = total # of days fed during the grazing season) 170	# Animals in Group 30

Using your completed copies of Worksheet A, enter the ration dates, number of days fed, and % DMI from pasture for each distinct feed ration period during the grazing season in the table below. To calculate the weighted average DMI from pasture for the entire grazing season, multiply the % DMI for each grazing/ration period by the number of days in that period, then divide the sum of those numbers by the total number of days in the grazing season (all grazing/ration periods), and multiply by 100 to convert this number to a percentage.

Ration Name/Type/ID	Dates Fed	# of Days Fed	×	Daily DMI from Pasture (from DMI worksheet)	=	DMI from Pasture during period
<i>Spring transition</i>	<i>April 10 – May 10</i>	<i>30</i>	×	<i>.13</i>	=	<i>3.9</i>
<i>Summer grazing</i>	<i>May 11 – Sept 30</i>	<i>110</i>	×	<i>.70</i>	=	<i>77</i>
<i>Fall grazing</i>	<i>Oct 1 – Nov</i>	<i>30</i>	×	<i>.25</i>	=	<i>7.5</i>
			×		=	
Totals		<i>170</i>				<i>88.4</i>
Total DMI from Pasture	÷	Total Days in Grazing Season (× 100 to convert to percent)			=	Grazing Season Average % DMI
<i>88.4</i>	÷	<i>170 (×100)</i>			=	<i>52%</i>

Note: The spring transition number above is from the example Worksheet A. The summer and fall grazing/ration period examples above are assumed. These calculations would be documented on two additional copies of Worksheet A. Producers need to complete a separate Worksheet A for each distinct ration period (each time rations change) during the grazing season in order to calculate the DMI from pasture to input into this worksheet. These are only examples. Individual farms will likely have different grazing season /ration periods depending on feeds fed and pasture availability.



Documentation Forms for Organic Livestock Producers

Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

Grazing Season Dry Matter Intake (DMI) Calculation for Ruminant Livestock Worksheet B Calculating the Average DMI from Pasture for the Grazing Season

Use this form to calculate the average DMI from grazing for each type and class of animal over the entire grazing season. Use all completed copies of Grazing Season/Ration Period DMI Calculation Worksheet A for a type and class of animal to provide input into this worksheet. Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

Operation Name/Year	Class of Animal <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):
Total # Days in Grazing Season (from table below = total # of days fed during the grazing season)	# Animals in Group

Using your completed copies of Worksheet A, enter the ration dates, number of days fed, and % DMI from pasture for each distinct feed ration period during the grazing season in the table below. To calculate the weighted average DMI from pasture for the entire grazing season, multiply the % DMI for each grazing/ration period by the number of days in that period, then divide the sum of those numbers by the total number of days in the grazing season (all grazing/ration periods), and multiply by 100 to convert this number to a percentage.

Ration Name/Type/ID	Dates Fed	# of Days Fed	×	Daily DMI from Pasture (from DMI worksheet)	=	DMI from Pasture during period
			×		=	
			×		=	
			×		=	
			×		=	
			×		=	
Totals						
Total DMI from Pasture	÷	Total Days in Grazing Season (× 100 to convert to percent)			=	Grazing Season Average % DMI
	÷				=	



Documentation Forms for Organic Livestock Producers

Livestock Health Record—Individual Animal

Use this form to record individual animal management, as applicable: preventative health care practices, administration of vaccinations, medications and parasiticides, physical alterations, location, breeding, reproduction, medications, parasiticides, sale, and culling/mortality.

Animal/Herd/Flock ID				
Date of Birth	Maternity (Dam)		Paternity (Sire)	
Date of Purchase	Source, Age, and Other Information			
Date of Sale	Buyer		Sold as Organic? Y/N	
Date of Death	Cause of Death			
Vaccinations and Veterinary Biologics				
Date(s)	Material(s)			
Physical Alterations (castration, branding, ear notching, etc.)				
Date(s)	Procedure(s)			
Medications/Remedies/Supplements				
Date(s) Administered	Product(s) (including parasiticides)		Reason for Use	
Breeding and Reproduction				
Date(s)	Breeding Info. (natural/AI)	Pregnancy Checks	Birthing (freshening)	Offspring ID



Documentation Forms for Organic Livestock Producers

Livestock Health Record—Poultry Flock

Use this form to record poultry flock management (for animals that are managed consistently and uniformly as a group): preventative health care practices, administration of vaccinations and medications, physical alterations, location, reproduction, medications, sales, and culling/mortality.

Flock ID/Location		
Hatch Date	Number Purchased	Date of Purchase/Delivery
Source		
Layers		
Date Egg Laying Began		
Meat Birds		
Date of Harvest of Meat Birds		
Date of Sale	Buyer	Sold as Organic? Y/N
Vaccinations and Veterinary Biologics		
Date/By Whom? (hatchery or farm)	Material(s) Administered	
Physical Alterations (castration, beak trimming, spur removal, etc.)		
Date(s)	Procedure(s)	
Medications/Remedies/Supplements		
Date(s)	Product(s)	Reason for Use
Culling/Mortality Incidents		
Date(s)	Explanation	



Documentation Forms for Organic Livestock Producers

Livestock Materials List

Use this form to list the specific materials you keep (inventory or accessible for use) for the care of organic animals and their environment. A list of materials used or planned for use should be part of your Organic System Plan (OSP), which must be updated when changes are made or at least annually.

Type of Material (e.g., vaccine, biologic, disinfectant, sanitizer, topical medication, teat dip, anesthetic, parasiticide, or homeopathic remedy; cleanser or structural pest-control materials)	Brand Name and Manufacturer	Disease or Health Problem to be Prevented or Treated/In What Type and Class of Livestock	Compliance Records Kept (dates and circumstances of use if material is annotated or restricted)*

* Documentation should be available for inspection to support the information recorded by producers, including the following, as applicable: purchase receipts, labels for all inputs, and veterinary records. If prohibited materials are used to restore an animal to health (e.g., antibiotics use that results in the loss of organic status), records show how treated animals are identified and segregated.



Documentation Forms for Organic Livestock Producers

Non-Ruminants: Temporary Confinement/Outdoor Access Restriction Record

Use this form to describe the circumstances and reasons for actual temporary confinement of animals. Indicate which animals are confined and the duration and place of confinement.

Date(s) and Length of Time	Animals (type/class or specific animal ID)	Location and Reason/Circumstances of Temporary Confinement

NOP § 205.239(b)(1-8) and include: 1. Inclement weather (that could cause hardship to livestock); 2. Stage of life (describe); 3. Animal health, safety, or well-being; 4. Protection against risk to soil or water quality; 5. Preventive health care or treatment of illness or injury (describe specifics); 6. Sorting, shipping, or sales; 7. Breeding; and 8. Youth Projects.



Documentation Forms for Organic Livestock Producers

Ruminants: Temporary Confinement/Outdoor Access and/or Pasture Grazing Restriction Record

Use this form to record and describe the circumstances and reasons for temporary confinement of animals and/or the circumstances and reasons when ruminant animals are denied access to the outdoors and/or ability to graze. Indicate which animals are confined and the duration and place of confinement.

Circle One: Ruminant Non-ruminant Livestock

Date(s) and Length of Time	Animals (type/class or specific animal ID)	Location and Reason/Circumstances of Temporary Confinement

Reasons or circumstances under which temporary confinement may be allowed are described in NOP § 205.239(b)(1-8) and include: 1. Inclement weather (that could cause hardship to livestock); 2. Stage of life (describe); 3. Animal health, safety, or well-being; 4. Protection against risk to soil or water quality; 5. Preventive health care or treatment of illness or injury (describe specifics); 6. Sorting, shipping, or sales; 7. Breeding; and 8. Youth Projects.

Additionally, NOP § 205.239(c)(1-4) allow ruminant livestock to be denied access to pasture or outdoors for specific time frames for dry off, birthing, shearing, or milking: 1. One week off pasture at the end of a lactation for dry off and three weeks prior to and one week after birthing; 2. newborn dairy cattle for up to six months, provided comfort provisions are met as described; 3. short periods for shearing fiber animals; 4. daily for milking of dairy animals, provided they do not unduly limit grazing. Exceptions for finishing slaughter stock also are described in NOP § 205.239(d).





Documentation Forms for Organic Livestock Producers

Appendix A: Dry Matter Intake Calculation Resources for Ruminant Livestock Producers

Contents of this Appendix:

Pasture Practice Standard and Ruminant Feed and Grazing Synopsis

Terms Defined

Dry Matter Percentages of Common Feeds

Dry Matter Demand Summary Tables

Percentage of Body Weight for Ruminants

Estimated Values for Dairy Cows

Pasture Practice Standard and Ruminant Feed and Grazing Synopsis

NOP Sections 205.237, 239, and 240 require producers of ruminant livestock to provide daily grazing during the grazing season. Producers must provide enough quality pasture for organic ruminant livestock to graze throughout the grazing season and to consume at least 30% of their Dry Matter Intake, on average, from grazing over the course of the grazing season, which must be at least 120 days per year. They must manage pasture resources to support livestock health and to protect soil and water quality.

In addition, producers must maintain records to show that the above requirements have been met. The information that must be captured in records includes a description of the total feed ration for each type and class of animal; the percentage of each feed type in the total ration—purchased or farm-raised (including pasture) and all feed supplements and additives; the amount of each type of feed actually fed to each type and class of animal; any adjustments made to all rations throughout the year in response to seasonal grazing changes; and the method for calculating Dry Matter Demand and Dry Matter Intake.

Terms Defined

Dry matter. The amount of a feedstuff remaining after all the free moisture is evaporated out—the moisture-free content of a feedstuff.

Dry Matter Demand (DMD). The expected Dry Matter Intake for a class of animal.

Dry Matter Intake (DMI). Total pounds of all feed (expressed as dry matter), devoid of all moisture, consumed over a given period of time.

Grazing season. The period of time when pasture is available for grazing because of natural precipitation or irrigation. Grazing-season dates may vary because of mid-summer heat/humidity, significant precipitation events such as floods, hurricanes, droughts, or winter weather events. The grazing season may be extended by the grazing of residual forage as agreed in the operation's Organic System Plan. The grazing season may or may not be continuous because of weather, season, or climate. The grazing season may range from 120 days to 365 days, but not less than 120 days, per year.

Dry Matter Content of Common Feedstuffs	
Feedstuff	% dry matter
Hay (sun-cured grass, legume, and mixed)	90%
Grain (corn, small grains, roasted soybeans)	89%
Soybean Meal	88%
High-Moisture Corn	76%
Haylage/Baleage	35–60%
Corn Silage	30–40%
Small Grain Silage	25–35%



Documentation Forms for Organic Livestock Producers

Appendix A: Dry Matter Intake Calculation Resources for Ruminant Livestock Producers

Dry Matter Demand

The NOP website provides resources for calculating Dry Matter Demand (DMD) and Dry Matter Intake (DMI), including DMD tables for beef, dairy cows, and dairy goats. Organic certifiers and educational organizations also provide explanations and examples of ways to estimate DMD and calculate DMI for different types of ruminant livestock. The table below provides a summary of averages and ranges of DMD values published in the U.S. Department of Agriculture's Dry Matter Demand Tables and the sources referenced below. Producers may choose DMD references that best fit the characteristics of each type and class of ruminant livestock they manage and describe their methods for calculating DMI.

All estimates are just that. Many factors influence actual DMD in real livestock, including forage quality, weather, animal condition, genetics, health, and activity.

Dry Matter Demand by Percentage of Body Weight for Ruminant Groups	
Ruminant group	% body weight (DMD = % x animal body weight)
Beef cattle, lactating (demand increases with animal size and milk production; see DMD Tables for Dairy Cattle)	2.0 – 2.5 **
Beef cattle, growing and finishing slaughter stock (demand decreases with increasing age / size / weight gain and slower growth; see also DMD Tables for Beef Cattle)	2.75 – 3.35 *
Dairy heifers (see DMD Tables for Dairy Cattle)	2.5 *
Dairy cows, dry (small and large breed)	1.8 *
Dairy steers	See beef slaughter stock
Goats, weaned, slaughter or replacement stock	2.25 *
Goats, brood or lactating (see DMD Tables for Dairy Goats)	4.0 *
Sheep, weaned, slaughter or replacement stock	3.3 *
Sheep, brood or lactating stock	3.65 *
Sources: (**) NOP tables; (*) Pennsylvania Certified Organic, 2010	

References

National Organic Program Dry Matter Demand Tables For Classes of Dairy Cattle. USDA. March 29, 2010. <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087124>. 202-720-3252

National Organic Program Dry Matter Demand Tables For Classes of Dairy Goats. USDA. December 1, 2010. www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087914&acct=noprulemaking. 202-720-3252

National Organic Program Dry Matter Demand Tables For Classes of Beef Cattle. USDA. February 12, 2010. <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087125>. 202-720-3252.

Access to Pasture: Guidance for Organic Ruminant Operations. Access to Pasture Rule Guidance Document. Pennsylvania Certified Organic. August 1, 2010. [www.paorganic.org/pdf/2010/Access%20to%20Pasture%20Rule%20Guidance%20Document\(New\).pdf](http://www.paorganic.org/pdf/2010/Access%20to%20Pasture%20Rule%20Guidance%20Document(New).pdf). 814-422-0251

How to Comply with the Pasture Rule on Your Organic Dairy Farm: A 10 Step Summary. Last updated October 20, 2010. www.extension.org/article/30340. The summary's eOrganic authors include the following: Harriet Behar, Midwest Organic and Sustainable Education Service (MOSES); Cindy Daley, California State University, Chico; Heather Darby, University of Vermont Extension; Sarah Flack, Sarah Flack Consulting; Ed Maltby, Northeast Organic Dairy Producers Alliance; Lisa McCrory, Northeast Organic Dairy Producers Alliance

Pasture for Organic Ruminant Livestock: Understanding and Implementing the National Organic Program (NOP) Pasture Rule. 800-346-9140



This publication is available online at:

www.attra.ncat.org/attra-pub/PDF/documentationforms.pdf

or by calling NCAT's ATTRA project: 800-346-9140

IP412

Slot 406

Version 033111

For more information, please contact the USDA National Organic Program:

U.S. Department of Agriculture

Agricultural Marketing Service

National Organic Program

1400 Independence Avenue, SW

Stop 0268, Room 2640-S

Washington, DC 20250-0235

Tel. 202-720-3252

Fax 202-205-7808

www.ams.usda.gov/NOP