

Inspection Overview:

During inspection the inspector will:

1. Review your submitted application documents with you
2. Review receipts/compliance documents for purchases
3. Review sales receipts and harvest logs
4. Complete a visual inspection of the entire operation including storage areas and non-certified areas of split operations, cleaning areas, livestock housing etc.
5. Perform Traceback Audit and Volume Audit (see below)
6. Discuss any problems or concerns. This may take the form of a closing meeting where the findings are summarized and written down providing an opportunity for the operator to confirm the accuracy of information collected during the inspection. (Note: only the CC can recommend or require actions to be taken. Inspectors can not specify non-compliances. If in doubt check with admin before taking action)

When your Verification officer arrives, please ensure you have all of the following applicable documents available. Smooth inspections are more efficient and make the job of our dedicated volunteers on the Certification Committee much easier.

All records related to your organic plan must be kept for a minimum of 5 years. Please be sure to have the current year as well as the past years records available during your inspection.

Your inspector will have a digital copy of all the documents you submitted via iCertify. Don't forget that you can login to your account at any time to review or download a copy of your annual submission. You can also login to review your approved products list.

What your inspector won't have:

1. **Up-to-date Record I – Inputs** (crop amendments, cleaners, livestock inputs)
Remember that document you submitted with your application/renewal in March? Well, if you decided to use any other products, after you submitted your form, your inspector won't have that information.
(Remember to request approval for any product you wish to use mid-season).
This approval should be reflected in your approved products list on iCertify. Then mark the product and its use down on a **new** Record I and have it ready for review during inspection. This new Record I will be submitted with the next year's renewal, along with any new products you intend to use in the following year.
2. **Record LN – New Livestock**
If you purchased new livestock after you submitted your documents in March, be sure to have Record LN available for review along with compliance documents showing origin of livestock.
3. **Harvest records** – (date, quantity, crop, field/location)
4. **Sales records** (sales invoices, market inventories, etc.)

5. **Receipts or packages** for all purchased inputs (including seeds, soil amendments, and pest management materials)
6. New **Affidavits** as applicable (manure, straw, clean equipment logs etc.)

What to keep records of?

Think: **my operation has a bubble over it. Anything you bring in/out of your bubble needs to be recorded.**

Required **Input information** includes:

- date brought onto the enterprise
- amount brought on
- source/brand name
- receipt of purchase
- compliance and labels or packaging

- field location where it was used
- date used
- volume used
- Crop applied to or product used in.

Categories include but are not limited to:

- seeds, seedlings, transplants, nursery stock
- soil amendments, organic matter and mulch
- fertilizers
- growth promoters, activators and inoculants
- stock animals
- animal feed, supplements
- products to control fungi, diseases, insects, mites, nematodes, animal pests, weeds
- cleaning products
- post-harvest inputs
- packaging materials
- processing ingredients, additives and processing aids including lubricants

Required **Output information** includes:

- Harvest – location, crop, dates, quantities
- Sales invoices (crop quantity, date, crop status: Organic, Transitional, Conventional)

Additional Records

- Transitional crop harvest records
- Buffer crop harvest records
- Buffer crop sales information
- Marketing material – labels used
- Equipment clean-out log(s)
- Compost processing records (feedstock, turning, temperatures attained)
- Storage records (where, how much)

Audits:

Think: **Seed to Sale**

Traceback Audit

The inspector will randomly choose a:

1. crop and traceback everything that happened to that crop...right back to it being a seed
2. livestock feed and traceback the origin of the feed, when and how much was purchased
3. processed product and traceback each individual ingredient to its origin and compliance

Therefore, you will need to maintain

1. Seed purchase documentation or package, when and where you planted it, any soil or crop amendments added before/after planting, when and how much you harvested and sales records for the crop.
2. The livestock feed purchase documentation or package and compliance documentation
3. Processed product recipe, each ingredient purchase documentation or package and compliance documentation

Volume Audit

The inspector will randomly choose a:

1. Crop and compare the amount you grew with the amount you sold
2. Livestock feed and compare how much you purchased, with the quantity of livestock, how much you fed and the amount in storage
3. Processed product and compare the amount you sold to the amount of ingredients purchased and the recipe requirements

If you have Livestock

- Documentation of purchased livestock (receipts, organic certificates, day-old chick declaration on medications given)
- Health input records (by date, material used, animal/batch treated and age/stage, dosage, reason)
- Veterinarian procedures
- Purchased feed/feed supplement documentation (receipts, organic certificates, labels)
- Feed/medication labels
- Feeding rate/frequency/quantity
- Feed storage records
- Breeding/birthing records
- Culling records
- Slaughter/butcher records (declarations of compliance)
- Livestock Production & Sales documents
- Shipping/transportation documents
- Individual animal identification records

If you have Processed products

- Audit Trail Flow Chart - describing documents used to track ingredients and finished products
- Receiving & Shipping Documentation of all inputs and finished goods
- Storage Documentation (inventory, off-site warehouse(s))
- Processing Documentation (batch sheets, recording charts, flow chart, floor plan etc.)
- Listing of all co-packers and/or co-pack customers
- Cleaning/sanitation procedures and documentation (SOP's, pre-op checklists)
- Most recent water analysis for water used in processing
- Pest control reports
- MSDS for all cleaning/sanitation and pest control products used
- List of all boiler chemicals and documentation for each if products contact steam or water.
- Current Product Formulation Sheets & Master Products List for all products
- Labels currently in use & packaging information
- Current Master Ingredient List including all suppliers of organic/non-organic ingredients
- Current, valid organic certificates for all organic inputs

Detailed ingredient information for all non-organic inputs & natural flavors including written verification that they: 1) are not genetically engineered; 2) have not been irradiated; 3) are not produced using sewage sludge; and 4) have been produced in compliance with any relevant National List annotations.