FARM RECORD KEEPING MANUAL(FOR ORGANIC CROPS)

USAID

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

1. If the cropping season has already started, record your production and sales record for each plot and make assessment at the end of season to determine if you are making profit
2. If you are at the end of the cropping season, use the template for determining profitability
3. If you are at the beginning of the season, start planning to use the cropping calendar. Then you record each production and sales record to be able to do an evaluation at the end of the cropping season.

Content of organic farm record keeping manual

1. **Farm Map**
2. **Field History**
3. **Production planning/ Annual budget**
4. **Seed information**
5. **Input use record**
6. **Develop an activity log**
7. **Harvest records**
8. **Develop storage records**
9. **Lot numbering system**
10. **Develop sales records**
11. **Verification of adjoining land use**
12. **Buffer crop usage**

1. Draw your field map

- Mark all fields, roads, and adjoining land uses such as crop fields, pastures or neighboring residences
- Number and approximate the size of each crop field, pasture, building, other
- Indicate forest areas and non-arable land
- Mark on the map areas where you maintain permanent waterways, ponds, or other landmarks
- Show relevant farm buildings
- Indicate which direction is "North"

2. Field History Sheet

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.

Year:

Field	O-Organic T-Transitional C- Conventional	Area	Crop	Inputs			Expected Yield
				Input	Date of Use	Rate of Use	

Year:

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				Input	Date of Use	Rate of Use	

Year:

Field	O-Organic T-Transitional C- Conventional	Area	Crop	Inputs Input	Date of Use	Rate of Use	Expected Yield

3. Seed information

Plot	Crop	Variety	Supplier	Is seed organic (O)Untreated non organic(U) or treated non organic (T)	Performance of the seed (germination rate, positive and negative comments on variety)
1					
2					
3					

4. Input use record

a. Seed

Plot	Purchase date	Inputs	Brand/ Source	Organic status Approved (A) Restricted (R) Prohibited (P)	Date of application	Rate of application	Comments on results of input use (input effectiveness, crop response)

b. Soil amendments and irrigation

Plot	Purchase date	Inputs	Brand/ Source	Organic status Approved (A) Restricted (R) Prohibited (P)	Date of application	Rate of application	Comments on results of input use (input effectiveness, crop response)

c. Pest and disease control

Plot	Purchase date	Inputs	Brand/ Source	Organic status Approved (A) Restricted (R) Prohibited (P)	Date of application	Rate of application	Comments on results of input use (input effectiveness, crop response)

d. Storage, handling and transport

Plot	Purchase date	Inputs	Brand/ Source	Organic status Approved (A) Restricted (R) Prohibited (P)	Date of application	Rate of application	Comments on results of input use (input effectiveness, crop response)

5. Production Planning/ Annual budget

Annual crop calender

Crop Planted		**Plot 1……** **Plot 2…….** **Plot 3 …….**												
Land Size(Kattha)		**Plot 1……** **Plot 2…….** **Plot 3 …….**												
Year														
	Farm activities to be permormed	**When and How much ? (Please fill the figures (costs in NRs) in the month in which the activity is done?**												
		Baisakh	**Jestha**	**Ashad**	**Shrawan**	**Bhadra**	**Ashwin**	**Kartik**	**Mangsir**	**Poush**	**Magh**	**Falgun**	**Chaitra**	**Total cost**
Plot 1														
Total														
Plot 2														
Total														
Plot 3														
Total														
	Total Cost													

6. Develop an activity log

Examples of information you might record include: planting dates with bed # and crop; observations of plant health or disease problems; specific weed populations or problem locations; planting rates; harvest activities; equipment settings; weather conditions, i.e., heavy rains, soil erosion noted; or pest monitoring activities. Inspectors review these records to verify compliance and assess your monitoring program.

A. Plot- 1

Date	Activity done/ Observed

B. Plot- 2

Date	Activity done/ Observed

C. Plot- 3

Date	Activity done/ Observed

7. Harvest Records

Simple harvest records can consist of a single sheet of paper for each type of crop (see example - advantage is that you can easily add up your total harvest.) You can also use map template to write in the amount harvested from each bed, whichever is easiest for you. Keep these records where vegetables are packed so that they can be kept at the time you are packing each vegetable.

Plot no	Date of harvest	Amount harvested

8. Develop Storage Records

If you harvest the day of market and do not use a walk-in cooler, you do not need to keep storage records.

(If you are a fairly large vegetable operation, with deliveries several days a week, inventory records are essential. Likewise, storage records are important for crops such as potatoes, carrots, and apples)

Required information is crop being stored, amount stored, date stored.

Inventory records for a walk-in cooler help the grower know what he/she has available that needs sold and how much to harvest for projected sales. Dates are important because produce needs to be as fresh as possible.

Plot no	Crop stored	Lot	Amount stored	Storage date	Date and amount sold	Date and amount returned	None left in inventor

9. Lot Numbering System

If you are selling wholesale, you need to be able to track each specific box of produce to the date of harvest. A simple lot number is the date of harvest, such as 6/9/19. You may want to identify the product with a product code, such as LR for Lettuce, Red. The lot number for red lettuce harvested on June 9 would be LR6903. Only you and your employees need to be able to decipher the lot number. Some growers use the Julian Date Calendar, a 3-digit number designated for each day of the year, starting with 001 for January 1. Since produce does not have a long shelf life, the year may be eliminated from the lot number to keep it short.

If you are selling wholesale and harvest the day of delivery, the invoice number can serve as your lot number. Be sure to write the lot number or invoice number on each box.

The lot number should be written next to the product on the invoice and also should be stamped or have a label affixed to the carton being delivered. There may be different lot numbers for various products on the same invoice. If a buyer has a question about a particular lot, you will be able to identify when it was harvested, from what bed, and when it was stored and shipped. By using lot number in storage, you can easily identify which products were harvested first, in order to sell them first.

If you use a product code for each crop, your sales order template should include a column for the code

10. Develop Sales Records

Sales records may simply be a list of the vegetables you took to the farmers market and total sales for the market day. These do not have to be broken down by each type of vegetable sold. A daily sales total is sufficient. If you are going to multiple farmers markets, a table with a column for each market is a simple way to keep track of your total sales. At the end of the season, just total the columns. To save time, you can type in the names and dates of your markets ahead of time.

Date of market			

11. Verification of adjoining land use

Name of neighbor:

Address:

Phone no:

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 (……) 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 field identification**

I verify that the above information is true and accurate.

……..

Signature of neighbors

12. Buffer crop usage

Plot 1: ……

Field number		Crop harvested		Quantity harvested	
Used for	Seed/ Human consumption/ Non organic livestock feed/ Organic livestock feed/ Sold				
Sold to					

Plot 2: ……

Field number		Crop harvested		Quantity harvested	
Used for	Seed/ Human consumption/ Non organic livestock feed/ Organic livestock feed/ Sold				
Sold to					

Plot 3: ……...

Field number		Crop harvested		Quantity harvested	
Used for	Seed/ Human consumption/ Non organic livestock feed/ Organic livestock feed/ Sold				
Sold to					

Plot 4: ……

Field number		Crop harvested		Quantity harvested	
Used for	Seed/ Human consumption/ Non organic livestock feed/ Organic livestock feed/ Sold				
Sold to					