**DOCUMENTS FOR EFFICIENT FARM INSPECTION**

Documentation to demonstrate the issues on the Certification letter, and the PIR are resolved.

* + Please have all requested information from your Pre-Inspection Review letter completed for your inspection

Updated *Field Management Summary*, if applicable.

Current list of inventories, indicating:

* + Crop type
  + Year of production
  + Total amount
  + Certification programs (COR, CAN/US, or conventional).
  + Bin number

Seed records

* + Bin Records if own seed is used
  + Invoice, BOL, and Organic Certificate with Addendum (Product Listing) if organic seed
  + Seed Search, *Non-GE Affidavit and Declaration of Seed Treatments*, and invoice for non-organic seed

Input documentation

* + Approval Letter(s) – Operators are responsible for sending in an *Input Review Request* before an input is to be used
  + Label(s)
  + Invoice(s)

Sales records indicating all sales since the last inspection.

Traceback – Verification Officer will decide what product to trace based on inventory reconciliation.

* + BOL for shipment
  + Bin/Harvest/Field activities records for the products shipped

Copy of the complaint log.

**ADDITIONAL DOCUMENTS FOR LIVESTOCK OPERATIONS:**

Complete ID, health and feeding records and all pertinent Ration/DMI calculations

Certificates and Addendum for any purchased organic feed and bedding

Copies of labels/MSDS/invoices for all treatments/supplements you plan to use this year

Documentation for any animals purchased since the last inspection