**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