



## 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