

## Inspection Guide for Producers

You are required to have your Organic System Plan on hand at all times; please have it available at inspection.

Please make every effort to be available for your scheduled inspection. In order to keep travel costs down, inspectors do their best to schedule inspections for other nearby certified producers during the same day or on the same trip. Be sure to communicate with MOSA or your inspector about any biosecurity concerns you have prior to the inspection.

The inspector will verify the accuracy of your organic farm plan, look at your fields, crops, equipment and storage areas, and verify that your recordkeeping system is complete. Inspectors report on your operation and identify areas at which they would like to look more closely to ensure compliance and organic integrity.

If you are prepared, well organized, and have a fairly straightforward operation, your inspection should take 2-4 hours. Allow more time for your first inspection, or if you have a more complicated operation (livestock, split production, or distant fields or facilities).

Be prepared to update the inspector regarding any changes to fields, maps, current crop plan, seeds, fertility, pest or disease control inputs. Have available total acreages and projected yields for each crop. If you received an Initial Review Letter, see if further information is needed for the inspection.

Crop Producer: your inspector will want to look at the following records:

- Seed Table or equivalent list;
- Receipts for all seeds, annual seedlings, and planting stock;
- One tag or bag for each variety of seed or planting stock showing treated/untreated status;
- Proof of organic status as applicable for all seeds, seedlings, and planting stock;
- Organic Search-Producer form documenting your attempts to source organic seed or planting stock, or the catalogs that you consulted (at least three companies that carry organic seed or planting stock) along with your reasons for purchasing nonorganic seed;
- Tags or documentation for all seed or planting stock treatments or inoculants not previously approved by MOSA;
- For nonorganic seed or planting stock: untreated documentation and non-GMO statements for all crops with GMO potential;
- Receipts for all crop inputs: fertility products, pest, disease and weed control products, and planting media;
- Product labels and ingredient statements for all inputs not previously approved by MOSA;
- Field activity records documenting field work from planting through harvest for each field;
- Equipment, storage, and truck cleaning records;
- Storage inventory records;
- Harvest and sales records: the inspector will audit sales records from the previous year;
- National Organic Standards and MOSA Program Manual.

If there are changes in what livestock you have on your operation since your livestock application was submitted, have updated information available. Be prepared to update your Livestock List. Your inspector will observe your animals, living areas and pasture.

Livestock Producer: your inspector will want to look at the following records:

- Purchase documentation for purchased livestock, including organic certificates for certified animals;
- Receipts and certification documentation for all purchased feed and supplements;
- Feed rations and records for each type of livestock you are certifying;
- Current individual herd health records for dairy animals or herd health records or flock records for slaughter or egg operations;
- Receipts for all livestock inputs;
- Sales records;
- Pasturing & confinement records.