



RECORDS ORGANIC CERTIFICATION ADDS TO STANDARD FOOD TRACKING RECORDKEEPING

Most of the records required to demonstrate compliance with USDA organic regulations are records that many businesses already need to maintain. The difference with organic is that these records must clearly identify organic products, document any critical control points that ensure organic integrity, and create a traceable chain of documents that can verify organic status from receiving through final sale. Use the table below to see what items you may need to add to your recordkeeping system.

Records Organic Certification Adds to Standard Food Tracking Recordkeeping			
	Standard Food Tracking	+	Additional Organic Layer
Receiving	• What product arrived • When it arrived • Quantity received • Who supplied it	+	• Organic status of product clearly stated on receiving documentation • Organic certificate of supplier on file • Documentation tracing product to last certified handler (if other than your supplier) • Supplier lot code • Proof of clean transportation vessel or other method of preventing commingling (if needed)
Production	• What was made • Day it was made • Ingredients used • Quantity produced	+	• Organic status of finished product • Lot code for finished product • What ingredients are organic • Ingredient lot codes that trace back to receiving • What time of day the product was made (if needed) • Appropriate use of sanitizers (if needed) • Required cleaning or purging (if needed)
Inventory	• What is in storage (ingredients and finished product) • Quantity on hand	+	• What products are organic • Finished product lot code(s) that tie back to production records
Sales & Shipping	• What is sold • When it is shipped • Quantity shipped • Where it was sent	+	• Whether product is “100 percent organic,” “organic,” or “made with organic” • Finished product lot code(s) that tie back to inventory and production records • Proof of clean transportation vessel or other method of preventing commingling (if needed)

SOURCES CITED

USDA National Organic Program, [7 CFR §205.103\(b\)](#).