

Organic Farm Record Workbook

Fifteen logs that cover what a certifier asks an organic farm to keep, from seed to harvest. Print them, or fill them in on a computer with the Excel copy.

How to use this workbook

1. Use the logs that fit your farm. You do not need all fifteen.
2. Fill in a row each time something happens. Short notes are fine.
3. Use the same field names that are on your farm map.
4. Give every harvest a lot number and use it again when you sell.
5. The green row on each page is an example. Start on the row under it.
6. Keep organic records for at least five years.

What is inside

- **Worker Training Log.** Who was trained, on what, and when.
- **Field Work Log.** What was done on each field, and when.
- **Pest Control Log.** Every step you take against insects and other pests.
- **Disease Control Log.** Every step you take against plant disease.
- **Weed Control Log.** How you keep weeds down.
- **Fertility Input Log.** Every fertilizer and soil amendment you put down.
- **Compost Temperature Log.** Heat and turns for each batch of compost made with manure.
- **Manure and Grazing Log.** When animals or raw manure were on a field, and what was planted after.
- **Biodiversity Log.** What you do for soil, water, pollinators, and wildlife.
- **Seed Inventory Log.** Every seed lot you buy, and proof of what it is.
- **Seed Search Record.** Proof that you looked for organic seed before buying seed that is not.
- **Planting Log.** What went in the ground, where, and from which seed lot.
- **Harvest Log.** What came off each field, with a lot number you use again at sale.
- **Master Crop List.** One line for every crop you want certified.
- **Master Input List.** One line for every product you use. Get each one approved before you use it.

These are general templates. Your certifier may ask for more, or for its own forms.

Want help setting up your records? Book a free 15 minute call at konaorganic.com.

Worker Training Log

Who was trained, on what, and when.

Operation name: _____

Year: _____

Date	Trainer	Type of training	Topic	Materials used	Who attended	Their jobs	Next training due	Signed by	Notes
Oct 1	Farm manager	Yearly refresher	Keeping organic and non organic apart	Organic plan, cleaning steps	Pack crew (3)	Packing	Next Oct		Crew asked for a label review

Field Work Log

What was done on each field, and when.

Operation name: _____

Year: _____

Date	Field	Task	Equipment used	Area worked	Start	End	Weather	Soil	Done by	Notes
Oct 1	Field A	Mowing	Tractor, mower	5 acres	9:00	12:00	Sunny	Dry		Light wind

Pest Control Log

Every step you take against insects and other pests.

Operation name: _____

Year: _____

Date	Field	Crop	Pest	What you did first	Product used	Rate	Amount	How applied	Done by	Result
Jan 15	Field A	Tomatoes	Aphids	Scouted, released ladybugs	Neem oil	2 oz per gal	5 gal	Leaf spray		About half as many a week later

Disease Control Log

Every step you take against plant disease.

Operation name: _____

Year: _____

Date	Field	Crop	Disease	What you did first	Product used	Rate	Amount	How applied	Done by	Result
Jan 15	Field A	Tomatoes	Powdery mildew	Pruned for air flow	Sulfur	1 oz per gal	3 gal	Leaf spray		Spots stopped spreading

Weed Control Log

How you keep weeds down.

Operation name: _____

Year: _____

Date	Field	Crop	Weed	Method	Material used	Amount	How applied	Done by	Result
Jan 20	Field B	Lettuce	Crabgrass	Mulch	Straw mulch	5 bales	Laid by hand		Held well, check after rain

Year: _____

Every fertilizer and soil amendment you put down.

[illegible]

Compost Temperature Log

Heat and turns for each batch of compost made with manure.

Operation name: _____

Year: _____

Date	Time	Batch	Method	What is in it	Temp (F)	Depth (in)	Turned today?	Days at 131 F or more	Done by	Notes
Jan 15	9:00	Batch 1	Windrow	Manure, green waste	135	12	Yes	5		Damp, not wet

Manure and Grazing Log

Operation name: _____

Year: _____

When animals or raw manure were on a field, and what was planted after.

Date in	Date out	Field	Animals	How many	Days grazed	Last manure date	Next crop	Days before harvest (90 or 120)	Done by	Notes
Jan 10	Jan 15	Pasture A	Cattle	20	5	Jan 15	Carrots	120		Watch regrowth

Biodiversity Log

What you do for soil, water, pollinators, and wildlife.

Operation name: _____

Year: _____

Date	Field or area	Activity	Goal	Plants or animals	What you did	What you saw	Follow up?	Done by
Jan 20	Field C border	Pollinator strip	Bring in pollinators	Native flowers, bees	Planted a 200 foot strip	Bees on the flowers in 6 weeks	Water in dry months	

Seed Inventory Log

Every seed lot you buy, and proof of what it is.

Operation name: _____

Year: _____

Crop	Variety	Bought from	Order date	Lot number	Amount	Organic?	Untreated?	Non GMO?	Coating or inoculant	Certificate on file?	Planted where
Tomato	Roma	Seed supplier	Jan 15	12345	100 seeds	Yes	Yes	Yes	None	Yes	Field A

Year: _____

Proof that you looked for organic seed before buying seed that is not.

[illegible]

Planting Log

Operation name: _____

Year: _____

What went in the ground, where, and from which seed lot.

Date planted	Field	Crop	Variety	Seed source	Seed lot	Amount planted	Organic seed?	Method	Transplant date	Done by	Notes
Jan 20	Field A	Tomato	Roma	Seed supplier	12345	100 seeds	Yes	Direct seeded			Drip line set

Harvest Log

Year: _____

What came off each field, with a lot number you use again at sale.

[illegible]

Master Crop List

One line for every crop you want certified.

Operation name: _____

Year: _____

Location	Field	Crop	Variety	Seed or stock source	Organic seed or stock?	Amount expected a year	Unit
North side	Field A	Tomato	Roma	Seed supplier	Organic	5,000	lb

Master Input List

Operation name: _____

One line for every product you use. Get each one approved before you use it.

Year: _____

Product	Brand or maker	Supplier	Used for	Limits on use	Reviewed by	Date your certifier approved it	Label on file?
Potting mix	Maker name	Farm supply store	Starting transplants	None	Third party review list		Yes