

Organic Handler Record Templates

Seven simple logs for organic processors, packers, and food makers. Print them, fill them in by hand, and keep them in one binder.

How to use these

1. Each page is one log. Use the ones that fit your plant and print as many copies as you need.
2. Fill in a row each time something happens. Short notes are fine.
3. Give every batch a lot number, and carry it from receiving through shipping.
4. Keep a current organic certificate on file for every supplier.
5. Keep these records for at least five years.

What is inside

- **Supplier Certificate Log.** Every supplier of organic ingredients, and proof each one is certified.
- **Receiving Log.** What came in the door, and how you checked it.
- **Production Log.** What went into each batch and what came out.
- **Cleaning Log.** Cleaning before organic runs on shared lines and equipment.
- **Pest Control Log.** What you saw, what you did, and what you used.
- **Storage Log.** Where organic product is kept and how it stays separate.
- **Shipping Log.** What went out, to whom, and under which lot number.

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.

Supplier Certificate Log

Operation name: _____

Year: _____

Every supplier of organic ingredients, and proof each one is certified.

Supplier	Product bought	Certifier named on certificate	Certificate date	Product listed on it? (Y/N)	Date last checked	Checked by

Receiving Log

What came in the door, and how you checked it.

Operation name: _____

Year: _____

Date	Supplier	Product	Amount	Supplier lot number	Label says organic? (Y/N)	Container sealed and clean? (Y/N)	Your lot number	Initials

Production Log

What went into each batch and what came out.

Operation name: _____

Year: _____

Date	Product made	Your lot number	Ingredients used, with lot numbers	Amount in	Amount out	Line or equipment	Initials

Cleaning Log

Cleaning before organic runs on shared lines and equipment.

Operation name: _____

Year: _____

Date	Line or equipment	Last product run	Organic or not?	How it was cleaned	Cleaner or sanitizer used	Rinsed? (Y/N)	Initials

Pest Control Log

What you saw, what you did, and what you used.

Operation name: _____

Year: _____

Date	Area	Pest or sign seen	Step taken (prevent, trap, treat)	Product used, if any	Organic product moved first? (Y/N)	Done by

Storage Log

Where organic product is kept and how it stays separate.

Operation name: _____

Year: _____

Date in	Product	Lot number	Amount	Location	Marked organic? (Y/N)	Date out	Initials

Shipping Log

What went out, to whom, and under which lot number.

Operation name: _____

Year: _____

Date	Buyer	Product	Amount	Lot number	Invoice or bill of lading number	Papers say organic? (Y/N)	Initials