

Organic Record Keeping Templates

Seven simple logs for certified organic farms and farms on the way there. 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 farm and print as many copies as you need.
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 on the sales log.
5. Keep these records for at least five years.

What is inside

- **Field Activity Log.** What you did on each field, and when.
- **Input Log.** Every fertilizer, spray, soil mix, and other input you use.
- **Seed and Plant Log.** Where your seeds and starts came from.
- **Harvest Log.** What came off each field.
- **Sales Log.** What you sold, to whom, and under which lot number.
- **Equipment Cleaning Log.** For equipment that is also used on land or crops that are not organic.
- **Monitoring Log.** Buffers, pests, soil, and water checks.

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.

Field Activity Log

What you did on each field, and when.

Operation name: _____

Year: _____

Date	Field	What was done	Equipment used	Notes	Initials

Input Log

Every fertilizer, spray, soil mix, and other input you use.

Operation name: _____

Year: _____

Date	Field	Product and brand	Maker	OK'd by certifier? (Y/N)	Rate	Total used	Why it was used	Initials

Seed and Plant Log

Where your seeds and starts came from.

Operation name: _____

Year: _____

Date bought	Crop and variety	Supplier	Organic? (Y/N)	If not organic: 3 sources checked	Untreated and non GMO proof on file? (Y/N)	Lot number	Field planted

Harvest Log

What came off each field.

Operation name: _____

Year: _____

Date	Field	Crop	Amount	Unit	Lot number	Where it was stored	Initials

Sales Log

Operation name: _____

Year: _____

What you sold, to whom, and under which lot number.

Date	Buyer	Product	Sold as organic? (Y/N)	Amount	Lot number	Invoice number	Total (\$)

Equipment Cleaning Log

For equipment that is also used on land or crops that are not organic.

Operation name: _____

Year: _____

Date	Equipment	Last used on	How it was cleaned	Cleaned by	Checked by

Monitoring Log

Buffers, pests, soil, and water checks.

Operation name: _____

Year: _____

Date	What was checked	Field or area	What you saw	What you did about it	Initials