

AN INSIDE LOOK AT WHOLESOME HARVEST FARM

On the top shelf of the bookcase in Wholesome Harvest's office, two well-labeled binders lean against each other: "Organic Inputs" and "Organic Controls." The two binders document the farm's organic practices from past to present, containing a library of records for Wholesome Harvest's staff as well as for their organic inspector. Wholesome Harvest's office administrator, Lindsay, created the binders as part of a recordkeeping system for each material input that is purchased and applied on the farm.

MATERIALS USED *on* THE FARM *are* CATEGORIZED AS:

Controls
FOLIAR APPLICATIONS AND
PEST/DISEASE CONTROLS
APPLIED TO THE SOIL
OR PLANTS

OR

Inputs
COMPOST, MINERALS
AND AMENDMENTS
ADDED DIRECTLY TO
THE SOIL

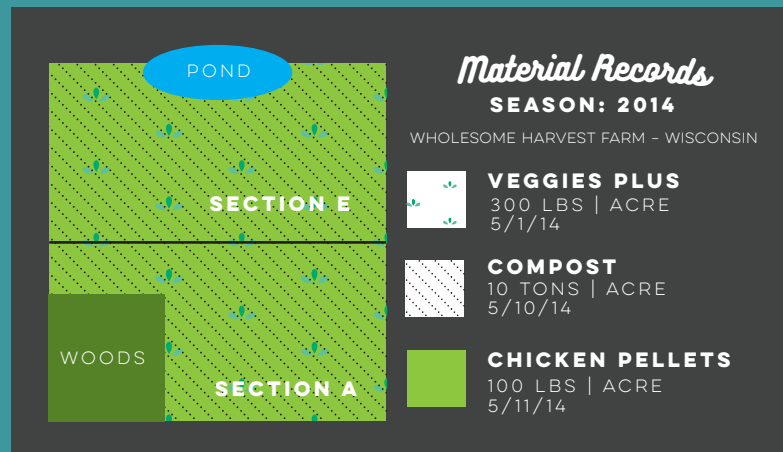


Recordkeeping Case Study: Documenting Material Records

USING MAPS TO CAPTURE ADDITIONAL INFORMATION

Each binder has identical maps of every field on Wholesome Harvest Farm. Whenever a material is applied, Lindsay makes a note of it on the corresponding field map by writing down the material name, application amount, coverage area and date. The farm team uses maps to create a visual history of material applications, enabling everyone to look up input records quickly when requested by an inspector. Maps are instrumental in helping farm owner,

Chris, make informed decisions about what to apply to his fields from one year to the next. "We color code each material that we use," says Lindsay. "If Chris applies compost to a certain field, I'll shade that area on the map purple. Then next year, if Chris needs to look up when he last added compost to a field, he just opens the binder and looks for purple shading rather than having to sift through a log of written notes."



WHOLESOME HARVEST'S BEST PRACTICES FOR DOCUMENTING MATERIALS

VITAL MATERIALS INFORMATION FOR YOUR INSPECTION:

- + PRODUCT NAME
- + MANUFACTURER NAME
- + ORIGINAL OR PHOTOCOPY OF LABEL WITH INGREDIENTS
- + PURCHASE RECEIPTS
- + QUANTITY AND LOCATION OF MATERIAL APPLIED
- + COMPLIANCE DOCUMENTATION (OMRI CERTIFICATE OR CERTIFIER APPROVAL LETTER)

CATEGORIZE *your RECORDS*

Create separate binders or folders for the different types of records you need to keep. "We keep our material receipts in separate folders in our filing cabinet, making them easy to pull out for an inspector," says Lindsay.

ORGANIZE *by DATE*

Write dates on purchase orders, receipts, and input records so you can archive all records chronologically by year. Reviewing the sequence of material applications on your farm will help you anticipate the nutrient needs of your fields and crops, plan crop rotations and purchase materials.

DOCUMENT *your MATERIALS*

Inspectors may ask for documentation on any of your materials to verify approval for use. Always document and save the product label complete with brand name, manufacturer and ingredient list for all the materials that you use on the farm.

CONFIRM *with CERTIFIER*

Always contact your certifier prior to purchasing and applying a non-OMRI listed material to verify that it is approved for use. The inadvertent application of a prohibited substance can take whole fields out of organic production for three years.

RESOURCES: APPROVED MATERIAL DATABASES

Organic Materials Review Institute (OMRI): <http://www.omri.org>

Washington State Department of Agriculture Approved Materials List:
<http://agr.wa.gov/foodanimal/organic/materialslists.aspx>



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