

Organic Market Farm Documentation Forms

"Market Farm" is the term we use for commercial organic "market gardens" and "truck farms."



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The Purpose and Use of These Forms

In order to become certified organic, market farmers must demonstrate to an accredited certifier that their operations comply with National Organic Program regulations. This process is begun by completing an Organic System Plan (OSP)—normally part of the application for certification. The OSP illustrates how the producer plans to comply with the regulations by detailing the practices, inputs, and monitoring procedures that will be

used. The Organic System Plan is backed up by on-site inspection to ensure that the producer is, in fact, farming in the manner outlined in the OSP. It is the inspector's responsibility to look for documentation and indicators that substantiate the producer's claim to organic status, as well as look for any violations.

The forms in this package are tools that farmers can use to document practices, inputs, and activities that demonstrate NOP compliance. The forms can be kept anywhere to make recording easy, such as the tool shed, packing shed, or farm office.



Aerial shot of small farms with orchards, crops and windbreaks. Photo by Lynn Betts. Courtesy of NRCS/USDA.

These forms are intended for limited acreage farms with intensive production of multiple crops. The emphasis is on direct marketing. The forms do not accommodate split operation management. If your farm production is large enough for wholesale marketing, we encourage you to use the *Organic Field Crops Documentation Forms*. If you grow perennials, we refer you to the *Organic Orchard*, *Vineyard*, and *Berry Crop Documentation Forms*. Finally, all types of producers can find useful materials—such as an affidavit of organic production for producers selling less than \$5,000 of organic products per year—in *Forms*, *Documents*, and *Sample Letters for Organic Producers*. All of these packets are available from ATTRA.

Please note that these ARE NOT REQUIRED FORMS. Organic market farmers have more than enough mandatory paperwork to keep them occupied. These forms are merely intended to give you something convenient and organized to record routine things that may be important to document. Use only those forms that suit your operation and recycle the rest.

Acknowledgements

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- Ann Baier, NCAT, Davis, California
- Joyce Ford, Organic Independents, Winona, Minnesota

This set of documentation forms contains the following:

- A. Market Farm Production Bed Activity Logfor farmers with intensive bed production. Use one log per bed to record all practices and equipment used from pre-plant through post-harvest.
- B. Market Farm Field Activity Log—for farmers with field-scale production. Use one log per field to record all practices and equipment used from pre-plant through post-harvest.
- C. Activity Calendar—for all farmers. Use one log per month to record all practices and equipment used from pre-plant through postharvest, any other notes, and observations such as weather and crop conditions.
- D. Market Farm Inputs Log—use one log per production bed or field to record all materials, seeds and/or seedlings used from pre-plant through post-harvest.
- E. Market Farm Seed and Planting Stock Record—use to document source, treatment, and other information on all seed and planting stock used.
- F. Market Farm Organic Seed and Planting Stock Search Record—use to document the attempts you made to locate an organic source when non-organic planting stock or seed is used.
- G. Market Farm Soils Monitoring Log—use to document monitoring of soil fertility and soil erosion in each production bed and/or field. Monitoring procedures are required to justify the use of most micronutrient fertilizers.

- H. Market Farm Compost Production Record use to record your compost production methods in order to meet National Organic Program requirements. Page 2 contains hints and guidelines for composting, as well as a table of approximate C:N ratios for common compost feedstocks.
- I. Market Farm Pest Monitoring Log—use to document monitoring of weed, disease, and insect pests in each field or bed. Monitoring procedures are required to justify the use of most biological, botanical, and allowed synthetic pesticides.
- J. Harvest Record for Organic Market Farms use to record your harvests over the course of the entire year.
- K. ON-Farm Cold Storage for Organic Market Farm Crops—use to record details of your onfarm refrigerated storage.
- L. OFF-Farm Cold Storage for Organic Market Farm Crops—use to record details of your offfarm refrigerated storage of organic crops.
- M. Cold-Storage Pest Activities/Inputs—use for recording pest control activities and inputs in your storage coolers.
- N. Market Farm Equipment Settings—use to record settings and adjustments for your field equipment, for your convenience and increased efficiency from year to year.
- O. Market Load List—use for each market day to record the quantity of crops harvested, crops sold, and crops remaining.
- P. Farmers' Market Sales Record—use to record your farmers' market sales by date, market, crop, and price received.
- Q. Roadside Market Sales Record—use to record your roadside market sales by date, crop, and price.
- R. CSA Sales Record—use to document each CSA delivery by member name.
- S. Harvest Plan and Record "Pick List" useful when sales are made in larger quantities to multiple markets, such as several boxes to retail stores or wholesale customers.
- T. Total Market Sales Record—use to record your total sales receipts each market day to track your annual sales total.

- U. CSA Weekly Box Record—use to document the contents of each full and half-share box and the number of full and half boxes delivered, per delivery.
- V. CSA Sales/Yield Worksheet—CSA annual harvest totals can be calculated "in reverse" by knowing how much of each crop was delivered during the growing season. Use one worksheet per crop to record date, number of boxes, and quantity delivered.
- W. Market Farm Complaint Log—ISO-65 regulations require that organic producers maintain a complaint log to document each incident of customer dissatisfaction and how it was resolved.

These forms may be copied and distributed freely. They may be downloaded from the ATTRA website at *www.attra.ncat.org.* Additional hardcopies can also be obtained by writing ATTRA at P.O. Box 3657, Fayetteville, AR 72702, or by calling 1-800-346-9140.

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		Market Farm Produc actices and equipment you use	for each plantin	g bed. Record inpu			
If your production is field-scale, use form B-Market Farm Field Activity Log.							
Farm Name:	Carm Name: Bed ID:			Square Feet	: Year:		
Production B	ed Activities: List	date and activity, from pre-plan	nt through post-h		1		
Date	Сгор	Activity	Date	Сгор	Activity		
Harvest: Use :	form J-Market Farm	Harvest Record to record harves	st information.				
Additional no	tes and observation	ons:					

Market Farm Field Activity Log A record of the practices and equipment you use for each market farm field. Record inputs on form D. If your production is based on intensive beds, use form A-Market Farm Production Bed Activity Log.					
Farm Name:		Field ID:		Sq Ft/Acres:	Year:
Field Activitie	es: List date and act	ivity, from pre-plant through p	ost-harvest		
Date	Сгор	Activity	Date	Сгор	Activity
Harvest: Use f	form J-Market Farm	<i>Harvest Record</i> to record harves	st information.		1
Additional no	tes and observatio	ons:			

	Activity Calendar						
Month:	Year:	Farm/Locat	ion:				

Market Farm Inputs Log A record of the materials you use for each production bed or field.						
Farm Name	Bed/Field ID:	SqFt/Ac	Acres: Year:			
Seeds/Tran	splants					
Date	Crop/Variety Planted/Transplanted	Seeding Rate/Transplant Spacing				
Fertilizers/	Pest Control					
Date	Material Applied/Brand or Source	Rate/ Amount	Notes			
Additional	notes and observations:					

Market Farm Seed and Planting Stock Record

A record of seed and plants you purchased for use in organic production.

Space is provided to record whether seeds/transplants are certified organic (O), untreated non-organic (U), or produced on-farm organic (F); to list seed treatments* used; and to note non-GMO verification analysis, if available. Remember to document your search for the organic equivalent if you use non-organic seeds or transplants.

Farm Name:				Crop Year:			
Garden Seed and Crop	l Planting Stock Variety	Information Supplier	Lot #	Code (O,U,F)	Treatment* Type/Brand	Confirmation of non-GMO status? (non-organic only)	

	Organic Seed and Planting Stock Search Record						
		c seed only when organic seed is not com					
	e this form to document companies an	d individuals you contacted in your sear	ch for organic seed and stock.				
Farm Name:		Crop Year:					
Crop/Variety	_						
Date	Company Name	Contact Information	Outcome of Inquiry				
Crop/Variety	Required:						
Date	Company Name	Contact Information	Outcome of Inquiry				
Crop/Variety	Required:						
Date	Company Name	Contact Information	Outcome of Inquiry				
Crop/Variety	Required:						
Date	Company Name	Contact Information	Outcome of Inquiry				
Crop/Variety	Required:						
Date	Company Name	Contact Information	Outcome of Inquiry				

Farm Name:		Red	/Field ID:	SqFt/Acres:	Year:
Crop(s):		Deu		Sqr arteres.	1041.
Date of most recent	t soil test:				
When compared wit		, are your nutrient	levels (circle):		
P (phosphorus)	decreasing	stable	increasing	excessive	not tested
K (potassium)	decreasing	stable	increasing	excessive	not tested
Ca (calcium)	decreasing	stable	increasing	excessive	not tested
Mg (magnesium)	decreasing	stable	increasing	excessive	not tested
S (sulfur)	decreasing	stable	increasing	excessive	not tested
Na (sodium)	decreasing	stable	increasing	excessive	not tested
B (boron)	decreasing	stable	increasing	excessive	not tested
Cu (copper)	decreasing	stable	increasing	excessive	not tested
Mo (molybdenum)	decreasing	stable	increasing	excessive	not tested
Zn (zinc)	decreasing	stable	increasing	excessive	not tested
Mn (manganese)	decreasing	stable	increasing	excessive	not tested
Fe (iron)	decreasing	stable	increasing	excessive	not tested
Organic matter/ Humus levels	decreasing	stable	increasing		not tested
pH is:		within or app desired range	0	out of or moving from desired ran	•
Crop Monitoring	•				
Are there visible si	gns of nutrient str	ess?	No	Yes	
	ng				
Erosion Monitori	ing.				

Compost Production Record A record of on-farm compost production practices.					
Farm Name:			Production Ye	ar:	
Compost Pile, Windrow, or Unit I.I).:		Date Started:		
Compost Production Method Used (circle one):	windrow	in-vessel	static aerated pile	
Feedstocks Used (including inoculants): (see other side for approximate C:N ratios of common feedstocks)			Estimated C/N	Ratio:	
Dates	Tempera	ture		Turned?	

		ATTRA Project, 1-800-346-914						
Carbo	n-to-Nitrogen Estimation for NOP Compliant Com	posting						
	hat the blend of feedstocks comprising each batch of co							
	provides some information that might be helpful estima							
	provides some mormation that hight be neiprar estima	ang the driving of composition post-						
Composting Hints & Guidelines:								
adjusted based on the approximate C:N ra	lend of high carbon "brown" materials with low carbon atio of the dominant feedstocks (see Table 1 below). Fo create a compost pile with a C:N of 32-33. A C:N ratio	r example, equal quantities of dried sheep manure						
Proportioning of feedstock materials shou	• Proportioning of feedstock materials should be based on weight rather than volume. Make adjustments for high moisture materials.							
	ve not been finely chopped are slow to break down and rials do provide good aeration where needed, and can l							
• Many manure sources are already mixed adding additional materials.	with bedding materials and may be close to an ideal ra	tio for composting. Take this into account before						
	os, moisture content, fineness of grind, ambient air tem can be as much art as science. Experience will be the							
To find sources of basic and advanced inf http://attra.ncat.org/attra-pub/farmcompost	formation on composting, see ATTRA's On-Farm Compo	sting Resource List at:						
Ta	ble 1: Approximate C:N Ratios of Various Mater	ials						
Note that these are ap	proximations only, obtained from various sources in the	e composting literature.						
	Actual C:N ratios may vary widely.							
	Carbon (C):	Nitrogen (N):						
Compost, Finished	15	1						
Urine	0.8	1						
Blood	3	1						
Cow Manure	18	1						
Sheep Manure	17	1						
Poultry Manure	15	1						
Horse Manure	25	1						
Straw, Wheat	130	1						
Straw, Oat	48	1						
Corn Stalks	40	1						
Rice Hulls	120	1						
Sawdust, Rotted	208	1						
Sawdust, Raw	510	1						
Legume Hay	17	1						
Grass Hay	30	1						
Grass Clippings	13	1						
Vegetable Wastes	11	1						
Apple Pomace	48	1						
Grape Pomace	28	1						
Seaweed	19	1						
Dak Leaves	50	1						
Pine Needles	85	1						
Cotton Seed Meal	7	1						
Soybean Meal	7	1						
Alfalfa Pellets	15	1						
Feather Meal	4	1						
Newsprint	400	1						

400

Cardboard

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Market Farm Pest/Weed Monitoring Log								
Farm Name:	Bed/Field ID:	SqFt/Acres:	Year:					
Crop(s):								
Pest Monitoring: List date, t	Pest Monitoring: List date, type of insect or pest, and assessment of crop damage you observed.							
Date	Insect/Pest (note monitoring method if desired)	Type of crop damage	Crop Damage (Low, Medium, High)					
Disease Monitoring: List da	te, type or description of disease, a	and assessment of damage.						
Date	Disease	Type of crop damage	Crop Damage (Low, Medium, High)					
Weed Monitoring: List date,	name/description of problem weed	d, and assessment of weed pres						
Date	Wee	d	Weed Pressure (Low, Medium, High)					

	Harvest Record for Organic Market Farms							
Farm Name:	A record of your organic crops harvest for the entire year. Farm Name: Crop Year:							
Harvest Date	Bed/ Field I.D	Crop Harvested	Quantity	Grade or Quality	Where Stored or Sold			

ON-Farm Cooler/Cold Storage Record for Organic Market Farm Crops A record of your on-farm cold storage of organic crops.							
Farm Name:			i on-tarm cold storage of organic crops	•			
Cold Storage Unit	ID:		Capacity:	Crop Yea	r:		
Date	Quantity In	Bed/Field I.D.	Сгор	Quantity Out	I.D. (if used)		

	OFF-Farm Cooler/Cold Storage Record for Organic Market Garden Crops A record of your off-farm cold storage of organic garden crops.						
Farm Name:					0		
Storage Faci			Location:		Ce	ertified* Organic	?
Cold Storage			Capacity:			op Year:	
Date	Bed/Field	Cron	Quantity	Quantity	I.D. Cleanout		Cleanout
Dute	I.D.	Сгор	In	Out	(if used)	Date*	By*
* Non-certifie	d storage facilities	s must be cleaned ac	cording to docu	imented proto	cols (routine, ste	p-by-step procedu	res established
to make certai	n the unit is prop	erly and completely	cleaned prior to				
the person cor	nducting the clean	out should sign or in	nitial.				

A reco	Pest Control Activities and Inputs for Organic Market Farm Crop Stora rd of the actions and materials you use to prevent/control pests in organic cold st	
Farm Name:		p Year:
Cold Storage Unit I.D.:		1
Date	Pest Control Activity/Input	By Whom*
* Person who conducts	the pest control should sign or initial.	

Equipment Settings and Adjustments for Market Farm Field Operations Use to record settings and adjustments for your field equipment, for your convenience and increased efficiency year to year.						
Farm Name:		r - , - , - ,	Crop Year:			
Machine or Piece of Equipment	Сгор	Settings	Notes			

Market Load List					
Market Location:		Day/Date:			
Сгор	Quantity Harvested/Field	Quantity Sold	Quantity Remaining		

	Farmers' Market Sales Record for Organic Market Farms							
arm Name:		1	С	rop Year:				
Date of Sale	Market	Crop Sold	Quantity	Price per Unit	Total Price			

Farm Name: Crop Year:						
farm Name: Iarket Location:			Crop Tear:			
Date of Sale	Crop Sold	Quantity	Price per Unit	Total Price		
Date of Sate	Crop Sola	Quantity		10101 1 1100		

Community Supported Agriculture Sales Record for Organic Market Farms Use one CSA Sales Record for each delivery date.				
Farm Name:		Crop Year:		
Date or Delivery Number:	Pickup/Delivery Locat			
CSA Member		Share: Full/Half		

Use when cales are	Harvest Plan and Record "Pick List" Use when sales are made in larger quantities to multiple markets, such as several boxes to retail stores or wholesale customers.					
Use when sales are	made in larger quanti	Date		es to retail stores or w	noiesale customers.	
Farm Name:				Crop Year:		
			Markets (Across)			
Crops (Down)						

	Total Market Sales Record for Organic Market Farms					
	form to record your total sales receipts each market day to tra					
Farm Name:		Crop Year:				
Date of Sale	Market	Total Sales Receipts (\$)				
Date:	Total Sales to Date:					

Community Supported Agriculture Weekly Box Record for Organic Market Farms Use one CSA Delivery Box Record for each delivery date.					
Farm Name:		Crop Year:			
Date or Delivery Number:		Number of Full Boxe	s:		
Content o	of Box	Content			
Сгор	Quantity	Сгор	Quantity		
*					
Data an Daltaran Namulan		Namel an a f Half Dame			
Date or Delivery Number:	of Box	Number of Half Boxe			
Content o		Content	t of Box		
	f Box Quantity				
Content o		Content	t of Box		
Content o		Content	t of Box		
Content o		Content	t of Box		
Content o		Content	t of Box		
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Content o		Content	t of Box		
Content o		Content	t of Box		
Content o		Content	t of Box		

Community Supported Agriculture Sales/Yield Worksheet						
Use one worksheet p		native method of calculating the e A use only.	entire year's harvest.			
Farm Name:		Year	r:			
Сгор:						
Date or Delivery Number	Number of Boxes	Quantity per Box	Total Delivered			

	Complaint Log for Organic Market Farms						
Farm Name:			С	rop Year:			
Date Received	Complaint	Source of Complaint	Date of Action	Action Taken	Respondant		

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