

AN INSIDE LOOK AT LEIBFRIED FARM

Owner and operator of Leibfried Farm, Aaron, and his staff use a system of calendars to track most records and create an on-farm timetable of activities. “Everyone is responsible for logging specific actions such as harvest yields, locations, inventory levels and ration amounts into individual pocket calendars or posted wall calendars,” explains Aaron. “I then copy all the information from staff calendars into one of the farms’ two master calendars – one for animal and feed records and the other for field records.”

DOCUMENTING *for* AN AUDIT:

Records
RECEIPTS,
PACKAGE LABELS,
INVOICES, CERTIFICATES,
AFFIDAVITS, ETC.

AND

Data
LOG RECORDS OF
ACTIVITIES ON THE FARM
SUCH AS DATES, LOCATIONS,
QUANTITIES, ETC.



Recordkeeping Case Study: Documenting Ruminant Livestock Feed

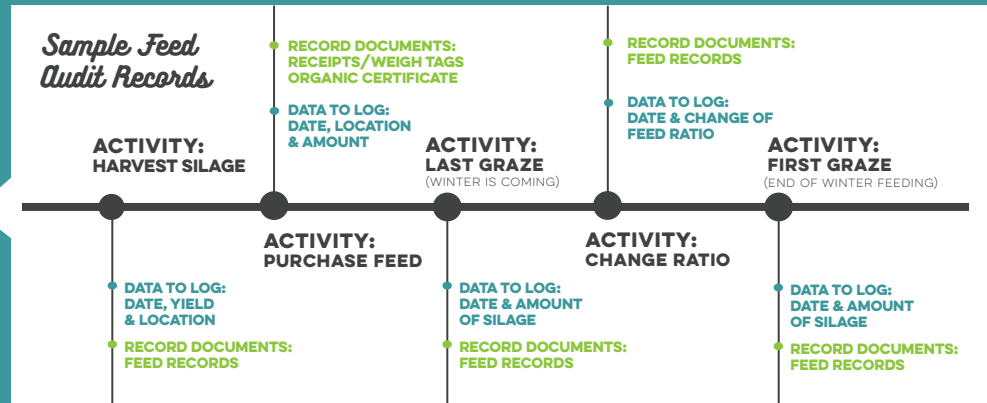
ORGANIC RUMINANT LIVESTOCK FEED AUDIT

The USDA National Organic Program requires that 100 percent of organic livestock feed rations consist of organically produced and handled agricultural products. Feed rations include pasture, forage and purchased feed (e.g., hay). To verify this requirement during an organic inspection, an inspector will audit at least one randomly selected feed ration product. The inspector chooses an animal group, for instance a dairy herd, and then typically targets a

timeframe between the last day of the previous grazing season and the first day of the new grazing season. An audit will then work through feed records to verify what and how much was fed to the selected group. The farmer is tasked with demonstrating that feed on hand matches what the animals consumed, a calculation determined by reviewing harvest yield records (for feed produced on-farm) and/or feed receipts and weigh tags (for purchased feed).

<i>Feed Log</i>			AUG 2015
LEIBFRIED FARM-WISCONSIN			
MONDAY	TUESDAY	WEDNESDAY	
1 Harvest Field 1, Barley, 44 Bales, Stored in Silo B)	2	3 Feed Purchase: Corn Silage (1 ton) Stored in Silo A	

PREPARING FOR A LIVESTOCK FEED AUDIT



CALCULATE the FEED TOTALS

Go through your calendar before your inspection to pull out and tally up figures that you might need to show to your inspector, such as the percentage of a crop in a ration mix and changes in feed inventory over time.



TRACK your HARVEST

Always track harvest yields for all feed crops, measured in either number of bins, bales or total weight. Be sure to document yields and the field of origin in your calendar, harvest spreadsheet or directly on the storage container with the date. Also save purchase receipts and weigh tags for review during your inspection.



SAVE your RECORDS

Livestock certification involves tracking other records, including animal births, grazing periods, veterinary visits, and milk yields. Tracking this information alongside your feed records in a master calendar will help keep your certification records organized in one place for ease of access for you and an inspector.



ORGANIZE by DATE

Since a feed audit can evaluate activities that occur over two or more calendar years, be sure to have previous years' calendars accessible during an inspection. The USDA organic standard requires that you to keep your records for a minimum of 5 years.

RESOURCES:

USDA Documentation Forms for Crop Producers (free pdf download)
<https://attra.ncat.org/attra-pub/summaries/summary.php?pub=358>



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