

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

OR

Inputs
INCLUDES COMPOST,
MINERALS AND
AMENDMENTS ADDED
DIRECTLY TO THE SOIL

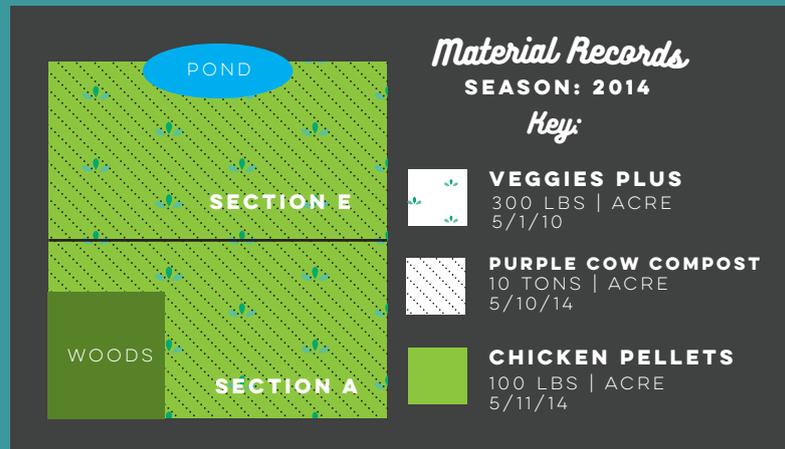


Recordkeeping Case Study: Documenting Material Records

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."



BEST PRACTICES FOR DOCUMENTING MATERIALS

VITAL MATERIALS INFORMATION FOR YOUR INSPECTION:

- + PRODUCT NAME
- + BRAND NAME
- + MANUFACTURER NAME
- + ORIGINAL OR PHOTOCOPY OF LABEL
- + QUANTITY OF MATERIAL
- + PURCHASE DATE

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 everything, including your purchase orders, receipts, and input records and archive all records by year. Reviewing the sequence of material applications on your farm will help you to 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 that they are approved for use. Remember to always document and save the product, brand and manufacturer names, as well as ingredient lists, for all 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. Oregon Tilth organic inspector Aaron Zeiss explains how "the inadvertent application of a prohibited substance can take whole fields out of organic production for three years, with little to no option for recourse."

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>



This product was developed with support from the U.S. Department of Agriculture's Agricultural Marketing Service, National Organic Program.



GET CONNECTED WWW.TILTH.ORG (503)378-0690 @OREGONTILTH