Farm Name:_____ Year: _____

Farm Records

Skagit County
WASHINGTON STATE UNIVERSITY
EXTENSION

Food Systems
WASHINGTON STATE UNIVERSITY

Contents

Farm Map *.....3
Nonorganic Seed or Planting Stock Search Record *.....4
Input Material Application Record *.....6
Harvest Record* ^.....8
Sales Records by Market and Crop* ^.....10
Farm Activity Record *.....12
Planting Record and Crop Yield.....14
Pest Control Activities.....16

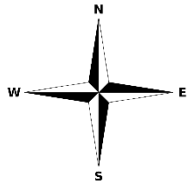
*Record Required for Organic Certification

^ If your farm is only certified through group certification with Viva Farms, these records may already be maintained by Viva Farms.

These forms are provided to assist in record keeping. If you are able to document the information in a different format, you may substitute those records.

Farm Map *

Instructions: *Organic Certification requires crop rotation to be documented. Include a map of each field with all crops planted each season.*



Nonorganic Seed or Planting Stock Search Record *

Instructions: *Organic Certification requires this information to be recorded. Fill out the information of all seeds purchased or saved that are not certified organic and three sources you checked for organic seed. Copies of receipts must be included as supporting documents.*

Crop	**Variety**	**Three sources checked for organic seed**	**Seed Source**	**Non GMO**	**Non Treated**	**Reason for non-organic seed?**	**Receipt included?**
(Example) Bean	*Windsor Broad Bean*	*High Mowing, Seed Savers, Johnny's*	*Territorial Seed Co.*	☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
(Example) Tomato	*Green Zebra*		*Self-Saved*	☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐

				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐
				☐	☐	□ *Quality* □ *Quantity* □ *Not Available*	☐

Input Material Application Record *

Instructions: *Organic Certification requires this information to be recorded. Fill it out each time that you apply any input to the soil including fertilizer, lime or other input. Copies of receipts must be included as supporting documents.* ***NOTE: Manure must be composted unless applied 120 days before harvest for vegetables that come into contact with soil and 90 days before harvest for other vegetables. For more information view the NOP webpage (National Organic Program)*** http://www.ams.usda.gov/AMSv1.0/nop

Date	Input Applied	Application Rate/ Amount	Application Area	Input is listed in Organic Systems Plan?	Receipt included?
(example) ***1/15/12***	*(example)* ***Dipel DF***	*(example)* ***½ lb /acre***	*(example)* ***Beds 5 through 10 in Parcel 6A***	☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Harvest Record* ^

Instructions: *Organic Certification requires this information to be recorded. This is an example of a form to track your harvest.* ***NOTE:*** *If you maintain this information in another place, make a copy of the completed form to include here before your annual organic inspection.* If your farm is only certified through Viva Farms group certification, these records may already be maintained by Viva Farms.

Date	Product	Quantity	Field #	Notes
(example) 7/1/16	*(example): Lettuce- Romaine*	*48 heads*	*6S*	
(example) 9/1/16	*(example): Carrots*	*15 pounds*	*7S*	

Sales Records by Market and Crop* ^

Instructions: *Organic Certification requires this information to be recorded. Fill it out with details of your weekly sales.* ***NOTE:*** *If you maintain this information in another place, make a copy of the completed form to include here before your annual organic inspection. If your farm is only certified through Viva Farms group certification, these records may already be maintained by Viva Farms.*

Date of Sale	Invoice #	Buyer/Market	Product(s)	Total $ Sale	Payment Received
7/1/16	*17642*	*Puget Sound Food Hub*	*Strawberries*	*$230.15*	☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Farm Activity Record *

Instructions: *Organic Certification requires this information to be recorded. Fill it out with all farm activities that are realized on the farm, from soil preparation to harvest.*

Date	**Activity**	**Area worked**	*(Optional)* **Labor (hours)**	*(Optional)* **Tractor/Equipment (hours)**
(example) 4/1/17	(example) Soil preparation with rototiller	Entire parcel (1 acre)	2 hrs	1hr
(example) 4/15/17	(example) Direct seed of carrots and radishes. Transplant tomatoes and peppers.	Beds 1-5	4 hrs	

Planting Record and Crop Yield

Instructions: *Fill this form out with details of your crops planted. Later use your harvest records to fill in the total crop yield.*

Date Seeded	Crop Variety	Direct Seed or Transplant (DS or T)	Spacing	# Of Beds	# Of Rows	Length of Bed	Total Yield	Notes
4/12/17	*Kale- Lacinato*	*T*	*12”*	*1*	*3*	*240ft*		

Pest Control Activities

Instructions: *Document pest activity and management during the season.*

Date	Pest	Management Steps Taken/ Notes	Field #/ Crop affected
(example) 7/1/16	*Flea Beetle*	*No steps taken/Crop recovered after further growth*	*Kale 6S*

Farm Notes: