



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.

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This set of documentation forms contains the following:

- A. Market Farm Production Bed Activity Log—for 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 post-harvest, 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 on-farm refrigerated storage.
- L. OFF-Farm Cold Storage for Organic Market Farm Crops—use to record details of your off-farm 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.

Market Farm Production Bed Activity Log

A record of the practices and equipment you use for each planting bed. Record inputs on form D.
If your production is field-scale, use form B-*Market Farm Field Activity Log*.

Farm Name: _____ Bed ID: _____ Square Feet: _____ Year: _____

Production Bed Activities: List date and activity, from pre-plant through post-harvest.

<i>Date</i>	<i>Crop</i>	<i>Activity</i>	<i>Date</i>	<i>Crop</i>	<i>Activity</i>

Harvest: Use form J-*Market Farm Harvest Record* to record harvest information.

Additional notes and observations:

Market Farm Field Activity Log					
<p>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-<i>Market Farm Production Bed Activity Log</i>.</p>					
Farm Name:		Field ID:		Sq Ft/Acres:	Year:
Field Activities: List date and activity, from pre-plant through post-harvest					
Date	Crop	Activity	Date	Crop	Activity
Harvest: Use form J- <i>Market Farm Harvest Record</i> to record harvest information.					
Additional notes and observations:					

Activity Calendar					
Month:	Year:	Farm/Location:			

Market Farm Inputs Log A record of the materials you use for each production bed or field.			
Farm Name	Bed/Field ID:	SqFt/Acres:	Year:
Seeds/Transplants			
<i>Date</i>	<i>Crop/Variety Planted/Transplanted</i>	<i>Seeding Rate/Transplant Spacing</i>	
Fertilizers/Pest Control			
<i>Date</i>	<i>Material Applied/Brand or Source</i>	<i>Rate/ Amount</i>	<i>Notes</i>
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 Planting Stock Information				Code (O,U,F)	Treatment* Type/Brand	Confirmation of non-GMO status? (non-organic only)
Crop	Variety	Supplier	Lot #			

*“Treatment” refers to natural and synthetic substances included on the National List ONLY.

Organic Seed and Planting Stock Search Record			
Producers may use non-organic seed only when organic seed is not commercially available.			
Use this form to document companies and individuals you contacted in your search for organic seed and stock.			
Farm Name:		Crop Year:	
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
Crop/Variety Required:			
Date	Company Name	Contact Information	Outcome of Inquiry

Fertility/Soil Monitoring Log					
Farm Name:		Bed/Field ID:		SqFt/Acres:	Year:
Crop(s):					
Date of most recent soil test:					
<i>When compared with previous soil tests, are your nutrient levels (circle):</i>					
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 approaching desired range			out of or moving away from desired range	
Crop Monitoring:					
Are there visible signs of nutrient stress?		No		Yes	
Erosion Monitoring:					
Is there evidence of wind and/or water erosion?		No		Yes	
Additional Notes on Soil and Crop Monitoring:					

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

Carbon-to-Nitrogen Estimation for NOP Compliant Composting

§205.203(2)(i) of the National Standard requires that the blend of feedstocks comprising each batch of compost have an initial carbon-to-nitrogen (C:N) ratio between 25:1 and 40:1. This page provides some information that might be helpful estimating the C:N ratio of compost recipes.

Composting Hints & Guidelines:

- A good compost pile will be a balanced blend of high carbon “brown” materials with low carbon/high nitrogen “green” materials. Proportions can be adjusted based on the approximate C:N ratio of the dominant feedstocks (see Table 1 below). For example, equal quantities of dried sheep manure (C:N=17) and oat straw (C:N=48) would create a compost pile with a C:N of 32-33. A C:N ratio of 30 is considered ideal for beginning a “hot” aerobic compost pile .
- Proportioning of feedstock materials should be based on weight rather than volume. Make adjustments for high moisture materials.
- Wood chips and similar materials that have not been finely chopped are slow to break down and may contribute less carbon than you expect to the composting process. However, such materials do provide good aeration where needed, and can be screened from the final compost and re-used in subsequent batches.
- Many manure sources are already mixed with bedding materials and may be close to an ideal ratio for composting. Take this into account before adding additional materials.
- Due to the variation in feedstock C:N ratios, moisture content, fineness of grind, ambient air temperature, and other factors, making good, NOP-compliant compost in an efficient manner can be as much art as science. Experience will be the best guide.
- To find sources of basic and advanced information on composting, see ATTRA's *On-Farm Composting Resource List* at: <http://attra.ncat.org/attra-pub/farmcompost.html>.

Table 1: Approximate C:N Ratios of Various Materials

Note that these are approximations only, obtained from various sources in the 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
Oak 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
Cardboard	400	1

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

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

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

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:

Storage Facility Name: **Location:** **Certified* Organic?**

Cold Storage Unit: **Capacity:** **Crop Year:**

<i>Date</i>	<i>Bed/Field I.D.</i>	<i>Crop</i>	<i>Quantity In</i>	<i>Quantity Out</i>	<i>I.D. (if used)</i>	<i>Cleanout Date*</i>	<i>Cleanout By*</i>

* Non-certified storage facilities must be cleaned according to documented protocols (routine, step-by-step procedures established to make certain the unit is properly and completely cleaned prior to storage of organic crops). Record the date of each cleanout; the person conducting the cleanout 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:		Crop Year:	
<i>Machine or Piece of Equipment</i>	<i>Crop</i>	<i>Settings</i>	<i>Notes</i>

Market Load List			
Market Location:		Day/Date:	
<i>Crop</i>	<i>Quantity Harvested/Field</i>	<i>Quantity Sold</i>	<i>Quantity Remaining</i>

Farmers' Market Sales Record for Organic Market Farms					
Farm Name:			Crop Year:		
<i>Date of Sale</i>	<i>Market</i>	<i>Crop Sold</i>	<i>Quantity</i>	<i>Price per Unit</i>	<i>Total Price</i>

Roadside Market Sales Record for Organic Market Farms				
Farm Name:		Crop Year:		
Market Location:				
<i>Date of Sale</i>	<i>Crop Sold</i>	<i>Quantity</i>	<i>Price per Unit</i>	<i>Total Price</i>

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 Location:	
<i>CSA Member</i>	<i>Share: Full/Half</i>	

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.

Date _____

Farm Name:

Crop Year:

	Markets (Across)				
Crops (Down)					

Total Market Sales Record for Organic Market Farms		
Use this form to record your total sales receipts each market day to track your total annual sales.		
Farm Name:		Crop Year:
<i>Date of Sale</i>	<i>Market</i>	<i>Total Sales Receipts (\$)</i>
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 Boxes:	
<i>Content of Box</i>		<i>Content of Box</i>	
<i>Crop</i>	<i>Quantity</i>	<i>Crop</i>	<i>Quantity</i>
Date or Delivery Number:		Number of Half Boxes:	
<i>Content of Box</i>		<i>Content of Box</i>	
<i>Crop</i>	<i>Quantity</i>	<i>Crop</i>	<i>Quantity</i>

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

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