



# Documentation Forms for Organic Crop and Livestock Producers

By Ann Baier, NCAT  
Agriculture Specialist  
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There are three types of documentation that enable accredited certifying agents (certifiers) to verify a producer’s compliance with the National Organic Program (NOP) Regulations:

- a) The producer’s records of farm/livestock operation activities
- b) The Organic System Plan (OSP)
- c) Audit trail documents (e.g., purchase invoices, organic certificates, contracted custom application or harvest records, soil test results, sales invoices, etc.)

This publication provides a set of documentation forms to help producers of organic crops and livestock record their on-farm practices and production activities. These sample forms provide templates to help farmers organize the records that will be reviewed at inspection.

## The Organic Certification Process, in Summary

To become certified, organic crop and livestock producers must demonstrate to an accredited certification agency (certifier) that their operation complies with the National Organic Program Regulations. The process includes completion of an Organic System Plan (OSP), which accompanies the application for certification. The OSP describes how crop and livestock production will comply with the NOP Regulations by detailing the practices, the input materials, and the monitoring procedures that will be used. If the OSP and its accompanying materials indicate that the operation appears to be able to comply with organic regulations, the certifier sends an inspector to conduct an on-site inspection. The purpose of the inspection is to verify that farming or ranching practices are consistent with the OSP and compliant with NOP regulations. It is the inspector’s responsibility to review the producer’s recordkeeping system, including audit trail documents and records kept by the producer to demonstrate compliance with organic regulations. The inspector identifies any areas of concern, and submits a report to the certifier.

For more information, see the ATTRA publication *Organic Certification Process* at [http://attra.ncat.org/attra-pub/organic\\_certification.html](http://attra.ncat.org/attra-pub/organic_certification.html)

## Use of Documentation Forms

The forms in this set provide templates that may be used as they are presented or adapted to individual operations for documenting on-farm practices and input-application activities to demonstrate compliance with organic regulations. The forms can be stored wherever production activities occur, such as the truck, packing or storage area, barn, milk house, or machinery shed. These forms provide ideas for organizing information about your production (and on-farm handling) activities. They are primarily intended to help producers understand how to show compliance with the NOP Regulations for organic certification, but they also foster good business management. Use only those forms that are useful to you and your operation. You may download the entire publication or select individual forms.

**Please note that these are not required forms.** These forms are provided as templates that can be adapted according to individual business needs. Many certifiers provide documentation/record-keeping forms, and some strongly prefer the use of their own forms. Please check with your certifier in advance of using the forms provided here.

Many farmers and livestock producers find that once they are familiar with the actual language and requirements of the National Organic Program Regulations, it is easier to complete the OSP and implement and track production activities in a way that is readily verifiable. For that reason, ATTRA developed these sets of excerpts to assist producers in finding and understanding the sections of the organic regulations that apply to particular types of operations:

- *Organic Standards For Crop Production: Highlights Of The USDA's National Organic Program Regulations*, [http://attra.ncat.org/attra-pub/nopstandard\\_crops.html](http://attra.ncat.org/attra-pub/nopstandard_crops.html)
- *Organic Standards For Livestock Production: Excerpts Of USDA's National Organic Program Regulations*, [http://attra.ncat.org/attra-pub/nopstandard\\_livestock.html](http://attra.ncat.org/attra-pub/nopstandard_livestock.html)
- *Organic Standards For Handling (Processing): Highlights Of USDA's National Organic Program Regulations*, [http://attra.ncat.org/attra-pub/nopstandard\\_handling.html](http://attra.ncat.org/attra-pub/nopstandard_handling.html)

## National Organic Program (NOP) Regulations: Recordkeeping Requirements for Organic Certification

NOP Regulations require certified organic producers to keep records that are “adapted to the operation ... disclose all activities and transactions ... [are] maintained for not less than 5 years ... and [are] sufficient to demonstrate compliance” (NOP § 205.103). While NOP regulations require that all producers keep certain kinds of records, and that accredited certifiers verify that information, the regulations do not specify *how* producers must keep records. The format of organic-production records is flexible. Ultimately, records should provide a complete picture of the farming activities and be readily understood by the certifier. They may also be useful for tracking the production activities and business management of the individual operation. It is important, for example, to keep audit-trail documentation that is sufficient to determine the source, transfer of ownership, and transportation of any organic product.

During an inspection, the inspector reviews records of actual practices and compares those to the practices described in the producer’s OSP. Some examples of the types of records that need to be available for review at inspections include audit-trail documents such as seed, fertilizer, and soil amendment documents; pesticide purchase receipts; feed receipts; shipping records; sales invoices; and soil-, tissue-, or water-test results, if applicable.

These sets of documentation/recordkeeping forms are optional. They provide templates for producers to record details about actual practices. For producers who do not elect to use these forms, they remain a useful resource by identifying important and even essential contents for producers to include in their own records. Producers may download these forms and use them as they are or customize them to meet the needs of individual operations. Producers may create their own forms or design an alternative template or format from another source. That said, many certifiers favor a certain type of format and prefer that their certified clients use selected forms.

### Rewards of Recordkeeping

Clear records serve multiple functions. These forms are designed to foster recordkeeping by farmers and ranchers seeking to do the following:

- Meet compliance requirements for organic certification to NOP regulations (and some international organic standards, as applicable) by providing templates for documenting required information.

- Improve farm and business management by tracking and organizing relevant information about production activities, including whole-farm, crop, or enterprise planning and budgeting.
- Develop a farming systems approach. Many producers note that keeping records helps them to organize their observations, recognize patterns in relationships across the farm, solve problems, and develop sound plans.

## Areas of Recordkeeping Required

The NOP standards for crop and livestock production require that recordkeeping systems (§ 205.103) be adapted to the particular business that the certified operation is conducting and fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited. This may include a description of production activities and practices and their frequency; input substances or material applications—composition, source, and location(s) used; documentation of commercial availability, as applicable; transactions (harvest and sales records); monitoring practices and procedures and their frequency; and management practices and physical barriers to prevent commingling and contamination.

### Input Materials

Crop production materials are generally thought of as fertilizers, soil amendments, and pest-management materials, and they also include seeds and planting stock, annual transplants, seed treatments, and inoculants. Livestock production materials may include vaccines, biologics, disinfectants, sanitizers, topical medications, teat dip, anesthetics, parasitocides or homeopathic remedies, cleansers, or structural pest-control materials. The ATTRA publication *Organic Materials Compliance* (<http://attra.ncat.org/attra-pub/organicmaterials.html>) provides information about how to ensure that the materials considered for use are allowed (i.e., on OMRI or WSDA Products list, has the NOP seal on the label, or is certifier reviewed and approved). In general, for both crop and livestock production, materials must be either “natural” (and not listed as a prohibited nonsynthetic), or synthetic and specifically allowed for use in organic crop or livestock production or handling (see National List § 205.600-606). When describing a material to be used, include the complete product name and formulation (as applicable). It is necessary to correctly identify the manufacturer (who formulates, manufactures, and packages a product) in order for you and the certifier to verify that a product is allowed for use in organic production. Be careful to note the manufacturer (distinct from the distributor—a business from which you purchase a product but that does not make it). Identify the purpose for which it will be used (e.g., soil fertility or pest and disease management). Some materials, for example, are allowed for pest management but not as a soil amendment.

Some materials are allowed only for certain purposes and/or under certain circumstances. Complete documentation for the use of annotated or restricted materials includes the circumstances and timing of use and documentation (e.g., documentation of a nutrient deficiency to justify the use of synthetic micronutrients on crops, and preventive livestock health practices and parasite monitoring to justify the use of parasiticides at times other than during the last third of the gestation of organic offspring or during lactation).

### Production Audit Trail

The audit trail consists of records that track crops and livestock from their production and management in the field through harvest, transport, and sale. The farmer or livestock producer is responsible for keeping documentation of this journey as long as he or she owns the product. The audit trail is complete when the producer relinquishes custody of the product. Several versions of crop harvest and sales forms are provided in this publication,

each one useful in a specific application. Use the harvest- and sales-record forms that best meet the needs of your type of operation, whether your sales are made in larger quantities—such as several boxes to retail stores or wholesale customers—or in small quantities, such as those sold directly to consumers. Some records, such as direct-marketing records, can serve the dual purpose of harvest and sales records.

### ***Prevention of Commingling and Contamination***

Organic producers should be aware of potential sources of product mixing or contamination, also referred to as threats to organic integrity, and take measures to prevent and avoid each potential problem. Some risks may be under a producer's direct control in a split operation, where conventional production is under his or her management. Other risks call for risk-management measures such as notification, establishment of communication, and making requests for the cooperation of others—among them neighbors, county road departments, and utility companies—to minimize opportunities for contamination. The method of cleaning should be appropriate to the material that needs to be removed (how it adheres) and to the equipment (whether surfaces are smooth or rough and/or have corners or crevices). Cleaning methods may be either wet, utilizing spray equipment (rinsing, washing, or scrubbing), or dry (wiping, sweeping, or blowing with compressed air). Some types of equipment can be effectively cleaned by running them empty. For equipment that has no practical means of cleaning, a purge procedure may be the best approach. Several different types of forms are provided for different types of applications. As with other types of recordkeeping, documentation should be available for inspection to support the information recorded by producers. In the case of contamination prevention, these may include letters or statements regarding procedures from businesses providing contract services.

### ***Dry Matter Intake for Ruminant Livestock***

Producers need to document that organic ruminant livestock obtain, on average, at least 30% of their Dry Matter Intake (DMI) from grazing during the grazing season (NOP § 205.2, § 205.237, and § 205.240). The grazing season must be at least 120 days long, but it need not be continuous. Producers may choose and describe their methods for estimating Dry Matter Demand (DMD) and calculating DMI. In order to complete a DMI calculation, producers need the following:

- DMD estimates for class(es) of livestock produced. These may be found in tables on the NOP website, in livestock production manuals, and on certifier websites.
- Grazing records (dates livestock are on pasture throughout the year).
- Dry matter content of feeds—may be actual feed test results or values obtained from a chart of average dry matter contents.
- Feeding records for each ration period / class of livestock—type of feed, amounts, and dates fed.

Worksheets A and B below offer one DMI-calculation method. Several certifiers offer similar sample forms to facilitate DMI calculations.

See Appendix A: Dry Matter Intake Calculation Resources for Ruminant Livestock Producers for a more detailed explanation and reference information regarding Dry Matter Intake (DMI) calculations.

## **Available Templates: Select Forms that Work for Your Operation**

The attached recordkeeping/documentation forms are grouped according to the type of information they track. They include different options for diverse types of crop and livestock

producers to record how the descriptions in the OSP were implemented in practice. Choose or adapt the forms that best help you fulfill the main areas of required documentation.

## Included Forms

The following forms are included in this publication:

### Crops

#### *Land Use Records*

NOP § 205.202 Land Requirements

- Field History / Previous Land Use Record: Use this form to document NOP land requirements to establish a date of last application of prohibited materials and determine eligibility for organic certification.
- Land Use History Verification: Use this form to request the land's prior manager to describe the materials that were used.

#### *Activity Records*

NOP § 205.2 Records, Crop Rotation; § 205.103 Recordkeeping by Certified Operations; § 205.201 Organic Production and Handling System Plan

- Activity Log: Use this form as one option for recording all types of farm or ranch activities and making notes about various observations.
- Activity Calendar: Use this form as one option for recording all types of farm or ranch activities and making notes about various observations.

#### *Planting and Harvest and Crop Rotation Records*

NOP § 205.2 Crop Rotation; § 205.205 Crop Rotation Practice Standard

- Planting and Harvest Record: Use this form to record crop acreage and location, planting and harvest dates, yield, and sales.
- Crop Rotation Record: Use this form to document crop rotations, including harvested crops, cover crops, green manures, and forage crops.

#### *Input Material Records*

NOP § 205.2 Agricultural Input, Compost; § 205.203 Soil Fertility and Crop Nutrient Management Practice Standard; § 205.205 Crop Rotation Practice Standard; § 205.601 Synthetic Substances Allowed for Use in Organic Crop Production; § 205.602 Nonsynthetic Substances Prohibited for Use in Organic Crop Production

- Input Material Application Record: Use this form to record inputs, including manure, compost, soil amendments, fertilizers, potting soil, mulch, and pest-management materials.
- Compost Production Record: Use this form to describe how compost-production meets NOP requirements.
- Manure Application / Food Crop Harvest Interval Record: Use this form to document that the NOP-required interval of 90 or 120 days has passed between the application of raw manure and the harvest of a food crop.

#### *Seed and Planting Stock Records*

NOP § 205.204 Seeds and Planting Stock Practice Standard; NOP § 205.2 Commercially Available

- Organic Seed Nonavailability Records

- Suppliers of Seed or Planting Stock: Use this form to list the names and contact information of seed- and/or planting-stock suppliers who handle organic products.
- Nonorganic Seed or Planting Stock: Use this form to document the search for organic seed and planting stock as well as the reasons if they are unavailable. Also use this form to document how nonorganic seeds and/or planting stock qualify for an exemption per NOP and have been verified as untreated and non-GMO.
- Documentation of Allowability of Seed Treatments, Coatings, or Inoculants: Use this form to record seed treatments and coatings or inoculants.
- Seed Saving and Plant Propagation Record: Use this document to record the crop, field location, and storage location of harvested seeds and planting stock.

### ***Harvest, Inventory/Storage, Sales, and Transaction Records***

NOP § 205.103 Recordkeeping by Certified Operations; § 205.201 Organic Production and Handling System Plan

- Harvest Record: Use this form to track the harvest and sale of organic crops.
- Farmers Market Load List or Farm Stand Sales Record: Use this form to record the crops marketed and sold.
- Harvest Plan and Record “Pick List”: Use this form to record specific crop harvests and their quantities and sales destinations.
- CSA Weekly Harvest and Cost Summary: Use this form to record weekly harvest and sales to CSA members.
- Harvest Instructions / Record: Use this form to record directions for detailed harvest operations that vary with changes of season.
- Total Farm Sales Record: Use this form to summarize sales over the course of a season or a year.
- Storage Inventory Record: Use this form to track product storage and inventory.

### ***Prevention of Commingling and Contamination Records***

NOP § 205.201(a) (5 and 6) Organic Production and Handling System Plan; § 205.103 Recordkeeping by Certified Operations; § 205.272, Commingling and Contact with Prohibited Substance Prevention Practice Standard

- Equipment Cleaning Log: Use this form to document the cleanliness or cleaning of all application, harvest, and transport equipment that is not dedicated to organic use.
- Clean Transport Affidavit: Use this form to record verification that transport vehicles used for nonorganic materials are inspected and adequately cleaned.
- Buffer Crop Disposition Records: Use this form to document what happens to crops that are grown on buffer land that may be exposed to contamination from neighboring operations.
- Sample Neighbor Notification Letter: Use this form to request that neighboring landowners complete the Adjoining Land Use form.
- Adjoining Land Use Verification: Use this form for adjoining landowners to list the materials they use in their operations and/or to identify themselves as organic producers.

## Livestock

### ***Livestock Origin Records (Ruminant or Non-Ruminant Livestock)***

NOP § 205.236 Origin of Livestock

- Livestock List: Use this form to list all livestock for which organic certification is sought.

### ***Livestock Feed Records and Feed Additive and Supplement Records (Ruminant or Non-Ruminant Livestock)***

NOP § 205.237 Livestock Feed

- Livestock Feeding Record: Use this form to record feed rations fed on each date to each type and class of livestock.
- Livestock Additive and Supplement Use Record: Use this form to record feed additives and supplements provided to each type and class of livestock.

### ***Livestock Feed / Grazing and Pasture Management Records (Ruminant Livestock)***

NOP § 205.237 Livestock Feed, § 205.240 Pasture Practice Standard

- Grazing Days / Grazing Season Record: Use this form to record the days that livestock graze on pasture and the number of days in the grazing season.
- Pasture Rotation / Grazing Schedule / Animal Movement Record: Use this form to track the movement of animals and the rotation schedule of pastures.
- Ruminant Dry Matter Intake (DMI)—Calculation Methods Description and Summary of DMI Calculations from Feed and Grazing for All Ruminant Livestock in the Operation: Use this form to describe the methods of estimating Dry Matter Demand and summarize DMI percentages.
- Dry Matter Intake (DMI) Calculation Worksheet for Ruminants
  - Worksheet A – DMI from Non-pasture Feed Sources and from Grazing During Each Ration Period: Use this form to document DMI during the grazing season.
  - Worksheet B – Calculating the Average DMI from Pasture for the Grazing Season: Use this form to calculate the average DMI from grazing for each type and class of animal over the grazing season.

### ***Livestock Health Records (Ruminant and Non-Ruminant Livestock)***

NOP § 205.238 Livestock Health Care Practice Standard

- Livestock Health Record—Individual Animal: Use this form to record various aspects of individual animal management.
- Livestock Health Record—Poultry Flock: Use this form to record various aspects of poultry flock management.
- Livestock Materials List: Use this form to list specific materials for the care of organic animals and their environment.

### ***Livestock Living Conditions—Outdoor Access and Temporary Confinement Records (Ruminant or Non-Ruminant Livestock)***

NOP § 205.239 Livestock Living Conditions

- Non-Ruminants: Temporary Confinement / Outdoor Access Restriction Record: Use this form to describe the circumstances and reasons for actual temporary confinement of animals.

- Ruminants: Temporary Confinement / Outdoor Access and/or Pasture Grazing Restriction Record: Use this form to describe the circumstances and reasons for temporary confinement of animals and/or reasons animals are denied outdoor access or the ability to graze.

## A Note about Tracking Time and Money

While not required by NOP regulations, many of these recordkeeping/documentation forms could easily be adapted to include space or information fields for recording time (management and labor) and financial information. For some, adding those fields may offer the convenience of consolidating information on one form to facilitate the budgeting of time and money. Others prefer to keep financial information and budgeting separate from organic compliance.

## Feedback Invited for Ongoing Improvement of Forms

A great deal of work with certified organic farmers and ranchers, inspectors, and certifiers has gone into developing these forms. Even so, learning is an ongoing process. Farmers and ranchers find better ways of doing things every day, including keeping records. The National Center for Appropriate Technology (NCAT) welcomes practical feedback and suggestions for improving these forms by phone through its ATTRA project at 800-346-9140 or by email at [askanag@ncat.org](mailto:askanag@ncat.org).

## Acknowledgments

These documentation forms were extensively revised in 2011 by NCAT in cooperation with the U.S. Department of Agriculture's National Organic Program (NOP). Distribution is provided by NCAT's ATTRA Project, the National Sustainable Agriculture Information Service.

## Disclaimer

As with all matters of organic compliance for certification, always check with your certifier to verify that the forms you plan to use constitute sufficient documentation for the activity.

For more information, please contact the  
USDA National Organic Program:

U.S. Department of Agriculture  
Agricultural Marketing Service  
National Organic Program  
1400 Independence Avenue, SW  
Stop 0268, Room 2640-S  
Washington, DC 20250-0235  
Tel. 202-720-3252  
Fax 202-205-7808  
[www.ams.usda.gov/NOP](http://www.ams.usda.gov/NOP)



# Documentation Forms for Organic Crop Producers

## Field History / Previous Land Use Record

Use this form to document land requirements per NOP § 205.202, including date, location, and identity of all materials applied to the land during the past 36 months in order to establish a date of last application of prohibited materials and determine eligibility for organic certification. Complete one form for each location for which you have completed a Land Requirements Form. Include all fertilizer and pest-management materials applied. Attach additional pages if needed.

### Field, Pasture, or Location ID:

Year	Crop or Land Use	Material / Product Brand Name	Manufacturer	Application Date(s)
This year: 20__				
Last year: 20__				
Two years ago: 20__				
Three years ago: 20__				

The information provided above is complete and accurate to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date









# Documentation Forms for Organic Crop Producers

## Activity Calendar

Use this form to record all types of farm or ranch activities and make notes about observations. Include details about crops and/or livestock at a given location: planting, input applications, mowing, irrigation, pest monitoring, weather, etc. Records may be kept in any type of notebook or format.

Month/Year:

Farm/Location:

	1	2	3 Example: <i>Planted 200 lb/ acre org. soil builder cover crop, Field A</i>	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





























# Documentation Forms for Organic Crop Producers

## Community Supported Agriculture (CSA) Weekly Harvest And Cost Summary

Use this form to record weekly harvest and sales to CSA members. In addition to NOP compliance, this form provides a farm-management and financial tool.

Week of:

Weekly Share Price for Full Share:

Produce	Crop / Variety	Source (farm or purchased product <sup>7</sup> )	Quantity of Product	Value of Product <sup>8</sup>	Quantity (number of shares)	Total Value or Revenue <sup>9</sup>
LABOR	Worker	Rate		Hours		Total
DELIVERY	Route	Miles	Rate			Total
Other CSA-Related Travel or Expenses						

<sup>7</sup>Purchased product should be indicated on this list as well as in any written communication (such as a weekly newsletter) that shareholders receive, so that anyone can tell where each product comes from and whether it is certified organic.

<sup>8</sup>Value. This column is included to help the farmer align future share price with the box contents (generally established by the price of that item if it were to be sold at a farmers' market).

<sup>9</sup>This column may be used to record either total value of produce sold or total revenue. These are two different pieces of information, both of which may be useful to the farmer to help determine the profitability of current practices and future pricing. CSA shares are generally purchased by the season or month. If used to record revenue, the column merely provides a reference to compare costs with revenues on a weekly basis.













# Documentation Forms for Organic Crop Producers

## Clean Transport Affidavit

Use this form to record how transport vehicles used for nonorganic materials are verified as being inspected and/or cleaned adequately to ensure that nonorganic products and/or prohibited materials do not contaminate the organic crops or product.

Producer/Business Name: \_\_\_\_\_

Date Transport Unit Loaded: \_\_\_\_\_

1. Type of transport:  farm wagons     farm truck     bulk semi trailer  
 common carrier     tanker     other (specify) \_\_\_\_\_

2. The transportation was arranged by:  grower     buyer     other (specify) \_\_\_\_\_

3. Is the form of transportation only used for organic products?  yes     no

If no, state products transported prior to organic: \_\_\_\_\_

4. Transport unit was inspected and found to be free of:

foreign odors     residues     conventional products     other substances which may compromise organic integrity (describe as needed) \_\_\_\_\_

5. List transport unit ID # with the following information:

Transport Unit / Vehicle Identification	Organic Crop and Lot #	Check (✓) if vehicle was inspected prior to loading organic product	Cleaning method: Check (✓) all that apply. If Other, describe method.					
			Swept	Vacuum	Air blown	Washed	Other	

I hereby certify that the above transport units were inspected and cleaned thoroughly using the method indicated to protect the integrity of the organic products being transported.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Documentation Forms for Organic Crop Producers

## Buffer Crop Disposition Records

Use this form to document what happens to crops that are grown on buffer land that is organically managed but may be exposed to some risk of contamination from neighboring land such that the crop should not be sold as organic. Documentation should be appropriate to the nature of the buffer zone and the quantity of crop produced there. Buffer crop disposition options may include harvest and sale as nonorganic, harvest for home use, donation to workers or gleaners, or disking under. Commercial quantities of crops require more formal documentation (delivery tags and nonorganic sales records) to show that the buffer crop has not been represented as organic. If the amount of product is small and the product is not sold, less formal documentation—such as this form—may suffice. Always check with your certifier to agree on what constitutes sufficient documentation—before harvest season arrives.

Location: *Example: North side of Parcel 1, one row of apple trees (25 trees).*

Buffer Crop: *Example: Fuji Apples*

Map: *Example: Map shows neighboring conventional apple orchard to the south of parcel. Note indicates that the land is flat; no slope. Arrows indicate cardinal direction, north, and prevailing winds from the east.*

Marking: *Red ribbon is tied around the trunks of all buffer trees before harvest crews arrive. Dated photograph in file matches day before harvest.*

Date	Crop / Variety	Location	Disposition (sold, donated, home use, disked, etc.)	Quantity (in case of a harvest)	Sales (gross revenue in dollars)	Documentation (type and location)
10/1	Fuji apples	Parcel 1 North side, Single row	Sold as conventional	1 4x4 bin		Delivery tag and sales record, Apple Bob's, In filing cabinet, buffer crop folder



# Documentation Forms for Organic Crop Producers

## Sample Neighbor Notification Letter

(Date)

(Name and address)

Dear (Name):

I am currently a certified organic farmer with \_\_\_\_\_ (name of your certifying agent), managing my fields in a manner consistent with the USDA National Organic Program regulations.

Since you are an adjoining property owner, I need to inform you of my plans and ask for your help. If you plan to use synthetic fertilizers, pesticides, and/or genetically engineered crops on land that adjoins my fields, please take precautions when transporting or spraying to prevent over spray, chemical or genetic drift, or run-off onto my farm. If chemical drift is found on my organic crops or fields, I may be required to wait up to three years before using these fields for organic production. This could also cause loss of my organic certification and/or loss of the organic premium for crops grown on affected fields.

(Optional Paragraph) I understand that you are currently not using any synthetic fertilizers, pesticides, and/or genetically engineered crops on the (field or pasture) that borders my farm to the \_\_\_\_\_ (east, west, north or south) and adjoins my field # (\_\_\_\_\_). If you are willing to sign the enclosed Verification of Adjoining Land Use form, I will not be required to maintain a buffer zone between your field and mine. Also indicate the location of your adjoining fields on the map enclosed. Please return the signed statement as soon as possible.

If you would like to know more about my organic certification or have any other questions, please call. Thanks for your help.

Sincerely

(Signature of organic farmer)

Enc.:

Verification of Adjoining Land Use letter

Farm map



# Documentation Forms for Organic Crop Producers

## Adjoining Land Use Verification

I verify that I am the farmer of Location \_\_\_\_\_.

I am aware that my neighbor, \_\_\_\_\_ (name) whose land borders my farm(s) the (N,E,S, and/or W) side(s) is certified organic. I also understand that it is important to his or her business that organic crops and land be protected from contact with certain substances—such as synthetic fertilizers, herbicides, insecticides, fungicides, other pesticides and genetically modified organisms—that are not allowed in organic farming. Buffer zones are required to be sufficient to prevent contamination.

The following statements in this affidavit will help the organic certifier determine what type of buffer the organic farmer named above needs to maintain. Please check all that are true.

I am an organic farmer, with current certification by \_\_\_\_\_(name of certifier) (or exempt from certification due to sales).

OR

The materials I routinely use on my farm include the following:

synthetic fertilizers

herbicides

insecticides

fungicides

treated wood

other (specify)

I do not use any of the above materials on my farm

I use the materials checked above, but not on the fields adjoining my neighbor's property.

The distance between where I use the materials checked above and my organic neighbor's property is \_\_\_\_feet.

I agree to notify my organic neighbor when I plan to use these materials on adjacent land.

Signature of neighbor

Date

Farm Name

Address

Phone number











# Documentation Forms for Organic Livestock Producers

## Grazing Days/ Grazing Season Record

Use this form to record the days livestock graze on pasture each month and to total the number of days in the grazing season (establish the frequency and total length of each grazing season).

	Livestock Type												Year																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
Mar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jun	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Jul	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	





# Documentation Forms for Organic Livestock Producers

## Ruminant Dry Matter Intake (DMI)

### Calculation Methods Description and Summary of DMI Calculations from Feed and Grazing for All Ruminant Livestock in the Operation

Use this form to describe your methods for estimating Dry Matter Demand (DMD) and to summarize your calculations of Dry Matter Intake (DMI) percentages during the grazing season for each class of livestock.

Source of information used for DMD estimates (table or body-weight-percentage calculation): \_\_\_\_\_

Source of dry matter content of feeds (actual feed test results or specify chart of average dry matter content): \_\_\_\_\_

Use this table to summarize your calculations of DMI from pasture or forage grazed during the grazing season for each class of livestock you manage.

Class of Ruminants (Please specify the breed if you raise multiple breeds.)	Number of Days in the Grazing Season (from grazing and feeding records) Must be >120 to be in compliance.	Grazing Season Average Percentage of DMI from Pasture/ Grazing (Calculations must be available for inspection.) Percentage of DMI from grazing must be > 30% to be in compliance.			
		Average Weight lbs. per animal	DMD lbs./day	DM from feed fed	% DMI from Grazing
Young Stock over 6 Months of Age (calves, lambs, kids)					
Slaughter Stock					
Young Stock / Heifers					
Bred Heifers					
Lactating Animals					
Dry Animals					
Other (specify):					

Dry Matter Grazed = Dry Matter Demand - Dry Matter Fed (non-pasture feedstuffs)

% DM Fed + % DM Grazed = 100



# Documentation Forms for Organic Livestock Producers

## Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

Use Worksheets A and B to estimate the Dry Matter Demand and calculate the Dry Matter Intake of ruminants. If there is just one type of feed ration during the grazing season, one Worksheet A will suffice. If rations change during the grazing season, use Worksheets A and B in sequence to calculate average DMI from pasture during the grazing season for each type and class of animal.

### Grazing Season/Ration Period Dry Matter Intake Calculation Worksheet A (Example): DMI from Nonpasture Feed Sources and from Grazing During Each Ration Period

Use this form to document Dry Matter Intake (DMI) during the grazing season. Use separate worksheets for each type and class of livestock. Complete one Worksheet A for each distinct grazing/ration period (each time the feed ration changes during the grazing season). Then use Worksheet B to calculate the average DMI from pasture over the entire grazing season.

Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

A blank Worksheet A is available on the next page.

Operation Name <i>Example</i>				Date and Year <i>January 1, 2011</i>								
Ration Name/Type <i>Early lactation corn, hay, pasture</i>				Livestock Type (species, breed, average weight) <i>Early-lactating Holstein cows, 1200 lbs.</i>								
Time Period This Ration Is Fed (during grazing season ONLY) Season: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Number of Days: <i>30</i>				Class of Animal <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):								
Number of Animals: <i>30</i>		Dry Matter Demand (in lbs.): <i>34 lbs/day</i>		Source of DMD Values: <i>NOP Dairy tables for large-breed milk cows</i>								
				Source of Feed Dry Matter Values: <i>NRC Nutrient Required for Dairy Cattle</i>								
Feed Type (list all other than pasture)	Average Weight Fed (per animal per day in lbs.)	×	Dry Matter Content of Feed Source as %	=	DMI Fed (in lbs.)							
<i>Corn</i>	<i>18</i>	×	<i>.89</i>	=	<i>16.02</i>							
<i>Hay</i>	<i>15</i>	×	<i>.90</i>	=	<i>13.50</i>							
		×		=								
Total DMI Fed from Non-pasture (sum of DMI lbs. of each type)						<b>29.52</b>						
Dry Matter Demand (lbs.)	-	Total DM fed	=	DMI from pasture	÷	Dry Matter Demand	=	DMI ratio	×	100	=	% DMI from pasture
<i>34</i>	-	<i>29.52</i>	=	<i>4.48</i>	÷	<i>34</i>	=	<i>.13</i>	×	<i>100</i>	=	<i>13%</i>

**Dry Matter Demand:** The DMD for a given type and class of animals will likely change during the course of the grazing season because animals grow, and milk production changes over time. Each calculation should use a DMD value based on your best estimate of average weight/productivity during each ration period.

**Dry Matter Content:** Feed sources may vary in moisture contents, especially fresh and ensiled feeds. Please provide the source and accuracy of each material's dry matter content and explain any significant variation from reference values.



# Documentation Forms for Organic Livestock Producers

## Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

### Grazing Season/Ration Period Dry Matter Intake Calculation Worksheet A DMI from Nonpasture Feed Sources and from Grazing During Each Ration Period

Use this form to document Dry Matter Intake (DMI) during the grazing season. Use separate worksheets for each type and class of livestock. Complete one Worksheet A for each distinct grazing/ration period (each time the feed ration changes during the grazing season). Then use Worksheet B to calculate the average DMI from pasture over the entire grazing season.

Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

Operation Name			Date and Year								
Ration Name/Type			Livestock Type (species, breed, average weight)								
Time Period This Ration Is Fed (during grazing season ONLY) Season: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Number of Days:			Class of Animal <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):								
Number of Animals:		Dry Matter Demand (in lbs.):	Source of DMD Values:								
			Source of Feed Dry Matter Values:								
Feed Type (list all other than pasture)	Average Weight Fed (per animal per day in lbs.)	×	Dry Matter Content of Feed Source as %	=	DMI Fed (in lbs.)						
		×		=							
		×		=							
		×		=							
<b>Total DMI Fed from Non-pasture (sum of DMI lbs. of each type)</b>											
Dry Matter Demand (lbs.)	-	Total DM fed	=	DMI from pasture	÷	Dry Matter Demand	=	DMI ratio	× 100	=	% DMI from pasture
	-		=		÷		=		× 100	=	

**Dry Matter Demand:** The DMD for a given type and class of animals will likely change during the course of the grazing season because animals grow, and milk production changes over time. Each calculation should use a DMD value based on your best estimate of average weight/productivity during each ration period.

**Dry Matter Content:** Feed sources may vary in moisture contents, especially fresh and ensiled feeds. Please provide the source and accuracy of each material's dry matter content and explain any significant variation from reference values.





# Documentation Forms for Organic Livestock Producers

## Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

### Grazing Season Dry Matter Intake (DMI) Calculation for Ruminant Livestock Worksheet B (Example): Calculating the Average DMI from Pasture for the Grazing Season

Use this form to calculate the average DMI from grazing for each type and class of animal over the entire grazing season. Use all completed copies of Grazing Season/Ration Period DMI Calculation Worksheet A for a type and class of animal to provide input into this worksheet. Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

A blank Worksheet B is available on the next page.

<b>Operation Name/Year</b>  <i>Example</i>	<b>Class of Animal</b> <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):
<b>Total # Days in Grazing Season</b> (from table below = total # of days fed during the grazing season)  170	<b># Animals in Group</b>  30

Using your completed copies of Worksheet A, enter the ration dates, number of days fed, and % DMI from pasture for each distinct feed ration period during the grazing season in the table below. To calculate the weighted average DMI from pasture for the entire grazing season, multiply the % DMI for each grazing/ration period by the number of days in that period, then divide the sum of those numbers by the total number of days in the grazing season (all grazing/ration periods), and multiply by 100 to convert this number to a percentage.

Ration Name/Type/ID	Dates Fed	# of Days Fed	×	Daily DMI from Pasture (from DMI worksheet)	=	DMI from Pasture during period
<i>Spring transition</i>	<i>April 10 – May 10</i>	<i>30</i>	×	<i>.13</i>	=	<i>3.9</i>
<i>Summer grazing</i>	<i>May 11 – Sept 30</i>	<i>110</i>	×	<i>.70</i>	=	<i>77</i>
<i>Fall grazing</i>	<i>Oct 1 – Nov</i>	<i>30</i>	×	<i>.25</i>	=	<i>7.5</i>
			×		=	
<b>Totals</b>		<i>170</i>				<i>88.4</i>
<b>Total DMI from Pasture</b>	÷	<b>Total Days in Grazing Season</b> (× 100 to convert to percent)			=	<b>Grazing Season Average % DMI</b>
<i>88.4</i>	÷	<i>170 (×100)</i>			=	<i>52%</i>

**Note:** The spring transition number above is from the example Worksheet A. The summer and fall grazing/ration period examples above are assumed. These calculations would be documented on two additional copies of Worksheet A. Producers need to complete a separate Worksheet A for each distinct ration period (each time rations change) during the grazing season in order to calculate the DMI from pasture to input into this worksheet. These are only examples. Individual farms will likely have different grazing season /ration periods depending on feeds fed and pasture availability.



# Documentation Forms for Organic Livestock Producers

## Dry Matter Intake (DMI) Calculation Worksheet for Ruminants

### Grazing Season Dry Matter Intake (DMI) Calculation for Ruminant Livestock Worksheet B Calculating the Average DMI from Pasture for the Grazing Season

Use this form to calculate the average DMI from grazing for each type and class of animal over the entire grazing season. Use all completed copies of Grazing Season/Ration Period DMI Calculation Worksheet A for a type and class of animal to provide input into this worksheet. Please note: While these worksheets provide one way to document your compliance with organic standards, they are not required forms; you may provide another method for calculating DMD and DMI.

Operation Name/Year	<b>Class of Animal</b> <input type="checkbox"/> Calf/Lamb/Kid <input type="checkbox"/> Heifer/Young Stock <input type="checkbox"/> Lactating <input type="checkbox"/> Dry <input type="checkbox"/> Breeding <input type="checkbox"/> Slaughter <input type="checkbox"/> Other (specify):
Total # Days in Grazing Season (from table below = total # of days fed during the grazing season)	# Animals in Group

Using your completed copies of Worksheet A, enter the ration dates, number of days fed, and % DMI from pasture for each distinct feed ration period during the grazing season in the table below. To calculate the weighted average DMI from pasture for the entire grazing season, multiply the % DMI for each grazing/ration period by the number of days in that period, then divide the sum of those numbers by the total number of days in the grazing season (all grazing/ration periods), and multiply by 100 to convert this number to a percentage.

Ration Name/Type/ID	Dates Fed	# of Days Fed	×	Daily DMI from Pasture (from DMI worksheet)	=	DMI from Pasture during period
			×		=	
			×		=	
			×		=	
			×		=	
			×		=	
			×		=	
<b>Totals</b>						
Total DMI from Pasture	÷	Total Days in Grazing Season (× 100 to convert to percent)			=	Grazing Season Average % DMI
	÷				=	



# Documentation Forms for Organic Livestock Producers

## Livestock Health Record—Individual Animal

Use this form to record individual animal management, as applicable: preventative health care practices, administration of vaccinations, medications and parasiticides, physical alterations, location, breeding, reproduction, medications, parasiticides, sale, and culling/mortality.

Animal/Herd/Flock ID				
Date of Birth	Maternity (Dam)		Paternity (Sire)	
Date of Purchase	Source, Age, and Other Information			
Date of Sale	Buyer		Sold as Organic? Y/N	
Date of Death	Cause of Death			
<b>Vaccinations and Veterinary Biologics</b>				
Date(s)	Material(s)			
<b>Physical Alterations (castration, branding, ear notching, etc.)</b>				
Date(s)	Procedure(s)			
<b>Medications/Remedies/Supplements</b>				
Date(s) Administered	Product(s) (including parasiticides)		Reason for Use	
<b>Breeding and Reproduction</b>				
Date(s)	Breeding Info. (natural/AI)	Pregnancy Checks	Birthing (freshening)	Offspring ID



# Documentation Forms for Organic Livestock Producers

## Livestock Health Record—Poultry Flock

Use this form to record poultry flock management (for animals that are managed consistently and uniformly as a group): preventative health care practices, administration of vaccinations and medications, physical alterations, location, reproduction, medications, sales, and culling/mortality.

Flock ID/Location		
Hatch Date	Number Purchased	Date of Purchase/Delivery
Source		
Layers		
Date Egg Laying Began		
Meat Birds		
Date of Harvest of Meat Birds		
Date of Sale	Buyer	Sold as Organic? Y/N
Vaccinations and Veterinary Biologics		
Date/By Whom? (hatchery or farm)	Material(s) Administered	
Physical Alterations (castration, beak trimming, spur removal, etc.)		
Date(s)	Procedure(s)	
Medications/Remedies/Supplements		
Date(s)	Product(s)	Reason for Use
Culling/Mortality Incidents		
Date(s)	Explanation	









# Documentation Forms for Organic Livestock Producers

## Appendix A: Dry Matter Intake Calculation Resources for Ruminant Livestock Producers

### Contents of this Appendix:

Pasture Practice Standard and Ruminant Feed and Grazing Synopsis

Terms Defined

Dry Matter Percentages of Common Feeds

Dry Matter Demand Summary Tables

Percentage of Body Weight for Ruminants

Estimated Values for Dairy Cows

### Pasture Practice Standard and Ruminant Feed and Grazing Synopsis

NOP Sections 205.237, 239, and 240 require producers of ruminant livestock to provide daily grazing during the grazing season. Producers must provide enough quality pasture for organic ruminant livestock to graze throughout the grazing season and to consume at least 30% of their Dry Matter Intake, on average, from grazing over the course of the grazing season, which must be at least 120 days per year. They must manage pasture resources to support livestock health and to protect soil and water quality.

In addition, producers must maintain records to show that the above requirements have been met. The information that must be captured in records includes a description of the total feed ration for each type and class of animal; the percentage of each feed type in the total ration—purchased or farm-raised (including pasture) and all feed supplements and additives; the amount of each type of feed actually fed to each type and class of animal; any adjustments made to all rations throughout the year in response to seasonal grazing changes; and the method for calculating Dry Matter Demand and Dry Matter Intake.

### Terms Defined

**Dry matter.** The amount of a feedstuff remaining after all the free moisture is evaporated out—the moisture-free content of a feedstuff.

**Dry Matter Demand (DMD).** The expected Dry Matter Intake for a class of animal.

**Dry Matter Intake (DMI).** Total pounds of all feed (expressed as dry matter), devoid of all moisture, consumed over a given period of time.

**Grazing season.** The period of time when pasture is available for grazing because of natural precipitation or irrigation. Grazing-season dates may vary because of mid-summer heat/humidity, significant precipitation events such as floods, hurricanes, droughts, or winter weather events. The grazing season may be extended by the grazing of residual forage as agreed in the operation's Organic System Plan. The grazing season may or may not be continuous because of weather, season, or climate. The grazing season may range from 120 days to 365 days, but not less than 120 days, per year.

Dry Matter Content of Common Feedstuffs	
Feedstuff	% dry matter
Hay (sun-cured grass, legume, and mixed)	90%
Grain (corn, small grains, roasted soybeans)	89%
Soybean Meal	88%
High-Moisture Corn	76%
Haylage/Baleage	35–60%
Corn Silage	30–40%
Small Grain Silage	25–35%



# Documentation Forms for Organic Livestock Producers

## Appendix A: Dry Matter Intake Calculation Resources for Ruminant Livestock Producers

### Dry Matter Demand

The NOP website provides resources for calculating Dry Matter Demand (DMD) and Dry Matter Intake (DMI), including DMD tables for beef, dairy cows, and dairy goats. Organic certifiers and educational organizations also provide explanations and examples of ways to estimate DMD and calculate DMI for different types of ruminant livestock. The table below provides a summary of averages and ranges of DMD values published in the U.S. Department of Agriculture's Dry Matter Demand Tables and the sources referenced below. Producers may choose DMD references that best fit the characteristics of each type and class of ruminant livestock they manage and describe their methods for calculating DMI.

All estimates are just that. Many factors influence actual DMD in real livestock, including forage quality, weather, animal condition, genetics, health, and activity.

Dry Matter Demand by Percentage of Body Weight for Ruminant Groups	
Ruminant group	% body weight (DMD = % x animal body weight)
Beef cattle, lactating (demand increases with animal size and milk production; see DMD Tables for Dairy Cattle)	2.0 – 2.5 **
Beef cattle, growing and finishing slaughter stock (demand decreases with increasing age / size / weight gain and slower growth; see also DMD Tables for Beef Cattle)	2.75 – 3.35 *
Dairy heifers (see DMD Tables for Dairy Cattle)	2.5 *
Dairy cows, dry (small and large breed)	1.8 *
Dairy steers	See beef slaughter stock
Goats, weaned, slaughter or replacement stock	2.25 *
Goats, brood or lactating (see DMD Tables for Dairy Goats)	4.0 *
Sheep, weaned, slaughter or replacement stock	3.3 *
Sheep, brood or lactating stock	3.65 *
Sources: (**) NOP tables; (*) Pennsylvania Certified Organic, 2010	

### References

National Organic Program Dry Matter Demand Tables For Classes of Dairy Cattle. USDA. March 29, 2010. <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087124>. 202-720-3252

National Organic Program Dry Matter Demand Tables For Classes of Dairy Goats. USDA. December 1, 2010. [www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087914&acct=noprulemaking](http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087914&acct=noprulemaking). 202-720-3252

National Organic Program Dry Matter Demand Tables For Classes of Beef Cattle. USDA. February 12, 2010. <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5087125>. 202-720-3252.

Access to Pasture: Guidance for Organic Ruminant Operations. Access to Pasture Rule Guidance Document. Pennsylvania Certified Organic. August 1, 2010. [www.paorganic.org/pdf/2010/Access%20to%20Pasture%20Rule%20Guidance%20Document\(New\).pdf](http://www.paorganic.org/pdf/2010/Access%20to%20Pasture%20Rule%20Guidance%20Document(New).pdf). 814-422-0251

How to Comply with the Pasture Rule on Your Organic Dairy Farm: A 10 Step Summary. Last updated October 20, 2010. [www.extension.org/article/30340](http://www.extension.org/article/30340). The summary's eOrganic authors include the following: Harriet Behar, Midwest Organic and Sustainable Education Service (MOSES); Cindy Daley, California State University, Chico; Heather Darby, University of Vermont Extension; Sarah Flack, Sarah Flack Consulting; Ed Maltby, Northeast Organic Dairy Producers Alliance; Lisa McCrory, Northeast Organic Dairy Producers Alliance

Pasture for Organic Ruminant Livestock: Understanding and Implementing the National Organic Program (NOP) Pasture Rule. 800-346-9140



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For more information, please contact the USDA National Organic Program:

U.S. Department of Agriculture

Agricultural Marketing Service

National Organic Program

1400 Independence Avenue, SW

Stop 0268, Room 2640-S

Washington, DC 20250-0235

Tel. 202-720-3252

Fax 202-205-7808

[www.ams.usda.gov/NOP](http://www.ams.usda.gov/NOP)