

Dairy Annual Update Application for Full Certification Checklist

The following forms (originals) will need to be completed and returned to the office: be sure to keep a copy of your entire application. **Incomplete applications WILL delay processing** **Application must be completed in PEN.**

1. Annual Update Addendum - Be sure the last page which is the affirmation is signed & dated **by all applicants.**
2. Annual Update Certification Fee Determination Form – please be sure to sign this form on the line indicated and return along with the appropriate certification fee.
3. Dairy Animal List – updated through end of year
4. Equipment List – updated through end of year
5. Equipment Cleaning and Purging Log- updated through end of year
6. Field Information Form - updated through end of year
7. Inspection Appointment form with directions and map to your operation
8. Livestock Medication Record- updated through end of year
9. Purchased Feed Log- updated through end of year
10. Applied Amendments Record - updated through end of year
11. Certified Crop Harvest Record and Non-Certified Crop Harvest Record (if there are any non-certified fields ie: transitional or harvest from Buffer zone)- updated through end of year
12. New Field Affidavit (if fields have not been under your management for the last three years) must be signed by previous owner / manager and their signature notarized – no exceptions. Please be sure to include 3-year history and maps
13. Complaint Log (to be kept on file by the producer)
14. Organic, treated or untreated Seed Sources - seed tags and Non-GMO Statements if applicable
15. Maps (drawn or traced on 8 ½ X 11 paper) FSA or NRCS maps not acceptable
16. Neighbor Notification Letters - updated
17. Copies or originals of Product labels of all cleaning products, medications, feeds used.
18. Health, Nutrition and Cleaning Products list – updated

****Please keep in mind that a complete, concise audit trail is the main component in maintaining Organic Certification status.**