**OTCO Pre-Inspection Checklist and Confirmation of Inspection**

**Livestock**

|  |  |
| --- | --- |
| OTCO Client Name |       |
| Inspector Name |       |
| Inspector Contact Info: | Email |       | Phone |       |
| Confirmed Inspection Date |       |
| Starting Time of Inspection |       | Expected Duration |       |
| As agreed, I will be conducting an organic inspection of ­­­­­­­your operation on the confirmed date and time listed above.The inspection will include a farm tour as well as a review of all applicable documentation as verification of the Organic System Plan (OSP) Application and updates submitted. Below is a list of documentation to have available during the inspection. Not all documents may be applicable to your operation. Electronic forms of documentation are sufficient. |
| * Receipts for all purchased inputs (including seeds, soil amendments, and pest management materials)
* Input application documentation by date, material, location, and rate of application
* Harvest records by date, quantity, crop, field/location
* Sales invoices (by quantity, date, crop, crop status: Organic, Transitional, Conventional)
* Label information for all purchased fertility and pest management inputs
* Transitional & buffer crop harvest & sales documentation
* Equipment clean-out log(s)
* Seed labels or tags
* Composting process records
* Documentation of purchased livestock (receipts, organic certificates, bills of lading)
* Health input records (by date, material used, animal/batch treated and age/stage, dosage, reason)
* Purchased feed/feed supplement documentation (receipts, organic certificates, bills of lading)
* Feed/medication labels
* Feed storage records
* Breeding/birthing records
* Culling records
* Slaughter/butcher records
* Somatic cell/plate count documentation
* Livestock Production & Sales documents
* Sipping/transportation documents
* Individual animal identification records
* Veterinarian bills
 |
| Special notes or information about the inspection: |       |
| Should you need to cancel or change anything with regards to this confirmed inspection, please contact the inspector above through the contact info listed above. |