



**MOA conference  
February 5, 2015**

**Simplifying Organic Record Keeping  
The Key to Success**

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Owner/Operator  
North Pulaski Farms  
Jacksonville AR**



**Locally Grown Certified Organic Produce**

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**North Pulaski Farms was established in 2008 with the goal of providing the best quality organic produce to central Arkansas**

**We operate a 9 acre fruit and vegetable farm in the northern tip of Pulaski County in central Arkansas.**

**We utilize a 2.1 acre series of Haygrove high tunnels and a 3 acre field as our main production systems.**



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**We named our growing systems after Flintstone Cartoon characters.**

**Fred : 11x24x327 Gutter Connected High Tunnels**

**Wilma : 20x96 heated greenhouse for seed starting a small 20x50 growing area.**

**Barney: 1/2 Acre Blackberry patch**

**Betty: Arkansas Black Apple Grove intercropped with 16 rows of vegetable production.**

**Bamm Bamm: 3 acre field**



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**We sell at the following producer only farmers markets in central Arkansas:**

**Saturdays at Hillcrest in LR – Year Round**

**Sunday at The Bernice Garden in LR May-Nov**

**Tuesday at Westover Hills in LR – May-Oct**

**We operate a 75 member CSA and sell to selected restaurants.**



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## **Distribution:**

**50% Farmers Markets**

**40% CSA**

**10% Wholesale**

**Direct customer sales are by far the largest distribution channel.**



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**We use Google Calendars and documents for organic certification record keeping. We publish our calendar on our website thus making it available to our organic certifier and use our record keeping system to complete the organic certification application from the Oklahoma Department of Agriculture (our certifying agent).**



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Section 205.103 of the NOP regulations requires that certified operations maintain records. Such records must fully disclose all activities in sufficient detail and in a format that can be readily understood, audited, and available for inspection. Certified operations must make records available for review by the NOP, the applicable State program's governing State official, and the certifying agent during normal business hours (§205.103(c)).

Section 205.201 requires certified operations to describe the recordkeeping system that will be implemented in accordance with Section 205.103 as part of the Organic System Plan for their operation. The Organic System Plan serves as a management and verification tool specific to the unique characteristics of each operation and should reflect the practices, procedures, inputs, and recordkeeping approach that will be used by an operation.

Maintenance of records enables certified operations to meet the requirements for continuing their organic certification. On an annual basis, certified operations must submit to their certifying agent an updated Organic System Plan, which includes documentation of any deviations in the practices, procedures, and inputs from what was specified in the previous year's Organic System Plan and any changes to the previous year's Organic System Plan that will be undertaken in the coming year (§205.406(a)(1)(i-ii)). Documenting such changes allows certifying agents to verify an operator's compliance with the NOP.



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**We save all our receipts and empty packages for seed, fertilizer and any other farm inputs.**

**Being 100% Organic makes record keeping much easier.**



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**To use Google documents you have to have a Google account .**

**To sign up for a Google account go to this link, read the screen and follow the directions.**

**<http://docs.google.com>**



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## Benefits of Google Electronic Records

Safe – data is stored on multiple secure systems with no single point of failure

Calendar serves as record keeping and work flow reminders

Log reuring events with one entry

Search features allow for easy retrieval

Web publishing facilitates transparency

Larger farms can track individual efforts

One word, FREE



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**Demo:**

**<https://www.google.com/calendar/hosted/kreativelogic.com>**



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**Oklahoma's Department of Agriculture ,  
Food & Forestry is our certifying agent.  
They offer a fill in the blank application that  
serves as your Organic System Plan.**

**<http://www.oda.state.ok.us/food/fs-511.pdf>**



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**This presentation and a blank record keeping template can be found on our farms website under the resource tab.**

**<http://www.northpulaskifarms.com/Resources.aspx>**

**Questions?**



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