



## UNANNOUNCED INSPECTIONS CHECKLIST

The USDA National Organic Program (NOP) requires certifying agencies to conduct unannounced inspections on 5% of certified operations annually. The following checklist help ensure your operation is prepared, should you be inspected.

### Activity Tracking

- Harvest Dates** (plus all field activities)  
Update all harvest dates (and all fieldwork activities) in the MyFarm field plans.
- Cleanout Type & Dates**  
Cleanout type and dates must be logged in MyFarm for all harvest/field activities.
- Purge Volumes**  
Record purge volumes when used as part of the clean-out process (as purge volumes cannot be sold as organic).
- Field Yield Results**  
Update all harvest results in the MyFarm field plans – yields can be recorded as total volume for the field or yield per acre.
- Buffer Strips Yields**  
Record yields from buffer strips as it will be a focus for Unannounced Inspections – as it is an area where fraud can occur.
- Supporting Documentation**  
All documentation & records from throughout the growing season should be uploaded to the MyFarm Document Library.

### Grain Sales & Movement

- Grain to Storage**  
Catalog grain moved from the field to storage bins using MyFarm Grain Tracking.
- Grain to Contract**  
Catalog grain delivered for contracted sales from the field or storage bins using MyFarm Grain Tracking.
- Settlement Sheets**  
Collect and upload electronic copies of all settlement sheets to MyFarm Document Library.
- Bill of Lading (BOL)**  
Collect and upload electronic copies of all BOL's – including Clean Truck Affidavits – to MyFarm Document Library.

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**QUESTIONS?** Contact your AgriSecure Account Executive if you have any questions about being prepared or leveraging MyFarm.