



ORGANIC PRODUCT FLOW MAP WORKSHEET

When designing your organic recordkeeping system, the key question to answer is: What forms, records, and processes will reliably capture the information needed to demonstrate compliance for my operation? Start by identifying the records you already maintain and evaluating whether they can be adapted to meet organic requirements.

Work through each stage of your operation and identify what happens, who is responsible, what information is recorded, and where those records are currently kept.

Stage	What happens at this stage?	What needs to be documented?	What is currently documented and where?	Who completes and reviews these records?	What needs to be added or changed?
Receiving					
Ingredient Storage					
Production/ Processing					
Finished Product Storage					
Outgoing Shipment/ Sale					