

Record Keeping

The ups and downs from the perspectives
of a grower, a processor and a VO

You have to, and it's useful

Certification demands it - so do other authorities (Health, WCB and more)

Increased ability to see changes year to year, improved understanding

Consistency in procedures over all staff

Better financial analysis improves decision-making and saves money

Tracking sales and production lets you see how you're doing

Our Goal:

Make your record-keeping **easy**, so you'll actually **do it all season**

Generate **useful** information

Be more **consistent** with practices, procedures and quality

Make **required external reporting** easy (auditors, VO, Health Department, Revenue Canada, Excise, Liquor Board etc!)

What do you have to track?

Materials in: feed, ingredients, cleaning chemicals, supplements etc.

What comes in, what's used, inventory balance
periodically

Cost, quality, sources, organic status

Production: What you make, methods, recipes, daily activities,
stages of the process

Quality control records (temperatures, watering etc)

How much is made or grown

Packaging: what format, what goes into each package

Shipping

Warehousing

Sales: what, how much, to whom, loss/waste, cost of sales & income

Who needs to see it?

Health Department: cleaning logs,
chemical MSDS, Standard Operating
Procedures (SOP) for cleaning and
sanitation

Auditors/accountant: invoices for
incoming ingredients and all
expenses, sales receipts, capital
expenses

Certifier: everything

You: everything

Excise, LDB, other special oversight:
mass balance of
ingredients: packaged product, sales
quantity and \$ value

General principles

Standard forms - less thinking and remembering = easier & faster

Easily **accessible** - where you need them and when you need them

Appropriate - designed for your way of working, on paper, computer, phone

Capture the information you need - specific to your operation, meeting the requirements of others

Evolving - all record-keeping will change over time

Paper vs. Digital

Paper:

- Accessible to anyone, anytime
- Good for those without computer skills
- Better for operations with less external reporting, fewer needs for complex information transfer
- Low-tech means cheap & safer
- Good place to start for anyone!

Digital (Computer/phone):

- Requires electricity/wifi
- Specific training to use
- Specific programs make data entry faster, reduce repetitiveness
- Better for complex records with more detail and potential repetitiveness
- Investment in material & programs
- Phone connection may make instant record-keeping more accessible

Batch Numbers/Lot Numbers

Date

- Process begun & completed in one day
- Simple operation (ie. bagging)
- Can add item name to date for clarity
- Material in one location or vessel
- Single source
- One batch of each item packaged per day

Bonus:

- Easy to use & remember

Code

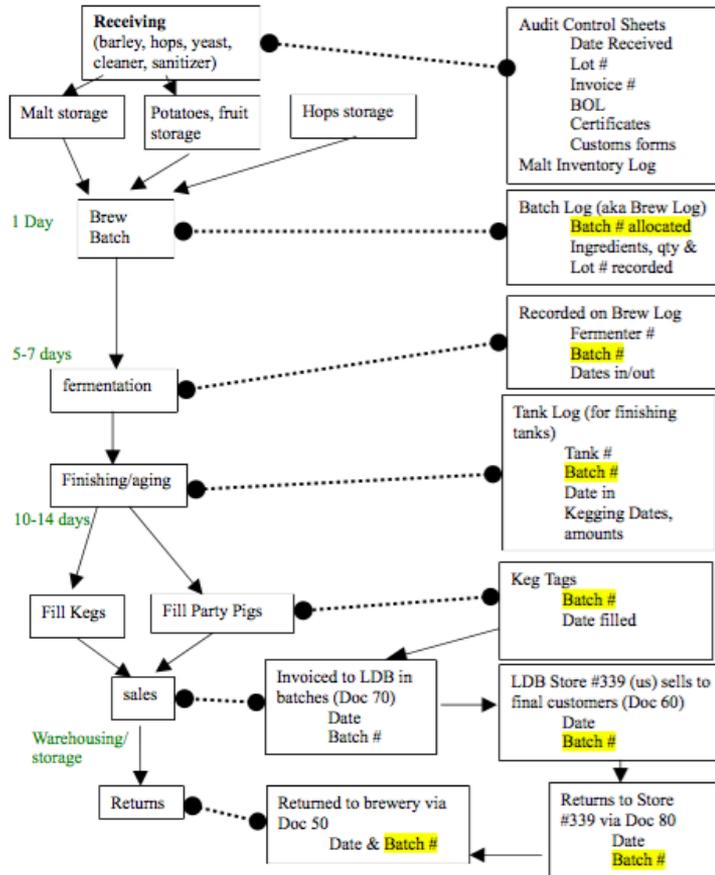
- Complex operation with many steps
- Material transferred to different locations, vessels
- Process over several days or longer
- Many items packaged per day

Bonus

Can convey lots of information in a single code

- Easily trackable over time and location

Process Flow Chart – Crannóg Ales 2018



How batch numbers allow you to trace your product from consumer back to your first point of production, and from there back to the original grower. Batch records convey information on ingredients including lot numbers for traceability, and quantities to do inventory reconciliation.

Batch #		Style:	
Date:		Target °Plato:	IBUs:

Material Bill:		Weight	Source	Lot	Yeast:	
Malt:					type:	
Pale 2 Row						
Munich					Harvested:	
Caramel °60					From Batch:	
Chocolate					Generation:	
Roast Barley						
Flake Barley						
Total:						
Hops Variety	%a	Lot #	Total Weight	Charge:	Boil Time	Add Time
Kettle Finings:		Irish Moss & .05g Zinc			15 min	

From the VO

The organic standards require that two kinds of audits be completed during the annual inspection:

1. trace back audit -

2. volume audit or in/out audit -

Suggestions, things that I see work and don't work:

1. *make the required records also work for you*
2. *know yourself and your staff (I am not a spreadsheet girl!), what kind of records do you do best, you are also farming!*

3. Make sure whatever you start you can keep going when the season gets busy

4. Re-use other existing records (Fair trade, HACCP, marketing boards)

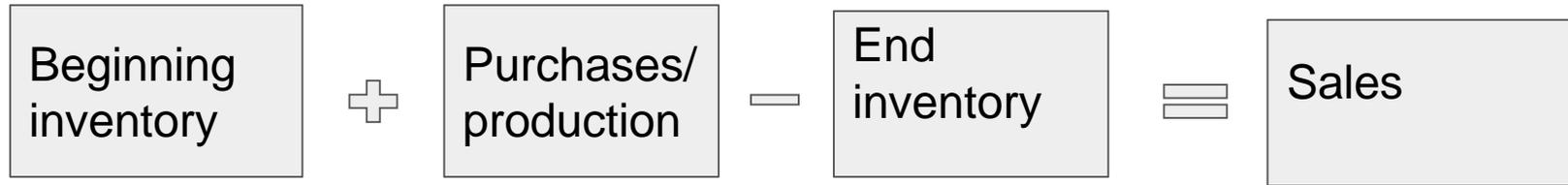
Let's look at an examples of a traceback audit



Eg. a jar of jam with BBD of Jul.7, 2018 > production log with lot#s of ingredients used > purchase records for each ingredients

During the traceback audit we also look at labels, shipping records, sanitation and pest control records, OPPs, receiving and storage records, inputs, organic certificates of ingredients, complaints.

Let's look at an example of an in-out audit



Eg. Jan-Dec 2017 potatoes > inventory records from 2016 > harvest records/acreage/seed planted > any inventory left at end of period > total sales

During volume audits we also look at expected yield for the next season, any conventional sales. In livestock operations we also look at mortality, medications/illnesses, overall issues that may affect product in and out. We also complete a feed audit and look at daily rations/pasture records.

From the Grower

The first question is WHY. What do you need your recordkeeping system to do for you?

In my case, it's:

- Certification
- Become a better grower
- Business planning
- Share information with staff (and serve as a more reliable memory)
- Make tax season a breeze

The fallibility of my brain

Maximize your chances of recording the data NOW by having forms for everything where and when you need them.

Examples:

Calendar

Bed maps

Weekly meeting form

Planting form

New employee form

SOP's

Sales forms (market inventory sheets, invoices to Saanich Organics, blueberry sales book, triplicate invoice book for any other random transactions)

Then, in my case I double my work because i enter almost all this data into spreadsheets. For me this is worth it for the ability to sort, search, and share info.

Calendar



APRIL

of Sainte-Anne-des-Plaines. Located in the heart of the city, this place represents well the cordial and rustic character of the city. Every summer, it is thus highlighted by inviting horticultural arrangements. Sainte-Anne-des-Plaines has been participating in the "Fleurons du Québec" since 2011 and has received 4 fleurons in the recent Editions.

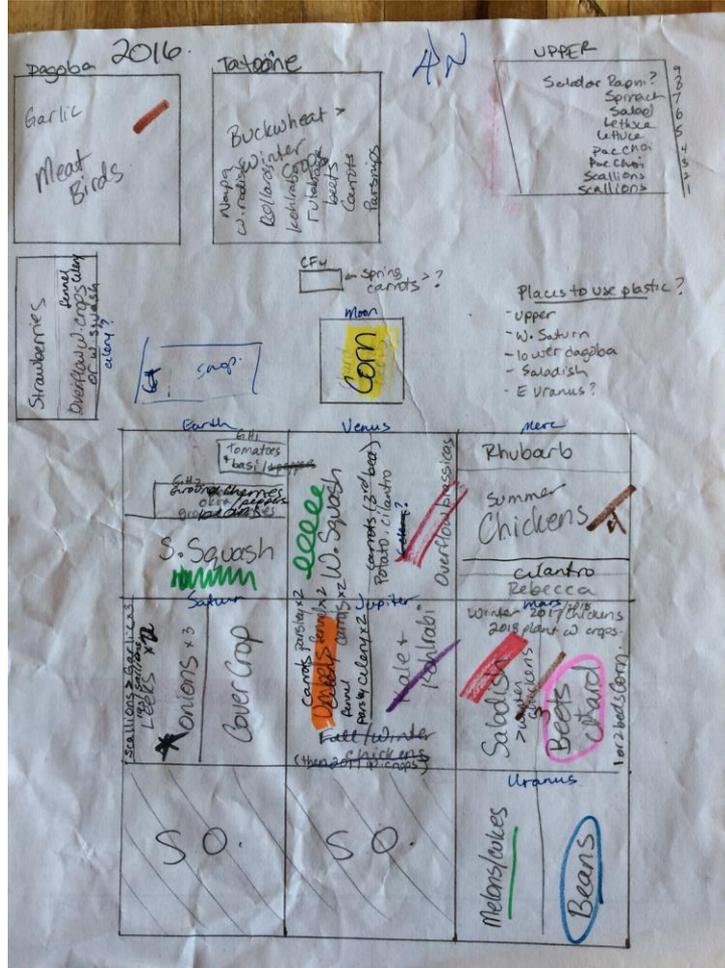
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
<p>MARCH 2017</p> <table border="1" style="font-size: 8px;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4			5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>MAY 2017</p> <table border="1" style="font-size: 8px;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>Photo courtesy of </p> <p>communitygarden.com.ca</p>	<p>* Cilantro asop</p>			<p><u>1</u> Serenade</p>
S	M	T	W	T	F	S																																																																																				
	1	2	3	4																																																																																						
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30	31																																																																																					
S	M	T	W	T	F	S																																																																																				
	1	2	3	4	5	6																																																																																				
7	8	9	10	11	12	13																																																																																				
14	15	16	17	18	19	20																																																																																				
21	22	23	24	25	26	27																																																																																				
28	29	30	31																																																																																							
2	<p>3 outdoor salad? spinach? scallions?</p>	<p>4 Hybrid fennel</p>	<p>5 Spinach (grass) Kohlrabi (1 bed) Chard (cut red)</p>	<p>6 2nd broccoli (heat-tolerant)</p>	<p>7 S.Sg (4) Cukes (2) (*plant 2015 seed)</p>	<p>8 <u>Serenade</u></p>																																																																																				
9		<p>11 2nd fennel mid-season cabbage (sprayed serenade 2017)</p>	<p>12 red chard</p>	<p>13 red chard Melons w. ssg. basil</p>	<p>14 Good Friday</p>	15																																																																																				
16	<p>17 Git Beans (if warm)</p>	<p>18 Serenade</p>	<p>19 S.Sg (4 more) Cukes (1)</p>	<p>20 D seed scallions + red meat radish?</p>	21	22																																																																																				
<p>Easter Sunday</p>	<p>20 2017 sprayed serenade</p>	<p>21 outdoor beets if warm</p>	<p>22 Salanova lettuce</p>																																																																																							
23/30	<p>24 (2017 sprayed serenade) outdoor carrots warm + dry</p>		<p>26 cilantro last 2 beds kale.</p>	<p>27 Salad</p>	28	<p>29 <u>Serenade</u></p>																																																																																				

INSTANT GREENIFICATION™
 With C-I-L Golfgreen® fertilizer you'll start to see a greener lawn in just 48 hours.
 The exclusive DDP Iron compound guarantees greener grass.



Field and Bed Maps

Doesn't need to be fancy, or even tidy,
As long as you can read it.



Planting Form

Location (planet and bed number): _____ **Initials:** _____

Crop _____ **Variety** _____

Seed Source _____ **Year Purchased** _____

Today's date (initial seeding) _____

Quantity of trays or pots _____ **Medium** _____ **Transplant date** _____

Spacing (if d.seeding, specify seeder settings or by hand) _____

Soil description (wet~dry, clay~sandy, fine~clumpy, compacted?)

Tillage _____ **Amendments** _____

Other _____ **Row cover applied?** _____ **Landscape fabric beneath?** _____

Notes? _____

New Employee Form

Name:

S.I.N:

Mailing Address:

(make sure to update us if you move before your T4 is mailed next February!)

Phone:

Email:

Preferred method of communication:

Start Date:

Anticipated End Date:

Starting Wage:

TD1 form completed?: yes no

Emergency Contact info:

Allergies, pre-existing conditions that we should know about in an emergency, ect:

Birthday:

Planting S.O.P's

Chard

Seeding

128 trays, 2 trays per bed. 1 tray Green Perpetual, 2 trays Canary, Flamingo & Fordhook, 3 trays Rhubarb (start red approx 10 days later than rest.)

Spacing

3 rows, 18" Plant 3 varieties per bed, one variety in each row so solid colour or mixed bunches are easy to pick.

Soil Prep

Spade

Fertility

Sea soil (1 pile per plant), maybe House Blend

Pest & Disease Control

Serenade spray late summer to treat powdery mildew.

Irrigation

Water seedlings in with hose. 2 drip lines and centre spray line; replace spray with drip after 2 weeks.

Maintenance

Water 2-3 times per week in summer.

Variety Suggestions

Fordhook, Flamingo, Canary, Rhubarb (or other dark red?) smaller amount Green Perpetual

Notes

Use sprinkler to deep-water plants in hot weather. Well-watered plants are less likely to get mildew.

Consider planting 3 varieties per bed. One row of each variety so single colour or rainbow bunches are easy to pick.

Harvest S.O.P.

Chard

Equipment

Red bin, scissors, wheelbarrow, maybe elastics and mini dangling scale.

Size & Quality

Cut largest outer leaves, avoiding any that are holey, yellowing, or otherwise unappealing.

Technique

Cut leaves low on stems. Can also tear off, but tear sideways right at base of leaf, then trim bottoms of bunches.

Field Trimming

Field Packing

Bunches can be made in field - use dangling scale to double-check sizes occasionally. 8-9 oz, 230-250G

Washing

Wash in tub. For bulk leaves, weigh in bin before washing.

Packing

Pack in bulk by the pound (allow boxes to sit angled and drain well) or elastic in 1/2 pound bunches.

Notes

If lots of holey leaves, consider offering "seconds" chard at a discount.

Inputs Records

I don't have a handy visual for this because I use my bookkeeping software. I generate reports that list all my relevant inputs (feed, seed, fertilizers, pest control products).

Remember that Inputs for Certification purposes do not include all your expenses, so make sure you have systems in place so you don't miss recording other expenses (for example, casual labour or small cash purchases).

Sales Records

Sales to our CSA, commercial customers, farmers' markets, farm-stand, bulk berry customers all have slightly different formats, but they are all down on paper, and then get entered into my master sales spreadsheet so I can sort in all sorts of different ways to get business planning info.

And I still keep an old-fashioned triplicate invoice book on-the-go for any random transactions that I need to record.

Working Co-operatively

Saanich Organics is a group of farms who sell together.

For our CSA and restaurant sales, each farmer simply sells to Saanich Organics. Saanich Organics marks up the produce to cover costs of admin, marketing, supplies, and delivery, and sells the produce.

For Markets, each farm sends an inventory sheet. At the end of market, the seller tallies up what has sold, divides the money, and keeps 15%. Sales are then entered into a spreadsheet so we can track what is selling week to week and send appropriate quantities.

Final thoughts

Your record keeping system will evolve over time. Think of it as a work in progress.

Keep your eyes open for areas where you chronically miss information, and consider what you need. Another spreadsheet column? A form handy?

Don't be afraid to pare down info that you find you just don't use.