After 7 years working in organic compliance on products from fresh pasta sauces to handmade body balms, the #1 thing that keeps people from benefiting from this certification is fear of the increased paperwork. Yes, going organic will mean some increased paperwork. But most of this record-keeping is not only the basis of running safe & efficient production, it can also help you gather information vital to steer the growth of your company. To that end here is an exhaustive list of WHAT you'll need to be able to show to your inspector and the record-keeping that will get you there.

You Are Proving That…	With These Records
You only use approved substances in pest control.	A pest control material use log.
Ingredients listed as organic in your ingredient deck are, in fact, organic.	Invoices, BOLs, or receipts that list the ingredients as organic & show that you received them before your batch production date. Current organic certificates & summaries from ingredient manufacturers.
That you didn't supplement those organic ingredients with non-organic ingredients (which are typically cheaper).	Invoices, BOLs, or receipts further list the quantity of each ingredient purchased. Batch records that show the quantity of each ingredient used. Ingredient inventories. Ingredients coming in must be equal or greater than the ingredients you use in your batch records. In turn, the ingredients coming in minus what you use over your batch records must line up with your inventory.
That you made all the product that you sold as organic.	Sales records (BOLs or invoices) and those same batch records. The amount of organic product you sold can't be more than the organic product you made.
That you use approved cleaning materials.	An SOP or cleaning log that calls out what cleaning products are used in your production facility. A chlorine monitoring record or quaternary ammonia residue testing if applicable.
That non-organic product wasn't contaminated by non-organic product (for mixed use production spaces).	Cleaning or purging records that show sanitizing/ purging between non-organic and organic runs. Same for grading/sampling tools if used. Truck cleaning logs if transporting unpackaged goods (think milk tankers).