







## Record Keeping 2024

### Farm Map

Draw map showing important locations such as growing fields and sections, water source, storage, neighboring fields and houses, entrance, packshed, which side is North,





# Record Keeping 2024

## Field Planting Record

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Plant Date	Amount Planted	Transplant /Direct seeded	Bed # (location)	Inputs (fertilizer, mulch, stakes)	Amount of inputs	Labor time	Worker name	Notes

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Plant Date	Amount Planted	Transplant /Direct seeded	Bed # (location)	Inputs (fertilizer, mulch, stakes)	Amount of inputs	Labor time	Worker name	Notes

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## Crop weeding and other Care

Crop \_\_\_\_\_

Date	Weed/other	Bed # (location)	Inputs (traps, mulch, stakes)	Quantity of inputs	Labor time	Worker name	Notes

Crop \_\_\_\_\_

Date	Weed/other	Bed # (location)	Inputs (traps, mulch, stakes)	Quantity of inputs	Labor time	Worker name	Notes

Crop \_\_\_\_\_

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Crop \_\_\_\_\_

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## Record Keeping 2024

### Pre-Harvest and Harvest checklist ( Write Yes or No)

Crop Harvested \_\_\_\_\_ Date \_\_\_\_\_

		Name of worker
Harvesting worker sick		
Worker is clean- washed hands and wore clean attire		
Field Walk-through done		
Visible signs of animals and animal droppings in or nearby crops to be harvested		
Harvested crop touched ground		
How long did harvested crop stay in field before washing and packing		
Cleaned harvesting tools and containers		
Inspected harvesting tools and containers for good repair condition		
Cleaned wash station before using		
Sanitized harvesting tools and containers		
Use non produce containers to harvest produce		



# Record Keeping 2024

## Harvesting Record

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Harvest Date	Amount Harvested (bunches, lbs, count)	Bed # (location)	Labor time	Worker Name	Notes

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Harvest Date	Amount Harvested (bunches, lbs, count)	Bed # (location)	Labor time	Worker Name	Notes

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## Record Keeping 2024

### Post Harvest Record – Cold Storage

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Harvest Date	Amount Harvested (bunches, lbs, count, boxes )	Date Stored in cooler	Cooler Location	Date to be moved out	Name of farmer	Notes

### Post Harvest Record – Cold Storage

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Harvest Date	Amount Harvested (bunches, lbs, count, boxes )	Date Stored in cooler	Cooler Location	Date to be moved out	Name of farmer	Notes

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Crop \_\_\_\_\_ Variety \_\_\_\_\_

Harvest Date	Amount Harvested (bunches, lbs, count, boxes )	Date Stored in cooler	Cooler Location	Date to be moved out	Name of farmer	Notes







## Record Keeping 2024

### Customer Contact List

Customer	Point of contact (Name)	Phone	Address	Product details (delivery dates and quantities)





## Record Keeping 2024

### Sales Records - Invoice

Ask for help!!!!





# Record Keeping 2024

## Pest and Disease Record

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Date	Pest Name	Bed # (location)	Infestation (none, Low, Medium, High)	What was done (handpicked, sprayed, called for help, scout, routine spray)	Name of pesticide	Amount applied	Labor time	Name of worker

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Date	Pest Name	Bed # (location)	Infestation (none, Low, Medium, High)	What was done (handpicked, sprayed, called for help, scout, routine spray)	Name of pesticide	Amount applied	Labor time	Name of worker

Crop \_\_\_\_\_ Variety \_\_\_\_\_

Date	Pest Name	Bed # (location)	Infestation (none, Low, Medium, High)	What was done (handpicked, sprayed, called for help, scout, routine spray)	Name of pesticide	Amount applied	Labor time	Name of worker



## Record Keeping 2024

### Fertilizer and Soil Amendment Records

Keep track of any fertilizers or soil amendments applied to fields, including the type of amendment, application rate, and date applied. These are not tied to a specific crop.

Date	Name of Amendment	Bed # (location)	Amount of Amendment	Labor time	Worker Name	Notes

Date	Name of Amendment	Bed # (location)	Amount of Amendment	Labor time	Worker Name	Notes

Date	Name of Amendment	Bed # (location)	Amount of Amendment	Labor time	Worker Name	Notes

Date	Name of Amendment	Bed # (location)	Amount of Amendment	Labor time	Worker Name	Notes



# Record Keeping 2024

## Irrigation Records:

Note any irrigation events, including the method of irrigation used, the duration, and the amount of water applied. This can help ensure crops receive adequate moisture and prevent over or under-watering.

Irrigation Method \_\_\_\_\_

Date	Duration	Bed #s (locations)	Weather condition	Meter reading	Labor time	Worker Name	Notes

Date	Duration	Bed #s (locations)	Weather condition	Meter reading	Labor time	Worker Name	Notes

Date	Duration	Bed #s (locations)	Weather condition	Meter reading	Labor time	Worker Name	Notes

Date	Duration	Bed #s (locations)	Weather condition	Meter reading	Labor time	Worker Name	Notes



## Record Keeping 2024

### Crop Rotation

	Year 1	Year 2	Year 3	Year 4
Bed example	Beans (legume)	Cucumber (cucurbits)	Carrots (umbels)	Cabbage (brassica)
Bed 1				
Bed 2				
Bed 3				
Bed 4				
Bed 5				
Bed 6				
Bed 7				
Bed 8				
Bed 9				
Bed 10				
Bed 11				
Bed 12				
Bed 13				
Bed 14				
Bed 15				





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