

Appendix A: Agricultural Activities Recordkeeping Worksheet

Use this worksheet to record activities such as spraying chemicals, applying fertilizers, removing litter from poultry houses, etc. It is always better to over-record than under-record farm actions. This worksheet may not match every activity so you can add columns as needed or develop your own worksheet. Store your worksheets in a fireproof safe and/or store them digitally in Dropbox or Google Drive.

Example

Date	Activity Undertaken	Location Activity Took Place On	Rationale for Activity Undertaken	If Spraying, how much per acre used?	Photos Taken (Y/N)	Additional supporting evidence such as photos or receipts
3/1/13	Sprayed Roundup on 60 acres of corn	Smith Farm	Clean up fields before planting	3.3 quarts per acre	Yes	Located on business computer in folder marked 3/1/13