



# RECORDS CHECKLIST

## General Certification Requirements

- Annual Self-Assessment
- Annual GAP Training by June 30
- FSA 578 form(s) listing Primary and Associate growers

## Operation and Nutrient Management

- Operation Records
  - Contact Information
  - Tobacco Type
  - Total Acres
  - Farm Infrastructure
  - Curing Information for Flue-Cured Tobacco
  - Curing Information for Dark-Fired Tobacco
- Field/Tract ID Records
  - Field/Tract ID
  - Farm Name or Location
  - County
  - FSA Number
  - Tobacco Acres
  - Latest Soil Testing Date
  - Date of Last Lime Application
  - Rate of Lime (tons/acre)
- Soil Test Results
- Greenhouse Fertilization Records
  - Greenhouse ID Number
  - Transplant Batch Number
  - Date
  - Types of Fertilizer
  - Rate (per 1,000 gallons)
- Field/Tract Fertilization Records
  - Field/Tract ID
  - Date
  - Application Timing
  - Analysis (N-P-K)

- Rate of Application (lbs./acre)
- K20 from Muriate if applied after December 31 (lbs./acre)
- Muriate of Potash Date of Application
- Animal Manure or Litter Application Records
  - Date(s) Animal Manure Tested for Nutrient Content
  - Field/Tract Id
  - Date
  - Type of Manure
  - Rate
- Nutrient Management Plan (if applicable)

## IPM and CPA

- Scouting Records
  - Field Scouting Dates
  - Field/Tract ID
  - Pest identified during Scouting
  - Level of Infestation of Pest Identified
  - Corrective Actions Takes (include date of action)
  - Follow-up on Pest Control to Determine Effectiveness of Actions Taken
- Pesticide Applicator License
- CPA Applicator License Information
  - Applicator Name
  - License Number
- CPA Information Records
  - Brand Name
  - EPA Registration Number
  - Active Ingredient
  - REI (hours)
  - Label(s) on File

- Safety Date Sheet(s) on File
- Greenhouse CPA Records
  - Greenhouse ID Number
  - Transplant Batch Number
  - Date
  - Applicator
  - Brand/Product Name or Reference Number
  - Reason for Application
  - Rate per 1,000 square feet
  - Total Application
  - Start/Finish Time
- Field/Tract CPA & Sucker Control Records
  - Field/Tract ID
  - Date
  - Applicator Reason for Application
  - Brand/Product Name or Reference Number
  - Rate per Acre
  - Total Application
  - Size of Area Treated
  - Start/Finish time
  - Method of Application
- Sprayer Calibration Records
  - Date Calibrated
  - Sprayer Brand and Model
  - Sprayer Type
  - Nozzle Type and Size
  - Pressure
  - Speed (mph)
  - Throttle (rpm)
  - Tractor Model
  - Tractor Gear
  - Spray Volume (gallons per acre)



# RECORDS CHECKLIST

## Crop Management

- Seed Selection Records
  - Variety Selection
  - Greenhouse ID Number
  - Transplant Batch Number
  - Seedling Source
  - Variety Name
  - Seed Lot Number
  - LC Variety (Burley & Dark Only)
  - Date of Seeding
- Publications on Variety Selection
- Transplanting & Topping Records
  - Plant Population
  - Row Spacing
  - Plant Spacing in Row
  - Field/Tract ID
  - Transplanting Date
  - Transplant Batch Number
  - Date of Topping
  - Topping Height  
(approximate number of leaves left)
- Weed Prevention Program
  - Herbicides Used
  - Number of Cultivations
  - Control of Weeds in Field Borders
  - Preharvest Scouting & Cleanup Practices

## Curing and Barn Management – Flue

- Flue Curing Facility Records
  - Barn Testing Report
  - Barn ID Number
  - Barn Make & Model
  - Heat Exchanger Brand
  - Initial Reading
  - Final Reading
  - Barn Status Pass/Fail

## Flue Harvesting & Curing Records

- Field/Tract ID
- Harvest Date
- Method of Harvesting
- Stalk Position
- Barn ID
- Fuel Source
- Bale ID Number(s)

## Curing and Barn Management – Air & Fire

### Air Curing Facility Records

- Farm Name
- Barn/Structure ID
- Type
  - Outdoor Structure
  - Multi-tier
  - Number of tiers
- Barn Size
- Spacing of Sticks
- Number of Stalks per stick

### Air Harvesting & Curing Records

- Harvest Date
- Field/Tract ID
- Barn/Structure ID
- Date Housed
- Date Removed from Housing
- Tobacco Ordering Method
- Bale, Box or Hogshead ID Number(s)

### Fire Curing Facility Records

- Farm Name
- Barn/Structure ID
- Type
  - Outdoor Structure
  - Multi-tier
  - Number of tiers
- Barn Size

- Spacing of Sticks
- Numbers of Stalks per Stick

### Fire Harvesting & Curing Records

- Harvest Date
- Field/Tract ID
- Barn/Structure ID
- Date Housed
- Date Removed from Housing
- Spacing of Sticks
- Tobacco Ordering Method
- Bale, Box, or Hogshead ID Number(s)

### Firing Records

- Barn/Structure ID
- Date Fire Started
- Date Fire Ended
- Fuel Source
- Maximum Temperature

### Barn Inspection Information (English & Spanish)

### Barn Inspection Log

- Barn ID
- Date
- Who did the Inspection
- Comments

## Non-Tobacco Related Materials

### NTRM Inspection Information (English & Spanish)

### NTRM Inspection Log

- Date
- Who did the Inspection
- Areas Inspected
- Comments



# RECORDS CHECKLIST

## Agrochemical Storage and Soil & Water

- CPA Inventory Records
  - Reference Number
  - Brand Name/Product/Common Name
  - Storage Area
  - Amount
- Rainfall Records
  - Field/Tract ID
  - Date
  - Amount of Precipitation
  - Crop Condition
- Irrigation Records
  - Field/Tract ID
  - Date
  - Source of Irrigation Water
  - Application Type
  - Amount Applied
  - Crop Condition before Irrigating
- Crop Rotation Records
  - Field/Tract ID
  - Field HEL (Yes or No)
  - 20\_\_
    - Crop
    - Tillage Type
    - Cover Crop
  - 20\_\_
    - Crop
    - Tillage Type
    - Cover Crop
  - 20\_\_
    - Crop
    - Tillage Type
    - Cover Crop
  - 20\_\_
    - Crop
    - Tillage Type

- Cover Crop

- Conservation Plan  
(if Field/Tract ID considered HEL)

## Recruiting and Hiring Workers

- Labor Numbers
- Worker Termination Record
  - Employee Name
  - Reason for Termination
  - Documentation
- Non-Immediate Family Minors Working Record
  - Full Name
  - Date of Birth
  - Parental Consent
  - Residence
  - Permanent Address
- If using H-2A Labor Hired Directly:*
  - ETA 790 and ETA 790A
  - ETA 9142A
  - Form I-9 for each worker
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Wage Statements
  - All in One Labor Poster:
    - Migrant and Season Agricultural Workers Protection Act
    - Employee Rights Under the Fair Labor Standards Act
    - Employee Rights Under the H-2A Program
    - OSHA Job Safety & Health
- If using a Farm Labor Contractor (FLC):*
  - Certificate of Registration

- Copy of Workers' Compensation insurance
- Authorized to House (if applicable)
- Authorized to Transport (if applicable)
- Copy of Auto Insurance
- Copy of Driver's License
- Doctor's Certificate for all drivers
- Form I-9 for each worker
- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
  - Migrant and Season Agricultural Workers Protection Act
  - Employee Rights Under the Fair Labor Standards Act
  - Employee Rights Under the H-2A Program
  - OSHA Job Safety & Health
- If using a H-2ALC:*
  - ETA 790 and ETA 790A
  - ETA 9142A
  - Contract between grower & H-2ALC
  - Surety Bond
  - Form I-9 for each worker
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Wage Statements
  - All in One Labor Poster:
    - Migrant and Season Agricultural Workers Protection Act



# RECORDS CHECKLIST

- Employee Rights Under the Fair Labor Standards Act
- Employee Rights Under the H-2A Program
- OSHA Job Safety & Health
- If using Local Labor:*
  - Form I-9 for each worker
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Wage Statements
  - All in One Labor Poster:
    - Migrant and Season Agricultural Workers Protection Act
    - Employee Rights Under the Fair Labor Standards Act
    - Employee Rights Under the H-2A Program
    - OSHA Job Safety & Health
- If using Vocational/Apprenticeship Labor:*
  - Form I-9
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Vocational/Apprenticeship Documentation

## **Workers' Rights & Responsibilities and Worker Concern Helpline**

- Worker Concern Process Documentation (English & Spanish)
  - Grower ID#
  - Grower Name
  - Farm Name

- Trainer(s)
- Date
- Printed Name of Worker
- Signature of Worker
- Anti-Discrimination Policy (English & Spanish)
- Worker Rights & Responsibilities Poster (Required for any hired labor)
- Worker Concern Helpline Poster (Required for any hired labor)

## **Housing, Sanitation & Transportation**

- US DOL WH-521: Terms & Conditions of Occupancy
- Housing Inspection Certificate(s)
- Vehicle Information Records
  - Vehicle
  - Make/Model
  - Year
  - Annual Checklist
    - Valid Tags
    - Insurance
    - State Inspection (if required)
    - Federal Inspection (if required)
- Proof of Insurance for Drivers
- Driver Information Records
  - Driver's Name
  - Driver's License Number
  - Driver License Expiration Date
  - Date on Doctor Certificate
  - *If an FLC or FLCE:*
    - Certificate
    - Authorized to Transport
    - Authorized to Drive
- Vehicle Inspection Log

- Vehicle
- Date
- Field Sanitation Inspection Log
  - Date of Service
  - By (initials of person)
  - Cleaned/Serviced
  - Potable Water & Soap
  - Paper Towels
  - Toilet Paper
  - Trash Emptied
- Proof of Purchase of Rental Receipt of Sanitary Bathroom Facilities
- Proof of Purchase or Rental Receipt of Handwashing Facilities

## **Worker Training and Farm Safety**

- OSHA Forms 300, 300A, 301
- How to Prepare for an Emergency or Disaster (English & Spanish)
- Emergency Response Plan
  - Farm Name
  - Address
  - Telephone
  - Contact Name
  - Last Revision Date
  - Employee Evacuation System
  - Person Responsible for Farm Roster at Evacuation Site
  - Evacuation Site Location
- Farm Roster
  - Name
  - Phone
  - Special Assistance Needed
- List of Important Numbers
- In Case of Medical Emergency
  - Name of Person Training in CPR, First Aid or AED



# RECORDS CHECKLIST

- Contact Number
- Location of First Aid Kits
- Location of Automated External Defibrillator (AED)
- Printed Name of Worker
- Signature of Worker
- In Case of Fire Emergency
- In Case of Severe Weather/Tornado Sheltering
  - Severe Weather/Tornado Shelter Locations
  - Assigned Person to Monitor Severe Weather
  - Assigned Person to Direct People to Shelter
- Worker Safety Training Records
  - Farm Name
  - Source of Training
    - Verbal Discussion
    - Training Video
    - Tailgate Training Kits
    - Farm Safety & Compliance Event
  - Trainer name
  - Date
  - Training Topics
  - Printed Name of Worker
  - Signature of Worker
- Worker Crop Integrity Training Records
  - Farm Name
  - Source of Training
    - Verbal Discussion
    - Training Video
    - Tailgate Training Kits
    - Farm Safety & Compliance Event
  - Trainer name
  - Date
  - Training Topics