

WAC 16-160-190 Recordkeeping requirements. (1) Registrants must maintain records sufficient to verify that the materials are approved for use in organic production, processing, or handling and comply with the standards of the National Organic Program. These records may include:

- (a) Records pertaining to incoming raw materials:
 - (i) Invoices/bills of lading;
 - (ii) Transportation documentation;
 - (iii) Material safety data sheets;
 - (iv) Storage documentation.
 - (b) Production records:
 - (i) Material formulations;
 - (ii) Dates of production;
 - (iii) Amount of ingredients used in each batch;
 - (iv) Amount of final materials;
 - (v) Sampling and/or laboratory analyses;
 - (vi) Lot identification and tracking;
 - (vii) Other records maintained during manufacturing.
 - (c) Finished material records:
 - (i) Packaging documentation;
 - (ii) Sales documentation;
 - Purchase orders;
 - Receipts;
 - Shipping documents;
 - (iii) Storage documentation.
- (2) Records shall be maintained for six years.

[Statutory Authority: RCW 15.86.060, 15.86.130, and chapter 34.05 RCW. WSR 10-19-018, § 16-160-190, filed 9/8/10, effective 10/9/10.]