

Storage/Bin Record Instructions

1. Complete a separate Storage/Bin Record for **each** Bin or Storage facility on the operation.
2. Record all movement of produce in and out of the storage facility.
3. The following requirements are specified for **bin to bin transfers** on the farm:
 - a. on the source bin record, identify the destination bin under the heading Buyer;
 - b. on the destination bin record, identify the source bin under the Field No. (eg. Bin # X);
 - c. if like produce is being added to the destination bin, this produce now takes on the lot number of the existing produce in the bin;
 - d. if produce is moved to an empty destination bin the lot number will be changed to show the new bin number.
4. Keep these documents in your Producer Records Manual, and have them available for your inspector.

Lot numbers must be assigned to the production of each field or group of fields.
 For example: organic durum wheat grown by producer PC 999 on fields 6, 7 and 8
 in 2009 and stored in bin 12 will have the following lot #:

PC999ODUR6,7,8/12/09

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