

SAMPLE

Inspection Pack

Organic Certification (VOF) — Season 2026

Sapline Sugarworks

148 Sugarhouse Road, Bakersfield, VT 05441

11,000 taps · 5 sugarbush zones

This is a complete example of the inspection pack Sapline generates from a season's records. Every page after this one is real product output, produced by the same code a producer runs — nothing here was written by hand for the sample.

In the app the pack arrives as a ZIP: the manifest, the record sections, your finalized policies, and your uploaded certificates and test results filed by category. This sample flattens the PDFs into one file so it opens in a browser.

The operation is fictional and its readiness is deliberately imperfect — one required item is genuinely unmet. The pack reports gaps rather than hiding them, which is the point: an inspector sees what you see.

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Organic Certification (VOF)

Sapline Sugarworks
148 Sugarhouse Road, Bakersfield, VT 05441
Inspection Pack — Season 2026
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READINESS AT GENERATION

8 / 9

required items satisfied

89%



1 required item unmet · 1 recommended unmet · 3 required items you must attest to yourself, not scored above

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Organic Certification (VOF) Checklist

☒	VOF — Organic certificate on file Organic certificate on file, expires 2026-12-31	REQUIRED
☐	VOF: Wash Water Documentation — Water test on file No current water test document <i>Total coliform + E. coli every 2 years for water contacting finished product (municipal/permeate/condensate exempt).</i>	REQUIRED

✓	VOF: Lead Test Documentation — Lead tests on file for at-risk equipment Current lead test on file (2 lead-risk item(s) — verify each is covered)	REQUIRED
☐	VOF: Land Use Verification — Land use affidavit on file No current land use affidavit document <i>Only required for leased/non-owned sugarbush land — skip if all tapped land is owned.</i>	RECOMMENDED
✓	VOF: Retail Product Label Approval — Retail product labels approved Label approval on file	REQUIRED
✓	VOF — Forest management plan on file Forest management plan on file, expires 2031-06-15	REQUIRED
✓	VOF: Equipment Cleaning & Sanitizing Log — Cleaning policy finalized Cleaning policy finalized and current	REQUIRED
✓	VOF: Traceability Audit — Lot coding policy finalized Lot coding policy finalized and current	REQUIRED
✓	VOF: Mass Balance Audit — Mass balance within tolerance 2026 season: balanced	REQUIRED
✓	VOF — Pest control log current (within 60 days) Last Pest control log entry 12d ago (within 60d)	REQUIRED
—	VOF: Forest Activity Log — Forest Activity Log Tap install/removal dates and forest management activities not yet tracked in Sapline — maintain this record manually for inspection.	REQUIRED · SELF-ATTESTED
—	VOF: Sugarbush Map — Sugarbush Map Sugarhouse + collection tank locations, adjoining land use, stand locations/acreage, collection zones. Export from map view not yet built in Sapline — prepare this manually for inspection.	REQUIRED · SELF-ATTESTED
—	VOF — Organic System Plan (OSP) renewed Renew your OSP with your certifier annually. MOFGA and OEFFA renewals are due mid-February (Feb 15); VOF has no fixed date — submit early enough for its ~6–8 week processing so your certificate is in hand before marketing. Confirm with your certifier.	REQUIRED · SELF-ATTESTED

Production Records — 2026

Sapline Sugarworks
148 Sugarhouse Road, Bakersfield, VT 05441
Season 2026 — generated 8/1/2026, 5:42:31 PM

1. Syrup Production Batches

DATE	BATCH #	GRADE	SAP (GAL)	SYRUP (GAL)	RATIO	SAP BX	SYRUP BX
Apr 19	B-2026-035	Very Dark	6,749.4	136.5	49.4	1.8	67.1
Apr 17	B-2026-034	Very Dark	7,716.6	157.8	48.9	1.8	67.2
Apr 15	B-2026-033	Very Dark	8,304.2	171.7	48.4	1.8	67.1
Apr 13	B-2026-032	Very Dark	8,655.9	179.9	48.1	1.9	67.4
Apr 11	B-2026-031	Very Dark	8,841.8	185.8	47.6	1.9	67.0
Apr 9	B-2026-030	Very Dark	8,903.6	189.1	47.1	1.9	67.3
Apr 7	B-2026-029	Very Dark	8,868.4	190.3	46.6	1.9	67.4
Apr 5	B-2026-028	Dark	8,755.5	188.9	46.4	1.9	67.1
Apr 3	B-2026-027	Dark	8,579.4	187.0	45.9	1.9	66.9
Apr 1	B-2026-026	Dark	8,351.4	183.9	45.4	2.0	67.2
Mar 30	B-2026-025	Dark	8,080.5	179.8	45.0	2.0	67.2
Mar 27	B-2026-024	Dark	7,774.3	173.8	44.7	2.0	67.4
Mar 25	B-2026-023	Dark	7,439.1	168.0	44.3	2.0	66.9
Mar 23	B-2026-022	Dark	7,080.4	161.5	43.8	2.0	67.5
Mar 21	B-2026-021	Dark	6,703.1	154.4	43.4	2.1	67.2
Mar 19	B-2026-020	Dark	6,311.3	146.1	43.2	2.1	66.9
Mar 17	B-2026-019	Dark	5,909.0	138.1	42.8	2.1	67.4
Mar 15	B-2026-018	Amber	5,499.7	129.8	42.4	2.1	67.3
Mar 13	B-2026-017	Amber	5,086.6	121.2	42.0	2.1	66.9
Mar 11	B-2026-016	Amber	4,672.6	112.4	41.6	2.1	67.4
Mar 9	B-2026-015	Amber	4,260.8	102.9	41.4	2.2	67.5
Mar 7	B-2026-014	Amber	3,853.6	94.0	41.0	2.2	67.0
Mar 5	B-2026-013	Amber	3,453.7	85.0	40.6	2.2	67.1
Mar 3	B-2026-012	Amber	3,063.5	76.1	40.3	2.2	67.1
Mar 1	B-2026-011	Amber	2,685.3	67.0	40.1	2.2	67.1
Feb 27	B-2026-010	Amber	2,321.6	58.4	39.7	2.2	67.3
Feb 25	B-2026-009	Amber	1,974.5	50.1	39.4	2.3	67.1

DATE	BATCH #	GRADE	SAP (GAL)	SYRUP (GAL)	RATIO	SAP BX	SYRUP BX
Feb 23	B-2026-008	Golden	1,646.5	42.2	39.0	2.3	67.4
Feb 21	B-2026-007	Golden	1,339.9	34.5	38.9	2.3	67.5
Feb 19	B-2026-006	Golden	1,057.0	27.4	38.5	2.3	67.3
Feb 17	B-2026-005	Golden	800.4	21.0	38.2	2.3	66.9
Feb 15	B-2026-004	Golden	572.6	15.1	37.9	2.4	67.3
Feb 13	B-2026-003	Golden	376.8	10.0	37.7	2.4	67.0
Feb 11	B-2026-002	Golden	216.2	5.8	37.4	2.4	67.5
Feb 9	B-2026-001	Golden	95.1	2.6	37.1	2.4	67.2

2. Collections Summary

140 collection log(s) totaling 176558.8 gal of sap for 2026.

Mass Balance Report — 2026

Sapline Sugarworks
148 Sugarhouse Road, Bakersfield, VT 05441
Season 2026 — generated 8/1/2026, 5:42:31 PM

Season window: Feb 1 – May 31, 2026 (fixed reporting window — does not cover the full calendar year).

1. Sap Collected

Total: 176,558.8 gal across 5 zone(s).

2. Syrup Produced

Total: 3,947.9 gal | Effective ratio: 44.58

3. Bulk Storage

Currently in barrels: 2,926.8 gal (54 container(s)) | Packed out: 1,001.4 gal | Losses: 19.7 gal (0.5%)

4. Retail Packaging

Units packed: 3,700 | Volume packed: 986.6 gal | Packing losses: 1.48%

5. Sales & Inventory

Units sold: 3,011 | Revenue: \$73,774 | Retail units remaining: 689 | Bulk gallons remaining: 2,926.8

6. Reconciliation

STAGE	EXPECTED	ACTUAL	BALANCED
Production -> Storage	3,947.9	3,947.9	Yes
Storage -> Packing	1,001.4	1,001.4	Yes
Packing -> Sales	3,700.0	3,700.0	Yes

Overall status: **balanced**

Traceability Register — 2026

Sapline Sugarworks
148 Sugarhouse Road, Bakersfield, VT 05441
Season 2026 — generated 8/1/2026, 5:42:31 PM

1. Retail Lots

LOT CODE	GRADE	DENSITY (BRIX)	PRODUCED	SOLD	REMAINING	QUARANTINED
RL-BR-2026-12	Dark	67.1	330	247	83	No
RL-BR-2026-11	Amber	67.1	330	239	91	No
RL-BR-2026-10	Very Dark	67.1	340	284	56	No
RL-BR-2026-09	Dark	67.1	300	228	72	No
RL-BR-2026-08	Golden	67.1	300	237	63	No
RL-BR-2026-07	Amber	67.1	280	249	31	No
RL-BR-2026-06	Dark	67.1	320	292	28	No
RL-BR-2026-05	Amber	67.1	290	246	44	No
RL-BR-2026-04	Dark	67.1	310	239	71	No
RL-BR-2026-03	Amber	67.1	280	221	59	No
RL-BR-2026-02	Amber	67.1	300	273	27	No
RL-BR-2026-01	Golden	67.1	320	256	64	No

Voided lots and lots from voided bottling runs are excluded from this listing.

2. Bulk Containers

CODE	TYPE	CAPACITY (GAL)	CURRENT (GAL)	GRADE	STATUS	FILLS
DRUM-012	stainless drum	55.0	54.6	Dark	full	2
DRUM-013	stainless drum	55.0	54.6	Very Dark	full	2
DRUM-014	stainless drum	55.0	55.0	Very Dark	full	2
DRUM-015	stainless drum	55.0	53.9	Very Dark	full	2
DRUM-016	stainless drum	55.0	53.9	Very Dark	full	2
DRUM-017	stainless drum	55.0	53.2	Very Dark	full	2
DRUM-018	stainless drum	55.0	53.5	Very Dark	full	2
DRUM-019	stainless drum	55.0	53.8	Very Dark	full	2
DRUM-020	stainless drum	55.0	55.0	Very Dark	full	2
DRUM-021	stainless drum	55.0	55.0	Very Dark	full	2
DRUM-022	stainless drum	55.0	53.9	Very Dark	full	2

CODE	TYPE	CAPACITY (GAL)	CURRENT (GAL)	GRADE	STATUS	FILLS
DRUM-023	stainless drum	55.0	53.5	Very Dark	full	2
DRUM-024	stainless drum	55.0	53.3	Very Dark	full	2
DRUM-025	stainless drum	55.0	53.7	Very Dark	full	2
DRUM-026	stainless drum	55.0	54.4	Very Dark	full	2
DRUM-027	stainless drum	55.0	55.0	Very Dark	full	2
DRUM-028	stainless drum	55.0	54.7	Very Dark	full	2
DRUM-029	stainless drum	55.0	55.0	Very Dark	full	2
DRUM-030	stainless drum	55.0	54.5	Very Dark	full	2
DRUM-001	stainless drum	55.0	53.2	Dark	full	2
DRUM-002	stainless drum	55.0	54.6	Dark	full	2
DRUM-003	stainless drum	55.0	54.1	Dark	full	2
DRUM-004	stainless drum	55.0	53.4	Dark	full	2
DRUM-005	stainless drum	55.0	53.6	Dark	full	2
DRUM-006	stainless drum	55.0	53.5	Dark	full	2
DRUM-007	stainless drum	55.0	53.8	Dark	full	2
DRUM-008	stainless drum	55.0	53.3	Dark	full	2
DRUM-009	stainless drum	55.0	55.0	Dark	full	2
DRUM-010	stainless drum	55.0	54.5	Dark	full	2
DRUM-011	stainless drum	55.0	54.6	Dark	full	2
DRUM-031	stainless drum	55.0	53.4	Very Dark	full	2
DRUM-032	stainless drum	55.0	53.7	Very Dark	full	2
DRUM-033	stainless drum	55.0	53.6	Very Dark	full	2
DRUM-034	stainless drum	55.0	54.5	Very Dark	full	2
DRUM-035	stainless drum	55.0	54.2	Very Dark	full	2
DRUM-036	stainless drum	55.0	54.7	Very Dark	full	2
DRUM-037	stainless drum	55.0	55.0	Very Dark	full	2
DRUM-038	stainless drum	55.0	54.2	Very Dark	full	2
DRUM-039	stainless drum	55.0	54.1	Dark	full	1
DRUM-040	stainless drum	55.0	54.9	Dark	full	1
DRUM-041	stainless drum	55.0	55.0	Dark	full	1
DRUM-042	stainless drum	55.0	55.0	Dark	full	1
DRUM-043	stainless drum	55.0	55.0	Dark	full	1
DRUM-044	stainless drum	55.0	53.3	Dark	full	1

CODE	TYPE	CAPACITY (GAL)	CURRENT (GAL)	GRADE	STATUS	FILLS
DRUM-045	stainless drum	55.0	54.7	Dark	full	1
DRUM-046	stainless drum	55.0	54.4	Dark	full	1
DRUM-047	stainless drum	55.0	54.4	Dark	full	1
DRUM-048	stainless drum	55.0	54.7	Dark	full	1
DRUM-049	stainless drum	55.0	53.2	Dark	full	1
DRUM-050	stainless drum	55.0	53.1	Dark	full	1
DRUM-051	stainless drum	55.0	54.7	Dark	full	1
DRUM-052	stainless drum	55.0	53.5	Dark	full	1
DRUM-053	stainless drum	55.0	55.0	Dark	full	1
DRUM-054	stainless drum	55.0	54.4	Dark	full	1

Full per-lot chains (collection -> production -> bulk container -> bottling run -> retail lot -> sale) are available in Sapline -> Bottling -> Traceability.

Equipment & Maintenance Report

Sapline Sugarworks
Jan 1, 2026 - Dec 31, 2026

1. Equipment Inventory

NAME	CATEGORY	MANUFACTURER	MODEL	SERIAL #	PURCHASE DATE	PRICE
Bottling Filler/Capper	Bottling Equipment	Bascom Maple Farms	Gravity Filler GF-6	—	Sep 1, 2016	—
Brix Hydrometer Set	Monitoring	Leader Evaporator Co.	Standard Maple Hydrometer	—	Feb 1, 2021	—
CDL RO System	Ro System	CDL USA, Inc.	RO Elite 3-Membrane	—	Aug 1, 2019	—
Digital Refractometer	Monitoring	Atago	PAL-Maple	—	Jan 15, 2022	—
Filter Press	Filter System	Lapierre USA	FP-200	—	Mar 1, 2018	—
Finished Syrup Storage Tank	Tank	Bascom Maple Farms	SS-500	—	Apr 1, 2017	—
Legacy Gathering Tank	Tank	Unknown (inherited)	—	—	—	—
North Collection Point Releaser	Releaser	Lapierre USA	RL-200	—	Jun 1, 2020	—
Sap Holding Tank	Tank	Bascom Maple Farms	HT-3000	—	Apr 1, 2017	—
Vacuum Pump System	Vacuum Pump	Lapierre USA	VP-5000	—	Jun 1, 2020	—
Wood-Fired Evaporator	Evaporator	Leader Evaporator Co.	Half Pint 4x14	—	May 1, 2015	—

2. Maintenance History

No maintenance records in date range.

3. Consumable Purchases

No consumable purchases in date range.

4. Cleaning Log Summary

No cleaning records in date range.

Compliance Logs — 2026

Sapline Sugarworks
148 Sugarhouse Road, Bakersfield, VT 05441
Season 2026 — generated 8/1/2026, 5:42:31 PM

1. Personnel Training

DATE	TYPE	TRAINEE	TRAINER	EXPIRES
Jul 2	sanitation	Mara Fournier	Mike Trudeau	Jul 2, 2027
Jun 17	food safety	Mara Fournier	Sarah Mitchell, PCQI	Jun 17, 2027
Jun 2	equipment operation	Mara Fournier	Dave Lapierre, CDL Rep	—

2. Visitor Log

ARRIVED	DEPARTED	VISITOR	COMPANY	FOOD SAFETY ACK
Jul 26	Jul 26, 2026	Rebecca Tran	Green Mountain Foods	Yes
Jul 23	Jul 23, 2026	Montpelier Elementary — Grade 4	Montpelier Public Schools	Yes
Jul 13	Jul 13, 2026	Jim Harlow	Vermont Equipment Inspections LLC	Yes
Jun 26	Jun 26, 2026	Claire Fontaine	Vermont Organic Farmers LLC	Yes
May 30	May 30, 2026	Paul Demers	Vermont Mutual Insurance Group	Yes

3. Pest Control

DATE	TYPE	STATION	PRODUCT	FINDINGS	NEXT CHECK
Jul 20	inspection	—	—	No evidence of rodent activity inside sugar house. All entry points sealed. Minor cobwebs removed from rafters.	Aug 19, 2026
Jul 4	bait station check	BS-01 through BS-06	Contrac Blox (EPA Reg. No. 12455-86)	Stations BS-01 and BS-04 show minor bait take. No live activity observed. All stations intact and secured.	Oct 2, 2026
Jun 20	inspection	—	—	Exterior perimeter walk. Foundation in good condition. One small gap found near east-side conduit entry.	Jul 20, 2026
Jan 28	cleanup	—	Star San food-grade sanitizer	Full deep clean prior to season start. All floors, walls, and food-contact surfaces sanitized.	—

4. Allergen Assessments

DATE	SHARED FACILITY	ALLERGENS PRESENT	CROSS-CONTACT RISK	MITIGATION
Jul 18	No	—	none	—
Jun 12	Yes	tree_nuts	low	Shared bottling line previously used for walnut-flavored product by co-pack partner. Line fully disassembled, cleaned, and sanitized per SOP before maple syrup bottling. Swab test confirmed no residual allergen presence.

5. Calibrations Due (next 90 days)

No calibrations due in the next 90 days.

6. Calibrations Completed in 2026

EQUIPMENT	CALIBRATE D	RESULT	METHOD	CALIBRATED BY
Brix Hydrometer Set	Jun 17	pass	Reference hydrometer cross-check	Precision Instrument Services
Digital Refractometer	Jun 17	pass	NIST-traceable sucrose solution check	Precision Instrument Services

7. Lead-Risk Equipment & Components

EQUIPMENT	CATEGORY
Backup Sap Storage Tank	tank
Legacy Gathering Tank	tank

Sapline Sugarworks

148 Sugarhouse Road, Bakersfield, VT 05441

Generated 2026-08-01

Cleaning Policy

Purpose

This policy defines how Sapline Sugarworks cleans and sanitizes equipment used in maple production to protect food safety and product integrity.

Scope

This policy applies to the following cleaning-relevant equipment maintained by Sapline Sugarworks:

- CDL RO System (ro_system) — CDL USA, Inc. RO Elite 3-Membrane
- Wood-Fired Evaporator (evaporator) — Leader Evaporator Co. Half Pint 4x14
- Filter Press (filter_system) — Lapierre USA FP-200
- Finished Syrup Storage Tank (tank) — Bascom Maple Farms SS-500
- Sap Holding Tank (tank) — Bascom Maple Farms HT-3000
- Legacy Gathering Tank (tank) — Unknown (inherited)
- Vacuum Pump System (vacuum_pump) — Lapierre USA VP-5000
- North Collection Point Releaser (releaser) — Lapierre USA RL-200
- Bottling Filler/Capper (bottling_equipment) — Bascom Maple Farms Gravity Filler GF-6

Cleaning Frequency

Each piece of equipment is cleaned on the following schedule:

- CDL RO System: cleaned After each use
- Wood-Fired Evaporator: cleaned After each use
- Filter Press: cleaned After each use
- Finished Syrup Storage Tank: cleaned After each use
- Sap Holding Tank: cleaned After each use
- Legacy Gathering Tank: cleaned After each use
- Vacuum Pump System: cleaned After each use
- North Collection Point Releaser: cleaned After each use
- Bottling Filler/Capper: cleaned After each use

Cleaning Chemicals

Cleaning chemicals used by this operation: Food-grade alkaline detergent followed by an acid rinse; Star San no-rinse sanitizer on food-contact surfaces.

Special Procedures

CDL RO System

Flush with permeate immediately after each run. Alkaline wash weekly during the season and before storage; acid wash if flux drops more than 10%. Never let membranes dry out — store wet with preservative per the manufacturer.

Wood-Fired Evaporator

Draw off and rinse pans while still warm. Acid-wash pans at season end to remove niter; inspect solder seams for lead before returning to service.

Filter Press

Replace filter papers each run. Wash plates and frames in hot alkaline solution; verify no filter aid

remains before the next batch.

Bottling Filler/Capper

Sanitize the fill head and lines before each run and record the pre-run check on the bottling log.

Sanitation Supervisor

Our designated sanitation supervisor is Mara Fournier (owner).

The supervisor is responsible for ensuring cleaning procedures are followed, maintaining chemical inventory, training new operators on cleaning protocols, and documenting any deviations.

Review

This policy is reviewed annually and whenever equipment or cleaning chemicals change.

Legal Disclaimer

Generated by Sapline on 2026-08-01. This document is a starting point and does not constitute legal or regulatory advice. The producer is responsible for ensuring final compliance with the certification program(s) their operation is enrolled in and all applicable laws.

Sapline Sugarworks

148 Sugarhouse Road, Bakersfield, VT 05441

Generated 2026-08-01

Lot Coding Policy

Purpose

This policy defines how Sapline Sugarworks assigns, tracks, and manages lot codes for all maple syrup produced.

Lot Code Format

All production lots are assigned codes in the format: ****

Lot codes are manually assigned at the time of production by the responsible operator.

Assignment

A lot code is assigned whenever a production batch is finalized. The lot code remains associated with every container filled from that batch and every retail unit packaged from those containers. The lot code is recorded in the Sapline production log and, where applicable, printed on the container or label.

Traceability

For every lot, the following records are maintained in Sapline:

- Source property or properties
- Production date and operator
- Grade and volume
- Each bulk container filled from the lot
- Each retail unit packaged from the lot

These records support forward and backward traceability for food safety, recall, and certification purposes.

Voided Codes

If a lot code is assigned in error, it is voided in Sapline and a replacement code issued. Voided codes are retained in the audit log and never reassigned.

Review

This policy is reviewed annually and whenever the lot code format changes.

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