



Harvest checklist

To help you prepare for harvest and track your harvest progress, following is a checklist and table to post in your farm office for easy record keeping. Have a safe and productive harvest. •



	To Do	Notes	Complete
Equipment	Clean-out combine		<input type="checkbox"/>
	Clean wagons of treated seed		<input type="checkbox"/>
	Clean and inspect trucks for contamination		<input type="checkbox"/>
Safety	Ensure all safety equipment is available and in good condition (ie. fire extinguishers)		<input type="checkbox"/>
	Ensure all workers have proper training for the job http://www.wsps.ca/Farm-Safety-Training/Farm-Safety.aspx		<input type="checkbox"/>
	Ensure vehicles are road-ready and drivers know all vehicle requirements http://www.mto.gov.on.ca/english/trucks/pdfs/farm-guide-farm-equipment-on-the-highway.pdf		<input type="checkbox"/>
Marketing	Carefully read and understand all existing and new contracts		<input type="checkbox"/>
	Negotiate drying and handling charges prior to delivery		<input type="checkbox"/>
	Know max moisture accepted at elevator prior to delivery		<input type="checkbox"/>
	Know your discount schedule		<input type="checkbox"/>
	Know what you have to sell – take a representative sample in prior to delivery		<input type="checkbox"/>
	Ensure you are paid within 10 days of sale, or according to GFPP payment timelines http://www.agricorp.com/en-ca/Programs/GFPP/Pages/Overview.aspx		<input type="checkbox"/>
	For grade disputes, contact CGC http://www.grainscanada.gc.ca/quality-qualite/ggm-mgg-eng.htm		<input type="checkbox"/>
Insurance	Know insurance deadlines http://www.agricorp.com/		<input type="checkbox"/>
	Report wildlife damage http://www.agricorp.com/		<input type="checkbox"/>

Harvest Tracking

Field Location	Field Description	% Complete	Crop Variety	Yield	Quality

These charts are intended as a helpful tool at harvest time. The checklist should not be considered a complete list of all recommended and required tasks.