

Handbook templates				
	name of person responsible	location of record	backup location of record	last update (d/m/y)
General records				
Contact list				
Employee training				
Landowner and bee yard information				
Visitor log				
Bee records:				
Bee: colony assessment				
Bee: colony genetics				
Bee colony log				
Bee: disease log (monitoring and treatment)				
Bee: grafting log				
Bee: sales				
Bee yard: maintenance log				
Bee yard: map				
Bee yard: moving colonies (excluding for large pollination contracts)				
Bee yard: moving colonies (large scale operator with pollination contracts)				
Bee yard: off-hive disturbance record				
Bee equipment inspection / inventory				
Facility records:				
Facility cleaning and disinfection (facility and facility equipment)				
Facility: inspection (exterior)				
Facility: interior inspection				
Facility : maintenance (facility and facility equipment)				
Facility: map				
Facility: pest control				
Facility: potable water				
Facility: waste disposal record (excluding feed and medication)				
Honey records:				
Honey: customer complaint				
Honey extraction log				
Honey: lab analysis and product recall report				
Honey: packing log				
Honey: receiving bulk honey shipment from beekeepers				
Honey: removing full honey supers for extraction				
Honey: sending bulk honey shipment to purchaser				
Inventory records:				
Inventory: feed/ medication - inventory and disposal record				
Inventory: packed honey				
Inventory: supply inventory and disposal (excluding feed, medications, hive equipment and bees)				