



University of Idaho
Extension

**FSMA
PRODUCE
SAFETY RULE**

| RECORDKEEPING GUIDE

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*fillable templates in this guide are not page numbered, so they may be printed for ongoing personal use. The coordinating example guides are numbered below:

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- **Worker Training Checklist**



ARE YOU COVERED BY THE PSR?

If you are unsure how the PSR applies to you, [click here.](#)



How to Use This Guide

1 Worker Training Log | Explained

2 PSR Required 3 FSMA PSR reference § 112.30 4 Frequency: At Least Annually

The Produce Safety Rule (PSR) requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed but at least annually. Keep this record for at least 2 years.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* Date of Training: *06/01/21*

Applicability of the above records depends on the farm's operations. "Covered farms" refers to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Please see the Produce Safety Rule for full details regarding record keeping requirements.

Name of Trainer: *Johnny S Wright* Time of Training: *10:00 am*

Topics Covered in Training: *Worker health and hygiene, bathroom facilities, proper and safe harvesting, use of detergent and sanitizers (cleaning and sanitizing activities), inspecting harvest containers and equipment, principles of food hygiene and food safety, applying soil amendments of animal origin*

Please attach any training materials used. Attach additional sheets if needed.

Employee Name (printed)

Employee Signature

1. <i>Pam Wright</i>	<i>Pam Wright</i>
2. <i>Sam Johnson</i>	<i>Sam Johnson</i>
3. <i>Alejandro Hernandez</i>	<i>Alejandro Hernandez</i>
4. <i>Abbie Peterson</i>	<i>Abbie Peterson</i>
5. <i>Mark Brown</i>	<i>Mark Brown</i>
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

Reviewed by *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *06/01/21*

- 1 PSR record subject title
- 2 Requirement status for the record: required for most farms, required if applicable, or optional / good practice
- 3 Produce Safety Rule section that applies to this record
- 4 How often you must update / log this record
- 5 Explanation of requirements under the PSR for this record
- 6 Farm information or other required record information
- 7 Observed activities or actions taken
- 8 Supervisor or responsible party review of record



Recordkeeping Reminders

Retention.

Two years is the retention time for most records.

Review.

Records **must be reviewed** by an appropriate employee such as a supervisor.

Readable.

Section 112.161 of the PSR requires that records must be **legible and accurate**.

Rule.

Subpart O of the Produce Safety Rule outlines record requirements.

Please Note:

You should consult the Produce Safety Rule (PSR) itself and not rely solely on this document for your individual farm needs to ensure compliance with all requirements of the Rule. This document is intended to provide a broad overview of recordkeeping requirements under the PSR. Some records in this document will not apply to all farms.

Some records do not have a template to fill out, such as lab tests, scientific data for microbial die-off, and alternative water treatment methods, because those records are standalone documents received by third parties to keep on file.



Records that have a template to use are indicated by a star.

Each provided template has two copies:

Worker Training Log Explained		
PSR Required	FSMA PSR reference § 112.30	Frequency: At Least Annually
The Produce Safety Rule (PSR) requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed but at least annually. Keep this record for at least 2 years.		
Farm Name & Address: <i>Romaine Calm 1234 Carrot Lane, Northwest City, ID, 83844</i> Date of Training: <i>06/01/21</i>		
<small>Applicability of the above records depends on the farm's operations. "Covered farms" refers to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Please see the Produce Safety Rule for full details regarding record keeping requirements.</small>		
Name of Trainer: <i>Johnny S Wright</i> Time of Training: <i>10:00 am</i>		
Topics Covered in Training: <i>Worker health and hygiene, bathroom facilities, proper and safe harvesting, use of detergent and sanitizers (cleaning and sanitizing activities), inspecting harvest containers and equipment, principles of food hygiene and food safety, applying soil amendments of animal origin</i>		
Please attach any training materials used. Attach additional sheets if needed.		
Employee Name (printed)	Employee Signature	
1. <i>Pam Wright</i>	<i>Pam Wright</i>	
2. <i>Sam Johnson</i>	<i>Sam Johnson</i>	
3. <i>Alejandro Hernandez</i>	<i>Alejandro Hernandez</i>	
4. <i>Abbie Peterson</i>	<i>Abbie Peterson</i>	
5. <i>Mark Brown</i>	<i>Mark Brown</i>	
6. _____	_____	
7. _____	_____	
8. _____	_____	
9. _____	_____	
Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>06/01/21</i>



One template explains how to keep the record.

Worker Training Log		
PSR Required	FSMA PSR reference § 112.30	Frequency: At Least Annually
Farm Name & Address:		Date of Training:
Name of Trainer: _____ Time of Training: _____		
Topics Covered in Training: _____		
Please attach any training materials used. Attach additional sheets if needed.		
Employee Name (printed)	Employee Signature	
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	
6. _____	_____	
7. _____	_____	
8. _____	_____	
9. _____	_____	
Reviewed by _____	Title: _____	Date: _____



One template is blank for your use.

Common Acronyms to Know

FSMA

Food Safety
Modernization Act

SOP

Standard Operating
Prodedure

BSAAO

Biological
Soil Amendments
of Animal Origin

PSR

Produce Safety Rule

CFU

Colony Forming Units

3

Recordkeeping Checklist | ✓

Fillable templates are included in this document for these records ★

COVERAGE	RECORD	FREQUENCY	DESCRIPTION
REQUIRED (most farms)	Worker Training ★	At least annually	As needed, but at least annually, personnel handling covered produce must be trained on food safety as it applies to their assigned duties. Must document topics covered and personnel trained.
	Water Distribution System Inspection ★	At least annually	As needed, but at least annually, the water distribution system under your control must be inspected for issues that may lead to contamination of water used in irrigation or other covered activities.
	Cleaning & Sanitizing ★	As necessary	Equipment, containers, and tools used for covered activities (e.g. harvesting, packing, and handling) of covered produce must be cleaned and sanitized as frequently as reasonably necessary. Non-food contact surfaces of equipment and tools must be cleaned as necessary. Record of these activities must be kept. Farms should keep a copy of the label of sanitizer that is used.
REQUIRED IF APPLICABLE (some farms)	Water Treatment Monitoring ★	As necessary	Covered farms must document results of water treatment monitoring outlined in Subpart E (Water) of the PSR.
	Agriculture Water Die-off Corrective Actions ★	As necessary	Covered farms using microbial die-off or removal rates on covered produce prior to harvest must document actions taken in accordance with 112.45 of the PSR.
	Water Tests (Ground Water)	At least annually	Covered farms with ground water (wells) subject to §112.44 of the PSR must be tested and documented at least once annually after the initial water quality profile is established. Water used for washing hands, to clean food contact surfaces, and for use in harvest and post-harvest activities must have no detectable generic Escherichia coli (E. coli) in 100 milliliters.
	Water Tests (Surface Water)	At least five (5) times annually	Covered farms with surface water (ponds, streams, etc.) subject to §112.44 of the PSR must be tested and documented at least five times annually after the initial water quality profile is established. Untreated surface water may not be used to wash hands or to clean food contact surfaces. Any water (surface, ground, etc.) used for growing activities of covered produce must have a Geometric Mean (GM) of 126 or less colony forming units (CFU) of generic E. coli per 100 mL of water and a Statistical Threshold Value (STV) of 410 or less of CFU of generic E. coli per 100 mL of water. Corrective actions outlined in the PSR may be used to meet these values.
	Water Tests (Public water)	At least annually	Covered farms using water from a public water system must annually obtain certificates of compliance or documentation of water test results.
	Microbial Die-off Method – scientific data or information	As necessary	Covered farms using microbial die-off or removal rates on covered produce post-harvest in accordance §112.45(b)(1)(ii) of the PSR must keep scientific data or information used to support the microbial die-off or removal rates.
	Water Treatment Method – scientific data or information	As necessary	Covered farms treating water in accordance with Subpart E (Water) of the PSR must keep documentation of scientific data or information used to support the adequacy of water treatment method used.
	Alternative Water Treatment	As necessary	Covered farms that establish and use alternatives in accordance with §112.49 of the PSR must keep Scientific data or information to support the alternative.
	Alternative Analytical Methods	As necessary	Covered farms must document any analytical methods for water quality testing used in lieu of the method that is outlined in §112.151(a) of the PSR.

If you qualify for qualified exemption:			
REQUIRED IF APPLICABLE (some farms)	Qualified Exemption Review – Idaho State Department of Agriculture Verification Form ★ (You can also use the attached Qualified Exemption Worksheet ★ to assist in this calculation)	At least annually	Farms claiming a qualified exemption must complete an annual review of farm sales to ensure they meet the requirements for qualified exemption (detailed below). Documentation of this review is required. In Idaho, this means submitting a Verification Form to ISDA annually and keeping state approval of exemption on file.
	Qualified Exemption Sales Records	As necessary	Farms claiming a qualified exemption must keep records (i.e. Receipts, sales records) demonstrating the farm meets the eligibility requirements for a qualified exemption. Records the farm relies on for the 3-year period prior to the applicable calendar year must be kept. These records will be reviewed when determining if you are eligible for qualified exemption.
	If you qualify for commercial processing exemption:		
	Commercial Processing Exemption – Farm Disclosure Statement ★	With each shipment	Covered farms claiming a commercial processing exemption on applicable produce must provide the required disclosure statement that accompanies (e.g. Bill of lading, invoice, etc.) the produce shipment. A record of the disclosure statement must be kept.
	Commercial Processing Exemption – Buyer Written Assurance ★	At least annually	Covered farms claiming a commercial processing exemption on applicable produce must receive an annual written assurance from the buyer in accordance with Subpart A (General Provisions) of the PSR.
	If you use biological soil amendments of animal origin:		
	Third Party Compost Treatment & Handling	As necessary	Farms using treated biological soil amendments of animal origin from a third party must keep documentation (e.g. Certificate of Conformance) that document it was adequately treated with appropriate process monitoring and handling.
	Compost Treatment ★	As necessary	Covered farms that produce treated biological soil amendments of animal origin must keep records to demonstrate the applicable process controls were met (e.g. time, temperature, etc.) in accordance with Subpart F (Soil Amendments) of the PSR.

Applicability of the above records depends on the farm’s operations. “Covered farms” refers to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Please see the Produce Safety Rule for full details regarding record keeping requirements.

What is qualified exemption?

To be eligible for a qualified exemption, the farm must meet two requirements: (1) The farm must have food sales averaging less than \$500,000 per year during the previous three years; and (2) The farm’s sales to qualified end-users must exceed sales to all others combined during the previous three years. A qualified end-user is either (a) the consumer of the food or (b) a restaurant or retail food establishment that is located in the same state or the same Indian reservation as the farm or not more than 275 miles away. You must apply with the Idaho State Department of Agriculture for this exemption.

What is a commercial processing exemption?

The rule provides an exemption for produce that receives commercial processing that adequately reduces the presence of microorganisms of public health significance, under certain conditions (i.e., apples that do not go directly to market because they are made into applesauce). You must apply with the Idaho State Department of Agriculture for this exemption.

How do I know if I am using a soil amendment of animal origin?

Biological soil amendment[s] of animal origin are biological soil amendments which consist, in whole or in part, of materials of animal origin, such as manure or non-fecal animal byproducts including animal mortalities, or table waste, alone or in combination.

Optional Records

NOT REQUIRED BY THE RULE – GOOD AGRICULTURAL PRACTICES

Illness and Injury ★	As necessary	Covered farms may choose to record injury and illnesses of employees to better document potential sources of contamination.
Restroom Monitoring & Cleaning ★	As necessary	Covered farms may choose to record restroom monitoring and cleaning activities to ensure restrooms are properly cleaned, maintained, and stocked.
Rodent & Pest Monitoring ★	As necessary	Covered farms may choose to record rodent and pest monitoring activities to better manage rodent and pest control. Covered farms must take appropriate steps to ensure pests and rodents don't contaminate produce.
Soil Amendment Application ★	As necessary	Covered farms may choose to record when they apply soil amendments to covered produce to ensure proper application and time intervals are met.
Visitor Log ★	As necessary	Covered farms may choose to record visitors that are at the farm. Covered farms must inform visitors of farm policies and procedures.
Wildlife & Domestic Animal Monitoring ★	As necessary	Covered farms must take actions reasonably necessary to ensure that wildlife and domesticated animals do not contaminate covered produce. Records may assist farms in managing animal activity.
Cold Storage Calibration Monitoring ★	As necessary	Covered farms are required to keep cold storage temperature monitoring devices accurate and maintained. Documenting calibrations is one way to demonstrate maintenance.
Worker Training Checklist ★	As necessary	Covered farms are required to document annual training of workers who conduct covered activities. This checklist provides a list of key training topics to be addressed during the annual training. The checklist is not comprehensive and should include topics specific to your farm operation.

Worker Training Log | *Explained*

PSR Required

FSMA PSR reference § 112.30

Frequency: At Least Annually

The Produce Safety Rule (PSR) requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed but at least annually. Keep this record for at least 2 years.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Date of Training:** *06/01/21*

Name of Trainer: *Johnny S Wright* **Time of Training:** *10:00 am*

Topics Covered in Training: *Worker health and hygiene, bathroom facilities, proper and safe harvesting, use of detergent and sanitizers (cleaning and sanitizing activities), inspecting harvest containers and equipment, principles of food hygiene and food safety, applying soil amendments of animal origin*

Please attach any training materials used. Attach additional sheets if needed.

Employee Name (printed)

Employee Signature

1. *Pam Wright*

Pam Wright

2. *Sam Johnson*

Sam Johnson

3. *Alejandro Hernandez*

Alejandro Hernandez

4. *Abbie Peterson*

Abbie Peterson

5. *Mark Brown*

Mark Brown

6. _____

7. _____

8. _____

9. _____

Reviewed by *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *06/01/21*

Worker Training Log

PSR Required

FSMA PSR reference § 112.30

Frequency: At Least Annually

Farm Name & Address:

Date of Training:

Name of Trainer: _____ Time of Training: _____

Topics Covered in Training: _____

Please attach any training materials used. Attach additional sheets if needed.

Employee Name (printed)

Employee Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Reviewed by

Title:

Date:

Water Distribution System Inspection Log | *Explained*

PSR Required

FSMA PSR reference § 112.50

Frequency: At least annually

The Produce Safety Rule (PSR) requires that farms covered by the rule inspect all agricultural water systems that are under the control of the farmer (including water sources, water distribution systems, facilities, and equipment), to identify conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces. See the Produce Safety Rule for full details on this inspection requirement. Keep this record 2 years past the date it was created. Farms will need to also consider the following:

- Nature of each water source (well, surface water, public water)
- Extent of control over each water source
- The Degree of protection of each water sources used (ex. barriers, fences, well houses, etc.)
- Use of adjacent and nearby land (ex. animal operations, run off, etc.)
- Use of water prior to your farm (ex. do other growers use water source prior to your farm?)

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Date of Inspection:** *06/01/21*

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics on water distribution system inspections.
PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED.

Date	Time	Water Distribution System and/or Water Source	Observation	Corrective Actions Taken (if required)	Initials
06/01/21	7 AM	Well 1, north field	Well casing in good shape, backflow prevention device in place, no broken pipes. Well water tested annually (record kept on farm).	None	JSW
06/01/21	9 AM	Pond, south field	Significant geese presence around the south field pond.	Introduced decoys. Will monitor and test water.	JSW
06/01/21	9:30 AM	Pond, south field	Cattle field located downhill from south pond. No run off into the pond. Fence surrounds south field pond	Will monitor animal fencing.	JSW
06/01/21	11 AM	Pond, south field and well 1 north field	Pond used for produce drip irrigation (under plastic) and well for overhead irrigation are under control and accessible to supervisor	None	JSW
06/01/21	12 PM	Public Water	Obtained certificate of compliance from public water system. Public water used for harvest, cleaning and post-harvest activities	Will obtain certificate of compliance annually. Will ensure no cross connections from untreated water made to public water source.	JSW

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>06/01/21</i>
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Water Distribution System Inspection Log

PSR Required FSMA PSR reference § 112.50 Frequency: At least annually

Farm Name & Address: Date of Inspection:

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics on water distribution system inspections.
PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED.

Date	Time	Water Distribution System and/or Water Source	Observation	Corrective Actions Taken (if required)	Initials

Reviewed by	Title:	Date:
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Cleaning & Sanitizing Log | *Explained*

PSR Required Record

FSMA PSR Reference § 112.140

Frequency: As necessary

The Produce Safety Rule (PSR) requires farms covered by the rule clean and maintain all non-food contact surfaces of tools and equipment that are used for harvesting, packing, and holding of covered produce. Food contact surfaces of tools and equipment used for covered activities must be inspected, cleaned, and sanitized. Cleaning and sanitizing activities must be completed as frequently as reasonably necessary to protect against contamination of covered produce. Keep record for 2 years.

Though it is not PSR required, keeping a log of cleaning and sanitation in produce transportation vehicles is also a good practice for documenting routine cleanings.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Month and Year:** *July 2021*

Please refer to the farm's standard operating procedures (SOP) for adequate cleaning and sanitizing practices C = Cleaned S = Sanitized

Date	Time	Surface, Tools, Vehicle, or Equipment	Cleaned (C) and/or Sanitized (S)	Methods Used	Initials
07/11/21	10:07 AM	Harvest tools	C	See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried)	PW
07/11/21	10:30 AM	Dump Tank	C & S	See Dump Tank Cleaning & Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with food grade bleach). Air dried.	PW
07/11/21	11 AM	Harvest buckets	C & S	Buckets dirty from harvest. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP	PW
07/18/21	7 AM	Harvest tools	C & S	Harvest tools found on ground. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried.	AH
07/18/21	8:30 AM	Harvest buckets	C & S	Excessive flies found on buckets. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP	AH
07/18/21	10 AM	Harvest buckets	C & S	Buckets dirty from harvest. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP	AH
07/18/21	11 AM	Tomato line belt & brushes	C & S	Cleaned belt and brushes (food contact surface) with detergent and sanitized with food grade bleach	AH
07/18/21	11:15 AM	Tomato line sides & frame	C	Cleaned tomato line sides and top frame (non-food contact surface) with detergent.	AH
07/22/21	5 PM	Sorting Table	C & S	Cleaned sorting table with detergent and sanitized with food grade bleach. Completed prior to and after sorting.	PW
07/25/21	8 AM	Box cart	C	Box cart used to transfer produce in boxes cleaned with detergent using a brush and rinsed.	MB

PLEASE KEEP A COPY OF THE SANITIZER LABEL FOR YOUR RECORDS

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>07/29/2021</i>
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Water Treatment Monitoring Log | *Explained*

PSR Required (if applicable)

FSMA PSR reference § 112.50

Frequency: As necessary

The Produce Safety Rule (PSR) requires farms that are covered by the rule document monitoring of any water treated in accordance with 112.43 of the Produce Safety Rule. Follow all directions on the sanitizer label to ensure proper use.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Month and Year:** *July 2021*

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics of adequate water treatment.

Date	Time	Water pH	Water Temperature	Turbidity	Sanitizer Used & Rate*	Corrective Actions	Initials
07/15/21	8 am	7.0	70° F	Clear	Aquaguard (chlorine) 50 ppm	None	JSW
07/15/21	10 am	5.5	72° F	Moderately cloudy	Aquaguard (chlorine) 40 ppm	Added sodium hydroxide and Aquaguard until pH reached 7 and sanitizer reached 55 ppm	JSW
07/15/21	1 pm	6.5	70° F	Very cloudy	Aquaguard (chlorine) 45 ppm	Changed batch water due to turbidity	JSW
07/15/21	1:10pm	7	70° F	Clear	Aquaguard (chlorine) 50 ppm	None	JSW
07/15/21	4 pm	6.5	72° F	Clear	Aquaguard (chlorine) 40 ppm	None	JSW
07/16/21	8 am	7	70° F	Clear	FS4665 (Chlorine) 25 ppm	None	JSW
07/16/21	11 am	6.5	74° F	Slightly cloudy	FS4665 (Chlorine) 15 ppm	Added FS 4665 until up to 25 ppm	JSW
07/16/21	2 pm	8.5	73° F	Slightly cloudy	FS4665 (Chlorine) 25 ppm	Added hydrochloric acid until pH reached 6.5	JSW

*Please keep chemical labels (copy or original) with record

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>07/16/21</i>
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Agricultural Water Die-Off Corrective Measures Log | *Explained*

PSR Required (if Applicable)

FSMA PSR Reference § 112.50

Frequency: As necessary

What is it?

The Produce Safety Rule (PSR) requires that farms covered by the rule document actions taken in accordance with 112.45 of the PSR, related to microbial quality criteria for agricultural water. Some agricultural water sources may contain generic E. coli due to environmental exposure. The PSR outlines corrective measure options to reduce the potential for contamination. Keep this record for 2 years.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Month and Year:** *July 2021*

Harvest Supervisor: Johnny S Wright

Water Source: East Irrigation Pond Water Testing Company: State Public Health Lab

Current Calculated GM: 219 CFU / 100 ml water Current Calculated STV: 510 CFU / 100 ml water

Calculated Interval: 1 Day(s) (must be 4 days or less)

Adjusted GM (after Interval): 70 CFU / 100 ml water Adjusted STV (after Interval): 162 CFU / 100 ml water

Field (Number, location, etc.)	Crop	Beginning of Crop Harvest (Time & Date)	Last Water Application (Date & Time)	Time Interval between harvest and last Water application	Harvest Supervisor Initials
<i>South 40</i>	<i>Broccoli</i>	<i>6/15/2019, 9:00 AM</i>	<i>7/13/2021, 1:00 PM</i>	<i>2 days</i>	<i>JSW</i>
<i>South 40</i>	<i>Broccoli</i>	<i>6/16/2019, 8:00 AM</i>	<i>7/13/2021, 1:00 PM</i>	<i>3 days</i>	<i>JSW</i>

*Please attach documentation to support calculations.

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>7/30/2021</i>
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Qualified Exemption Worksheet | Explained

For Your Personal Use

FSMA PSR Reference § 112.7

Frequency: Annual

Farms claiming a qualified exemption from the Produce Safety Rule (PSR) must complete an annual review of farm sales records to ensure they meet the criteria for a qualified exemption. The documentation of the annual review must be kept for two years. Records (such as receipts or other sales tracking records) for the three years prior to the applicable calendar year to support a qualified exemption must be kept.

- The Idaho State Department of Agriculture conducts this review of sales via a **Produce Safety Verification Form** to be sent in on an **annual basis** to confirm exemption.
- The below **Qualified Exempt Worksheet** is for your own use to determine your total average annual food sales and what percentage of those sales are to qualified end-users. This calculation will help you determine if you are eligible for this exemption. If you find that you are eligible, the Verification Form that follows this worksheet should be returned to ISDA to apply for exemption.
- **Qualified end-users** are consumers of the food (sales directly to customers at a farmers' market, U-Pick, Roadside stand, On-Farm store, CSA, other direct customer sales, or sales of food sold to a food retail establishment (grocery store) or restaurant in Montana or within 275 miles of the farm.

Qualified Exemption from the Produce Safety Rule (PSR)

How to find your Total Average Annual Food Sales to qualified end-users:

Sales receipts or records reflecting **total food sales to qualified end-users** over the previous three (3) calendar years:

Year 1 Food Sales to qualified end-users	+	Year 2 Food Sales to qualified end-users	+	Year 3 Food Sales to qualified end-users	÷ 3	=	Total Average Annual Food Sales to qualified end-users
\$10,000		\$20,000		\$30,000			\$20,000

How to find your Total Average Annual Food Sales:

Sales receipts or records reflecting **total food sales** over the previous three (3) calendar years:

Year 1 Food Sales	+	Year 2 Food Sales	+	Year 3 Food Sales	÷ 3	=	Total Average Annual Food Sales (to all parties)
\$60,000		\$80,000		\$95,000			\$78,333

***Food:** means (1) articles used for food or drink for man or other animals, (2) chewing gum, and (3) articles used for components of any such article, and includes seeds and beans used to grow sprouts.

Note: In this example, this hypothetical grower would not qualify for this exemption, because their average sales over the past three years to **qualified end users** were **\$20,000**. Their **total food sales** were approximately **\$78,333**. As a proportion of their total food sales, their sales to qualified end-users was about 25% of their total profit. **Your average total sales to qualified end-users must be greater than 50% (half) of your total average food sales to qualify for this exemption.**

Qualified Exemption Worksheet

*****This form is for your use only to assist in calculating produce sales. Please do not return this form to ISDA.*****

Qualified Exemption from the Produce Safety Rule (PSR)

How to find your Total Average Annual Food Sales to qualified end-users:

*Sales receipts or records reflecting **total food sales to qualified end-users** over the previous three (3) calendar years:*

Year 1 Food Sales to qualified end-users	+	Year 2 Food Sales to qualified end-users	+	Year 3 Food Sales to qualified end-users	÷	3	=	Total Average Food Sales to qualified end-users
								\$

How to find your Total Average Annual Food Sales:

*Sales receipts or records reflecting **total food sales** over the previous three (3) calendar years:*

Year 1 Food Sales	+	Year 2 Food Sales	+	Year 3 Food Sales	÷	3	=	Total Average Food Sales
								\$

***Food:** means (1) articles used for food or drink for man or other animals, (2) chewing gum, and (3) articles used for components of any such article, and includes seeds and beans used to grow sprouts.

How to find your Percentage of Food Sales to Qualified End-Users:

*Qualified end-users are consumers of **food** or restaurants or retail food establishments that are in the same state or Indian reservation as the farm that produced the food, or not more than 275 miles from such farm. Both of the following requirements must be met for qualified exemption: (1) more than 50% of your average annual **food** sales are to qualified end-users and (2) annual **food** sales are less than \$500,000. 21 CFR §112.5 (a)(1)(2)

To be eligible for a qualified exemption and modified requirements, more than half of your average annual food sales must be sales to a qualified end-user and total food sales cannot exceed \$500,000 during a calendar year.

Average Annual Food Sales to qualified end-users (3 - years)		Total Average Annual Food Sales					Percent of sales to qualified end-user
	÷		X	100	=		%
\$		\$					

This resource is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award U2FFD007447 totaling \$438,400 with 100 percent funded by FDA/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

5. Was the average annual monetary value of all food (as defined in § 112.3(c)) the farm sold during the 3-
calendar year period preceding the current calendar year less than \$500,000. YES NO

6. Do you receive any 3rd party audits? YES NO If yes, which audit? _____

***For each question below check the boxes and/or fill in the information that applies to your operation.**

*If your produce is sold to retail, farmers markets, farm stands, large distributor, or other, please check all that
apply and write the percentage of sales to each.

Retail _____% Farm Stand _____% Distributor _____% CSA _____% Other _____%

*Are you - Growing Harvesting Packing Holding Other (please explain) _____

*Ag Water Source Ground Surface Public *Irrigation Method Drip Sprinkler Furrow

*Approximate total acreage _____

*Approximate acreage of covered commodity grown _____

*What are your start and end dates for the following activities?

Planting _____ t o _____ Harvesting _____ t o _____ Packing _____ t o _____

Additional Comments:

Signature: _____

Title: _____

*Qualified exempt farms need to annually
review farm sales records, complete this
form and submit to ISDA for exemption
consideration.*

Date: _____

For official use only	Date Received: _____	Date Reviewed: _____
Y or N Paperwork reviewed and no discrepancies	Reviewed By: _____	
<i>If No, provide comment:</i> _____		

Send form to: ISDA FSMA Produce Program
PO BOX 7249
Boise, ID 83707

Email: fsma@isda.idaho.gov

Phone: (208) 332-8500

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Farm Disclosure Statement | *Explained*

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: With each applicable shipment

In accordance with 21 CFR §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must disclose in documents accompanying the produce, in accordance with the practice of the trade, that the food is **“not processed to adequately reduce the presence of microorganisms of public health significance”**. This disclosure statement must be provided by the seller to the buyer and must be provided in documents accompanying the produce. Examples of such documents accompanying the produce may include labels, bills of lading, shipping documents, or other documents that will notify appropriate personnel. *(Please note that the farm [seller] must keep a record of all disclosures made. An appropriate record may include a ledger of all shipments with an example disclosure document or copies of the original shipping document containing the disclosure statement).*

DISCLOSURE TO ACCOMPANY THE PRODUCE SHIPMENT

Dear Big Squeeze Winery,
(Customer name)

The produce you purchased (listed below) from Mo's Vineyard (farm name) on 8/25/2019 (date) was grown, harvested, or packed in conditions that may or may not comply with all the provisions of the Food Safety Modernization Act Produce Safety Rule. **This produce has not been processed to adequately reduce the presence of microorganisms of public health significance.** To protect public health and gain compliance with the rule, this produce must be processed adequately to reduce the presence of microorganisms of public health significance prior to entering commerce.

Lot # 101 Description Norton Grapes Quantity 1 ton

Lot # _____ Description _____ Quantity _____

Sincerely,

Sue Black – Vineyard Owner
(Authorized Farm Representative Name & Title)

Please attach additional pages if more lots or descriptions are needed.

Farm Disclosure Statement

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: With each applicable shipment

For Produce Sold to Commercial Processors

DISCLOSURE TO ACCOMPANY THE PRODUCE SHIPMENT

Dear _____,
(Customer name)

The produce you purchased (listed below) from _____ (farm name) on _____ (date) was grown, harvested, or packed in conditions that may or may not comply with all the provisions of the Food Safety Modernization Act Produce Safety Rule. **This produce has not been processed to adequately reduce the presence of microorganisms of public health significance.** To protect public health and gain compliance with the rule, this produce must be processed adequately to reduce the presence of microorganisms of public health significance prior to entering commerce.

Lot # _____ Description _____ Quantity _____

Lot # _____ Description _____ Quantity _____

Sincerely,

(Authorized Farm Representative Name & Title)

Please attach additional pages if more lots or descriptions are needed.

In accordance with 21 CFR §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must disclose in documents accompanying the produce, in accordance with the practice of the trade, that the food is **“not processed to adequately reduce the presence of microorganisms of public health significance”**. This disclosure statement must be provided by the seller to the buyer and must be provided in documents accompanying the produce. Examples of such documents accompanying the produce may include labels, bills of lading, shipping documents, or other documents that will notify appropriate personnel. *(Please note that the farm [seller] must keep a record of all disclosures made. An appropriate record may include a ledger of all shipments with an example disclosure document or copies of the original shipping document containing the disclosure statement).*

Buyer Written Assurance Statement | *Explained*

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: Annual

For Produce that is Commonly Consumed Raw

In accordance with 21 Code of Federal Regulations §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must annually obtain a written assurance from the buyer that the produce was processed to adequately reduce the presences of microorganisms of public health significance or that the produce was sold to another entity in the distribution chain that certifies to adequately process the produce to adequately reduce the presence of microorganisms of public health significance. The written assurance must meet the requirements as specified in 21 Code of Federal Regulations §112.2 (*Please note that the farm must keep a record of all written assurances*).

PROCESSING ASSURANCE STATEMENT

Dear Sue Black,
(*Grower name*)

I certify that all produce intended for commercial processing purchased from Mo's Vineyard (*farm name*) will be processed and/or handled in accordance with the requirements outlined in 21 Code of Federal Regulations 112.2 (b).

I certify that Show-Me Winery (*buyer business name*) has established and is following procedures (listed below) that adequately reduce the presence of microorganisms of public health significance; or that the aforementioned produce will be sold to a subsequent entity in the distribution chain that has agreed in writing to process the produce to adequately reduce the presence of microorganisms of public health significance. Disclosures and annual written assurances that are required when selling the aforementioned produce to a subsequent entity in the distribution chain will be provided and obtained.

Procedure used to process produce: fermentation

Sincerely,

Mike Douglas – Head Vintner
(*Authorized Representative Name & Title*)

Mike Douglas 8/26/2019
(*Authorized Representative Signature & Date*)

Buyer Written Assurance Statement

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: Annual

For Produce that is Commonly Consumed Raw

PROCESSING ASSURANCE STATEMENT

Dear _____,
(*Grower name*)

I certify that all produce intended for commercial processing purchased from _____ (*farm name*) will be processed and/or handled in accordance with the requirements outlined in 21 Code of Federal Regulations 112.2 (b).

I certify that _____ (*buyer business name*) has established and is following procedures (listed below) that adequately reduce the presence of microorganisms of public health significance; or that the aforementioned produce will be sold to a subsequent entity in the distribution chain that has agreed in writing to process the produce to adequately reduce the presence of microorganisms of public health significance. Disclosures and annual written assurances that are required when selling the aforementioned produce to a subsequent entity in the distribution chain will be provided and obtained.

Procedure used to process produce: _____

Sincerely,

(*Authorized Representative Name & Title*)

(*Authorized Representative Signature & Date*)

In accordance with 21 Code of Federal Regulations §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must annually obtain a written assurance from the buyer that the produce was processed to adequately reduce the presences of microorganisms of public health significance or that the produce was sold to another entity in the distribution chain that certifies to adequately process the produce to adequately reduce the presence of microorganisms of public health significance. The written assurance must meet the requirements as specified in 21 Code of Federal Regulations §112.2 (*Please note that the farm must keep a record of all written assurances*).

Illness and Injury Log | *Explained*

PSR Optional Record

FSMA PSR Reference § 112.31

Frequency: As necessary

The Produce Safety Rule (PSR) requires that covered farms take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition (such as communicable illnesses that present a public health risk in the context of normal work duties, infection, open lesion, vomiting, or diarrhea).

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Year:** *2021*

See the farm policy for information on addressing employee injuries and illness.

Date	Name of Employee	Illness/Injury Reported	Action Taken (Medical Treatment, Tools/product affected and corrective action)	Did employee return to work? (Y/N)	Supervisor Initials
7/20/21	Mark Jones	Cut leg while harvesting lettuce.	Cleaned wound, applied antiseptic, applied a bandage and wrapped leg. Knife affected was cleaned and sanitized.	Y	JSW
8/2/21	Rachel Parker	Vomited	Sent home to recover	N	JSW
9/30/21	Pam Wright	Cut finger while opening box.	Cleaned wound, applied antiseptic, applied bandage. Box knife cleaned and sanitized. Box properly disposed.	Y	JSW

Reviewed by *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *11/30/21*

Illness and Injury Log

PSR Optional Record

FSMA PSR Reference § 112.31

Frequency: As necessary

Farm Name & Address:

Year:

See the farm policy for information on addressing employee injuries and illness.

Date	Name of Employee	Illness/Injury Reported	Action Taken (Medical Treatment) (Tools/product affected and corrective action)	Did employee return to work? (Y/N)	Supervisor Initials

Reviewed by

Title:

Date:

Restroom Monitoring & Cleaning Log | *Explained*

PSR Optional Record

FSMA PSR Reference § 112.129

Frequency: As necessary

The Produce Safety Rule (PSR) requires that farms covered by the rule have toilet facilities designed to prevent contamination of produce, be accessible for servicing, be serviced and cleaned at a frequency to ensure suitability of use. Toilet facilities must be supplied with toilet paper, must provide sanitary disposal of waste and toilet paper, and be located near an adequate handwashing station. Although not required by the Produce Safety Rule, farms should keep a record of when monitoring and cleaning of toilet facilities occurs.

Farm Name & Address: *Romaine Calm* | 1234 Carrot Lane, Northwest City, ID, 83844 **Month and Year:** *April 2021*

Date	Restroom # or Location	Checked	Cleaned	Serviced	Actions Completed (ex. special maintenance required, supplies filled, etc.)	Initials
4/2/21	Packing Shed	X	X		Cleaned the inside and emptied trash	JSW
4/5/21	Packing Shed	X	X		Cleaned the inside and emptied trash	JSW
4/7/21	Portable Toilet 1	X	X		Cleaned the inside and emptied trash, refilled hand washing tank	JSW
4/13/21	Packing Shed	X			Sink was leaking, maintenance request put in for 4/11/2019	JSW
4/14/21	Packing Shed			X	Plumber fixed leaking sink	JSW
4/18/21	Portable Toilet 1			X	Tank pumped by Tom Miller of Portable Toilets 'R Us	JSW
4/25/21	Portable Toilet 1	X	X		Cleaned the inside and emptied trash, refilled hand washing tank	JSW

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>4/29/2021</i>
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Rodent & Pest Monitoring Log | *Explained*

PSR Optional Record

FSMA PSR Reference § 112.128

Frequency: As necessary

The Produce Safety Rule (PSR) requires that farms covered by the rule take measures reasonably necessary to protect covered produce, food contact surfaces, and food-packing materials from contamination by pests in buildings, including routine monitoring for pests as necessary.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844*
Month and Year: *September 2021*

Date	Company used* or self	Type of Pest	Type of Control**	Location	Action Taken	Initials
9-17-21	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. One trap in storage area full, disposed of in dumpster.	JSW
9-28-21	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. No mice found.	JSW
9-28-21	Self	Mice	Poison	Outside storage area only	Poison refilled	JSW
10-12-21	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. No mice found.	JSW
10-24-21	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. One trap in storage area full, disposed of in dumpster.	JSW
11-1-21	Self	Mice	Poison	Outside storage area only	Poison refilled	JSW
11-1-21	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. One trap in storage area full, disposed of in dumpster.	JSW

*If using a company for service, please attach report or receipt of service for all visits.

**List type of control methods used (ex. exclusion, traps, poison, repellants, etc.)

Reviewed by: <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>9/29/2021</i>
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Soil Amendment Application Log | *Explained*

PSR Optional Record

FSMA PSR Reference Subpart F

Frequency: As necessary

The Produce Safety Rule (PSR) allows farmers to use biological soil amendments of animal origin (BSAAO) for growing produce. Examples of BSAAO include treated compost, raw or aged manure, fish emulsion products, bone meal, etc. Section 112.56 of the PSR outlines certain interval and application requirements to reduce the risk of produce contamination.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Year:** 2021

This form should be used to record soil amendments applied to fields on your farm.

Date	Crop	Location	Quantity Applied	Application Method	Amendment Type	Planting Date	Harvest Date	Initials
3/24/21	Tomatoes	Rows 1-4	1.5 tons/acre	Composted manure	Broadcast	5/15/19	7/1/19	JSW
3/24/21	Cucumbers	Rows 1-2	1 tons/acre	Composted manure	Broadcast	5/16/19	6/28/19	JSW
3/24/21	Tomatoes	Rows 1-4	1.5 tons/acre	Aged Manure	Broadcast	5/15/19	7/1/19	JSW
3/24/21	Cucumbers	Rows 1-2	1 tons/acre	Pelletized Manure (Treated)	Broadcast	5/16/19	6/28/19	JSW

Reviewed by *Johnny S Wright*

Title: Owner/Supervisor

Date: 9/29/21

Visitor Log | *Explained*

PSR Optional Record

FSMA PSR Reference § 112.33

Frequency: As necessary

The Produce Safety Rule (PSR) requires that covered farms make visitors aware of farm policies and procedures to protect covered produce and food contact surfaces from contamination. Farms covered by the rule must take steps reasonably necessary to ensure that visitors comply with farm policies.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844*
Month and Year: *July & August 2021*

See the farm policy for information on food safety procedures for visitors.

Date	Enter Time	Exit Time	Name & Organization	Purpose of Visit	Visitor Policy (Y/N)?	Host (initials)
7/15/21	8:30 am	9:45 am	Melissa Johnson, Produce Buyers of SW MO	Looking for new tomato supplier	Y	JSW
8/1/21	11:00 am	11:30 am	Nick Smith, El Jimador	Picking up weekly tomato supply	Y	JSW
8/2/21	2:00 pm	3:00 pm	Rachel Smith, neighbor	Picking cull tomatoes	Y	JSW
8/8/21	11:00 am	11:30 am	Nick Smith, El Jimador	Picking up weekly tomato supply	Y	JSW
8/15/21	11:00 am	11:30 am	Nick Smith, El Jimador	Picking up weekly tomato supply	Y	JSW
8/17/21	2:00 pm	3:00 pm	Rachel Smith, neighbor	Picking cull tomatoes	Y	JSW
8/20/21	9:30 am	10:00 am	Bob Rogers, seed dealer	Discuss next year seed supply needs	Y	JSW

Reviewed by *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *8/30/2021*

Wildlife & Domestic Animal Monitoring Log | *Explained*

PSR Optional Record

FSMA PSR Reference § 112.81

Frequency: As necessary

The Produce Safety Rule (PSR) requires that farms covered by the rule assess areas where covered activities (such as packing, harvesting, and holding) occur for evidence of potential contamination of covered produce (from working animals, wildlife, and domesticated animals).

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Year:** 2021

Date	Field or Location	Activity or Intrusion Observed?	Corrective Action Taken	Date of Corrective Action	Initials
6/2/21	West Field (Field #2 planted to tomatoes)	Y, a few deer tracks through field.	None. Determined the tracks were few, no fecal material present, and tracks crossed over road to corn field. Will monitor weekly.	6/2/13	JSW
6/9/21	West Field (Field #2 planted to tomatoes)	N			JSW
6/17/21	West Field (Field #2 planted to tomatoes)	Y, some leaves nibbled	Marked plants and created 3 ft buffer zone around	6/17/19	JSW
7/1/21	West Field (Field #2 planted to tomatoes)	Y, dog manure	Removed manure. Marked plants and created 3 ft buffer zone around	7/1/19	JSW

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>11/30/2021</i>
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Cold Storage Calibration Monitoring | *Explained*

PSR Optional Record

FSMA PSR Reference § 112.124

Frequency: As necessary

With regard to cold storage temperature monitoring, the Produce Safety Rule (PSR) requires that instruments or controls you use to measure, regulate, or record temperatures must be accurate and precise. One way to document and monitor that farms are meeting this requirement is by keeping record of equipment calibrations. If a company does your cold storage calibrations for you, a record of these calibrations provided by the company is also sufficient.

Farm Name & Address: *Romaine Calm | 1234 Carrot Lane, Northwest City, ID, 83844* **Month / Year:** Jan 2021

Date	Equipment / Instrument	Criteria	Temp. Reading	Corrective Action(s)	Next Calibration Due	Initials
1/4/21	Walk-in cooler	38°F	38°F	None – on target	1/11/21	JSW
1/11/21	Walk-in cooler	38°F	38°F	None – on target	1/18/21	JSW
1/18/21	Walk-in cooler	38°F	38°F	None – on target	1/25/21	JSW
1/25/21	Walk-in cooler	38°F	38°F	None – on target	2/1/21	JSW

Reviewed by <i>Johnny S Wright</i>	Title: <i>Owner/Supervisor</i>	Date: <i>1/29/21</i>
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Worker Training Checklist

The Produce Safety Rule (PSR) requires that employees (including part-time, seasonal, volunteers, & supervisors) who handle (or supervise others who handle) covered produce or food-contact surfaces must be adequately trained as needed, but at least once annually. Training must also be given in a manner that the worker understands. At least one supervisor or responsible party on the farm must complete the standardized Produce Safety Grower training course. It is important to recognize that farms vary greatly in their operation and training topics must cover food safety as it relates to the farm's specific operations. **Farms must develop a training that is specific and applicable to their operation, which include the required training topics outlined in the PSR. This table is an aid to help farmers identify key training requirements and should NOT be used as a comprehensive training topic list.**

Applicability	Topic	Description	Completed? (Check box)
Required for ALL Workers (Required for all workers who handle covered produce including those who harvest)	Principles of Food Safety & Food Hygiene		
	Microbial Contamination	Workers must be trained to identify sources and routes that could lead to produce or food contact surfaces becoming contaminated.	
	Cleaning & Sanitizing	Workers must be trained on the difference between cleaning & sanitizing and know the steps to properly conduct these activities.	
	Working Animals & Wildlife	Workers must be trained on the potential risks of microbial contamination caused by wildlife or by working animals.	
	Additional Farm Specific:	Description:	
	Personal Health & Hygiene		
	Recognizing Health Conditions / Sick Policy	Workers must be able to recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must be trained on who to report to in cases of injury or illness.	
	Injury Policy	Workers must know how to properly handle incidents when bodily fluids are present and could potentially contaminate covered produce. Employees should be trained on where to receive or access first aid.	
	Hand Washing	Workers must know when and how to properly wash hands. 112.32 of the Produce Safety Rule outlines when hand washing is required.	
	Restroom	Workers need to be made aware of restroom locations and proper hygiene associated to reduce potential for cross-contamination.	
	Additional Farm Specific:	Description:	
	Produce Safety Rule Standards		
	Applicable Standards found in the PSR	Workers must understand the standards found in Subparts C (Worker Training) through Subpart O (Records) of the PSR which apply to their job tasks. For example, workers who clean and sanitize the pack line will need to be trained on the requirements of the rule which apply to this activity (i.e. Subpart L – Equipment, tools, buildings, and sanitation). Workers need to understand the terms “covered produce” and “covered activities”.	
Additional Farm Specific:	Description:		
Required for Harvest Workers	Employees Engaged in Harvest Activities of Covered Produce		
	Proper & Safe Harvest	Workers conducting harvest activities must be trained to recognize produce that must not be harvested, including produce that has been contaminated or likely to be contaminated.	
	Inspecting Harvest Containers and Equipment	Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are functioning properly, clean, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards.	
	Correcting Harvest Containers & Equipment	Workers who conduct harvest activities must know how to correct problems with harvest containers or equipment, or know to report such problems to the supervisor, as appropriate to the person's job responsibilities.	