Have you seen the Required Records Document Description?

If not, start with: [Records Required by the FSMA Produce Safety Rule](https://producesafetyalliance.cornell.edu/sites/producesafetyalliance.cornell.edu/files/shared/documents/Records-Required-by-the-FSMA-PSR.pdf)

(producesafetyalliance.cornell.edu/sites/producesafetyalliance.cornell.edu/files/shared/documents/Records-Required-by-the-FSMA-PSR.pdf)

**Qualified Exemption Review *Template***

**Name and address of farm:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total food** **sales** (in addition to produce, these sales include all other food for humans, feed for animals, and sales of live food animals)

Year 1 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 2 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A** must be smaller than **B** for eligibility

Year 3 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Average** total food sales $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **A**

Inflation adjusted1 threshold for (range) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **B**

 (*for example, B is $550,551 for 2016-2018)*

**Sales to qualified end users** (QEUs) (e.g. consumers anywhere, or grocery stores and restaurants within 275 miles or within the same state or Indian reservation)

Year 1 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 2 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 3 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Average** food sales to QEUs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **C**

**Sales to non-QEUs** (e.g. wholesale buyers)

**C** must be larger than **D** for eligibility

Year 1 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 2 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 3 (Sales year: \_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Average** food sales to non-QEUs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **D**

Based on this information, this farm meets the criteria for a qualified exemption.

**Reviewed by:** **Title:** **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales receipts must also be retained to support this record.

 1FDA updates the inflation adjusted value (B) yearly: <https://www.fda.gov/food/guidanceregulation/fsma/ucm554484.htm>

**FSMA PSR Reference § 112.7(b) Confidential Record**

**Worker Training Record *Template***

**Name and address of farm:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

**Trainer:** **Training time:**

**Topics Covered:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Training materials:** Please attach any printed materials related to the training. Also reference any relevant SOPs or sections of the farm food safety plan that apply.

 **Employee Name** (please print) **Employee Signature**

 1.

 2.

 3.

 4.

 5.

 6.

 7.

 8.

 9.

 10.

 11.

 12.

**Reviewed by:** **Title:** **Date:**

**FSMA PSR reference § 112.30(b) Confidential Record**

Modified from On-Farm Decision Tree Project: Worker Health, Hygiene, and Training—v14 07/16/14E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 www.gaps.cornell.edu

**Water System Inspection Record *Template***

**Name and address of farm:**

**See farm policy for specific water distribution system inspection procedures.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Water Source and/or Distribution System** | **Observations** | **Corrective Actions Taken** | **Initials** |
| *4/22/16* | *7:00 AM* | *Well 1, north field* | *Well casing in good shape, backflow prevention device in place, no broken pipes* | *None* | *EAB* |
| *4/22/16* | *9:00 AM* | *Pond, south field* | *Significant geese presence* | *Introduced swan decoys. Will monitor* | *EAB* |
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**Reviewed by:** **Title:** **Date:**

**FSMA PSR reference § 112.50(b)(1) Confidential Record**

Modified from On-Farm Decision Tree Project: Agricultural Water for Production—v4 07/17/2014
E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 www.gaps.cornell.edu

**Water Treatment Monitoring Record *Template***

**Name and address of farm:**

**Please see the food safety plan for overall water treatment procedures.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Water pH** | **Water Temperature** | **Turbidity** | **Sanitizer (name & rate)** | **Corrective Action Needed**(yes or no) | **Initials** |
| *10/14/16* | *8:35 am* | *8.5* | *65° F* | *25 NTU* | *NaOCl**75 ppm* | *Yes - pH was too high, added citric acid; retested –pH 7.0* | *EAB* |
| *10/14/16* | *12:00 pm* | *7.0* | *72° F* | *47 NTU* | *NaOCl**55 ppm* | *no* | *EAB* |
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**\*Not all of the above factors may need to be recorded. Refer to the product’s EPA label for specific use instructions.**

**Reviewed by:** **Title:** **Date:**

**FSMA PSR reference § 112.50(b)(4) Confidential Record**

Modified from On-Farm Decision Tree Project: Postharvest Water—v7 07/16/2014

E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 www.gaps.cornell.edu

**Agricultural Water Die-Off Corrective Measures Record *Template***

**Name and address of farm:**

**EXAMPLE**

**Water source:** *Southwest pond*

**Current Calculated GM:** *190 CFU/100 mL water*

**Current Calculated STV:** *690 CFU/100 mL water*

**Calculated Interval:** *1 days (0.5-log)*

 **Adjusted GM:** *60 CFU/100 mL water*

 **Adjusted STV:** *220 CFU/100 mL water*

**Water source:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current calculated GM:** \_\_\_\_\_\_\_\_\_\_\_\_ CFU/100 mL water

**Current calculated STV:** \_\_\_\_\_\_\_\_\_\_\_\_ CFU/100 mL water

**Calculated Interval\*:** \_\_\_\_\_\_\_\_\_\_\_\_ Days

 **Adjusted GM:** \_\_\_\_\_\_\_\_\_\_\_\_ CFU/100 mL water

 **Adjusted STV:** \_\_\_\_\_\_\_\_\_\_\_\_ CFU/100 mL water

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| --- | --- | --- | --- | --- | --- |
| **Field** | **Crop** | **Date and time of beginning of crop harvest**  | **Date and time of end of last water application** | **Time interval since last water application** | **Harvest Supervisor Initials** |
| *2A* | *Cortland Apple* | *9/23/2016, 1:00 PM* | *9/21/2016, 4:00 PM* | *2 days* | *DMP* |
| *2A* | *Cortland Apple* | *9/25/2016, 10:00 AM* | *9/21/2016, 4:00 PM* | *4 days* | *DMP* |
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 \* Attach documentation to support calculations (e.g. the Ag Water Excel Tool at wcfs.ucdavis.edu). If a die-off rate other than the specified 0.5 log/day in
§112.45(b)(1) is used, include documentation supporting the alternative die-off rate as required by §112.50(b)(8).

**Reviewed by:** **Title:** **Date:**

**FSMA PSR reference § 112.50(b)(6) Confidential Record**

**Compost Treatment Record *Template***

**Name and address of farm:**

*Windrow 9-15-2016 2*

**Type of compost method: Date piled:Date finished:Row number:**

*Poultry litter, kitchen scraps, dried leaves, straw*

**List all ingredients added to compost:**

**Use this record for on farm composting. Record the date piled, turning dates, and the temperatures maintained. Use one sheet for each pile or row.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Turned** | **Temp/Time Test Area 1** | **Temp/Time Test Area 2** | **Temp/Time Test Area 3** | **Temp/Time Test Area 4** | **Initials** |
| *9-25-2016* | *135 F/ 2:00 PM* | *138 F/2:01 PM* | *140 F/ 2:03 PM* | *135 F/ 2:04 PM* | *EAB* |
| *9-26-2016* | *137 F/ 2:15 PM* | *137 F/2:18 PM* | *138 F/ 2:19 PM* | *137 F/ 2:25 PM* | *EAB* |
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**Proper compost production requires a minimum temperature of 131ºF be maintained for 3 days using an enclosed system OR a temperature of at least 131ºF for 15 days using a windrow system, during which the materials must be turned 5 times (FSMA Produce Rule. 2015. Rule 21 CFR part 112.54(b)).**

**Reviewed by:** **Title:** **Date:**

**FSMA PSR reference § 112.60(b)(2) Confidential Record**

Modified from On-Farm Decision Tree Project: Soil Amendments—v5 7/16/2014

E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 www.gaps.cornell.edu

**Cleaning and Sanitizing Record *Template***

**Name and address of farm:**

**List the date, time, tool or equipment name, and method for each cleaning or sanitizing activity.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **List tools/equipment** | **Cleaned****and/or** **Sanitized?** | **Method used** | **Cleaned By (initials)** |
| *10/11/16* | *10:07 AM* | *Harvest tools* | *cleaned* | *See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried)* | *EAB* |
| *10/11/16* | *10:30 AM* | *Dump Tank* | *cleaned and sanitized* | *See Dump Tank Cleaning and Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with 150 ppm NaOCl)* | *EAB* |
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**Reviewed by:** **Title:** **Date:**

**FSMA PSR reference § 112.140(b)(2) Confidential Record**