Have you seen the Required Records Document Description?

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

(https://resources.producesafetyalliance.cornell.edu/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 $584,908 for 2019-2021)*

**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/food-safety-modernization-act-fsma/fsma-inflation-adjusted-cut-offs>

**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.

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 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

**Agricultural Water System Inspection Record *Template (1 of 2)***

***§§ 112.42(a)(1-5) Requirements Relating to Agricultural Water Source or System***

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

**Date and time of inspection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name and Initials:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Water source ID** | **General description of water source** | **Nature of the source (e.g., ground, surface)** | **Extent of control over water source** | **Describe the extent of your control over the water. If water source is not under your full control, explain why.**  |
| *Pond #1* | *½ acre spring-fed pond, northwest of house* | *Surface* | *Partial control* | *Runoff from property to the northwest of farm property flows to pond* |
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| **Water source ID** | **Degree of protection from hazards** | **Describe the degree of protection for this water source** | **Describe potential concerns from adjacent and nearby land uses** | **Describe any prior uses of the water that may introduce hazards** |
| *Pond #1* |  *Mostly protected* | *Spring fed, only a little fill from runoff. No exclusion to prevent wildlife access to pond.* | *Property to the northwest of farm property is used as a horse grazing pasture* | *No prior users of the water* |
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**FSMA PSR reference § 112.50(b)(1) Confidential Record**

**Agricultural Water System Inspection Record *Template (2 of 2)***

***§ 112.50(b)(1) Findings of Annual Agricultural Water System Inspection***

*Also addresses §§ 112.42(b-d) for routine monitoring (documentation not required)*

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

**Date and time of inspection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name and Initials:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Date, time, and type of monitoring** | **Water Source and/or Distribution System** | **Observations** | **Actions Taken** | **Initials** |
| *Annual 5/20/24* | *7:05 AM* | *Pond #1* | *Berm along northwest edge of pond shows signs of disrepair* | *Berm reinforced with riprap and additional fill* | *EAB* |
| *Routine**6/22/24* | *9:00 AM* | *Pond #1* | *Significant geese presence* | *Scared geese until they left, introduced swan decoys. Will monitor* | *EAB* |
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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

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

**Water Treatment Monitoring Record *Template***

**Name and address of farm:**

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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

**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.**

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| **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.**

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| --- | --- | --- | --- | --- | --- |
| **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**