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***

**Farm name and location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**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 $638,491 for 2021-2023)*

**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 satisfies 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) around April each year:
 <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***

**Farm name and location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of training:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

 **Name of Worker(s)Trained** (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 7/16/2014 gaps.cornell.eduE.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014

Updated 2020 by L.E. Acuña-Maldonado, E.A. Bihn, D.P. Clements, C.L. Fisk, T.P. Saunders, D.M. Stoeckel, G.L. Wall, and K. Woods.

**Agricultural Water Systems Inspection Record *Template***

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

**Farm name and location:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

**Purpose**: To identify any conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces.

* Unsafe conditions: For conditions where water is not safe, or not of adequate sanitary quality for its intended use, immediately stop use and address the condition with a corrective measure. Documentation of corrective measures is required – see *Measures for Agricultural Water Management Record Template*
* § 112.42(b) requires adequate maintenance of the agricultural water system. Maintenance documentation can be useful but is not required for most conditions. If desired use a separate page to document maintenance actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Water source**  | **Nature of the source (e.g., ground, surface) and initial observations** | **Extent of control over water source. If not full control, explain why.**  | **Describe hazards from adjacent and nearby land uses** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Water source**  | **Describe hazards introduced by other users (e.g., upstream)** | **Degree of protection from all identified hazards. Describe how protection is achieved.** | **Does inspection indicate water is unsafe? Yes/No**  |
|  |  |  |  |
|  |  |  |  |

**Agricultural Water Assessment *Template***

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

**Farm name and location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agricultural water being assessed**: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Initials**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Element** | **Factor evaluated** | **Observation/ condition** | **Assessment of how observation or condition could influence risk** **(use additional pages as needed)** |
| --- | --- | --- | --- |
| **Agricultural water system(s)** | Location and nature of source | Recommendation: Create a map of water distribution system. |  |
| Type of distribution system |  |  |
| Degree of protection from possible sources of contamination listed in § 112.43(a)(1)(iii) and other subparts (e.g., § 112.52(a) and §§ 112.130 through 112.134) | *(other water users)* |  |
| (*on-farm* *animal impacts or other on-farm hazards*) |  |
| *(off-farm[[1]](#footnote-1) uses)*  |  |
| **Water Use** | Method of application  |  |  |
| Timing of application to crop(s)  |  |  |
| **Crop Characteristics** | Adhesion, internalization | *Crop 1:* |  |
| *Crop 2:*  |  |
| **Environmental Conditions** | Rainfall, temperature, sunlight (UV) |  |  |
| **Other Factors** | Testing results |  |  |

**Written determination(s) for this agricultural water[[2]](#footnote-2):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Water is not safe, or not of adequate sanitary quality for its intended use |  | One or more **off-farm uses** related to animal activity, application of BSAAO, human waste are reasonably likely to introduce pathogens to the water source |
|  | No reasonably foreseeable hazardous conditions limit this use of the water source |  | One or more condition(s) **on-farm** are reasonably likely to introduce pathogens to the water source, or **off-farm** conditions **not** related to animal activity, BSAAO, or human waste |

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

**FSMA PSR Reference § 112.50(b)(2) Confidential Record**

**Measures for Agricultural Water Management *Template***

**Farm name and location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Date, Initials**  | **Water Source** | **Water Use (Description)** | **Reason for Measures\* (Including any Documentation)** | **Corrective or Mitigation Measure(s)\*\* Implemented** | **Confirmation Steps (if applicable)\*\*\***  |
|  |  |  |  |  |  |
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\* Such as, pre-harvest agricultural water assessment written determination; postharvest water test result shows presence of generic *E. coli*; water does not meet § 112.41 quality requirement

\*\* Reference § 112.45 list of corrective measures and mitigation measures

\*\*\* Reference § 112.45(a)(1) “take adequate measures to determine if your changes were effective” when reinspection and making necessary changes is used as corrective measure

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

**FSMA PSR Reference § 112.50(b)(7) Confidential Record**

**Water Treatment Monitoring Record *Template***

**Farm name and location:**

**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** |
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\*Not all of the above factors may need to be recorded. Refer to the product’s label for specific use instructions.

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

**FSMA PSR reference § 112.50(b)(11) 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 gaps.cornell.edu

**Compost Treatment Record *Template***

 **Farm name and location:**

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

**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** |
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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 PSR § 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 gaps.cornell.edu

**Cleaning and Sanitizing Record *Template***

**Farm name and location:**

**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)** |
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**Reviewed by:** **Title:** **Date:**

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

1. Off-farm means land uses on adjacent and nearby lands involving animal activity, application of biological soil amendments of animal origin, or presence of untreated or improperly treated human waste. Animal activities include grazing or commercial animal feeding operations of any size (reference § 112.43(a)(1)(iii)). Off-farm also includes any other conditions not related to animal activity, BSAAO, or human waste that could introduce risks. [↑](#footnote-ref-1)
2. For determinations other than “no reasonably foreseeable hazardous conditions limit this use” use the *Measures for Agricultural Water Management Template* to describe whether measures are reasonably necessary, and describe any measures taken in response [↑](#footnote-ref-2)