

Have you seen the Required Records Document Description?

If not, start with: [Records Required by the FSMA Produce Safety Rule](#)

([producesafetyalliance.cornell.edu/sites/producesafetyalliance.cornell.edu/files/shared/documents/Records-Required-by-the-FSMA-PSR.pdf](https://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: \_\_\_\_\_) \$ \_\_\_\_\_  
Year 3 (Sales year: \_\_\_\_\_) \$ \_\_\_\_\_

A must be  
smaller than B  
for eligibility

**Average** total food sales \$ \_\_\_\_\_ **A**  
Inflation adjusted<sup>1</sup> threshold for (range) \$ \_\_\_\_\_ **B**  
(for example, B is \$539,982 for 2015-2017)

**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)

Year 1 (Sales year: \_\_\_\_\_) \$ \_\_\_\_\_  
Year 2 (Sales year: \_\_\_\_\_) \$ \_\_\_\_\_  
Year 3 (Sales year: \_\_\_\_\_) \$ \_\_\_\_\_

C must be  
larger than D  
for eligibility

**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.

<sup>1</sup>FDA 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 07/16/14  
E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 [www.gaps.cornell.edu](http://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

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](http://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

\*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: \_\_\_\_\_

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

## 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

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

\* Attach documentation to support calculations (e.g. the Ag Water Excel Tool at [wcfs.ucdavis.edu](http://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:

Type of compost method: *Windrow*

Date piled: *9-15-2016*

Date finished:

Row number: *2*

List all ingredients added to compost: *Poultry litter, kitchen scraps, dried leaves, straw*

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
<i>9-25-2016</i>	<i>135 F/ 2:00 PM</i>	<i>138 F/2:01 PM</i>	<i>140 F/ 2:03 PM</i>	<i>135 F/ 2:04 PM</i>	<i>EAB</i>
<i>9-26-2016</i>	<i>137 F/ 2:15 PM</i>	<i>137 F/2:18 PM</i>	<i>138 F/ 2:19 PM</i>	<i>137 F/ 2:25 PM</i>	<i>EAB</i>

Proper compost production requires a minimum temperature of 131°F be maintained for 3 days using an enclosed system OR a temperature of at least 131°F 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](http://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 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

Reviewed by:

Title:

Date: