



University  
of Idaho

# SIMPLIFYING RECORDKEEPING

FSMA PRODUCE SAFETY SERIES

Webinar will begin at  
10 am PST | 11 am MDT  
April 2020



# HOUSEKEEPING



**Close all other programs running on your computer**



**Check your sound – problems with clarity, speed, etc. switch to the phone**

Call-in number provided in the welcome email

Mute computer sound when using phone



**Type in questions for speakers (or for help with viewing & sound) into question box**

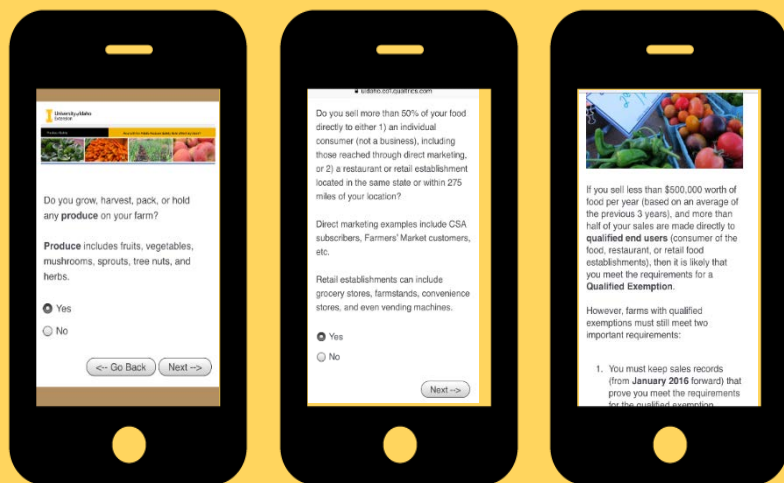


**Handouts are available to download on your computer**



**This webinar and Q&A will be focusing only on the FSMA Produce Safety Rule**

# STILL UNCLEAR ON THE PRODUCE SAFETY RULE?



**YOU'RE NOT ALONE.**

<https://www.uidaho.edu/extension/food-safety-for-produce-growers>

## Food Safety for Produce Growers

Resources and information for produce growers impacted by the Food Safety Modernization Act and the Produce Safety Rule.



Produce Safety Rule

LEARN MORE



Education & Training

NEXT TRAINING



Training Resources in Spanish

Ver todos los recursos de capacitación en español

VISIT ISDA

## Learning Tools

UI Extension and ISDA have partnered to create a variety of online and hard copy resources to help produce growers navigate the Food Safety Modernization Act and the Produce Safety Rule. What other resources would be helpful for you in your operation? Let us know by filling out the online [Produce Growers feedback form](#).

## Training videos

Idaho State Department of Agriculture and University of Idaho Extension have partnered to create training videos that illustrate several important key aspects of the Produce Safety Rule. These videos were provided to those who attended a Produce Safety Alliance Training.



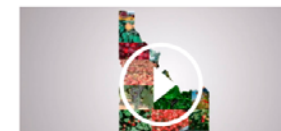
Idaho Produce Safety Video Series

Part 1 — Introduction to the FSMA, Produce Safety Rule



Idaho Produce Safety Video Series

Part 2 — Idaho Produce Safety Recordkeeping



Idaho Produce Safety Video Series

Part 3 — Recordkeeping — Agricultural Water

## About Exemptions

### Information for Qualified-Exempt or Exempt Growers

Not all growers are fully subject to the FSMA Produce Safety Rule (PSR) — various exemptions exist for some growers depending on what they grow, whether it is processed, how much they sell, and whom they sell to.




### Related links

[Decision Tool questionnaire](#) >

[Forms on ISDA](#) >

# IMPORTANT PSR DATES



Business Size	 Compliance Dates for Sprouts	 Compliance Dates For Most Produce	 Water Related Compliance Dates <sup>1</sup>	Compliance Date for Qualified Exemption Labeling Requirement <sup>2</sup>	Compliance Date for Retention of Records Supporting a Qualified Exemption
All other businesses (>\$500K)	1/26/17	1/26/18	1/26/22	1/1/2020	1/26/16
Small businesses (>\$250K-500K) <sup>3</sup>	1/26/18	1/28/19	1/26/23		
Very small businesses (>\$25K-250K) <sup>4</sup>	1/28/19	1/27/20	1/26/24		

<sup>1</sup> According to the [Proposed Rule](#) issued 9/13/17, Compliance dates for Subpart E, Agricultural Water, allow an additional four years.

<sup>2</sup> A farm eligible for a qualified exemption must notify consumers as to the complete business address of the farm where the food is grown, harvested, packed, and held.

<sup>3</sup> A farm is a small business if, on a rolling basis, the average annual monetary value of produce sold during the previous 3-year period is no more than \$500,000.

<sup>4</sup> A farm is a very small business if, on a rolling basis, the average annual monetary value of produce sold during the previous 3-year period is no more than \$250,000.

Before the compliance date, every covered farm that does not qualify for an exemption must have a supervisor (such as a farm owner/operator) complete a standardized food safety training program. You can find out more about food safety training from the Produce Safety Alliance. <https://producesafetyalliance.cornell.edu/training>

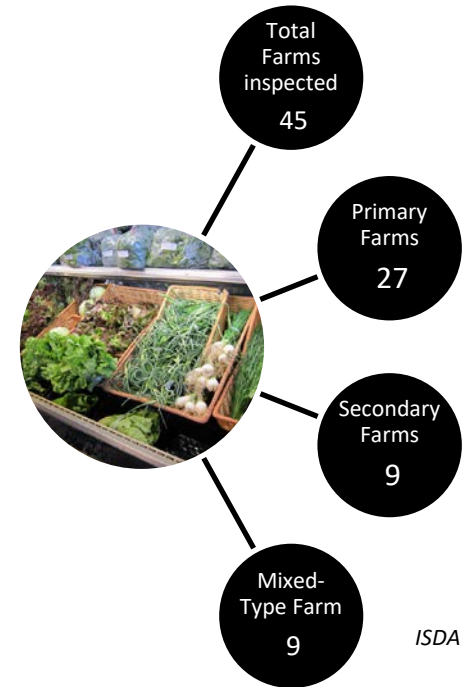
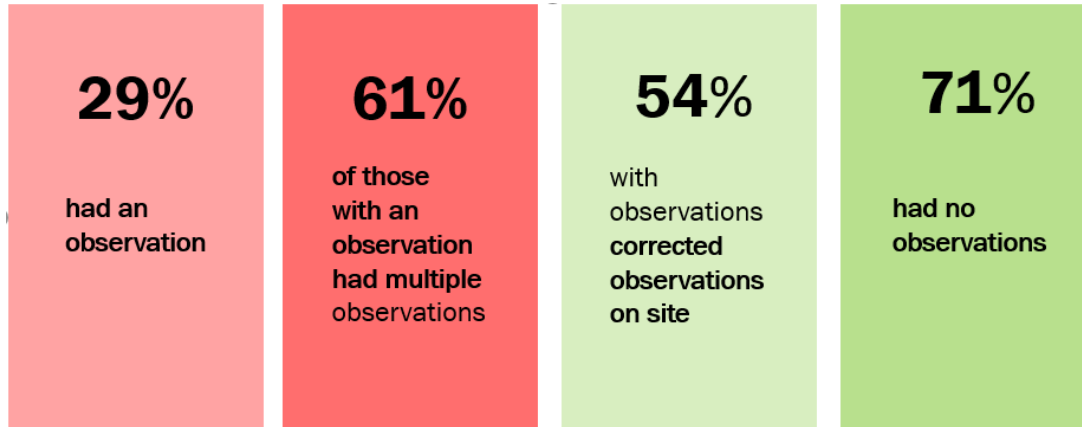
Revised 10/09/17

Business Size	Dates for Inspection
All other businesses (>\$500K)	2019
Small businesses (>\$250K-\$500K)	2020
Very small businesses (>\$25K-\$250K)	2021



# FSMA INSPECTIONS IN IDAHO | 2019

Of the 45 inspected farms...



ISDA 2019

## The Biggest Non-compliance Sections

- I Subpart D – Health and Hygiene – 6 Observations
- I Subpart L – Equipment, Tools, Buildings, and Sanitation – 19 observations
- I Subpart O – Records – 2 observations

What does it mean to have an observation?

a condition is observed that is in violation of the FDA's requirements



**PSR SUBPART 0**  
Records

# SECTION REVIEW – RECORDS

What does a record entail?

§ 112.161. Unless otherwise specified, all records required under this part must include:

- I The name and location of your farm
- I Actual values and observations obtained during monitoring
- I An adequate description of covered produce applicable to the record – i.e. commodity name, specific varieties, brand names, lot numbers, etc.
- I The location of a growing area or other area applicable to the record – i.e. what field, packinghouse
- I The date and time of the activity documented



# SECTION REVIEW – RECORDS

When and how do I document an activity?

- I Records must be created at the time an activity is performed or observed,
- I Be accurate, legible, and indelible and
- I Be dated and signed or initialed by the person who performed the activity documented.
- I Not all records need to be reviewed and signed by a supervisor
- I Keep records in convenient places to ensure they get done.





# SECTION REVIEW – RECORDS

## Other important record information

- I Records must be kept for at least two years
- I Keep records as originals, true copies, or electronically
- I Records may be kept off-site if they can be obtained within 24-hours, if necessary
- I Can be kept electronically if they can be accessed by the farm
- I If they have all the required information, you don't have to duplicate your efforts – existing records kept for third-party audits, buyer requirements, or organic can be used for FSMA, too.

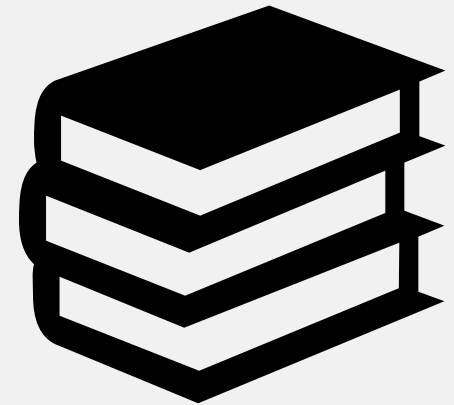


Idaho Produce Safety Series Part 2- Idaho Produce Safety Recordkeeping

# SECTION REVIEW – RECORDS

Which parts of the rule require records?

- I Exemption and Qualified-Exemption (**Subpart A**)
- I Personnel Qualifications and Training (**Subpart C**)
- I Agricultural Water (**Subpart E**) – four-year compliance extension
- I Biological Soil Amendments of Animal Origin (**Subpart F**)
- I Equipment, Tools, Buildings and Sanitation (**Subpart L**)



## Exemption Records (Subpart A) - § 112.2



**Only keep this documentation IF:** your produce receives commercial processing that adequately reduces the presence of microorganisms of public health significance either by your customer or by the person who buys from your customer.

1

**You must keep a document with the produce** stating that it is “not processed to adequately reduce the presence of microorganisms of public health significance.”

2

**You must get written assurance** from the buyer that produce will be processed to adequately reduce the presence of microorganisms of public health significance.

### Rule Review

- Apply with the Idaho State Department of Agriculture including this documentation to maintain exemption.
- **Forms:**  
<https://agri.idaho.gov/main/inspections/fsma-main/fsma-resources/fsma-forms/>

**If your buyer does not process your produce themselves, you must get verification from them that a buyer subsequent to them will adequately process it.**

# Exemption Records - § 112.2 – Idaho Exemption Application



## IDAHO STATE DEPARTMENT OF AGRICULTURE FSMA PRODUCE SAFETY VERIFICATION FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 Street City State Zip Code

Name of Farm: \_\_\_\_\_ Farm Phone: \_\_\_\_\_

Farm Address: \_\_\_\_\_  
 Street City State Zip Code

Check box for coverage (if known):  Not Covered  Qualified Exempt  Commercial Exemption  Covered  Unknown

What covered commodities do you grow, harvest, pack or hold? Check all that apply.

<input type="checkbox"/> APPLES	<input type="checkbox"/> CUCUMBERS	<input type="checkbox"/> LEEK	<input type="checkbox"/> PEACHES	<input type="checkbox"/> RASPBERRIES
<input type="checkbox"/> APRICOTS	<input type="checkbox"/> GARLIC	<input type="checkbox"/> LETTUCE	<input type="checkbox"/> PEAS	<input type="checkbox"/> SCALLIONS
<input type="checkbox"/> BLACKBERRIES	<input type="checkbox"/> GRAPES	<input type="checkbox"/> MELONS	<input type="checkbox"/> PEARS	<input type="checkbox"/> SPINACH
<input type="checkbox"/> BLUEBERRIES	<input type="checkbox"/> HERBS	<input type="checkbox"/> MUSHROOMS	<input type="checkbox"/> PEPPERS	<input type="checkbox"/> STRAWBERRIES
<input type="checkbox"/> CABBAGE	<input type="checkbox"/> HUCKLEBERRIES	<input type="checkbox"/> NECTARINES	<input type="checkbox"/> PLUMS	<input type="checkbox"/> SUMMER SQUASH
<input type="checkbox"/> CHARD	<input type="checkbox"/> KALE	<input type="checkbox"/> ONIONS	<input type="checkbox"/> RADISH	<input type="checkbox"/> TOMATOES
<input type="checkbox"/> CHERRIES				<input type="checkbox"/> OTHER(write in below)

**\*For each question below check the boxes that apply to your operation.**

- Is 100% of the produce on your farm produced for personal consumption on your farm, or produced for consumption for another farm under the same management?  YES  NO
- Does your produce receive commercial processing (kill step - pasteurization, dehydrating, ect...) that adequately reduces the presence of microorganisms of public health significance?  YES  NO  
 \*If YES, please note that to obtain a commercial processing exemption you will need to obtain written assurance from the processor as outlined in § 112.2(b)(2)(3)
- Size of your operation (in terms of the previous 3-calendar year period preceding the current year, the average annual monetary value of produce sold)  <\$25,000  \$25,000-\$250,000  \$250,000-\$500,000  >\$500,000  
 (Please use enclosed "Average Annual Produce Sales Worksheet" to assist with this calculation.)
- During the previous 3-calendar year period preceding the current year, did the average annual monetary value of the food (as defined in § 112.3(c)) the farm sold directly to qualified end-users exceed the average annual monetary value of the food the farm sold to all other buyers?(I.E. Qualified End-User being as such: Direct to Consumer, Restaurant, or retail establishment. All qualified end-users must be within the same state or Indian Reservation, or no more than 275 miles from your operation.) Food: (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 (as defined in 201(f) Food Drug Cosmetic Act.) (Please see Qualified Exempt Worksheet to assist with calculations.)  YES  NO

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 0.00%  Farm Stand 0.00%  Distributor 0.00%  CSA 0.00%  Other 0.00%

\*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 \_\_\_\_\_ to \_\_\_\_\_ Harvesting \_\_\_\_\_ to \_\_\_\_\_ Packing \_\_\_\_\_ to \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

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

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For official use only** Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
 Y or N Paperwork reviewed and no discrepancies Reviewed By: \_\_\_\_\_  
 If No, provide comment: \_\_\_\_\_

Send form to: ISDA FSMA Produce Program PO BOX 7249 Boise, ID 83707 Email: [fsma@isda.idaho.gov](mailto:fsma@isda.idaho.gov) Phone: (208) 332-8500

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## Qualified Exemption Records (Subpart A) - § 112.7

Only keep this documentation IF: you qualify for a qualified-exemption

1

**You must keep sales receipts to demonstrate eligibility.**

Receipts must be dated, but no signature is required.

2

**You must get annual verification of your qualified-exempt status and keep it on file.**

In Idaho, this means applying annually with the Idaho State Department of Agriculture by the end of December of that year for the following year.

The annual application verifying the farm's qualified exemption must **be reviewed, dated, and signed by a supervisor.**



### Rule Review

- Qualified-exempt growers sell less than \$500k per year in food sales with over 50% of those sales going to “qualified end-users” – grocery stores, CSAs, farmer’s markets, etc. – sold within 275 miles from the farm.
- [bit.ly/psrdecisiontool](https://bit.ly/psrdecisiontool)
- **Forms:**  
<https://agri.idaho.gov/main/inspections/fsma-main/fsma-resources/fsma-forms/>



# 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 Annual Food Sales to qualified end-users
								\$ 0.00



Calculate **total** average food sales to qualified end-users over three years.

### 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
								\$ 0.00



Calculate your **total** average food sales over three years. (Must be under \$500k to qualify)

### 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	X	100	=	Percent of sales to qualified end-user
\$ 0.00		\$ 0.00				0.00



Calculate what **percentage** of sales went to qualified end-users. (Must be over 50% to qualify)

# Qualified Exemption Records - § 112.7 Idaho Application



## IDAHO STATE DEPARTMENT OF AGRICULTURE FSMA PRODUCE SAFETY VERIFICATION FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 Street City State Zip Code

Name of Farm: \_\_\_\_\_ Farm Phone: \_\_\_\_\_

Farm Address: \_\_\_\_\_  
 Street City State Zip Code

Check box for coverage (if known):  Not Covered  Qualified Exempt  Commercial Exemption  Covered  Unknown

What covered commodities do you grow, harvest, pack or hold? Check all that apply.

<input type="checkbox"/> APPLES	<input type="checkbox"/> CUCUMBERS	<input type="checkbox"/> LEEK	<input type="checkbox"/> PEACHES	<input type="checkbox"/> RASPBERRIES
<input type="checkbox"/> APRICOTS	<input type="checkbox"/> GARLIC	<input type="checkbox"/> LETTUCE	<input type="checkbox"/> PEAS	<input type="checkbox"/> SCALLIONS
<input type="checkbox"/> BLACKBERRIES	<input type="checkbox"/> GRAPES	<input type="checkbox"/> MELONS	<input type="checkbox"/> PEARS	<input type="checkbox"/> SPINACH
<input type="checkbox"/> BLUEBERRIES	<input type="checkbox"/> HERBS	<input type="checkbox"/> MUSHROOMS	<input type="checkbox"/> PEPPERS	<input type="checkbox"/> STRAWBERRIES
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<input type="checkbox"/> CHARD	<input type="checkbox"/> KALE	<input type="checkbox"/> ONIONS	<input type="checkbox"/> RADISH	<input type="checkbox"/> TOMATOES
<input type="checkbox"/> CHERRIES				<input type="checkbox"/> OTHER(write in below)

**\*For each question below check the boxes that apply to your operation.**

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- Does your produce receive commercial processing (kill step - pasteurization, dehydrating, ect...) that adequately reduces the presence of microorganisms of public health significance?  YES  NO  
 \*If YES, please note that to obtain a commercial processing exemption you will need to obtain written assurance from the processor as outlined in § 112.2(b)(2)(3)
- Size of your operation (in terms of the previous 3-calendar year period preceding the current year, the average annual monetary value of produce sold)  <\$25,000  \$25,000-\$250,000  \$250,000-\$500,000  >\$500,000  
 (Please use enclosed "Average Annual Produce Sales Worksheet" to assist with this calculation.)
- During the previous 3-calendar year period preceding the current year, did the average annual monetary value of the food (as defined in § 112.3(c)) the farm sold directly to qualified end-users exceed the average annual monetary value of the food the farm sold to all other buyers?(I.E. Qualified End-User being as such: Direct to Consumer, Restaurant, or retail establishment. All qualified end-users must be within the same state or Indian Reservation, or no more than 275 miles from your operation.) Food: (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 (as defined in 201(f) Food Drug Cosmetic Act.) (Please see Qualified Exempt Worksheet to assist with calculations.)  YES  NO

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 0.00%  Farm Stand 0.00%  Distributor 0.00%  CSA 0.00%  Other 0.00%

\*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 \_\_\_\_\_ to \_\_\_\_\_ Harvesting \_\_\_\_\_ to \_\_\_\_\_ Packing \_\_\_\_\_ to \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_


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


Send form to: ISDA FSMA Produce Program PO BOX 7249 Boise, ID 83707 Email: [fsma@isda.idaho.gov](mailto:fsma@isda.idaho.gov) Phone: (208) 332-8500



# Personnel Qualification Records (Subpart C) - § 112.30

- 1** Training records must include
  - Date of training
  - Topics covered
  - The names of individuals trained

 Must be reviewed, dated, and signed by a supervisor.

**Rule Review** 

Examples of required trainings:

- Hygiene and health
- Food safety
- Recognizing and not harvesting contamination
- Inspecting and correcting problems with equipment

See §112.22 for the full list of requirements

### 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: \_\_\_\_\_





# Agricultural Water Records Subpart (E) - 112.50(B)

**1** The findings of water system inspections

Does not require supervisor review

## Rule Review

At least once annually, you must inspect all agricultural water systems, to the extent they are under your control.  
112.42(a)

### Water System Inspection Record *Template*

(Produce Safety Alliance, 2020)

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: \_\_\_\_\_



# Agricultural Water Records Subpart (E) - 112.50(B)

## 2 Water treatment monitoring

 Must be reviewed, dated, and signed by a supervisor.

 Rule Review  
Water treatment carried out under § 112.43(b) must be documented.

*(Produce Safety Alliance, 2020)*

### 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: \_\_\_\_\_



# Agricultural Water Records Subpart (E) - 112.50(B)

3

Water die off corrective measures taken for water that does not meet the water quality profile required in the rule



Must be reviewed, dated, and signed by a supervisor.

## Rule Review

You must document corrective measures taken in accordance with § 112.45(b) to demonstrate the needed number of dates to achieve an acceptable die-off and the interval between the last watering and harvest.

(Produce Safety Alliance, 2014)

### 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:	<i>Southwest pond</i>
Current Calculated GM:	<i>190 CFU/100 mL water</i>
Current Calculated STV:	<i>690 CFU/100 mL water</i>
Calculated Interval:	<i>1 days (0.5-log)</i>
Adjusted GM:	<i>60 CFU/100 mL water</i>
Adjusted STV:	<i>220 CFU/100 mL water</i>


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

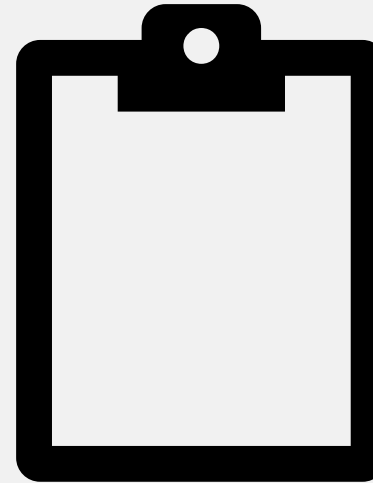
\* Attach documentation to support calculations (e.g. the Ag Water Excel Tool at wcfcs.ucdavis.edu). If a die-off rate other than the specified 0.5 log/day in § 112.45(b)(1) is used, include documentation supporting the alternative die-off rate as required by § 112.50(b)(8).

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



## Other Agricultural Water Records and Compliance § 112.50(B)

Business Size	 Water Related Compliance Dates <sup>1</sup>
All other businesses (>\$500K)	1/26/22
Small businesses (>\$250K-500K) <sup>3</sup>	1/26/23
Very small businesses (>\$25K-250K) <sup>4</sup>	1/26/24



### Examples of other required water-related records:

- I Water tests
- I Scientific data or information related to the adequacy of water treatment methods
- I Scientific data or information that supports various applicable microbial die-off rates
- I Annual results or certificates of public water system water tests and quality



## Biological Soil Amendments Records (Subpart F) - § 112.60(B)

**Only keep this documentation IF:** you use soil amendments of animal origin



Must be reviewed, dated, and signed by a supervisor.

a.

If made on-farm, you must document the treatment process. (e.g., controls such as time, temperature, and turnings were achieved).

b.

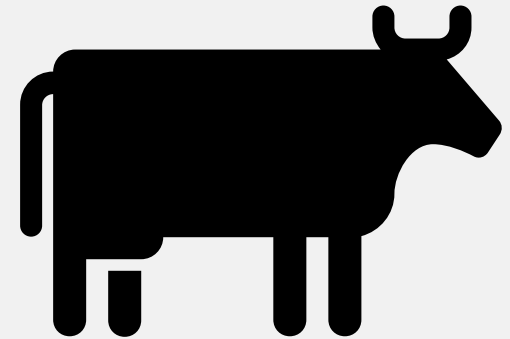
If made off-farm, you must get documentation of the treatment process annually.

- Verification of using a scientifically valid process to treat the product
- Verification it was handled / stored in a way that protects against contamination.

### Rule Review

“Of animal origin” means in whole or in part, of materials of animal origin, such as any combination of:

- manure
- non-fecal animal byproducts
- animal mortalities
- table waste





## 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
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

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**

*(Produce Safety Alliance, 2020)*



# Equipment, Tools, Sanitation Records (Subpart L) - § 112.140(B)(2)

1

You must establish records and document the cleaning and sanitizing of tools and equipment used in covered activities on the farm.



Must be reviewed, dated, and signed by a supervisor.

## Rule Review

You don't always have to sanitize when you clean – it is up to your best judgment, but it is always a good idea.

### Cleaning and Sanitizing Record *Template*

*(Produce Safety Alliance, 2020)*

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

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

# ADDITIONAL RESOURCES



## ON-FARM READINESS REVIEW

**I** On-Farm Readiness Review (OFRR) is a collaborative project between the University of Idaho and the Idaho State Department of Agriculture intended to help prepare farmers for compliance with the PSR.

**I** On-Farm Readiness Reviews:

- Assist farmers with understanding how the PSR applies to their operation.
- Are voluntary, non-regulatory reviews to prepare farmers for regulatory inspections if they are covered by the PSR.
- Provide specific educational tools to individual operations on how to comply with the PSR.
- Contact Lu Hauger at [Lhauger@Uidaho.edu](mailto:Lhauger@Uidaho.edu) for more information

## UI EXTENSION PRODUCE SAFETY WEBSITE

<https://www.uidaho.edu/extension/food-safety-for-produce-growers>

**I** Training videos

**I** Spanish resources

**I** Templates for documentation

**I** Free on-farm resource online ordering

**I** Produce Safety Newsletter

**I** Webinars





**University of Idaho**  
Extension



## PSR live Q&A with:



**Ariel Agenbroad**  
**Area Extension Educator**  
Community Food Systems and  
Small Farms



**Colette DePhelps**  
**Area Extension Educator**  
Community Food Systems



**Lu Hauger**  
**Associate Extension Educator**  
Commercial Produce Safety



**Casey Monn**  
**FSMA Program Manager**  
Idaho State Department of  
Agriculture

Thank you for all that you do.

## FSMA PRODUCE SAFETY WEBINAR SERIES

Mondays in April @ 10 am PST | 11 am MDT

**April 6**

Creating hygienic habits on the farm

**April 13**

Sanitation basics under the PSR

**April 20**

Simplifying recordkeeping



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