**Worker Training Record**

**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.

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 10.

 11.

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

**Wildlife and Domestic Animal Monitoring Log**

**Name of farm:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Field orlocation** | **Animal activity or intrusion event noted (yes or no)** | **Corrective actions (CA) taken** | **DateCA implemented** | **Initials** |
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**Reviewed by:** **Title:** **Date:**

**Compost Treatment Record**

**Name and address of farm:**

**Type of compost method: Date piled: *\_\_\_\_\_\_\_\_\_\_\_\_*Date finished:\_\_\_\_\_\_\_\_Row number:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List all ingredients added to compost:**

**Completion of this record represents one full composting cycle for one 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** |
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**\* To recorder: 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:**

**Manure/ Untreated Soil Amendment Application Log**

**Name of farm:**

**This log should be used to record untreated soil amendments applied to fields on your farm. Record applications on fresh produce fields, as well as other fields. Use one log for each season.**

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| **Date:** | **On Produce fields? (yes/no, crop)**  | **If no, proximity to closest produce field or water source** | **Type of Amendment:** | **Application****Method:** | **Method to minimize amendment contact**  | **Date Produce Planted:** | **Date Produce Harvested:** | **Initials:** |
| *3/10/2020* | *No, sweet corn* | *Melons, 30 ft* | *Manure* | *Broadcast and till* | *Vegetative buffer* | *5/02/2020* | *7/29/2020* | *AMF* |
| *3/10/2020* | *Yes, plasticulture peppers* | *--* | *Table waste* | *Shovel and till* | *Plasticulture, 90 day rule* | *5/01/2020* | *7/15/2020* | *AMF* |
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**Reviewed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_)**

\* Water Module - For Exercise Purposes

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| **Water source** | **Has this water source been used in the last calendar year?** | **Water use** | **Has this water been tested in the last year?** |
| *Example: Well 1*  | *used for 2019 season* | *Preharvest: Pesticide application of all crops, drip irrigation of peppers* |  |
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**Water Treatment Monitoring Record**

**Name and address of farm:**

**To Recorder: Please see the food safety plan for overall water treatment. Consult your supervisor for what you need to monitor under Parameter 1 and parameter 2, or refer to the product’s EPA label for concentration and monitoring instructions.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Equipment/ Water use**  | **Sanitizer (name & rate)** | **Parameter 1/data**  | **Parameter 2/data** | **Corrective Action Needed**(yes or no) | **Initials** |
| *10/14/16* | *8:35 am* | *Lettuce Dunk Tank* | *NaOCl**75 ppm*  | *Temp/ 65° F* | *pH / 7.0* | *Yes - pH was too high, added citric acid; retested –pH 7.0* | *AMF* |
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**Reviewed by:** **Title:** **Date:**

\* Post Harvest Module - For Exercise Purposes

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| **Designation for cleaning and sanitizing record** | **Tools, equipment, surfaces your product touches (Food contact surface)** | **Use (ex. Harvest, transport, wash, transport to customer)?** | **How often will you clean and sanitize?** | **Method** |
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**Cleaning and Sanitizing Record**

**Name and address of farm:**

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| **Date** | **List tools/equipment** | **Cleaned****and/or** **Sanitized?** | **Method used (Can reference SOP #)**  | **Cleaned By (initials)** |
| *EX: 10/11/16* | *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:**

**Cooler Temperature Record**

**Name of farm:**

**Cooler Number Thermometer number**

**Last Calibration date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please see the food safety plan for overall temperature control procedures and thermometer calibration instructions. If you are starting a new log sheet, calibrate the thermometer.**

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| **Date** | **Recorded temperature** | **Corrective actions if necessary:** | **Result of corrective actions and date accomplished** | **Initials** |
| **AM** | **PM** |
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**Reviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pest/Rodent Control Log**

**Name of farm:**

**To recorder: Please see the food safety plan for *Pest/Rodent Control* procedures.**

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| **Date** | **Company used\* or self** | **Type of pest** | **Type of control\*\*** | **Location of traps** | **Action taken** | **Checked by (name)** | **Disposal means** |
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 \* If using a company for service, attach report or receipt of service for each of their visits.
 \*\* List type of control methods used such as exclusion, traps, poison, repellants, etc.

**Reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:** **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_