FSMA Produce Safety Recordkeeping Guide

FSMA

PRODUCE SAFETY

RECORDKEEPING GUIDE

FSMA Produce Safety Recordkeeping Guide
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This guide was adapted from the Missouri Produce Growers FSMA Record Keeping Guide with permission from the Missouri Department of Agriculture Produce Safety Program and was made possible by FDA grant number 1U2FFD007416. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the FDA.

How to use this Recordkeeping Guide

The goal of the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) is to ensure safe produce in the marketplace by preventing microbial contamination. The Montana Department of Agriculture Produce Safety Program is committed to assisting produce growers to develop a proactive approach to food safety on the farm. Along with implementing food safety practices, farms subject to the PSR are required to keep some records. The templates and additional items in this guide have been designed to assist Montana produce growers in meeting the recordkeeping requirements of the PSR. Several of the record templates in this collection were adapted from documents developed by the Produce Safety Alliance and Cornell University.

The records listed in the summary tables (pages 4 & 5) are categorized as "Farm Activity Records" and "Supporting Documentation Records". Farm activity records include records that the ***farm*** completes, such as the annual water distribution system inspection log. Supporting documentation records include records such as well water test results that the farm receives from a water testing laboratory. Not all records listed in the two tables apply to all farms. The column on the left side of the table indicates whether the record is required for most farms, required if applicable, or optional.

There are two copies of each of the following records. The first copy is intended to provide an example of the columns filled in with sample information, and the second copy is a blank template for the farm to photocopy and use. The record header of each template indicates whether the record is required, references the section of the PSR that relates to the record, and specifies the frequency of required documentation for the record. Below each header is a brief explanation of the record, including record retention information.

When completing the records required by the PSR, please keep the following in mind:

- The retention time for most records is two years.
- Each record must be reviewed by an appropriate employee, such as a supervisor.
- Section §112.161 of the PSR requires that records be accurate and legible.
- Upon inspection or request by a regulating agency, a producer must be able to provide the records within 24 hours. Most farms will likely keep their records on-site, but this time frame allows access for farms that may keep records at another location.
- Farms may keep records in a format that is best suited to them (electronic, hard copy, etc.), as long as they meet the PSR requirements.

If you have any questions, please contact the Montana Department of Agriculture Produce Safety Program at 406.444.0131 or foodsafety@mt.gov.

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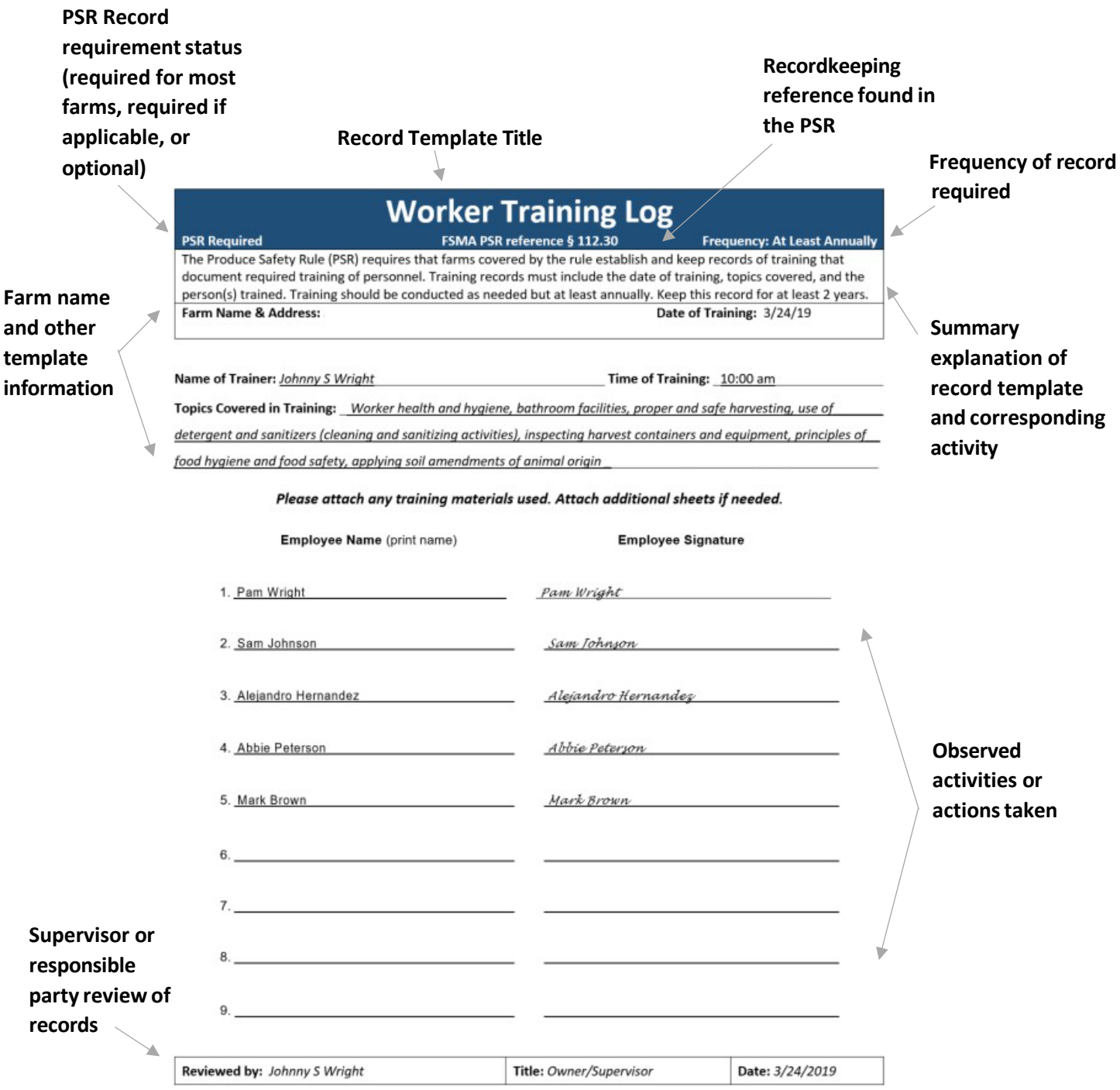

Common Produce Safety Rule Acronyms

BSAAO – Biological Soil Amendments of Animal Origin
CFU – Colony Forming Units
FSMA – Food Safety Modernization Act
PSR – Produce Safety Rule
SOP – Standard Operating Procedure

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Farm Activity Records

(templates provided)

	RECORD TYPE	FREQUENCY	DESCRIPTION
REQUIRED (most farms)	Worker Training	At least annually	**As needed, but at least annually, personnel handling covered produce must be trained on food safety as it applies to their assigned duties. Must document topics covered and personnel trained.**
	Water Distribution System Inspection	At least annually	**As needed, but at least annually, the water distribution system under your control must be inspected for issues that may lead to contamination of water used in irrigation or other covered activities.**
	Cleaning & Sanitizing	As necessary	**Equipment, containers, and tools used for covered activities (e.g., harvesting, packing, and handling) of covered produce must be cleaned and sanitized as frequently as reasonably necessary. Non-food contact surfaces of equipment and tools must be cleaned as necessary. Record of these activities must be kept. Farms should keep a copy of the label of sanitizer that is used.**
REQUIRED IF APPLICABLE (some farms)	Water Treatment Monitoring	As necessary	**Covered farms must document results of water treatment monitoring outlined in Subpart E (Water) of the PSR.**
	Agriculture Water Die- off Corrective Action	As necessary	**Covered farms using microbial die-off or removal rates on covered produce prior to harvest must document actions taken in accordance with §112.45 of the PSR.**
	Qualified Exemption Review	At least annually	**Farms claiming a qualified exemption must complete an annual review of farm sales to ensure they meet the requirements for qualified exemption. Documentation of this review is required.**
	Commercial Processing Exemption – Farm Disclosure Statement	With each shipment	**Covered farms claiming a commercial processing exemption on applicable produce must provide the required disclosure statement that accompanies (e.g., bill of lading, invoice, etc.) the produce shipment. A record of the disclosure statement must be kept.**
	Commercial Processing Exemption – Buyer Written Assurance	At least annually	**Covered farms claiming a commercial processing exemption on applicable produce must receive an annual written assurance from the buyer in accordance with Subpart A (General Provisions) of the PSR.**
	Compost Treatment	As necessary	**Covered farms that produce treated biological soil amendments of animal origin must keep records to demonstrate the applicable process controls were met (e.g., time, temperature, etc.) in accordance with Subpart F (Soil Amendments) of the PSR.**
OPTIONAL (not required by PSR)	Illness and Injury	As necessary	**Covered farms may choose to record injury and illnesses of employees to better document potential sources of contamination.**
	Restroom Monitoring & Cleaning	As necessary	**Covered farms may choose to record restroom monitoring and cleaning activities to ensure restrooms are properly cleaned, maintained, and stocked.**
	Rodent & Pest Monitoring	As necessary	**Covered farms may choose to record rodent and pest monitoring activities to better manage rodent and pest control. Covered farms must take appropriate steps to ensure pests and rodents don't contaminate produce.**
	Soil Amendment Application	As necessary	**Covered farms may choose to record when they apply soil amendments to covered produce to ensure proper application and time intervals are met.**
	Visitor Log	As necessary	**Covered farms may choose to record visitors that are at the farm. Covered farms must inform visitors of farm policies and procedures.**
	Wildlife & Domestic Animal Monitoring	As necessary	**Covered farms must take actions reasonably necessary to ensure that wildlife and domesticated animals do not contaminate covered produce. Records are not required but may assist farms in managing animal activity.**
	Worker Training Checklist	**As necessary**	**Covered farms are required to document annual training of workers who conduct covered activities. This checklist provides a list of key training topics to be addressed during the annual training. The checklist is not comprehensive and should include topics specific to your farm operation.**

Applicability of the above records depends on the farm's operations. "Covered farms" refers to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Please see the Produce Safety Rule for full details regarding recordkeeping requirements.

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Supporting Documentation Records

	RECORD TYPE	FREQUENCY	DESCRIPTION
REQUIRED IF APPLICABLE (some farms)	Qualified Exemption Sales Records	As necessary	**Farms claiming a qualified exemption must keep records (i.e., receipts, sales records) demonstrating the farm meets the eligibility requirements for a qualified exemption. Records the farm relies on for the 3-year period prior to the applicable calendar year must be kept.**
	Water Test (Surface Water)	At least five (5) times annually	**Covered farms with surface water (ponds, streams, etc.) subject to §112.44 of the PSR must be tested and documented at least five times annually after the initial water quality profile is established. Untreated surface water may not be used to wash hands or to clean food contact surfaces. Any water (surface, ground, etc.) used for growing activities of covered produce must have a Geometric Mean (GM) of 126 or less colony forming units (CFU) of generic *Escherichia coli* per 100 mL of water and a Statistical Threshold Value (STV) of 410 or less CFU of generic *E. coli* per 100 mL of water. Corrective actions outlined in the PSR may be used to meet these values.**
	Water Test (Ground Water)	At least annually	**Covered farms with ground water (wells) subject to §112.44 of the PSR must be tested and documented at least once annually after the initial water quality profile is established. Water used for washing hands, to clean food contact surfaces, and for use in harvest and post-harvest activities must have no detectable generic *Escherichia coli* (*E. coli*) in 100 milliliters.**
	Water Test Public water)	At least annually	**Covered farms using water from a public water system must annually obtain certificates of compliance or documentation of water test results.**
	Microbial Die-off Method – scientific data or information	As necessary	**Covered farms using microbial die-off or removal rates on covered produce post-harvest, in accordance with §112.45(b)(1)(ii) of the PSR, must keep scientific data or information used to support die-off or removal rates.**
	Water Treatment Method – scientific data or information	As necessary	**Covered farms treating water in accordance with Subpart E (Water) of the PSR must keep documentation of scientific data or information used to support the adequacy of the water treatment method used.**
	Alternative Water Treatment	As necessary	**Covered farms that establish and use alternatives in accordance with §112.49 of the PSR must keep scientific data or information to support the alternative.**
	Alternative Analytical Methods	As necessary	**Covered farms must document any analytical methods for water quality testing used in lieu of the method that is outlined in §112.151(a) of the PSR.**
	Third Party Compost Treatment & Handling	**As necessary**	**Farms using treated biological soil amendments of animal origin from a third party must keep documentation (e.g., Certificate of Conformance) that the amendment was adequately treated with appropriate process monitoring and handling from the third party.**

Applicability of the above records depends on the farm's operations. "Covered farms" refers to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Please see the Produce Safety Rule for full details regarding recordkeeping requirements.

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Worker Training Log

PSR Required **FSMA PSR reference § 112.30** **Frequency: At Least Annually**

The Produce Safety Rule (PSR) requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed, but at least annually. Keep this record for at least 2 years.

Farm Name & Address: ***High Hill Produce 1845 S. Ridge Rd, Red Lodge, MT 59068*** **Date of Training: 3/24/2022**

Name of Trainer: *Johnny S Wright* **Time of Training:** 10:00 am

Topics Covered in Training: *Worker health and hygiene, bathroom facilities, proper and safe harvesting, use of detergent and sanitizers (cleaning and sanitizing activities), inspecting harvest containers and equipment, principles of food hygiene and food safety, applying soil amendments of animal origin*

Please attach any training materials used. Attach additional sheets if needed.

	Employee Name (printed)	**Employee Signature**
1.	Pam Wright	*Pam Wright*
2.	Sam Johnson	*Sam Johnson*
3.	Alejandro Hernandez	*Alejandro Hernandez*
4.	Abbie Peterson	*Abbie Peterson*
5.	Mark Brown	*Mark Brown*
6.		
7.		
8.		
9.		

Reviewed by ***Johnny S Wright***	**Title:** ***Owner/Supervisor***	**Date:** ***3/24/2022***

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Worker Training Log

PSR Required **FSMA PSR reference § 112.30** **Frequency: At Least Annually**

The Produce Safety Rule (PSR) requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed, but at least annually. Keep this record for at least 2 years.

Farm Name & Address:	**Date of Training:**

Name of Trainer: _____ **Time of Training:** _____

Topics Covered in Training: _____

_____

_____

Please attach any training materials used. Attach additional sheets if needed.

	Employee Name (printed)	**Employee Signature**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

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

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Water Distribution System Inspection Log

PSR Required **FSMA PSR reference § 112.50** **Frequency: At least annually**

The Produce Safety Rule (PSR) requires that farms covered by the rule inspect all agricultural water systems that are under the control of the farmer (including water sources, water distribution systems, facilities, and equipment), to identify conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces. See the Produce Safety Rule for full details on this inspection requirement. Keep this record 2 years past the date it was created. Farms will need to also consider the following:

- **Nature of each water source (well, surface water, public water)**
- **Extent of control over each water source**
- **The degree of protection of each water sources used (e.g., barriers, fences, well houses, etc.)**
- **Use of adjacent and nearby land (e.g., animal operations, run off, etc.)**
- **Use of water prior to your farm (e.g., do other growers use water source prior to your farm?)**

Farm Name & Address: ***High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068*** **Date of Inspection:** ***4/22/2022***

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics on water distribution system inspections.
PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED.

Date	Time	Water Distribution System and/or Water Source	Observation	Corrective Actions Taken (if required)	Initials
4/22/22	*7 AM*	*Well 1, north field*	*Well casing in good shape, backflow prevention device in place, no broken pipes. Well water tested annually (record kept on farm).*	*None.*	*JSW*
4/22/22	*9 AM*	*Pond, south field*	*Significant geese presence around the south field pond.*	*Introduce decoys 4/23. Will monitor weekly and test water as necessary.*	*JSW*
4/22/22	*9:30 AM*	*Pond, south field*	*Cattle field located downhill from south pond. No runoff into the pond. Fence surrounds south field pond.*	*Will monitor animal fencing weekly.*	*JSW*
4/22/22	*11 AM*	*Pond, south field and well 1 north field*	*Pond used for produce drip irrigation (under plastic) and well for overhead irrigation are under control and accessible to supervisor.*	*None.*	*JSW*
4/22/22	*12 PM*	*Public Water*	*Obtained certificate of compliance from public water system. Public water used for harvest, cleaning and post- harvest activities.*	*Will obtain certificate of compliance annually. Will ensure no cross connections from untreated water made to public water source.*	*JSW*

Reviewed by ***Johnny S Wright***	**Title:** ***Owner/Supervisor***	**Date:** ***4/22/2022***

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Water Distribution System Inspection Log

PSR Required FSMA PSR reference § 112.50 **Frequency: At least annually**

The Produce Safety Rule (PSR) requires that farms covered by the rule inspect all agricultural water systems that are under the control of the farmer (including water sources, water distribution systems, facilities, and equipment), to identify conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces. See the Produce Safety Rule for full details on this inspection requirement.

Keep this record 2 years past the date it was created. Farms will need to also consider the following:

- **Nature of each water source (well, surface water, public water)**
- **Extent of control over each water source**
- **The degree of protection of each water sources used (e.g., barriers, fences, well houses, etc.)**
- **Use of adjacent and nearby land (e.g., animal operations, run off, etc.)**
- **Use of water prior to your farm (e.g., do other growers use water source prior to your farm?)**

Farm Name & Address: **Date of Inspection:**

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics on water distribution system inspections.
PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED.

Date	Time	Water Distribution System and/or Water Source	Observation	Corrective Actions Taken (if required)	Initials

Reviewed by	Title:	Date:

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Cleaning & Sanitizing Log

PSR Required Record **FSMA PSR Reference § 112.140** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule must inspect, maintain, clean, and sanitize all food-contact surfaces used during harvesting, packing, and holding of covered produce. Non-food contact surfaces used during covered activities should be maintained and cleaned. Cleaning and sanitizing activities must be completed as frequently as reasonably necessary to protect against contamination of covered produce. Keep this record for at least 2 years.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *October 2022*

Please refer to the farm's standard operating procedures (SOP) for adequate cleaning and sanitizing practices C = Cleaned S = Sanitized

Date	Time	Surface, Tools, or Equipment	Cleaned (C) and/or Sanitized (S)	Methods Used	Initials
10/11/22	10:07 AM	Harvest tools	C	See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried).	PW
10/11/22	10:30 AM	Dump Tank	C & S	See Dump Tank Cleaning & Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with food grade bleach). Air dried.	PW
10/11/22	11 AM	Harvest buckets	C & S	Buckets dirty from harvest. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP.	PW
10/18/22	7 AM	Harvest tools	C & S	Harvest tools found on ground. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried.	AH
10/18/22	8:30 AM	Harvest buckets	C & S	Excessive flies found on buckets. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP.	AH
10/18/22	10 AM	Harvest buckets	C & S	Buckets dirty from harvest. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP.	AH
10/18/22	11 AM	Tomato line belt & brushes	C & S	Cleaned belt and brushes (food contact surface) with detergent. Sanitized with food grade bleach.	AH
10/18/22	11:15 AM	Tomato line sides & frame	C	Cleaned tomato line sides and top frame (non-food contact surface) with detergent.	AH
10/22/22	5 PM	Sorting Table	C & S	Cleaned sorting table with detergent and sanitized with food grade bleach. Completed prior to and after sorting.	PW
10/25/22	8 AM	Box cart	C	Box cart used to transfer produce in boxes cleaned with detergent using a brush and rinsed.	MB
10/25/22	7:15 AM	Farmers market trailer	C	Trailer for transporting produce cleaned with detergent, rinsed, and allowed to dry.	MB

PLEASE KEEP A COPY OF THE SANITIZER LABEL FOR YOUR RECORDS

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *10/29/2022*

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Cleaning & Sanitizing Log

PSR Required **FSMA PSR Reference § 112.140** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule must inspect, maintain, clean, and sanitize all food-contact surfaces used during harvesting, packing, and holding of covered produce. Non-food contact surfaces used during covered activities should be maintained and cleaned. Cleaning and sanitizing activities must be completed as frequently as reasonably necessary to protect against contamination of covered produce. Keep this record for at least 2 years.

Farm Name & Address: **Month and Year:**

Please refer to the farm's standard operating procedures (SOP) for adequate cleaning and sanitizing practices C = Cleaned S = Sanitized

Date	Time	Surface, Tools, or Equipment	Cleaned (C) and/or Sanitized (S)	Methods Used	Initials

PLEASE KEEP A COPY OF THE SANITIZER LABEL FOR YOUR RECORDS

Reviewed by	Title:	Date:

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Water Treatment Monitoring Log

PSR Required (if applicable) **FSMA PSR reference § 112.50** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires farms covered by the rule to document monitoring of any water treated in accordance with §112.43 of the Produce Safety Rule. Follow all directions on the sanitizer label to ensure proper use.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *October 2022*

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics of adequate water treatment.

Date	Time	Water pH	Water Temperature	Turbidity	Sanitizer Used & Rate*	Corrective Actions	Initials
10/15/22	*8 am*	*7.0*	*70° F*	*Clear*	*Aquaguard (chlorine) 50 ppm*	*None*	*JSW*
10/15/22	*10 am*	*5.5*	*72° F*	*Moderately cloudy*	*Aquaguard (chlorine) 40 ppm*	*Added sodium hydroxide and Aquaguard until pH reached 7 and sanitizer reached 55 ppm*	*JSW*
10/15/22	*1 pm*	*6.5*	*70° F*	*Very cloudy*	*Aquaguard (chlorine) 45 ppm*	*Changed batch water due to turbidity*	*JSW*
10/15/22	*1:10pm*	*7*	*70° F*	*Clear*	*Aquaguard (chlorine) 50 ppm*	*None*	*JSW*
10/15/22	*4 pm*	*6.5*	*72° F*	*Clear*	*Aquaguard (chlorine) 40 ppm*	*None*	*JSW*
10/16/22	*8 am*	*7*	*70° F*	*Clear*	*FS4665 (Chlorine) 25 ppm*	*None*	*JSW*
10/16/22	*11 am*	*6.5*	*74° F*	*Slightly cloudy*	*FS4665 (Chlorine) 15 ppm*	*Added FS 4665 until up to 25 ppm*	*JSW*
10/16/22	*2 pm*	*8.5*	*73° F*	*Slightly cloudy*	*FS4665 (Chlorine) 25 ppm*	*Added hydrochloric acid until pH reached 6.5*	*JSW*

***Please keep chemical labels (copy or original) with record**

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *10/30/2022*

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Water Treatment Monitoring Log

PSR Required (if applicable) **FSMA PSR reference § 112.50** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires farms covered by the rule to document monitoring of any water treated in accordance with §112.43 of the Produce Safety Rule. Follow all directions on the sanitizer label to ensure proper use.

Farm Name & Address: **Month and Year:**

Please refer to Subpart E of the Produce Safety Rule and your farm standard operating procedures for specifics of adequate water treatment.

Date	Time	Water pH	Water Temperature	Turbidity	Sanitizer Used & Rate*	Corrective Actions	Initials

***Please keep chemical labels (copy or original) with record**

Reviewed by	Title:	Date:

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Agricultural Water Die-Off Corrective Measures Log

PSR Required (if Applicable) **FSMA PSR Reference § 112.50** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule document actions taken in accordance with §112.45 of the PSR. Some agricultural water sources may contain generic *E. coli* due to environmental exposure. The PSR outlines corrective measure options to reduce the potential for contamination. Keep this record for 2 years.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *June 2022*

Harvest Supervisor: Johnny S Wright

Water Source: East Irrigation Pond Water Testing Company: State Public Health Lab

Current Calculated GM: 219 CFU / 100 ml water Current Calculated STV: 510 CFU / 100 ml water

Calculated Interval: 1 Day(s) (must be 4 days or less)

Adjusted GM (after Interval): 70 CFU / 100 ml water Adjusted STV (after Interval): 162 CFU / 100 ml water

Field (Number, location, etc.)	**Crop**	**Beginning of Crop Harvest** (Time & Date)	**Last Water Application** (Date & Time)	**Time Interval between harvest and last Water application**	**Harvest Supervisor Initials**
South 40	*Broccoli*	*6/15/2022, 9:00 AM*	*6/13/2022, 1:00 PM*	*2 days*	*JSW*
South 40	*Broccoli*	*6/16/2022, 8:00 AM*	*6/13/2022, 1:00 PM*	*3 days*	*JSW*

***Please attach documentation to support calculations.**

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *6/30/2022*

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Agricultural Water Die-Off Corrective Measures Log

PSR Required (if Applicable) **FSMA PSR Reference § 112.50** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule document actions taken in accordance with §112.45 of the PSR. Some agricultural water sources may contain generic *E. coli* due to environmental exposure. The PSR outlines corrective measure options to reduce the potential for contamination. Keep this record for 2 years.

Farm Name & Address: **Month and Year:**

Harvest Supervisor: _____

Water Source: _____ Water Company: _____

Current Calculated GM: _____ CFU / 100 ml water Current Calculated STV: _____ CFU / 100 ml

water Calculated Interval: ____ Day(s) (must be 4 days or less)

Adjusted GM (after Interval): _____ CFU / 100 ml water Adjusted STV (after Interval): _____ CFU / 100 ml water

Field (Number, location, etc.)	**Crop**	**Beginning of Crop Harvest** (Time & Date)	**Last Water Application** (Date & Time)	**Time Interval between harvest and last Water application**	**Harvest Supervisor Initials**

***Please attach documentation to support calculations.**

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

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Qualified Exemption Review

PSR Required (if Applicable) **FSMA PSR Reference § 112.7** **Frequency: Annual**

Farms claiming a qualified exemption from the Produce Safety Rule (PSR) must complete and document an annual review of farm sales to ensure they meet the criteria for a qualified exemption. The documentation of the annual review must be kept for two years. Records (such as receipts or other sales tracking records) for the three years prior to the applicable calendar year to support a qualified exemption must be kept.

Farm Name & Address: *Low Creek Produce 2376 N. Range Rd. Cascade, MT 59421* **Date of Review:** Jan 1, 2022

STEP 1: Review **total food sales** for the previous three years. The term "food" means articles used for food or drink for humans or other animals including produce, grain, hay, dairy products, meat, eggs, value added, etc.

Year 1 (Sales Year: *2019*) $ *30,000 Total Food Sales*

Year 2 (Sales Year: *2020*) $ *55,000 Total Food Sales*

Year 3 (Sales Year: *2021*) $ *42,000 Total Food Sales*

Previous 3-Year Average Total Food Sales: $ *42,333.33* (Part A)

**Total Food Sales Threshold Adjusted for Inflation: $ 584,908 (Part B) – $584,908 is the 3-year average for 2019-2021
** see information at the bottom of the page

Are the farms 3-year average food sales $42,333.33 (Part A) less than the Food Sales Threshold Adjusted for Inflation $584,908 (Part B)? If yes, continue to STEP 2. If no, your farm does not meet the criteria for a qualified exemption.

STEP 2: Review **total food sales** that were sold to qualified end-users (QEU). QEU are consumers of the food (sales directly to customers at a farmers' market, U-Pick, roadside stand, on-farm store, CSA, other direct customer sales, or sales of food sold to a food retail establishment (grocery store) or restaurant that is in the same state as the farm or within 275 miles of the farm).

	Sales to QEU	**Sales to non-QEU**
Year 1 (Sales Year: *2019*)	$ *30,000*	$ 0
Year 2 (Sales Year: *2020*)	$ *40,000*	$ *15,000*
Year 3 (Sales Year: *2021*)	$ *42,000*	$ 0
3-Year Average:	$ *37,333* (Part C)	$ *5,000* (Part D)

Comment: *food sales from farmers market in 2019 & 2021. $15,000 of grain sold to a broker at a grain elevator in 2020.*

Is the 3-year average of sales to QEU $37,333 (Part C) greater than the 3-year average of sales to non-QEU $5,000 (Part D)? If you answered yes in STEP 1 and STEP 2, your farm meets the requirements for a qualified exemption.

****Adjustments for inflation:** Total Food Sales Threshold Adjusted for Inflation is an average of the previous 3-year's inflation thresholds listed by FDA. Visit FDA's website at https://www.fda.gov/food/food-safety-modernization-act-fsma/fsma-inflation-adjusted-cut-offs to view the table of these values. You may also contact the Montana Department of Agriculture Produce Safety Program at 406.444.0131 for assistance in determining the correct value.

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *Jan 1, 2022*

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Qualified Exemption Review

Required (if Applicable) **FSMA PSR Reference § 112.7** **Frequency: Annual**

Farms claiming a qualified exemption from the Produce Safety Rule (PSR) must complete and document an annual review of farm sales to ensure they meet the criteria for a qualified exemption. The documentation of the annual review must be kept for two years. Records (such as receipts or other sales tracking records) for the three years prior to the applicable calendar year to support a qualified exemption must be kept.

Farm Name & Address: **Date of Review:**

STEP 1: Review **total food sales** for previous three years. The term "food" means articles used for food or drink for humans or other animals including produce, grain, hay, dairy products, meat, eggs, value added, etc.

Year 1 (Sales Year: _____) $ _____

Year 2 (Sales Year: _____) $ _____

Year 3 (Sales Year: _____) $ _____

Previous 3-Year Average Total Food Sales: $ _____(Part A)

Total Food Sales Threshold Adjusted for inflation: $ _____(Part B) – *see information at the bottom of the page*

Are the farms 3-year average food sales_____(Part A) less than the Food Sales Threshold Adjusted for Inflation_____(Part B)? If yes, continue to STEP 2. If no, your farm does not meet the criteria for a qualified exemption.

STEP 2: Review **total food sales** that were sold to qualified end-users (QEU). QEU are consumers of the food (sales directly to customers at a farmers' market, U-Pick, roadside stand, on-farm store, CSA, other direct customer sales, or sales of food sold to a food retail establishment (grocery store) or restaurant in Montana or within 275 miles of the farm).

	Sales to QEU	**Sales to non-QEU**
Year 1 (Sales Year: _____)	$ _____	$ _____
Year 2 (Sales Year: _____)	$ _____	$ _____
Year 3 (Sales Year: _____)	$ _____	$ _____
3-Year Average:	$ _____(Part C)	$ _____(Part D)

Comment:_____

Is the 3-year average of sales to QEU_____(Part C) greater than the 3-year average of sales to non-QEU _____(Part D)? If you answered yes in STEP 1 and STEP 2, your farm meets the requirements for a qualified exemption.

****Adjustments for inflation:** Total Food Sales Threshold Adjusted for Inflation is an average of the previous 3-year's inflation thresholds listed by FDA. Visit FDA's website at **https://www.fda.gov/food/food-safety-modernization-act-fsma/fsma-inflation-adjusted-cut-offs** to view the table of these values. You may also contact the Montana Department of Agriculture Produce Safety Program at 406.444.0131 for assistance in determining the correct value.

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

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Farm Disclosure Statement

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable) **FSMA PSR Reference § 112.2** **Frequency:** With each applicable shipment

For Produce Sold to Commercial Processors

DISCLOSURE TO ACCOMPANY THE PRODUCE SHIPMENT

Dear Big Squeeze Winery,
(*Customer name*)

The produce you purchased (listed below) from Mo's Vineyard (*farm name*) on 8/25/2022 (*date*) was grown, harvested, or packed in conditions that may or may not comply with all the provisions of the Food Safety Modernization Act Produce Safety Rule. **This produce has not been processed to adequately reduce the presence of microorganisms of public health significance.** To protect public health and gain compliance with the rule, this produce must be processed adequately to reduce the presence of microorganisms of public health significance prior to entering commerce.

Lot # 101 Description Norton Grapes Quantity 1 ton

Sincerely,

Sue Black – Vineyard Owner
(*Authorized Farm Representative Name & Title*)

Please attach additional pages if more lots or descriptions are needed.

In accordance with 21 CFR §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must disclose in documents accompanying the produce, in accordance with the practice of the trade, that the food is **"not processed to adequately reduce the presence of microorganisms of public health significance".** This disclosure statement must be provided by the seller to the buyer and must be provided in documents accompanying the produce. Examples of such documents accompanying the produce may include labels, bills of lading, shipping documents, or other documents that will notify appropriate personnel. *(Please note that the farm [seller] must keep a record of all disclosures made. An appropriate record may include a ledger of all shipments with an example disclosure document or copies of the original shipping document containing the disclosure statement).*

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Farm Disclosure Statement

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable) **FSMA PSR Reference § 112.2** **Frequency:** With each applicable shipment

For Produce Sold to Commercial Processors

DISCLOSURE TO ACCOMPANY THE PRODUCE SHIPMENT

Dear _____,
(*Customer name*)

The produce you purchased (listed below) from _____ (*farm name*) on _____ (*date*) was grown, harvested, or packed in conditions that may or may not comply with all the provisions of the Food Safety Modernization Act Produce Safety Rule. **This produce has not been processed to adequately reduce the presence of microorganisms of public health significance.** To protect public health and gain compliance with the rule, this produce must be processed adequately to reduce the presence of microorganisms of public health significance prior to entering commerce.

Lot # _____ Description _____ Quantity _____ Lot # _____

Sincerely,

_____
(*Authorized Farm Representative Name & Title*)

Please attach additional pages if more lots or descriptions are needed.

In accordance with 21 CFR §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must disclose in documents accompanying the produce, in accordance with the practice of the trade, that the food is **"not processed to adequately reduce the presence of microorganisms of public health significance".** This disclosure statement must be provided by the seller to the buyer and must be provided in documents accompanying the produce.

Examples of such documents accompanying the produce may include labels, bills of lading, shipping documents, or other documents that will notify appropriate personnel. *(Please note that the farm [seller] must keep a record of all disclosures made. An appropriate record may include a ledger of all shipments with an example disclosure document or copies of the original shipping document containing the disclosure statement).*

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Buyer Written Assurance Statement

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable) **FSMA PSR Reference § 112.2** **Frequency: Annual**

For Produce that is Commonly Consumed Raw

PROCESSING ASSURANCE STATEMENT

Dear Sue Black,
(*Grower name*)

I certify that all produce intended for commercial processing purchased from Mo's Vineyard (*farm name*) will be processed and/or handled in accordance with the requirements outlined in 21 Code of Federal Regulations 112.2 (b).

I certify that Show-Me Winery (*buyer business name*) has established and is following procedures (listed below) that adequately reduce the presence of microorganisms of public health significance; or that the aforementioned produce will be sold to a subsequent entity in the distribution chain that has agreed in writing to process the produce to adequately reduce the presence of microorganisms of public health significance. Disclosures and annual written assurances that are required when selling the aforementioned produce to a subsequent entity in the distribution chain will be provided and obtained.

Procedure used to process produce: fermentation

Sincerely,

Mike Douglas – Head Vintner
(Authorized Representative Name & Title)

Mike Douglas 8/26/2022
(Authorized Representative Signature & Date)

In accordance with 21 Code of Federal Regulations §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must annually obtain a written assurance from the buyer that the produce was processed to adequately reduce the presences of microorganisms of public health significance or that the produce was sold to another entity in the distribution chain that certifies to adequately process the produce to adequately reduce the presence of microorganisms of public health significance. The written assurance must meet the requirements as specified in 21 Code of Federal Regulations §112.2 *(Please note that the farm must keep a record of all written assurances).*

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Buyer Written Assurance Statement

(Produce Safety Rule Commercial Processing Exemption Documentation)

PSR Required (if Applicable) **FSMA PSR Reference § 112.2** **Frequency: Annual**

For Produce that is Commonly Consumed Raw

PROCESSING ASSURANCE STATEMENT

Dear _____,
(*Grower name*)

I certify that all produce intended for commercial processing purchased from _____ (*farm name*) will be processed and/or handled in accordance with the requirements outlined in 21 Code of Federal Regulations 112.2 (b).

I certify that _____ (*buyer business name*) has established and is following procedures (listed below) that adequately reduce the presence of microorganisms of public health significance; or that the aforementioned produce will be sold to a subsequent entity in the distribution chain that has agreed in writing to process the produce to adequately reduce the presence of microorganisms of public health significance. Disclosures and annual written assurances that are required when selling the aforementioned produce to a subsequent entity in the distribution chain will be provided and obtained.

Procedure used to process produce: _____

Sincerely,

_____
(Authorized Representative Name & Title)

_____
(Authorized Representative Signature & Date)

In accordance with 21 Code of Federal Regulations §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must annually obtain a written assurance from the buyer that the produce was processed to adequately reduce the presences of microorganisms of public health significance or that the produce was sold to another entity in the distribution chain that certifies to adequately process the produce to adequately reduce the presence of microorganisms of public health significance. The written assurance must meet the requirements as specified in 21 Code of Federal Regulations §112.2 *(Please note that the farm must keep a record of all written assurances).*

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Compost Treatment Log

PSR Required (if applicable) **FSMA PSR Reference § 112.60** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires farms covered by the rule which produce treated biological soil amendments of animal origin document that process controls were met (for example, time, temperature, and turnings). Farms using treated soil amendments received from a third party must keep documentation that the amendment achieved required process controls.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Year:** *2022*

Compost Method: *Aerated compost* Compost Row Number/Area: *Row 1*

Compost Pile Start Date: *3/15/2022* Compost Pile Finish Date: *8/30/2022*

Section §112.54 (b) of the PSR provides an example of proper compost production that satisfies the microbial standards in section §112.55 (b). Static composting outlined in the rule requires a minimum temperature of 131ºF to be maintained for 3 days. Turned composting outlined in the rule requires a minimum temperature of 131ºF for 15 days, during which the materials must be turned 5 times (FSMA Produce Safety Rule).

Date Turned	Test Area 1 (Temp. + Time)	Test Area 2 (Temp. + Time)	Test Area 3 (Temp. + Time)	Test Area 4 (Temp. + Time)	Initials
8-18-2022	*132 F/ 10:00 AM*	*141 F/10:01 AM*	*140 F/ 10:03 AM*	*137 F/ 10:04 AM*	*JSW*
8-20-2022	*134 F/ 6:20 PM*	*139 F/6:21 PM*	*138 F/ 6:22 PM*	*137 F/ 6:23 PM*	*JSW*
8-23-2022	*134 F/ 5:27 PM*	*130 F/5:28 PM*	*138 F/ 5:29 PM*	*137 F/ 6:30 PM*	*JSW*
8-25-2022	*135 F/ 3:15 PM*	*131 F/3:16 PM*	*138 F/ 3:17 PM*	*137 F/ 3:18 PM*	*JSW*
8-28-2022	*136 F/ 6:10 PM*	*130 F/6:11 PM*	*138 F/ 6:12 PM*	*137 F/ 6:13 PM*	*JSW*

Reviewed by: *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *8/30/2022*

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Compost Treatment Log

PSR Required (if applicable) **FSMA PSR Reference § 112.60** **Frequency: As needed**

The Produce Safety Rule (PSR) requires farms covered by the rule which produce treated biological soil amendments of animal origin document that process controls were met (for example, time, temperature, and turnings). Farms using treated soil amendments received from a third party must keep documentation that the amendment achieved required process controls.

Farm Name & Address: **Year:**

Compost Method: _____ Compost Row Number/Area: _____

Section §112.54 (b) of the PSR provides an example of proper compost production that satisfies the microbial standards in section §112.55 (b). Static composting outlined in the rule requires a minimum temperature of 131ºF to be maintained for 3 days. Turned composting outlined in the rule requires a minimum temperature of 131ºF for 15 days, during which the materials must be turned 5 times (FSMA Produce Safety Rule).

Date Turned	Test Area 1 (Temp. + Time)	Test Area 2 (Temp. + Time)	Test Area 3 (Temp. + Time)	Test Area 4 (Temp. + Time)	Initials

Reviewed by	Title:	Date:

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Illness and Injury Log

PSR Optional Record **FSMA PSR Reference § 112.31** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that covered farms take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition (such as communicable illnesses that present a public health risk in the context of normal work duties, infection, open lesion, vomiting, or diarrhea).

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Year:** 2022

See the farm policy for information on addressing employee injuries and illness.

Date	**Name of Employee**	**Illness/Injury Reported**	**Action Taken** (Medical Treatment, Tools/product affected and corrective action)	**Did employee return to work?** (Y/N)	**Supervisor Initials**
7/20/22	*Mark Jones*	*Cut leg while harvesting lettuce.*	*Cleaned wound, applied antiseptic, applied a bandage, and wrapped leg. Knife affected was cleaned and sanitized.*	*Y*	*JSW*
8/2/22	*Rachel Parker*	*Vomited.*	*Sent home to recover.*	*N*	*JSW*
9/30/22	*Pam Wright*	*Cut finger while opening box.*	*Cleaned wound, applied antiseptic, applied bandage. Box knife cleaned and sanitized. Box properly disposed.*	*Y*	*JSW*

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *11/30/2022*

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Illness and Injury Log

PSR Optional Record **FSMA PSR Reference § 112.31** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that covered farms take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition (such as communicable illnesses that present a public health risk in the context of normal work duties, infection, open lesion, vomiting, or diarrhea).

Farm Name & Address: **Year:**

See the farm policy for information on addressing employee injuries and illness.

Date	Name of Employee	Illness/Injury Reported	Action Taken (Medical Treatment) (Tools/product affected and corrective action)	Did employee return to work? (Y/N)	Supervisor Initials

Reviewed by	Title:	Date:

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Restroom Monitoring & Cleaning Log

PSR Optional Record **FSMA PSR Reference § 112.129** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule have toilet facilities designed to prevent contamination of produce, be accessible for servicing, and be serviced and cleaned at a frequency to ensure suitability of use. Toilet facilities must be supplied with toilet paper, must provide sanitary disposal of waste and toilet paper, and be located near an adequate handwashing station. Although not required by the Produce Safety Rule, farms should keep a record of when monitoring and cleaning of toilet facilities occurs.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *April 2022*

Date	Restroom # or Location	Checked	Cleaned	Serviced	Actions Completed (e.g., special maintenance required, supplies filled, etc.)	Initials
4/2/22	*Packing Shed*	*X*	*X*		*Cleaned the inside and emptied trash*	*JSW*
4/5/22	*Packing Shed*	*X*	*X*		*Cleaned the inside and emptied trash*	*JSW*
4/7/22	*Portable Toilet 1*	*X*	*X*		*Cleaned the inside and emptied trash, refilled handwashing tank*	*JSW*
4/13/22	*Packing Shed*	*X*			*Sink was leaking, maintenance request put in for 4/11/2019*	*JSW*
4/14/22	*Packing Shed*			*X*	*Plumber fixed leaking sink*	*JSW*
4/18/22	*Portable Toilet 1*			*X*	*Tank pumped by Tom Miller of Portable Toilets 'R Us*	*JSW*
4/25/22	*Portable Toilet 1*	*X*	*X*		*Cleaned the inside and emptied trash, refilled handwashing tank*	*JSW*

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *4/29/2022*

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Restroom Monitoring & Cleaning Log

PSR Optional Record **FSMA PSR Reference § 112.129** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule have toilet facilities designed to prevent contamination of produce, be accessible for servicing, and be serviced and cleaned at a frequency to ensure suitability of use. Toilet facilities must be supplied with toilet paper, must provide sanitary disposal of waste and toilet paper, and be located near an adequate handwashing station. Although not required by the Produce Safety Rule, farms should keep a record of when monitoring and cleaning of toilet facilities occurs.

Farm Name & Address: **Month and Year:**

Date	Restroom # or Location	Checked	Cleaned	Serviced	Actions Completed (e.g., special maintenance required, supplies filled, etc.)	Initials

Reviewed by	Title:	Date:

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Rodent & Pest Monitoring Log

PSR Optional Record **FSMA PSR Reference § 112.128** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule take measures reasonably necessary to protect covered produce, food contact surfaces, and food-packing materials from contamination by pests in buildings, including routine monitoring for pests as necessary.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *September 2022*

Date	Company used* or self	Type of Pest	Type of Control**	Location	Action Taken	Initials
9-2-22	*Self*	*Mice*	*Spring Trap*	*Storage area, packinghouse*	*Traps checked. One trap in storage area full, disposed of in dumpster.*	*JSW*
9-9-22	*Self*	*Mice*	*Spring Trap*	*Storage area, packinghouse*	*Traps checked. No mice found.*	*JSW*
9-9-22	*Self*	*Mice*	*Poison*	*Outside storage area only*	*Poison refilled.*	*JSW*
9-16-22	*Self*	*Mice*	*Spring Trap*	*Storage area, packinghouse*	*Traps checked. No mice found.*	*JSW*
9-23-22	*Self*	*Mice*	*Spring Trap*	*Storage area, packinghouse*	*Traps checked. One trap in storage area full, disposed of in dumpster.*	*JSW*
9-30-22	*Self*	*Mice*	*Poison*	*Outside storage area only*	*Poison refilled.*	*JSW*
9-30-22	*Self*	*Mice*	*Spring Trap*	*Storage area, packinghouse*	*Traps checked. One trap in storage area full, disposed of in dumpster.*	*JSW*

***If using a company for service, please attach report or receipt of service for all visits.**

****List type of control methods used (e.g., exclusion, traps, poison, repellents, etc.)**

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *9/30/2022*

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Rodent & Pest Monitoring Log

PSR Optional Record **FSMA PSR Reference § 112.128** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule take measures reasonably necessary to protect covered produce, food contact surfaces, and food-packing materials from contamination by pests in buildings, including routine monitoring for pests as necessary.

Farm Name & Address: **Month and Year:**

Date	Company used* or self	Type of Pest	Type of Control**	Location	Action Taken	Initials

***If using a company for service, please attach report or receipt of service for all visits.**

****List type of control methods used (e.g., exclusion, traps, poison, repellents, etc.)**

Reviewed by	Title:	Date:

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Soil Amendment Application Log

PSR Optional Record **FSMA PSR Reference Subpart F** **Frequency: As necessary**

The Produce Safety Rule (PSR) allows farmers to use biological soil amendments of animal origin (BSAAO) for growing produce. Examples of BSAAO's include treated compost, raw or aged manure, fish emulsion products, bone meal, etc. Section §112.56 of the PSR outlines certain interval and application requirements to reduce the risk of produce contamination.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Year:** *2022*

This form should be used to record soil amendments applied to fields on your farm.

Date	Crop	Location	Quantity Applied	Application Method	Amendment Type	Planting Date	Harvest Date	Initials
3/24/22	*Tomatoes*	*Rows 1-4*	*1.5 tons/acre*	*Composted manure*	*Broadcast*	*5/15/22*	*7/1/22*	*JSW*
3/24/22	*Cucumbers*	*Rows 1-2*	*1 tons/acre*	*Composted manure*	*Broadcast*	*5/16/22*	*6/28/22*	*JSW*
3/24/22	*Tomatoes*	*Rows 1-4*	*1.5 tons/acre*	*Aged Manure*	*Broadcast*	*5/15/22*	*7/1/22*	*JSW*
3/24/22	*Cucumbers*	*Rows 1-2*	*1 tons/acre*	*Pelletized Manure (Treated)*	*Broadcast*	*5/16/22*	*6/28/22*	*JSW*

Reviewed by *Johnny S Wright*	**Title:** Owner/Supervisor	**Date:** 9/29/22

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Soil Amendment Application Log

PSR Optional Record **FSMA PSR Reference Subpart F** **Frequency: As necessary**

The Produce Safety Rule (PSR) allows farmers to use biological soil amendments of animal origin (BSAAO) for growing produce. Examples of BSAAO's include treated compost, raw or aged manure, fish emulsion products, bone meal, etc. Section §112.56 of the PSR outlines certain interval and application requirements to reduce the risk of produce contamination.

Farm Name & Address: **Year:**

This form should be used to record soil amendments applied to fields on your farm.

Date	Crop	Location	Quantity Applied	Application Method	Amendment Type	Planting Date	Harvest Date	Initials

Reviewed by	Title:	Date:

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Visitor Log

PSR Optional Record | **FSMA PSR Reference § 112.33** | **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that covered farms make visitors aware of farm policies and procedures to protect covered produce and food contact surfaces from contamination. Farms covered by the rule must take steps reasonably necessary to ensure that visitors comply with farm policies.

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *July/Aug 2022*

See the farm policy for information on food safety procedures for visitors.

Date	Enter Time	Exit Time	Name & Organization	Purpose of Visit	Visitor Policy (Y/N)?	Host (initials)
7/15/22	*8:30 am*	*9:45 am*	*Melissa Johnson, Produce Buyers of SW MO*	*Looking for new tomato supplier*	*Y*	*JSW*
8/1/22	*11:00 am*	*11:30 am*	*Nick Smith, El Jimador*	*Picking up weekly tomato supply*	*Y*	*JSW*
8/2/22	*2:00 pm*	*3:00 pm*	*Rachel Smith, neighbor*	*Picking cull tomatoes*	*Y*	*JSW*
8/8/22	*11:00 am*	*11:30 am*	*Nick Smith, El Jimador*	*Picking up weekly tomato supply*	*Y*	*JSW*
8/15/22	*11:00 am*	*11:30 am*	*Nick Smith, El Jimador*	*Picking up weekly tomato supply*	*Y*	*JSW*
8/17/22	*2:00 pm*	*3:00 pm*	*Rachel Smith, neighbor*	*Picking cull tomatoes*	*Y*	*JSW*
8/20/22	*9:30 am*	*10:00 am*	*Bob Rogers, seed dealer*	*Discuss next year seed supply needs*	*Y*	*JSW*

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *8/30/2022*

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Visitor Log

PSR Optional Record **FSMA PSR Reference § 112.33** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that covered farms make visitors aware of farm policies and procedures to protect covered produce and food contact surfaces from contamination. Farms covered by the rule must take steps reasonably necessary to ensure that visitors comply with farm policies.

Farm Name & Address: **Month and Year:**

See the farm policy for information on food safety procedures for visitors.

Date	Enter Time	Exit Time	Name & Organization	Purpose of Visit	Visitor Policy (Y/N)?	Host (initials)

Reviewed by	Title:	Date:

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Wildlife & Domestic Animal Monitoring Log

PSR Optional Record **FSMA PSR Reference § 112.81** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule assess areas where covered activities (such as packing, harvesting, and holding) occur for evidence of potential contamination of covered produce (from working animals, wildlife, and domesticated animals).

Farm Name & Address: *High Hill Produce 1845 S. Ridge Rd. Red Lodge, MT 59068* **Month and Year:** *June/July 2022*

Date	Field or Location	Activity or Intrusion Observed?	Corrective Action Taken	Date of Corrective Action	Initials
6/2/22	*West Field (Field #2 planted to tomatoes)*	*Y, a few deer tracks through field.*	*None. Determined the tracks were few, no fecal material present, and tracks crossed over road to corn field. Will monitor weekly.*	*6/2/22*	*JSW*
6/9/22	*West Field (Field #2 planted to tomatoes)*	*N*			*JSW*
6/17/22	*West Field (Field #2 planted to tomatoes)*	*Y, some leaves nibbled*	*Marked plants and created 3 ft buffer zone around*	*6/17/22*	*JSW*
7/1/22	*West Field (Field #2 planted to tomatoes)*	*Y, dog manure*	*Removed manure. Marked plants and created 3 ft buffer zone around*	*7/1/22*	*JSW*

Reviewed by *Johnny S Wright*	**Title:** *Owner/Supervisor*	**Date:** *July 1, 2022*

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Wildlife & Domestic Animal Monitoring Log

PSR Optional Record **FSMA PSR Reference § 112.81** **Frequency: As necessary**

The Produce Safety Rule (PSR) requires that farms covered by the rule assess areas where covered activities (such as packing, harvesting, and holding) occur for evidence of potential contamination of covered produce (from working animals, wildlife, and domesticated animals).

Farm Name & Address: **Month and Year:**

Date	Field or Location	Activity or intrusion Observed?	Corrective Action Taken	Date of Corrective Action	Initials

Reviewed by	Title:	Date:

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Worker Training Checklist

The Produce Safety Rule (PSR) requires that employees (including part-time, seasonal, volunteers, & supervisors) who handle (or supervise others who handle) covered produce or food-contact surfaces must be adequately trained as needed, but at least once annually. Training must also be given in a manner that the worker understands. At least one supervisor or responsible party on the farm must complete the standardized Produce Safety Grower training course. It is important to recognize that farms vary greatly in their operation and training topics must cover food safety as it relates to the farm's specific operations. **Farms must develop a training that is specific and applicable to their operation, which includes the required training topics outlined in the PSR. This table is an aid to help farmers identify key training requirements and should NOT be used as a comprehensive training topic list**.

Applicability	Topic	Description	Completed? (Check box)
Required for ALL Workers (Required for all workers who handle covered produce including those who	**Principles of Food Safety & Food Hygiene**		
	Microbial Contamination	Workers must be trained to identify sources and routes that could lead to produce or food contact surfaces becoming contaminated.	
	Cleaning & Sanitizing	Workers must be trained on the difference between cleaning & sanitizing and know the steps to properly conduct these activities.	
	Working Animals & Wildlife	Workers must be trained on the potential risks of microbial contamination caused by wildlife or by working animals.	
	Additional Farm Specific:	Description:	
	Personal Health & Hygiene		
	Recognizing Health Conditions / Sick Policy	Workers must be able to recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must be trained on who to report to in cases of injury or illness.	
	Injury Policy	Workers must know how to properly handle incidents when bodily fluids are present and could potentially contaminate covered produce. Employees should be trained on where to receive or access first aid.	
	Handwashing	Workers must know when and how to properly wash hands. §112.32 of the Produce Safety Rule outlines when handwashing is required.	
	Restroom	Workers need to be made aware of restroom locations and proper restroom hygiene protocols to reduce the potential for cross-contamination.	
	Additional Farm Specific:	Description:	
	Produce Safety Rule Standards		
	Applicable Standards found in the PSR	Workers must understand the standards found in Subparts C (Worker Training) through Subpart O (Records) of the PSR which apply to their job tasks. For example, workers who clean and sanitize the pack line will need to be trained on the requirements of the rule which apply to this activity (i.e., Subpart L – Equipment, tools, buildings, and sanitation). Workers need to understand the terms "covered produce" and "covered activities".	
	Additional Farm Specific:	Description:	
Required for Harvest Workers	**Employees Engaged in Harvest Activities of Covered Produce**		
	Proper & Safe Harvest	Workers who conduct harvest activities must be trained to recognize produce that must not be harvested, including produce that has been or is likely to be contaminated. §112.114 of the PSR defines dropped covered produce.	
	Inspecting Harvest Containers and Equipment	Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are functioning properly, clean, and maintained to not become a source of contamination of covered produce.	
	Correcting Harvest Containers & Equipment	Workers who conduct harvest activities must know how to correct problems with harvest containers or equipment or know to report such problems to the supervisor, as appropriate to the person's job responsibilities.	

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Montana Department of Agriculture | Produce Safety Program