

UTAH DEPARTMENT OF AGRICULTURE AND FOOD

PRODUCE SAFETY PROGRAM

Required Records – Most farms will be required to maintain these records. The forms provided may be used to satisfy the record keeping requirements.	
Water System Inspection Record	§112.50: You must keep records of the findings of the agricultural water system inspection at least annually.
Worker Training Record	§112.30: You must keep records for every training including the date, topics covered, and persons trained.
Cleaning and Sanitizing Record	§112.40: You must keep documentation of the date and method of cleaning and sanitizing equipment used for harvesting, packing, or holding covered produce.
Harvest Tool and Container Cleaning Log	§112.40: You must keep documentation of the date and method of cleaning and sanitizing equipment used for harvesting, packing, or holding covered produce.

Required Records If Applicable – If your farm is using certain practices, you are required to keep these records. The forms provided may be used to satisfy the record keeping requirements.	
Water Treatment Monitoring Record	Farms that treat water for use with covered produce must keep records for the results of water treatment monitoring (§112.50).
Agricultural Water Die-Off Corrective Measures Record	If a water die-off time interval is used, you must document the time intervals or calculated log reduction applied and documents must include how the interval was determined, dates of last irrigation and harvest, and the dates of harvest and end of storage (§112.50).
Compost Treatment Record	If compost is treated at your farm, you must keep records for the process used to treat BSAAO such as time, temperature, and turnings (§112.60).
Packinghouse and Washing Line Cleaning Log	If covered produce is packed in a packing house or washed on a washing line, you must keep documentation of the date and method of cleaning and sanitizing equipment used for harvesting, packing, or holding covered produce (§112.40).
Wash Water Sanitizer Log	If sanitizer is used in wash water for covered produce, you must document the results of water treatment monitoring (§112.50).
Contract Personnel Training Log	If you use contract personnel on your farm, you must keep records of training including the date, topics covered, and persons trained (§112.30).

Helpful Records – These records are not required by the Produce Safety Rule. These logs and forms can be used to demonstrate that your farm is in compliance with the various requirements of the rule. They may also be used for other regulatory audits or voluntary audits.	
Water Source Testing Log	Keeping these records may be used to support that your farm is in compliance with §112.44 and §112.46 for required testing and can be used as a reference for scheduling future sampling.
Field Sanitation Unit and Wash Station Service Log	This record form can be used to demonstrate that your farm is in compliance with requirements for toilet and hand washing facilities (§112.129-130).

Helpful Records Continued

Restroom Cleaning Log	This record form can be used to demonstrate that your farm is in compliance with requirements for toilet and hand washing facilities (§112.129-130).
Delivery Vehicle Inspection and Cleaning Log	These records can be used to show that your farm is compliant with the requirements for the transport of covered produce (§112.125).
Storage Cooler Cleaning Log	Keeping this record can help show that your farm is in compliance with the requirements for buildings and equipment (§112.123).
Farm Harvest Container/Equipment Inspection Log	§112.123 requires farmers with covered produce to inspect and maintain food contact surfaces of equipment and tools to prevent contamination of the covered produce. Using this log can help show that you are in compliance with these requirements.
Equipment/Vehicle Maintenance Log	§112.123 and §112.125 require using equipment in a manner that minimizes the potential for contamination. This log may be useful to assure that your farm is in compliance with the rule.
Pesticide Application Record	The Produce Safety Rule does not require farmers to record the use of pesticides. This form may be used to satisfy requirements for other laws and regulations.
Manure Application Log	This log can be used to show that the time interval between manure application and harvest meets the timing requirements in §112.56.
Visitor Log	The Produce Safety Rule requires that all visitors are trained on the importance of health and hygiene in §112.22. §112.33 requires visitors to be aware of farm policies. This log can be used to show that your farm is in compliance with the rule.
Pre-Harvest Assessment Log	Filling out this log can be a helpful reminder for practices that reduce the possibility of contaminating covered produce.
Cooler Temperature Log	The Produce Safety Rule does not require this log. The rule does require equipment to be maintained and monitored to prevent safety risks. This log may also be used for other requirements for other food safety programs.
Thermometer Calibration	Keeping this log can help demonstrate that your farm is in compliance with the requirements for maintaining instruments and ensuring the accuracy of the instruments (§112.124).
First Aid Kit Log	The Produce Safety Rule does not require farms to keep this log, however, the log is useful as a reminder to make sure the kit is stocked. This log may be used for other food safety programs.
Injury/Illness Report	This report is not required by the rule. The log can be useful for documenting potential sources of contamination and can be used for insurance or other food safety purposes.
Harvest/Traceability Log	This log can be useful for documenting what, where, and when covered produce was grown. This log can be used to record essential information in the event of a recall or a complaint is filed.
Product Disposal Form	This form can be useful to document product loss and can help compare expected yields and actual yields.
Pest/Rodent Control Log	The Produce Safety Rule requires farmers to ensure that pests or rodents do not contaminate covered produce. This log can be useful in determining pest management strategies and threshold counts.

Helpful Records Continued

Fence Perimeter and Field Inspection Log	This log can be helpful for recording field inspections and documenting corrective actions.
Animal Activity Log	This log can be useful for assessing the areas of covered activity for potential contamination from animals and evaluating whether covered produce can be harvested.
Annual Farm Risk Assessment	This form can be useful for developing a produce safety plan and can help determine where risks for contamination are greater.
Soil Amendment Risk Assessment	This form can be used to evaluate the risks of contamination from soil amendments.
Annual Water Inspection Risk Assessment	This form can be used to document inspections of water sources and can help with the evaluation of contamination risk from water sources and systems.
Produce Washing Risk Assessment	This form can be used to document water quality for wash water and can be used to determine if there is potential for produce contamination from wash water.
Animal Risk Assessment	This form can be used to determine possible risks of contamination of covered produce from wildlife and domestic animals.

Required Records Not Recorded On Forms Or Logs – These records are required by the Produce Safety Rule but are not recorded on forms or logs. These records will consist of other documentation such as receipts, lab test results, scientific data, etc.

Exemption Records	If your farm is eligible for a qualified exemption, you must keep records to demonstrate that your farm meets the criteria for a qualified exemption and keep a written record of an annual review of the farm's status (§112.7).
Analytical Water Tests	You must keep documentation of the results of all analytical water tests (§112.50).
Microbial Die-Off	If you use a microbial die-off or removal rate, you must have data or information to support a microbial die-off or removal rates (§112.50).
Public Water Test Results	If you are using water from a public supply source, you must keep annual documentation from public water systems showing compliance with the PSR (§112.50).
Alternative Methods	If you are using any alternative method to satisfy the requirements of the Produce Safety Rule, you must keep documentation to support alternatives used to satisfy the requirements for agricultural water (§112.50).
Water Treatment Methods	If you are treating water used in covered activities, you must have data or documentation demonstrating that your treatment methods satisfy the agricultural water requirements.
Third Party Soil Amendments	If your farm uses compost treated by a third party, documentation of the process and handling of the soil amendment is required (§112.60).