Food Safety Plan Template

Checklist of SOPs & Records Mentioned in Plan

This is a list of all the SOPs and records mentioned throughout the food safety plan template. Depending on your farm’s circumstances you may have to fill out some or all of these. You may have additional SOPs and/or records beyond what is listed here if you add them to the plan. There are blank spaces left in the sections for you to add additional details.

**Standard Operating Procedures (SOPs)**

* Harvest and packing
* Reusable plastic crates washing

**Records**

* Water test results\*
* Annual inspection of water system\*
* If municipal water is used, at least annual water test results from municipality\*
* Soil amendment application record
* If on-farm compost is made: time, temperature, and turning records for each batch\*
* If amendments that include animal products are bought, record from the supplier that shows a scientifically validated process was followed\*
* If amendments that include animal products are bought, supplier provides documentation that the amendment has been handled and stored in a way to reduce contamination\*
* If applicable: monthly pesticide use report
* Soil testing results, if applicable
* Water and soil tests after flooding
* Pre-harvest assessment
* Employee Training\*
* Certificate of one person attending the Produce Safety Alliance course\*
* Rare occurrence log
* 3rd Party Toilet Cleaning Contract, if applicable
* 3rd Party toilet cleaning log, if applicable
* Toilet Cleaning log (if not done by a 3rd party)
* Cleaning and sanitizing equipment used in harvesting, packing, and holding produce\*
* If microbial die-off is used, record of last irrigation and harvest date\*
* Harvest record
* Postharvest water treatment monitoring (e.g. chlorine in tank)\*

\*FSMA Required Records