**Soil Amendments: Worker Training**

Standard Operating Procedure

(Corresponds with slide 21 in PSA Grower Manual, Soil Amendments Module)

**Purpose:**

**Process:**

 **1.**

 **2.**

 **3.**

 **4.**

 **5.**

**Corrective Actions:**

 **1.**

 **2.**

 **3.**

 **4.**

**Documentation and Record Keeping\*:**

1. The date(s) of soil amendments handling training, the topics covered, and the names of workers who were trained will be recorded in the Worker Training records log.
2. Training records will be **reviewed**, **dated**, and **signed** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Person; must be a supervisor or responsible party) within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reasonable time frame) after the training is conducted. \*\*\*\*\***IMPORTANT**: if using the same log/records for tracking all employee training topics, not just soil amendment handling training, **this step would be required** under FSMA PSR\*\*\*\*\*
3. Worker training records are to be kept on file in \_\_\_\_\_\_\_\_\_\_\_\_\_ (location) for a minimum of 2 years.

Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*These are best practices, not required under FSMA