**Worker Training Record *Template***

**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.

 4.

 5.

 6.

 7.

 8.

 9.

 10.

 11.

 12.

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

**FSMA PSR reference § 112.30(b) Confidential Record**

Modified from On-Farm Decision Tree Project: Worker Health, Hygiene, and Training—v14 07/16/14E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 www.gaps.cornell.edu

**Date:**

**Compost Treatment Record *Template***

**Name and address of farm:**

*Windrow 9-15-2016 2*

**Type of compost method: Date piled:Date finished:Row number:**

*Poultry litter, kitchen scraps, dried leaves, straw*

**List all ingredients added to compost:**

**Use this record for on farm composting. Record the date piled, turning dates, and the temperatures maintained. Use one sheet for each pile or row.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Turned** | **Temp/Time Test Area 1** | **Temp/Time Test Area 2** | **Temp/Time Test Area 3** | **Temp/Time Test Area 4** | **Initials** |
| *9-25-2016* | *135 F/ 2:00 PM* | *138 F/2:01 PM* | *140 F/ 2:03 PM* | *135 F/ 2:04 PM* | *EAB* |
| *9-26-2016* | *137 F/ 2:15 PM* | *137 F/2:18 PM* | *138 F/ 2:19 PM* | *137 F/ 2:25 PM* | *EAB* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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:**

**FSMA PSR reference § 112.60(b)(2) Confidential Record**

Modified from On-Farm Decision Tree Project: Soil Amendments—v5 7/16/2014

E.A. Bihn, M.A. Schermann, A.L. Wszelaki, G.L. Wall, and S.K. Amundson, 2014 www.gaps.cornell.edu

**Cleaning and Sanitizing Record *Template***

**Name and address of farm:**

**List the date, time, tool or equipment name, and method for each for each cleaning or sanitizing activity.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **List tools/equipment** | **Cleaned****and/or** **Sanitized?** | **Method used** | **Cleaned By (initials)** |
| *10/11/16* | *10:07 AM* | *Harvest tools* | *cleaned* | *See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried)* | *EAB* |
| *10/11/16* | *10:30 AM* | *Dump Tank* | *cleaned and sanitized* | *See Dump Tank Cleaning and Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with 150 ppm NaOCl)* | *EAB* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

**FSMA PSR reference § 112.140(b)(2) Confidential Record**