

# Produce Safety Rule Record Keeping Requirements

	RECORD TYPE	FREQUENCY	DESCRIPTION
<b>REQUIRED</b> (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. Documentation of the topics covered and personnel trained must be kept. [TEMPLATE]
	Water System Inspection	At least annually	As needed, but at least annually, the water distribution system under your control must be inspected looking for issues that may lead to contamination of water used in irrigation or other covered activities. [TEMPLATE]
	Cleaning & Sanitizing	As is necessary	Equipment, containers, and tools used for covered activities (ex. harvesting, packing, and handling) of covered produce must be cleaned and sanitized as adequately necessary. Non-food contact surfaces of equipment and tools must be cleaned as necessary. Record of these activities must be kept [TEMPLATE]
<b>REQUIRED IF APPLICABLE</b> (more common)	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 of the qualified exemption. Documentation of this review is required. [TEMPLATE]
	Qualified Exemption Sales Records	As is necessary	Farms claiming a qualified exemption must keep records (e.g. Receipts, sales records) demonstrating the farm meets the eligibility for a qualified exemption.
	Water Test	Depends on source	Covered farms must document analytical water test results for tests required in Subpart E (Water) of the PSR.
	Water Treatment Monitoring	As is necessary	Covered farms must document results of water treatment monitoring outlined in Subpart E (Water) of the PSR. [TEMPLATE]
	Public Water Test Result	At least annually	Covered farms using water from a public water system must annually obtain certificates of compliance or documentation of water test results.
	Compost Treatment	As is 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 of the PSR. [TEMPLATE]
	Third Party Compost Treatment & Handling	As is necessary	Farms using treated biological soil amendments of animal origin from a third party must keep documentation (e.g. Certificate of Conformance) that document it was adequately treated with appropriate process monitoring and handling.
<b>REQUIRED IF APPLICABLE</b> (less common)	Commercial Processing Exemption – 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. [TEMPLATE]
	Commercial Processing Exemption – 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 to Subpart A (General Provisions) of the PSR. [TEMPLATE]
	Microbial Die-off Method – scientific data or information	As is necessary	Covered farms using microbial die-off or removal rates on covered produce post-harvest in accordance §112.45(b)(1)(ii) of the PSR must keep scientific data or information that is used to support the microbial die-off or removal rates.
	Agriculture water die off corrective action	As is necessary	Covered farms using microbial die-off or removal rates on covered produce prior to harvest must document actions taken in accordance to 112.45 of the PSR.
	Water Treatment Method – scientific data or information	As is necessary	Covered farms treating water in accordance to Subpart E (Water) of the PSR must keep documentation of scientific data or information used to support the adequacy of water treatment method used.
	Alternative Water Treatment	As is 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 is 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.

Covered farms refer to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Applicability of the above records depends on the farms operations. Records denoted with "[TEMPLATE]" indicates that there are templates developed by the Nebraska Department of Agriculture available for farm use. Please see the Produce Safety Rule for full details regarding record keeping requirements.

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