

| Date Document Created or Reviewed: |               | Who:             |             |                 |            | Action Plan |
|------------------------------------|---------------|------------------|-------------|-----------------|------------|-------------|
|                                    | Who Uses Info | Who Keeps Record | System Used | Record Location | Signature? | Done        |
| <b>History &amp; Legal</b>         |               |                  |             |                 |            |             |
| Prior Land Use                     |               |                  |             |                 |            |             |
| Field History                      |               |                  |             |                 |            |             |
| Neighbor Notification              |               |                  |             |                 |            |             |
| Buffer Crop Usage                  |               |                  |             |                 |            |             |
| Field Maps                         |               |                  |             |                 |            |             |
| Complaint Log                      |               |                  |             |                 |            |             |
|                                    |               |                  |             |                 |            |             |
| <b>Production</b>                  |               |                  |             |                 |            |             |
| Fertility & Foliar Sprays          |               |                  |             |                 |            |             |
| Irrigation                         |               |                  |             |                 |            |             |
| Seed Purchases                     |               |                  |             |                 |            |             |
| Input Use                          |               |                  |             |                 |            |             |
| Planting                           |               |                  |             |                 |            |             |
| Pest control                       |               |                  |             |                 |            |             |
|                                    |               |                  |             |                 |            |             |
| <b>BSA of Animal Origin</b>        |               |                  |             |                 |            |             |
| Compost Production                 |               |                  |             |                 |            |             |
|                                    |               |                  |             |                 |            |             |
| <b>Water</b>                       |               |                  |             |                 |            |             |
| Inspection                         |               |                  |             |                 |            |             |
| Test results                       |               |                  |             |                 |            |             |
| W treatment monitoring             |               |                  |             |                 |            |             |
| Public water test                  |               |                  |             |                 |            |             |
|                                    |               |                  |             |                 |            |             |
|                                    |               |                  |             |                 |            |             |
| <b>Harvest</b>                     |               |                  |             |                 |            |             |
| Harvest Record                     |               |                  |             |                 |            |             |
| Seed Harvest records               |               |                  |             |                 |            |             |
|                                    |               |                  |             |                 |            |             |

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|--|------------------|---------------|-------------|-----------------|------------|------|
| <b>FSMA</b>                              |                  |               |             |                 |            |      |
| <b>Exempt Annual Sales</b>               |                  |               |             |                 |            |      |
| <b>Exempt Review</b>                     |                  |               |             |                 |            |      |
|  |                  |               |             |                 |            |      |
| <b>Sales</b>                             |                  |               |             |                 |            |      |
| Invoices                                 |                  |               |             |                 |            |      |
| Sales summaries                          |                  |               |             |                 |            |      |
| CSA lists                                |                  |               |             |                 |            |      |
| Farmers market sales                     |                  |               |             |                 |            |      |
| Lot numbering system                     |                  |               |             |                 |            |      |
|  |                  |               |             |                 |            |      |
| <b>Training Records</b>                  |                  |               |             |                 |            |      |
|  |                  |               |             |                 |            |      |
| <b>Purchases and Inputs</b>              |                  |               |             |                 |            |      |
| Receipts & Invoices                      |                  |               |             |                 |            |      |
| Seeds: Variety, Amount,<br>Source, Lot # |                  |               |             |                 |            |      |
| Product Labels                           |                  |               |             |                 |            |      |
|  |                  |               |             |                 |            |      |
| <b>Cleaning &amp; Inspection</b>         |                  |               |             |                 |            |      |
| Equipment Inspection                     |                  |               |             |                 |            |      |
| Facility Inspection                      |                  |               |             |                 |            |      |
| Cleaning-sanitizing<br>records           |                  |               |             |                 |            |      |
| Recalibration                            |                  |               |             |                 |            |      |
| Pest Trap Monitoring                     |                  |               |             |                 |            |      |
|  |                  |               |             |                 |            |      |
| <b>Postharvest</b>                       |                  |               |             |                 |            |      |
| Postharvest Activity                     |                  |               |             |                 |            |      |
| Storage Record                           |                  |               |             |                 |            |      |
| Temperature Logs                         |                  |               |             |                 |            |      |
|  |                  |               |             |                 |            |      |