|  |  |  |
| --- | --- | --- |
| **Date Document Created or Reviewed: Who:** |  | **Action Plan** |
|  | **Who Uses Info** | **Who Keeps Record** | **System Used** | **Record Location** | **Signature?** | **Done**  |
| **History & Legal** |  |  |  |  |  |  |
| Prior Land Use |  |  |  |  |  |  |
| Field History |  |  |  |  |  |  |
| Neighbor Notification |  |  |  |  |  |  |
| Buffer Crop Usage |  |  |  |  |  |  |
| Field Maps |  |  |  |  |  |  |
| Complaint Log |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Production** |  |  |  |  |  |  |
| Fertility & Foliar Sprays |  |  |  |  |  |  |
| Irrigation |  |  |  |  |  |  |
| Seed Purchases |  |  |  |  |  |  |
| Input Use |  |  |  |  |  |  |
| Planting |  |  |  |  |  |  |
| Pest control |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BSA of Animal Origin** |  |  |  |  |  |  |
| Compost Production |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Water** |  |  |  |  |  |  |
| Inspection  |  |  |  |  |  |  |
| Test results |  |  |  |  |  |  |
| W treatment monitoring |  |  |  |  |  |  |
| Public water test |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Harvest** |  |  |  |  |  |  |
| Harvest Record |  |  |  |  |  |  |
| Seed Harvest records |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Who Keeps Record** | **Who Uses Info** | **System Used** | **Record Location** | **Signature?** | **Done**  |
| **FSMA** |  |  |  |  |  |  |
| **Exempt Annual Sales** |  |  |  |  |  |  |
| **Exempt Review**  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sales** |  |  |  |  |  |  |
| Invoices |  |  |  |  |  |  |
| Sales summaries |  |  |  |  |  |  |
| CSA lists |  |  |  |  |  |  |
| Farmers market sales |  |  |  |  |  |  |
| Lot numbering system |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Training Records** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Purchases and Inputs** |  |  |  |  |  |  |
| Receipts & Invoices |  |  |  |  |  |  |
| Seeds: Variety, Amount, Source, Lot # |  |  |  |  |  |  |
| Product Labels |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Cleaning & Inspection** |  |  |  |  |  |  |
| Equipment Inspection |  |  |  |  |  |  |
| Facility Inspection |  |  |  |  |  |  |
| Cleaning-sanitizing records |  |  |  |  |  |  |
| Recalibration |  |  |  |  |  |  |
| Pest Trap Monitoring |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Postharvest** |  |  |  |  |  |  |
| Postharvest Activity |  |  |  |  |  |  |
| Storage Record |  |  |  |  |  |  |
| Temperature Logs |  |  |  |  |  |  |
|  |  |  |  |  |  |  |