

Appendix Y – Food Safety Log and Worksheet Templates.

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The following worksheets are intended to serve as templates to cover most of the documentation and recordkeeping that will occur as part of a typical fresh produce food safety program. Not every size and type of operation will need to use every sheet, but most operations will want to capture and record most of the information these sheets are designed to document. It is expected that these sheets will serve as a foundation and inspiration for further customization. For example, some operations may find it beneficial to create separate log sheets to document the cleaning and sanitation of different types of equipment or different areas within a packing facility. Separate log sheets for different washing or sanitizing tanks may be useful as well. Don't be afraid to experiment to find out what works best for your operation.

Proper record keeping protocols:

- **Always fill in information in real time.** Never fill in information after the fact. When things are busy it is always tempting to wait to record information after performing an inspection or a test. This is a good way to introduce errors into one's documentation and sends up a red flag to third-party auditors.
- **Never falsify information.** The temptation here is obvious, but the fact is that inspectors and auditors will almost certainly be much more concerned about falsified information or test results than about missing data.
- **If an error is made in entering information, do not erase or obscure it.** The proper protocol to correct a mistake is to put a single line through the erroneous entry, write in the correct information, and initial the change. If for some reason the correction occurs some period of time after the information is originally entered, make a note of the time/date of the correction and the reason for the delayed correction on the page.

Remember: **Record it or regret it!**

Acknowledgement: These worksheets were adapted from documents originally developed by Robert B. Gravani, Ph.D., Elizabeth A. Bihn, M.S., and others at the Cornell University Department of Food Science.

Worker Training Log

Name of operation: _____ Date: _____

Trainer: _____ Training Time: _____

Location: _____

Subject of training session: _____

Training method: Video Lecture Handout (Check all that apply)
(Please attach any written materials to this log with a staple):

Please see the food safety plan for overall Worker Training procedures.

Employee Name (please print)

Employee Signature

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Reviewed by:

Title:

Date:

Site Selection Review

Name of operation:

Please see the food safety plan for site selection procedures.

Previous Land Use (animal, crop production, industrial, dump for industrial, animal, sludge, or biosolids)	Potential for Livestock and Wildlife Contamination	Potential for Wind Borne Contaminants	Potential for Surface Water Contaminants	Test Results*	Initials

* Attach any testing lab results.

Reviewed by:

Title:

Date:

Field / Packing Shed Restroom Cleaning and Service Log

Name of operation:

Please see the food safety plan for overall field sanitation unit service procedures.

Sanitation Unit #*	Date	Time	Supplies Stocked**				Initials
			Paper Towels	Soap	Toilet Paper	Potable Water	

* Restroom number as identified on field map or packing shed diagram.

** Sanitation supplies are single use towels, toilet paper, hand or anti-bacterial soap, potable water for hand washing. If contracted with sanitation company, attach service/cleaning receipt.

Reviewed by:

Title:

Date:

Field Harvest / Processing / Packing Cleaning Log

Name of operation:

Please see the food safety plan for overall cleaning procedures and time intervals.

Date	Time	Cleaning List (check each)						Initials
		Knives and Personal equipment	Harvest Machinery	Harvest Bins	Field Trailers	Field Tractors	Field Storage Area Inspected	

Reviewed by:

Title:

Date:

Processing / Packing Line / Facility Cleaning Log

Name of operation:

Please see the food safety plan for overall cleaning procedures and time intervals.

Date	Time	Cleaning List (check each)						Initials
		Produce receiving area	Produce Contact Surfaces	Washing / Cooling / Sanitizing Tanks	Floor drains	Trash receptacles	Storage area(s)	

Reviewed by:

Title:

Date:

Washing / Cooling / Sanitizing Water Treatment Log

Name of operation:

Please see the food safety plan for overall water treatment procedures and testing time intervals.

Date	Time	Water pH Level	Type of Chemical Used	Tested Strength of Solution	Amount of Sanitizer Added	Type of Produce Being Run	Initials

Reviewed by:

Title:

Date:

Irrigation / Spray Water Treatment Log

Name of operation:

Please see the food safety plan for irrigation / spray water testing procedures and time intervals.

Water Source (surface, well, etc.)	Test Date	Test Results*	Corrective Actions Taken (if necessary)	Initials

* Attach testing lab results.

Reviewed by:

Title:

Date:

Pest/Rodent Control Log

Name of operation:

Please see the food safety plan for overall Pest/Rodent control procedures.

Company Used* or self	Date of Service or action taken	Type of Pest	Type of Control**	Location of Traps	Traps Checked (date)	Disposal means	Initials

*If using a company for service, attach report or receipt of service for each of their visits.

**List type of control methods used such as exclusion, traps, poison, repellants, etc.

Reviewed by:

Title:

Date:

Animal Control Log

Name of operation:

Please see the food safety plan for overall animal/wildlife control procedures.

Date	Company / Agency Used* or self	Animal Concern (species)	Type of Control**	Action Taken	Initials

*If using a company for service, attach report or receipt of service for each of their visits.

**List type of control methods used such as exclusion, traps, poison, repellants, etc.

Reviewed by:

Title:

Date:

Cooler Temperature Log

Name of operation:

Cooler number:

Thermometer number:

Please see the food safety plan for overall temperature control procedures and thermometer calibration instructions

Date	Thermometer calibrated date	Recorded temperature		Corrective actions taken (if necessary):	Result of corrective actions and date accomplished	Initials
		AM	PM			

Reviewed by:

Title:

Date:

A note on calibration of your thermometer¹

Melting point of ice method (requires a thermometer that may be calibrated by adjusting a movable back plate on which temperature gradations appear):

1. Place ice in a container and let it melt.
2. Stir to make sure that the temperature in the ice/water mixture is uniform throughout the container.
3. When the ice is partially melted and the container is filled with a 50/50 ice and water solution, insert the thermometer and wait until the needle indicator stabilizes. The thermometer should be 32°F (0°C).
4. If the thermometer is not reading 32°F (0°C), it should be adjusted by holding the head of the thermometer firmly and using a small wrench to turn the calibration (hex) nut under the head until the indicator reads 32° (0°C).

An important item to remember as you are calibrating your thermometer using the melting point of ice method is to never add water to ice to create an ice/water mixture because this mixture will *not* stabilize at 32°F (0°C) for some time, but will instead be at higher temperatures. The calibration will be much more accurate if you allow ice to melt to create an ice/water mixture.

1. This information on thermometer calibration is taken from “Food Store Sanitation”, 1998, Sixth Edition, Gravani, Robert B., Rishoi, Don C., Cornell University Food Industry Management Distance Education Program, Lebharr-Friedman Books, Chain Store Publishing Corp.

Truck Checklist

Name of operation:

Please see the food safety plan for overall truck checking procedures.

Date	Trucking Company	Truck clean (Y / N)	If no, state the problem (off odor, debris, etc.)	Corrective Action	Truck temp at Loading	Temp data logger in load (Y / N)	Initials

Reviewed By:

Title:

Date:

Illness/Injury Reporting log

Name of operation:

Please see the food safety plan for overall illness/injury reporting procedures.

Date	Name of Employee	Injury sustained / Illness reported	Action taken (ice applied, bandaged, sent to hospital, etc.)	Did employee return to work? (Y / N)	Initials

Reviewed By:

Title:

Date:

First Aid Kit Monitoring log

Name of operation:

Please see the food safety plan for overall first aid kit monitoring.

Date	Location of First Aid Kit or #	Checked & Stocked	If restocked, list added items here (band aids, ointment, etc)	Initials

Reviewed By:

Title:

Date:

Fertilizer / Compost / Manure Applications log

Name of operation:

Please see the food safety plan for overall manure application procedures

Date	Field Location	Material applied	Rate (ton/acre)	Composted? (Y / N)	Incorporated? (Y / N)	Supplier	Date Crop Planted	Date Crop Harvested	Initials

Reviewed By:

Title:

Date:

Produce Tracing Log

Name of operation:

Date:

Please see the food safety plan for overall traceback procedures.

Harvest date	Crop	Field Location	Harvester Name / ID	Packing date	Packer Name / ID	Shipping date	Shipper	Customer	Initials

Reviewed by:

Title:

Date:

Recall / Traceback Log

Name of operation:

Date:

Conducted by:

Lot:

Product traced:

Please see the food safety plan for overall traceback procedures.

Step backward					Step forward		
Harvest date	Harvester	Packing date	Packer	Shipping date	Customer(s) contacted	Amount of product remaining from original shipment at customer	Disposition of product which could not be recalled

Reviewed by:

Title:

Date:

Visitor Log

Name of operation:

Please see the food safety plan for information on food safety procedures for visitors.

Date	Enter time	Visitor	Badge #	Host	Exit time

Reviewed by:

Title:

Date: