

Supporting Documentation Records

	RECORD TYPE	FREQUENCY	DESCRIPTION
REQUIRED IF APPLICABLE (some farms)	Qualified Exemption Sales Records	As necessary	Farms claiming a qualified exemption must keep records (e.g. Receipts, sales records) demonstrating the farm meets the eligibility requirements for a qualified exemption. Records the farm relies on for the 3-year period prior to the applicable calendar year must be kept.
	Water Test (Surface Water)	At least five (5) times annually	Covered farms with surface water (ponds, streams, etc.) subject to §112.44 of the PSR must be tested and documented at least five times annually after the initial water quality profile is established. Untreated surface water may not be used to wash hands or to clean food contact surfaces. Any water (surface, ground, etc.) used for growing activities of covered produce must have a Geometric Mean (GM) of 126 or less colony forming units (CFU) of generic E.coli per 100 mL of water and a Statistical Threshold Value (STV) of 410 or less of CFU of generic E.coli per 100 mL of water. Corrective actions outlined in the PSR may be used to meet these values.
	Water Test (Ground Water)	At least annually	Covered farms with ground water (wells) subject to §112.44 of the PSR must be tested and documented at least once annually after the initial water quality profile is established. Water used for washing hands, to clean food contact surfaces, and for use in harvest and post-harvest activities must have no detectable generic Escherichia coli (E. coli) in 100 milliliters.
	Water Test (Public water)	At least annually	Covered farms using water from a public water system must annually obtain certificates of compliance or documentation of water test results.
	Microbial Die-off Method – scientific data or information	As 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 used to support the microbial die-off or removal rates.
	Water Treatment Method – scientific data or information	As 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 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 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.
	Third Part Compost Treatment & Handling	As 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.

Applicability of the above records depends on the farms operations. “Covered farms” refers to farms covered by the Produce Safety Rule as defined in Subpart A (General Provisions) of the Produce Safety Rule. Please see the Produce Safety Rule for full details regarding record keeping requirements.