

Produce Farm Inspection Report Summary and Instructions

Produce Farm Inspection Report Summary								
Farm ID/Inspection Dates								
State Farm ID:	Date(s) of Inspection:	Re-inspection (Y/N)/Date of Previous Inspection						
Farm Information								
Name of Farm:	Address							
City, State, ZIP:	Email address:							
Telephone Number:	Name/Title of PSR Trained Official:							
Name/Title of Farm Representative:		PSR Training Source (Check appropriate box)	PSA	<input type="checkbox"/>				
			Alternate Curricula	<input type="checkbox"/>	Program:			
Participation in Food Safety Audit Program: (yes/no)	OFRR Conducted? (Optional) (yes/no)							
Corporation Information (If Applicable)				Harvester / Contractor Information (If Applicable)				
Corporation Name		Name						
Address		Address						
City, State, Zip:		City, State, Zip:						
Contact Name/Title		Contact Name/Title:						
Telephone Number		Telephone Number						
Email address		Contractor Type:						
Classification of Farm (check all that apply)				Size of Farm (check all that apply)				
Primary Production		Very Small						
Secondary Activities		Small						
		Large						
Produce Farm Mixed Type Facility		Processing Exempt						
		Qualified Exempt						
Commodities observed/reported for each of the operations.								
<p>In the table below, list all covered commodities observed during the inspection or reported as conducted on the farm but not observed during the inspection. For all covered commodities observed during the inspection, denote which type of activities observed by placing an "O" in the appropriate column (Column titles: Growing, Harvesting, Packing, Holding, Retail, Processing or Other). For all covered commodities not observed during the inspection but reported as conducted on the farm, denote the type of activities were reported by placing an "R" in the appropriate column (Column titles: Growing, Harvesting, Packing, Holding, Retail, Processing or Other).</p>								
Commodities observed/reported for each of the operations.	Growing:	Harvesting:	Packing:	Holding:	Retail	Processing	Other:	
Special Instructions								
<p>In those instances where the inspection may require traveling to another location to complete a full inspection, capture the additional activities needed to be observed to complete an inspection or note why additional activities are not being observed during this inspection.</p>								
Produce Farm Inspection Report Summary, Continuation Sheet (attach additional as necessary)								
State Farm ID:		Date(s) of Inspection:			Farm Name			

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Compliance / Post inspection Determinations and Actions				
Inspection Classification (check Final Classification of Inspection)				
NAI		VAI		OAI
Regulatory/ Enforcement Action				
Re-inspection Assigned Date		Regulatory Letter Issue Date		
Other Actions Taken				
Embargo/Amount				
Seizure				
Other				

List of Significant Observations and Discussions with Management

In the sections below, please include any discussions with management of observations on the Inspection Observations Form. Also identify any discussions of concerns with management that were not listed as an observation on the Inspection Observation Form. Capture additional observations discussed with management below or on the Continuation Sheet – form provided

<p>Observation:</p> <p>Discussion with Management:</p> <p>Documentation (photographs, records) collected/attached: Y/N</p> <p>Corrective Action Taken by Management During Inspection:</p> <p>Anticipated Date of Corrective Action (if not during inspection):</p>
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<p>Observation:</p> <p>Discussion with Management:</p> <p>Documentation (photographs, records) collected/attached: Y/N</p> <p>Corrective Action Taken by Management During Inspection:</p> <p>Anticipated Date of Corrective Action (if not during inspection):</p>
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Continuation Sheet: additional observations discussed with the farmer (if applicable)		
State Farm ID:	Date(s) of Inspection:	Farm Name:

Additional Produce Safety Rule Information (optional)

Include any additional information required by the individual regulatory agency conducting the inspection into this section. The information may include information such as: if the farm is involved in interstate commerce, history of the farm, related farms or business, business relationships, number of employees, size of operation, farm personnel providing information or documents, or farm personnel making comments/corrective action. States may add additional information into this section to meet state requirements for data collection needed for produce farms regulation, e.g. if actions by the farm are needed because of perceived violations of other food safety requirements, misbranded products, adulterated products.

Produce Farm Inspection Report Summary Instructions

These instructions are to provide guidance for filling the data fields in the Produce Farm Inspection Report Summary. Listed in the chart below is the name of the data element, a description of the element and the format of the answer if it applicable.

If more space is needed for any element, use page 3, Additional Produce Safety Rule Information section.

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This page is to be utilized by the inspector to capture information related to the farm being inspected under the Produce Safety Rule.

Data Element Name	Description	Format
Farm ID/Inspection Dates		
State Farm ID	Unique ID that the state uses to track the farm	Alphanumeric
Date(s) of Inspection	Date range for inspection start date and inspection end date.	MM/DD/YYYY – MM/DD/YYYY
Re-inspection (Y/N)/ Date of Previous Inspection	Is the inspection a re-inspection follow-up to a previous inspection? Date of the previous inspection if Yes	Denote "Yes" or "No" MM/DD/YYYY
Farm Information		
Name of the Farm	Official business name of farm	
Address	Farm's physical address.	
City, State, Zip	City, State, and Zip for farm's business/physical address.	
Telephone Number	Phone number for farm. If the farm does not have a phone, denote as "No Phone". If the farm is unwilling to share the phone number, denote as "Not Available"	###-###-####
Email address:	Email address for the farm or farm representative (if furnished)	
Name/Title of the Farm Representative:	Name and title of the farm's produce safety point of contact	
Name/Title of PSR Trained Official:	Name/title of the most responsible individual on the farm that attended the PSR (or equivalent) training.	
PSR Training Source (Check appropriate box)	Source of Produce Safety Training. The choices are PSA, Alternate curricula. If alternate curricula, list the program.	Check appropriate box If Alternate, name of program
Participation in Food Safety Audit Program: (yes/no)	Types of audit programs that may be included are state and/or federal audit programs, private third-party audits, or other types of Food Safety audits	Denote "Yes" or "No".
OFRR Conducted? (Optional) (yes/no)	Indicate whether the farm has received an on-farm readiness review (OFRR).	Denote "Yes" or "No".
Corporation Information (If Applicable)		
Corporation Name	If the farm is part of a corporate structure, the name of corporation affiliated with the farm operation (if applicable)	
Address	Address for the corporate entity	
City, State, Zip:	City, State, and Zip for farm corporation entity's address	
Contact Name/Title	Name and title of responsible contact at primary corporation contact	
Telephone Number	Telephone/fax number for corporation primary contact	
Email address	Email Address of primary corporation contact	
Harvester/Contractors Information (if Applicable)		
Name	If the farm uses contractors to perform covered activities, business name of contractors (if applicable). If none, mark N/A	
Address	Business address for contractor company	
City, State, Zip	City, State, and Zip for contractor company address	
Contact Name/Title	Contact name and title for contractor companies	
Telephone Number	Telephone number for contractor companies	###-###-####
Contractor type	Description of the type of contracted services provided by the company (e.g., harvesting, packing)	

Classification of Farm (check all that apply)		
Primary Production	A primary production farm is an operation under one management in one general (but not necessarily contiguous) physical location devoted to the growing of crops, the harvesting of crops, the raising of animals (including seafood), or any combination of these activities.	Check if type applies
Secondary Activities	A secondary activities farm is an operation, not located on a primary production farm, devoted to harvesting (such as hulling or shelling), packing, and/or holding of raw agricultural commodities, provided that the primary production farm(s) that grows, harvests, and/or raises the majority of the raw agricultural commodities harvested, packed, and/or held by the secondary activities farm owns, or jointly owns, a majority interest in the secondary activities farm.	Check if type applies
Produce Farm Mixed-Type Facility	Mixed-type facility means an establishment that engages in both activities that are exempt from registration under section 415 of the Federal Food, Drug, and Cosmetic Act and activities that require the establishment to be registered.	Check if type applies
Size of Farm (check the size of the farm that applies)		
Very Small	Covered farms for which, on a rolling basis, the average annual monetary value of produce the farm sold during the previous 3-year period is more than \$25,000 but no more than \$250,000 (very small businesses).	Check if type applies
Small	Covered farms for which, on a rolling basis, the average annual monetary value of produce the farm sold during the previous 3-year period is more than \$250,000 and less than or equal to \$500,000.	Check if type applies
Large	Covered farms for which, on a rolling basis, the average annual monetary value of produce the farm sold during the previous 3-year period is more than \$500,000.	Check if type applies
Processing Exempt	Processing Exempt: Determined if the farm is covered by the PSR but only handles commodities intended for processing with a pathogen elimination step.	Check if type applies
Qualified Exempt	Qualified Exempt: If approximate annual value of food sales (in dollars) averaged over the previous 3 years is less than \$500k and if the majority of food sales are to a qualified end-user (greater than 50% and the farm has less than \$500k in food sales averaged for the previous 3 years) then the farm could receive qualified exemption. Adjusted for inflation. Link to Inflation cut off values: https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm554484.htm	Check if type applies
Commodities observed/reported for each of the operations.		
<p>In the table provided, list all covered commodities observed during the inspection or reported as handled on the farm but not observed during the inspection. For all covered commodities observed during the inspection, denoting which type of activities observed by placing an "O" in the appropriate column (Column titles: Growing, Harvesting, Packing, Holding, Retail, Processing or Other). For all covered commodities not observed during the inspection but reported as being handled on the farm, denote the type of activities reported by placing an "R" in the appropriate column (Column titles: Growing, Harvesting, Packing, Holding, Retail, Processing or Other).</p> <p>Example: If the farm grows, harvests and packs carrots and growing and harvesting were observed but packing was not: Carrots Growing: O Harvesting: O Packing: R</p>		
Special Instructions		

In those instances where the inspection may require traveling to another location to complete a full inspection, capture the additional activities needed to be observed to complete an inspection or note why additional activities are not being observed during this inspection. An example is a farm that owns an off-site packing house.

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This page is to be used by the compliance function to capture recommended actions and/or regulatory and enforcement actions taken by the regulatory agency to assure the farm's compliance with the Produce Safety Rule.

Compliance / Post inspection Determinations and Actions		
Inspection Classification (check Final Classification of Inspection)		
Record the regulatory classification of the inspection. Completed by the regulatory agency compliance function after its review of all documentation from the inspection.		
NAI	No Action Indicated (NAI) – No objectionable conditions or practices were found during the inspection	Check if action type applies
VAI	Voluntary Action Indicated (VAI) Objectionable conditions or practices were observed, but further regulatory action is not warranted	Check if action type applies
OAI	Official Action Indicated (OAI) Significant, objectionable conditions or practices warrant an enforcement action, such as a warning letter, seizure, injunction, recall or other regulatory action.	Check if action type applies
Regulatory/Enforcement Action		
Describe the regulatory action recommended by the compliance function after the compliance review.		
Re-inspection Assigned Date	Indicate the re-inspection date (a subsequent inspection that will be scheduled to allow for a review of an issue or concern that was noted on the current inspection), if warranted for this farm. If a compliance follow-up inspection is not needed, mark "Not Applicable" or "Routine."	MM-DD-YYYY or Not Applicable or Routine
Regulatory Letter Issue Date	If a regulatory letter was issued to the farm, indicate the date the regulatory letter was issued to the farm. If no regulatory letter was issued, mark "Not Applicable."	MM-DD-YYYY or Not Applicable
Embargo Amount/Value is available	Indicate the embargo value or amount and date of embargo. if a hold or embargo of produce was issued on site	The date and amount/volume of embargoed product and value, if available
Seizure	Indicate if a seizure was executed for the product including the amount and the value of the product and date of the seizure.	The date and amount/volume of seized product and Value of the seized product, if available
Other	Describe other regulatory or enforcement actions taken on this farm. Recalls should be identified under the "Other" category.	
List of Significant Observations and Discussions with Management		
In this section, document all observations made during the inspection, both those that are cited on the Inspection Observations Form and those that are of lesser significance and were not included on the Inspection Observations Form. Capture additional observations discussed with management below or on the attached Continuation Sheet, if more room is needed–		
Observation	For each observation, describe the observed condition that is an apparent deviation from the requirements of the Produce Safety Rule. Include both observations listed on the Inspection Observations Form and those that are not.	
Discussion with Management	For each observation, list any discussion with management related to the observation including corrective actions planned. Record corrective	

	action timelines committed to by the farm's management. In the "Anticipated Date of Corrective Action" section.	
Documentation (photographs, records) collected/attached: Y/N	For each observation, indicate if additional documentation such as photographs or records were gathered to support observation	
Corrective Action Taken by Management During Inspection:	For each observation, list any corrective actions taken by management during the inspection.	
Anticipated Date of Corrective Action (if not during inspection):	For each observation, if the observed condition is not corrected during the inspection, list the farm's management anticipated date of completion of the corrective action for the observed condition.	

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This page is to be used to capture additional data elements, observations related to the inspections or other information not reported in other portions of this report that are directly related to the inspection or the inspectional history of the farm.

Additional Produce Safety Rule Information (optional)

Include any additional information required by the individual regulatory agency conducting the inspection into this section. The information may include information such as: If the farm is involved in interstate commerce, History of the farm, Related farms or business, business relationships, number of employees, size of operation, farm personnel providing information or documents, or farm personnel making comments/corrective action. States may add additional information into this section to meet state requirements for data collection needed for produce farms regulation, e.g. if actions by the farm are needed because of perceived violations of other food safety requirements, misbranded products, adulterated products.