

Farm Name
Address
Nowhere, MA 00000

Corrective Actions

Date	Incident	Corrective Action	Documented by
3-1-19	Employee (Joe Bean), cut hand with knife while trimming kale stems in pack room.	Provided medical attention to cut. Threw out the contaminated kale. Cleaned and sanitized the knife and table.	Asst. Manager Betty
Date of Review: <u>3/3/19</u>		Reviewed By: <u>Joe Farmer</u>	



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Training Record – Employee Hygiene

Date of Training:	Trained by:
Person Trained	Signature of Person Trained

(By signing I understand the policy)



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Rest Room Sanitation

Month: Feb	Location	Supplies Stocked*		Cleaned		Notes/Corrective Actions	Cleaned/Stocked By
Date		Yes	No	Yes	No		
2/1/19	PK House	Yes	No	Yes	No		dp
2/4/19	PK House	Yes	No	Yes	No	Fixed toilet	dp
2/5/19	PK House	Yes	No	Yes	No	CLEANED FLOOR	EAS
2/6/19	PK HOUSE	Yes	No	Yes	No		EAS
2/7/19	PK HOUSE	Yes	No	Yes	No	NEEDED PAPER TOWELS	EAS
2/9/19	PK HOUSE	Yes	No	Yes	No		EAS
2/11/19	PK HOUSE	Yes	No	Yes	No		EAS
2/12/19	PK HOUSE	Yes	No	Yes	No	EMPTIED TRASH	EAS
2/22/19	PK house	Yes	No	Yes	No		dp
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		
		Yes	No	Yes	No		

*Stocked supplies include: single use towels, toilet paper, hand soap, potable water for washing hands.

Date of Review: 3/1/19 Reviewed By: [Signature]



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Employee Illness Log

Date Recorded	Employee Name	Dates Out of Work & Incident	Documented By
1/17/19	Joe Bean	1/7/19-1/16/19 = Joe out with Norovirus. Medically cleared and came back to work 1/17/19	Asst. Mgr - Betty
Date Reviewed: <u>2/1/19</u>		Reviewed By: <u>[Signature]</u>	



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Animal Incursions

Month: September	Location of Incursion	Incursion	Corrective Action(s)	Noted By
Date/Time				
9/13/18 5:00 pm	Southeast corner Field 1	25 Deer	Scared them away	JB
9/15/18 4:30 pm	North corner Field 1	13 Deer	Scared them away	JB
9/27/18 8:00 am	Center -Field 2	30+ geese	Scared them away	JB

Date of Review: 10/1/18 Reviewed By: Joe Farmer



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Water Change - Out Log

Date	Start Time	Change Out Time	Cleaned/Sanitized	Notes/Corrective Actions	Performed By
3/1/19	9:15am	9:30am	Yes <input type="radio"/> No <input checked="" type="radio"/>	Beets	dp
" "	9:45am	10:00am	<input checked="" type="radio"/> Yes <input type="radio"/> No	switch to radish	ES
" "	10:00am	10:35am	<input type="radio"/> Yes <input checked="" type="radio"/> No	radish - stopped	ES
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		

*Change outs performed every 15 minutes. Cleaned and sanitized when switching between covered and non-covered crops.

Date of Review: _____ Reviewed By: _____



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Sanitation – Pack House Tables & Sinks

Month: <i>March</i>				
Date/Time	Tables	Sinks	Notes/Corrective Actions	Cleaned By
<i>3/1/19 4:00 pm</i>	<i>✓</i>	<i>✓</i>		<i>dp</i>

Date of Review: _____ Reviewed By: _____



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Pest Control Log

Month: February

Indoor Snap Traps Date/Time	*Weekly* Indoor Snap Traps	Insect Light Date/Time	*As Needed* Insect Light	Bait Station Date/Time	*Monthly* Outdoor Bait Stations	Notes/Corrective Actions	Performed by
2/11/19 1pm	#1 <u>Replace</u> <u>Rebait</u> #2 <u>Replace</u> <u>Rebait</u> #3 <u>Replace</u> <u>Rebait</u> #4 <u>Replace</u> <u>Rebait</u>		N/A	2/11/19 1:30pm	#1 <u>Check</u> <u>Rebait</u> #2 <u>Check</u> <u>Rebait</u> #3 <u>Check</u> <u>Rebait</u> #4 <u>Check</u> <u>Rebait</u> #5 <u>Check</u> <u>Rebait</u> #6 <u>Check</u> <u>Rebait</u> #7 <u>Check</u> <u>Rebait</u> #8 <u>Check</u> <u>Rebait</u>	Insect light off for winter	dp
↓							
2/8/19	#1 <u>Replace</u> <u>Rebait</u> #2 <u>Replace</u> <u>Rebait</u> #3 <u>Replace</u> <u>Rebait</u> #4 <u>Replace</u> <u>Rebait</u>		N/A				dp
↓							
2/15/19 1pm	#1 <u>Replace</u> <u>Rebait</u> #2 <u>Replace</u> <u>Rebait</u> #3 <u>Replace</u> <u>Rebait</u> #4 <u>Replace</u> <u>Rebait</u>		N/A				dp
↓							
2/22/19 2pm	#1 <u>Replace</u> <u>Rebait</u> #2 <u>Replace</u> <u>Rebait</u> #3 <u>Replace</u> <u>Rebait</u> #4 <u>Replace</u> <u>Rebait</u>		N/A				dp
↓							

Date of Review:

3/1/19

Reviewed By:

[Signature]

