



Subpart O: Records

The Food Safety Modernization Act (FSMA) Produce Safety Rule has certain requirements for covered farms. Subpart O focuses on the records required by the Produce Safety Rule.

Existing records need not be replicated if they satisfy requirements of Subpart O. Rather, existing records can be supplemented. An operation must retain records two years past the date the record was created.

Records can be kept as true copies, originals or electronically. Records must be readily available and accessible upon request within 24 hours by the Food and Drug Administration (FDA) during the retention period for inspection .

General Requirements

Unless otherwise stated, all records required by the Rule must have:

- The name and location of the farm
- Actual values and observations obtained during monitoring
- An adequate description, like the variety, of covered produce applicable to the record
- The location of a growing area or other area applicable to the record
- The date and time of the activity documented
- Be created at the time an activity is performed or observed
- Be accurate, legible, and indelible
- Be dated, and signed or initialed by the person who performed the activity documented

Supervisor Signature

Some records must be reviewed, dated, and signed by a supervisor or responsible party within a reasonable time of the records being made. Those records are:

- Qualified Exemption documentation (§ 112.7(b))
- Training records (112.30(b))
- Agricultural water test results (112.50(b)(2))
- Agricultural water treatment results (112.50(b)(4))
- Agricultural water interval or log reduction documentation (112.50(b)(6))
- On-Farm treatment of Biological Soil Amendment of Animal (112.60(b)(2))
- Cleaning and sanitizing of equipment (112.140(b)(1) and (2))



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Produce Safety Program

635 Capitol St SE
Salem, OR 97302
503.986.4620 | Oregon.gov/ODA