ON-FARM DAILY SANITATION LOGS

Practical recordkeeping forms for produce farms, market gardens, and small-scale packing areas

Farm / Operation: _____

Location: _____ **Record year:** _____

Food Safety Lead: _____ **Phone:** _____

Purpose

These logs help document routine cleaning and sanitizing activities, facility and equipment checks, water or sanitizer monitoring where applicable, employee hygiene practices, and corrective actions. Use them alongside your farm's written food safety plan, standard operating procedures (SOPs), and applicable regulations or buyer requirements.

How to use this packet

STEP	RECORDKEEPING PRACTICE
1	Complete the relevant log each day before, during, and/or after operations as described in your SOP.
2	Record the actual task, area or equipment, time, result, and the initials of the person completing the check.
3	If a check fails, stop or hold the affected activity/product as appropriate, correct the issue, and document what happened.
4	Have the designated supervisor review records, verify completion, and follow up on recurring issues.
5	File records so they can be readily retrieved for internal review, audits, or inspections.

Important: Cleaning removes soil and organic material; sanitizing is a separate step used when appropriate on food-contact surfaces after cleaning. Use only products approved for the intended food-contact use, follow label directions, required contact time, dilution, rinse instructions, and applicable worker-safety precautions. Do not use a generic concentration from this packet in place of the product label or your validated SOP.

This packet is a customizable recordkeeping aid, not a substitute for a farm-specific food safety plan, regulatory guidance, or professional advice. Adapt the forms to your crops, activities, water system, facilities, and buyer requirements.

1. Daily Opening & Closing Sanitation Checklist

Use one sheet per operating day or copy the page as needed. Mark each item: **OK** = acceptable; **NC** = needs correction; **N/A** = not applicable. Describe any NC item and its correction in the corrective-action section.

Farm / Site: _____ Date: _____ Shift: _____

Person completing check: _____ Weather / conditions: _____

CHECK / OBSERVATION	OK	NC	N/A	NOTES / CORRECTION REFERENCE
Handwashing station stocked and accessible (water, soap, single-use towels, waste container).				
Toilet / restroom facilities clean, supplied, and maintained; waste handled appropriately.				
Food-contact surfaces cleaned and sanitized according to the farm SOP before use.				
Harvest tools, knives, bins, totes, and reusable containers clean and in good repair.				
Packing / wash area floors, drains, tables, and frequently touched surfaces clean.				
Cleaning tools identified, maintained, and stored to prevent cross-contamination.				
Chemicals labeled, stored securely, and separated from produce, packaging, and equipment.				
Waste and cull containers emptied or managed; area free of unnecessary debris and pests.				
Water hoses and fittings protected from contamination; hoses stored off the ground where practicable.				
Employees / visitors follow hygiene and illness-reporting procedures.				
Product-contact equipment protected from contamination when not in use.				
End-of-day cleaning completed; equipment and supplies stored appropriately.				

Opening check completed by: _____ Time: _____ Initials: _____

Closing check completed by: _____ Time: _____ Initials: _____

Supervisor review: _____ Date / time: _____

2. Cleaning & Sanitizing Activity Log

Record each cleaning or sanitizing task performed on food-contact surfaces, tools, equipment, containers, and relevant facility areas. Identify the product or method used and refer to the product label and written SOP for directions.

Farm / Site: _____ Week beginning: _____ Area: _____

Date	Time	Area / Item Cleaned	Cleaning Method / Product	Sanitizer / Product & Label Reference	Result / Notes	Initials

Example of useful detail: “Packing table — detergent wash, potable-water rinse, then food-contact sanitizer applied per label; required contact time met; air-dried.” Record actual product names and relevant measurements when your SOP requires them.

Pre-operational verification

Before product handling begins, verify that applicable food-contact surfaces are clean and ready for use. If a surface is not acceptable, do not use it until it has been re-cleaned / re-sanitized as required and the correction is recorded.

Date: _____ Area / equipment: _____ Acceptable? Yes ____ No ____

Verifier / initials: _____ Time: _____ Correction or record reference: _____

3. Water & Sanitizer Monitoring Log

Complete only the checks that apply to your operation and written procedures. Examples include sanitizer concentration, pH, temperature, water treatment checks, or other parameters specified by your SOP, product label, equipment instructions, or applicable requirements. Do not assume one target applies to every product or use.

Farm / Site: _____ Week beginning: _____ Monitoring point: _____

Date / Time	Water Use / Location	Parameter Checked	Target / Limit from SOP	Actual Result	Acceptable?	Action / Initials

Reference details for this operation

Water source(s): _____

Testing / monitoring method and frequency: _____

Applicable SOP / product label reference: _____

Person responsible: _____ Supervisor: _____

Reminder: Use test strips, meters, or other monitoring tools suitable for the parameter being measured. Record the measured value rather than only writing “good” or “OK” when a numerical result is required by your procedure.

4. Employee Hygiene & Training Record

Use this page to document applicable hygiene instruction, visitor orientation, and refresher training. Follow your farm's illness-reporting and worker-protection procedures. Keep private health details out of this general log; record only the required work restriction or referral to the designated supervisor.

Daily hygiene / readiness check

Date: _____ Supervisor: _____ Work area: _____

HYGIENE ITEM	YES	NO	N/A	FOLLOW-UP / NOTES
Workers know when and how to wash hands and where handwashing stations are located.				
Workers understand rules for eating, drinking, smoking, and personal items in produce handling areas.				
Workers understand how to report illness, symptoms, wounds, or conditions that may contaminate produce.				
Workers use clean clothing / protective equipment as required by the task and farm SOP.				
Visitors and contractors receive applicable hygiene instructions before entering work areas.				

Training / orientation record

Date	Worker / Participant	Topic Covered	Trainer	Materials / SOP	Initials

Topics may include: handwashing; illness and injury reporting; glove use where applicable; clean tools and containers; preventing cross-contamination; chemical handling; and visitor hygiene.

5. Corrective Action & Supervisor Review Log

Document what was observed, what immediate steps were taken, whether potentially affected produce or materials were evaluated or placed on hold, how the issue was corrected, and who verified the correction. Follow your written food safety plan and applicable requirements when deciding product disposition.

Farm / Site: _____ Month / Year: _____

Date / Time	Issue / Deviation Observed	Immediate Action / Product Hold (if applicable)	Correction / Preventive Follow-up	Responsible Person	Verified By / Date

Weekly record review

Week ending: _____ Records reviewed: Opening / Closing ____ Cleaning ____ Water / Sanitizer ____ Training ____ Corrective Actions ____

Missing or incomplete records / recurring issues:

REVIEW NOTES / FOLLOW-UP REQUIRED

Supervisor name / signature: _____ Date: _____

Follow-up completed by: _____ Date: _____

Recordkeeping reminders

- Complete records at the time the activity occurs; do not guess or backfill results.
- Correct errors with a single line through the entry, then add the correct information, initials, and date; do not erase or obscure the original entry.
- Use “N/A” only when an item truly does not apply, and explain when helpful.
- Store completed logs in a designated location and retain them for the period established by your food safety plan, buyer, or applicable rule.
- Review logs regularly to identify repeated problems and opportunities to improve sanitation practices.

Adaptation note: Customize the checklists, monitoring parameters, and record-retention practices to your specific operation, crops, activities, written SOPs, and applicable requirements. When in doubt, consult your Extension food safety educator, regulatory contact, or qualified food safety professional.