

Produce Safety - Corrective Action Report

INSTRUCTIONS

- During a recent inspection of your farm, inspection staff from the Vermont Agency of Agriculture, Food, and Markets' (VAAFM) Food Safety and Consumer Protection (FSCP) Division noted violations of the Produce Safety Rule (21 C.F.R. part 112) on the produce farm inspection form.
- You are encouraged to submit a corrective action report to the Agency describing how you have corrected or plan to correct the violations noted on the inspection form to come into compliance with the regulations.
- You may use this form as the basis for your report. Attach any supporting documentation of how you brought the violations into compliance. This may include:
 - Photographs showing corrections
 - Records documenting actions taken
 - Copies of worker training plans
 - Copies of Standard Operating Procedures (SOPs)
- Email your report and supporting documentation to the Produce Program at agr.produce@vermont.gov. Include your farm name and "Corrective Action Report" in the subject title.
- For questions concerning this form, contact your produce farm inspector or call the Food Safety and Consumer Protection Division at (802) 828-2433.

I certify that the information stated by me on this corrective action report is true and accurate to the best of my knowledge.

Printed Name: _____ Role: _____

Signature: _____ Date: _____

Farm Name: _____

CORRECTIVE ACTION – EXAMPLE

<ul style="list-style-type: none">• Violation (<i>This is on your inspection form</i>)• How has the violation been corrected?• If not corrected, what are your plans and timeline for corrections?• Who is responsible for monitoring compliance?• How will you ensure future compliance with this requirement?	<ul style="list-style-type: none">• <i>112.32: Hygienic practices of personnel (during harvest)</i>• <i>The farm manager stopped the harvest workers and instructed them to wash their hands at the nearest hand washing station. The manager reminded the workers that they must wash their hands before returning to work after a break and before handling covered produce.</i>• <i>The farm manager is responsible for training harvest workers on food hygiene and food safety practices.</i>• <i>Refresher training was held on X date for all staff to review hand washing practices. Training records are attached. Hand washing signs were also posted in areas around the farm to remind staff to wash their hands. Photos are attached.</i>
--	---

CORRECTIVE ACTION #1

<ul style="list-style-type: none">• Violation (<i>This is on your inspection form</i>)• How has the violation been corrected?• If not corrected, what are your plans and timeline for corrections?• Who is responsible for monitoring compliance?• How will you ensure future compliance with this requirement?	
--	--

CORRECTIVE ACTION #2

- **Violation** (*This is listed on your inspection form*)
- **How has the violation been corrected?**
- **If not corrected, what are your plans and timeline for corrections?**
- **Who is responsible for monitoring compliance?**
- **How will you ensure future compliance with this requirement?**

CORRECTIVE ACTION #3

- **Violation** (*This is listed on your inspection form*)
- **How has the violation been corrected?**
- **If not corrected, what are your plans and timeline for corrections?**
- **Who is responsible for monitoring compliance?**
- **How will you ensure future compliance with this requirement?**

CORRECTIVE ACTION #4

- **Violation** (*This is listed on your inspection form*)
- **How has the violation been corrected?**
- **If not corrected, what are your plans and timeline for corrections?**
- **Who is responsible for monitoring compliance?**
- **How will you ensure future compliance with this requirement?**

CORRECTIVE ACTION #5

- **Violation** (*This is listed on your inspection form*)
- **How has the violation been corrected?**
- **If not corrected, what are your plans and timeline for corrections?**
- **Who is responsible for monitoring compliance?**
- **How will you ensure future compliance with this requirement?**

Continue on additional pages as needed