



# The process for announced routine inspections includes:



## 1 Pre-Inspection Planning Call

The inspector will call in advance to confirm information and learn about your farm. The person in charge of produce safety at your farm should talk to the inspector on the phone and be with the inspector during the inspection. The inspector will:

- Ask about produce grown, harvested, packed or held by your operation and your farm's average annual food sales, and
- Make a preliminary determination about how the PSR applies to your farm.

If your farm is covered under the PSR, the inspector will explain:

- The general flow of the inspection
- What the inspection will include, and
- Records that may be reviewed.

You and the inspector will decide on an inspection date that works for both of you, typically within the next five business days. At least one of these activities – harvesting, packing or holding – must be underway during the inspection.

The length of the inspection will depend on the type of inspection, farm activities, size of the farm, and what the inspector observes onsite. Plan to have a representative from your farm knowledgeable in the growing, harvesting, packing, and holding activities escort the inspector around your farm.

During this call, provide important details such as biosecurity practices, safety protocols, parking instructions, or other visitor requirements.

- Agricultural Water
- Biological Soil Amendments of Animal Origin
- Domesticated and Wild Animals
- Growing, Harvesting, Packing, and Holding Activities
- Equipment, Tools, Buildings, and Sanitation

The inspector may:

- Take notes, pictures or collect samples
- Ask questions about farming practices and operations that are not observable during the inspection
- Review and copy records for the following:
  1. Personnel Training
  2. Biological Soil Amendments of Animal Origin
  3. Equipment and Tool Cleaning and Sanitizing
  4. Agricultural Water source(s) and testing

If there are any regulatory concerns, the inspector will explain the reason(s) for concern and the related public health significance. If corrections are needed and you are able to make these changes during the inspection, the inspector will document the corrections you made. If a problem cannot be corrected during the inspection, the inspector will work with you to determine a timeframe to make changes. If observed, a serious condition that could be an imminent public health hazard will be immediately addressed. Possible actions taken to address serious conditions could include seizure, embargo, voluntary destruction or recall of products.

## 2 Day of the Inspection

Upon arriving at your farm, the inspector will:

- Provide official MDA identification
- Explain the reason for the visit
- Issue a written Notice of Inspection
- Ask about the covered activities taking place on the farm that day, and
- Explain the scope of the inspection.

**Farm Walk-Through:** The inspector will observe your farm operation, working with you to match inspection activities with farm operations. For example, if the harvest crew is not working in the morning but will work in the afternoon, the inspection might begin in the packing and holding areas and move to where harvesting is taking place later in the day, or vice versa.

Throughout the inspection, the inspector will explain what is being looked at and why it is related to the PSR topics, including:

- Personnel Training
- Health and Hygiene

## Closing Meeting and Inspection Report

The inspector will summarize observations, provide information on resources and technical assistance, and give you a copy of the Inspection Report. The inspector will review with you any orders written and the timeline for corrective actions.

### Questions?

For more information about the Produce Safety Rule and the Minnesota Department of Agriculture Produce Safety Program, visit [www.mda.state.mn.us/food-feed/produce-safety-program](http://www.mda.state.mn.us/food-feed/produce-safety-program)

If you have questions about what to expect at an inspection, contact the Produce Safety Team at 651-539-3648 or [ProduceSafety.MDA@state.mn.us](mailto:ProduceSafety.MDA@state.mn.us)