**Sample Home Acidified Foods/Jam/Jelly Production Record**

**Date of Production: Batch number:**

**Name of Operation/Farm:**

**Name of Processor(s):**

**Name of Product:**

**Category of Product (pickle, relish, salsa, jam, jelly):**

**Ingredient List/Sources:**

|  |  |  |  |
| --- | --- | --- | --- |
| Ingredient | Source (store, online , farm)  Operation, location, contact information | Date Purchased | Code  (if available) |
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**Recipe/Documentation of Process:**

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| --- | --- | --- | --- |
| Recipe | Process steps | Step completed (✓) | Notes |
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**Unexpected events/corrective actions:**

**Corrective Action Process**

1. Document what went wrong.
2. Determine and correct the cause of the problem.
3. Determine what will be done with the product (i.e. destroy or reprocess).
4. Document how the process was corrected.
5. Document who carried out the corrective action.

**pH Test Results**

Batch tested: Test Date:

Test performed by:

Test method used:

Results:

**If pH is 4.6 or above, please indicate what corrective actions were taken:**

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**Sample form created by D. Hirsch, Extension Educator/Food Safety/2013 for the purpose of education/training.**