

## **California Department of Food and Agriculture**

1220 N Street, Sacramento, California 95814

**Division of Inspection Services** 

**Produce Safety Program** 

**PSP Portal User Guide** 

December 2024

# **Table of Contents**

Table of Contents	2
Introduction	3
What is the Produce Safety Program (PSP) Portal?	3
Key Benefits of the PSP Portal	3
Who will use the PSP Portal?	3
How can I learn more about the PSP Portal?	3
How can I access the PSP Portal Login Page?	3
Login to PSP Portal Account	4
Request a New PSP Portal Account	5
Change Password	6
Homepage Navigation	8
Farm Account	9
View Farm Account	9
Edit Farm Account	11
Commodities	13
View/Edit Commodities	13
Add New Commodities	14
Inactivate Commodities	15
Contacts	17
View/Edit Contacts	17
Add New Contacts	20
Locations	21
View/Edit Locations	21
Add New Locations	24
Visits	27
View Visits (Inspections)	27
View/Download Inspection Records	29
Respond to Inspection Regulatory Code Violations	
Cases	32
Review Cases	
Contact Produce Safety Program Staff	33

### What is the Produce Safety Program (PSP) Portal?

The PSP Portal is a digital farm data repository website that allows California produce growers and handlers covered under the Food Safety Modernization Act (FSMA) Produce Safety Rule to view their own farm information and have on-demand access to their digital produce safety inspection reports related to their own farms.

#### Key benefits of the PSP Portal

This new digital resource allows you to:

- View your own inspection reports related to your own farm online at any time.
- Engage and respond to inspection-related action items digitally, including document uploads.
- Communicate conveniently with CDFA PSP staff members.

#### Who will use the PSP Portal?

- California Produce Growers and Handlers
- CDFA Produce Safety Program Staff Members

#### How can I learn more about the PSP Portal?

Please visit the PSP Portal Information Website at <u>www.cdfa.ca.gov/producesafety/pspportal</u>, email <u>producesafety@cdfa.ca.gov</u>, or contact our Produce Safety Rule and Outreach Specialist, Angela Terrazas at 916-809-0245.

### How can I access the PSP Portal Login Page?

Please visit https://ca-psp.cdfa.ca.gov/pspportal



# **Login to PSP Portal Account**

- 1. Enter your Username (your email address) and Password. Click "Log In" to login to the PSP Portal.
  - 1.1. If you have not created a password yet, please refer to the "Request a New PSP Portal Account" section on page 5.
  - 1.2. If you need to change your password, please refer to the "Change Password" section on page 6.

Cdfa	
CA DEPT OF FOOD & AGRICULTURE	
4 Username	
Password	
Forgot your password? Not a member?	
Are you an employee? LogIn here	

- 2. The PSP Portal is safeguarded with multi-factor authentication for an additional level of security. Upon clicking the "Log In" button, you will be provided with an email with a verification code that must be used within 60 minutes. This email will be sent to the same email address used for your Username. Check your email for the verification code.
- 3. Enter the Verification Code on the multi-factor authentication screen. Click "Verify Me."

PSP Email verification code one	Colfa 77 schia
California Produce Safety Program	SAFENY PROGRAM
	INSPECTION SERVICES DIVISION
We received a request to log into The Produce Safety Program Portal and your privacy is important to us.	cdfapsp@gmail.com Log Out
We ask that you validate your identity by entering the verification code on the portal.	
Your verification code is: 141326	To ensure the security of your account, we need to verify your
This code expires in 1 hour	identity.
If you feel you received this message in error, please contact us at <u>producesafety@cdfa.ca.gov</u>	We have sent a verification code to the email account you registered on this system. Please retrieve the email and enter the code in the space below. If you require assistance, contact PSP@cdfa.ca.gov.
	* Verification Code
	141326
	Verify Me

## **Request a New PSP Portal Account**

1. Click "Not a member?" to request a new PSP Portal account. A new account can also be requested by emailing producesafety@cdfa.ca.gov.

Cdfa	
INSPECTION SERVICES DIVISION	
Lisername	
Password	
Log in	the set
Forgot your password? Not a member?	
Are you an employee? Login here	

2. Enter your First Name, Last Name, Farm or Business Name, Mailing Address, and Email Address. Review the changes and click the checkbox if true and accurate. Click "Register." Once the account is created, you will be sent a Welcome Login Email with instructions to create a new password and login to the PSP Portal.

and the second states	Codfa	CCITA PRODUCE SAFETY PROGRAM			
	CA DEPT OF FOOD & A INSPECTION SERVIC oin the community to receive pe and customer su	AGRICULTURE ES DIVISION rsonalized information oport.			
	* First Name				
A Carlo and a c	*Last Name				
and the second second	* Farm or Business Name				
	* Mailing Address * Street	ĥ		No. An	
A CONTRACTOR OF	* City	* State / Province	All a Pa		
	* Zip/Postal Code	* Country			
	*Email you@example.com		Ala A		
	I hereby certify that, to the best provided information is true and	of my knowledge, the I accurate.			金山陵
California Depa		Register	a, U.S.A. 95814		

## **Change Password**

1. Click "Forgot your password?"



2. Enter your Username (email address). Click "Reset Password."



3. You will be sent an email with a link to reset your password. Click the blue hyperlink.

Cdfa Cdfa PRODUCE SAFETY PROGRAM
CA DEPT OF FOOD & AGRICULTURE INSPECTION SERVICES DIVISION
Hello
Your password has been reset for CA Produce Safety Program Online Portal. Go to:
https://ca-psp.cdfa.ca.gov/pspportal/secur/forgotoassword.jsp?r=00D3d0000008btn005cs00000AF20X
ClwKMwoPMDBEM2QwMDAwMDA4YnRuEg8wMkczZDAwMDAwMDBadWsaDzAwNWNz MDAwMDBBRjlwWBjenNy9gDISEOH7fVAOyi8AVLP-hm40v7QaDDOTm5X2S2KCCht
Thank you,
California Department of Food and Agriculture, Produce Safety Program

4. Enter the Verification Code on the multi-factor authentication screen. Click "Verify Me."



5. Create your new password and click "Change Password."



## **Homepage Navigation**



# Farm Account

#### View Farm Account

1. To view your farm account(s), click "My Dashboard." Then click "Farm Info."



2. You will have a list view of your farm(s). Click on the Account Name to view the details of your farm.

ca d INSP	EPT OF FOOD & AGRICUITURE													<u>م</u>	
Home	My Dashboard	<u>~</u>	My Requests												
	Accounts My Accounts ▼														
1 item • S	Sorted by Account Name • Filt	ered by All a	accounts • Updated a minute ag	D							Q Sea	ch th	is list	\$ * C	
	Account Name 1	~	Mailing Street	$\sim$	Mailing City 🗸	/	Mailing State/Provi 🗸	Mailing	Country 🗸	Ma	iling Zip/Postal .	. ~	Phone	$\sim$	
1	CDFA PSP Farm		1220 N Street		Sacramento		CA	USA		958	314				

- 3. Each farm account page will have information including:
  - ✓ Account Phone Number
  - ✓ Email Address
  - ✓ Website (if applicable)
  - ✓ Legal Entity Classification
    - > Corporation, Limited Liability Company, Limited Partnership, Partnership, or Sole Owner
  - ✓ Preferred Language
  - ✓ **Doing Business As (DBA) Name** (if applicable)
  - Produce Safety Rule Exemption Claimed (if applicable)
    - All Produce 'Rarely Consumed Raw'
    - All Produce Under Enforcement Discretion
    - > All produce will be processed with a kill step
    - Farm no longer in operation
    - Qualified exempt (per CFR 112.5)
  - ✓ Mailing Address

- Total Produce Sales < \$30,509/year</p>
- Unknown
- No covered crops grown or no covered activities conducted

- ✓ Associated Commodities = Commodities the farm grows, harvest, packs, or holds
  - > Commodities can be added and inactivated as needed
- ✓ Visits = Inspections conducted at the farm
  - > Inspection reports and document upload feature is available within each visit page
- ✓ Related Contacts = Contacts associated with the farm
  - > Contacts can be updated or inactivated as needed
- ✓ Locations = Sites associated with the farm
  - Main Location Site, Business Site, Ranch, Office, Packing House, or Other

Home	My Dashboard 🗸	My Requests				
Account CDFA	t PSP Farm	Request New Commodity	Associate	ed Commodities (1)		
			Associated Com	mo Commodity Name	Active	
Farm Informa	tion		AC-000017017	Iceberg Lettuce	$\checkmark$	
Account Name	2					View All
CDFA PSP Fai	rm	1				
Account Phon	e		👌 Visits (1)			
555 555-555	5	1		DI	10	
Emall			Name	Planne	d Start Time	
cdfapsp@gm	ail.com	/	00002134	9/2/20	024, 12:00 PM	•
Website						View All
www.cdfa.ca.	.gov/producesafety	1				
Legal Entity			📄 Related C	Contacts (1)		
		1	Contact Name	Account Name Roles	Direct	
Preferred Lang	tuage		CDFA PSP	CDFA PSP Farm		
		/				View All
Farm Size						
Very Small		/	Cocations	5 (2)		New
DBA Name		/	Location Name	Location Type	Address	
			CDFA PSP Ranch	Ranch	38.57495412	1.492
Exemption Cla	almed	1	CDFA PSP Office	Office	1220 N Street,	Sacram 💌
						View All
Malling Addres	ss +					VIEW All
Sacramento,	95814 USA					
USA		1				

### Edit Farm Account

### 1. Click on a pencil 🖌 icon to edit a field on the Farm Account page.

Home	My Dashboard 🗸	My Requests	
Account CDFA	<sup>nt</sup> A PSP Farm	Request New Commodity Associated Commodities (0)	
Farm Inform	ation	S Visits (0)	
Account Nan CDFA PSP F	ne arm	Related Contacts (1)	
Account Pho	ne	Contact Name Account Name Roles Dire	ect
		CDFA PSP CDFA PSP Farm	•
Emall		/	View All
Website		Locations (1)	New
Legal EntIty		Location Name         Location Type         Address           CDFA PSP Ranch         Ranch         , , ,	•
Preferred Lar	nguage		View All
Farm Size			
Unknown			
DBA Name		/	
Exemption C	lalmed	1	
MallIng Addr 1220 N Stre Sacramento USA	ess vet 9, 95814 USA		

California Department of Food and Agriculture 1220 N Street Sacramento, California, U.S.A. 95814 CDFA Produce Safety Program (ca.gov) Contact the Produce Safety Program Staff 2. Edit the desired fields. Click "Preview" once complete.

Farm Information		
Account Name		
CDFA PSP Farm		
Account Phone		
555 555-5555		
Emall		
cdfapsp@gmail.com		
Website		
www.cdfa.ca.gov/producesafety		
Legal Entity		
Select an Option		•
Preferred Language		
Search Preferred Language		Q
Farm Size 🕚		
Very Small		•
DBA Name		
Exemption Claimed		
Select an Option		•
Malling Address Street		
1220 N Street		
City	ProvInce	
Sacramento	CA	
PostalCode	Country	
95814	USA	
	Canc	el Preview

3. Review the changes on the Preview window. Click the checkbox if true and accurate. Click "Submit." Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

Preview

	Label	$\sim$	Old Value	~	New Value	~	
1	Account Phone				555 555-5555		
2	Email				cdfapsp@gmail.com		
3	Website				www.cdfa.ca.gov/producesafety		
4	Farm Size		Unknown		Very Small		
I hereby certify that, to the best of my knowledge, the provided information is true and accurate.							
					Cancel	nit	

## **Commodities**

#### View/Edit Commodities

1. To view all commodities associated the Farm Account, go to the Associated Commodities tile. Click on "Associated Commodities" or "View All."

Home My Dashboard 🗸	My Requests				
CDFA PSP Farm	Request New Commodity	Associate Associate	ed Commodities (1)	e Active	
Farm Information		AC-000017017	Iceberg Lettuce		
Account Name CDFA PSP Farm	,				View All
Account Phone 555 555-5555	/	😫 Visits (1)			
		Name	Plan	nned Start Time	
Email cdfapsp@gmail.com	1	00002134	9/2	/2024, 12:00 PM	•
					View All
website www.cdfa.ca.gov/producesafety	1				
Legal Entity		Related C	Contacts (1)		
	-	Contact Name	Account Name Role	es Direct	
Preferred Language	/	CDFA PSP	CDFA PSP Farm	$\checkmark$	•
					View All
Farm Size	,				
Very Small		Locations	5 (2)		New
DBA Name	ľ	Location Name	Location Type	Address	
		CDFA PSP Ranch	Ranch	38.574954, -121.	.492 💌
Exemption Claimed	1	CDFA PSP Office	Office	1220 N Street, Sa	acram 💌
Malling Address 1220 N Street					View All
Sacramento, 95814 USA USA					
Home My Dashboard 🗸	My Requests				
Accounts > CDFA PSP Farm Associated Commodities					

## Add New Commodities

1. Click "Request New Commodity" on the Farm Account page.

My Dashboard 🗸	My Requests				
<sup>ount</sup> FA PSP Farm	Request New Commodity	Associated C	ommodities (1)		
		Associated Commo	Commodity Name	Active	
		AC-000017017	Iceberg Lettuce	<b>v</b>	
					View All
	1				
		🕙 Visits (1)			
	<i>v</i>	Name	Planned	Start Time	
	/	00002134	9/2/202	4, 12:00 PM	•
					View All
safety	/				
		🗊 Related Cont	acts (1)		
	/	Contact Name Ac	count Name Roles	Direct	
		CDFA PSP CD	FA PSP Farm	✓	
	/				View All
	/	Locations (2)			New
	1	Location Name	Location Type	Address	
		CDFA PSP Ranch	Ranch	38.574954, -121.4	492 💌
Imed	/	CDFA PSP Office	Office	1220 N Street, Sa	cram 💌
					View All
reet					
5814 USA					

2. Search for the commodity and location it is grown, harvested, packed, and/or held at. The location must be linked to the farm account prior to adding a new commodity (refer to page 20 to verify and add new locations). Enter additional details in the "Description" field if applicable. Click "Preview."

Request New Commodity

* Commodity Name		
Search Commodities		Q
* Location Name		
Search Location		Q
Description		
	Cancel	Preview

3. Review the changes on the Preview window. Click the checkbox if true and accurate. Click "Submit." Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

Request New Commodity

*CommodIty Name		
😝 Cilantro		
*Location Name		
Seaside Spinach Ranch		
Description		
		,
* I hereby certify that, to the best of my knowledge, the true and accurate.	provided info	rmation is
	Cancel	Submit

#### **Inactivate Commodities**

1. Click on the individual Associated Commodity Name.

Home	My Dashbo	oard 🥆	My Requests				
Accour Assoc 1 Item ·	nts > CDFA PSP Farm ciated Commo Updated a few second	dities ds ago					\$\$ - C'
	Associated Comm	odity Name	~	Commodity Name	~	Active	~
1	AC-000017017			Iceberg Lettuce		$\checkmark$	

### 2. Click on a pencil 🖌 icon to edit.

lome	My Dashboard 🗸	My Requests	
Asso AC-	ciated Commodity 000017017		
Associated	Commodity		
Commodity N Iceberg Lett	lame		1
Location Nan	le		
CDFA PSP R	anch		

- 3. Click on the Active checkbox to toggle the active/inactive status. Uncheck the checkbox to mark as inactive. Check the checkbox to mark as active.
- 4. Click "Preview."

Home	My Dashboard 🗸	My Requests
Asso AC	ciated Commodity 000017017	
Associated	Commodity	
Commodity N	lame	
Iceberg Lett	uce	
Location Nan	ne	
CDFA PSP R	anch	
Active		
		Cancel Preview

5. Review the changes on the Preview window. Click the checkbox if true and accurate. Click "Submit." Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

			Preview			
	Label	~	Old Value	~	New Value	~
1	Active		true		false	
<b>1</b>	nereby certify that, to the best of my knowledg	e, th	e provided information is true and accurate.			
					Cancel	Submit

#### View/Edit Contacts

1. To view the contacts associated with the Farm Account, go to the Related Contacts tile. Click the name of the individual contact to view the contact details.

Home My Dashboard 🗸	My Requests				
Account CDFA PSP Farm	Request New Commodity	Associated C	Commodities (1)		
		Associated Commo	Commodity Name	Active	
Farm Information		AC-000017017	Iceberg Lettuce	$\checkmark$	•
Account Name					View All
CDFA PSP Farm	1				
Account Phone	<i>.</i>	🛐 Visits (1)			
555 555-5555		Name	Planned	Start Time	
Emall	~	00002134	9/2/2024	4. 12:00 PM	
cdfapsp@gmail.com	7			.,	
Website	<i>.</i>				VIEW AII
www.cdfa.ca.gov/producesafety	7		(4)		
Legal EntIty		Related Con	tacts (1)		
	7	Contact Name Ad	ccount Name Roles	Direct	
Preferred Language		CDFA PSP CI	DFA PSP Farm	<b>V</b>	•
	/				View All
Farm Size					
Very Small	/	Locations (2	)		New
DBA Name	/	Location Name	Location Type	Address	
		CDFA PSP Ranch	Ranch	38.574954, -121.492	
Exemption Claimed	/	CDFA PSP Office	Office	1220 N Street, Sacram.	
Malling Address					View All
1220 N Street					
Sacramento, 95814 USA					
USA	1				

#### 1.1. To view all contacts associated with the Farm Account, click "Related Contacts" or "View All."

Home My Dashboard 🗸	My Requests				
CDFA PSP Farm	Request New Commodity	Associated C	ommodities (1)		
		Associated Commo	. Commodity Name	Active	
Farm Information		AC-000017017	Iceberg Lettuce		
Account Name CDFA PSP Farm	/				View All
Account Phone 555 555-5555	/	😫 Visits (1)			
Emall		Name	Planned	Start Time	
cdfapsp@gmail.com	1	00002134	9/2/202	4, 12:00 PM	•
Website					View All
www.cdfa.ca.gov/producesafety	/	Related Cont	rants (1)		
Legal Entity	~	Ly Related Cont	acts (1)		
	,	Contact Name Ac	count Name Roles	Direct	
Preferred Language	~	CDFA PSP CE	FA PSP Farm	×	•
	,				View All
Farm Size					
Very Small		Locations (2)	)		New
DBA Name	/	Location Name	Location Type	Address	
Evenetien Claimed		CDFA PSP Ranch	Ranch	38.574954, -121.49	2 💌
Exemption Claimed	/	CDFA PSP Office	Office	1220 N Street, Sacra	am 💌
Malling Address					View All
1220 N Street					
Sacramento, 95814 USA USA	~				
	<i>F</i>				

#### 1.2. Click on the individual Contact Name.

Home	My Dasł	nboard	✓ My Reque	sts									
Accour Relat	nts > CDFA PSP Far ed Contacts · Sorted by Last Nam	rm ne • Upr	lated a minute ago								\$	• C	T
	Contact Name	$\sim$	Account Name	$\sim$	Roles	~	Direct	~	Email	$\sim$	Phone	$\sim$	
1	CDFA PSP		CDFA PSP Farm		Food Safety		<b>~</b>		cdfapsp@gmail.com		123 456-7890		•

Home	My Dashboard 🗸	My Requests	
Contact Info	ormation		
First Name			Г
CDFA			
Last Name			
PSP			
Emall			
cdfapsp@gm	ail.com		
Phone			
Mobile			
Roles			
Maliling Addre	55		
1220 N Street			
Sacramento, S	95814 USA		
USA			
Active			

- 3. Edit the desired fields. Click on the Active checkbox to toggle active/inactive status. Uncheck to mark as inactive. Check to mark as active.
- 4. Click "Preview" once complete.

Home	My Dashboard	<b>`</b>	My I	Requests		
Contact Inf	ormation					
First Marga						
Last Name						
PSP						
Emall						
cdfapsp@g	mall.com					
Phone						
Moblie						
Roles						
Avaliable				Selected		
AdmInistra	tlon		•			<b>^</b>
Board Men	nber					
Business U	ser		4			<b>–</b>
CEO						
(50)						
CFO						
Complianc	e					
Malilng Addre	55					
Street						
1220 N Str	eet					
Chu					Deminen	
Sacrament	0					
PostalCode	-				Country	
95814					USA	
Active		<b>~</b>				
					Cancel	Prevlew

5. Review the changes on the Preview window. Click the checkbox if true and accurate. Click "Submit." Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

		Preview					
	Label V	Old Value	$\sim$	New Value		~	
1	Phone			555 555-5555			
2	Mobile			123 456-7890			
з	Roles			Food Safety			
🔽 I h	I hereby certify that, to the best of my knowledge, the provided information is true and accurate.						
					Cancel	Submit	

#### Add New Contacts

1. New contacts can be added to a Farm Account by creating a new PSP Portal User Account. Refer to the "Request a New PSP Portal Account" section on page 5 for details.



## Locations

#### View/Edit Locations

1. To view the locations associated with the Farm Account, go to the Locations tile. Click the name of the individual location to view the location details.

Home My Dashbo	ard 🗸 🦷 My	Requests					
CDFA PSP Farm	I	Request New Commodity	Associated	Commodities (1)			
			Associated Commo	Commodity Name	Active		
Farm Information			AC-000017017	Iceberg Lettuce	$\checkmark$	•	
Account Name						View All	
CDFA PSP Farm		1					
Account Phone			😢 Visits (1)				
555 555-5555		1					
Emall			Name	Planned	Start Time		
cdfapsp@gmail.com		/	00002134	9/2/2024	4, 12:00 PM	•	
Website						View All	
www.cdfa.ca.gov/produce	safety	1					
Legal Entity			Related Contacts (1)				
		1	Contact Name	ccount Name Poles	Direct		
Preferred Language			CDFA PSP C	CDFA PSP Farm			
		1				View All	
Earm Sizo						VIEW AII	
Very Small		/		2)		Neu	
DBA Namo			Locations (2	2)		INEM	
DDA Name		/	Location Name	Location Type	Address		
Exemption Cipinsod			CDFA PSP Ranch	Ranch	38.574954, -121	.492 💌	
Exemption claimed		1	CDFA PSP Office	Office	1220 N Street, Sa	acram 💌	
Melline Address						View All	
1220 N Street							
Sacramento, 95814 USA							
		P					

#### 1.1. To view all locations associated with each Farm Account, click "Locations" or "View All."

Home My Dashboard 🗸	My Requests				
Account CDFA PSP Farm	Request New Commodity	Associated Co	mmodities (1)		
		Associated Commo	Commodity Name	Active	
Farm Information		AC-000017017	Iceberg Lettuce	1	
Account Name					View All
CDFA PSP Farm	1				
Account Phone		🔇 Visits (1)			
555 555-5555	/	Nama	Discond	tent Time	
Emall		Name	Planned		
cdfapsp@gmail.com	/	00002134	9/2/2024	F, 12:00 PIVI	•
Website					View All
www.cdfa.ca.gov/producesafety	/	_			
Legal Entity		Related Conta	cts (1)		
	/	Contact Name Acco	ount Name Roles	Direct	
Preferred Language		CDFA PSP CDF	A PSP Farm	<b>v</b>	
	/				View All
Farm Size					
Very Small	<i>I</i> <sup>1</sup>	Locations (2)	]		New
DBA Name		Location Name	Leastian Tune	Address	
	· · · · · ·		Danch	20 57/05/ 101	402
Exemption Claimed			Office -	1000 N Street Se	492 V
	/	CUTA POP Office	Unice	1220 IN Street, Sa	
Malling Address					View All
1220 N Street Sacramento, 95814 USA					
USA	/				

#### 1.2. Click on the individual Location Name.

Home	My Dashboard 🗸	My Requests				
Accou Loca 5 items	nts > CDFA PSP Farm tions s - Updated a few seconds ago					New \$\$
	Location Name	$\sim$	Location Type	$\sim$	Address	~
1	CDFA PSP Ranch		Ranch		38.574954, -121.492275, Sacramento, CA, 95814	
2	CDFA PSP Office		Office		1220 N Street, Sacramento, CA, 95814	•

2. Click on a pencil *icon* to edit a field on the individual Location page. Addresses can include a street address or GPS coordinates.

Home	My Dashboard 🗸	My Requests
CDI	<sub>tion</sub> FA PSP Ranch	
Account CDFA PSP F	Location Type Farm Ranch	Address 38.574954, -121.492275, Sacramento, CA, 95814
Location Ir	nformation	Associated Commodities (1)
Location Nan CDFA PSP R	ne anch	Associated Commodity Name Commodity Name
Location Type	2	AC-000017017 Iceberg Lettuce 💌
Ranch		View All
Active	$\checkmark$	/
Address 38.574954, Sacramento USA	-121.492275 , 95814 USA	

3. Edit the desired fields. Click "Preview" once complete.

CDFA PSP Ra	inch				
Account CDFA PSP Farm	Location Type Ranch	Address 38.574954, -121.492275, Sac	cramento, CA, 95814		
Location Information			Associated Commoditie	es (1)	
Location Name			Associated Commodity Name	Commodity Name	
CDFA PSP Ranch			AC-000017017	Iceberg Lettuce	•
Other		•			View All
Active	<b>~</b>				
Address					
Street 38.574954, -121.49227	75				
City		ProvInce			
Sacramento		CA			
PostalCode		Country			
95814		USA			
	California [	Cancel Preview Department of Food and Agriculture CDFA Produce Sa	1220 N Street Sacramento, California, U.S ifety Program (ca.gov)	i.A. 95814	

Contact the Produce Safety Program Staff

4. Review the changes on the Preview window. Click the checkbox if true and accurate. Click "Submit." Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

 Label
 V
 Old Value
 V
 New Value
 V

 1
 Location Type
 Ranch
 Image: Cancel Submit
 Submit

#### **Add New Locations**

1. To add a new location, click the "New" button on the Locations tile.

Home	My Dashboard 🗸	My Requests				
Accou CDF/	<sup>nt</sup> A PSP Farm	Request New Commodity	Associate	ed Commodities (1)		
			Associated Com	mo Commodity Name	Active	
Farm Inform	nation		AC-000017017	Iceberg Lettuce	$\checkmark$	•
Account Nar	ne					View All
CDFA PSP F	ārm	/				
Account Pho	ne		🕙 Visits (1)			
555 555-55	555	/	Nama	Diappor	d Start Time	
Emall			0000213/	9/2/20	2/, 12:00 PM	
cdfapsp@g	mail.com	/	00002134	572720.	24, 12.00 PW	¥
Website						View All
www.cdfa.c	a.gov/producesafety	/	_			
Legal Entity			🔁 Related C	Contacts (1)		
		/	Contact Name	Account Name Roles	Direct	
Preferred La	nguage		CDFA PSP	CDFA PSP Farm	$\checkmark$	•
						View All
Farm Size						
Very Small		/	Locations	5 (2)		New
DBA Name		/	Location Name	Location Type	Address	
			CDFA PSP Ranch	Ranch	38.574954, -1	21.492 💌
Exemption C	Claimed	/	CDFA PSP Office	Office	1220 N Street,	, Sacram 💌
						View All
Mailing Addi 1220 N Stre	ress eet					
Sacramento	o, 95814 USA					
USA		/				

#### 2. Input the new location information. Click "Save."

	* = Required Information
formation	1
*Location Name	
* Location Type	
None 🔻	
Parent Location	
Account	
UAI - Angela's Lettuce Ranch	
stem Information	
Owner	
Angela Farmer-Terrazas	
Angela Farmer-Terrazas	
Angela Farmer-Terrazas	

#### 3. Click on the new location name.

Account   CDFA PSP Farm     Information   count Name   DFA PSP Farm     Count Phone   S5 555 555   S5 555 555     rail   dfapsp@gmail.com     eterred Language     Im Size   any Small     Aname   Im Size   any Small     Im Size   amption Claimed     Im Size   and Size Applied Claimed     Im Size     <	My Dashboard 🗸 🛛 My Re	equests			
Account   CDFA PSP Farm   Information   ount Name   FA PSP Farm   ount Phone   5555555   all   all apsp@gmail.com   bitte   w. cdfa.ca.gov/producesafety   al Entity   rerred Language   y Small   Name   py Small   Name   CDFA PSP Farm   Contact Name   Contact Name   CDFA PSP Farm    In Size    y Small   Name   Ing Address					
Associated Commo Commodity Name Active Ac:000017017 Iceberg Lettuce C AC:000017017 Iceberg Lettuce C Ac:000017017 Iceberg Lettuce C Commodity Name Active Ac:000017017 Iceberg Lettuce C Commodity Name Active Ac:000017017 Iceberg Lettuce C Commodity Name Active Active Active Ac:000017017 Iceberg Lettuce C Commodity Name Active Commodity Name Activ	DFA PSP Farm	equest New Commodity	Associated Co	mmodities (1)	
Information   AC-000017017   Iceberg Lettuce   ICEA PSP Farm   ICEA PSP Farm   ICEA PSP Farm   ICEA PSP Farm   ICEA PSP Term   ICEA PSP CDFA PSP Farm   ICEA PSP Ranch   ICEA PSP New Ranch   Intelling Address   ICEA PSP New Ranch   Intelling Address			Associated Commo	Commodity Name	Active
ccount Name   LDFA PSP Farm   isst S55-5555   isst S55-5555   imall   oddapspl@gmail.com   vebsite   www.cdfa.ca.gov/producesafety   egal Entity   referred Language   image    image    image <	formation		AC-000017017	Iceberg Lettuce	~
LDFA PSP Farm   ccount Phone   S55 5555   mall   dfapsp@gmail.com   dfapsp@gmail.com   debsite   www.cdfa.ca.gov/producesafety   igal Entity   referred Language   image   im	it Name				
count Phone S5 555-5555  Iall Comme Planned Start Time CO0002134 9/2/2024, 12:00 PM CO002134 9/2/2024, 12:00 PM CO0002134 CO000021 CO0002134 CO0002134 CO0002134 CO0002134	PSP Farm	ľ			
S5 555-555   nall   ffapsp@gmail.com   ebsite   ww.cdfa.ca.gov/producesafety   gal Entity   eferred Language   mm Size   my Small   IA Name   Locations (2)   Location Type   Address   20N Street	it Phone		Visits (1)		
nall fdapsp@gmail.com f	35-5555	/	Name	Planned	Start Time
dfapsp@gmail.com   Vebsite www.cdfa.ca.gov/producesafety   egal Entity   Related Contacts (1) Contact Name Account Name Roles   Contact Name Account Name Roles   CDFA PSP CDFA PSP Farm   CDFA PSP CDFA PSP Farm   Vebsite   Image: CDFA PSP Ranch   Kalling Address 220 N Street		ľ	00002134	9/2/202	4, 12:00 PM
Tebsite   ww.cdfa.ca.gov/producesafety     agal Entity     arm Size   ery Small     BA Name     Image: Contact Name     Image: Contact Name     Contact Name     CDFA PSP CDFA PSP Farm     Image: Contact Name     Image: Contact	p@gmail.com	, ,			
ww.cdfa.ca.gov/producesafety agal Entity agal Entity Contact Name Account Name Roles CDFA PSP CDFA PSP Farm CCDFA PSP CDFA PSP Farm CCDFA PSP CDFA PSP Farm CCDFA PSP Ranch Ranch 38.574 CDFA PSP New Ranch Ranch 777 CDFA PSP New Ranch 77	2	1			
egal Entity  referred Language  Contact Name Account Name Roles  CDFA PSP CDFA PSP Farm  Adiling Address 220 N Street	dfa.ca.gov/producesafety		Related Conta	cts (1)	
Contact Name Contact Name Roles I   CDFA PSP CDFA PSP Farm     CDFA PSP CDFA PSP Farm     Image: Contact Name Contact Name     Image: Contact Name CDFA PSP Farm     Image: Contact Name Contact Name     Image: Contact Name Cocations (2)     Image: Contact Name Contact Name     Image: Contact Name Cocations (2)     Image: Contact Name Cocation Name     Image: Contact Name Cocations (2)     Image: Contact Name Cocation Name     Image: Contact Name Cocation Name  <	ntity	/		0.0 (1)	
referred Language CDFA PSP CDFA PSP Farm C arm Size Very Small VBA Name VBA Name Valing Address CDFA PSP Ranch Ranch Ranch Ranch Ranch Ranch CDFA PSP New Ranch			Contact Name Acco	ount Name Roles	Direc
arm Size ery Small BA Name Location Name Location Type Address CDFA PSP New Ranch Ranch CDFA PSP New Ranch CDFA PSP New Ranch CDFA PSP New Ranch CDFA PSP New Ranch CDFA P	ad Language	/	CDFA PSP CDFA	A PSP Farm	$\checkmark$
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ery Small BA Name Location Name Location Type Addres CDFA PSP Ranch Ranch 38.574 CDFA PSP New Ranch Ranch	ze	1			
BA Name Location Name Location Type Address Location Name Location Type Address CDFA PSP Ranch Ranch Ranch	nall	-	Locations (2)		
xemption Claimed     CDFA PSP Ranch     Ranch     38.574       CDFA PSP New Ranch     Ranch        Ialling Address         220 N Street	ime	1	Location Name	Location Type	Address
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lalling Address	lon Claimed	/	CDFA PSP New Ranch	Ranch	2 2 2
alling address 200 N Street	- Add			_	
	, Address V Street				
icramento, 95814 USA	nento, 95814 USA				

### 5. Click on a pencil 🖌 icon to edit a field on the individual Location page.

Home	My Dashboard 🗸	My Requests	
CDFA	n A PSP New Ranch		
Account CDFA PSP Farm	1	Location Type Ranch	Address 
Location Info	ormation		Associated Commodities (0)
Location Name		Г	
CDFA PSP Nev	v Ranch		
Location Type			—
Ranch		1	
Active	*	1	
Address			

4. Input the address of the new location. Addresses can include a street address or GPS coordinates. Click "Preview" once complete.

P New Ranch	Location Type Ranch	Address
n	Location Type Ranch	Address
on.		
		Associated Commodities (0)
th		
	•	
~		
	Province	
	Country	
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5. Review the changes on the Preview window. Click the checkbox if true and accurate. Click "Submit." Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

P	rev	/ie	W

on Type	∽ Old	Value	✓ New	Value	
on Type				value	
on type			Rano	h	
			1120	0 N St	
:SS			Sacr	amento, CA, 95814	
			USA		
	55	55 ,,	55 ,,	ss Sacr " USA	ss 1120 N St Sacramento, CA, 95814 "USA

#### View Visits (Inspections)

1. To view visits (inspections) conducted at a farm, go to the Visits tile. Click on the visit code to view the visit details, view/download inspection documents, and upload documents.

Code PRODUCE SAFETY SAFET SAFE				•	6
Home My Dashboard 🗸	My Requests				
Account CDFA PSP Farm	Request New Commodity	Associated Co	mmodities (1)		
		Associated Commo	Commodity Name	Active	
Farm Information		AC-000017017	Iceberg Lettuce	$\checkmark$	
Account Name				N	View Al
CDFA PSP Farm	ľ				
Account Phone		Visits (1)			
555 555-5555	1				
Emall		Name	Planned	Start Time	
cdfapsp@gmail.com	1	00002134	9/2/2024	4, 12:00 PM	•
Website				N	View Al
www.cdfa.ca.gov/producesafety	1				
Legal Entity		Related Conta	cts (1)		
-	-	Contact Name Acco	ount Name Roles	Direct	
Preferred Language		CDFA PSP CDF	A PSP Farm		•
	-			\	/iew Al
Farm Slze					
Very Small	1	Locations (2)		N	ew
DBA Name					
	1	Location Name	Location Type	Address	
Exemption Claimed		CDFA PSP Ranch	Ranch	38.574954, -121.492	▼
-	-	CDFA PSP Office	Office	1220 N Street, Sacram	▼
Malling Address				V	View All
1220 N Street					

#### 1.1. To view all visits associated with each Farm Account, click "Visits" or "View All."

	COLFA PRODUCE SAFETY PROGRAM OOD & AGRICALITURE SERVICES DIVISION					۰ د
Home	My Dashboard 🗸	My Requests				
Acco CDF	<sub>unt</sub> FA PSP Farm	Request New Commodity	Associated	Commodities (1)		
			Associated Commo	Commodity Name	Active	
Farm Infor	mation		AC-000017017	Iceberg Lettuce	<b>v</b>	
Account Na	ame					View All
CDFA PSP	Farm	1				
Account Ph	ione		Visits (1)			
555 555-5	5555	/				
Emall			Name	Planned	Start Time	
cdfapsp@	gmail.com	1	00002134	9/2/202	4, 12:00 PM	•
Wohstto						View All
www.cdfa	.ca.gov/producesafety	1				
			🗇 Related Cor	ntacts (1)		
Legal Entity	/	1				
			Contact Name A	Account Name Roles	Direct	
Preferred L	anguage	1	CDFA PSP C	DFA PSP Farm	✓	•
						View All
Farm Size		/				
Very Smal	1		Locations (2	2)		New
DBA Name			Location Name	Location Type	Address	
			CDFA PSP Ranch	Ranch	38 574954 -121	492
Exemption	Clalmed	Å	CDFA PSP Office	Office	1220 N Street Sa	cram
		<i>,</i>		Jine	IZZO MONEEL, JO	
Malling Add	dress					View All
1220 N St	reet to 9581/cUSA					

#### View/Download Inspection Records

1. Go to the Files tile. Click on the desired document.

COLOR PRODUCE SAFETY PROGRAM DIPI OF TOOD & AGRICUITURE PECTION SERVICES DIVISION			
me My Dashboard 🗸 🛛 M	Лу Requests		
Visit 00002134		Files (1)	
lace Planned Start Time	Inspector	Produce Farm Inspection Report (P DOC Oct 13, 2024 • 13KB • docx	FIR)
UTA PSP Ranch 57272024, 12:00			
lace CDFA PSP Ranch		egulatory Code Violations (1	L)
ccount		Violation ID Date Created	Status
ollow Up		RCV-00002275 9/2/2024, 12:0	00 PM Open
For Cause			

1.1. To view all documents associated with the inspection, click "Files" or "View All."

CA DEPI OF LOOD & AGRICULTURE INSPECTION SERVICES DIVISION					<b>A</b> (2)
Home My Dashboard 🗸 My Req	uests				
Visit 00002134 Place Planned Start Time	Inspector	Files (1) Produce Farm Oct 13, 2024 ·	Inspection Report (PFIR) 13KB • docx		Add Files
CDFA PSP Ranch 9/2/2024, 12:00 PM					View All
Place CDFA PSP Ranch		🚺 Regulatory C	Code Violations (1)		
Account		Violation ID	Date Created	Status	
Follow Up		RCV-00002275	9/2/2024, 12:00 PM	Open	
For Cause					View All

2. In the document viewing window, click "Download" to download the document to your computer.

Produce Farm Inspection Report (PFIR)	🛃 Download	8	View File Details	Ţ	Upload New Version			×
CA DEPLOT FOOD & AGREE INSPECTION SERVICES DIV							- 1	

#### **Respond to Inspection Regulatory Code Violations**

#### 1. Go to the "Regulatory Code Violations" tile and click on a Violation ID.

CA DIFF OF TOOD AS REVIEWED	JRE ION					• 🕒
Home My Dashl	board 🗸 🛛 My Reques	its				
Visit 00002134			Files (1)			Add Files
Place CDFA PSP Ranch	Planned Start Time 9/2/2024, 12:00 PM	Inspector	Produce Farm 1 poc Oct 13, 2024 •	Inspection Report (PFIR) 13KB • docx		
						View All
Place CDFA PSP Ranch			🔯 Regulatory C	ode Violations (1)		
Account			Violation ID	Date Created	Status	
Follow Up			RCV-00002275	9/2/2024, 12:00 PM	Open	
						View All
For Cause						
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1.1. To view all regulatory code violations, click "Regulatory Code Violations" or "View All."

CA DIFLOIT FOOD & ADBIGUTURE INSPECTION SERVICES DIVISION		
Home My Dashboard V My Requests		
Visit 00002134	Files (1)	Add Files
Place Planned Start Time Inspector	Produce Farm Inspection Report (PFIR) OCt 13, 2024 • 13KB • docx	
CDFA F3P Railch 3/2/2024, 12:00 HW		View All
Place CDFA PSP Ranch	Regulatory Code Violations (1)	
Account	Violation ID Date Created Status	
CDFA PSP Farm	RCV-00002275 9/2/2024, 12:00 PM Open	•
		View All
For Cause		
Poutloo		

#### 2. To upload a document in response to a regulatory code violation, go to the Visit page and click "Add Files."

CA DEPT OF FOOD & AGRICULUU INSPECTION SERVICES DIVISIO	RE D N					A (2)
Home My Dashb	oard 🗸 🛛 My Ree	quests				
Visit 00002134			Files (1)			Add Files
Place	Planned Start Time	Inspector	Produce Farm I ooc Oct 13, 2024 • 1	nspection Report (PFIR) .3KB • docx		
CDFA PSP Ranch	5/2/2024, 12.00 PW					View All
Place CDFA PSP Ranch			Regulatory C	ode Violations (1)		
Account			Violation ID	Date Created	Status	
Follow Up			RCV-00002275	9/2/2024, 12:00 PM	Open	
						View All
For Cause						
Doutloo						
Other						
Initial Visit						
Planned Start Time						

9/2/2024, 12:00 PM

Number of VIsited Locations 1

Inspector

California Department of Food and Agriculture 1220 N Street Sacramento, California, U.S.A. 95814 CDFA Produce Safety Program (ca.gov) Contact the Produce Safety Program Staff

## Cases

#### **Review Cases**

1. Click "My Requests" to view requests submitted.



Farm Inspections and Reports

# View your inspections here, upload supporting documents or download inspection reports



View Inspections

California Department of Food and Agriculture 1220 N Street Sacramento, California, U.S.A. 95814 CDFA Produce Safety Program (ca.gov) Contact the Produce Safety Program Staff

2. Click on a case number to view the details and status of the case (request). Any changes submitted for your account will be reviewed by the Produce Safety Program before being finalized.

Home	My Dashboard	~	My Requests												
Ca Re 1 Item • Up	ses ecently Viewed 💌 udated a few seconds ago	Ŧ						Q. Search th	is list		\$	•	Ċ	¢	T
	Case Number	$\sim$	Subject	$\sim$	Status	~	Date/Time C	pened	$\sim$	Case Own	er Alias		$\sim$	,	
1	00002278		Update Farm		New		10/13/2024	, 2:26 PM		PSP Case C	)wners				2

# **Contact Produce Safety Program Staff**

1. Click the "Contact the Produce Safety Program Staff" link located at the bottom of each PSP Portal webpage to generate a new email.

