

1. Ingredients & Preparation

Complete a separate worksheet for each preparation batch.

Batch ID: _____

Preparation date: _____

Prepared by: _____

A. PLANT & INGREDIENT VERIFICATION

Common name: _____

Confirmed botanical name: _____

Plant part used: _____

Source / harvest location: _____

- ☐ Identity verified against a reliable botanical reference
- ☐ No visible mould, pests, unusual odour, or contamination
- ☐ Harvest location checked for spraying, roadside, or industrial exposure

B. TYPE OF PREPARATION

- ☐ Tea / water infusion
- ☐ Alcohol tincture
- ☐ Infused oil (external use only)
- ☐ Other: _____

Solvent / carrier oil and brand: _____

Amounts of herb and liquid used: _____

Alcohol ABV, if applicable: _____

Extraction method / instructions source: _____

Important preparation details / deviations:

2. Process & Storage Controls

Check controls that apply to your preparation; note any uncertainty.

C. MOISTURE & HANDLING

- ☐ Equipment, hands, and containers were cleaned before use
- ☐ All equipment and storage vessels were completely dry (oil/tincture)
- ☐ Herbs were fully dried before oil infusion; no fresh/wet material added
- ☐ Water used for tea was potable

Drying method / conditions (if applicable): _____

Date dried and dryness check: _____

D. EXTRACTION & STORAGE

Extraction start date: _____

Extraction end date: _____

Storage temperature / location: _____

Container type / lid: _____

- ☐ Container labelled with species, ingredients, date, and batch ID
- ☐ Storage method checked against credible, preparation-specific guidance
- ☐ Any refrigeration requirement identified and followed
- ☐ No unvalidated claim of room-temperature shelf stability

E. KEY SAFETY DISTINCTIONS

Tea: prepare with potable water; refrigerate promptly if not consumed soon.

Tincture: alcohol percentage and plant moisture affect preservation.

Oil: moisture and low-oxygen storage can present serious microbial risks.

No homemade extract has a verified medical dose without appropriate testing.

Method-specific precautions / guidance consulted:

3. Inspection & Final Decision

Use this page for ongoing checks and the keep/discard decision.

F. INSPECTION LOG

Date	Container / storage check	Action / initials

G. RED FLAGS & DISPOSAL

- ☐ Mould, unexpected gas, leakage, damaged seal, or contamination
- ☐ Oil: rancid odour, moisture, separation, or unusual appearance
- ☐ Storage conditions or preparation safety cannot be confirmed

If safety is uncertain, DO NOT taste or use the preparation. Discard safely.

Absence of visible spoilage does not prove a preparation is safe.

H. FINAL DECISION & FOLLOW-UP

- ☐ KEEP only under the method-specific storage requirements
- ☐ QUARANTINE / seek qualified advice before any use
- ☐ DISCARD due to spoilage, uncertainty, or storage failure

Decision date: _____

Reviewer / initials: _____

Reason and next action:

Safety note: Herbal preparations are not sterile, medically standardized, or proven treatments.