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Extension

Food Safety Plan

for

_____

Name of Farm/Orchard

The information in this plan is a true representation of the food safety practices and conditions followed in this operation.

_____

Owner or manager   *Signature*   *Date*

_____

Farm mailing address   *City*   *State*   *Zip Code*

_____

GPS coordinates (optional)   *Longitude*   *Latitude*

Personnel

Contact information			In charge of:
Name	Phone	Email	

Workers/Volunteers

Training/Farm Policies	Received training (Yes/No)	Trained by:	Frequency or Date?
Proper hygiene & hand washing			
Illness & injury policies			
Lunch and break locations			
Allowed drink containers			
Proper clothing/allowed jewelry			
Safe handling of produce/spills			
Cleaning tools and equipment			
Agricultural chemical handling			
Farm security			

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Worker Facilities: sinks (soap, water, disposable towels), signs, toilets, drinking water

Facility Locations:
Policy and procedures related to hand washing:

Worker Health, Hygiene, and Sanitary Practices Policy (Fill in below or attach policy):

Applicable documentation (Check all that apply):

- □ Verification checklist (for compliance with hand washing and other appropriate hygiene practices)
- □ Training log (for proper procedure and frequency of hand washing)

Toilet Facilities (Check all that apply)

□ Indoor facilities	□ Portable units	□ None on site

Availability of Toilet Facilities:

Maximum number of employees on site at any one time	Number of toilet facilities within ¼ mile walk	Ratio of employees to toilet facilities
_____	_____	_____

Applicable documentation (Check all that apply):

- □ Additional information sheet
- □ Verification checklist (for condition, maintenance, use by workers)
- □ Map indicating location of field sanitation units and handwashing stations
- □ Field sanitation service and cleaning contract/service report
- □ Spill response plan
- □ Training log (for notification of reasonable access and proper use)

Policy for Visitors and Applicable documentation (Check all that apply):

- □ Visitors must sign in and receive a verbal or print copy of pertinent farm policies
- □ Visitor/CSA member policy

Farm/Orchard Environment

Field Map

Sketch or attach map that includes production, field packing, staging areas, field sanitation units, active wells, surface water sources, regular or recent flooding areas, manure storage sites, and septic systems on site and adjacent properties.

Previous Land Use (Check all that apply for area under cultivation):

Has the current crop(s) been grown at this location for LESS THAN 5 years? Yes ☐ No ☐	Has there been any expansion into previously unused land within the last 5 years? Yes ☐ No ☐	Has the current crop(s) been grown at this location for MORE THAN 5 years? Yes ☐ No ☐

If all or part of the crop has been grown at this location for LESS THAN 5 years, describe previous land use

Adjacent Properties (Check all that apply):

☐ Crop production	☐ Dairy or livestock operation	☐ Watershed (river, stream, pond, lake)	☐ Manure dumping or storage
☐ _____ *Other*	☐ Residential with operating septic system	☐ Commercial or industrial development	☐ Municipal or private dumping site

Adjacent and Previous Land Use Policy (Fill in below or attach policy):

Applicable documentation (Check all that apply):

☐   Additional information sheet (for previous and adjacent land use)

☐   Map indicating adjacent properties presence of manure/biosolids storage areas, manure lagoons, livestock/dairy facilities, grazing areas, and flooding areas

☐   Verification checklist (for evidence of flooding, presence of domestic or wild animals

☐   Soil chemical and/or microbiological test results (if previous land use indicates potential hazards)

Water Quality (Fill in or attach policy):

Water source:	**Applicable documentation** (Check all that apply):
☐ Municipal water City: _____	☐ Annual water bill with analysis results
	☐ Laboratory analysis
☐ Private well water Number: _____	☐ Laboratory analysis
	☐ Monitoring checklist
	☐ Well condition & maintenance documentation
☐ Surface water Source: _____	☐ Laboratory analysis
	☐ Treatment procedure and schedule

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Water Use and Source (Check all that apply):

Use/Source	Municipal/City	Private Well	Surface Water
Drinking	☐	☐	Not permitted
Hand Washing	☐	☐	☐*
Cleaning food contact surfaces	☐	☐	☐
Irrigation: ☐ None ☐ Overhead sprinkler	☐	☐	☐
☐ Drip ☐ Furrow ☐ Flood	☐	☐	☐
Fertilizer application	☐	☐	☐
Pesticide/Fungicide application	☐	☐	☐

*Water used for hand washing in field sanitation units is not required to meet EPA potability standards if chlorine or other acceptable agents are added to reduce the possibility of microbial ail contamination.

Drinking water policy:

Sewage, Manure and Biosolids		
Sewage Treatment (Check all that apply):		
☐ Municipal	☐ Septic System	☐ Portable containment system
Cleaning and Maintenance of Portable Toilets:		
☐ Performed by grower	☐ Contracted service	☐ No Portable Toilets at this site

Manure and Municipal Biosolids
If no animal manures or biosolids are used as soil amendments, check the box below, no further action is needed in this section.

☐ Raw or composted animal manure IS NOT used or stored at this site.

Soil Amendments <u>used</u> at this location (Check all that apply):		
☐ No manure or municipal biosolids are applied to soil	☐ Raw manure is applied to soil	☐ Composted manure or municipal biosolids are applied to soil
Manure handling and <u>storage</u>:		
☐ No manure or municipal biosolids are stored on the premises	☐ Raw manure is stored at this location	☐ Municipal biosolids are stored at this location

Practice(s) followed at this site (Check all that apply):

☐   Raw animal manure is used as a soil amendment at this site

☐   Animal manure is composted at this site using an *active* process

☐   Animal manure is composted at this site using an <u>passive</u> process

☐   Municipal biosolids are applied to soil at this site

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Policy (Fill in or attach policy for handling of manure and biosolids):
Applicable documentation (Check all that apply):
☐   Verification checklist (for safe storage and handling practices)
☐   Raw manure application procedures (date, source, timing, rate)
☐   Onsite compost preparation procedure (composition temp, time, duration)
☐   Compost/biosolids certificate of analysis (if purchased from outside vendor)
☐   Map indicating location of manure/biosolids storage and/or composting areas, manure lagoons, livestock/dairy facilities on this property

Facilities

Preparation/Shed Packing/Storage Areas and Facilities (Fill in below or attach policy):
Applicable documentation (Check all that apply) :
☐ Additional information sheet (for preparation, packing, storage area policies)
☐ Verification checklist (for evidence of packing and storage area cleaning and maintenance practices)
☐ Training policy and log (cleaning/sanitizing packing area and equipment)
☐ Cull piles/debris/trash removal policy

<u>Pre-harvest Activities</u>

Agricultural activities conducted at this site:		
☐ Crop production only	☐ Both crop *and* animal production	☐ Animal production only

Crop(s)/Livestock grown on this property (acres owned, leased, contracted, or consigned for each crop):
☐ Additional crops documented on separate sheet

Crop(s)/Livestock	Area under cultivation/livestock production (acres)
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

Agricultural Chemical Storage and Application (Fill in below or attach policies):

☐ Agricultural chemicals are not stored or used on this site.

Agricultural chemicals are stored:

☐   In an area dedicated only to agricultural chemicals

☐   In a clearly identified location (sign on door)

☐   In a locked or controlled-access location

☐   In a covered, clean, dry location that is temperature appropriate (above freezing)

☐   With labels/identification intact and legible (product name, active ingredient, manufacturer)

☐   In a manner that maintains the integrity of the container and prevents leakage (closed bag, container with lid)

☐   With material safety data sheets (MSDS) for appropriate products available for easy access

Applicable documentation (Check all that apply):

☐   Additional information sheet (for policies related to application of pre-harvest treatments)

☐   Verification checklist (for evidence of safe pre-harvest practices)

☐   Training policy and log (sanitary harvesting and handling instructions)

☐   Chemical Application Training Documentation

Harvesting, Field Packing, Post-harvest, and Transportation Policies (Fill in below or attach policies):

Applicable documentation (Check all that apply):

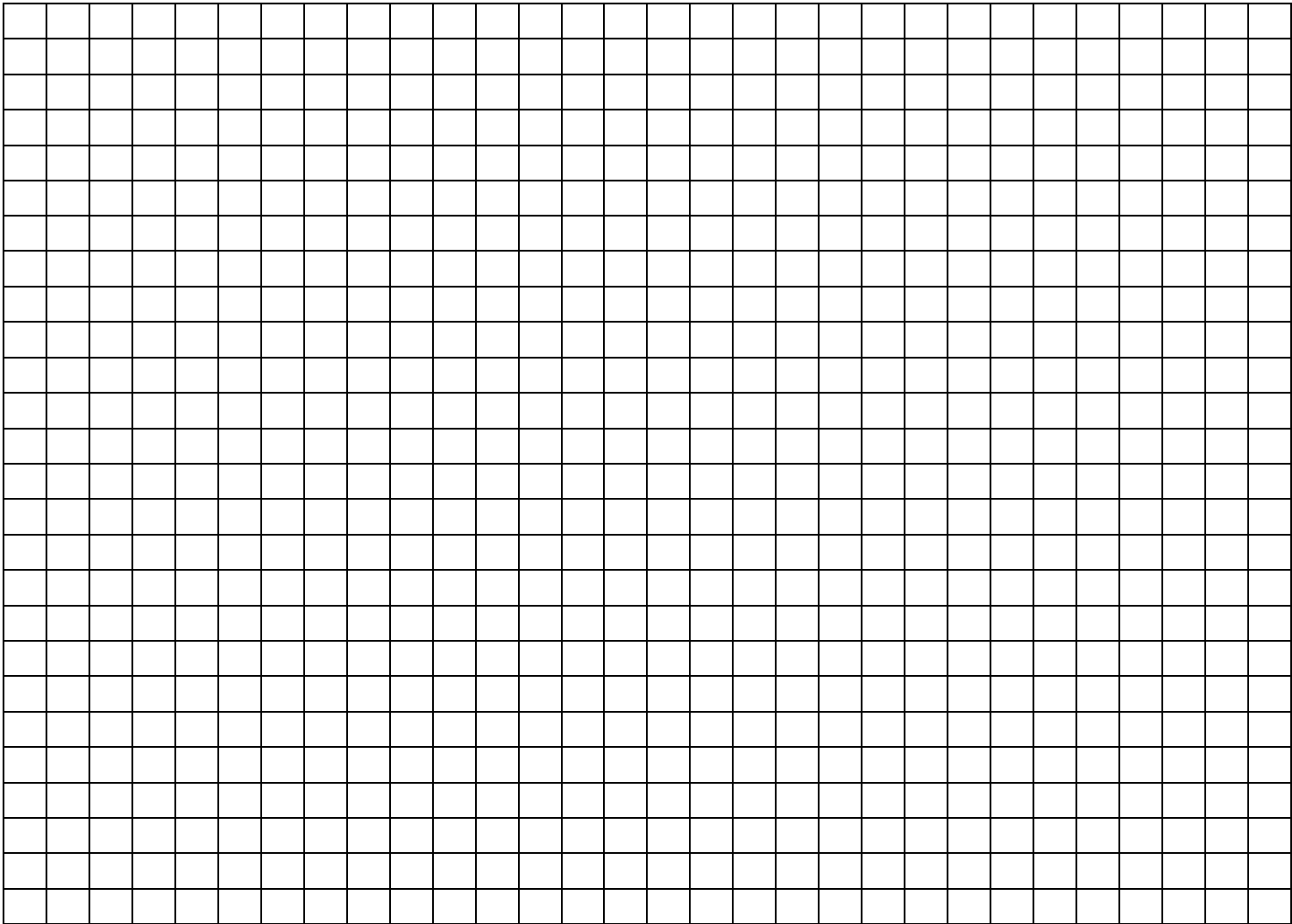|	
☐	Additional information sheet (for harvesting policies)
☐	Verification checklist (for evidence of safe harvest, handling, and transportation practices)
☐	Training policy and log (sanitary harvesting and handling instructions)

Cold Chain Management (Fill in below or attach policies):

Applicable documentation (Check all that apply):
☐   Additional information sheet (for maintaining temperature policies)
☐   Verification checklist (for evidence of safe harvest, handling, and transportation temperatures)
☐   Training policy and log (temperature management)

Packing Flow Diagram

Traceability and Recall (Fill in below or attach policies):

Applicable documentation (Check all that apply):
□   Corrective action procedure
□   Training in traceback, recall, and corrective action procedures
□   Sales records
□   Labeling protocol and label template
□   List of buyers and up to date contact information

Mock Recall (Fill in below or attach policies):
□   Mock recall form
□   Fax or email buyer acknowledgement of successful mock recall

Acknowledgements

This template was adapted from Pennsylvania State University and Cornell University National GAPs Farm Plans.

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