



School Garden to Cafeteria Program

The Garden to Cafeteria (GTC) program is a unique opportunity for Greeley-Evans School District 6 students to grow fresh fruits and vegetables in their school gardens with the aim of supplying some of their harvest to the school cafeterias to be used at lunch service. This program gives the opportunity for school garden groups to earn money that can go back into the garden and allow it to be a sustainable part of the school community. In addition, playing an active role in growing produce that's served to their peers gives students a sense of accomplishment and pride.

The following protocols have been put in place to assure the food safety of the fruits and vegetables harvested from the school gardens by students. The Weld County Department of Public Health and Environment has approved these protocols. Items in *italics* must be followed exactly, as they are derived from the Good Agricultural Practices (GAP) and Good Handling Practices (GHP) checklists.

1. US Food and Drug Administration-
<http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/ProduceandPlanProducts/ucm064574.htm#iii>
2. Colorado Department of Agriculture-
<http://www.colorado.gov/cs/Satellite?c=Page&cid=1219832881143&pagename=Agriculture-Main%2FCDAGLayout>
3. United States Department of Agriculture-
<http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&leftNav=GradingCertificationandVerification&page=GAPGHPAuditVerificationProgram&acct=freshgrdcert>

The following protocols are divided into several major headings:

1. How to sign-up a School Garden to participate in the GTC Program
2. Produce items that are eligible for the GTC program
3. Preparation by a GTC Leader for a Harvest with students
4. How to Harvest produce with students from a school garden
5. How to clean the produce and store it in the school kitchen

How to sign-up a school garden to participate in the Garden To Cafeteria Program:

Please note, there are several procedures necessary in order to sign-up your school garden to participate in the Garden to Cafeteria Program.

1. Fill out the contact information form (included) and the Supply Rental Agreement (included) and return the form to Rachel Hurshman, MPH, RD at rhurshman@greeleyschools.org.
2. Register as soon as possible to start the process. Registration ends Aug 31, 2013.
3. Your registration information will be reviewed by Nutrition Services and will be confirmed with your site's principal.
4. The GTC Leader must complete an online training about the process and how to ensure the foods are kept safe. The quiz must be completed with a score of 90% or higher prior to the first harvest. The quiz is on the GTC webpage (www.greeleyschools.org/Page/2844).
5. The Wellness Specialist will supply the GTC Leader with the name and contact information of the Kitchen Manager at the school. The school GTC Leader needs to make introductions and discuss the GTC Program with the Kitchen Manager.
6. The school GTC Leader needs to obtain from Nutrition Services the necessary gear for the program. These items will be shipped to the Kitchen Manager, and the GTC Leader will coordinate with the Kitchen Manager when to pick up these items. The GTC gear packet will have harvest baskets, a Food Safety Checklist, and a Record Sheet. Disposable gloves are also available upon request. These materials are on loan for the harvest season. Should the harvest baskets not be returned, or if they are damaged, the school GTC Leader will be billed.
7. The school GTC Leader should recruit a group of students for the GTC project. The students can be from one class, from a school club or some other group representing the school community. The GTC Leader should talk to the students' teacher(s) to get permission to take the students on harvest day.
8. Only potable water will be used to grow and rinse the garden produce used in the school kitchens.
9. No pesticides will be used to grow the garden produce.

Produce items that are eligible for the GTC program:

1. Produce items that are eligible for the GTC program include:

Vegetables- Tomato, Broccoli, Snow Pea, Cucumber, Spinach, Sweet Peppers, Zucchini, Yellow Squash, Corn, Carrots, Romaine, Red Cabbage, Cherry Tomato, Radish, Red Onion, Beets, Bell Peppers, Celery, Cauliflower

Fruits- Melons, Berries, Apples, Plums, Peaches, Apricots, Pears

Equipment List for Harvest Days:

- 1) Harvest basket- Must be made of hard plastic that is not pourous. Items that are acceptable are food-grade Lexan containers, plastic bus tups, and plastic shopping baskets. Not acceptable are wicker baskets, cloth or burlap bags. Harvest baskets are available from Nutrition Services to be loaned for the duration of the harvest season.
- 2) Scale- Most WCS6 kitchens have a 20 lb scale. Please work with the Kitchen Manager to use the scale on Harvest Days.
- 3) Record Sheet and Food Safety Checklist- These will be included in your GTC gear packet and can also be downloaded from the GTC website (www.greeleyschools.org/Page/2844). These documents can be kept with the Kitchen Manager or the GTC Leader.

Preparation for a Harvest with students

The GTC Program will start the week of August 26, 2013. Each school can participate as often as they wish. The GTC Leader should share the Harvest Schedule with the Kitchen Manager so there are no surprises. The GTC Leader should also set up a schedule with the student group and their teacher(s), so as not to have a large impact on the academics of the day.

On the day of a harvest, the GTC Leader should follow these steps to prepare for the harvest.

1. GTC Leader checks-in with Kitchen Manager at the time previously decided upon.
2. GTC Leader gets the harvest baskets, scale, optional gloves, Food Safety Checklist, and Record Sheet from kitchen. (Equipment for the harvest is kept in the school kitchen between harvests.)
3. The GTC Leader reads through the Food Safety Checklist. This checklist must be followed, the GTC Leader must sign this document, and it must be returned with the produce at the end of the harvest.
4. *Ask the kitchen staff to wash the baskets in the kitchen three-compartment sink.*
5. *If there is a garden sink, the GTC Leader will pick up a sanitizer bucket and a clean cloth from the kitchen staff (tested at 200ppm) with which to sanitize the garden sink.*
6. The GTC Leader surveys the school garden for fruits and vegetables to pick.
7. *If there is a garden sink, the GTC Leader sanitizes the sink with the provided sanitizer bucket.*
8. The GTC Leader turns on the potable water to the garden sink or to the hose. The GTC Leader prepares the Record Sheet for the harvest.

How to Harvest with students from a school garden

Once the GTC Leader is prepared for the day's harvest, he/she should follow these steps with the students:

1. GTC Leader gets a small group of students from classroom. *Be sure to verify that none of the students, volunteers, or adults are showing any signs of illness or have just missed school or work because of an illness. If anyone was absent for an illness at any time in the previous two weeks, he/she can't participate in the harvest.*
2. *Students and GTC Leader wash their hands with soap and water in classroom sink or bathroom.*
3. GTC Leader takes students out to the garden and shows the students what produce to pick.
4. The harvest baskets are passed out and the students start to pick.

5. *The produce items are washed in the harvest baskets, under potable running water in the sanitized garden sink or under a hose. The purpose of this first wash is to remove the large visible signs of dirt.*
6. Once all produce is washed, the produce is weighed on the scale.
7. A student records the following information on the Record Sheet:
 - a. Weight of the produce, rounded to the nearest eighth of a pound
 - b. *Names of GTC Leader and students involved in the harvest*
 - c. *Date and time of harvest*
8. Students and GTC Leader take produce, harvest baskets, completed Record Sheet, and completed Food Safety Checklist to the Kitchen Manager. *Kitchen Manager signs the Record Sheet to acknowledge the receipt of the produce.*
9. The baskets are taken to the school kitchen and washed in the three-compartment sink.

School Garden Safe Food Handling Procedures

PLANTING AND CARING FOR GARDEN PRODUCTS

No pesticides can be used on school garden products. Safe insect treatments include water and soap mixtures.

Manure must also be carefully monitored. Organic manure and soil mixtures are preferred.

Refer to Colorado State University Extension Office or the Master Gardeners for specific questions.

HARVESTING GARDEN PRODUCTS

All harvest baskets are washed in three compartment sink by kitchen staff.

All volunteers, students and adults, are verified that none are showing signs of illness or have recently been absent because of illness. If anyone was absent for an illness at any time in the previous two weeks, he/she can't participate in the harvest.

All volunteers have thoroughly washed their hands with soap and water.

If a garden sink is available, it has been sanitized with a clean cloth and a sanitizer bucket (tested at 200ppm)

Any harvested produce is washed in harvest baskets, under potable running water in the sanitized garden sink or under a hose, and then placed in a tub to wash away any visible signs of dirt.

Recommended: Use disposable gloves whenever possible while harvesting produce.

All garden produce is recorded on Record Sheet along with names of volunteers involved in harvest, date and time of harvest.

Kitchen Manager signs Record Sheet as a receipt of received garden produce.

Weld County School District 6 Nutrition Services

Garden-to-Cafeteria Program



Weld County School District 6
Nutrition Services

Please complete the following form to inform Nutrition Services of your plan to sell garden produce to be used in the school cafeteria. Please provide all contact information and school garden information so Nutrition Services can be prepared to purchase any produce harvested from your garden.

Contact Information:

School Name: _____

Contact Name: _____

Position: _____

Phone Number: _____

Email: _____

The best time to reach you is between _____ am and _____ pm

School Garden Information:

Garden Account Number (where money should be transferred to):

Garden Location: _____

Approximate Size: _____

Please list any _____

anticipated produce: _____

I, _____ (GTC Leader), have read and understand the School Garden Safe Handling Procedures in the GTC protocol packet and agree to uphold them.

Please note, all schools contributing garden produce to the school garden MUST follow the School Garden Safe Food Handling Procedures.

Rachel Hurshman, MPH, RD, Wellness Specialist
(970)348-6622
rhurshman@greeleyschools.org

Supply Rental Agreement

Please fill-in the number of tools requested to the right of each description.

_____ **Harvest Baskets (limit 5 per school)**

_____ **Disposable Gloves**

_____ **Gardening Gloves (limit 10 per site)**

_____ **Hand Trowels (limit 10 per site)**

_____ **Hand Cultivator (limit 1 per site)**

_____ **Hand Transplanter (limit 1 per site)**

_____ **Hand Weeder (limit 1 per site)**

_____ **Hose (limit 1 per site)**

Contact Person: _____

School: _____

Phone Number: _____

Email: _____

Estimate # of Student Participants: _____

Check out Date: ____/____/____

Check in Date: ____/____/____

**I, _____, attest that the equipment will be returned by the check-in date.
Further, I will assume responsibility for any damage beyond normal wear and tear and will
reimburse Nutrition Services for such equipment.**

Signature: _____ Date: _____

Please return to:

Rachel Hurshman, MPH, RD, Wellness Specialist
(970)348-6622
rhurshman@greeleyschools.org