THE LAND CONNECTION

FARM FOOD SAFETY PLAN

TEMPLATE

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NORTH CENTRAL
EXTENSION
RISK MANAGEMENT
EDUCATION

USDA
United States Department of Agriculture
National Institute of Food and Agriculture

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FARM FOOD SAFETY PLAN

(Name of Farm)

Food Safety Officer:

Phone:

Address:

Email:

Web Site:

In case of an emergency contact

Name:

Phone:

Email:

This template was based on the food safety plans developed by Chris Blanchard, formerly of Purple Pitchfork and Rock Spring Farm in Decorah, IA, and the Sustainable Student Farm at the University of Illinois in Urbana-Champaign, IL.

This Food Safety Plan was initially developed for the USDA GAP/GHP Third Party Audit Program. Food safety plans for different third-party audits may require changes. Contact your potential buyer to determine the exact Third Party Audit Program they would like your farm to comply with.

A Farm Food Safety Plan is a living document. The document needs to be updated or changed when practices, workers, or situations change. Review the plan at least once a year.

A special thank you to the following organization for food safety plan information and creation of record templates within this document:

Produce Safety Alliance

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IMPORTANT NOTES

This is a template to help you develop a farm food safety plan. The information provided will vary in applicability to each produce grower, packer, or handler. It is not possible for the template to address every situation. Please only include practices you can implement and delete any sections that do not apply to your farm or packinghouse. In other words, only include things you ARE doing, not what you plan to do in the future. Third Party GAP auditors will expose elements of a plan that are included, but not being implemented. DO NOT copy and paste your farm name and information here and expect that to be your food safety plan. Time and thought need to be directed towards your food safety plan. *Italicized sections* are input suggestions and should be changed based on the farm policy/procedures.

This document does not ensure compliance with audits or the Food Safety Modernization Produce Safety Rule regulations. In no event shall University of Illinois Extension, The Land Connection, or their personnel be liable for any indirect, special, or consequential damages in connection with any use of this template.

This food safety plan will need to be supported by Standard Operating Procedures (SOPs) and records that document your actions when implementing food safety practices. Template recordkeeping logs developed by the Produce Safety Alliance Team can be found in the appendix section of this plan. These are intended to be guides and should be changed to reflect what you do on your farm.

Records to Support a Farm's Coverage or Exemption Status

Subpart A, General Provisions, outlines what farms and commodities are covered by the Produce Safety Rule

§ 112.2 requires documentation to support an exemption from FSMA Produce Safety Rule requirements for produce undergoing a further processing step. Broadly, this includes:

- Farm documentation accompanying the produce stating that the food is "not processed to adequately reduce the presence of microorganisms of public health significance."
- A written assurance from the customer that the produce will be processed to adequately reduce microorganisms of public health significance. This assurance must be obtained annually.

§ 112.7 requires records to establish eligibility for a qualified exemption. Records, such as receipts, must demonstrate that the farm satisfies the criteria for a qualified exemption. This includes a written record reflecting that the grower has performed an annual review and verification of the farm's continued eligibility for the qualified exemption. Receipts must be dated, but no signature is required. The annual review verifying the farm's qualified exemption must be reviewed, dated, and signed by a supervisor or responsible party within a reasonable time after the records are made (See Qualified Exemption Review Template p. 26).

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Farm Description

Farm Overview and Risk Assessment

Give a general farm description, including commodities grown, acres cultivated, water sources used, etc. Include information on the type of business you have (i.e.: U-Pick, CSA), how many workers you employ, including seasonal help, high tunnel/greenhouse production areas, etc.

Previous Land Use Assessment

Once a year, _____ (name of farm) will initiate field inspections, prior to planting, to determine whether any changes have occurred that may pose food safety risks during the upcoming production season. Management will complete the Land Use Risk Assessment Log (p.37) for each production field inspected. Based on the findings, corrective actions will be taken to mitigate hazards. Utilize publicly available satellite imagery to assist with this if unknown. Google Earth Pro can provide images of the farm from the past decade or so to assist you in figuring out what the land was previously used for.

Farmland Location and Irrigation Systems

Insert map of farmland and surrounding areas

Insert map of farm irrigation and water distribution system(s)

Insert area diagram of packing/washing line. This includes where you box/bag produce; should start where field harvest bins come in and end where the finished product goes out before it leaves the farm.

Insert packinghouse flow diagram (if applicable). This includes all coolers, storage areas, cull areas, break areas, etc.

Worker Health and Hygiene

All employees and visitors are required to follow good hygienic practices.

Visitor Health and Hygiene Policy

All visitors will be required to sign-in on the Visitors Log (p. 34) prior to entering production fields or packinghouse/storage areas. Those that will be involved with handling produce will be asked to wash their hands. All visitors will be informed of harvesting protocols that are relevant to the _____ (name of farm) food safety plan and other procedures. Supervision of visitors will be handled by one of our trained staff.

Protocol for Visitors

Define what a visitor is versus a customer. Develop a visitor policy – Do visitors need to sign in upon arrival? Will they be required to wash their hands prior to entering the farm? Will gloves and/or hairnets be required before entering the packinghouse/wash area?

For u-pick operations, you may want to have a visitor policy that informs visitors about the food safety rules and expectations for the farm. Items to include can cover restroom facilities, whether personal containers can be brought in, prohibition of pets, etc. Posting of rules/regulations at the entrance of the farm will help eliminate any confusion.

Employee Training

All employees receive training when they start work on the farm and a refresher course once a year afterward. Training includes instruction on all company policies related to worker health and hygiene, and, where appropriate, specialized training related to specific jobs, such as protocols for harvesting and handling produce, washing and storing of food products, pesticide spraying, etc. All are required to read and adhere to the Food Safety Training document. Employee training is documented in the Worker Training Log (p. 27). Training is provided in the language of the employee.

§ 112.30 requires documentation of required training. Documentation must include the date of training, topics covered, and the names of persons trained. Required training topics are outlined in § 112.22. Training records must be reviewed, dated, and signed by a supervisor or responsible party within a reasonable time after the records are made.

Hand Washing

Employees must wash their hands before beginning work, returning to work after taking breaks, going to the restroom, eating, smoking, or otherwise compromising the sanitary nature of their hands. Smoking is not permitted during work hours or on the farm. A sign is posted in the wash/pack pavilion to instruct employees to wash their hands before beginning and returning to work.

Proper hand-washing technique includes the following:

- *Wet hands with clean water, apply soap, and work up a lather.*
- *Rub hands vigorously together for at least 20 seconds. Clean under the nails and between the fingers.*
- *Rinse under clean, running water*
- *Dry hands with a single-use towel*

It is important to remember to wash hands after touching any potentially unsanitary surface, such as touching your face, hair or body. When possible, turn off the faucet with the single-use towel instead of directly with the hand when using the sink and faucet.

Do NOT use a paper towel more than once or share towels with others.

Toilet and Hand Washing Facilities (location and uses)

Toilet and Hand Washing Facilities – Cleaning

Facilities are checked on a daily basis. Restroom facilities are serviced and cleaned every day. Monitoring, restocking, and cleaning are documented on the Restroom Monitoring and Cleaning Log (p.35).

Field toilets and hand washing facilities are checked on a daily basis. Facilities are cleaned and serviced every day, and documentation will be made on the Field Sanitation Unit Service Log (p.33).

OR

Field toilets and hand washing facilities are serviced by YYYY Sanitation Services. Paperwork generated by the company for each visit will be received by XXX Farm and placed in the farm files. These records will be maintained for two (2) years.

If you have a lot of farm employees and must meet OSHA requirements, be sure you have the correct number of toilets to meet the federal requirements (currently 20 employees to 1 toilet).
Indoor toilets can be used in small operations if they are within ¼ mile walking distance from the production field or if transportation is provided. Restrooms in gas stations or convenience stores cannot be used.

Rubber Glove Policy

Define if required by farm management

Procedure for handling a septic or sanitation hazard in the field and packinghouse

Define as a standard operating procedure(s) in the food safety plan

Designated Eating Areas

Outside food is not allowed in food-handling areas. Food may not be consumed while harvesting crops. Drinks may be consumed from non-glass lidded containers.

Food, drink, and personal items are only allowed at (locations):

Smoking and Tobacco Use

Define rules/regulations of where/when the use of tobacco products can occur on the farm

Drinking water policy

Potable drinking water is provided and available for employees in the packinghouse and in the field. All employees are notified of this policy during training and instructed to notify their supervisors if water is not available or if disposable cups are not available. No glass is allowed.

Clothing, Jewelry, and Cell Phone Policy

Employees will wear clean clothing to work every day.

No jewelry is permitted in the field, around machinery, packinghouse, or packing facility.

Cell phones are not allowed unless they are for farm business only. Personal phones will be placed in employee locker, kept in a belt holster, or pants pocket.

Injury and Illness Policies

Sick employees represent a hazard to fellow employees and customers in the potential transmission of food-borne illnesses. Sick employees are not to come to work and may be asked to leave. Any employee who becomes sick should notify their supervisor immediately and not handle fresh produce. If an employee does not self-report and is found to be sick by the supervisor, the employee will be dismissed from work and not allowed to return until they are symptom free. These symptoms preclude an employee from working and handling fresh produce:

- *Diarrhea*
- *Fever*
- *Vomiting*
- *Jaundice*
- *Sore throat with fever*
- *Lesions containing pus (including boils or infected wounds, however small) on the hand, wrist, or any exposed body part.*

If an employee is recognized as having any of the conditions listed above, these conditions will be recorded on the Illness and Injury Reporting Log (p.36).

If Blood or other Body Fluids Come in Contact with Produce or Food Contact Surfaces:

If blood or other bodily fluids (such as vomit, diarrhea, feces, urine, saliva, etc.) should come in contact with the field or the produce, it will be addressed immediately. Determine the severity of the injury/illness and ALWAYS call 911 for life threatening injuries. Always wear disposable gloves (not work gloves) as you deal with any bodily fluids. Provide first aid and report all injuries/illnesses to your supervisor as soon as possible.

If an employee is injured in the field or wash/packing house, and is not able to immediately deal with the contamination due to injury, the area will be marked, and will immediately notify their supervisor. The supervisor will take appropriate action ensure cleanup procedures are completed to prevent cross-contamination onto covered produce and food contact surfaces. If there is blood in the field, the contaminated soil will be removed to a plastic bag with a shovel or gloved hands and placed in a trashcan. Food contact surfaces will be cleaned and sanitized before using them again. When finished, carefully discard the disposable gloves used to clean bodily fluids and wash your hands thoroughly with soap and water. Hand sanitizer should NEVER be used in place of hand washing (i.e. soap and water). All illnesses and injuries will be recorded in the Illness and Injury Report Log.

First Aid (location of kits)

Where are the first aid kits located on the farm:

Supervisors will be responsible for checking first aid kits on a weekly basis, or as needed after items are used. Documentation will be required using the First Aid Kit Monitoring Log (p. 39) which is included in each kit. Logs will be pulled once a month by the supervisor and maintained in the _____ (name of farm) files for a period of 2 years after the creation date of the log.

The supplies are checked and updated once a season and/or after an event to ensure adequate supplies. Documentation will be made on the First Aid Kit Monitoring Log, located with the kit.

All workers are instructed, during training, to attend to injuries immediately. This includes any cuts, abrasions, or other injury incurred while working. If an employee has any open wounds or cuts, they must make sure the cut/abrasions are fully covered with an impermeable cover (bandages/gloves/dressings), which will stay on firmly.

Policy on taking breaks

Define break areas for the farm workers. Will you allow smoking, chewing gum or tobacco products, or eating/drinking in these areas? Where will employee personal belongings be stored while at work?

Water Quality Assessment

§ 112.50(b) requires the following records that are relevant to agricultural water:

1. The findings of the inspection of the agricultural water system in accordance with the requirements of § 112.42(a). This record does not require a review, but it is a best practice to have records reviewed to assure they are correct.

2. Results of any analytical tests conducted on agricultural water to comply with FSMA Produce Safety Rule provisions. Test results are obtained from the lab and must be reviewed, dated, and signed by a supervisor or responsible party within a reasonable time after the records are made.

3. Scientific data or information growers rely on to support the adequacy of the methods related to water treatment.

4. Documentation of the results of water treatment monitoring carried out under § 112.43(b). Water treatment monitoring records must be reviewed, dated, and signed by a supervisor or responsible party within a reasonable time after the records are made.

5. Scientific data or information relied upon to support the microbial die-off rate between harvest and end of storage or removal rate during activities such as washing, if used in accordance with § 112.45(b)(1)(ii).

6. Documentation of corrective measures taken in accordance with § 112.45(b) if agricultural water does not meet the numerical water quality criteria in § 112.44. A template corrective measures record specifically for the die-off provision § 112.45(b)(1) is provided as a resource. This record must be reviewed, dated, and signed by a supervisor or responsible party within a reasonable time after the records are made.

7. Annual documentation of the results or certificates of compliance from a public water system as outlined in §§ 112.46(a)(1) or (2), as applicable. Annual records from the public water system can be obtained from the water authority.

8. Scientific data or information to support any alternative microbial water quality criteria, die-off rates, or sampling frequencies established and used on the farm in accordance with § 112.49.

9. Support for any equivalent analytical methods used in lieu U.S. EPA method 1603 (modifiedmTEC).

Irrigation Methods and Inspection

List the types of irrigation methods that are used on the farm. Indicate those that are used on a regular basis as well as those that are considered a "back-up" system, (i.e.: when the main irrigation source dries up or is no longer functional).

Inspection of Water System(s)

At the beginning of the growing season, or at least once annually, the agricultural water systems on _____ (name of farm) will be inspected, to the extent that they are under the farm's control, to identify food safety hazards. This inspection will be documented on the Water System Inspection Record (p.28).

_____ (name of farm) *has a water management plant established to mitigate risks associated with the water system* (establish as a SOP in the food safety plan).

Water Quality Reports and Testing Timeframes

The water source for field production of crops on _____ (name of farm) is ground water. *This system is tested* once per year, *and test results are documented on the Microbial Water Quality Profile Log (p.45).*

_____ (name of farm) tests water used for irrigation, rinsing produce, hydro-cooling, and mixing of pesticide sprays. If any water test is outside our normal range, we do an observational review of the water source to determine if there are any problems that can be mitigated. This inspection will be documented on the Water System Inspection Record (p.28). Should action be required to mitigate the contamination, the water will be re-tested as needed.

The water source for postharvest procedures is municipal water. An annual water test result is obtained from the city municipal water company every year.

Postharvest water is monitored, as needed, for water pH, water temperature, and turbidity throughout the washing process. Documentation of results are logged in the Water Treatment Monitoring Record (p.29). Sanitizers, if applied, are also logged on this sheet.

Test results of all water sources on the farm are obtained from the lab and are maintained for 2 years past the date the record was created.

Flooding Policy

Establish a policy/procedure should field crops become contaminated with flood waters from surrounding surface water sources. How will management determine what crops to harvest? How will this information be conveyed to the harvesting staff?

Biological Soil Amendments of Animal Origin

Wildlife and Livestock

Pre-Plant Land Assessment

Prior to planting in the spring, each production field will be surveyed for any wildlife and/or domestic animal contamination issues by a supervisor. This pre-assessment will be documented on the Pre-Plant Animal Activity Assessment Log (p.43). Corrective actions will be taken if necessary. (detail corrective actions as a standard operating procedure for employees).

Monitoring for Animal Intrusion

Establish a standard operating procedure on how, where, and how often employees are to monitor animal intrusions on farm fields.

If signs of animal activity are apparent in fields or high tunnels, the area will be flagged with a _____ radius around the animal activity, and the contaminated material will be removed from the field. (Make sure you designate how this will be done and what the employee is to do with the contaminated material/tools). *Documentation will be required as to methods used (see Tools and Equipment Cleaning and Sanitizing Record (p. 32) in appendix). Animal intrusions will be recorded on the Wildlife and Domestic Animal Monitoring Log (p.42).*

> The goal is to document what you are doing to keep animals and fresh manure out of your fields. Make your best effort at keeping animals out of the field(s). This will include wildlife and domesticated animals such as cats and dogs. You are not required to establish fencing or take drastic measures to maintain an animal-free area, as long as you can show that you are making an effort to not harvest contaminated produce.

Raw Manure/Compost Usage and Storage

If not using raw manure/compost at all, state in the farm food safety plan.

If using raw manure, outline exact usage – when is it applied, how is it incorporated into the soil, and create documentation.

Option A: *Compost from _____ (name of composting company) is applied in the fall, after harvest of the crop, and is incorporated into the soil. Compost testing results and certificate of their process are maintained in the _____ (name of farm) records for a period of two years.*

OR

Option B: _____ *(name of farm) uses non-composted raw manure from our livestock, and is applied at least 120 days before harvest, and applications are documented in the Soil Amendment Application Log (p.40). All manure is stored away from crop production areas* (state where and mark on your farm map).

_____ *(name of farm) uses animal manures throughout the growing season. These animal manures go through an on-farm composting process prior to application. Documentation is maintained on the Compost Treatment Record (p.31).*

Organic farms must follow the National Organic Program Regulatory Text, found at: https://www.gpo.gov/fdsys/pkg/CFR-2011-title7-vol3/pdf/CFR-2011-title7-vol3-sec205- 203.pdf

Manure Lagoons (locations – if any)

If manure lagoons are not used on the farm, eliminate this section.

Restriction of Animal Access to Crop Production Areas

State what your farm policies are (if any)

Surrounding Farms and Livestock

Make sure you document the potential of runoff from surrounding farms that may enter your production fields (indicate on your map(s). Document what you are doing to mitigate any contamination concerns (i.e.: filter strips or buffer areas).

Field Harvest and Field Packing Activities

Field Sanitation and Hygiene Pre-Harvest Assessment

All workers will be trained on becoming aware of possible sources of fecal contamination during the worker training sessions. Before harvesting, workers are instructed to scout the particular crop. If contamination is found, they are instructed to document in the Pre-Harvest Field Assessment Log (p.44) and notify a supervisor.

Corrective actions should contamination be found:

What are the corrective actions for your farm? Develop standard operating procedures for employees and management should contamination be found in production fields.

Response Plan for Handling a Septic or Sanitation Hazard in the Field

What are your plans for a septic or sanitation hazard in the production field(s)?

Field Harvesting Tools Cleaning/Sanitizing

Objects that come into contact with produce must be clean/sanitized and in good working condition. This includes, but is not limited to, hands, harvesting equipment (knives, etc.), harvesting totes and boxes, transportation equipment, processing equipment (tables, cooling tubs), and storage equipment. Documentation of cleaning and sanitizing harvest tools and equipment will be completed using the Tools and Equipment Cleaning and Sanitizing Record (p.32).

Field Harvesting Equipment Clean/Sanitizing

Develop a standard operating procedure for cleaning and sanitizing harvest containers

Harvesting containers will only be used for produce. If something other than produce is placed in a harvesting container, that container must be inspected, cleaned, and disinfected prior to the next use. Containers not in use will be stored in a clean and secure location.

Harvest containers will be cleaned and sanitized after each use. If the container touches the ground during harvest procedures, it must be cleaned and sanitized before it can be used again. Workers will use a "ground bin" when putting a harvest container anywhere that has not been sanitized. The harvest bin is nested in the "ground bin" such that the "ground bin" acts as a buffer between the harvested produce and un-sanitized surfaces. Plastic harvest containers are immediately discarded if they are damaged beyond use.

Harvest Equipment (Trucks, tractors, etc.)

Harvest equipment is kept in good repair and assessed for the risk of physical or chemical contamination prior to use.

All vehicles will be inspected for the following prior to entering the fields:

- *Interior and exterior cleanliness of the vehicle*
- *Broken or cracked plastic or glass windows, fixtures, covers*
- *Dripping oil, anti-freeze, or other fluid, petroleum product, or automotive lubricant*

Protocol for Inspecting vehicles prior to harvest (trucks, vans, tractors, flat- beds, etc.)

Develop a standard operating procedure for management and employees. How often will it be done, who will do it, will you need to document on a log?

Protocol for cleaning vehicles prior to harvest (trucks, vans, tractors, flat-beds, etc.)

Develop a standard operating procedure for management and employees. How often will it be done, who will do it, will you need to document on a log?

Broken glass, petroleum spills or leaks in the field

Develop a standard operating procedure for management and employees. How should the spill be cleaned up, where should the wasted products be disposed of, will cleaning equipment need to be clean/sanitized after the job is complete?

No glass containers are allowed in the field. Any broken glass will be placed in a secure trash can. Petroleum products are stored away from production fields and in a manner that prevents contamination. Refueling takes place away from produce fields.

Field Packing (protocol)

Wash/Pack Facilities

Develop a standard operating procedure on what equipment can enter the washing and packing facilities, whether employees will be required to wear gloves, hairnets, clean footwear/clothing (especially if they have been in the field or tending to livestock).

Post-Harvest Water Treatment

Wash Water

The water used in the packing, cooling and rinsing of fresh fruits and vegetables is potable. Municipal water tests are obtained yearly.

The temperature of the water in the (dump tanks, flumes, wash tanks, sinks, basins, etc.*) is monitored* (how often and how). *The water temperature is not more than 10 degrees Fahrenheit cooler than the produce to reduce the incidence of water infiltration into the produce.*

Wash water is tested on a (daily basis) *and documented on the Water Treatment Monitoring Record (p.29).*

Protocol for testing/treating wash water for pH

Develop a standard operating procedure for employees.

Protocol for testing/treating wash water for temperature

Develop a standard operating procedure for employees.

Protocol for testing/treating wash water for turbidity

Develop a standard operating procedure for employees.

Protocol for testing/treating wash water when using sanitizers

Develop a standard operating procedure for employees.

Food contact surfaces that come in contact with the produce are kept in good condition and cleaned and sanitized before use each day and as needed and documented on the Food Contact Surface Sanitation Log (p.48).

Protocol for inspecting/cleaning/sanitizing equipment

Develop a standard operating procedure for employees.

Ice Management

_____ (name of farm) uses ice to hydro-cool products. Where does the water come from? If not municipal water, when/how often is the water tested?

Protocol for inspecting/cleaning/maintaining ice machine

Develop a standard operating procedure for employees.

Packing House and Storage Areas

Keep the inside of the packinghouse/storage areas clean and orderly, free of debris and food scraps. Walls and ceilings will be checked once a week for cleanliness, removal of cobwebs, dirt, and dust as necessary.

Containers with food products should be kept off the floor using "ground bins" or pallets to avoid contamination from wastewater, mud, and other contaminates. Cleaned and sanitized "ground bins", carts, pallets or tables should always act as a barrier between the product and the ground.

Protocol for cleaning Produce Packing House

Develop a standard operating procedure for cleaning/sanitizing packing house floors/equipment.

Protocol for Cull Piles in Packinghouse

Food products that fall or drop to the floor may not be picked up and put back into the production line. Dropped produce will be put into the cull receptacle which will be disposed of at the end of the day.

Protocol for removal of and disposal of packinghouse culls

Develop a standard operating procedure for disposal of culls.

Protocol for cleaning Storage Areas

Develop a standard operating procedure for cleaning/sanitizing storage areas.

Cooler

_____ *(name of farm) has a cooler which is used to temporarily store products prior to delivery. The packinghouse supervisor will be responsible for maintaining and cleaning the cooler on a* (how often) *basis. Documentation of cooler temperatures will be maintained on the Cooler Temperature Log (p.49).*

Protocol for cleaning and maintaining cooler

Develop a standard operating procedure for cleaning/sanitizing

Packing Container Storage

All containers used for packing are new or sanitized containers. Clean/new packing containers are stored off the floor and inside the packinghouse area. Rodent or bird activity is monitored. If signs of contamination are seen on reusable containers, they must be rinsed and sanitized again before using. If contamination occurs on non-reusable containers, they will be disposed of.

Protocol for contamination of new containers

Develop a standard operating procedure for cleaning/sanitizing reusable containers. Documentation can be completed on the Tools and Equipment Cleaning and Sanitizing Record.

Protocol for Pesticide Storage

Pesticides and chemicals on _____ (name of farm) will be stored away from the packinghouse area(s). The chemical storage area will be checked and cleaned on a (how often) basis and documented on the Chemical Storage Facility Monitoring Log (p.41).

Pest Control Program

A pest control program has been established within the packinghouse area(s). Workers will be responsible for sweeping the floors, inspecting all walls, doors, and windows. Documentation will be required on the Produce Storage Area Inspection and Cleaning Log (p.46).

Protocol for general maintenance of the packinghouse area(s)

Develop a standard operating procedure for management and employees.

Protocol for the general maintenance of the storage area(s)

Develop a standard operating procedure for management and employees.

Protocol for excluding animal and pests from the packinghouse(s)

Pest traps will be placed throughout the packinghouse area(s) and their location are identified on a map. Workers will check traps (how often, who will do it) *and initiate corrective actions when needed. Documentation on location of trap and type of pest controlled will be documented on the Pest/Rodent Control Log (p.47).*

OR

_____ *(name of farm) has hired an outside exterminator,* _____ *(name of* pest control company). *They are responsible for monitoring the building(s) on a* (how often) *basis. All traps will be checked and documented* (how often and by whom on the farm), *with this information being forwarded to the company. A service report from* _____ *(name of* pest control company) *will be provided or updated* (how often). *If a change in conditions develops,* _____ *(name of* pest control company) *will be contacted immediately.*

Protocol for excluding animal and pests from the storage area(s)

Develop a standard operating procedure for management and employees.

VEHICLES IN PRODUCTION FIELD

Transporting produce from the field to storage or processing

Vehicles should be inspected and cleaned prior to transporting harvested crop from field to packinghouse or packinghouse to final destination. Vehicle should be covered to remove possibility of contamination from field. Any broken or cracked plastic or glass windows, fixtures, covers or other parts should be fixed/replaced. Dripping oil, anti-freeze, petroleum products, automotive lubricants, or other fluids should be eliminated.

Our farm policy is to inspect all vehicles prior to loading. We have an SOP that describes the process and have created checklists to help verify the cleanliness and functionality of transportation units from the field to the packing and/or storage areas.

Our personnel are also trained in proper loading and unloading practices to minimize damage to the produce and to prevent contamination.

Protocol for cleaning/sanitizing delivery vehicles

Develop a standard operating procedure for management and employees.

Protocol for management of spills and leaks from vehicles during field operations

Develop a standard operating procedure for management and employees

Traceability and Recall

Develop a standard operating procedure for product traceability and mock recalls.

The following templates have been created to assist the grower in developing a food safety plan.

* indicates the record template is required by the Food Safety Modernization Act (FSMA) Produce Rule

Qualified Exemption Review *Template* *

Name and address of farm _____

Date:_____

Sales receipts or records reflecting **total food** sales over the previous 3 years:

Year 1 (Sales year:_____) $_____

Year 2 (Sales year:_____) $_____

Year 3 (Sales year:_____) $_____

Average total food sales $_____

Total food sales to qualified end users (E.g. consumers, or grocery stores and restaurants within 275 miles or within the same state or Indian reservation) $_____

$_____÷ $_____x 100 =_____%

Sales to qualified end users	Average Sales	**Percent sales to qualified end users**

*Sales receipts must also be retained to support this record.

Reviewed by:_____**Title:** _____**Date:** _ _____

FSMA PSR Reference § 112.7(b) Confidential Record

Worker Training Log ***Template*** *

Name and address of farm: _____ Date: _____

Trainer: _____ Training time: _____

Topics Covered: _____

Location: _____

Training materials: Please attach any written materials and provide an outline of the training topics discussed. Also reference any relevant SOPs or sections of your farm food safety plan that apply.

	Employee Name (please print)	**Employee Signature**
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Reviewed by: _____ Title: _____ Date: _____

FSMA PSR reference § 112.30(b) Confidential Record

Water System Inspection Record ***Template*** *

Name and address of farm: _____

See farm policy for specific water distribution system inspection procedures.

Date	Time	Water Source and/or Distribution System	Observations	Corrective Actions Taken	Initials
4/22/16	*7:00 AM*	*Well 1, north field*	*Well casing in good shape, backflow prevention device in place, no broken pipes*	*None*	*EAB*
4/22/16	*9:00 AM*	*Pond, south field*	*Significant geese presence*	*Introduced swan decoys. Will monitor*	*EAB*

Reviewed by:_____Title:_____Date:_____

FSMA PSR reference § 112.50(b)(1) Confidential Record

Water Treatment Monitoring Record ***Template*** *

Name and address of farm:_____ Please see the food safety plan for overall water treatment procedures.

Date	Time	Water pH	Water Temperature	Turbidity	Sanitizer (name & rate)	Corrective Action Needed **(yes or no)**	Initials
10/14/16	*8:35 am*	*8.5*	*65° F*	*25 NTU*	*NaOCl 75 ppm*	*Yes - pH was too high, added citric acid; retested –pH 7.0*	***EAB***
10/14/16	*12:00 pm*	*7.0*	*72° F*	*47 NTU*	*NaOCl 55 ppm*	*no*	***EAB***

*Not all of the above factors may need to be recorded. Refer to the product's EPA label for specific use instructions.

Reviewed by:_____Title:_____Date:_____

FSMA PSR reference § 112.50(b)(4) Confidential Record

Agricultural Water Die-Off Corrective Measures Record ***Template*** *

Name and address of farm: _____

Water source: _____

Current calculated GM: _____CFU/100 mL water

Current calculated STV: _____CFU/100 mL water

Calculated Interval*: _____Days

Adjusted GM: _____CFU/100 mL water

Adjusted STV: _____CFU/100 mL water

EXAMPLE

Water source: *Southwest pond*

Current Calculated GM: *190 CFU/100 mL water*

Current Calculated STV: *690 CFU/100 mL water*

Calculated Interval: *1 days (0.5-log)*

Adjusted GM: *60 CFU/100 mL water*

Adjusted STV: *220 CFU/100 mL water*

Field	Crop	Date and time of beginning of crop harvest	Date and time of end of last water application	Time interval since last water application	Harvest Supervisor Initials
2A	*Cortland Apple*	*9/23/2016, 1:00 PM*	*9/21/2016, 4:00 PM*	*2 days*	*DMP*
2A	*Cortland Apple*	*9/25/2016, 10:00 AM*	*9/21/2016, 4:00 PM*	*4 days*	*DMP*

* Attach documentation to support calculations (e.g. the Ag Water Excel Tool at wcfs.ucdavis.edu). If a die-off rate other than the specified 0.5 log/day in § 112.45(b)(1) is used, include documentation supporting the alternative die-off rate as required by § 112.50(b)(8).

FSMA PSR reference § 112.50(b)(6) Confidential Record

Compost Treatment Record ***Template*** *

Name and address of farm: _____

Type of compost method:_____Date piles:_____Date finished:_____Row number: _____

List all ingredients added to compost: *Poultry litter, kitchen scraps, dried leaves, straw*

Use this record for on farm composting. Record the date piled, turning dates, and the temperatures maintained. Use one sheet for each pile or row.

Date Turned	Temp/Time Test Area 1	Temp/Time Test Area 2	Temp/Time Test Area 3	Temp/Time Test Area 4	Initials
9-25-2016	*135 F/ 2:00 PM*	*138 F/2:01 PM*	*140 F/ 2:03 PM*	*135 F/ 2:04 PM*	*EAB*
9-26-2016	*137 F/ 2:15 PM*	*137 F/2:18 PM*	*138 F/ 2:19 PM*	*137 F/ 2:25 PM*	*EAB*

Proper compost production requires a minimum temperature of 131ºF be maintained for 3 days using an enclosed system OR a temperature of at least 131ºF for 15 days using a windrow system, during which the materials must be turned 5 times (FSMA Produce Rule. 2015. Rule 21 CFR part 112.54(b)).

Reviewed by:_____Title:_____Date:_____

FSMA PSR reference § 112.60(b)(2) Confidential Record

Tools and Equipment Cleaning and Sanitizing Record ***Template*** *

Name and address of farm: _____

List the date, time, tool or equipment name, and method for each for each cleaning or sanitizing activity.

Date	Time	List tools/equipment	Cleaned and/or Sanitized?	Method used	Cleaned By (initials)
10/11/16	*10:07 AM*	*Harvest tools*	*cleaned*	*See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried)*	*EAB*
10/11/16	*10:30 AM*	*Dump Tank*	*cleaned and sanitized*	*See Dump Tank Cleaning and Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with 150 ppm NaOCl)*	*EAB*

Reviewed by:_____Title:_____Date:_____

FSMA PSR reference § 112.140(2) Confidential Record

Field Sanitation Unit Service Log

Porta-Potty and Handwashing Stations

Name and address of farm: _____

Please see the food safety plan for overall information on field sanitation unit service procedures.

If contracted with a sanitation company, attach service/cleaning receipt.

Sanitation unit # and/or location	Date of cleaning	Cleaned by (name)	Date of servicing	Serviced by (name)	Supplies stocked** (list supplies)

* See field map for locations of each unit in fields.

** Sanitation supplies are single-use towels, toilet paper, hand or anti-bacterial soap, potable water for hand washing.

Reviewed by:_____ Title:_____ Date: _____

Visitor Log

Name and address of farm: _____

Please see the food safety plan for information on food safety procedures for visitors.

Date	Enter time	Exit time	Visitor (name)	Purpose of visit	Host (initials)	Read visitor policy (yes or no)

Reviewed by:_____ Title:_____ Date: _____

Restroom Monitoring and Cleaning Log

Name and address of farm: _____

Please see the food safety plan for detailed first aid kit monitoring procedures.

Date	Restroom # or location	Checked (√)	Cleaned (√)	Supplies filled/actions completed	Comments (e.g. special maintenance required)	Initials

Reviewed by:_____ Title:_____ Date: _____

Illness/Injury Reporting Log

Name and address of farm: _____

Please see the food safety plan for overall illness/injury reporting procedures.

Date	Name of employee	Injury/Illness reported	Action taken (ice applied, bandaged, sent to hospital, etc.)	Did employee return to work? (Yes or No)	Initials

Reviewed by:_____ Title:_____ Date: _____

Land Use Risk Assessment Log

Name and address of farm:_____

This evaluation should be completed yearly or as changes are made to the farm or production practices.

Task	Yes or No	Observations	Corrective Actions	Date	Initials
Are there any current or previous land uses that may represent a risk of contamination to fruit and vegetable production?					
Have there been any significant changes to land use this year (e.g. addition of grazing animals, field location changes)?					
Have neighboring properties changed or added activities that might affect fields and water sources (e.g. animals, manure or compost storage)?					
Has there been any runoff from compost and manure storage areas, animal pens, or grazing areas?					
Were there any flooding events this year or last year?					
Have you inspected your well head to make sure it is in good condition and not in need of any repair?					

Land Use Risk Assessment Log (cont.)

Name and address of farm:_____

This evaluation should be completed yearly or as changes are made to the farm or production practices.

Task	Yes or No	Observations	Corrective Actions	Date	Initials
Have you inspected your septic tank and leach field to make sure they do not lead to contamination of produce fields?					
Are portable toilets and handwashing stations used in the field functioning properly (i.e. no leaks or spills) and located away from produce growing and handling areas?					
Have there been any treatments or chemical applications to the land that may pose a risk to food safety?					
Has fecal contamination or damage to crops by wildlife or domestic animals been an issue in the past year? (Check ***Wildlife and Domestic Animal Activity Logs***)					

Reviewed by:_____Title:_____Date: _____

First Aid Kit Monitoring Log

Name and address of farm: _____

Please see the food safety plan for detailed first aid kit monitoring procedures.

Date	First Aid Kit # or location	Checked (√)	If restocked, list added items here (e.g. bandages, ointment)	Initials

Reviewed by:_____ Title:_____ Date: _____

Soil Amendment Application Log

Name and address of farm: _____

This log should be used to record soil amendments applied to fields on your farm. Use one log for each crop for each season.

Date:	Plot:	Crop:	Quantity Used:	Type of Amendment:	Date Planted:	Date Harvested:	Application Method:	Initials:

*This is the code name of the field/plot/row you have designated for that area (same as you will use in your traceability program). For example, ***A*** is the field and ***1*** is the plot within that field.

Reviewed by:_____Title:_____Date: _____

Chemical Storage Facility Monitoring Log

Name and address of farm: _____

Date	Floors swept	Floors washed	Foreign material removed	Checked for signs of rodents	Checked for leakage	Initials

Reviewed by:_____ Title:_____ Date: _____

Wildlife and Domestic Animal Monitoring Log

Name and address of farm: _____

Please see the food safety plan for overall wildlife and domestic animal management, monitoring, and corrective actions. Attach any relevant pictures, maps, or other notes about the monitoring or intrusion event to this recordkeeping sheet.

Date	Field or location	Animal activity or intrusion event noted (yes or no)	Corrective actions (CA) taken	Date CA implemented	Initials

Reviewed by:_____ Title:_____ Date: _____

Pre-Plant Animal Activity Assessment Log

Name and address of farm: _____

Please see the food safety plan for overall wildlife and domestic animal management, monitoring procedures, and corrective actions.
Attach any relevant information (e.g. pictures, maps, or other notes about the monitoring or event) to this assessment.

Please complete this assessment each year before planting to assess wildlife and animal risks on the farm.

Task	Yes or No	Observations	Corrective actions (CA) taken	Date	Initials
Are animals or animal pastures located up slope from produce fields and packing areas?					
Are there nearby bodies of water or other riparian areas where animals gather that represent significant risks to the crop?					
Are there lands close by with significant numbers of wildlife that may gain access to production land?					
Has the land being planted recently been grazed by domestic animals?					
Are there any fences, barriers, or deterrent methods in place to reduce or prevent entry of animals and significant risk to the crop?					

Reviewed by:_____Title:_____Date: _____

Pre-Harvest Field Assessment Log

Name and address of farm: _____

Please see the food safety plan for overall wildlife and domestic animal management, monitoring procedures, and corrective actions.
Attach any relevant information including pictures, maps, or other notes about the monitoring or event to this assessment.

Task	Yes or No	Observations	Corrective actions (CA) taken	Date	Initials
Is there any evidence or observations of animals in the field?					
Is there fecal material in the field?					
Is there fecal material in direct contact with fresh produce?					
Do areas of "no harvest" need to be established?					
Is this field safe to be harvested?					

Reviewed by:_____Title:_____Date: _____

Microbial Water Quality Profile Log

Name and address of farm: _____

See farm policy and SOP for specific water sampling procedures.

Date/Time sampled	Name of sampler	Water Source/ Sample location	Date/Time S = Shipped D = Dropped off	Laboratory name	Quantified Generic ***E. coli*** results and method	Date results received	Exceed 126 CFU per 100ml (yes/no)	Corrective actions taken (yes/no)	Initials
Notes:									
Notes:									
Notes:									
Notes:									
Notes:									

Reviewed by:_____Title:_____Date: _____

Produce Storage Area Inspection and Cleaning Log

Name and address of farm: _____

Storage Area Location(s): _____

Date	Cleaning List (check if completed)				Corrective actions needed:	Cleaned by (initials):
	Sweep floors	Inspect for pests	Check for condensation, water	Check door seals		

Reviewed by:_____ Title:_____ Date: _____

Pest/Rodent Control Log

Name and address of farm: _____

Please see the food safety plan for ***Pest/Rodent Control*** procedures.

Date	Company used* or self	Type of pest	Type of control**	Location of traps	Action taken	Checked by (name)	Disposal means

* If using a company for service, attach report or receipt of service for each of their visits.

** List type of control methods used such as exclusion, traps, poison, repellants, etc.

Reviewed by:_____ Title:_____ Date: _____

Food Contact Surface Sanitation Log

Name and address of farm: _____

C=Cleaned S=Sanitized

Date	Food contact surface cleaning checklist								Corrective actions needed:	Cleaned by (initials):
	Belts		Grading tables		Washing equipment		Rollers/ brushes			
	C	S	C	S	C	S	C	S		

Reviewed by:_____ Title:_____ Date: _____

Cooler Temperature Log

Name and address of farm: _____

Cooler Number:_____Thermometer number _____

Please see the food safety plan for overall temperature control procedures and thermometer calibration instructions.

Date	Thermometer calibration date	Recorded temperature		Corrective actions if necessary:	Result of corrective actions and date accomplished	Initials
		AM	PM			

Reviewed by:_____Title:_____Date: _____