

_____ **Food Safety Plan**

(Farm name)

DRAFT

This is a food safety and security plan which incorporates Good Agricultural Practices and has been accepted and adopted by this farming operation.

Farm name: _____

Farm address: _____

Date: _____

This food safety program is for the following produce *(list all high-risk crops)*:

There is a designated coordinator for implementation and oversight of this farm's food safety program.

Coordinator name: _____

This food safety program is supplied to all staff and is available to all visitors.

**Include a map of your farm (printed from Google Maps or obtained from your county extension office. The purpose of this map is to lay out the farm and facilities in a visual way for the auditor. On the map, label all:*

Bathrooms and hand washing facilities

Water sources: Wells, surface water sources (used or not)
Packing house
Anything else of importance (house, septic field, etc.)

Food safety is very important to this farming operation. This food safety policy is part of the effort of this farming operation to produce a healthy and safe product.

Farm and Field Section

Workers: Hygiene, Safety, and Illness

Staff receive training on proper sanitation and hygiene practices through watching the Cornell “Health and Hygiene on the Farm” video. All workers are trained on proper hand washing. Workers are instructed (and expected) to wash hands before starting work, after each absence work (such as after the bathroom), and when hands become soiled or contaminated. **After watching the video, all staff members sign a sheet confirming that they have been trained. The log is attached.** All staff are instructed and expected to remove unsecured jewelry before work. *Optional:* [All employees and all visitors to the farm/packinghouses are required to follow this unsecured jewelry policy].

_____ (*What kind of water? It should be potable*) is available to all workers and is verified by testing, according to USDA GAP requirements. The water available to workers is from _____ (*Water source*) and is tested _____ (*How often per year is it tested?*), _____ (*What time of the year?*). **Results are included in this binder.** At minimum, wells should be tested 1x per year at the beginning of the season. *Ponds/springs/surface water should be tested 3x per year, at spring, summer, and fall.*

This farm provides at least _____ (*Number*) toilet and _____ (*Number*) hand washing facility for employees (*There should be 1 per 20 employees*). It is located _____ (*Where is your bathroom located?*). **The location can be found on the farm map.** Lavatories have hot and cold running potable water, hand soap, and single use towels. These facilities are clean, well-maintained, and have proper signage instructing employees to wash their hands before beginning or returning to work. These facilities are serviced and cleaned on weekly or more often as needed, on a regular basis. All septic systems are in good working order. All employees and visitors to the farm are required to follow proper sanitation and hygiene practices.

Optional: [If field sanitation units are required (*does your farm have more than 10 workers on a given day?*), the number and placement of units will comply with applicable state and federal regulations. Field sanitation units will have the same supplies as permanent toilet facilities.

These field sanitation units will be cleaned and serviced on a _____ (*How often? Weekly?*) basis (or more frequently if needed), and will be in a location that minimizes the potential risk for produce contamination. Field sanitation units are located _____ (*Where? On the periphery of the field? Shouldn't be in the production field*). **Units are accessible for servicing, and service records are in this binder.]**

Should a toilet or field sanitation unit leak or spill, workers will cease operation immediately. Any affected produce will be disposed of by _____

(*How will leaks be handled? How will produce be disposed of?*). All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such leaks and spills to their supervisors.

There is no eating or chewing food, no chewing gum, no using tobacco, and no drinking beverages in the areas while produce is being handled. Any drinking water near production areas is kept in spray rows or outside the field.

Workers are excluded from working if they have diarrhea, an illness or open lesion (such as a boil, sore, or infected wound), or if _____
_____ (*other examples*). Workers are instructed and expected to report such health conditions to their supervisors.

Should workers become injured on the job, they must seek first aid help. Injuries include cuts, abrasions, or other injuries. A first aid box is present and available for staff use, _____
_____ (*Where?*). Workers are instructed (and expected) to report injuries to their supervisor. Should produce or food handling contact surfaces touch blood or bodily fluids, workers will cease operation immediately. The contaminated food contact surfaces must be thoroughly cleaned and disinfected with _____

_____ (*What do you use? Bleach?*). Any affected produce will be disposed of by _____
_____ (*How?*). All effort will be made to insure the contaminated produce does not enter the food chain.

Water

Irrigation on this farm is done with _____

_____ (What type of water is used for irrigation? You may list several sources). Irrigation methods include _____

_____ (Sprinklers, drip, etc). Explain the type of irrigation that you do for each crop (example: tomatoes are drip irrigated with pond water. Sweet corn is irrigated by sprinklers with well water). Think about the risks involved with each type of irrigation. If your water tests high for E. coli, is there any mitigation step or alternative water you can (or do) use? _____

Our farm is located about _____ (number) miles from any sewage treatment facilities, waste material landfills, and fowl, feedlot, or livestock production facilities. All reasonable effort is made to keep livestock (mine and others) and wild animals farther than 200 feet from water sources used for irrigation, to minimize potential contamination to the water source. _____ (How is that that done? If you don't keep them 200 feet away, change the number – 50? 100?) Are there any ways that you prevent the contamination of irrigation water?

The land used by this farming operation has not been flooded with potential fecal contamination. If it is, are there any steps you have taken (or can take) to minimize contamination? _____

_____ (let lay fallow a few months, etc).

On this farming operation, pesticides, growth regulators, and fertilizers are applied by licensed operators and are compliant under WPS. **The pesticide application license can be found in this binder.** Potable water is used for applying pesticides and a pesticide logbook is properly maintained. On the farm, chemicals are stored _____

(Where are the chemicals stored? Draw it in on your map).

Animals

The farming operation is such that wild or domestic animal entry into crop production area is infrequent. **Crop production area is monitored for signs of the presence of wild or domestic animals, and the logs are attached in this binder.** Should it become necessary, active measures to deter entry include

_____ (How do you deter animals in the field?). Any repellants would not be placed in the production field. If we see fecal matter in fields, we take steps to reduce contamination. These steps include:

_____ (flagging and not picking within 2 ft or another certain radius?).

Animal production areas on the farm are located _____ (above? Adjacent to? Below? How are away?) from produce production areas. Produce areas are protected from contamination.

Manure lagoons are well maintained to prevent leaking or overflowing. Should lagoons be located near or adjacent to crop production areas, adequate measures are in place to insure that runoff will not contaminate crop production areas. These measures include _____.

The land used by this farming operation has not been used to dump livestock bodies or other waste. *If it has, how do you prevent contamination?*

_____ (Length of time, barrier, have land tested for microbes).

Fertilizers

Pick one of the following:

Option A – Synthetic Fertilizer Use

Raw manure or compost is not used as a soil amendment on this farm. Instead, synthetic fertilizers are used. *If you use some other form of fertilizer, what do you use?*

_____. When not in use, fertilizer is stored
_____.

Option B – Manure Use

Manure is used on this farm (*where -- produce crops? Field crops?*). Before use, manure is properly treated, composted, or exposed to environmental conditions that lower the expected level of pathogens and proper documentation is kept. Manure is incorporated at least 2 weeks prior to planting, and a minimum of 120 days prior to harvest for high risk crops (sweet corn – 90 days). **All rates, dates, and locations of raw manure applications are documented, and included in this binder.** No side-dressing of manure is allowed. (*Piled manure or plant material that is not done by a regulated composting process is considered manure!*)

Manure (or biosolids) are stored on this farm before use. Manure is stored

(*where do you store manure?*). *Manure should be stored with a barrier or some sort of containment system, so that contamination to crop production areas does not occur.* If manure is stored near crop production areas, contamination is prevented by

(*How is contamination of crops and equipment prevented, as well as rodent contamination avoided?*).

Option C – Compost Use

Compost is used on this farm. In order to be considered compost, the product needs to be composted/treated with recommended practices. These practices are

_____. **Documentation of these practices are attached in this binder.** Until the composting treatment is finished, the product is stored _____ . Measures are taken to prevent contamination of production areas with unfinished compost. These measures include _____.

Field Harvesting and Transportation

Produce Handling

All tables, baskets, totes, hand harvesting implements (clippers)

_____ (*What else do you use for picking?*) are cleaned and/or sanitized prior to use. Sanitation and cleaning is done by

_____ (*How do you sanitize your supplies? Chlorine water rinse, air spray, etc? How often?*) Example: Sanitation and cleaning is done on a scheduled basis or when noticeable dirt/debris is observed. Workers are instructed (and expected) that harvesting containers, totes, etc are not used for carrying or storing non-produce items. Damaged or soiled containers will be properly repaired or disposed of. No hazardous material containers will come into contact with produce. Heavily soiled containers will be cleaned _____

Produce containers are stored _____
_____ (*where do you store your containers?*), under cover so that they are protected from contamination.

_____ (*When, How?*). Harvesting equipment and/or machinery that comes into contact with produce will be kept as clean as is practical and will be in good repair. *The harvested product will be covered when moved from field to storage areas and/or processing plants.*

If glass breaks on harvesting equipment, workers will stop immediately. Affected produce will be disposed of _____ (*How?*). Effort will be made to insure that contaminated produce does not enter the food chain. Workers are instructed to report breakage to their supervisors.

Contamination by chemical, petroleum, pesticide, or other contaminants is a serious matter. If contamination occurs, workers should stop immediately. Any affected produce will be disposed of _____ (*How do you clean up the produce and the area?*). Workers are instructed and expected to report such contamination to their supervisors.

The crew will regularly inspect the harvested produce. Any foreign object (glass, metal, rock or other matter) will be removed. Workers are told to report contamination to their supervisors. *If crops are mechanically harvested, the crop is inspected at least once for foreign items.*

As much dirt and mud (as is practical) are removed from the produce outside the packing facility. _____ (*How is this done?*).

Trucks and any other equipment hauling produce are to be washed prior to being used (and loaded with produce) and are kept clean while in use.

_____ (How do you keep trucks clean? Washing them out? Sweeping?).

House packing facility

All non-food grade chemicals and lubricants will be stored away from the packing area. The packing area should be neat, clean, and enclosed as much as possible. The packing facility grounds should be free of litter, debris, and standing water. All glass over the product flow zone should be non-breakable or covered.

*Product will be covered when moving from storage or field to packing area. All product is properly handled to prevent contamination prior to packing. All processing water to manufacture ice, and in wash lines, dump tanks, flumes, and product contact surfaces is potable, as determined by water tests from the _____ (Water source?). **Test results are included in this binder.** To prevent contamination between produce, reused water in dump tanks and flumes are sanitized and monitored for temperature, sanitizer strength, and pH. *What type of sanitizer, if any, do you use in dump tanks, wheelbarrows, etc?**

_____ **Water monitoring logs are included in this binder.** Any produce that comes in contact with the floor will be disposed of. Manufacturing equipment and containers and all processing lines are cleaned and sanitized on a _____ (daily, weekly, never) basis and documented. _____

_____ (How do you sanitize the equipment? Powerwashing and chlorine solution?) **Documentation is included in this binder.**

The packing and storage facilities are maintained so that loose insulation and other materials are not protruding from the walls, and cracks are filled in as possible. The facility is well maintained and kept free of debris and soil, when possible. Mechanical equipment used in storage is cleaned and maintained. The storage area is inspected _____ (How often), and any foreign materials are removed before loading with produce. Non-food grade substances are not to be stored in close proximity to the produce.

Any product flow zones, or areas where produce is handled or stored, are protected from contamination. Glass materials are contained or made of shatterproof glass. *This includes lights, etc.*

Employees on break use designated lunch/break areas. _____

_____ (*Where do your employees eat/smoke/drink during breaks?*) No consuming of beverages or food and no tobacco use occurs in production areas. All employees shall follow written guidelines regarding wearing jewelry and hair/beard nets. _____ (*What is your jewelry policy? Do you require hair/beard nets? Probably not, unless you are producing ready-to-eat foods*).

Only food-grade lubricants are used on all food contact equipment during the processing line.

No domestic or wild animals are allowed in the packing area. Proactive measures are taken to exclude pests or animals from packing and storage facilities. Pest exclusion methods include

(*How do you exclude pests? Measures may include bird tape, screens, traps, etc*). The storage facilities are sufficiently sealed or isolated so they are protected from external contamination, such as wandering animals. Dogs, cats, or other domestic animals are not permitted inside the packing and storage facilities. A pest control log is maintained that indicates pest sightings, trap inspection dates and catches. *How often do you check the pest traps?*

_____ **The pest control log is available in this binder.** Only traps or nonpoisonous baits are allowed inside the facilities, if they are needed. Any area where bait or traps are set out or areas routinely affected will be frequently monitored.

Containers, pallets, storage, and transport

Pallets, pallet boxes, totes, bags, bins, storage rooms, packing containers, and _____ are kept clean, stored properly and protected from contamination by birds, rodents, pests, soil, water, and other contaminants (where appropriate). _____

(*How do you clean your harvesting containers, etc? how often?*). Dirty containers will not be used and broken pallets will be repaired.

_____ (Once produce is harvested how do you treat it? Where is it taken? Ex: The harvested product is not expected to be stored out of doors in totes, trucks, bins, or other containers, or in bulk on the ground). Should the harvested product be stored out of doors, it will be covered to protect it from contamination.

Any equipment used for hauling the produce is kept in good condition (such as being clean and odor-free). Trailers and equipment are inspected before produce is loaded. Fertilizers, pesticides, meat, poultry, fish and other products are not mixed in with produce handling and transport. When produce is loaded into the trailer, damage and contamination are minimized. If load shifting is an issue, care is taken to prevent it.

(If) ice or cold water is used for cooling the produce, the water source must be potable and the ice/cold water is manufactured, transported, and stored under sanitary conditions. The ice production and storage facilities are regularly cleaned and sanitized by _____ (How?). Sanitary conditions are maintained in all areas where ice is manufactured, transported, or stored.

_____ (If ice is not used on your farm, where do you cool produce? Refrigerated facilities, not refrigerated until sold at markets?)

(If) refrigeration systems are used to store produce, the temperature should be maintained at the recommended temperature, _____ (What temperature?). **This temperature should be checked regularly and recorded in a log, which is attached to this binder.** The thermometer used to take the temperature is checked for accuracy _____ (How often?).

*This sample plan was adapted from a NY extension doc.