**Instructions for using this template:**

Only fill in the sections that apply. Say what you are actually doing. You can leave the document as it is and include any relevant information that is missing or you can delete the areas that are not pertinent to your operation and include any information that needs to be included but is missing. See CAFF’s food safety template webpage (<https://www.caff.org/food-safety/food-safety-plan-templates/>) for record keeping and additional templates to help complete this generic plan template.

Records in red font throughout this plan reference records required by the Food Safety Modernization Act (FSMA). If your farm needs to be in full compliance with FSMA than make sure to have red records complete and continually updated for your farm. FSMA required records are listed below:

* Personnel training and qualifications record\*
* Annual water system inspection record
* Results of all water tests within at least the last three years\*
* If water treatment is occurring (in production and/or postharvest), water treatment monitoring records (e.g. use of chlorine to sanitize wash tanks)\*
* If grower is using microbial die-off between last irrigation and harvest then documentation of that is required
* If water is used from a public source: annual documentation of water testing of public water source required
* For soil amendments that contain animal inputs and are purchased:\*
	+ Annual documentation of the process to treat that amendment from supplier
	+ Annual documentation that the amendment has been handled and stored in a way to reduce contamination risk from the supplier
* For soil amendments (e.g. compost) with animal inputs made on farm:\*
	+ Documentation of every batch of compost made with records of time, temperature, and turnings
* Tools and equipment cleaning and sanitizing log record required for tools and equipment involved in the harvest, packing, and holding activities on the farm\*

\*Records with an asterisk also need to be reviewed and signed off by a supervisor within a reasonable time after the initial record is made.

All of the records listed above need to contain this additional information on them:

* Name and location of the farm
* If applicable:
	+ Actual values and observations made during monitoring
	+ Adequate description of produce
	+ Location of growing or other area
	+ Date and time of the record being recorded

Blue font indicates that an optional policy, record, or log that is not required by FSMA, but may be necessary for a 3rd party audit and/or additional food safety preparedness. You will need to decide whether it makes sense for your circumstances to complete practices and records in blue.

Food Safety Plan Template

Checklist of SOPs & Records Mentioned in Plan

This is a list of all the SOPs and records mentioned throughout the food safety plan template. Depending on your farm’s circumstances you may have to fill out some or all of these. You may have additional SOPs and/or records beyond what is listed here if you add them to the plan. There are blank spaces left in the sections for you to add additional details.

**Standard Operating Procedures (SOPs)**

* Harvest and packing
* Reusable plastic crates washing

**Records**

* Water test results\*
* Annual inspection of water system\*
* If municipal water is used, at least annual water test results from municipality\*
* Soil amendment application record
* If on-farm compost is made: time, temperature, and turning records for each batch\*
* If amendments that include animal products are bought, record from the supplier that shows a scientifically validated process was followed\*
* If amendments that include animal products are bought, supplier provides documentation that the amendment has been handled and stored in a way to reduce contamination\*
* If applicable: monthly pesticide use report
* Soil testing results, if applicable
* Water and soil tests after flooding
* Pre-harvest assessment
* Employee Training\*
* Certificate of one person attending the Produce Safety Alliance course\*
* Rare occurrence log
* 3rd Party Toilet Cleaning Contract, if applicable
* 3rd Party toilet cleaning log, if applicable
* Toilet Cleaning log (if not done by a 3rd party)
* Cleaning and sanitizing equipment used in harvesting, packing, and holding produce\*
* If microbial die-off is used, record of last irrigation and harvest date\*
* Harvest record
* Postharvest water treatment monitoring (e.g. chlorine in tank)\*

\*FSMA Required Records

**General Description:**

At farm name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ our management and employees are committed to producing and selling safe products by following good agricultural practices that focus on implementing practices that mitigate the risk of contamination. To make sure our food safety goals are met, we have designated person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to oversee our food safety program. We farm a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acres, of which \_\_\_\_\_\_\_\_\_\_\_\_\_ acres are in crop production.

The farm site(s) are located at: (list all)

|  |  |
| --- | --- |
|  |  |

The crops covered under the plan include:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Only the checked boxes below apply to our farming operation. Additional sheets are included to describe further activities for our operation.***

This operation follows:

* Conventional Agricultural Practices
* Organic Agricultural Practices and is:
	+ Certified Organic: Certified By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Not Certified but follows the practices
* Other. Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* All our crops are field packed.
* Some of our crops are field packed and some are washed and packed.

List all washed crops: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* All our crops are washed, sorted, graded and then packed.

We sell our produce to:

* + Direct Marketing
		- Farmers Markets (List Markets):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - CSA (Community Supported Agriculture) (List CSA):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Online
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Retail
* Food Service
* Institutions
* Wholesale
* Brokers
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Site map(s) is/are attached to illustrates the following:
	+ Growing fields & Blocks
		- Numbered blocks/fields as per traceability system
	+ Water bodies running through or adjacent to the property
	+ Any fencing or ditching
	+ Septic fields
	+ Well(s)
	+ Manure Storing / Composting Locations
	+ Animal Housing / Chicken coops etc…
* Our status under the Food Safety Modernization Act (FSMA) is:
	+ Fully covered
		- At least one person currently employed by the farm has attended the FDA required training: Produce Safety Alliance Grower training
		- We have completed all records listed in red within this plan
	+ Qualified Exempt
		- We have financial and sales records from the last three years to prove we meet this exemption criteria
	+ Fully Exempt
		- We have financial or crop records to prove we meet this exemption

**Water:**

* We provide all our employees/volunteers potable water for drinking. The source of this water is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ We provide employees with disposable paper cups for water or they may use their own refillable water bottle.
		- Bottles cannot be made glass.
		- Glass bottles are not allowed in the crop growing areas.
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We irrigate our crops using:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Drip
 | * Overhead Sprinklers
 | * Sub-irrigation
 | * Do not irrigate
 | * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

We utilize the following source(s) of water on our operation:

|  |  |
| --- | --- |
| ***Water Source*** | ***Propose of Use*** |
| City Water | * Irrigation
* Other\_\_\_\_\_\_\_\_\_\_\_\_
 | * Washing & Cleaning
* Chemical Application
 | * Ice Making
* Hydro-cooling
 |
| Agricultural Well | * Irrigation
* Other\_\_\_\_\_\_\_\_\_\_\_\_
 | * Washing & Cleaning
* Chemical Application
 | * Ice Making
* Hydro-cooling
 |
| Domestic Well | * Irrigation
* Other\_\_\_\_\_\_\_\_\_\_\_\_
 | * Washing & Cleaning
* Chemical Application
 | * Ice Making
* Hydro-cooling
 |
| Surface Water Identify Source(s):* Reservoir
* Creek
* River
* Ditch / Runoff
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Irrigation
* Other\_\_\_\_\_\_\_\_\_\_\_\_
 | * Washing & Cleaning
* Chemical Application
 | * Ice Making
* Hydro-cooling
 |
| Other Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Irrigation
* Other\_\_\_\_\_\_\_\_\_\_\_\_
 | * Washing & Cleaning
* Chemical Application
 | * Ice Making
* Hydro-cooling
 |

|  |
| --- |
| To ensure our water is safe for intended use we test our water for generic E.coli\* at least: |
| * Annually
 | * 2 times a season
 | * 3 times in the season
 | * Every other month
 | * Other. Describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * All our water coming in direct contact with harvested crops and tools/equipment used for harvesting are potable from a microbiological stand point, and do not contain any generic *E. coli*.
* Water test results are attached
 |
| \*Generic E.coli is an indicator organism which are predictors of fecal contamination/undesirable conditions.* Annual inspection of the water system is completed and record of inspection by farm is attached.
* If water source is a public supply, annual water test results are attached.
 |

**Manure/Compost:**

At our operation we:

* Do **not** use any manure/compost of any kind as soil amendments
* Use raw manure or a combination of raw manure and compost. When raw manure is used or mixed with compost we observe a minimum of 90 days to harvest for high growing crops (i.e. orchard/vine crops) and/or 120 days to harvest for crops grown on the ground.
* Keep Soil Amendment Record/Other Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Manure is stored on the site. Specify how & where it is stored: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + No manure is stored on site.
	+ The source of our manure is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Manure is always incorporated into the soil.
	+ Manure is only applied prior to planting.
	+ Manure is only applied when orchard/vine crops are dormant.
* Only use compost as a soil amendment. This has been properly treated using one of the following methods:
	+ Static composting: maintains aerobic conditions at a minimum of 131 degrees for three consecutive days and is followed by adequate curing
	+ Turned composting: maintains aerobic conditions at a minimum of 131 degrees for 15 days (which do not have to be consecutive), with a minimum of five turnings, and is followed by adequate curing.
* We make our own compost.
	+ We keep Compost records on the time, temperature, and turning of each batch of compost.
* We purchase compost from an outside company.
	+ The supplier provides us with a Certificate of Analysis (CofA). See attached CofA. The CofA documents their treatment process.
	+ Supplier provides documentation that the amendment has been handled and stored in a way to reduce contamination risk from supplier.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Agricultural Chemicals:**

* We are a chemical free operation. No synthetic or natural chemicals are used on our products.
* We only use chemicals that are EPA registered and OMRI Listed® for use in organic farming practices.
* We use traps and beneficial insects as part of our integrated pest management program.
* We use EPA registered chemicals in our operation.
	+ We do **not** use any restricted chemicals
	+ We use restricted chemicals and have a Restricted Material Permit
* We have an Operator Identification Number for applying pesticides:
* Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* See attached records/Production Agriculture Monthly Pesticide Use Report to ensure:
	+ Re-Entry Intervals (REI) are observed
	+ Pre-Harvest Intervals (PHI) are observed
	+ Application rates are specific to the crop the application is made as per the label
* MSDS/SDS (Material Safety Data Sheets, Safety Data Sheets) are kept for chemicals used and are located\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chemical Application are made:

* By a licensed applicator (private certified applicator) who is an employee of the farm.
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* By a licensed 3rd party applicator: Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* By an applicator who is trained by a qualified person in the proper & safe handling of chemicals.
	+ They are farm employee(s): Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ They are contracted: Company/Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Chemicals are not stored on site.
* Chemicals are stored on site:
	+ - * In a designated, locked, well ventilated cabinet located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chemical Application Equipment:

* We do not have any.
* Is kept clean and calibrated at least once a year
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Land Use:**

* We farm multiple sites, if so,
	+ This section applies to the following address (complete this section separately for each site):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* There is a septic field located on the property.
	+ It is located away from our crop producing areas and water sources, risk of contamination from the septic field is minimal.
	+ We monitor the septic field to ensure there is no leakage
* There is no septic field located on this property.
* Previous land use of the property(s) we farm does not pose any foreseeable food safety risks to the crops we grow.

This land was previously:

* + - Fallow for \_\_\_\_\_\_\_ years
		- In crop production for more than \_\_\_\_\_\_\_ years
		- An animal production operation for \_\_\_\_\_\_\_\_years. Describe: \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - An organic farm producing crops.
			* Certified organic farm.
			* Non-certified organic farm.
		- Woodlands that are now cleared.
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Prior land use may potentially pose a risk to our crops, but through soil sampling and proper precautions we have minimized the risks.
	+ Records of the soil samples are kept

The land may have been contaminated by:

* + - Previously being a feedlot operation
		- Being used as a dumpsite/landfill
		- Being an intensive livestock operation
		- Sewage, sewage sludge, municipal biosolids or any type of septic/manure lagoon slurry
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Our farm site(s):

* + Is/Are not prone to flooding
	+ May occasionally flood. Usually no more than once every \_\_\_\_\_\_\_\_\_\_\_years.
	+ Floods annually
		- We have ditches, furrows or berms to contain water and/or try to limit the amount of flooding by diverting the water
		- Test our water sources and soils after flooding See records.

Adjacent land use activities:

* Are not posing any immediate risks to our crop production. We are located next to:
	+ - Other crop production sites that have adopted similar practices to us
		- Other crop production sites
		- Fallow land/greenbelt or park area that poses minimal risk
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* May pose some risk to our water source and crop growing area, as we are:
	+ - At the bottom of a gradient and all runoff from adjacent land ends up sloping towards us.

To minimize the risk we:

* Have a ditch, furrow, berm around the property to catch any runoff.
* Monitor activities and water quality regularly
* Limited animal access to any of our surface water sources with fencing.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Are surrounded by grazing/animal operations

To minimize the risk we:

* Monitor activities particularly with respect to manure, dust and other potential sources of contaminants
* Have a hedgerow/shelterbelt between our growing fields and adjacent property
* Are fenced to keep the animals out of our site(s)
* Have increased the distance between adjacent field and our crop growing area.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To minimize the risk we:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Wildlife & Domestic Animals:**

* Biodiversity is essential. We do not destroy wildlife habitat around our farm, but to minimize food safety risks we make an effort to keep them out of our crop growing areas by implementing the following practices:
* Fencing the perimeters and/or water ways used for agricultural purposes
* Using mechanical scaring devices (i.e. noise devices like cannons, etc…)
* Using decoys or repellents (i.e. raptor decoys, reflective tape, etc…)
* Providing food sources away from the growing areas (i.e. along the fence or around the perimeter of the farm)
* Planting deterrent plants around the perimeter to limit entrance
* Use of predator animals (i.e. owl boxes, raptor perches, designated wildlife corridors, etc….)
* Netting crops
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* All domestic animals are excluded from the crop growing areas from planting to harvest, but are allowed in designated areas outside of the crop growing areas. Such as: \_\_\_\_\_\_\_\_\_

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* We do not have any domestic animals on site.

Additional precautions used on our farm to minimize the risk of contamination from animals include:

* Pre-harvest assessment completed at least once every week when in harvest. See attached Pre-harvest Assessment
* Training and education of employees to monitor for signs of contamination including: trampling, feeding, droppings, etc…
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Employee Health & Hygiene:**

Our staff consists of:

* A total of \_\_\_\_\_\_ fulltime employees
* Family members
* A range of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seasonal employees depending on crop & time of year
* \_\_\_\_\_\_\_ number of Interns
* Volunteers usually \_\_\_\_\_\_\_\_\_\_\_ in a growing season
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* All our staff are trained at least once prior to harvest season according to the Employee Training Policy & Instructions and training records are kept.
* Records of the training can be found on the Employee Training Log.
* Our record of at least one person on the farm attending the Produce Safety Alliance or equivalent training is attached.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If at any point produce comes in contact with blood or any bodily fluid the following policy is followed:

* All produce that comes in contact with blood and other bodily fluids must be immediately isolated and discarded
	+ - Placed into plastic bags and taken to the county landfill/dumpster for disposal
		- Anyone handling this product must wear disposal gloves

The worker with the injury must seek immediate first aid attention and must discontinue working until the problem is resolved.

First Aid Attendant or injured person (after wound is finished) records the incident on the Rare Occurrence Log or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Log

Gloves that come in contact with blood or bodily fluid must be thrown away

Tools that come in contact with blood or bodily fluid must be cleaned and sanitized

* + - First the tool is cleaned with soap and water then the tool is sanitized according to the sanitizer product’s instructions.

Food contact surfaces that come in contact with blood must be cleaned and sanitized

* + - First the food contact surface (e.g. harvest crate, table) is cleaned with soap and water then the food contact surface is sanitized according to the sanitizer product’s instructions.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Our operation has at least one hand wash unit and toilet facility for every 20 employees/interns and volunteers and are located within a 5 minute walking distance or ¼ mile of where they are working at all times. We have:
* A contract with a 3rd party to provide, clean and restock portable hand washing.
	+ Attached is the contract.
	+ They are serviced every \_\_\_\_\_\_days.
* A contract with a 3rd party to provide, clean and restock the portable toilet facilities.
	+ Attached is the contract.
	+ They are serviced every \_\_\_\_\_\_days.
* Our own portable hand washing units.
	+ They are cleaned and restocked with supplies every \_\_\_\_\_\_\_\_\_ days and we replenish the water every \_\_\_\_\_\_\_\_\_\_ days or sooner if needed.
	+ Cleaning records are found on the Hand Wash / Toilet Cleaning Log.
* Our own portable/stationary toilet units.
	+ They are cleaned and restocked with supplies every \_\_\_\_\_\_\_\_\_ days and we replenish the water every \_\_\_\_\_\_\_\_\_\_ days or sooner if needed.
	+ Cleaning records are found on the Hand Wash / Toilet Cleaning Log.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Employees know and are trained to wash their hands every time they return to work in the crop growing and/or packing areas.
* Signs are posted to remind employees to wash their hands. See attached Hand Wash Sign.

**Tools & Equipment**

* All tools and equipment are only used for the identified task/job and employees understand this.
* Employees/interns and volunteers inspect tools and equipment to ensure they are adequate for use prior to using them. (i.e. clean, not falling apart, etc…)
* All tools and equipment are cleaned:
	+ According to the cleaning schedule.
	+ Records of the cleaning and if necessary sanitizing, are kept.
	+ Record of date and method of cleaning and sanitizing equipment used in harvesting, packing, and holding activities.
	+ We have documented standard operating procedures (SOPs) we follow for cleaning our tools and equipment. See attached SOPs.

List the SOPs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Harvesting & Packing**

* If farm is using microbial die-off between last irrigation and harvest documentation is attached.
* We maintain harvest records that document, what was harvested on what day, how much was harvested, what field/block it was harvested from.
	+ See attached Harvest Record or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Log/Record.
* Harvest employees/interns and volunteers are trained to follow proper health, safety and harvesting protocols
	+ Employees/interns and volunteers know what to do in the event that animal intrusion has occurred in the crop producing area.
	+ Employees/interns and volunteers know what to do if product comes in contact with blood or bodily fluid.
	+ Employees/interns and volunteers know what to do if tools, equipment are not clean or are damaged.
* We field pack all our crops
	+ Boxes/crates used for harvest are never directly on the ground
	+ Anything that comes in direct contact with the produce being harvested does not have ground contact (i.e. ties, elastics, knifes, scissors, etc…)
* We wash/clean some/all of our produce.
	+ According to the written SOP for harvesting & packing. See attached SOP. (If checked, skip to the Traceability section.)
	+ Our crops are washed outside at our washing station located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + We wash our crop(s):
		- In water only
		- Using a water treatment system (to disinfect the standing water).
			* Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - In a food grade tub (List crop(s)):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - Using an outside sink (List crop(s)):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - By spraying / hosing them down with water (List crop(s)):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - Wiping them with a clean cloth (List crop(s)):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - By bringing them inside and using the house sink: (List crop(s)):\_\_\_\_\_\_\_\_\_\_\_

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* + - Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + We minimize contamination of produce during washing by:
		- Changing the wash water when/every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - Monitoring the temperature of the water and product to ensure the temperature differential is less than 10ᵒF, to prevent water from infiltrating into the product. (More specifically for tomatoes, soft fruits, melons)
		- Limiting the amount of standing/pooling water
		- Ensuring the washing area, washing equipment and tools are clean prior to washing
		- If postharvest water treatment is done (e.g. chlorine in water and/or on tank surfaces) than water treatment monitoring records are kept and attached.
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Traceability:**

We pack all our produce in:

* Reusable plastic crates that are washed
	+ A minimum of once a week when in use or sooner if determined.
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - According to the attached Reusable Plastic Crates Washing SOP or \_\_

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* + We place a label on the crates with the following information:
		- Content of the box
		- Volume or pack size
		- Farm Name
		- Address
		- Lot or Batch Number
		- Grower number
		- Harvest Date
		- Certified Organic Label
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Brand new boxes
	+ Generic boxes for all or some of our products.
	+ We create our own label with the following information:
		- Content of the box
		- Volume or pack size
		- Farm Name
		- Address
		- Lot or Batch Number
		- Grower number
		- Harvest Date
		- Certified Organic Label
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - There is no label of any sort on the box
	+ That we had made specific for all or some of our products. The following information is available on the box/label:
		- Content of the box
		- Volume or pack size
		- Farm Name
		- Address
		- Lot or Batch Number
		- Grower number
		- Harvest Date
		- Certified Organic Label
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Reuse boxes
	+ With a new plastic liners in each box
	+ Wash the wax box out before packing
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + We place a label over the existing label with the following information:
		- Content of the box
		- Volume or pack size
		- Farm Name
		- Address
		- Lot or Batch Number
		- Grower number
		- Harvest Date
		- Certified Organic Label
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* We have a lot number or batch number to uniquely identify our products. This number is based on and/or includes the following pieces of information in this particular order.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of our traceability program we use:

* + Our harvest records and these correspond with our invoices and/or billing for restaurant, food service, wholesale and retail sales.
	+ Our harvest records and these correspond with our direct marketing inventory log to assess how much and what was sold to CSA’s, farmers markets or online orders.
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Our traceability program is able to determine which field location the crop was harvested from and which day.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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