

Farm Food Safety Plan

[Your Farm Name Here]

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# Contact Information

|  |  |
| --- | --- |
| **Farm Name:** |  |
| **Physical Farm Address:** |  |
| **Farm Owner/Manager Name:** |  |
| **Farm Owner/Manager Cell Phone:** |  |
| **Mailing Address:** |  |
| **Produce Safety Contact Name:** |  |
| **Produce Safety Contact Phone Number:** |  |
| **Office Phone Number:** |  |
| **Email:** |  |
| **Website:** |  |

## Mission Statement

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This document is reviewed and updated annually.

|  |  |
| --- | --- |
| **Signature of farm produce safety manager** | **Date** |
|  |  |

# Commodities Grown

*Print/add as many copies of this page as applicable for your farming operation.*

*Examples of ‘Where is it sold?’: direct to consumer, restaurants, schools, churches, broker, distribution center, packer/wholesaler, etc.*

*Examples of ‘What is it sold for?’: fresh, processed for juice, applesauce, baby food, etc.*

|  |  |
| --- | --- |
| **Commodity** |  |
| **Is it covered under FSMA PSR?** |  |
| **Where is it sold?** |  |
| **What is it sold for?** |  |

|  |  |
| --- | --- |
| **Commodity** |  |
| **Is it covered under FSMA PSR?** |  |
| **Where is it sold?** |  |
| **What is it sold for?** |  |

|  |  |
| --- | --- |
| **Commodity** |  |
| **Is it covered under FSMA PSR?** |  |
| **Where is it sold?** |  |
| **What is it sold for?** |  |

|  |  |
| --- | --- |
| **Commodity** |  |
| **Is it covered under FSMA PSR?** |  |
| **Where is it sold?** |  |
| **What is it sold for?** |  |

# 

# Previous Land Use Assessment

|  |  |  |
| --- | --- | --- |
| **Previous Land Use (check all that apply for area under cultivation)** | **Yes** | **No** |
| Have the current crop(s) been grown at this location for LESS THAN 5 years? |  |  |
| Has there been any expansion into previously unused land within the last 5 years? |  |  |
| Have the current crop(s) been grown at this location for MORE THAN 5 years? |  |  |
| **Adjacent Properties** | **Yes** | **No** |
| Crop production |  |  |
| Dairy or livestock operation |  |  |
| Watershed (river, stream, pond, lake) |  |  |
| Manure dumping or storage |  |  |
| Residential with operation system |  |  |
| Commercial or industrial development |  |  |
| Municipal or private dumping site |  |  |
| Other: |  |  |
| **Immediate Food Safety Concerns: (fill in below)** | | |
|  | | |
| **Adjacent and Previous Land Use Policy: (fill in below)** | | |
|  | | |

# 

# Worker Training Policies

All farm workers are trained on farm policies, produce safety policies, and job-specific duties. **Workers include both paid and unpaid employees, interns, volunteers, friends, and family.** Farm workers who handle covered produce must be trained upon hire, at least annually, and if non-compliance behaviors are observed.

## Record Retention

All required records are kept for two years from the date of creation.

**\**Required:***

* The date, topics covered, and people trained
* Workers should sign a form saying they have read and understand the policies

***\*Optional:***

* *Attach SOP of handwashing*
* *Attach outline for existing worker training*

## Topics that MUST be covered in worker training:

* The principles of food hygiene and food safety
* Recognizing symptoms of concern to produce safety
  + Diarrhea
  + Vomiting
  + Jaundice
  + Fever
  + Sore Throat w/ fever
  + Cuts/Wounds/Bodily Fluids
* Proper Handwashing
* Recognizing produce that must not be harvested
* Ensuring proper function of harvest containers
* Removing or covering hand jewelry (other than a plain wedding band)
* Keeping gloves in an intact and sanitary condition (if used)
* Reporting all issues to supervisor or person responsible for produce safety
* Eating, drinking and tobacco is prohibited from a covered area where a covered activity occurs
  + A covered area is the field, transportation, packhouse, storage, etc. where covered produce could be grown, harvested, handled, or stored.

**Topics that SHOULD be covered:**

* Bathrooms
* Handwashing sinks
* Break areas
* First aid Kits

## Worker Training Checklist

|  |  |  |
| --- | --- | --- |
| **Topic** | **Description** | **Done** |
| Principles of Food Safety & Food Hygiene | | |
| Microbial Contamination | Workers need to be trained to identify sources and routes that could lead to produce or food contact surfaces becoming contaminated. |  |
| Cleaning & Sanitizing | Workers need to be trained on the difference between cleaning & sanitizing and know the steps to properly conduct these activities. |  |
| Animals & Wildlife | Workers need to be trained on the potential risks of microbial contamination caused by wildlife or by working animals. |  |
| Additional Farm Specific: | Description: |  |
| Personal Health & Hygiene | | |
| Sick Policy | Workers must be able to recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must be trained on who to report to in cases of injury or illness. |  |
| Injury Policy | Workers must know how to properly handle incidents when bodily fluids are present and could potentially contaminate covered. Employees should be trained on where to receive or access first aid. |  |
| Hand Washing | Workers must know when and how to properly wash hands. 112.32 of the Produce Safety Rule outlines when hand washing is required. |  |
| Restroom | Workers need to be made aware of restroom locations and proper hygiene associated to reduce potential of cross-contamination. |  |
| Additional Farm Specific: | Description: |  |
| Produce Safety Rule Standards | | |
| Applicable Standards found in the PSR | Workers must understand the standards found in Subparts C (Worker Training) through Subpart O (Records) of the PSR which apply to their job tasks. For example, workers who clean and sanitize the pack line will need to be trained on the requirements of the rule which apply to this activity (Subpart L – Equipment, tools, buildings, and sanitation). Workers need to understand the terms “covered produce” and “covered activities”. |  |
| Additional Farm Specific: | Description: |  |
| Employees Engaged in Harvest Activities of Covered Produce | | |
| Proper & Safe Harvest | Workers conducting harvest activities must be trained to recognize produce that must not be harvested, including produce that has been contaminated or likely to be contaminated. |  |
| Harvest Containers & Equipment | Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are functioning properly, clean, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards. |  |
| Corrective Actions | Workers who conduct harvest activities must know how to correct problems associated with harvest containers and equipment. |  |

# Water Testing

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:***

* *Records of worker training on this topic must be kept.*
* *Records of the findings of the inspection of the agricultural water system.*
* *Results of any analytical tests conducted on agricultural water.. Test results are obtained from the lab and must be reviewed, dated, and signed by a supervisor or responsible party.*
* *Records of any necessary corrective action(s) as a result of a poor water quality test.*

## Water Sources

*Examples of sources: Municipal, Pond, Lake, Stream, Underground Well, Sock Well, etc.*

*Examples of Type/Use: Drip or overhead irrigation, sprays, handwashing, Zone 1 areas, post-harvest, etc.*

|  |  |
| --- | --- |
| **Source #1** |  |
| **Type/Use #1** |  |

|  |  |
| --- | --- |
| **Source #2** |  |
| **Type/Use #2** |  |

|  |  |
| --- | --- |
| **Source #3** |  |
| **Type/Use #3** |  |

**Agricultural water is tested** *(provide frequency and laboratory)*

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|  |

**Post-harvest water is tested** *(provide frequency and laboratory)*

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**Do you inspect each ag water location?** *(Yes/No)* **How often?** *(provide frequency)*

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# Toilet Policies

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:*** *Records of worker training on this topic must be kept.*

**\**Optional:***

* *Records of restroom cleaning frequency.*
* *Attach SOP for portable toilet spill clean-up.*

## Restrooms

OSHA regulations are adhered to by providing a minimum of one restroom per 20 workers and located within a ¼ mile or a 5-minute drive of all active fields.

**Restrooms are available for use by workers/visitors:** *(provide location)*

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**The restroom(s) are cleaned:** *(provide frequency)*

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**All restrooms and portable toilets will be continuously stocked with:**

* toilet paper
* soap
* running water
* single-use paper towels
* garbage can
* first aid kits

**If applicable, we will have a portable toilet located at each location. These will be serviced by:** *(indicate if cleaned by a sanitary company or farm worker)*

|  |  |
| --- | --- |
| **Sanitary Company (or farm worker)** |  |
| **Portable Toilet Company:** |  |
| **Emergency Spill Phone Number:** |  |

## Toilet overflow Procedure

In the event of a toilet overflow, the water will be immediately shut off (if applicable) and the spill will be contained to prevent contamination. Clean-up will be done using disposable materials and will be disposed of in the trash that will go to a landfill.

# Injury and Illness Policies

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:*** *record of worker training on this topic must be kept.*

***\*Optional:*** *Keep records of worker injuries*

## Injuries

All workers are instructed during training to appropriately deal with any injuries immediately. This includes cuts, abrasions, or other injury that occurs.

**If someone is injured at the farm, first aid kits are available for use:** *(provide location)*

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**First aid supplies are monitored and restocked:** *(provide contents and frequency of restocking)*

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**For critical or life-threatening injuries, call 911 or transport injured worker to the nearest medical facility:** *(provide location and/or directions to nearest hospital, walk-in clinic, or emergency room)*

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## Blood or bodily fluid

If blood or other bodily fluid should contact produce, immediate action must be taken. If a person is not able to deal with it immediately, the person must mark the area, if able, and notify the farm manager.

**Blood or bodily fluid employee contact:** *(provide manager’s name & phone)*

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**If blood or bodily fluid contaminated a food-contact surface, that area will be cleaned and sanitized:** *(Provide cleaning and sanitizing procedure)*

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## Illnesses

No person will be penalized for illness. If possible, a sick worker may be given a temporary job on the farm which is out of contact with produce. The following symptoms **prohibit** an employee from working and handling fresh produce:

* diarrhea
* fever
* vomiting
* jaundice
* sore throat with fever
* lesions containing pus on the hands, wrists or other exposed body parts

**This is the farm’s policy on allowing ill workers to return to work handling fresh produce:** *(include minimum wait time for symptoms to disappear)*

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# Harvest/Post-harvest Policies

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:***

* *Records of worker training on this topic must be kept.*
* *Records of the date and method of cleaning and sanitizing equipment used in covered harvesting, packing, or holding activities.*
* *Records of water testing or records obtained from a municipal water source.*

***\*Optional:***

* *Include SOP for sanitizer mixing and use.*
* *Include SOP for cleaning tools and food contact surfaces.*

## Dropped Produce

If produce falls or is dropped on the ground/floor, it **may not be sold for human consumption**.

**Dropped produce is managed with the following steps:** *(examples include: left on the ground/floor, disposed of, composted, or processed with a kill-step)*

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## Harvest Tools

**All food-contact harvesting tools used on this farm include:**

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| --- |
|  |

**Harvesting tools will be cleaned and sanitized** *(provide methods and frequency for each type of tool)*

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| --- |
|  |

## Harvest Containers

All harvest containers are inspected for damage and cleanliness before use. Only clean containers in good repair are used for harvesting. Harvest containers are not used for any other farm activity.

**Harvest containers used on this farm include:**

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| --- |
|  |

**Harvest containers are cleaned and sanitized** *(provide methods and frequency for each type of tool)*

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**Damaged or broken containers are repaired or replaced:** *(provide policy and frequency)*

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## 

## Wash/Pack Shed

**All water used in the packing shed for produce or produce-contact surfaces is microbiologically clean, tested for no detectable E.coli.** *(Yes/No. Provide water source and testing)*

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**To prevent unwanted contamination from pests and to reduce the growth of bacteria, the packing shed, including all produce-contact surfaces and floors, will be cleaned:** *(provide cleaning frequency)*

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**If sanitizers are used in packing lines or wash water, they are frequently monitored, and all label instructions are strictly adhered to. Sanitizers used on this farm include:** *(provide specific sanitizers)*:

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## 

## Packing Containers

All packing containers will be in good repair. Packing containers are not used for any other farm activity.

**Packing containers used on this farm include:** *Examples: single-use cardboard boxes, cleaned wooden containers, cleaned and sanitized plastic containers/lugs, cleaned containers with a single-use liner, etc):*

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|  |

**All containers are stored in a manner to prevent contamination.** *(provide location of container storage)*

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## Transportation

**All transportation vehicles of fresh produce must be kept as clean as practicable. All transport vehicles are cleaned** *(provide methods and frequency):*

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# Wildlife

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:*** *record of worker training on this topic must be kept.*

***\*Optional:***

* *Records of wildlife monitoring are kept.*
* *Include SOP of steps taken when wildlife contamination is found in a growing area.*

## Monitoring

**What efforts are made to deter or exclude wildlife in the fields/buildings/agricultural water systems?** *(Examples: noise cannons, reflective strips, wooden cutouts, owls, scarecrows, fencing, netting, etc.)*

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**Do you monitor these same areas for the presence of animals?** *(Yes/No)*

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**If yes, when do you monitor, and how often?**

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# Biological Soil Amendment Policies

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:***

* *Records of worker training on this topic must be kept.*
* *Records of municipal biosolid treatment are kept from the supplier.*
* *Attach Compost Record proving reduction of pathogens if compost is made on-farm. If purchased, attach proof from the supplier of pathogen reduction.*

## Biological Soil Amendments of Animal Origin (BSAAO’s)

**List all types of BSAAO’s are used at this farming operation. If no BSAAO’s are used, indicate “none”** *(Example: fish emulsion, manure, compost, municipal biosolids, bone/blood/feather meals, vermicompost, etc.)*

|  |
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|  |

**Biosolids**

**List all commodities municipal biosolids are used on:**

|  |
| --- |
|  |

**When/How often are the municipal biosolids it applied to produce production areas?**

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| --- |
|  |

**Compost**

**If compost is used, Is the compost purchased?** *(include purchasing source)*

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| --- |
|  |

**If compost is made on-farm, describe the pathogen-reducing treatment method:** *(include time, temperature, and turnings)*

|  |
| --- |
|  |

**Manure**

**If raw or aged manure is used, list all applicable animal origins and whether they were produced on-farm or purchased:** *(include purchasing sources)*

|  |
| --- |
|  |

**List all commodities raw or aged manure is used on:**

|  |
| --- |
|  |

**When/How often is raw or aged manure applied to produce production areas?**

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| --- |
|  |

**Is there manure storage on-farm? Which preventative measures are used to minimize potential leaking, leaching or run-off from the storage area?**

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## 

## 

# U-Pick Policies

## Record Retention

All required records are kept for **two years** from the date of creation.

***\*Required:*** *record of worker training on this topic must be kept.*

## U-Pick Policies

* When the U-Pick is open, there will be personnel present. These personnel are trained in worker health and hygiene and on the farms hygiene expectations for Produce Safety.
* A portable sanitary unit and handwashing station will be available for workers, visitors and customers.
* Portable toilet and handwashing stations will display signage on correct use and proper handwashing.
* Visitors will be informed **visually OR verbally** *(circle one)* of the location of handwashing station and portable toilet upon arrival.
* U-Pick containers are **brand new, single-use containers OR cleaned and sanitized plastic containers OR plastic/wooden containers with a single-use, new liner, OR:** *(indicate container)*

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|  |

**A sign will display** *(suggested wording)***:**

* Wash hands with soap and water prior to entering the U-Pick area.
* Stay within the designated U-Pick area.
* Keep pets at home.
* Do not pick if you are sick or ill to prevent contamination.
* No eating, drinking, smoking or chewing tobacco in the U-Pick area.

# 

# Farm Map(s)

*Please attach a farm map(s) outlining production areas, packing shed, farmhouse, break areas, restrooms, water sources, and any other information such as known wildlife movement patterns, prevailing wind direction, potential contamination from close neighbors, etc.*