



*Good Agricultural Practices*

## Food Safety Plan

for

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*Name of Farm/Orchard*

The information in this plan is a true representation of the food safety practices and conditions followed in this operation.

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*Owner or manager*

*Signature*

*Date*

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*Farm mailing address*

*City*

*State*

*Zip Code*

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*GPS coordinates (optional)*

*Longitude*

*Latitude*

Personnel

Contact information			In charge of:
Name	Phone	Email	

Workers/Volunteers

Training/Farm Policies	Received training (Yes/No)	Trained by:	Frequency or Date?
Proper hygiene & hand washing			
Illness & injury policies			
Lunch and break locations			
Allowed drink containers			
Proper clothing/allowed jewelry			
Safe handling of produce/spills			
Cleaning tools and equipment			
Agricultural chemical handling			
Farm security			

Worker Facilities: sinks (soap, water, disposable towels), signs, toilets, drinking water

<p>Facility Locations:</p>
<p>Policy and procedures related to hand washing:</p>

**Worker Health, Hygiene, and Sanitary Practices Policy** (Fill in below or attach policy):

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**Applicable documentation** (Check all that apply):

- Verification checklist (for compliance with hand washing and other appropriate hygiene practices)
- Training log (for proper procedure and frequency of hand washing)

**Toilet Facilities** (Check all that apply)

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Indoor facilities | <input type="checkbox"/> Portable units | <input type="checkbox"/> None on site |
|--|---|---------------------------------------|

**Availability of Toilet Facilities:**

Maximum number of employees on site at any one time  _____	Number of toilet facilities within ¼ mile walk  _____	Ratio of employees to toilet facilities  _____
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**Applicable documentation** (Check all that apply):

- Additional information sheet
- Verification checklist (for condition, maintenance, use by workers)
- Map indicating location of field sanitation units and handwashing stations
- Field sanitation service and cleaning contract/service report
- Spill response plan
- Training log (for notification of reasonable access and proper use)

**Policy for Visitors and Applicable documentation** (Check all that apply):

- Visitors must sign in and receive a verbal or print copy of pertinent farm policies
- Visitor/CSA member policy

## Farm/Orchard Environment

### Field Map

Sketch or attach map that includes production, field packing, staging areas, field sanitation units, active wells, surface water sources, regular or recent flooding areas, manure storage sites, and septic systems on site and adjacent properties.



**Previous Land Use (Check all that apply for area under cultivation):**

Has the current crop(s) been grown at this location for LESS THAN 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has there been any expansion into previously unused land within the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has the current crop(s) been grown at this location for MORE THAN 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If all or part of the crop has been grown at this location for LESS THAN 5 years, describe previous land use

**Adjacent Properties (Check all that apply):**

<input type="checkbox"/> Crop production	<input type="checkbox"/> Dairy or livestock operation	<input type="checkbox"/> Watershed (river, stream, pond, lake)	<input type="checkbox"/> Manure dumping or storage
<input type="checkbox"/> _____ <i>Other</i>	<input type="checkbox"/> Residential with operating septic system	<input type="checkbox"/> Commercial or industrial development	<input type="checkbox"/> Municipal or private dumping site

**Adjacent and Previous Land Use Policy (Fill in below or attach policy):**

**Applicable documentation (Check all that apply):**

- Additional information sheet (for previous and adjacent land use)
- Map indicating adjacent properties presence of manure/biosolids storage areas, manure lagoons, livestock/dairy facilities, grazing areas, and flooding areas
- Verification checklist (for evidence of flooding, presence of domestic or wild animals)
- Soil chemical and/or microbiological test results (if previous land use indicates potential hazards)

**Water Quality** (Fill in or attach policy):

<b>Water source:</b>	<b>Applicable documentation</b> (Check all that apply):
<input type="checkbox"/> Municipal water City: _____	<input type="checkbox"/> Annual water bill with analysis results
<input type="checkbox"/> Private well water Number: _____	<input type="checkbox"/> Laboratory analysis
<input type="checkbox"/> Surface water Source: _____	<input type="checkbox"/> Laboratory analysis
	<input type="checkbox"/> Monitoring checklist
	<input type="checkbox"/> Well condition & maintenance documentation
	<input type="checkbox"/> Laboratory analysis
	<input type="checkbox"/> Treatment procedure and schedule

<b>Water Use and Source</b> (Check all that apply):			
<b>Use/Source</b>	<b>Municipal/City</b>	<b>Private Well</b>	<b>Surface Water</b>
Drinking	<input type="checkbox"/>	<input type="checkbox"/>	Not permitted
Hand Washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
Cleaning food contact surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation: <input type="checkbox"/> None <input type="checkbox"/> Overhead sprinkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drip <input type="checkbox"/> Furrow <input type="checkbox"/> Flood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fertilizer application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pesticide/Fungicide application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Water used for hand washing in field sanitation units is not required to meet EPA potability standards if chlorine or other acceptable agents are added to reduce the possibility of microbial ail contamination.

Drinking water policy:



<b>Sewage, Manure and Biosolids</b>		
<b>Sewage Treatment</b> (Check all that apply):		
<input type="checkbox"/> Municipal	<input type="checkbox"/> Septic System	<input type="checkbox"/> Portable containment system
<b>Cleaning and Maintenance of Portable Toilets:</b>		
<input type="checkbox"/> Performed by grower	<input type="checkbox"/> Contracted service	<input type="checkbox"/> No Portable Toilets at this site
<b>Manure and Municipal Biosolids</b>		
If no animal manures or biosolids are used as soil amendments, check the box below, no further action is needed in this section.		
<input type="checkbox"/> Raw or composted animal manure IS NOT used or stored at this site.		
<b>Soil Amendments <u>used</u> at this location</b> (Check all that apply):		
<input type="checkbox"/> No manure or municipal biosolids are applied to soil	<input type="checkbox"/> Raw manure is applied to soil	<input type="checkbox"/> Composted manure or municipal biosolids are applied to soil
<b>Manure handling and <u>storage</u>:</b>		
<input type="checkbox"/> No manure or municipal biosolids are stored on the premises	<input type="checkbox"/> Raw manure is stored at this location	<input type="checkbox"/> Municipal biosolids are stored at this location
<b>Practice(s) followed at this site</b> (Check all that apply):		
<input type="checkbox"/> Raw animal manure is used as a soil amendment at this site		
<input type="checkbox"/> Animal manure is composted at this site using an <u>active</u> process		
<input type="checkbox"/> Animal manure is composted at this site using an <u>passive</u> process		
<input type="checkbox"/> Municipal biosolids are applied to soil at this site		

**Policy** (Fill in or attach policy for handling of manure and biosolids):

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**Applicable documentation** (Check all that apply):

- |   |
|---|
| <input type="checkbox"/> Verification checklist (for safe storage and handling practices)   |
| <input type="checkbox"/> Raw manure application procedures (date, source, timing, rate)   |
| <input type="checkbox"/> Onsite compost preparation procedure (composition temp, time, duration)  |
| <input type="checkbox"/> Compost/biosolids certificate of analysis (if purchased from outside vendor)   |
| <input type="checkbox"/> Map indicating location of manure/biosolids storage and/or composting areas, manure lagoons, livestock/dairy facilities on this property |

## Facilities

**Preparation/Shed Packing/Storage Areas and Facilities** (Fill in below or attach policy):

**Applicable documentation** (Check all that apply) :

- Additional information sheet (for preparation, packing, storage area policies)
- Verification checklist (for evidence of packing and storage area cleaning and maintenance practices)
- Training policy and log (cleaning/sanitizing packing area and equipment)
- Cull piles/debris/trash removal policy

Pre-harvest Activities

<b>Agricultural activities conducted at this site:</b>		
<input type="checkbox"/> Crop production only	<input type="checkbox"/> Both crop <b>and</b> animal production	<input type="checkbox"/> Animal production only
<b>Crop(s)/Livestock grown on this property</b> (acres owned, leased, contracted, or consigned for each crop):		
<input type="checkbox"/> Additional crops documented on separate sheet		
<b>Crop(s)/Livestock</b>	<b>Area under cultivation/livestock production (acres)</b>	
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

**Agricultural Chemical Storage and Application** (Fill in below or attach policies):

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Agricultural chemicals are not stored or used on this site.

**Agricultural chemicals are stored:**

In an area dedicated only to agricultural chemicals

In a clearly identified location (sign on door)

In a locked or controlled-access location

In a covered, clean, dry location that is temperature appropriate (above freezing)

With labels/identification intact and legible (product name, active ingredient, manufacturer)

In a manner that maintains the integrity of the container and prevents leakage (closed bag, container with lid)

With material safety data sheets (MSDS) for appropriate products available for easy access

**Applicable documentation** (Check all that apply):

Additional information sheet (for policies related to application of pre-harvest treatments)

Verification checklist (for evidence of safe pre-harvest practices)

Training policy and log (sanitary harvesting and handling instructions)

Chemical Application Training Documentation

**Harvesting, Field Packing, Post-harvest, and Transportation Policies** (Fill in below or attach policies):

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**Applicable documentation** (Check all that apply):

- |  |
|--|
| <input type="checkbox"/> Additional information sheet (for harvesting policies)  |
| <input type="checkbox"/> Verification checklist (for evidence of safe harvest, handling, and transportation practices) |
| <input type="checkbox"/> Training policy and log (sanitary harvesting and handling instructions)                       |

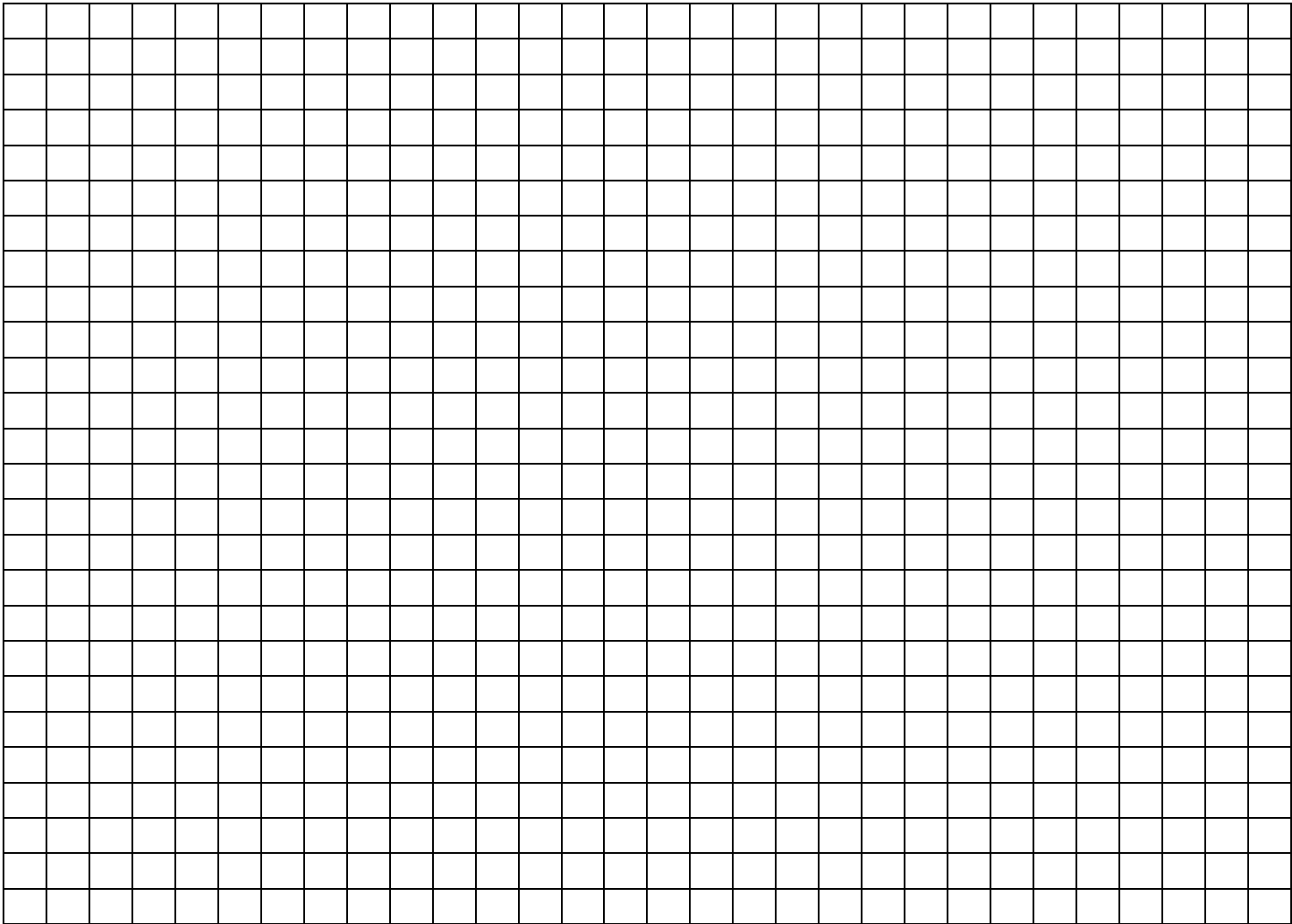
**Cold Chain Management** (Fill in below or attach policies):

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**Applicable documentation** (Check all that apply):

- |   |
|---|
| <input type="checkbox"/> Additional information sheet (for maintaining temperature policies)                              |
| <input type="checkbox"/> Verification checklist (for evidence of safe harvest, handling, and transportation temperatures) |
| <input type="checkbox"/> Training policy and log (temperature management)   |

**Packing Flow Diagram**





**Traceability and Recall** (Fill in below or attach policies):

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**Applicable documentation** (Check all that apply):

- Corrective action procedure
- Training in traceback, recall, and corrective action procedures
- Sales records
- Labeling protocol and label template
- List of buyers and up to date contact information

**Mock Recall** (Fill in below or attach policies):

- Mock recall form
- Fax or email buyer acknowledgement of successful mock recall

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