

# Checklist for Selling or Purchasing Local Produce



Producer/Farm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Have Liability Insurance?      Y / N      Amount \_\_\_\_\_  
 Products to be Purchased: \_\_\_\_\_  
 Substitutes available if order cannot be filled: \_\_\_\_\_

Practice	Yes	No	N/A or Comments
Does the farm have a written food-safety plan?			
<b>Cultivation and Field Practices : Land History, Soil Fertility, Irrigation, Field Contamination</b>			
Are there any current or previous sources of potential contamination (dumps, recent flooding or run-off from manure or compost sites, etc...) on the land?			
What types of manure are used? <input type="checkbox"/> Raw <input type="checkbox"/> Aged <input type="checkbox"/> Composted <input type="checkbox"/> No Manure			
Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?			
If irrigation is used, what is its source? <input type="checkbox"/> Well <input type="checkbox"/> Stream/River/Pond <input type="checkbox"/> Spring <input type="checkbox"/> Municipal			
Is irrigation water tested for E.coli?			
Are any actions taken to restrict farm animals and wildlife from growing areas?			
Are there policies in place to not harvest produce contaminated by feces or chemicals?			
<b>Harvesting Produce: Cooling &amp; cold chain, Cleaning Produce, Harvest Containers</b>			
Is field heat removed by cooling in water or placing in cooler?			
Is dirt, mud, or debris removed from product before packing?			
Are harvest bins and totes, bulk hauling vehicles and hand harvesting tools cleaned before use with potable water and kept covered and clean between use?			
Can harvest containers and containers for non-food uses (trash, culls, compost, carrying tools) be clearly distinguished so that only harvest containers are used for food contact?			
Are bulk hauling vehicles and hand harvesting tools that come into contact with food kept as clean as practical and sanitized between contact with manure/compost/animal products and produce?			
<b>Washing Produce : Wash water, Cleaning Routines for contact surfaces, Packing Containers</b>			
If produce is washed before packing, is wash water tested for E.coli annually?			
Are leafy greens and washable herbs double or triple rinsed? Or if single rinsed, is a sanitizer added?			
If produce is washed, is a disinfectant added to the wash water?			
Are food contact surfaces in the wash and pack shed made out of washable materials (plastic or stainless steel) and cleaned on a regular basis or as needed?			
Are packing containers kept covered and protected from contamination?			
<b>Storing Produce: Storage conditions and cleaning</b>			
Are the storage facilities (cooler, root cellars, produce storage rooms) clean and cleaned and maintained on a regular basis?			
Are non-food-grade substances such as fertilizers, chemicals, lubricant's etc.. Kept in a manner as to not contaminate food?			
Is there a policy in place for produce that falls on the floor during packing?			
Is there a pest control program in place for storage facilities			

Category	Practice	Yes	No	N/A or Comments or
<b>Tracking Produce</b>				
	Are shipping containers clearly labeled with farm name and address, date packed, and type of produce for traceback to farm?			
	Does farm have a system in place for recalling produce if necessary? (e.g. can farm use invoices to trace sold produce one step back to field and one step forward to buyer(s)?)			
<b>Worker / Visitor Health &amp; Hygiene : Potable water, Toilet and Handwashing facilities, Employee Training in Hygiene, Health and First Aid, Visitor Information</b>				
	Is water used for employee drinking and handwashing tested for potability on an annual basis?			
	Do workers have access to toilets and a place to wash their hands supplied with potable water, soap and single use paper towels?			
	Is there a training program for employees on food safety practices (e.g. personal health and hygiene, field practices, standards operating procedures for cleaning)			
	Are workers trained not to handle food if they are ill with fevers or could have diarrhea or other serious illness?			
	Are workers trained to wash hands after using restroom, smoking, eating and before handling food?			
	Are there first aid kits available and accessible for workers and are they instructed to cover open wounds?			
	If the farm has on-farm visitors (U-Pick, CSA, farmstand, etc..) are handwashing facilities available and signs posted about their availability?			

Additional Comments:

This template is an educational resource developed for use in the University of Vermont Extension's Practical Food Safety Workshop. It is not intended to be used as a component of Good Agricultural Practices (GAPs) training or audit documentation. Topics are intended as a guide to address on-farm food safety. Growers remain fully responsible for their own management decisions, for the quality and safety of the food they sell, and for compliance with all applicable laws and regulations.

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