

[Farm Name] Produce Safety Plan and Logo | **Date**

Topic	Guiding Questions—to help you describe your current practice through a food safety lens	Your Practices – List or describe your current practices	Actions to Take – List actions you plan to take
<b>Food Safety Values</b>			
<b>Food Safety Values Statement</b>	What would you like to tell customers about how important food safety is to your operation? What would you like to tell your employees about the “culture” of food safety that you are fostering on your farm?		
<b>Cultivating Produce</b>			
<b>Land History</b>	How long has the farm been in agricultural production? Are there any current or previous sources of potential contamination (dumps, etc.) on the current or future growing areas? Are there areas of your farm that have flooded in the past? Include a map of your farm, identifying any potential sources of contamination, such as carcass disposal sites, manure or compost storage, port-a-johns or septic tanks.		
<b>Soil Fertility</b>	Do you use raw manure or compost? If so, what is your source? How do you store, manage, and apply it? Do you keep records of compost management (e.g., temperature and number of times turned), or manure application and harvest dates? If you have livestock, how do you manage the animals in relation to areas where produce is grown?		

<b>Irrigation</b>	How do you irrigate (e.g., drip, overhead, furrow)? What is your irrigation water source (e.g., well, river)? Do you test irrigation water for <i>E. coli</i> ? What mitigation practices do you take if irrigation water tests have elevated <i>E. coli</i> levels?		
<b>Crop Damage and Contamination in the Field</b>	How do you deter wildlife? Do you have policies about domestic animals and livestock in food production areas? What policies are in place to prevent workers and visitors from contaminating crops in the field? How is equipment maintained to prevent accidental fluid leaks? How do you prevent chemical contamination of crops from improper pesticide or fertilizer application? What do you do when crop are damaged by severe weather events?		
<b>Harvesting Produce</b>			
<b>Harvesting Produce</b>	How are harvest tools, clothing and equipment maintained? What policies are in place to determine if produce should be harvested or not (e.g., no-harvest zones for produce near animal feces, produce touched by floodwaters, damaged produce)? How do you remove field soil and keep produce clean once it has been harvested?		
<b>Produce Temperature</b>	How do you keep harvested produce cool? Do you harvest early in the day to avoid field heat? Do you use tents or covered wagons to keep produce out of the sun? Do you use ice made from potable water?		

<b>Harvest Containers</b>	What do you use for harvest containers? How and how often do you clean them? How do you reduce the amount of field soil on containers when harvesting? Where and how are they stored? Are they covered when not in use? Are harvest containers only used for food (and not culls, compost or trash)?		
<b>Rinsing Produce</b>			
<b>Shed Design</b>	What is the general flow of produce in your pack shed? How do you keep “dirty” incoming produce or animal products (e.g., eggs,meat) separated from “clean” rinsed produce? How do you exclude birds, rodents, insects and other animals from the shed?		
<b>Produce Cooling</b>	Where and how do you remove field heat? If cooling tomatoes, peppers, apples, potatoes, eggplants, or cantaloupes in a water bath, do you monitor the temperature of the cooling water so that it is not greater than 10 degrees cooler than the fruit?		
<b>Rinse Water</b>	Where does your produce rinse water come from? Is only potable water used for rinsing produce? Do you test it for total coliforms and <i>E.coli</i> ? How often do you change the rinse water? Do you double or triple rinse any products? Do you add an approved sanitizer or disinfectant to your rinse water? Do you monitor your sanitizer or disinfectant concentration? If so, how?		

<b>Cleaning Routine</b>	What is your cleaning and sanitizing routine for your pack shed? Are the food contact surfaces made from a non-porous cleanable material (e.g., stainless steel, tile, laminate, frp/dairy baord)? Are rodent traps checked regularly? How are storage and shipping containers stored? Do you use new or reusable packing containers? If reusable, how do you clean them?		
<b>Storing Produce</b>			
<b>Storage Conditions</b>	Where and how do you store different types of crops? Do you have zoned storage for crops with different temperature and relative humidity requirements? How do you monitor and record temperature and relative humidity?		
<b>Inventory Management</b>	How long do you store your various crops? How do you keep track of this? Do you have a first-in, first-out system? How do you implement this? How and how often do you scout and cull for spoilage?		
<b>Storage Cleaning and Maintenance</b>	What is your cleaning routine for storage areas? How and how often do you deep clean and sanitize or disinfect your cold storage? How are pests excluded from storage areas? What is your monitoring and maintenance routine for your mechanical systems (e.g., coolers)?		

<b>Tracking Produce</b>			
<b>Harvest Tracking</b>	If you have wholesale accounts, do you keep paper or computer records of which produce goes to which buyer (e.g. pick sheets, invoices)?		
<b>Produce Labeling and farm branding</b>	How do you label wholesale shipping containers to identify that produce came from your farm? What other information is on your shipping containers (e.g., lot number, date of harvest, description of contents)?		
<b>Invoice Labeling</b>	How do you trace your produce one step forward (e.g., to a wholesale buyer, to the CSA, etc.)? If selling wholesale, what information do you have on your invoices? Can you use invoices to trace sold produce back to a particular production area?		
<b>Farm Worker and Visitor Health and Hygiene</b>			
<b>Health and First Aid</b>	Do you have a sick policy, including excluding workers with diarrhea or vomiting from handling produce? What policies are in place and how do you train your workers to prevent injury? Do you have fully-stocked and up-to-date first aid kits in multiple locations? Do you have emergency and poison center numbers clearly posted?		

<b>Hygiene Practices</b>	Do you have fully-stocked restrooms including hand-washing facilities within close proximity to workers in the field and pack shed? What are your hand washing policies for workers? Do you have signage reflecting these policies? How are restrooms and hand-washing facilities maintained? Has the water used for hand washing been tested to be sure that it is potable (drinkable)?		
<b>Employee Training</b>	How do you train workers in hygiene, sanitation and food safety practices?		
<b>Visitor Information, Policies and Facilities</b>	Do you post any signage or provide visitors with any information on food safety practices? If you have U-Pick, how do you keep pets and livestock out of the U-Pick areas? Do you have hand-washing facilities available for U-Pick customers?		
<b>Visitor Animal-Human Contact</b>	Do you have hand washing facilities accessible to children near the animal areas? Do you provide information verbally or through signage about the importance of hand washing after being in the animal areas? Are eating areas separate from animal areas? How are animals and manure managed to reduce visitors' contact with pathogens and risk of injury?		