Farm Produce Safety Plan

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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.**

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| **Signature of farm produce safety manager:** | **Date:** |
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# 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?’: wine, fresh pack, juice, applesauce, baby food, etc.*

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

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| --- | --- |
| **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?** |  |

# Water Testing

## Record Retention

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

***\*Required:*** *records of the findings of the inspection of the agricultural water system.*

***\*Required:*** *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.*

***\*Required:*** *records of any necessary corrective action(s) as a result of a poor water quality test.*

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

## Water Testing

*Examples of Sources: Municipal, Pond, Lake, Stream, Underground Well, Sock Well, other.*

*Examples of Type/Use: Irrigation, Sprays, Handwashing, Zone 1 areas, Post-harvest, other.*

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

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

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

**Do you inspect each ag water location?** *(Yes/No)*

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**If yes, how often do you inspect each ag water location? If no, why not?**

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# Toilet Policies

## Record Retention

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

**\**Optional:*** *record of restroom cleaning record.*

***\*Optional:*** *Attach SOP for portable toilet spill clean-up.*

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

## 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)*

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| --- | --- |
| **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

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

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

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

## Injuries

All workers are instructed during training to deal with the injuries immediately. This includes cuts, abrasions, or other injury that occurs. If the injury is critical or life-threatening, employees are instructed to call 911.

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

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**First aid supplies are checked and restocked:** *(provide frequency)*

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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.

# Harvest/Post-harvest Policies

## Record Retention

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

***\*Required:*** *record of the date and method of cleaning and sanitizing equipment used in covered harvesting, packing, or holding activities.*

***\*Required:*** *records of water testing or records obtained from a municipal water source.*

***\*Optional:*** *include SOP for sanitizer mixing and use.*

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

## Dropped Produce

If produce falls or is dropped on the ground/floor, it may not be used for sale for human consumption. Dropped produce is either left on the ground/floor, disposed of, composted, or processed with a kill-step.

## Harvest Tools

**All food-contact harvesting tools, including knives, pruners, machetes, etc. will be cleaned and sanitized** *(provide frequency)*

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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.

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

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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 frequency):*

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# Wildlife

## Record Retention

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

***\*Optional:*** *Records of wildlife monitoring are kept.*

All required records are kept for **two years** from the date of creation; with the exception that records indicating a qualified exemption will be kept indefinitely.

## Monitoring

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

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

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

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# Farm Map

*Please attach printed or drawn farm map 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.*