**If you have a logo, you might want to put it here—show that the plan is yours—you didn’t just copy something off the internet.**

**(Name of operation here)**

**Food Safety Plan**

***This is a model/sample plan. It may not include everything that you need to include in your plan and it may have sections in it that you will not need to include in yours. It is simply a model to review as you are considering what to include in your plan.***

**This plan reflects food safety and sanitation operations on this farm.**

**Name: Date:**

**Signature:**

**Table of Contents Page Number**

**Appendix**

List of suppliers/contact information

List of customers/contact information

**Farm Information Sheet**

|  |  |  |
| --- | --- | --- |
| **Farm/operation** | | |
| **Farm/operation name:** | | |
| **Farm/operation mailing address:** | | |
| **Personnel** | | |
| **Farm owner/manager:** | | |
| **Phone number 1:** | **Phone number 2:** | **FAX number:** |
| **Email address:** | | |
| **Food safety program manager (if different from above):** | | |
| **Phone number 1:** | **Phone number 2:** | **FAX number:** |
| **Email address:** | | |

|  |
| --- |
| **Farm Description** |
| Number of fields/growing sites: |
| Total acres farmed: |
| Number of packing houses: |
|  |

**This farm meets the criteria for**

* Very Small
* Small
* Other farm
* This farm meets the requirements of the Qualified Exemption. Signed annual review of eligibility is found in Appendix.

**Farm Map**

**Use this if all fields are contiguous and/or to show the location of a house, septic system, or packing house in relation to field locations.**

Be sure to locate and identify on the map:

* production areas (labeled according to traceback scheme)
* field packing, and staging areas
* field sanitation units
* active wells
* surface water sources
* regular or recent flooding areas
* manure storage sites
* septic systems
* any important residential/commercial/other facilities adjacent to farm, such as sewage treatment sites, landfills, dairy or animal farms, etc.

**Field site # or Name:**

(Use one of these for each non-contiguous field site.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Site name/identifier:** | | | |
| **Site address:** | | | |
| **Agricultural activities conducted on site:**  🞎Crop production only 🞎Crop production🞎 Crop and animal production 🞎 Permanent or temporary housing | | | |
|  | | | |
| **Previous land use:**  If all or part of this crop has been grown on this land for less than 5 years, describe previous land use. | | | |
|  | | | |
| **Adjacent land use:**  🞎Crop production 🞎Dairy, livestock🞎Manure storage, dumping  🞎Water shed (river, stream, etc.) 🞎Municipal waste facility, landfill  🞎Residential w/septic 🞎Golf course 🞎Commercial/industrial | | | |
|  | | | |
| **Water use and source** | | | |
| **Water use** | **Municipal** | **Well** | **Surface** |
| Drinking |  |  |  |
| Hand washing |  |  |  |
| Cleaning food contact surfaces |  |  |  |
| Irrigation |  |  |  |
| Pesticide application |  |  |  |
| Fertilizer application |  |  |  |
|  | | | |
| **Manure, Sewage, Toilets** | | | |
| **Manure use** | | | |
| 🞎No manure or biosolids used on site  🞎Raw manure or biosolids used on site  🞎Composted manure or biosolids used on site | | | |
| **Manure storage** | | | |
| 🞎No manure or biosolids stored on site  🞎Raw manure or biosolids stored on site | | | |
| **Sewage** | | | |
| 🞎Municipal sewer system  🞎Septic system  🞎Portable containment system | | | |
| **Toilet facilities** | | | |
| 🞎Indoor  🞎Portable  🞎Not available on site | | | |

**Crop(s) grown on this site**

(List acres owned, leased/rented, contracted, and/or consigned for each crop)

|  |  |  |
| --- | --- | --- |
| **Crop(s)** | **Identifier** | **Area under cultivation** (acres) |
|  |  |  |
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|  |  |  |
| **Total area under cultivation:** |  |  |
|  | | |

**Field Map (if different from farm map)**

**Use one of these for each non-contiguous field site.**

Be sure to locate and identify on the map:

* production areas (labeled according to traceback scheme)
* field packing, and staging areas
* field sanitation units
* active wells
* surface water sources
* regular or recent flooding areas
* manure storage sites
* septic systems
* any important residential/commercial/other facilities adjacent to farm, such as sewage treatment sites, landfills, dairy or animal farms, etc.

**Worker Health and Hygiene and Training**

**Practices/Standard Operating Procedures relating to health and hygiene:**

* Develop a **policy** that consists of a list of standard personal hygiene practices, such as:

Personal hygiene policy for employees and visitors (hand washing, glove use, attire, personal cleanliness); policies regarding smoking/eating in food production/processing areas; policy should include location of break areas that do not increase risk of contamination

* + - Develop and include a worker health/illness **policy** that includes:
      * Illness policy that indicates when an employee should not work (with food)
* What to do if there is the risk of contamination by blood/bodily fluids
* Reporting incidents and seeking treatment for injuries requiring first aid

***Policy should be read by/to employees and signed (could be part of training program)***

* Post **signs** that remind employees to wash hands before beginning and after returning to work

**Water and toilet facilities**

* + Document that **potable water** is available to all workers for drinking and handwashing
  + The farm posts a **daily schedule** for cleaning and servicing toilet facilities is posted. Work is assigned.
  + **Describe** the availability, use, placement, and servicing of field sanitation units (if no field units are used, describe accessibility of sanitation facilities for employees).
  + Write a **response plan** (corrective action plan) for the event of a field sanitation unit spill or leak.

**Training**

* + Conduct worker health and hygiene training for all new employees and as needed each season or when retraining is warranted.
  + Conduct worker training regarding method for cleaning and sanitizing facilities and providing paper towels, soap, toilet paper and trash container.
  + Conduct worker training for those handling pesticides and other chemicals.
  + Conduct worker training regarding any safe food handling procedures pertinent to your farm.

**Record keeping**

* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Water testing (for drinking water, hand washing) record
* Training records
* Toilet facility cleaning/servicing record
* Training/certification records for pesticide application and/or application of non- regulated substances

**Traceability and Recall Procedures**

**Traceback**

* Write and include your **traceback/traceability plan** here. In the plan, include:
  + Field identifiers
  + Harvested product identifiers (lot, harvest date, product, operation identifier, etc.)
  + A system for keeping records of product receiving (including equipment and supplies such as storage bins, shipping containers, packaging, plant chemicals, etc.)
* A system for keeping records of product sales/distribution

**Recall/mock recall**

* Write and include your **recall procedures** should be included here. Include:
* Responsibilities of in‐charge personnel
* Contact information for customers, regulatory personnel, media
* List of additional resources that might be needed during the recall: lawyer, insurance company, laboratories, etc.
* Recall SOPs including notification of customers, what to do with affected product, communicating with regulators, media and others
* Describe how you will conduct an annual **mock recall.** Include how you will:
* Contact a buyer to locate a lot or load that they purchased
* Find out how much is still in stock.
* Go back and see if you can determine: When harvested, who harvested, from what field, etc.
* Document the mock recall
* Evaluate and determine any adjustments needed in your traceability scheme and recall procedures.

**Record keeping**

* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:** 
  + Traceback and recall procedures
  + Receiving records and product sales/distribution records as part of the traceability program
  + Record of a mock recall

**Food Safety Assessment**

Review all farm operations to identify practices that contribute to or increase produce safety risks

* Review the farm environment and adjacent land
* Focus on microbial, chemical, and physical risks

Identify risks that are most likely to occur, noting the ones that could happen often

**What to consider in your assessment:**

Field operations

* Land use/soil risks. What are potential sources of contamination of your soil? Nearby manure piles, sewerage plants, previous land use, etc.
* Indicate if **flooding** is an issue, what is done if flooding occurs, how you test the soil after a flooding event and how you respond to the results.
* Water system assessment: consider water sources used for irrigation and application of pesticides; how plants are grown and irrigated. What are your risks?
* What nearby land/environment/built environment risks may impact your soil or water sources?

Harvest

* What risks do your harvest practices present? Personnel, training, equipment used, methods used, transportation to customer or packing facility
* What risks do wildlife present to harvest and/or water sources?
* Do you have portapotties in use? What are the risks they present?
* Availability of hand wash stations?

Post-Harvest

* What risks do your post-harvest practices present? Personnel, training, equipment used, methods used, use of water for washing produce, etc.
* What risks do your post-harvest facilities present? Cleanable/sanitizable surfaces? Floors, walls, ceilings, windows, fans, doors, coolers, pests, garbage, surrounding grounds? Pets? Farm animals in or near the facility?

Transportation

* Are you transporting your own produce or do you contract someone to transport?
* What else are trucks used for?
* Are trucks clean? Is temperature control an issue?

**Agricultural Chemicals/plant protection products**

**How Ag chemicals are used, procedures when water is used, how chemicals are disposed of.**

**Procedures:**

Include a list of chemicals used in the field

Develop SOPs outlining how are chemicals stored, used, and disposed of?

**Records:**

* Document that use of ag chemicals meets label and regulatory requirements**.**
* **Attach copies (or have on file) of licenses/training records** of those applying chemicals.

**Agricultural Water: Production Water and Post-Harvest Water**

* **Describe, in writing, your water system,** including the source of water used for irrigation or chemical application, the extent of your control over the water sources, the degree of protection of your water source, what is nearby that might impact quality of water, the likelihood of introduction of food safety hazards to ag water before it reaches your farm. In addition, address post-harvest water in packing houses, barns, bathrooms/toilets, and for employee drinking water. A map would be useful.
* If you use a **water treatment** to improve quality and safety, include here the method used and any information that validates that the method is effective. Include a plan for monitoring and documenting results of the monitoring to ensure the water remains of sufficient quality and safety.
* Conduct and **document (in writing)** a **water system inspection annually**
* **Have a water management plan that includes**
* Include a schedule for **testing water sources** used for irrigation and chemical application
* Include activities to **monitor water system**, keeping system protected from outside sources, corrective actions, if needed.
* Develop a plan for using a **die-off** method as a corrective measure for an occurrence of unsafe production water. Provide scientific validation of methods used as an alternative to methods documented in the Produce Safety Rule
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Water source and testing record
* Water treatment monitoring records, if used

**Microbiological Testing**

* Laboratory used for water testing:
* Evidence of use of the EPA method 1603 or validated alternative methods (attach)
* Written testing procedures including sampling procedures (attach)

**IN THE FIELD**

**Soil Amendments**

**Practices/Standard Operating Procedures:**

**Raw Manure**

* Include a **description** of how raw manure is stored, applied and managed
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Raw manure application log

**Composted Manure**

* Include a **description** of how manure/biosolids are composted and/or treated. If this is done by someone else, get the information from them. Include specifications provided to your supplier (certificate of conformance) at least annually and it is a scientifically valid process, carried out with process monitoring and stored to minimize contamination by untreated or in-process biological soil amendments of animal origin.
* Include a **description** of composted manure/biosolids use, storage and management practices
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Composted manure treatment/composting, analysis and application log

**No Manure/Biosolids used**

* If no manure/biosolids is used, include a **written statement** of this policy

**Animals, wildlife, livestock, pets**

**Practices/Standard Operating Procedures:**

(Information regarding adjacent land use for dairy, livestock operations is included in farm/field information sheets.)

* **Describe (in writing)** how the operation addresses presence of animals, wildlife, livestock including:
* **Barriers** to on-farm livestock, dairy, poultry or other animal operations, including barriers to irrigation water sources
* How crop production areas are **monitored** for presence or signs of wild or domestic animals
* **Measures taken** to reduce opportunities for wild/domestic animals to enter production areas

* + **Describe (in writing)** manure storage practices including containment and addressing runoff
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Animal, wildlife monitoring log

**Vehicles, Equipment, Tools and Utensils**

**Practices/Standard Operating Procedures: How the operation addresses use of vehicles, equipment, tools, utensils during production and harvest**

* **Describe (in writing)** Good Production/Harvesting Practices/Standard Operating Procedures including:
  + How you are going to wash and/or sanitize, store, maintain and protect harvest bins and equipment (including knives, pruners, machetes, etc.), and containers.
  + How you are going to keep transportation/product hauling vehicles clean and maintained.
  + How you are going to address the use of harvesting containers during harvest season (not to be used for non-produce items), including removal of excess dirt, mud, contact with ground, not used for other purposes.
  + How water/ice is used during harvest

-Include any *water testing* that proves water used to wash produce in the field is potable

* Written policy stating that damaged or decayed produce is not harvested or is culled.
* Written policy that product that contacts ground (unless normally does) is not harvested.
  + How product is protected from contamination during transportation from field
  + If product is packed for sale in the field, packaging materials/containers are new or cleaned/sanitized
  + How packaging materials are protected during storage
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* For field packing, container purchase and/or sanitizing log for harvest containers
* Cleaning and/or sanitation logs for harvest containers, harvest equipment, utensils, tools, and vehicles and water tanks

**Post-Harvest**

**Receiving**

* **Describe** **(in writing)** receiving, staging and storage practices that minimize contamination

**Washing, packing line**

* Describe practices (in writing) used during washing/packing that minimize contamination. Include:
  + Temperature of water used for specific products, if applicable, and how it is monitored
  + Water treatment method (appropriateness, strength, pH, water temp, exposure time, monitoring method)
  + How water contact surfaces are cleaned/sanitized on a regular basis
  + How food contact surfaces are cleaned/sanitized, and maintained
  + How product is protected from contamination (by water, condensation, dust, etc.)
  + How ice is manufactured, transported, stored

* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Processing water treatment monitoring log
* Thermometer calibration log; pH meter calibration log, if used
* Packing line food and water contact surface cleaning and sanitizing log or checklist

**Packing house cleaning and sanitizing procedures**

* **Describe practices (in writing)** used for keeping the packing house clean and sanitary. Include:
  + Use of food grade lubricants and food plant chemicals
* Storage of non-food grade chemicals and other non-food grade substances are not stored near product
  + How wastewater is prevented from contaminating food handling areas by drains, barriers, distance
  + How floor drains are maintained in working condition, cleaned
  + How floors are kept free of standing water
  + How pipes, ducts, fans, ceilings over food areas are cleaned
  + How glass materials over food handling areas are protected/contained
  + Policy addressing how finished product is handled when opened, spilled, or comes in contact with floor or other contaminated surface
  + How packing materials are purchased new or cleaned/sanitized
  + How packing materials are stored to prevent contamination
  + How storage facilities are inspected prior to use
  + Pallets, pallet boxes, totes, bags, bins, etc. are clean, maintained and do not contribute foreign materials to product
* Product stored outside in totes, trucks, bins or other containers is covered and protected from contamination
* Mechanical equipment used during storage (i.e. fork lifts) is cleaned and maintained to prevent contamination of the product
  + Maintenance of plant grounds, including being free of standing water, litter, and overgrowth
  + Garbage/dumpster receptacles outdoors are closed, located away from the facility and kept clean
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Record showing that only food grade approved and labeled lubricants are used on equipment and machinery (purchasing specs, receiving records, application log)
* Packing house/storage facility daily inspection log
* Packing house cleaning and sanitizing checklists (daily, less than daily)
* Container purchase/washing/sanitizing record

**Pest control**

* **Describe practices (in writing)** used for pest control. Include:
* Measures taken to exclude animals or pests from packing and storage facilities, including maintenance of interior walls, floors and ceilings to prevent major cracks, crevices, holes.
* Documented pest control program
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Pest control log and /or service reports if conducted by a contracted Pest Control Officer (PCO)

**Ice and refrigeration**

* **Describe practices (in writing)** for producing, storing and handling ice that ensures it is not contaminated. Include:
* How the operation sanitizes facilities used for manufacturing, storing, transporting ice
* Documentation of use of potable water, water tests
* How ice providers are transporting/delivering ice

* **Describe practices (in writing)** for monitoring temperature of refrigerated storage areas; include a **corrective action plan** should temperature not be maintained. Include:
* How climate controlled rooms are monitored for temperature and logs are maintained
* How thermometers are checked for accuracy and calibrated if necessary
* How the operation will insure that condensation will not contaminate produce
* How the operation will clean refrigeration equipment, including condensers and fans on a regular basis
* How the operation will insure that iced product does not drip on pallets of produce stored below
* **Develop record keeping system, including logs or forms for documentation and a filing system for the following:**
* Water tests for water used for cooling, ice making **(see General Questions and Foundation Programs section)**
* Ice manufacture, storage, transportation facilities cleaning and sanitizing logs **(see packing house cleaning and sanitizing check lists)**
* Temperature logs for climate controlled facilities
* Thermometer calibration log
* Refrigerated storage areas cleaning and sanitizing logs **(see packing house cleaning and sanitizing check lists)**

**Transportation**

* **Describe policies and practices** **(in writing)** for transportation of product so that product is not contaminated. Include:
* How conveyances are cleaned and sanitized
* How produce is not loaded with potential sources of contamination
* How transporters will be responsible for temperature control
* How conveyances are loaded to minimize damage to product

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