Farm: Basic Farm Review to Assess Your Farm Food Safety Risks

(Note: A 3rd-party audit will require more activities and records than included in this overview.)

This is the first step in assessing risks on your farm for the Food Safety Modernization Act (FSMA) Produce Safety Rule and Good Agricultural Practices. You can find additional information and resources on FSMA and GAPs on the CTAHR Farm Food Safety Education and Outreach Website. **http://manoa.hawaii.edu/ctahr/farmfoodsafety/**

Business/farm name: _____ Date: _____

Name: _____ Title: _____

Farm overview

☺☹ Farm owner sets the example for best food handling practices. Employees are watching you!

☺☹ Assemble and maintain an On-Farm Food Safety and Quality Manual (S&Q Manual. Your farm manual may include sections for: Ranch, Harvest crew, Greenhouse, or Packinghouse.

☺☹ All food handlers come to work each day in clean clothes.

☺☹ All food handlers wash their hands with *unscented* soap and water on-site just before beginning to work *each day.* Wash water must be potable. Best to have an outside visible sink where you can observe.

☺☹ Provide a well-stocked first-aid kit easily accessible near all workers at all times. Multiple kits may be required to cover a large operation, including in field trucks.

☺☹ n/a Berms/troughs on the farm if animals are uphill/upslope to a food growing area or water source to keep manures from moving onto the produce farm's land during a heavy rain. Produce farmers are responsible for manures that come onto their property. Contact NRCS on your island for assistance **(http://offices.sc.egov.usda.gov/locator/app).**

☺☹ n/a Make sure all fences/gates adjacent to animal operations are kept closed/sealed.

Production

☺☹ n/a Install toilet close to operation (5 minute walk or 1/4 mile) and always keep it clean and well-stocked. *(Doc 11 Toilet Sanitation Log)*

☺☹ n/a Put hand wash sink(s), with potable water, in field and by packing operation.

☺☹ n/a Supply single use towels (no paper rolls or cloth towels) and *unscented* pump soap (no bar soap).

☺☹ n/a Train everyone on basic hand wash methods and require their use all the time (before working, before and after eating and smoking, after using toilet facilities, after handling chemicals and fertilizers). Repeat training yearly & introduce new employees to hand washing on their first day. *(Doc 1 Employee Food Safety Training Record) (Doc 2 Employee Hand Wash Training Record).*

☺☹ n/a Divert used water from hand washing sink away from production areas.

☺☹ n/a NO smoking, chewing, or eating in the field or packing shed. If necessary, create a designated area, such as a break area away from food and food-contact surfaces. Employees must wash their hands before returning to work area.

☺☹ n/a All employees have undergone Worker Protection Standard pesticide training before working in an area where a pesticide has been used and have refresher training every

year. *(Doc 4 WPS Training Record)*

☺☹ n/a The farm follows a chemical/pesticide application recording program (applicator's name and certification number (if applicable)); month, day, and year of application; crop, commodity, or site to which the chemical/pesticide was applied; product trade name, active ingredient, total amount applied; size of treatment area; and application location. *(Doc 8 Crop Protection Application Log)*

☺☹ n/a Store all agricultural chemicals/pesticide (in an organized manner, labeled and locked in a shed/container.

☺☹ n/a Keep only those chemicals/pesticides that are used on the present crops as allowed by their labels. Unused chemicals should be disposed as per their label or have a full label and MSDS sheet and stored properly *(Doc 5 Whole Farm Ag Pesticide and Fertilizer Survey)*.

☺☹ n/a Keep records of all chemicals/pesticides bought/used on farm at all times *(Doc 6 Agricultural Chemical Inventory) (Doc 7 Fertilizer Application Log)*

☺☹ n/a The farm's chemical applicator must be able to read English and the farm must hold the MSDS sheets **(http://www.cdms.net/Label-Database)** for each chemical it uses as well as record each use of agricultural chemicals.

☺☹ n/a Place in-field warning/re-entry signs as required by a pesticide label.

☺☹ n/a Locate & operate pesticide mixing station so as to reduce chance of run-off into production area.

☺☹ n/a Keep records of all fertilizers bought/used on farm at all times *(Doc 6 Agricultural Chemical Inventory) (Doc 7 Fertilizer Application Log)*.

☺☹ n/a For the fertilizers being used, a Letter of Guarantee or Certificate of Analysis from the fertilizer manufacturer or supplier should be available and current. Information should specify the source of inert ingredients (substances used as "fillers" such as clay pellets, granular limestone).

☺☹ n/a Use only fully composted and tested plant discards/manure compost with lab results (for *E. coli* and *Salmonella*) for each batch.

☺☹ n/a Record all compost applications *(Doc 7 Fertilizer Application Log)*.

☺☹ n/a Confirm that untreated human waste is not used in the growing operation.

☺☹ n/a If biosolids are used, there is a Certificate(s) of Analysis for pathogens and biosolids are not being applied to crops where there is a ban on the use of them. (Not approved for NOP)

☺☹ n/a Confirm that untreated animal manures are not being applied to crops where it is disallowed.

☺☹ n/a Sanitize all harvest tools (knives, scissors) and equipment on site before each harvest.

☺☹ n/a Sanitize all harvest containers and liners before EACH harvest.

☺☹ n/a Place sanitized containers on pallets, carts, or sanitized tarps always, never on ground / concrete.

☺☹ n/a Keep all harvest containers off the ground in the field, while on their way to the packing shed, and while in the packing shed. Use closed bottom bins, wheelbarrows, or elevated baskets.

☺☹ n/a Remove all trash from the entire farm and packing shed operation as it attracts pests.

☺☹ n/a Keep all usable irrigation pipes, fittings, drip tape off the ground on pallets or racks to reduce pests intrusion. Dispose of unusable pipes and tapes as they can create homes

for pests.

☺☹ n/a Evaluate risk of water sources. Test irrigation and wash water quality at least once, better 2x, per year, keep test results in food safety manual. Non-potable water must never come in contact with "the edible portion of the crop" during production/harvest/postharvest/shipping.

☺☹ n/a Wellheads are protected and backflow meters used. A backflow might be needed where pesticides are mixed.

☺☹ n/a Use ONLY microbial clean water for crop rinse. *(It's a Hawaii law. HRS 11-11-8).*

☺☹ n/a Use a water sanitizer, if needed, and record its use and record strength in ppm daily *(Doc 12 Wash Water Sanitization Log).*

☺☹ n/a Dispose of grey water (rinse water with a chemical in it) in a legal manner.

☺☹ n/a Set-up water filtration and sanitization system to remove pathogens as detected in the water test.

☺☹ n/a Remove, trap, scare, and/or hold all domestic, wild, and commercial animals away from production and packing areas, and walkways at all times. If domestic animals (pets) typically come into production areas, you MUST clean up their manure daily and record that clean up process *(Doc 15 Daily Manure Clean-up Log).* (Note: if many piles of manure are found during the audit, an automatic failure of the audit w ill result - Q8.07)

☺☹ n/a Remove all bird's nests from packing shed and keep out all birds in the future.

Harvest, Postharvest, Traceback

☺☹ n/a Clean out transportation vehicles each time before carrying produce.

☺☹ n/a Organize packing shed so that there is a food-only section physically separated by 15 feet from any machinery. No non-food chemicals or tools should be near food. All floors clean.

☺☹ n/a Place produce on pallets (or similar) in the packing shed, in the refrigerators, in the deliverytrucks.

☺☹ n/a Replace all un-sanitizable (porous) food-contact surfaces – wood bench tops should be replaced (Formica-like surfaces / stainless steel / plastic.)

☺☹ n/a Wash and air dry all produce on a surface (i.e. plastic-covered table, rack, etc.) above the soil or concrete.

☺☹ n/a Remove all used boxes as soon as possible and purchase and use only new ones. Cover all boxes nightly with a tarp. Use paper or plastic liners if used boxes are used.

☺☹ n/a Replace wooden cutting boards, knives, and harvest tools with plastic ones.

☺☹ n/a Regularly sanitize all produce washing systems and refrigerators with manufacturer-approved materials.

☺☹ n/a Keep daily records of temperatures in commercial refrigerators *(Doc 14 Cooler/Refrigerator Temperature Log).*

☺☹ n/a Put in rodent traps in/around packing shed, check and re-set frequently and keep records *(Doc 13 Rodent and Pest Control Log).* Close up any possible entry holes in packing areas.

☺☹ n/a Put plastic sleeves/coverings on all unprotected lights in packing area and in refrigerators.

☺☹ n/a Move bug zappers so that they are at least 15 feet away from food or contact surfaces at all

times.

☺☹ n/a   Separate all food and drink in the business refrigerator by a physical and/or spatial barrier. Best to remove any non-business related products.

☺☹ n/a   Create a map of your farm operation showing distinct fields and number them. Contact NRCS on your island for assistance (**http://offices.sc.egov.usda.gov/locator/app)**.

☺☹ n/a   Create and duplicate traceback label for each product box and bag (to include farm name, contact info, "Grown in Hawaii, USA", harvest date, field number where harvested). Other labeling information may be required by the Hawaii Departments of Agriculture and Health.

☺☹ n/a   Practice trace-back of your product – do you know the names and phone numbers of all your buyers? Provide a complete listing of clients *(Doc 10 Buyer Contact List)*.

Farm Security

☺☹ n/a   The facility's external areas and vulnerable points (i.e. those that are not permanently locked) are secured. Signs are used to instruct people on behaviors *(Doc 3 Supervisor Farm Security Training Log)*.

Other Issues: