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| Farm Name:Harvest: Training, Risk Assessment, Sanitation, EquipmentSignature/date of Person writing plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature/date of Supervisor review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Effective Date: \_\_\_\_\_\_\_Document #: \_\_\_\_\_\_\_Revision #: \_\_\_\_\_\_\_Revision Date: \_\_\_\_\_\_\_ |

F- 9.1 A preharvest assessment is performed on our farm. See: F-9.1 Preharvest-Assessment-Log *and F-6.2 Pre-Harvest Animal Assessment Log*

In our *F-6.2 Pre-Harvest Animal Assessment* we look for signs of physical, chemical, or biological contamination of the crop, including, but not limited to:

* Animal fecal material or signs of animal activity
* Glass, metal, or other debris that may pose a physical hazard
* Signs of chemical contamination, including gasoline, other fuel, or agricultural chemicals

In F-9.1 *Preharvest-Assessment* we verify that

* All new workers have completed new hire training and signed training documents.
* All workers are trained based on their food safety responsibilities.
* All employees appear to be clean and in good health, no exposed injuries. Sick workers have been reassigned.
* Employees wash hands before starting harvest activities.
* If identified, areas with evidence of animal activity, flooding, or other contamination have been documented on the *Notice of Unusual Occurrences and Corrective Action Form (NUOCA)* and corrective/preventive actions have been taken.
* Harvesting tools and containers are clean, properly stored, and in good condition.
* Transport vehicles have been cleaned, sanitized and ready for use.
* Drinking water is stocked.
* Bathroom and hand-washing facilities are clean and stocked. (single-use paper towels, soap, trash can).
* There are no additional biological, physical or chemical hazards identified.

F-8.1, F-8.2

Our farm maintains a master list and schedule of maintenance, cleaning and sanitizing of equipment, vehicles, tools, utensils and other items and materials that may pose a risk of produce contamination during normal use.

F-8.2

If an object comes into contact with produce it must be clean, in good working condition, and sanitary. This includes, but is not limited to, hands, harvesting equipment (knives, etc.), harvesting totes and boxes, transportation equipment, processing equipment (tables, cooling tubs), and storage equipment. Any tool, such as a knife, used to harvest produce will be cleaned and disinfected before use each day and as frequently as reasonably necessary to protect the produce from contamination. This tool must be logged as *in use and disinfected* in the tool logbook. If this is not done, the tool may not be used for harvesting. Check the garden carts daily for cleanliness. The harvest/garden carts used for carrying cases of produce out of the field will be cleaned weekly or more often as needed. This cleaning and inspection will be recorded in a garden cart maintenance log.

F-8.4 No glass containers are allowed in the field or packinghouse. All light bulbs are shatterproof or are shielded with shatterproof sleeves or covers. Any broken glass will be placed in a cardboard box that is sealed, and placed in a secure trashcan.

## F-8.5, F-10.1

Equipment cleaning and sanitizing operations shall be conducted away from the product and other equipment to reduce the potential for contamination. Water used for cleaning and sanitizing shall meet the microbial standards for drinking water.

F-11.1, F-12.6; P-8.2, P-9.4 Our farm has a written policy regarding storage and handling of product-contact containers. Any containers not in use will be stored in a clean and secure location. [ENTER YOUR POLICY HERE].

F-12.7, P-8.3 This policy may include a written statement as to whether product containers are permitted to have direct contact with the ground and soil.

F-11.3, P-8.5 Our farm has a written policy describing acceptable product-contact containers including type, construction, and condition.

F-11.2, F-13.2; P-8.4 The harvest containers are kept in good repair and damaged ones are immediately discarded or repaired. Harvesting totes will have a written policy to be inspected, cleaned, and disinfected before each harvest season and whenever needed.

F-11.4; P-8.6 Our farm has a written policy prohibiting the use of harvest containers for non-harvest purposes.

Harvesting totes will not be used for carrying anything but produce. If something other than produce is placed in a harvesting tote, that tote must be cleaned and disinfected.

F-12.1 Workers are trained not to harvest visibly decayed or contaminated produce.

F-12.2 Our farm has a dropped produce policy and does not allow produce that has touched the ground (but does not normally grow on the ground) to be harvested.

F-12.3 Mechanically harvested product is inspected to remove foreign objects such as glass, metal, rocks, or other dangerous material.

F-12.4 Cloths, towels, or other cleaning materials that pose a risk of cross-contamination are not used to wipe produce.

F-12.5 Packaging materials shall be appropriate for their intended use. All containers used for packing are new, single use containers. These containers are stored in clean, plastic wrapped boxes prior to use. Packaging materials used for harvest are appropriate for their intended use and commodity.

F-12.6 Packaging storage shall be designed to maintain packaging dry, clean and free from dirt or residues so it remains fit for the purpose. Particular care shall be taken to prevent packaging from becoming a harborage for rodents and other vermin. Packaging shall be stored separately from hazardous chemicals, toxic substances and other sources of contamination.

F-12.7 Operation has a written policy regarding whether packaging materials are permitted in direct contact with the soil. WP If produce is packed in field, Operation has considered and developed written policies regarding placement of packaging materials directly on the soil, or whether a physical buffer (e.g., buffer bin or slip sheet) is required.

## G-2.3 Raw Material Sourcing

Our farm has an approved supplier program for all incoming materials, including packaging. A current list of approved raw material suppliers is located at the end of this document. Our program also includes procedures for accepting materials from alternate sources, if needed. G-2.3

P-5.1 Prior to moving product from the field, excessive dirt and mud will be removed from totes and pallets as much as possible.

P-8.1 Specifications for all packaging materials (including labels) that impact product quality or safety are kept on file [ENTER LOCATION HERE] and can be provided, if necessary.

P-8.7 Pallets are repaired and cleaned as necessary.