

Farm Name _____ Address _____ Date _____ Initial _____

Harvest, Postharvest, Transportation, and Equipment, and Sanitation Action Plan: State clearly and concisely what you plan.

Area of Food Safety Action	What	How SOP or Practice	Who	When	Training	Record	Rank 1-3	Check-in	
								Done	Will By
	Policies To Reduce Risk	How is this done? Is a practice or SOP written elsewhere?	Who is required to do this?	When is this done?	What training is done, who, and when?	What records are kept for this action? Where?	1 is highest priority		
HARVEST AND POSTHARVEST WATER USE: Quality and Management									
Water Quality	All water that directly contacts covered produce during or after harvest, used on contact surfaces, used to make ice that will contact produce or produce contact surfaces, and for washing hands during and after harvest activities must be potable.								
Water And Sanitizer For Produce Washing	Water sanitizer levels and testing are maintained according to the label and water is changed as needed.								

Visual Monitoring Of Water Quality Used During Harvest, Packing, And Holding Activities	Water used during harvest, packing, and holding activities is visually monitored for buildup of organic material.								
Water Temperature	If cantaloupes, tomatoes, or mangos are immersed in water, the temperature of the water is monitored and maintained according to published crop guidelines to minimize the potential for infiltration of microorganisms.								
CLEANLINESS: Cleaning, Sanitation and Practices									
Produce Contact Surfaces	If an object comes into contact with fresh produce it must be clean and in good working condition and sanitized as frequently as necessary.								

Produce Container Use	Produce containers will only be used for their designated purposes. If something other than designated is placed in a produce container, the container must be cleaned and sanitized, or removed from produce use.								
Condition Of Harvest Containers And Tools	Before use, harvest containers and tools will be inspected to ensure they are functioning, clean, and maintained not to be a source of contamination.								
Produce Flow Zones	Produce flow zones are protected from sources of contamination.								
Non-Food Contact Surfaces	Non-food contact surfaces close to or involved in harvest, postharvest, storage and transportation will be maintained and adequately clean to protect against contamination of produce.								

Separation Of Covered And Excluded Produce	All “excluded” produce will be kept separate from covered produce except in distribution. Food contact surfaces that contact excluded produce will be cleaned and sanitized before contacting covered produce.								
HARVEST AND HANDLING									
Distribution Of Produce Dropped Pre-Harvest	Produce that has dropped before harvest must not be distributed, excepting root crops, crops that grow touching the ground, and crops that are intentionally dropped in harvest.								
Distribution Of Produce Dropped Post-Harvest	If produce falls or is dropped after harvest it must not be distributed.								
Distribution Of Produce Likely To Be Contaminated With Animal Excreta	Produce that is reasonably or visibly likely to be contaminated with animal excreta is not distributed.								

Handling Of Harvested Produce	Produce is handled in a manner that minimizes cut produce areas from being contacted with soil or other contamination.								
Distribution Of Cut, Bruised, Or Damaged Produce	Bruised, or damaged produce must not be distributed.								
Harvest Traceability	All containers of harvested produce are labeled with field and harvest date lot numbers.								
POSTHARVEST, PACK AND HOLD FACILITIES, AND TRANSPORTATION									
Instruments Used To Measure, Regulate Or Record	Instruments used to measure, regulate, or record are accurate, adequately maintained, and adequate in number.								
Cold Storage	Cooler temperatures are checked and logged. Coolers are cleaned and maintained as scheduled or sooner if needed.								

Ice	Ice making equipment is cleaned and sanitized on a regular schedule. Only people with adequate cleanliness may handle ice and ice equipment. The scoop is hung in its designated location at all times it is not in use and is not used for other purposes.								
Packaging	All packaging is new and kept clean, or reused and adequate steps are taken to ensure they are clean, such as cleaning them or using a clean liner.								
Cold Storage	Cooler temperatures are checked and logged. Coolers are cleaned and maintained as scheduled or sooner if needed.								
Food grade lubricants	Only food grade lubricants are used on equipment that comes in contact with produce.								

Equipment Used To Transport Produce	Equipment used to transport produce must be clean and in good repair. Equipment used to carry animals, animal products, or other potentially hazardous items will not be used to transport produce.								
Contracted Hauling: Equipment Used To Transport Produce	All contracted hauling will provide the last load hauled and a cleaning log as well as a log of previous loads. This information will be assessed and the produce will not be loaded if there is reasonable likelihood of contamination.								
Pest Control Of Pack And Hold Facilities	The farm is managed to discourage and not attract rodent and pest populations. Inspections are performed on a regular basis and trapping is done as needed. Employees report any signs of infestation or problematic habitats.								

Water Drainage	Adequate drainage is provided for wash water in packing areas. Water is not allowed to pool on packing and holding floors.								