

Farm Name _____ Address _____ Date _____ Initial _____

Cleaning And Sanitation Action Plan: State clearly what you plan to do and create accountability

In making your plan, consider:

- Toilet and hand washing facilities
- All produce contact surfaces
- Harvest tools and equipment
- Harvest and transport vehicles
- Harvest containers
- Coolers, ice machines
- Packing shed
- Storage areas, food and equipment
- Measuring instruments
- Floors
- Packing lines
- Packing tables
- Field implements

Once you have a cleaning plan, create your recordkeeping systems

The Produce Rule requires documentation of the date & method of cleaning and sanitizing equipment used for harvesting, packing, and holding activities.

Item /Area Zone 1-4	General Cleanliness, as indicated, or as needed					Cleaning as indicated, or as needed					Sanitizing 4-step, as indicated, or as needed				
	Each Use	Daily	Weekly	Monthly	Annually	Each Use	Daily	Weekly	Monthly	Annually	Each Use	Daily	Weekly	Monthly	Annually

