



Green Village Initiative

**Grower Market
Harvest Operations
Harmonized GAP Food Safety Plan**

Person Responsible for Enforcement:

I am available 24/7 at this number:

If I am unreachable, XXXX will take responsibility for our food safety:

Table of Contents

Our Commitment	3
Animal Monitoring SOP	15
Basic Facts of Our Production	6-8
Body Fluids SOP	15
Chemical Applications SOP	15
Disciplinary SOP	15
Employee Personal Belongings SOP	16
Field Harvest Logs	25-26
Employee Training Policies and Form	4-5
Field Visitors SOP	16
Field Packing SOP	16
Glass, Metal, Hard Plastic SOP	16
Glove/Apron/Coverall Use SOP	17-18
Harvesting SOP	16-17
Harvest Containers/Bins/Packaging Materials SOP	17
Hazardous Chemicals SOP	17
Jewelry/Hair coverings SOP	17-18
Maintenance of Restroom Facilities SOP	18
Manure/Compost/Biosolids	13
Maps	9
Microbiological Testing SOP	18
Mock Recall Forms	22-23
Pre-Harvest Assessment Form	24
Sanitizing SOP	18
Shipping/Transportation SOP	18-19
Spills/Leaks From Vehicles, Machinery, Utensils SOP	19
Toilet/Handwash Stations	14
Toilet Spills/Leaks SOP	19
Traceability	20-23
Trash SOP	19
Water Quality Issues	10-12

GVI and YOU have made a commitment to food safety.

- GVI trains all employees in their native language, before they handle produce, about our policies and standard operating procedures. We log trainings and require participants to sign to confirm that they understand and have received this training.
- We give participants with food safety assignments sufficient training so that they may meet their responsibilities.
- GVI keep records verifying that training.
- GVI Reservoir Community Farm post signage in each employee's first language on proper handwashing procedure. We train all employees on how to wash their hands, and state that they must wash their hands before handling produce each day and after every break or toilet visit.
- Grower are responsible for performing Pre-Harvest Land Use Assessment(s).
- This Food Safety Plan addresses potential physical, chemical, and biological hazards and control procedures. GVI will monitor, verify, and keep records on water quality, soil amendments, field sanitation, production environment, and worker practices at RCF and expect Growers to do the same.
- This plan is reviewed at least annually, preharvest, and updated as noted. Records for off-site growers are maintained in this binder or as noted. GVI maintains records for at least two years.
- GVI has and implements a disciplinary policy to maintain compliance with policies and procedures. We record incidents on the back of the individual employee signature pages, which we keep.
- GVI can perform an internal and an external mock recall annually.
- GVI can perform and document a self-audit of our production annually. We use a copy of the Harmonize GAP audit for that purpose.
- GVI has a documented traceability program.

The person in charge of our food safety, XXX, has:

- taken at least one food safety course or workshop (certificate attached)
- has had experience implementing a Food Safety Plan. See below:

RCF Employee Health, Hygiene, and Sanitary Practices & Policies

Each year, all growers are trained using this form and SOPs in this plan. All growers are trained BEFORE they handle produce that will be for sale at RCF. Each must realize and understand that:

- I am required to wash my hands at my garden site AND RCF before starting to or returning to handling any vegetables or produce.
- I have been shown how to properly wash my hands and signs are posted at RCF to remind me how to wash my hands properly.
- I know that potable (safe and drinkable) water is made available to all growers.
- I have been instructed on the location of RCF's three bathrooms and proper use of them. I have a bathroom available to me at my growing site and am aware of proper use.
- I know that eating/break time is confined to areas separate from produce storage and washing areas and away from where my vegetables are grown.
- I will tie my hair back before harvesting, washing, packing, or selling produce.
- I will remove watches, rings, bracelets and long necklaces before harvesting, washing, packing, or selling produce.
- I know that I am required to wear reasonably clean clothes that protect produce from bodily sources of contamination.
- If gloves/aprons are worn that come into contact with produce, they must be pre-approved by the Farm Manager or a trained supervisor. All wearers will be instructed on what types of gloves may be used, how and when they can be used, how and when they need to be cleaned, replaced or stored so as not to contaminate the produce.
- I understand that we cannot use any harvest containers for carrying or storing non-produce items during the harvest season.
- I know that I am prohibited from handling produce if symptoms of an infectious disease exist. Symptoms include fever, vomiting, diarrhea, and jaundice. I must report this to management immediately if symptoms are present on a harvest or sale date so that it may be logged.
- I know I must sneeze or cough away from produce or into the inside of my shirt. If I use my hands I must wash them before continuing work.
- I realize I must seek prompt treatment with clean first-aid supplies for cuts, abrasions, and other injuries and report them. Minor cuts or abrasions are okay if covered with a non-permeable covering, bandage, or glove. Band aids on hands shall be covered with gloves. A first aid kit is readily available on RCF and maintained in sanitary and usable condition. Used materials and gloves are disposed of.
- I understand that I must report and make sure that any produce, container or clothing that has come into contact with blood or other body fluids is appropriately disposed of and report this to a supervisor.
- I have had training on and understand proper use of soil and plant amendments for my growing site. We do not use non-organic pesticides on any produce sold through GVI or RCF.
- I understand that I must report contamination by chemicals, gas, pesticides, glass, a major spill or leak of bathrooms, bodily fluids or other contamination. I realize there are standard operating procedures for cleanup of each of these situations at RCF and at my growing site.
- I have had training on and know where there are written directions for the proper use of cleaners and sanitizers and the proper concentrations for each product and use. I know where there is personal protective equipment for me to use to do this work.

Visitors, contractors, buyers, inspectors, auditors and other personnel in the field are required to follow the same health and hygiene policies when entering produce areas or handling produce in a GAP certified field. Records are kept in this

Food Safety Book to verify that training has occurred and that employees understood it. Signage is posted for all visiting personnel making them aware that they too must wash their hands before handling any produce.

For the Grower Market Season 2017

Grower Verification of Food Safety and Security Plan Principles

Grower _____

Address _____

Home Phone _____ Cell Phone _____

Each employee must read and sign one of these. Signed forms must be kept in GVI's Food Safety Binder.

My signature indicates that the Farm Food Safety / Security Plan was taught and the Farm Manager, XXX, was willing and able to answer my questions about the Grower's Food Safety and Security Plan and that I understand the information.

- I have received training on proper hand washing and I understand the information. I am required to wash my hands before beginning or returning to handling all produce.
- I know when and how to correctly wash my hands and that if I do not follow acceptable sanitary (cleanliness) practices, I will be verbally corrected and retrained if needed. A third lapse in good sanitary and hygienic practices will result in dismissal from the program.
- I recognize that I am required to wear reasonably clean clothes that protect the food product from blood, sweat, oil, grease, or other contamination at my growing site and at RCF.
- I know that I must tie back long hair and remove any jewelry that dangles down or is on my hands and wrists before handling my produce.
- I recognize that eating must be confined to designated areas, separate from where I grow my food and from RCF's produce washing and storage areas.
- I know that water will be provided to me to be consumed in the non-produce washing or storage areas of RCF when I am on site. I will follow these guidelines at my own growing site. No gum or tobacco is allowed at my growing site or at RCF.
- I know that I am **prohibited** from handling produce if symptoms of an infectious disease exist. Symptoms include fever, vomiting, diarrhea, and jaundice and that this must be logged for traceability.
- I may not poop, urinate, or spit in the my growing site or outside of the bathrooms at RCF, including adjacent woods. Facilities are always available to me during my scheduled hours at RCF.
- I understand that we cannot use harvest containers for carrying or storing non-produce items during the harvest season.
- I realize I must seek prompt treatment with clean first aid supplies for cuts, abrasions, and other injuries and report them. I may not work with produce if I have exposed open sores or wounds.
- I have had training on and know where there are written directions for the proper use of cleaners and sanitizers and the proper concentrations for each product and use. I know where there is personal protective equipment for me to use to do this work.
- I understand that I must report and ensure that any produce that has come into contact with blood or other body fluids is appropriately cleaned up and disposed of and report this to an RCF supervisor immediately so that clean-up may be checked.
- I understand that I must report produce contamination by chemicals, gas, pesticides, glass, a major spill or leaking bathrooms, or other contaminating factors. I realize there are standard operating procedures for clean up of these situations.
- I realize that if I do not follow acceptable sanitary practices, I will be verbally corrected and retrained if needed. A repeated lapse in good sanitary and hygienic practices will result in dismissal from the Grower Market Program . Such incidents will be recorded immediately by the supervisor.

Signature _____ Date _____

Copies of this training are available for employees to review at their convenience.

Food Safety Plan Facts

Field locations:

At this growing site, we do :

- **Crop production only**

List of Equipment, Vehicles, Tools & Utensils Used in This Operation

Schedule of maintenance and cleaning for above included in Equipment Log.

- Machinery is clean and in good repair. There should not be any leaking or broken parts. Light bulbs and glass are protected to avoid contamination of fields.

Crop(s) for GAP Certification	How many Beds I use	Size of My Growing Beds

Previous Land Use:

The current crops have been grown at this location for ___ years.

Insert a brief description of what the land has been used for the in the last 20 years:

Adjacent and Previous Land Use—Best practices

Is there a risk of flooding on any of these growing areas?

Is there a livestock present at your growing areas?

Adjacent land Use

Circle all that apply to your growing site:

- Crop Production
- Dairy or Livestock
- Watershed (river, stream, pond, lake)
- Manure storage or dumping
- Dumping site (any)
- Residential (with septic tanks): There are residential units adjacent to RCF but they run on the Bridgeport Sewage System.
- Commercial/Industrial
- Sewage Treatment or Waste Treatment Facility

The GVI beds you grow in were created with EPA standards to keep you and your food safe. What other Risks are associated with the land use history or adjacent land use of your growing site? This can include equipment and structures.

Field Map of Operation

Insert map(s) to identify:

- crop specific production areas and acreage
- the name/number you assign each field for traceability
- Where your vehicle is that transports food to RCF
- areas that flood
- manure storage sites
- Livestock areas
- septic systems
- roads and their names

Water and Water Quality Policies:

Potable drinking water is available to all employees. Water used for cleaning, and washing of produce, washing of hands or washing containers used to hold harvested produce and cooling meets the potable water standard set by the U.S. Environmental Protection Agency or has been made safe by the addition of chlorine or other acceptable agents or methods before application. RCF uses municipal water from the City of Bridgeport.

We keep results of our water tests for at least 2 years.
We ask for copies of municipal water tests annually.

Water System:

Water Use and Source: Only potable water is used for drinking, washing of hands and food contact surfaces and the making of ice.

Those that apply in our situation are checked below:

Use/Source	Municipal	Well	Surface Water
Drinking	X		
Hand Washing	X		
Cleaning Food Contact surfaces/harvested crop	X		
Making Ice	N/A		
Irrigation type(s) <u>Hoses and new drip irrigation</u>	X		
Organic Fertilizer Application	X		
Organic Pesticide/Fungicide Application	X		

If water tanks are used, they will be cleaned and/or sanitized at regular intervals so as not to contaminate produce. Water tanks used to hold potable water for employees are cleaned and/or sanitized regularly.

We **do not use** surface water for irrigation or chemical application. If surface water is used, it would be tested three times during the growing season: at planting, peak use, and at harvest.

Irrigation water used at harvest time on products eaten raw is potable, municipal water that is safe for human consumption.

We have checked below the steps we take to protect surface water from direct and non-point contamination:

- Diversion of run-off
- Use of berms or swales
- Use fencing or other means to keep animals out
- By monitoring potential pollutants sources
- By testing the water until it is adequate
- By treating the water via filtration or chemical means.

We do a risk assessment of the suitability of the spray or irrigation water method to the particular crop. We do a risk assessment seasonally or whenever there is a change to our water system that might introduce opportunity for contamination. Water quality needs to be greater for water used for the final rinse of a product

or for overhead irrigation shortly before packaging. If water is reused, its quality and content of antimicrobial agents will be monitored.

Attached is an illustration (map, photograph, or picture) of our water source system showing the location of permanent fixtures (wells, gates, reservoirs; valves, returns and other above ground features) and flow of the water system. (including holding systems; reservoirs; or water captured for re-use). Our water is sourced from a location and in a manner that is compliant with prevailing regulations. It is separated from conveyances that might convey untreated human or animal waste.

It is constructed and maintained to prevent back siphonage backflow and cross connections between product contact water and waste water. We conduct routine checks that verify that back siphonage and backflow prevention units function properly at least annually and document our results.

****NEED MAP OF COMPLETED IRRIGATION****

Water System Risk Assessment

Person in charge: _____

Personnel with oversight are trained or retrained as needed. (Note dates)

	Planting Time	Growing Season	Harvest Period
Physical Hazards			
Chemical Hazards			
Biological Hazards			
Hazard Control Procedures			

Water Management Plan

Dates:						
Preventive controls						
Monitoring/Verification Procedures						
Corrective Actions						

Manure, Compost, and or Biosolids

We do use manure, compost, or biosolids.

Whenever raw manure is used, it is applied to soil at least 120 days before harvest. It is either incorporated immediately or at least 2 weeks prior to planting. Raw manure **is not** used on commodities harvested within 120 days of planting.

A chart is attached showing which fields manure, compost, or biosolids were applied to and on what dates, as well as predicting the safe harvest interval.

Manure is stored correctly so it does not leach or run off into adjacent crop production areas.

Whenever treated or composted manures or biosolids are used, they are treated, composted or aged adequately to reduce pathogens to safe levels. Records are kept to prove that the compost pile has maintained an internal temperature between 130 and 150 degrees Fahrenheit. It must achieve a minimum of 131° F or 55° C for 3 days at a depth of 3 feet from the surface of the pile in the static or 'precondition' stage, or in the turned windrow phase, have achieved a minimum of 131° F or 55° C at either the one foot or three foot depth for a minimum of 15 days with a minimum of 5 turnings during the period while it exceeds 131°F or 55° C in order to kill bugs, seeds and any internal parasites or disease in the compost.

We ask for documentation in the form of a letter of guarantee or Certificate of Analysis from our compost supplier(s) to prove that the compost have reached these temperatures for the recommended period of time and is in compliance with process or microbial standards. Soil Amendments are applied in accordance with federal, state, and local regulations.

For passive treatment of manure we have maintained a time chart or a temperature chart to document suitable reduction of pathogens. These charts/documentation or reports from vendors are in this book. Soil amendments delivered to the site for future application are properly stored to reduce contamination. The erection of barriers or physical containment structures controls leachate.

Manure, Biosolids, Compost

Check all that apply:

- No manure or biosolids are applied to soil
- Raw manure is applied to soil. It was applied in October 2015.**
- Composted manure or municipal biosolids are applied to soil
- No manure or municipal biosolids are stored on site
- Manure or municipal biosolids are stored on site

Soil Amendments

We use the following soil amendments:

****NEED MAP LIST OF AMENDMENTS FOR 2017 SEASON****

Address Risk, Preparation, Use, and Storage of soil amendments:

- All amendments are stored in the RCF storage shed where it is dry and cool.

Sewage Treatment

Bold all that apply: **Municipal** Septic System Portable Containment System

Our human waste and gray water sewage system has the needed capacity to handle our operations peaks and flows and not cause direct or indirect product contamination. We do not have cross connections with product contact water.

Bathrooms

There are three bathrooms (within ¼ mile) of each laborer's place of work. Facilities must be operational and supplied with toilet paper. Facilities should not be located close to where the crop is harvested or stored or where spillage might run down hill to a production area or product storage area. The facility must be adequately vented or screened, have doors that can be latched from the inside and constructed to insure privacy. If it is not a regular indoor toilet, it must be able to be emptied on a regular basis. Facilities are cleaned and maintained on a regular basis.

Bold all that apply:

- Indoor**
- Portable Units
- None

Maximum Number of Employees at one Time: 10 Number of bathrooms: 3

We realize we need one toilet facility for every 20 employees.

Signs are posted instructing all employees and visitors on how to wash their hands and that they must wash their hands before returning to work. In post-harvest applications, restrooms are located away from produce handling areas and are directly accessible for servicing. Gray water is either plumbed or captured for disposal.

Hand-Washing Facility

A basin, container, or outlet with an adequate supply of microbially safe water, soap dispenser, and single-use towels are provided for each toilet facility. There needs to be a covered receptacle to contain the trash. There also needs to be a tank that captures used hand wash water for disposal.

Employee Storage

When appropriate, racks and/or storage containers or designated storage is provided for protective clothing and tools used by employees. Protective clothing may not be left on product, work surfaces, equipment or packaging material.

Standard Operating Procedures/Policies

Animal Monitoring Procedure

Crop production areas are regularly monitored and logged for the presence or signs of wild or domestic animals during the growing season. If there are signs that they are entering growing areas, all reasonable measures are taken to prevent reentry. A log is kept of this vigilance and the measures (such as noise makers, scare balloons, fencing, hunting, reflective ribbons, fishing line, etc.) undertaken to deter/eliminate animals are noted. Notation is made of the grazing and feeding characteristics of these animals and their proximity to the crop, water sources, and other relevant factors.

Blood & Body Fluids Procedure

Workers are instructed to dispose of any product that has been exposed to bodily fluids (blood, saliva, sweat, mucus, vomit) and to report incidents to their supervisor. If a food surface becomes contaminated with bodily fluids, it must be cleaned and sanitized before it is used again. If it is on the product, the product will be destroyed. Affected clothing will be removed or replaced.

Chemical Application Procedure

- Agricultural chemicals used are registered for such use as required by regulation and used in accordance with label directions, including application rates, worker protection standards, personal protection equipment, container disposal, storage and all requirements specified for the chemical compound.
- All water used in chemical application meets either the potability standard or our surface water standard (mean of 126ppm e coli) to ensure that it is not a source of product or field contamination.
- Records/logs of use are maintained. Procedures, such as pre-harvest intervals and application rates shall be noted.
- All personnel responsible for chemical application are trained and/or licensed or supervised by licensed personnel in compliance with prevailing legislation.
- All chemicals are stored safely, according to State regulation. All chemicals, including cleaning and maintenance compounds are stored and secured in an area separate from harvested product. All containers are disposed off according to State Law so as not to contaminate products or fields.

The name and number for the Pesticide Applicator License for the commercial or private applicator who will be making these applications to the fields is/are:

Name _____ Number _____

A copy of this license is attached.

Disciplinary Procedure

All employees are trained at least annually. If these policies are violated by workers, the worker(s) will be re-trained. Should further incident occur, it will result in termination of that employee. **Incidents are recorded and dated by the supervisor.**

Employees Personal Belongings Protocol

Employees personal belongings shall be stored in personal spaces allotted by management so as not to be a source of contamination for the product. At RCF, personal items are stored in the green shed on the shelves labeled "Personal Items."

Employees Breaks

Employees breaks will be in pre-authorized areas that are not in the produce areas. Employees may not eat, chew, smoke, or drink anything in the produce areas. Water in an unbreakable container is allowed for consumption in non-produce areas.

Field Harvest Visitor Policy

All visitors must follow business Safety and Hygiene Rules which are posted in prominent places and restroom facilities. They are required to wash their hands before beginning or returning to handling produce. Directions for proper hand washing are posted in each wash area.

Field Packing Procedure

All field packing will be into new containers or into containers that have been sanitized prior to each use. We keep a log kept of when they are sanitized. Employees are trained that only sound produce appropriate for the intended use is harvested and other damaged produce is either not harvested or culled.

Glass, Metal, Hard Plastic Procedure

Exposed glass on equipment and machinery is protected against breakage. Equipment is checked on a regular basis to make sure there is no exposed glass or brittle plastic hazards. Workers must throw away any product that is contaminated by glass, metal fragments, and hard plastics or other harmful foreign objects not normally found in fresh produce and to report any incidents to their supervisor. Supervisors must determine cause and correct the conditions.

Harvesting Procedures:

- We do not use cloths or other cleaning materials to clean produce. Should we need to, we will create a procedure to prevent cross contamination.
- All harvested product is handled in such a manner that it is not likely to become contaminated.
- In order to prevent microbial contamination of fresh produce with soil, fertilizer, water, workers and equipment, all harvest containers are kept as clean as practical. If used repeatedly, they are cleaned after each load and prior to reuse. Such cleaning operations are conducted away from the product or other equipment to prevent contamination. If items are stored outside, they are cleaned and sanitized before being used to haul fresh produce.
- If harvesting implements are used, a log is kept showing when they are sanitized, cleaned, repaired. All are made of materials that can be cleaned and sanitized.
- A list of equipment, vehicles, tools, utensils and other items that may pose a risk of produce contamination during normal use is kept here. A log details when cleaning, sanitizing, repair, and storage of all food contact surfaces occurs.
- Vehicles and equipment shall be properly calibrated, operated, maintained, and used appropriately.
- Equipment traffic flow shall not travel through untreated manure areas into produce areas.
- Harvested product is inspected during harvest to detect glass/plastic breakage and to remove physical contaminants such as rocks, glass, metal, or other hazardous items.

- Our policy is that produce that drops and come into contact with the soil is thrown away unless the product normally grows in contact with the ground.
- Damaged or decayed produce is not harvested or it is culled.
- **Product being moved from field to storage or packing or processing is / is not protected from sources of contamination.**
- If using containers for refuse, they will be labeled as refuse containers only. Harvesting containers are not used for carrying or storing any non-produce items in the harvest season.

Harvest Containers/Product Contact Containers/Bins/Packaging Materials Procedures

- Containers are stored so as not to serve as a source of contamination. They shall not be used for other purposes unless clearly marked or labeled for that purpose. They are appropriate to the commodity being harvested. Food contact bins, totes, packing materials and other harvest containers and pallets shall be visually inspected, clean, intact and free of foreign materials prior to use. Logs are kept of when they are cleaned.
- No one can stand in containers.
- These containers may not be used for other purposes unless they are clearly marked/labeled for such.
- Containers shall keep the product clean, dry and free from dirt or residue. Care is taken to ensure they do not become a hiding place for vermin. They are stored separately from chemicals and toxic substances and other contaminants.
- If product is packaged in the field, care is taken to ensure the packing materials are not directly on the ground.
- If produce is not normally in contact with the ground, it will not directly contact the ground in harvest or post-harvest processes.
- Harvest or post-harvest containers will not be placed directly on the ground except in the case of:
 - Packing containers that are not used immediately need to be covered to protect against rain and bird droppings. Using the top container as protection is not adequate.
 - Pallets are inspected prior to use. They are maintained in good condition, and are clean and dry.

Hazardous Chemicals Procedure

Workers are instructed to throw away any product that has become contaminated by toxic chemicals such as fuel, pesticides or other harmful substances during harvesting operations and to report the incident to their supervisor. Supervisors must determine the cause and correct procedures and conditions.

Gloves, Aprons, Hairnets, Beardnets, Caps, Jewelry, and False Nails Policies

If gloves or aprons are worn that come into contact with product, they must be pre-approved by the food safety manager. All wearers will be instructed on what types of gloves may be used, how and when they can be used, how and when they need to be cleaned, replaced or stored so as not to contaminate the produce.

Our policy is single-use gloves used in production must be appropriately disposed of in the trash receptacle. Gloves, aprons or coveralls that can be washed must be collected in a central location container and washed and dried daily. Employees have a storage area in which to keep these items when they are not in use. They may not be left lying around.

Jewelry, watches, or other items shall not be worn or brought into fresh fruit and vegetable production areas if they pose a threat to the safety and suitability of the food. Hair coverings such as nets, beard nets, or caps **shall or shall not** be worn when product is being washed or packed.

Maintenance of Restroom Facilities Procedures

Toilet and hand-washing facilities are maintained on a regular basis and supplied as necessary to keep them clean, sanitary, and functional. Records are kept showing when facilities have been cleaned and restocked. This is done on a regular schedule.

Microbiological Testing

Our microbiological testing is done by: _____

They are a Good Laboratory Practices (GLP) or participate in a Proficiency Testing program and use testing methods that have been validated for detecting or quantifying target organisms. We follow the lab's written sampling protocol when collecting samples for testing and keep those directions for reference. We keep results and suggestions from the lab for two years.

Sanitizing Protocols

Sanitization procedures include a pre-rinse, a wash and scrub step ; another rinse; and then the sanitization step (see directions on label of product). No cleaner or sanitizer will be perfect for every situation. Chlorine compounds, quaternary ammonium compounds, iodophors, and peroxyacetic acid compounds have all been used to reduce microorganisms on surfaces. A chemical supplier should be consulted who will take into consideration the safety of the fresh produce as well as worker/consumer health and safety as you select the best product for your situation. You must follow label directions on these items, including the use of personal protective equipment and proper concentration guidelines as you create your S.O.P.

- Employees need to be trained to do this correctly and safely.
- Create an S.O.P for each instance you use these products—note the exact mix and method for sanitizing solution for disinfecting tools, protective equipment needed to be worn; buckets; and how the mixed compound needs to be used safely. Ensure that this equipment is available for use.
- Write these directions down and include them in this plan.
- Post the protocol for mixing where it is very visible and useable by workers.

Instructions for RCF Sanitizer

RCF uses Sanidate 5.0 for sanitizing all surfaces that washed produce comes in contact with.

Anyone handling or mixing the concentrated (pre-mixed) Sanidate must wear appropriate safety wear: gloves, eye protection, and long sleeves.

We mix 1.6 fluid ounces (50 ml) of Sanidate to 5 gallons of water, or 10 ml of Sanidate to one gallon of water. We then fill spray bottles (marked with "Sanidate") with the mixed liquid. We spray the mixed Sanidate on all surfaces that come in contact with washed produce: post-washing harvest crates and the wash station and table. Spray and leave on surfaces for one minute, and then rinse with the hose. Sanidate must also be used in the CoolBox once a week, where we spray it on all surfaces that washed produce comes in contact with.

Shipping/Transportation Policy

- All shipping units shall be clean, functional and free of odors before loading. Refrigeration units must be in working order. If trailer is not dedicated to transporting produce, it must be cleaned to prevent product contamination.
- Trucks and transport containers must be inspected for cleanliness, odor, and debris before loading begins and this information is logged.

- Equipment used to load or unload shall be clean and well maintained and suitable for product to avoid contamination.
- Drivers/operators will be aware of what the previous contents of the trucks and containers to avoid putting the fresh produce at risk. They will make sure they are acceptably clean and do not carry odor.
- Produce items will only be shipped with other produce items, NOT fertilizers, meats, poultry, or fish products. When co-shipped with something else, they need to be protected from cross contamination by segregation and physical barriers.
- Precautions are taken to prevent damage to produce during packing and transportation. Loads that can be, are braced, or have straps/belts and/or pallet wrapping to stay in place. Each load is organized to secure packages and prevent spillage during transit.
- There is adequate control of transport temperatures from loading to receiving. Transporters will be made aware of temperature requirements and avoid delivery of mixed loads with incompatible refrigeration requirements. Not all transports require refrigeration, and some shippers may require or specify a higher temperature for transport than storage. This will be clearly communicated and recorded on the manifest.
- All fresh produce is carefully packed and loaded to minimize physical damage and reduce potential for contamination during transport.

****NEED FOR DONATIONS TRANSPORTED IN 2017 SEASON****

Spills and Leaks from Vehicles

All leaks are repaired and spills such as fuel, oil, or hydraulic fluids are cleaned up immediately and appropriately disposed of, to avoid contamination of equipment or product.

Tools and Utensils Procedure

All hand tools and utensils are cleaned and sanitized every day they are used during the harvest. They are rinsed, wiped, and then soak in a sanitizing solution for no more than 20 minutes. They air dry.

Toilet Spill/Leak Procedure

If a major spill or leak of a field sanitation unit or toilet facility occurs, the spilled area will be contained. Access will be blocked off and the affected area will be cleaned up and residue will be disposed of appropriately before the facility can be inspected for cleanliness and put back in use.

Trash Procedure

All trash is picked up at regular intervals each day and appropriately disposed of in a covered container. It will never come into contact with the produce so as to pose a food safety risk.

Traceability Program

We maintain records that allow us to trace produce back to the field it was picked from and the date of pick or purchased from a supplier. We keep records of who we wholesaled to and dates of deliveries. These records are available upon request.

For post-harvest, we maintain records that link product with source of produce and other supplies and raw materials. These records include items and date of receipt; lot numbers; quantities; source of produce and transporter.

We do at least two mock recall exercises each year. One to prove that we can track produce that we have picked and stored, and the other to prove that our wholesalers can track items we sold to them. One step backward and one step forward.

Emergency Contact Information for stores, warehouses, freight companies we wholesale to:

Name/Affiliation	Phone	Fax	Email

Our produce is coded by field area picked or supplier and by date of picking. The map in this plan identifies field or supplier sources. We attach a label with this information on Master Shipping Units.

Fields or suppliers are coded by us using the following method:

Numerical Code	Field Name or Supplier

Date Picked: Month (1-12)/Day (1-31/ Year (last 2 digits))

Sample code: 7/7/30/13 (field or supplier 7 picked on July 30, 2013)

A sample tag is attached.

Each label is on the master shipping unit along with our **business name**. **All items are coded before they leave the field.**

Worker Illness Log

In the interest of Food Safety, we keep a log of instances of illnesses of infectious diseases of all workers who come into contact with the produce. Symptoms include fever, vomiting, diarrhea, and jaundice.

Date	Employee	Illness or Symptoms	What we did:

Recall Policy

Determination and carry out of a recall would be made by the team of: XXX.

Should a recall be necessary, we would contact our legal counsel _____ at _____ and/or our insurance adjusters _____ at _____.

We would consult with our legal counsel before we issued statements to print and television media. We would include concerns and steps being taken to protect consumer’s safety as well as instructions for those who have purchased product.

We would immediately begin to keep a written record of what we did and when. We would call affected buyers to make them aware of lot numbers and products being recalled and record who we spoke with and their responses (for proof of notification). We would have prepared the following information about the recalled product: grower; field location; date harvested or received if co-packed; individuals involved in harvesting; total number of packages in the lot; and shipping and receiving dates.

We would contact public (Bridgeport and Connecticut) and regulatory agencies (FDA) We would ask for their assistance to identify the resources, including testing labs, which are available to us at this time. Although we would physically telephone every one of our buyers of the product being recalled, we would also prepare letters to notify retailers and customers who have received a recalled product about what to do with it. We would ask for verification that they have received the letters.

We would verify this plan for effectiveness for removal of the product from the market. A mock recall will be performed at least annually. Sample form attached.

Mock Recall Form

Grower _____

Date of Recall Exercise _____ Time Grower/Producer Called for Exercise _____

Company doing the Mock Recall _____

Person performing the Mock Recall _____

Item traceability code(s) being searched for:

Date shipped: _____

Shipped _____ units of _____

A. Amount of product remaining from original shipment: _____

B. Disposition of product that cannot be recalled:

_____ sold

_____ reshipped to others

_____ destroyed

(A & B must equal the amount of items shipped)

Signature of Person Performing the Mock Recall

Time Exercise concluded: _____ (Must be within 4 hours of call)

Upon Completion, Grower Rates Recall Exercise:

This mock recall is deemed to have been effective.

This mock recall showed us we need to make the following changes:

Should this recall not achieve 100% reconciliation, another will be conducted a.s.a.p.

A copy of this completed form is filed in our Food Safety Plan as proof of a successful Mock Recall.

Internal Mock Recall Form

Grower _____

Date of Recall Exercise _____ Time Grower/Producer Called for Exercise _____

Person performing the Mock Recall _____

Item traceability code(s) being searched for:

Date picked: _____

Picked _____ units of _____

C. Amount of product remaining from date of pick: _____

D. Disposition of product that cannot be recalled:

_____ sold

_____ reshipped to others

_____ destroyed

(A & B must equal the amount of items shipped)

Signature of Person Performing the Mock Recall

Time Exercise concluded: _____ (Must be within 4 hours of call)

Upon Completion, Grower Rates Recall Exercise:

- This mock recall is deemed to have been effective.
- This mock recall showed us we need to make the following changes:

Should this recall not achieve 100% reconciliation, another will be conducted a.s.a.p.

A copy of this completed form is filed in our Food Safety Plan as proof of a successful Mock Recall.

Pre-Harvest Assessment of Crop Production Areas or Are You Ready to Harvest?

Complete one form for each field and do it **before** you harvest each field

Use this form to do this assessment and record and save your results in this book.

Date of Assessment: _____	Field/Crop: _____
Comments:	Proposed date of harvest: _____
	Condition of field—wet; dry; normal
	Are toilet and wash facilities ready & properly located?
	Is potable water available for workers?
	Are harvest containers available, clean, well located and protected?
	Is harvest equipment available and in good condition?
	Is there evidence of unauthorized entry in the crop area? Has it been investigated?
	Is there evidence of domestic or wild animal crop damage?
	Is there evidence of physical contamination of the crop? (smell, color...)
	Are fuel/or chemicals that might contaminate crop areas isolated?
	If areas are contaminated, are they isolated for “no harvest”?
	Are there any sources of biological or physical contamination (dumps, manure, burn debris, bad water)?
	Is transportation equipment clean and available?
	Is there evidence of any chemical contamination of produce? (misshapen foliage, odd coloring...)

Signature of person performing assessment: _____

Field Harvest Log

Activity	Date:									
Train New Staff										
Logged Employee illness										
Fill drinking water containers										
Clean/sanitize drinking water containers										
Clean Rest Room(s)										
Restock Rest Room(s)										
Rest Room(s) Pumped Out										
Cleaning Hand Wash station(s)										
Restock Hand Wash Station(s)										
Restock First Aid Kit(s)										
Refresh Signs if necessary										
Clean/sanitize harvest containers										
Clean/sanitize harvest implements										
Clean/sanitize harvest machinery/vehicles										
Repair food contact surfaces										
Sanitize packing containers										
Enter and file traceability data for daily field harvest										
Pre-Harvest Field Assessment(s) completed										
Monitored quality of water used to wash produce in the field.										
Monitored crop production areas for wild or domestic life-note what seen: moose, deer, turkey, human, canine										
Was there sign of entry? a. Feces b. Chewing/damage c. Trampling d.										
What actions were taken? a. Reflective tape/scare balloons b. Hunting/trapping										

Use of Agricultural Chemicals applied Post Harvest:

Such chemicals shall be registered for such use and used in accordance with label directions. (This includes application rates, worker protection standards, personal protection equipment; container disposal, storage, and all requirements specified for it. Records are maintained.) This includes biocides, waxes and plant protection products. Records will demonstrate that all personnel responsible for chemical application are trained and/or licensed or supervised by licensed personnel, in compliance with prevailing regulation.

Acceptable Safe Loading Policy:

Precautions are taken to prevent damage to produce during packing and transportation. Loads that can be, are braced, or have straps/belts and/or pallet wrapping to stay in place. Each load is organized to secure packages and prevent spillage during transit.

To schedule a G.A.P. audit in Connecticut, visit this website:
<http://www.ct.gov/doag/cwp/view.asp?a=3243&Q=465924>

Fees:

The cost of the audit is \$92.00 per hour plus a \$50.00 administration fee. These fees are billed following the completion of the requested audit.

Scheduling and Audit:

To request an audit please fill out and return:

- Fill out the [Request for Audit Services \(FV-237A\)](#)
- Submit a copy of your food safety manual (optional)

Partial or incomplete applications will not be accepted.

These items can be emailed, faxed, or mailed.

Mailed: Third Party Audit Program
Bureau of Regulation and Inspection
Connecticut Department of Agriculture
165 Capitol Avenue, Room G8-A
Hartford, CT 06106

Emailed: Mark.Zotti@ct.gov

Faxed: (860) 713-2515

For more information about the Connecticut Department of Agriculture's USDA Third Party Audit program, contact:

Mark Zotti, Agriculture Marketing/Inspection Representative
165 Capitol Avenue, G8-A
Hartford, CT 06106
(860) 713-2580
Fax: (860) 713-2515
Mark.Zotti@ct.gov