

This is a food safety and security program which incorporates USDA GAP (Good Agricultural Practices) and has been accepted and adopted by this farming operation.

Farming operation name: _____

Farming operation Address: _____

Date: _____

This food safety and security program for the following produce:

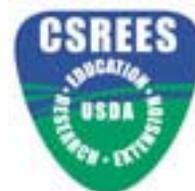
- _____ Potatoes
- _____ Other (specify)
- _____ Other (specify)
- _____ Other (specify)
- _____ Other (specify)

There is a designated coordinator for implementation and oversight of the food safety and security program.

Coordinator name: _____

This food safety and security program is supplied to all staff and is available to all visitors.

Funding for this project was provided by the Northeast Center for Risk Management Education, the USDA Cooperative State Research, Education, and Extension Service, and University of Maine Cooperative Extension.



Hygiene, safety, illness

Food safety and security is very important to this farming operation. This food safety and security program states policy and is part of the overall effort of this farming operation towards producing a healthy and safe product.

Potable water is available to all workers.

Staff will receive training on proper sanitation and hygiene practices. Hand washing is an important part of food safety. All workers are trained on proper hand washing. Workers are instructed and it is required and expected that hand washing will be done before starting work, after each absence from work, and when hands become soiled or contaminated.

This farming operation provides at least one toilet facility and one hand washing facility for each 20 employees or fractions thereof. Lavatories are provided with hot (or tepid) and cold running potable water, hand soap, and single use towels. These facilities are clean, well maintained and have proper signage instructing employees to wash their hands with soap and water before beginning or returning to work. These facilities are serviced and cleaned on a regular basis and a record is kept of this activity. All septic systems on this farming operation are in good working order.

All employees and all visitors to the farming operation are required to follow proper sanitation and hygiene practices. These requirements are continually stressed through periodic reviews of employee and visitor habits. Follow-ups on training are expected to occur.

Should this farming operation employ more than 10 workers on any given day, the number, and placement of field sanitation units will comply with applicable state and/or federal regulations. Field sanitation units will have the same supplies as permanent toilet and lavatories facilities. These field sanitation units will be cleaned and serviced on a scheduled basis (weekly or more frequently depending on use) and will be at a location that minimizes the potential risk for produce contamination. Field sanitation units will never be located in a production field. Field sanitation units will be directly accessible for servicing and directly accessible in the event of a spill or major leak.

Should a field sanitation unit leak or spill, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such leaks or spills to their supervisors.

There is no eating or chewing food, no chewing gum, no using tobacco, and no drinking beverages in the areas while produce is being handled. I have a designated area separate from where product is handled for these activities

Should this farming operation have employee facilities such as locker rooms, lunch areas or break areas, they are kept are clean and located away from storage, shipping and receiving areas.

This farming operation has no written policy regarding the wearing of hair nets/beard nets in the production area by visitors or employees. This farming operation has no written policy regarding the wearing of jewelry in the production area by visitors or employees.

Workers are excluded from operations if they have diarrhea, an illness or open lesion (boil, sore, infected wound). Workers are instructed and expected to report such health conditions to their supervisors.

Should workers become injured on the job, they must seek first aid help. Injuries include but are not limited to cuts, abrasions or other injuries. A first aid box is present and available for staff use. Workers are instructed to and expected to report such injuries to their supervisors. Should the food product or food handling contact surfaces come into contact with blood or other body fluids, workers will cease operation immediately. The contaminated food surfaces must be thoroughly cleaned and properly disinfested, preferably with a quaternary ammonium product. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain.

Chemicals, soils, amendments

On this farming operation, pesticides, growth regulators and fertilizers are applied by licensed operators and are compliant under WPS. Water of known quality and properly tested is used for applying pesticides. Well water, if used, is tested annually; if municipal water is used, test results are obtained yearly; if surface water is used, it is tested at first planting, peak used, and near harvest. A pesticide logbook is properly maintained. Well water, if used, is tested annually; if municipal water is used, test results are obtained yearly; if surface water is used, it is tested at first planting, peak used, and near harvest.

If irrigation water is used on the farming operation, it is of known quality and is properly tested. If necessary, irrigation water sources are protected from stock and other pollution sources. The sources of irrigation water and the type of irrigation used on this farming operation are duly recorded.

These water tests are our way of showing the water source is adequate for the use and to indicate our steps to maintain a quality water source.

This farming operation is farther than $\frac{1}{4}$ mile from a municipal or commercial sewage treatment facility or a waste material landfill and there is no fowl, feedlot or livestock production facility within 1 mile of the farm unless adequate natural or physical boundaries exist. All reasonable effort is made to keep livestock (mine and others) and wild animals farther than 200 feet from a water source used for irrigation. Manure, if stored adjacent to crop production areas, is maintained to prevent leakage and run off thereby preventing contamination of crop production areas. The farming operation is such that wild or domestic animal entry into crop production areas is infrequent. Active measures to deter entry such as placement of animal repellent scents or similar acts will be used to reduce the opportunity for wild or domestic animal entry but the repellants would not be in the production field. Regular monitoring of production areas for presence of wild or domestic animals will be performed.

Manure lagoons, if present, are well maintained to prevent leaking or overflowing. Should lagoons be located near or adjacent to crop production areas, adequate measures are in place to insure that runoff will not contaminate crop production areas.

Raw manure is not used as a soil amendment. Should practices change and raw manure used as a soil amendment, it will be incorporated at least two weeks prior to planting and a minimum of 120 days prior to harvest. All rates, dates and locations of raw manure applications will be documented.

Should manure or biosolids be used, it will be properly treated, composted or exposed to environmental conditions that would lower the expected level of pathogens proper and documentation will be kept. Should manure or biosolids be stored, barriers or physical containment will be utilized to secure the storage and they will be tested to ensure microbial contaminants are not present. Should manure or biosolids be stored near crop production areas it will be covered and contained to avoid contamination of crops, equipment and to prevent rodent etc entry. Untreated manure or biosolids, should they be present on this farming operation, will be stored with barriers or physical containment and covered to avoid contaminating equipment and to prevent rodent etc entry

The land used by this farming operation has not been used to dump livestock or other waste.

Should the land used by this farming operation previously been used to dump livestock or other waste, the land will be tested to ensure microbial contaminants are not present. If additional risks are known, appropriate preventative measures will be taken to mitigate these risks.

The land used by this farming operation has not been subjected to flooding. Should the land used by this farming operation be subjected to flooding, the land will be tested to ensure microbial contaminants are not present.

Traceability

This farming operation has a traceability program where the product is traceable at least one step backward and one step forward in the marketing process. This farming operation has performed an effective mock recall where customers were contacted, the amount of product from the original shipment and the disposition of the product that could not be effectively recalled was ascertained.

Produce handling

It is instructed and expected that all tables, baskets, totes and all other harvesting containers as well as hand harvesting implements are cleaned and/or sanitized prior to use. Workers are instructed to and it is expected that workers will not use harvesting containers, totes, etc. for carrying or storing nonproduce items. Damaged or soiled containers will be properly repaired or disposed of. Under no conditions will any hazardous material containers be used for contact with produce. Heavily soiled containers will be cleaned. Harvesting equipment and/or machinery which comes into contact with produce will be kept as clean as practicable and in good repair. The harvested product will be covered when moved from the field to storage areas or processing plants.

Light bulbs and glass on harvesting equipment are to be protected so as not to contaminate produce or fields in the case of breakage. Should glass break on harvesting equipment, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such breakage to their supervisors.

Contamination by chemical, petroleum, pesticide or any other contaminating factor is a serious matter. All due diligence efforts are to be made to insure this contamination does not occur. Should contamination by chemical, petroleum, pesticide or any other contaminating factor occur on harvesting equipment, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such contamination to their supervisors.

To further protect the produce from contamination during harvest, the crew will regularly inspect the harvested produce. Any foreign object (glass, metal, rocks

or other matter not the harvested crop) will be removed. Workers are instructed and expected to report such foreign matter contamination to their supervisors.

As much as practical, dirt and mud are removed from the produce outside the packing facility. Trucks hauling produce are to be washed prior to being put into service and are kept clean during service.

Containers, pallets, storage and transport

Pallets, pallet boxes, totes, bags, bins, cellars, storage rooms and packing containers are kept clean, stored properly and where appropriate, sufficiently sealed and protected from contamination by birds, rodents or other pests, soil, water or other known contaminants, and in good condition. Dirty containers will not be used and broken pallets will be repaired so as not to contribute foreign material into the product. Only new or sanitized containers will be used for packing the product.

The harvested product is not expected to be stored out of doors in totes, trucks, bins or any other container, or in bulk on the ground. Should the harvested product be stored out of doors it will be covered to protect it from contamination

Proactive measures are taken to exclude pests or animals from packing and storage facilities. These measures may include bird tape, screens or wind curtains. The storage facilities are to be sufficiently sealed or isolated so they are protected from external contamination such as wandering animals. Dogs, cats or other domestic animals are not permitted inside the packing and storage facilities.

This farming operation has established an organized pest control program. A pest control log will be maintained that indicates the dates of inspection, the inspection report and any steps taken to eliminate any problems if present. Poison bait, should it be used, will not be located inside the facility. Only traps or nonpoisonous baits will be permitted inside the facility should they be needed. Any area where bait or traps are set out or areas routinely affected will be frequently monitored. Any and all bait or traps and will be marked to be easily visible and individually identifiable. Time permitting, a map of the premises will be maintained indicating the location and individual identifier of any and all bait and traps.

The packing and storage facilities will be maintained such that loose insulation or other building materials will not be protruding from the walls. Cracks and crevices, should they be present, will be filled as much as possible. The facility will be well maintained and, as much as practicable, kept free of visible debris, soil and the like. The storage facility is cleaned and maintained in an orderly manner. Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product. The storage facility is to be

inspected and assured to be free of foreign material prior to loading with product and the results recorded. Non-food grade substances such as paints, lubricants, pesticides and the like are not stored in close proximity to the product. Storage grounds are reasonably free of litter and debris and the floors are reasonably free of standing water. Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance. Should the finished packed product become opened, spilled or come into contact with the floor, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such events to their supervisors.

Likewise the trailers etc to be used for hauling the produce are kept in good physical condition, acceptably clean and odor free. Should a refrigeration unit be required on the trailer, it must be sufficient in size and properly working. Trailers are to be inspected before loading any produce into them. Produce is only to be shipped with like produce. Fertilizers, pesticides, meat poultry, fish or similar products will not be mixed in the trailer. Produce will be loaded into the trailer with the utmost care to prevent damage and contamination. Should load shifting be an issue in the transport, all reasonable steps will be taken to prevent any shifting of the load during transit. While not all produce requires refrigeration during transport, should a manifest indicate a temperature to maintain during transport, all efforts will be made to insure that that temperature is maintained.

Should ice (manufactured on site or not) or cold water be used for cooling in this farming operation, the source of the water will be potable and the ice or cold water will be manufactured, transported and stored under sanitary conditions. Should ice (manufactured on site or not) be used for cooling in this farming operation, there will be regularly scheduled cleaning and sanitizing of the ice production facility (if on site), ice storage facility and any ice handling or transportation equipment. Sanitary conditions will be maintained in all areas where ice is manufactured, transported or stored.

Should climate controlled rooms be used to store produce, the temperature will be maintained at the recommended temperature for that produce. Should climate controlled rooms be used to store produce, temperatures will be regularly checked and recorded in a log. The thermometer(s) used to take the temperature will be regularly checked for accuracy. If this is not done by the computer monitoring system automatically, a log will be kept.

Should climate controlled rooms be used to store produce, refrigeration condensation does not come in contact with produce. The refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.

Should ice be used, iced product does not drip on pallets of produce stored below.