

# Good Agricultural Practices/Good Handling Practices

## Food Safety Plan for Maple

This food safety and security plan incorporates USDA GAP (Good Agricultural Practices) has been accepted and adopted by this sugaring operation.

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Name of Farm or Operation

Owner name and business mailing address:

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Signature of person responsible for preparing this plan:

Date:

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The information in this document explains the food safety conditions and practices followed at this location.

This food safety and security program for the following products:

- \_\_\_\_\_ Maple Syrup
- \_\_\_\_\_ Other (list)
- \_\_\_\_\_ Other (list)
- \_\_\_\_\_ Other (list)
- \_\_\_\_\_ Other (list)

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.

# General information about this operation

## 1.1 Management Responsibility

**Our Food Safety Policy:**

**Our Disciplinary Policy:**

**Person responsible for the food safety program at this location:**

Name/ Position		Address	
Telephone:	Fax:	E-mail:	

**Alternate Contact (optional)**

Name/ Position		Address	
Telephone:	Fax:	E-mail:	

**Agricultural activities conducted at this site:**

**Description of the agricultural activities conducted at this site:**

<b>Crop(s) grown on this property:</b> (list acres owned, leased/rented, contracted, and/or consigned for each crop):	
<b>Crop(s)</b>	<b>Area under cultivation or production (acres)</b>
<b>Farm Map Attached: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Total area under production:</b>	
Additional crops documented on separate sheet if necessary. Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 1.2 The Food Safety Plan

## 1.3 Documentation and Record Keeping

## 1.4 Worker Education and Training

**Applicable documentation:** (Check all that apply)

- Employee Food Safety Training Log
- GHP, GAP or HACCP training certificate

## 1.5 Laboratory Sampling and Testing

We test the following for microorganisms (check all that apply)

Drinking water     Food contact surfaces     Not applicable

**Applicable documentation:** (Check all that apply)

- Laboratory testing procedures with evidence of Good Laboratory Practices (GLP)
- Water test results log

**1.6 Traceability** – **Should include:** How inventory is handled, stock rotation practices, time and dates product is received and shipped. For more information on traceback see: <http://www.fda.gov/ICECI/Inspections/InspectionGuides/ucm109510.htm#1>

**Traceability records**

**Traceability/Mock Recall Exercise**

**1.7 Recall program**

**1.8 Corrective Actions**

## 1.9 Self-audits – see form at

<http://extension.psu.edu/food/safety/farm/how-do-i-write-a-food-safety-plan/checklists-and-forms/annual-self-audit/view>

<b>Applicable documentation:</b> (Check all that apply)
<input type="checkbox"/> Receipts from the purchase of inputs <input type="checkbox"/> List of buyers and up to date contact information <input type="checkbox"/> Sales records <input type="checkbox"/> Transporter contact information <input type="checkbox"/> Recall exercise document <input type="checkbox"/> Annual Self-audit <input type="checkbox"/> Corrective action reports

## 2. Sugarbush Production

### 2.1 Sugarbush History and Assessment

**Applicable documentation:** (Check all that apply)

Sugaring Operation Map



## 2.2 Worker Health/Hygiene and Toilet/Handwashing Facilities

<b>Applicable documentation:</b> (Check all that apply):	
<input type="checkbox"/>	Restroom cleaning and restocking log
<input type="checkbox"/>	Employee Food Safety Training log

## 2.3 Agricultural / Cleaning Chemicals

**Applicable documentation:** (Check all that apply)

Chemical Cleaners inventory and SDS sheets

Pesticide Applicator License number (if required) \_\_\_\_\_  
Expiration date \_\_\_\_\_

## 2.4 Agricultural Water

### Our water system description

Use\Source	Municipal	Private Well	Hot Water from evaporator
Drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning food contact surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Our water system risk assessment

### Water management plan

<b>Applicable documentation:</b> (Check all that apply)	
<b>Water testing documentation:</b> (Check all that apply):	
<input type="checkbox"/> Municipal water	<input type="checkbox"/> Annual water bill
	<input type="checkbox"/> Laboratory analysis
<input type="checkbox"/> Private well water	<input type="checkbox"/> Laboratory analysis reports
	<input type="checkbox"/> Testing and corrective action log
	<input type="checkbox"/> Well inspection log
<input type="checkbox"/> Operation Map	See Section 2.
<input type="checkbox"/> Annual Self-Audit	

## **2.5 Animal Control – document exclusion of wild and domestic animals**

**Applicable documentation:** (Check all that apply)

- Annual Self-Audit
- Animal and Wildlife Monitoring Log

## 2.7 Vehicles, Equipment, Tools and Utensils

**Applicable documentation:** (Check all that apply)

- Agricultural cleaning materials list
- Equipment list including vehicle, tools and utensils.
- Equipment, vehicle, tools and utensils cleaning logs.
- Lead test results if necessary

### **3. Harvest**

#### **3.1 Preharvest Assessment**

#### **3.2 Cleaning/Wash Water**

#### **3.3 Containers, Saplines, and Storage Tank Policy**

#### **3.4 Sugarhouse Production and Handling**

### 3.5 Postharvest Handling, Storage and Packaging Materials

<b>Applicable documentation:</b> (Check all that apply):	
<input type="checkbox"/>	Pre-Harvest Checklist
<input type="checkbox"/>	Water Treatment Log
<input type="checkbox"/>	Equipment cleaning and rinse Log
<input type="checkbox"/>	Employee Food Safety Training Log

## **4. Transportation (Sugarbush to Sugarhouse, Storage or Packinghouse)**

### **4.1 Equipment Sanitation and Maintenance**

<b>Applicable documentation:</b> (Check all that apply)
<input type="checkbox"/> Truck and Tank Checklist