

## Small Farm Food Safety Plan & Checklist

Child Nutrition Program sponsors<sup>1</sup> often have procurement policies they must follow when purchasing fresh and minimally processed fruits and vegetables directly from growers. Some sponsors require small farms to maintain Good Agricultural Practices (GAP) and Good Handling Practices (GHP) certification. For more information on GAP & GHP certification please visit the Oregon Department of Agriculture's [certification services webpage](#). For very small farms, GAP & GHP may not be required, but sponsors may ask to conduct a site visit and discuss your on-farm food safety plan to confirm that you have procedures in place to produce, harvest and store produce safely.

While Child Nutrition Program sponsors may not have specific food safety requirements of small produce growers, your farm may be covered under the Food Safety Modernization Act (FSMA) Produce Safety Rule. The Oregon Department of Agriculture (ODA) created a [FSMA Produce Safety Rule decision tool](#) designed to help produce growers determine whether their farm is covered.

Prior to a sponsor's visit, you (or the person who oversees food safety) will want to spend some time completing the On Farm Food Safety Plan for Child Nutrition Programs (Section 1) of this document and be prepared to provide a photocopy of your plan to the sponsor during their site visit. The Checklist (Section 2) should be used during the sponsor's site visit as a tool to help facilitate the conversations you have at different locations on your farm.

*Acknowledgement: These materials have been adapted by the Oregon Department of Agriculture from the Bringing the Farm to School Agricultural Producers' Toolkit. Bringing the Farm to School was developed in partnership by the National Center for Appropriate Technology and the National Farm to School Network, with USDA Food and Nutrition Services as the sponsoring agency.*

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<sup>1</sup> Child Nutrition Programs are federal meal programs operated in schools, certain early childcare facilities, and summer meal service sites for school-age children.

## Section 1: Small Farm Food Safety Plan for Child Nutrition Programs

<b>Producer Information</b>	
Name/Owners: _____	
Name of person in charge of food safety: _____	
Farm name: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Business phone: _____ Cell phone: _____	
Email: _____	
What products do you produce at this farm? Please list:	
Which products do you sell to schools? Please list:	
Do you sell products produced off-farm? Please list:	
Date this Safety Plan was completed: _____	
<b>Production Information: Personal Hygiene and Training</b>	
Potable water is provided for all workers by:	
Toilet, restroom and field sanitation facilities are clean and properly supplied with single use towels, toilet paper, hand soap and potable water for hand washing in the following locations:	

Sanitation facilities are checked, cleaned and stocked by this method:	
Training and supervision on proper sanitation, hand washing, and hygiene practices is provided and implemented to all workers according to the attached training document and schedule or by:	
Workers are instructed to NOT work if they exhibit any sign(s) of infection such as fever, diarrhea, etc., in this manner:	
<b>Water/Irrigation and Chemicals:</b>	
<b>Description of water/irrigation sources on this farm</b>	
Ponds:	
Streams:	
Ditches:	
Well:	
Municipal water:	
Other:	
<p>Irrigation techniques used on this farm:</p> <p><input type="checkbox"/> Flood                      <input type="checkbox"/> Drip                                      <input type="checkbox"/> Sprinkler</p> <p><input type="checkbox"/> Other (please explain):</p>	

Pesticides/Herbicides (including organic):	
Describe in depth, specifically, what pesticides are used including how often, on which products, why, when:	
<b>Animals/Wildlife/Livestock</b>	
Are crop production areas located near or adjacent to dairy, livestock or fowl production facility? If yes, describe natural barriers, safety precautions and measures taken by this farm to prevent contamination of crop:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crop/production areas are monitored for the presence of wild and domestic animals, including birds and rodents by:	
Measures taken to limit/prevent wild or domestic animals from entering crop areas are:	
For safety purposes, any manure stored or adjacent to crop/production areas are contained by:	
When/if composted raw manure is applied, it is incorporated at least 14 days prior to planting and 120 prior to harvest. Records of any	

manure applications are kept in this manner:	
To reduce expected levels of pathogens, manure is properly composted by these methods:	
<b>Traceability</b>	
Prior to delivery, clear labeling of all products with the date of harvest is accomplished by these methods:	
We document when products are harvested and to whom the product is delivered by:	<input type="checkbox"/> Log Book <input type="checkbox"/> File (paper) <input type="checkbox"/> Computer/Electronic File <input type="checkbox"/> Other (please explain):
Harvest dates and delivery records are maintained by:	
<b>Field Harvesting and Transportation</b>	
Harvesting containers, hand harvesting equipment/ implements and bulk-hauling vehicles that come into direct contact with product(s) are cleaned/sanitized according to this schedule, by this method:	
Harvesting equipment and/or machinery that comes into contact with product(s) is in good repair and maintained by:	
Efforts to remove excessive dirt and mud from product(s) and containers during harvest are done by:	
Product(s) are stored properly by these methods:	
The following measures are	

taken to avoid cross contamination with animal and/or undocumented products in delivery:	
<b>Washing and Packing</b>	
The source of water used for washing post-harvest product:	
Water quality used for washing post-harvest product is assessed by:	
Food surfaces are clean and sanitized prior to use following these methods:	
Ice used for cooling produce comes from:	
Methods for cleaning and storing packing containers are:	
The following measures are taken to ensure that animals, domestic or wild, and pests are not in packing and storage facilities:	

Name:

Signature:

Date:

# Section 2: Small Farm Food Safety Checklist for Child Nutrition Programs

## Personal/Farm Information

Name: \_\_\_\_\_ Farm name: \_\_\_\_\_

Name of person who oversees food safety: \_\_\_\_\_

Farm address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of communication: \_\_\_\_\_

Expected products for sale: \_\_\_\_\_

Total acres farmed: \_\_\_\_\_

Do all products you plan to sell to schools come from this farm?  Yes  No

If no, please indicate what products come from another location:

Would you be interested in hosting a field trip on your farm?  Yes  No

## Production Information & Farm Self-Assessment

### PERSONAL HYGIENE

Is potable water available for all workers?  Yes  No  N/A

Are trainings on proper sanitation, hand washing, and hygiene practices provided to all workers.  Yes  No  N/A

Are all toilet, restroom and field sanitation facilities clean and properly supplied with single-use towels, toilet paper, hand soap and potable water for hand washing?  Yes  No  N/A

Are workers instructed to not work he or she exhibits any sign(s) of infection such as fever, diarrhea, etc.?  Yes  No  N/A

## WATER/IRRIGATION & CHEMICALS

List the source of irrigation/water, pond, stream, well, municipal,  
other: \_\_\_\_\_

List irrigation techniques, flood, drip, sprinkler,  
other: \_\_\_\_\_

Are pesticides/herbicides (including organic) used on the farm?

Yes  No  N/A

If yes, please elaborate and cover in Food Safety Plan. Use a separate piece of paper if necessary.

## ANIMALS/WILDLIFE/LIVESTOCK

Are crop/production areas located near or adjacent to a dairy, livestock, or fowl production facility?

Yes  No  N/A

If yes, please provide more documentation in your Food Safety Plan including any natural barriers or safety procedures taken to prevent contamination of crop/production areas. Use a separate piece of paper if necessary.

Is manure stored near or adjacent to crop/production area(s) properly contained to prevent contamination of crop/production areas?

Yes  No  N/A

Are crop/production area(s) monitored for the presence of wild or domestic animals including birds and rodents?

Yes  No  N/A

Are measures taken to limit wild or domestic animals from entering crop/production area(s)?

Yes  No  N/A

If composted raw manure is applied, is it incorporated at least 14 days prior to planting and 120 days prior to harvest?

Yes  No  N/A

Is the manure properly composted to reduce expected levels of pathogens?

Yes  No  N/A



## TRACEABILITY

Are product(s) that are to be delivered clearly labeled with the date of harvest?

Yes  No  N/A

Is the farmer able to provide documentation of when a product is harvested and where the product is delivered?

Yes  No  N/A

## FIELD HARVESTING & TRANSPORTATION

Are the harvesting containers and bulk hauling vehicles that come into direct contact with product(s) cleaned and sanitized on a scheduled basis?

Yes  No  N/A

Are all hand-harvesting equipment and implements kept clean and sanitized?

Yes  No  N/A

Is harvesting equipment and/or machinery that comes into contact with product(s) in good working condition?

Yes  No  N/A

Have efforts to remove excessive dirt and mud from product(s) and/or containers during harvest been made?

Yes  No  N/A

Are product(s) properly stored?

Yes  No  N/A

Are measures taken to avoid cross contamination with animal and/or undocumented products in delivery?

Yes  No  N/A

## WASHING & PACKING

Has a water quality assessment been performed to determine the quality of water used for washing product after harvesting?

Yes  No  N/A

List source of post-harvest/packing water: \_\_\_\_\_

Are contact surfaces in good condition, clean and sanitized prior to use?

Yes  No  N/A

Is ice used from cooling product made from potable water, transported, and stored under sanitary conditions?  Yes  No  N/A

Are packing containers properly stored and protected from contamination?  Yes  No  N/A

Are measures taken to ensure that animals (domestic or wild) and pests cannot be in packing and storage facilities?  Yes  No  N/A

Signature of Farmer/Food Safety Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Child Nutrition Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_