

**Oregon Department of Education**  
**School Garden Food Safety Program**  
*~Start-Up Checklist~*



REVISED: August 2016 COMPLETE TWICE A YEAR

NO	ITEMS TO CHECK	YES	NO	N/A
1	<b>FALL (DATE)</b> _____ <b>(complete by Sep. 30)</b> <b>SPRING (DATE)</b> _____ <b>(complete by April 30)</b>			
2	Identify Garden Coordinator, person who is in charge of this garden (Name, Title): _____			
3	At least one designated adult with a current county food handler certification must supervise all preparation of food from the garden served at school, including harvesting, washing, preparing and cooking of the food. (Name/Title): _____			
4	<b>Soil:</b> Identified soil history of the garden site <i>(only needs to be done once)</i>			
5	<b>Soil:</b> Soil has been tested for lead, arsenic and other major metals and contaminants. (needs to be done once unless reintroducing more soil at a later date) <i>Attach test results to this form.</i>			
6	<b>Irrigation:</b> is municipal water used?			
7	If not, water is tested for total coliform bacteria and other microorganisms such as E. Coli <b>at least once per year.</b> <i>Attach test results to this form.</i>			
8	Irrigation: watering system should be connected to a backflow preventer; inexpensive piece available at hardware store <i>(See implementation guide for link to product)</i>			
9	Growing plot is positioned so that it is not in the path of runoff from agricultural areas, parking lots and roads, or other sources of potential contamination.			
10	Raised beds, containers, stakes or trellises are made of non-toxic/non leaching/non pressure-treated materials. Corrective action: for non-food (flowers) or at least a 1-foot non-food barrier. Garden location should be placed away from lead-painted surfaces.			
11	Chemicals, including fertilizers, paints, lubricants, cleaning supplies etc. are not stored in close proximity to the garden or to the harvested food			
12	<b>TRAINING:</b> All garden staff have completed <b>Staff Training and Log</b> before working in the garden and supervising students.			
13	<b>TRAINING:</b> All students have completed <b>Student Training and Log</b> before working in the garden.			
14	Seeds and/or plants are procured from reputable sources			
15	You have connected with the district Facilities person / integrated pest management (IPM) Coordinator to discuss proper location of garden and any compost areas.			
<b>Corrective Action:</b>				

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