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Good Agricultural Practices (GAPs) Manual

FARM SAFETY MANUAL: ABC FARMS

STANDARD OPERATING PROCEDURES (SOP's)

Checked boxes indicate I have read documentation to support this ✓

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I. GENERAL Farm Description:

At ABC FARMS food safety is an integral part of our entire operation and taken very seriously.

MR./MS. A. BeeCee has been designated to oversee and implement our food safety program.

Date _____

This food safety program of standard operating procedures addresses several areas of an agricultural operation, including land, irrigation water, manure practices, pesticides, equipment and worker health and hygiene. We follow the USDA GAP's Audit checklist outlined on their website <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5091326>

Attached is a map that accurately represents the farm operations. The Legal Description/GPS/ Lat.-Long. Or address of location for each field is: _____

Total acres farmed (owned, leased/rented, contracted) is: _____

Crops planted include:

Attached is a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, and offices.

2. TRACEABILITY: A traceability program has been developed and adopted. We can track one-step forward, one-step backward for all fresh produce at our farm. This includes tracking from a production area (one field or group of fields), harvest date (or group of dates), and crop through storage and where product is sent after leaving the farm. We have our name and address on each container leaving the farm. In the case of sales to a packing house, we have a grower identification number which identifies us.

ABC Farms performed a mock "recall" on _____ (date) that was proven to be effective. **(pick a date and pick a crop. This is not required the first year of a farm review and/or harvest.**

GENERAL OPERATIONAL PROCEDURES

3. Worker Health and Hygiene- for employees and visitors

All employees are trained in and must follow good hygiene practices. *This training takes place during orientation for new employees and before harvest season for all returning employees.*

Company food safety policies should be followed by everybody, including visitors.

The following list indicates the points about personal hygiene and other practices that are included in the training program and should be followed.

- Smoking and eating is allowed only in designated areas.

- Proper Hand washing: Hands must be washed before beginning or returning to work, and after the following activities: using the restrooms, smoking or tobacco use, taking breaks, handling trash containers or disposing of trash, using the telephone, handling money, coughing and sneezing. Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.
- Clean work clothes.
- Clean and cut nails.
- Take a daily shower.
- Eating and tobacco are confined to designated areas.
- Do not take gloves to lunchroom or restrooms.
- Do not leave tools or parts to be repaired or replaced near production areas.
- Eliminate any product that has come into contact with the floor or ground and do not pick product off the ground.
- Dangling strings and/or jewelry are prohibited.
- Glass, bottles, cans, cups, and items made of glass are not allowed in the production area.
- If long hair is worn, it must be tied back. Beard and hairnets are required where applicable.
- Do not use harvest bins for personal use or any non-produce items.

4. Illness and Accident Procedures

Any employee who is ill or appears to be ill with diarrhea or another possibly communicative disease will be sent home or assigned work away from crop production areas and harvested produce.

If an employee has an open wound or cut, it must be bandaged. A first aid kit is available on the farm for injuries. If an employee obtains a wound or cut, or has a nosebleed while working, he/she needs to stop working immediately, contact his/her supervisor, and have it attended to. The employee's work area will be cleaned and disinfected as soon as possible. All product that has come into contact with any blood or other bodily fluids should be discarded. If any bodily fluids come into contact with harvest bins or transport equipment, these surfaces must be disinfected as soon as possible.

All other possible accidents, such as leakage or damage to a restroom or sanitation facility will be attended to as soon as possible and contaminated soil around facility will be removed and properly disposed of.

All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product.

5. General Sanitation

Good sanitation of restroom facilities includes the following:

- Wash walls from top to bottom, as needed.
- Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
- Fill paper products and soap dispensers.
- Remove trash to dumpster.
- Record initials and date of cleaning on "Service Record" sheet when unit is serviced.
- Brushes and any other cleaning utensils used to clean the restrooms must be identified for

this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

6. Chemicals

Employees must become familiar with the labels of products they are handling. Handling means opening or closing, mixing, loading, and/or applying the concentrate or working solution of the product(s). All precautionary statements and mixing instructions must be strictly adhered to. Employees need to protect themselves, the food, the equipment, and the packaging materials when working with chemicals.

Employees applying non-restricted use chemicals are trained in:

- Proper chemical handling, including proper disposal of containers
- Precautions of the chemical
- Required protective gear
- Application rate and how it has achieved
- Label information

7. Pesticide Use

MR./MS. A. BeeCee is registered with the county ag department as a grower. The grower identification is attached.

Only employees certified by the XXX County Agricultural Commissioner for pesticide application may apply restricted-use chemicals.

Only those chemicals that are lawfully registered under the Federal Insecticide, Fungicide, and Rodenticide Act and other applicable state law are used on this operation and applied according to label.

A. FARM Review –PROCEDURES

8. Water Usage

The source of irrigation water is **PRIVATE WELL AND IRRIGATION DISTRICT**.
Crops are irrigated by *Overhead sprinklers.....drip.....flood*

Water quality is known to be adequate for the crop irrigation method application, and for chemical and fertigation application; this is shown by water test results in this food safety program. If necessary, steps are taken to protect irrigation water from potential contamination.

All water sources from wells are tested once a year by a certified laboratory and quarterly for surface water sources, if used. Municipal water is tested by the city. Potable water safe for drinking is made available to workers at all times. Water testing results for all water sources, including irrigation, human consumption and postharvest application, are available for review.

All irrigation sources are inspected for unauthorized use or potential contamination with chemicals or other dangerous substances.

9. Test Criteria- these criteria are used by the California Avocado Commission (tree crops)

Our procedures for water tests and critical levels are as follows:

1. Water used for drinking, hand washing and product washing must be from a **POTABLE** water source.
2. The quality of water used for irrigation, chemical applications and/or fertigation must meet the standard for generic E. coli established by the World Health Organization.

Usage	Allowable Limits
Drinking	POTABLE WATER ONLY
Hand Washing	POTABLE WATER ONLY
Irrigation/Fertigation/Foliar Applications	Cannot exceed 1000* MPN (or CFU)/100 mL

*Source: World Health Organization - Irrigation Water Standard

OR

9. Test Criteria – these criteria are used by the California Strawberry Commission (vegetables)

- Water for irrigation, dust control, foliar spray, frost control, and overhead sprinkling shall meet the standard for *E. coli* for recreational waters. This standard for *E. coli* is < 126 MPN or CFU/100ml.
- Water for hand washing and drinking needs to meet the drinking water standard. The standard for fecal coliforms/*E. coli* is <1 MPN or CFU /100 ml.

-If results are found to exceed the acceptable limits, **corrective action is taken immediately.**

-Corrective actions for adverse water tests generally include three steps:

1. Identify and correct the source of contamination (e.g., working condition of the well; overland flooding due to improper location of well casing or land grading; drifting or leaching of manure due to improper storage; problems with septic or sewage systems).
2. If a well is contaminated, it is chemically treated to reduce fecal coliform counts. (e.g. shock chlorination of wells)
3. Re-test water.

Water that tests out of specified limits for microbial contamination should not be used for crop production.

Documentation

Tests, the results and actions are documented.

10. Wildlife and Livestock

Crop production areas are not located near or adjacent to dairy, livestock or fowl production facilities. Additionally, no manure lagoons are located on or near the crop production areas.

Surface water resources are protected from livestock contamination by **FENCING (OR OTHER METHOD)**. Domestic animals will be excluded from crop production areas during the growing and harvesting season.

All fields are routinely monitored for presence or signs of entry by wildlife or neighboring domesticated animals to the fields. When needed, measures will be taken to reduce entry by wild and domesticated animals--including poultry and pets--to minimize the risks of potentially contaminated product or production areas.

11. Manure and Municipal Biosolids

The farm sewage treatment is known to be functioning properly and there is no evidence of leaking or runoff. Additionally, there is no municipal/commercial sewage treatment facility or landfill adjacent to the farm or within ¼ mile.

ABC FARM does not use any manure or municipal biosolids in its operation.*

< **If used, please outline your operation's manure use plan.* >

ABC FARM applies raw manure to its production fields at least two weeks before planting or 120 days prior to harvest. Prior to use, the manure is stored such that it does not leach or runoff into adjacent crop production areas.

OR

ABC FARM uses only composted manure and/or treated biosolids are used as a soil amendment. These materials are purchased from **DEF COMPOST**, and have been properly treated, composted or exposed to environmental conditions that lower the expected level of pathogens; the supplier's treatment documentation from the company is attached. A manure application log is attached to this food safety plan that documents all applications, their treatment method and any supporting documentation. These materials are properly stored and are protected to minimize recontamination.

12. Land and Soil

Fields known to be former dumpsites, old homesteads, barn sites, and livestock pens containing excess material or otherwise contaminated soils are not used by **ABC FARMS** in the cultivation of **ABC COMMODITIES (PLEASE NAME)**, nor are they within ¼ mile. This land has been farmed for the last _____ years.

There are several sites on the facility that may have a risk of prior contamination. These fields are shown on the enclosed map and those with possible contamination risk have been tested for _____. Please see attached map and testing results for a comprehensive review of soil contamination risk and planting plans.

During the past 5 **YEARS**, no domestic sewage, sewage sludge, septic waste, portable toilet waste, or other product that might contain human feces has been placed on or adjacent to any crop production areas.

During the past 5 **YEARS**, no flooding from creeks or rivers has occurred on any part of the land,

nor have any adjacent domestic septic tank systems flooded onto the field. If flooding has occurred, areas affected are documented with maps and soil test results and contained herein.

B. FIELD HARVEST AND PACKING PROCEDURES

ABC Farms conducts a pre-harvest assessment of each production area prior to harvesting any crop; risks and possible sources of crop contamination are noted and assessed.

13. Worker Sanitation and Hygiene

Field sanitation units (toilet and hand-washing facilities) are located within a 1/4 mile or 5-minute walk, for all workers. One toilet facility and one hand washing facility shall be provided for each twenty (20) employees or fraction thereof (working more than three hours during the day, including travel time). These sanitation units are in a location that minimizes the potential risk for product contamination. If there are fewer than eleven employees, a toilet facility must be readily available for all workers; home toilet facilities may be used.

All employees and visitors must follow proper health and hygiene practices and use restroom facilities provided. They are equipped with hand-washing facilities with potable running water, single use hand towels, toilet paper and hand soap and are maintained on a scheduled basis that is indicated on the unit, or more frequently as necessary. If restroom facilities are not properly maintained, any employee or visitor should notify the onsite supervisor.

Field sanitation units are directly accessible for servicing and directly accessible in the event of a spill or major leak. In the event of a major spill or leak of field sanitation units, a response plan is in place. The area will be secured and contaminated soil will be removed from the production area and properly disposed.

14. Equipment

All harvesting equipment, including hand harvesting implements, is maintained, cleaned and washed before harvest; hand implements are disinfected on a scheduled basis. Employees shall not use product containers for personal use or to carry any non-produce items. Damaged containers are repaired or disposed of. In ranch or field pack operations, only new or sanitized containers (or new plastic liners) are used for packing product. Packaging materials are properly stored and protected from contamination.

During harvest, equipment will be kept as clean as practical, maintained to prevent contamination from leaking oil, grease, loose parts, and any other source of foreign material contamination. If equipment does become contamination with oil, grease, pesticides or any other foreign substance, all contaminated product will be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

All bulbs or lighting on harvest equipment are covered, or protected from breakage. If glass is

broken and contaminates product, all product will be properly disposed of and work will stop until equipment can be repaired and all product containers are cleaned, washed and inspected.

For mechanically harvested product, measures are taken to inspect for and remove foreign objects, such as glass, metal, rocks, or other dangerous/toxic items. Efforts are made to remove excessive dirt from product and/or containers during harvest.

15. Transportation

Vehicles transporting product have not been previously used to haul domestic sewage, manure, or hazardous material. Harvested product is covered from the field to packing/storage site.

Self-Certification:

I certify that the information in this document is true to the best of my ability , that I review this material annually with my employees, and that I have records of worker training.

Signed

date

Adapted from Oregon Department of Agriculture; their revision 12/5/08

http://www.oregon.gov/ODA/ADMD/docs/pdf/gap_safety_program.pdf

MAP of My Farm – showing wells, fields, field designations if any, packing facilities, permanent restrooms, house structures, etc.

Revised by R. Molinar, UC Cooperative Extension Fresno, December 2011

Revised by S. Hardesty, Ag & Resource Economics, UC Davis, January 2012, April 2012.

FARM MAP: **hand drawn or google**

Employee Training Record:

Food Safety Program Coordinator: _____

This form is to verify that I have been informed and trained in the requirements of the Food Safety Program and OSHA for **ABC Farms**.

Topic _____

Date of training: _____ Trainer _____

Name _____ Name _____

Signature _____ Signature _____

Name _____ Name _____

Signature _____ Signature _____

Name _____ Name _____

Signature _____ Signature _____

Name _____ Name _____

Signature _____ Signature _____

Name _____ Name _____

Signature _____ Signature _____

