Paul’s Farm

Farm Food Safety Plan *v1.0* July-13

 

Paul’s Farm

Food Safety Plan

**Field Operations and Harvesting**

115 Paul Road

Dartmouth, MA 02737

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**1.1 Management Responsibility**

**General**

**1.0**

**1.1.1-1.1.2 Management Procedures**

Paul’s Farm has incorporated practices and procedures that have established a culture of food safety throughout its operation. The staff at Paul’s Farm is trained on a regular basis, and improvements to this plan are incorporated routinely, based on input from our staff as they maintain food safety policies and procedures and quality of product.

The designated coordinator for the implementation and oversight of the food safety and security program is identified below, as well as a designated backup to assume the duties of the coordinator in his or her absence.

Identified individuals are contactable 24 hours per day at the numbers provided above.

**Food Safety Plan Coordinator:**

Mr. Paul Johnson (508) 237 2636

**Food Safety Plan Backup Coordinator:**

Mrs. Mary Johnson (508) 237 2618

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paul Johnson, FS Coordinator Mary Johnson, Backup Designee**

**1.1.3 Disciplinary Policy**

It is the disciplinary policy for Paul’s Farm that all staff has been trained in the policies and procedures in this food safety plan is notified of any infraction verbally, and if necessary, in writing, and that a prescriptive corrective action be identified and implemented. It is also the policy at Paul’s Farm that no more than four (4) violations of the policies and procedures identified in this plan happen in one calendar year. A plan of corrective action associated with each violation is listed below.

|  |  |
| --- | --- |
| First Offense | Verbal Warning. Clarification of policy/procedure. |
| Second Offense | **Verbal Warning/ Training session on policy or policies that have been mis-interpreted/violated.** |
| Third Offense | **Written warning/ Training session on policy or policies that have been misinterpreted /violated.** |
| Fourth Offense | **Letter of Termination.**  |

Notes:

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**1.2 Food Safety Plan**

**1.2.1** **Food Safety Plan Contents**

The following pages identify the policies, procedures, practices and supporting documentation that support safe food production and processing at Paul’s Farm. This plan covers all areas of the operation as well as the staff, service providers and visitors at the farm.

The products covered under this plan are listed below.

The products covered under this plan are listed below.

|  |  |
| --- | --- |
| Butternut Squash | Rutabaga |
| Cabbage |  |
| Pickle Cucumbers |  |
| Summer Squash |  |
| Zuchinni |  |
| Winter Squash |  |

The facilities/fields covered under this plan are listed below.

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
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| **32** |  |
| **33** |  |

* *Listing continued on back.*

Maps of the identified facilities/fields are provided in Annex (1).

**1.2.2 Annual Review Policy**

The plan is reviewed on an annual basis and is updated with policy changes and/or additions if and when they occur.

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| **Date of Review/Addition** | **Review/Page#/Policy** | **Signature** |
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**1.3 Documentation and Recordkeeping Policy**

All documents and records produced in the support of the policies and procedures of this plan shall be kept for a minimum period of two years or as required by prevailing regulation(s). The majorities of these documents are contained in the food safety binder or are filed in a location that is readily accessible by management.

**1.4 Worker Education and Training**

1.4.1-1.4.2 All Paul’s Farm personnel receive training on the food safety plan, food safety procedures, sanitation, first aid, farm and harvest operations and personal hygiene. The training is given by the food safety training officer or his delegate and is translated into the Spanish language by an on-site interpreter. Training is conducted at the beginning of each operational year and is logged below.

Personnel with specific roles and/or responsibilities under this food safety plan will receive specific training associated with their position and are identified with an asterisk (\*) in the training logs below.

**Training Attendance Logs**

All personnel who attend training are required to sign, date and initial the Paul’s Farm *Training Attendance Log*. This log is filed in section 1.4 of this Food safety plan.

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| **Training Date** | **Training Subject** | **Trainer/Signature** |
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**Worker Education and Training Log**

**Training Date:**

 **Training Title: Training Officer:**

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| Attendee Date |  Signature |
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**1.5 Microbiological Sampling and Testing**

Paul’s Farm does not currently conduct Microbiological testing in the processing of product. Water testing parameters for both agricultural use and processing is included in section 2.4 of this food safety plan.

**1.6 Traceability**

1.6.1 Paul’s Farm utilizes barcode technology to tag each unit with information that will allow the identification of the product, the field or section of the field it was harvested from, as well as the date of harvest. This information is also cross referenced by date of shipment on Plainville sales slips. All production practices, including production inputs, chemical applications and agricultural water usage used in indicated origination fields follow GAP procedures as indicated in this food safety plan.

Archived data for each barcode that is issued is available for review through a generated report within the support application.

All bar code records/reports are kept on file for one year from the date of issue.

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**1.6.2 Trace Back Exercise**

1.6.2 Paul’s Farm conducts an annual trace back/trace forward exercise that allows the identification of product, the field or section of the field it was harvested from, as well as the date of harvest, identified for the exercise, within four (4) hours at 100% reconciliation of product(s) to be traced both forward and back.

A log that indicates the date of each recall exercise is located below and in the following pages.

**Trace Back Log**

 **Date: Ref#:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales Slip/****Shipment Reference** | **Date of Exercise** | **Product(s)** | **Time of Trace Back Process** | **Signature** |
|  |  |  |  |  |
| **Notes:** |

**Trace Back Log**

 **Date: Ref#:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales Slip/****Shipment Reference** | **Date of Exercise** | **Product(s)** | **Time of Trace Back Process** | **Signature** |
|  |  |  |  |  |
| **Notes:** |

**Trace Back Log**

 **Date: Ref#:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales Slip/****Shipment Reference** | **Date of Exercise** | **Product(s)** | **Time of Trace Back Process** | **Signature** |
|  |  |  |  |  |
| **Notes:** |

**Trace Back Log**

 **Date: Ref#:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales Slip/****Shipment Reference** | **Date of Exercise** | **Product(s)** | **Time of Trace Back Process** | **Signature** |
|  |  |  |  |  |
| **Notes:** |

**Trace Back Log**

 **Date: Ref#:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales Slip/****Shipment Reference** | **Date of Exercise** | **Product(s)** | **Time of Trace Back Process** | **Signature** |
|  |  |  |  |  |
| **Notes:** |

**Trace Back Log**

 **Date: Ref#:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales Slip/****Shipment Reference** | **Date of Exercise** | **Product(s)** | **Time of Trace Back Process** | **Signature** |
|  |  |  |  |  |
| **Notes:** |

**1.7 Recall Program**

Paul’s Farm has adopted procedures that ensure that any of its products can be identified, located and recalled based on a detected anomaly in its product(s), customer complaint, or any other incident that would indicate a possible food safety or quality risk. Paul’s Farm’s Recall Program is strictly enforced and administered and all members of the Recall Team are properly trained in its procedures and their respective responsibilities.

The following events would initiate a recall operation:

**a.** Malicious contamination of product.

**b.** Product found with high levels of pesticide residue and/or pesticide residue for an illegal or restricted chemical.

**c.** Known, assumed or suspected contamination by chemical, physical or microbiological hazards which would include the knowledge of infectious disease or blood contamination.

**d.** Erroneous labeling or improper identification of product.

**e.** Notification from a supplier and/or business partner that any of the above had taken place to shipped product before receipt at its final destination.

**1.7.1 Recall Procedure**

In any instance or suspicion of incident occurs or is suspected that constitutes a recall event the Food Safety Officer shall be informed and the product recall team shall be assembled to initiate recall procedures and a recall report will be competed.

Procedure for recall:

**a.** Complete Recall Report.

**b.** Contact customers with the information contained in the Recall Report that will facilitate the trace back and isolation of the affected product.

**c.** If an incident is reported by a customer or business partner the Recall Team will trace back the product(s) through internal documentation to identify other customers that the trace back product has been shipped to along with the information for why the recall has been requested.

**d.** Determine shipment totals and receipt conditions at each customer location for the product(s) under recall and cross reference to sales slips with lot identification.

**e.** If loss of control is determined through the recall procedure all identified product at all identified customer locations will be withdrawn from the system immediately and isolated from other product(s).

f. A Recall close-out report will be sent to each customer location that will detail the cause of the incident, the corrective action adopted or implemented to eliminate the incident in the future.

**Recall Team**

The designated coordinator for the implementation and oversight of the Recall Program is identified below, as well as members of the Recall Team that will assist in the implantation of the Recall Plan.

Identified individuals are contactable 24 hours per day at the numbers provided below.

**Recall Team Coordinator:** Mr. Paul Johnson (508) 237 2636

**Recall Team Member:** Mrs. Mary Johnson (508) 237 2619

**Recall Team Member:**

**Product Recall Report**

 **Ref#:**

|  |  |
| --- | --- |
| **Customer:** | **Reason for Recall:** |
| **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Product Details:** | **Product(s):** |  |
| **Quantity:** |  |
| **Pack/Shipment Date:** |  |
| **Transport:** |  |
| **Reason for Recall:** |  |
| **Person Communicated with/ Contact Information:**  |  |
| **Brief Details:**  |  |
| **Transport Details:**  |  |
| **Authorized by:**  |  |

**1.8 Corrective Actions**

1.8.1 Any non-conformance, violation or anomaly suspected or observed during daily operations, self audits or requested third party audits will be verified and reported using the Plainville Corrective action Report.

Paul Johnson is responsible for resolving the problem.

Solutions will be documented in the Corrective Action Report.

**Corrective Action Report**

 **Ref#:**

|  |  |
| --- | --- |
| **Issue Detected:**  | **Reporting Member:**  |
| **Date:**  | **Verified:**  |

|  |
| --- |
| **Issue Description/Details :**  |
| **Corrective Action Taken:**  |
| **Closeout Details:**  |
| **Issue Closeout:**  | **Date:**  |
| **Authorized by:**  | **Signature:** |

**1.9 Self Audits**

1.9.1 Twice each year the Food Safety Officer conducts a self-audit using the Harmonized USDA GAP/GHP Audit Score Sheet and files the results of each audit in the Paul’s Farm Food Safety Plan.

Any Corrective Action Needed (CAN) or Immediate Action Required (IAC) ratings assigned during a self-audit will require the use of the Paul’s Farm Corrective Action Report identified in section 1.8 of this Food Safety Plan.

Self audits are filed in section 1.9 of this food safety plan.

**2.1 Field History and Assessment**

**Field Production**

**2.0**

**2.1.1-2.1.2 Field Monitoring and Reporting**

Paul’s Farm conducts risk assessments on its farm on an annual basis that includes the evaluation of physical, chemical, and biological risks throughout its operation to mitigate food safety risk. The assessment is performed annually to account for environmental conditions or risk awareness that has changed since the last assessment. Paul’s Farm also conducts risk assessments on its greenhouses and storage areas

Greenhouses and storage facilities are designed, constructed and maintained in a way that contributes to the prevention of product contamination.

**Annual Risk Assessment Log**

 **Ref#:**

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| --- | --- | --- |
| **Date of Risk Assessment** | **Risk Assessment Officer** | **Signature** |
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**Risk Assessment Report**

 **Ref#:**

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| --- | --- |
| **Type :**  | **Date Performed:**  |
|  |
| **Conducted by:**  | **Signature:**  |

**2.2 Worker Health/Hygiene and**

 **Toilet/Hand washing Facilities**

**2.2.1 Toilet Facilities**

Paul’s Farm provides at least one toilet facility and one hand washing facility for each 20 employees or fractions thereof. Lavatories are provided with potable water, hand soap, and single use towels. These facilities are clean, well maintained, and have proper signage instructing employees to wash their hands before beginning or returning to work. These facilities are serviced and cleaned on a regular basis and a record is kept of this activity. The service log that indicates when facilities have been cleaned and/or services are located at each toilet facility.

All septic systems on this farm are in good working order. All employees and all visitors are required to follow proper sanitation and hygiene practices when they are on-site.

Should this farming operation employ more than 20 workers on any given day, the number and placement of field sanitation units will comply with applicable state and/or federal regulations.

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. The service log that indicates when facilities have been cleaned and/or services are located at each toilet facility.

If the field or fields is 10 minutes or less away from the toilet facilities at the barn, and a vehicle is available for use, then workers will return to use those facilities if needed.

* All field sanitation units will be equipped with single use paper towels, toilet paper, soap and potable water to facilitate hand washing.
* Toilets are cleaned and serviced on a scheduled basis.
* Cleaning/service logs are located on clip-boards at each location.

**2.2.1 Hygiene**

All workers, visitors and staff at Paul’s Farm are required to maintain rules and procedures that minimize the contamination of product. Staff and workers are trained on an annual basis on proper hygiene.

Any non-farm employee, service employee, or person(s) who frequents the farm on a regular basis, is instructed at the beginning of the season on proper health and hygiene practices and is required to sign a visitor log once. Visitors who are on the farm longer than 30 minutes will be instructed to follow proper health and hygiene practices and will be required to sign the Visitor Log.

Hand washing facilities are kept clean and are supplied with soap and single use paper towels.

Rules and procedures related to this policy include but are not limited to;

* Potable water is available to all employees.
* Visitors are required to follow sanitation practices outlined in the policy above.

* All employees have been trained in proper sanitation and hygiene practices annually and are required to follow proper sanitation and hygiene practices.
* Signs are posted instructing employees to wash their hands before beginning or returning to work.
* Employees are required to wash their hands before beginning or returning to work.
* Smoking and eating are confined to designated locations outside crop production areas.
* All employees that apply regulated materials in the crop production areas are properly trained and/or licensed.
* All unsecured jewelry or hand jewelry which cannot be sanitized is removed or covered if food is manipulated by hand.
* Clothing and footwear shall be clean and maintained in a way that limits the risk of contamination.

**2.2.1 Health**

Employees with diarrhea, an open lesion or other abnormal source of microbial contamination, including infectious diseases are prohibited from any tasks which may result in contamination until the condition is corrected. Employees are to notify their supervisor immediately if they are experiencing diarrhea or other infectious disease symptoms.

Staff and workers must also notify their supervisor/designee if any commodity comes into contact with blood or other bodily fluid, (human or animal). The supervisor/designee is instructed to destroy/dispose of the contaminated product, clean/sanitize food contact surfaces, and complete a Corrective Action Report.

Employees are instructed and encouraged to seek prompt treatment from a supervisor/designee with clean first aid supplies for cuts, abrasions, and other injuries no matter how minor. All cuts and abrasions must be properly covered before the employee returns to handling food or working around food contact surfaces.

Rules and procedures related to this policy include but are not limited to;

* Employees with diarrhea or symptoms of other infectious disease are prohibited from handling fresh produce and are required to report their symptoms to a manager.
* Employees are to notify their supervisor/designee if any commodity comes into contact with blood or other body fluids. All contaminated products are to be destroyed.
* Employees are to seek prompt treatment from their supervisor/ designee with clean first aid supplies for cuts, abrasions, and other injuries.

**2.2.1 Policy Violations**

Any violations of the rules and procedures indicated in the policy above shall result in a Corrective Action Report and will initiate a training workshop to address the violation of the policy. Training can be limited to the individual responsible for the infraction or can be conducted as a general refresher course for all employees.

**2.2.9 Glove Policy**

All product handlers, while harvesting and/or processing produce shall use clean and well maintained gloves when contacting product. Gloves will be washed with soap and water whenever they are removed. Any torn or damaged gloves will be disposed of immediately after detection

Cloth gloves used in production areas are to be washed and dried at the end of each day.

Clean gloves are stored in covered bins reserved for this use. Dirty gloves are deposited in the glove laundry bin.

**2.2.10-11 Usage and Storage of Protective Clothing/Personal Belongings**

Raincoats and pants are kept in a dry location near the vacuum cooler. They are hung to dry after use and washed when dirty.

If aprons are worn, they must be new or laundered.

Aprons are stored in a covered bin reserved only for this use.

Personal belongings shall be stored in designated areas in the employee break room. A separate refrigerator is provided for the storage of employee meals. The break area is located away from food handling zones and production equipment.

**2.2.12 Jewelry/Body Piercings**

Jewelry, body piercings and false nails are not permitted in food processing areas.

**2.2.13 Head/Hair Coverings**

Hair coverings (hairnets or hats) must be worn, at all times, when peeling squash and packing produce.

**2.2.14 Personal Belongings**

Employee’s personal belongings shall be stored in designated areas in the employee break room as indicated in policy 2.2.10-11. A separate refrigerator is provided for the storage of employee meals. The break area is located away from food handling zones and production equipment.

**2.2.15-2.16 Smoking/Chewing/Eating in assigned areas**

There is no eating or chewing food, no chewing gum, no using tobacco, and no drinking beverages (other than water) in areas other than the break room, their own vehicles or the outdoor sitting area away from production fields. Employees are prohibited from urinating or defecating in any growing area.

The break area located inside the processing area is on the second floor of the facility, away from production and packing as well as the bench located outside the processing facility are designated break areas. In the field, breaks are taken on the perimeter of production fields.

**2.2.17 Drinking Water**

Drinking water is town water from the tap. Potable drinking water stations and single use cups as well as a trash receptacle are always available to employees in the field. Municipal water test results, mandatory by law, from the town of Hadley is in the Water Testing File.

**2.2.18-19 Visual Detection of Illness or Injury in Workers**

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.

Minor cuts and abrasions must be covered with a band-aid, bandage or glove.

**2.2.20 Blood/Bodily Fluids Policy**

Should the food product or food handling contact surfaces come into contact with blood or other bodily fluids, workers will cease operation immediately. The contaminated food surfaces must be thoroughly cleaned and properly disinfected. Any affected produce will be disposed of through regular disposal avenues typically used by the farm for trash removal.

All effort will be made to insure the contaminated produce does not enter the food chain. The area will be inspected by the Food Safety Officer before being determined safe to reopen.

A Corrective Action Report will be performed on the incident and filed for future reference.

**2.2.21 First Aid Kits**

First aid kits are available for anyone doing fieldwork. A first aid kit is part of the harvesting crew checklist. The kits are kept dry and adequately stocked.

**2.3 Agricultural Chemicals/Plant Protection**

 **Products**

**2.3.1-3.4 Agricultural Chemical Usage/Application**

At Paul’s Farm, pesticides, growth regulators and fertilizers are applied by licensed operators and are compliant under WPS. Only potable water (town water) is used for applying pesticides and a pesticide logbook is properly maintained.

The use of all agricultural chemicals complies with label directions and prevailing regulation. Agricultural chemicals are properly disposed of and are not a source of product or field contamination.

All pesticide applications will be made by Paul Johnson, Massachusetts Pesticide Certification/License # 13656.

Paul Johnson will be required to maintain the minimum number of credits to maintain said pesticide license and provide documentation to the Massachusetts Department of Agricultural Resources.

**2.3.1-3.5 2.3.5 Agricultural Chemical Usage/Storage**

Agricultural chemicals are kept in a separate secure building, away from any produce or packing areas.

**2.4 Agricultural Water**

**2.4.1.1-4.1.3 Water System Description**

Paul’s Farm uses several sources for its agricultural water including municipal, surface and well. Currently the operation only utilizes municipal and well water for its operations. Processing water, drinking water and hand washing water is limited to municipal water while water used for irrigation and chemical application is limited to both municipal and well water.

Surface water is used as an emergency backup if other identified water supplies are off line or are in need of augmentation. All water sources are tested based on prescribed cycles as identified in the chart below.

Water test(s) dates are identified in the following Water Test Log listing and the actual tests are filed in Annex 2, located at the end of this Food Safety Plan.

|  |  |
| --- | --- |
| Municipal Water | Annual test provided by the town of Hadley |
| Well Water | **Twice per year** |
| Surface Water | **Three times per year** |

The agricultural irrigation system at Paul’s Farm is never used to broadcast human or animal waste and a detailed overlay showing all irrigation lines, cross connects and source points is located in an Annex in this Food Safety Plan.

**Water Test Log**

 **Ref#:**

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| --- | --- | --- |
| **Source** | **Test Date** | **Signature** |
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**2.4.2 Water System Risk Assessment**

**2.4.2.1 Water System Risk Assessment Reports**

At Paul’s Farm a Water Risk Assessment has been conducted at the commencement of this Food Safety Plan and every two years after the initial assessment that will take into account historical test results as well as the characteristics of the crop and changed to production areas.

**Water Risk Assessment Report Log**

 **Ref#:**

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| --- | --- | --- |
| **Report Reason** | **Report Date** | **Signature** |
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**Water System Risk Assessment Report**

 **Ref#:**

|  |  |
| --- | --- |
| **Reason for Assessment :**  | **Date Performed:**  |
|  |
| **Conducted by:**  | **Signature:**  |

**2.4.3 Water Management Plan**

**2.4.3.1-2.4.3.3 Water System Description**

Paul’s Farm uses several sources for its agricultural water including municipal, surface and well. Currently the operation only utilizes municipal and well water for its operations. Processing water, drinking water and hand washing water is limited to municipal water while water used for irrigation and chemical application is limited to both municipal and well water.

Surface water is used as an emergency backup if other identified water supplies are off line or are in need of augmentation. All water sources are tested based on prescribed cycles as identified in the chart below.

Along with Bi-annual Risk Assessments and water testing Paul’s Farm routinely monitors it Water system(s) for anomalies.

Water test analysis is conducted by Howard Laboratories in Hatfield MA. Their accreditation is documented in the Annex 3.

Paul’s Farm’s Water Testing Procedure is as follows:

* Town water used in the Packing Shed- Town testing plus one testing by Howard Laboratories at each of the sources (taps) in the building annually.
* Water from the well located at 135 Mt. Warner Rd tested with a sample from the end source (pipe) once a year.
* Water from each of the ponds, brooks and rivers that are used in irrigation during the growing season tested with a sample from the end source (pipe) on the first day of the pipe set-up.

Note; Not every growing season requires irrigation from these sources.

**2.5 Animal Control**

**2.5.1-5.3 Animal Detection/Risk Assessment and Reporting**

A written assessment of growing fields and adjacent areas focusing on domestic and wild animal activity will be made prior to the growing season. This can be found in the Animal Control Risk Assessment File.

Pre Harvest Risk Assessment logs will also note any animal activity detected anytime during the growing season, up to harvest. Any visible problems observed while working in indicated production areas will be noted in the appropriate risk assessment file.

The Food Safety Officer, Paul Johnson will be informed of any wildlife issues by staff at Paul’s Farm, who will take appropriate actions.

Problem Wildlife Control LLC, has been contracted to monitor and control squirrel activity for the squash being stored in the greenhouses during the months of September, October and November. Any documentation from this company will be located in Annex 3.

Paul’s Farm does not grow on any fields adjacent to high levels of wildlife activity or farm animals.

**Animal/Wildlife Activity Report Log**

 **Ref#:**

|  |  |  |
| --- | --- | --- |
| **Report Reason** | **Report Date** | **Signature** |
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**Animal/Wildlife Activity Report Log**

 **Ref#:**

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| **Report Reason** | **Report Date** | **Signature** |
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**Wildlife Risk Assessment Report**

 **Ref#:**

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| --- | --- |
| **Reason for Assessment :**  | **Date Performed:**  |
|  |
| **Conducted by:**  | **Signature:**  |

**2.6 Soil Amendments**

**2.6.1-6.2 Soil Amendment Use**

The only animal based soil amendments used are Perdue Agrocycle- (the COA and safety guarantee can be found in the organic folder) and composted manure from Parson’s Farm in Hadley. This manure is only applied after the growing season, with more than 90 days before planting.

Raw manure is never used as a soil amendment.

**2.7 Vehicles, Equipment, Tools and**

 **Utensils**

**2.7.1-7.2 Vehicle, Equipment, Tool, and Utensil List and Maintenance**

A listing of equipment, vehicles, tools and utensils that may pose a risk of produce contamination through contact with product is located below.

|  |  |
| --- | --- |
| 1 | 30 |
| 2 | 31 |
| 3 | 32 |
| 4 | 33 |
| 5 | 34 |
| 6 | 35 |
| 7 | 36 |
| 8 | 37 |
| 9 | 38 |
| 10 | 39 |
| 11 | 40 |
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| 26 | 55 |
| 27 | 56 |
| 28 | 57 |
| 29 | 58 |

**2.7.2-7.5 Vehicle, Equipment, Tool, and Utensil Maintenance**

Equipment, vehicles, tools and utensils are kept in good repair, and cleaned and sanitized as necessary to reduce and control the potential for contamination. The cleaning and maintenance of these items are documented in the equipment notebook.

All servicing of equipment is done in the service area so as to minimize spills and leaks in the field. In the event of a spill or leak, an earthen containment dam will be made to limit the size of the spill. If necessary, professional help will be sought.

Contamination by chemical, petroleum, pesticide or any other contaminating factor is a serious matter. All due diligence efforts are to be made to insure that contamination does not occur. Should contamination 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.

Equipment is cleaned with town water on the cement pad outside the building, away from any product. A hot water pressure washer is used.

**2.7.6 Water Tanks**

Water tanks are cleaned before the growing season, and then through-out the season as needed.

The bottom valve of the tank is opened to fully drain the tank, a worker climbs in with a cleaning brush and scrubs the interior with soap and water. The tank is then rinsed out completely with clean potable water.

**3.1 Pre-Harvest Risk Assessment**

**Field Production**

**3.0**

**3.1.1 Pre-Harvest Reporting**

Paul’s Farm conducts risk assessments on its farm on an annual basis that includes the evaluation of physical, chemical, and biological risks throughout its operation to mitigate food safety risk. The assessment is performed annually to account for environmental conditions or risk awareness that has changed since the last assessment. A pre-harvest assessment is performed before product is harvested from each field. Assessments can be found in the following pages of Section 3.1.1.

**Pre-Harvest Risk Assessment Report Log**

 **Ref#:**

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| --- | --- | --- |
| **Report Reason** | **Report Date** | **Signature** |
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**Pre-Harvest Risk Assessment Report**

 **Ref#:**

|  |  |
| --- | --- |
| **Field #/Name :**  | **Date Performed:**  |
| **Product/Crop(s):** | **Estimated Date of Shipment:** |
|  |
| **Conducted by:**  | **Signature:**  |

**3.2 Water/Ice**

**3.2.1 -3.2.5Water/Ice Procedures**

All water used in the processing/washing of produce or in the making of ice is potable water supplied by the town of Hadley. Processing water used in the initial and secondary washing of whole fruit and vegetables has a sanitizing agent introduced into the supply line to offer an extra level of microbial reduction.

Specially marked water lines, inside the processing facility, are attached to a *Dosotron* unit that injects a prescribed amount of Sanidate into this processing water.

Water lines inside the processing area are inspected routinely and preventive maintenance is performed on all brush units, wash table and retention tanks.

In addition to water tests supplied by the town of Hadley, Paul’s Farm performs periodic tests at various water distribution points within the processing facility. These include ice samples, samples taken at taps and at spray heads and nozzles.

Re-circulated water is never used.

No soak tanks are used.

**3.3 Containers, bins, and packaging**

 **materials**

**3.3.1 -3.3.4 Procedures for Containers, bins, and packaging**

When not in use, harvesting trays, buckets and bins will be stored in a protected area. They are visually inspected before use to be clean, intact and free of any foreign materials. They are kept well maintained, repaired as necessary, and are disposed of when they are damaged beyond repair.

Wooden bins are kept clean and in good repair. All other bins and containers are made of food grade plastic, and are washed before first use in the season, and afterwards as needed.

Harvest containers are used only for harvesting purposes.

**3.4 Field Packaging and Handling**

**3.4.1-3.4.7 Field Packaging/Handling Procedures**

 Plainville field crews are trained to only pick produce that is not damaged or decayed. Any product that poses a food safety hazard is not harvested.

Produce that comes in contact with the soil (not including crops that grow in or in contact with the soil) shall not be harvested.

To protect the produce from contamination during harvest, crews will regularly inspect the harvested produce. Any foreign object (glass, metal, rock or other foreign matter) will be removed.

Workers are instructed to report foreign objects detected in the fulfillment of their assigned duties to their supervisor(s).

Cloths and towels are not used in the field.

Produce is harvested into clean bins or trays. No field packing is performed at Paul’s Farm.

All packaging materials are stored where they remain dry, clean and free of contamination or infestation. They are not stored near any hazardous chemicals, toxic substances or any other sources of contamination.

Packaging materials are appropriate for their intended use.

**3.5 Postharvest Handling and Storage**

**3.5.1-3.5.3 Post Harvest Handling and Storage Procedures**

Employees are forbidden to step, sit or lie on bins of harvested product.

Bins, pallets and trays are kept clean and in good repair.

Chemicals and cleaning agents are kept in a separate storage area, away from packing areas and product flow zones.

**4.0 Transportation to Storage or**

 **Packinghouse from Field**

**4.1 Equipment Sanitation and Maintenance**

All equipment used in field operations and harvesting is inspected on a daily basis and any anomalies that are detected are repaired and/or rectified before being placed back in operation. Equipment that is determined to be sanitized due to its use and contact with product is cleaned daily and is sanitized on a scheduled rotation.

**4.1.1-4.1.3 Post Harvest Handling and Storage Procedures**

When loading and unloading the produce, care is taken to minimize damage to the produce and avoid any contamination.

Only trained personnel will be allowed to operate the loading equipment.

Garbage bags are provided whenever field work is done. Any trash will be disposed of properly.

Trucks used to transport produce from the field will be kept clean, and washed as needed. A log located below, indicated when vehicles are inspected and cleaned.

**Vehicle Maintenance/Cleaning Log**

 **Ref#:**

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| --- | --- | --- |
| **Date** | **Vehicle** | **Signature** |
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Paul’s Farm

Food Safety Plan

**Post Harvest Operations**

115 Paul Road

Dartmouth, MA 02737

Phone (508) 237-2615• Fax (508) 549-2824

**1.1 Management Responsibility**

**General**

**1.0**

**1.1.1-1.1.2 Management Procedures**

Paul’s Farm has incorporated practices and procedures that have established a culture of food safety throughout its operation. The staff at Paul’s Farm is trained on a regular basis, and improvements to this plan are incorporated routinely, based on input from our staff as they maintain food safety policies and procedures and quality of product.

The designated coordinator for the implementation and oversight of the food safety and security program is identified below, as well as a designated backup to assume the duties of the coordinator in his or her absence.

Identified individuals are contactable 24 hours per day at the numbers provided above.

**Food Safety Plan Coordinator:**

Mr. Paul Johnson (508) 237 2636

**Food Safety Plan Backup Coordinator:**

Mrs. Mary Johnson (508) 237 2619

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paul Johnson, FS Coordinator Mary Johnson Backup Designee**

**1.1.3 Disciplinary Policy**

It is the disciplinary policy for Paul’s Farm that all staff has been trained in the policies and procedures in this food safety plan is notified of any infraction verbally, and if necessary, in writing, and that a prescriptive corrective action be identified and implemented. It is also the policy at Paul’s Farm that no more than four (4) violations of the policies and procedures identified in this plan happen in one calendar year. A plan of corrective action associated with each violation is listed below.

|  |  |
| --- | --- |
| First Offense | Verbal Warning. Clarification of policy/procedure. |
| Second Offense | **Verbal Warning/ Training session on policy or policies that have been mis-interpreted/violated.** |
| Third Offense | **Written warning/ Training session on policy or policies that have been misinterpreted /violated.** |
| Fourth Offense | **Letter of Termination.**  |

Notes:

**1.2 Food Safety Plan**

**1.2.1** **Food Safety Plan Contents**

The following pages identify the policies, procedures, practices and supporting documentation that support safe food production and processing at Paul’s Farm. This plan covers all areas of the operation as well as the staff, service providers and visitors at the farm.

The products covered under this plan are listed below.

The products covered under this plan are listed below.

|  |  |
| --- | --- |
| Butternut Squash | Rutabaga |
| Cabbage |  |
| Pickle Cucumbers |  |
| Summer Squash |  |
| Zuchinni |  |
| Winter Squash |  |

**The production areas and facilities covered under this plan are listed on page 7**

**and in Annex 1.**

**1.3 Raw Material Sourcing**

**1.3.1 Approved Supplier List**

Paul’s Farm maintains an approved supplier list that identifies all suppliers that it procures supplies and/or services. This list of approved suppliers is listed below.

|  |  |
| --- | --- |
| **1** | **Agricultural Chemicals, Fertilizers, Soil Amendments**Helena Chemical, Hatfield MACarovail, Bernardston, MACPS, SOuth Deerfield, MAPerdue AgrocycleParsons Farm, Hadley, MAASB Greenworld |
| **2** | **Seeds**SeedwayReeds SeedsSiegers SeedsJohnnys Selected SeedsClifton Seed Co. |
| **3** | **Packaging**International PaperMike YetishevskyUnisourceShrink PackagingRichard D. Smith inc.Empire Packaging |
| **4** | **Food Grade Lubricants and Sanitizing Agents** |
| **5** | **Harvesting Utensils/Implements** |
| **6** |  |
| **7** |  |

\*When necessary, Paul’s Farm will buy materials from an alternate source. This source should be an established business with a proven safety record and be in possession of all necessary licenses and inspections.

**1.3.2 Field Operations and Harvesting Policy**

Paul’s Farm maintains good agricultural practices throughout its field and harvest operations and has adopted policies and procedures that ensure the safety of its product.

**1.4 Documentation and Recordkeeping Policy**

**1.4.1-1.4.3 Recordkeeping Policy**

All documents and records produced in the support of the policies and procedures of this plan shall be kept for a minimum period of two years or as required by prevailing regulation(s). The majorities of these documents are contained in the food safety binder or are filed in a location that is readily accessible by management.

**1.5 Worker Education and Training**

1.5.1-1.5.2 All Paul’s Farm personnel receive training on the food safety plan, food safety procedures, sanitation, first aid, farm and harvest operations and personal hygiene. The training is given by the food safety training officer or his delegate and is translated into the Spanish language by an on-site interpreter. Training is conducted at the beginning of each operational year and is logged below.

Personnel with specific roles and/or responsibilities under this food safety plan will receive specific training associated with their position and are identified with an asterisk (\*) in the training logs below.

**Training Attendance Logs**

All personnel who attend training are required to sign, date and initial the Paul’s Farm *Training Attendance Log*.

This log is filed in section 1.4 in the Field Operations and Harvest of this Food safety plan.

**1.6 Traceability**

1.6.1 Paul’s Farm utilizes barcode technology to tag each unit with information that will allow the identification of the product, the field or section of the field it was harvested from, as well as the date of harvest. This information is also cross referenced by date of shipment on Plainville sales slips. All production practices, including production inputs, chemical applications and agricultural water usage used in indicated origination fields follow GAP procedures as indicated in this food safety plan.

Archived data for each barcode that is issued is available for review through a generated report within the support application.

All bar code records/reports are kept on file for one year from the date of issue.

****

**1.6.2 Trace Back Exercise**

1.6.2 Paul’s Farm conducts an annual trace back/trace forward exercise that allows the identification of product, the field or section of the field it was harvested from, as well as the date of harvest, identified for the exercise, within four (4) hours at 100% reconciliation of product(s) to be traced both forward and back.

A log that indicates the date of each recall exercise is located in the Field Operations and Harvesting portion of this plan.

**1.7 Recall Program**

Paul’s Farm has adopted procedures that ensure that any of its products can be identified, located and recalled based on a detected anomaly in its product(s), customer complaint, or any other incident that would indicate a possible food safety or quality risk. Paul’s Farm’s Recall Program is strictly enforced and administered and all members of the Recall Team are properly trained in its procedures and their respective responsibilities.

The following events would initiate a recall operation:

**a.** Malicious contamination of product.

**b.** Product found with high levels of pesticide residue and/or pesticide residue for an illegal or restricted chemical.

**c.** Known, assumed or suspected contamination by chemical, physical or microbiological hazards which would include the knowledge of infectious disease or blood contamination.

**d.** Erroneous labeling or improper identification of product.

**e.** Notification from a supplier and/or business partner that any of the above had taken place to shipped product before receipt at its final destination.

**1.7.1 Recall Procedure**

In any instance or suspicion of incident occurs or is suspected that constitutes a recall event the Food Safety Officer shall be informed and the product recall team shall be assembled to initiate recall procedures and a recall report will be competed.

Procedure for recall:

**a.** Complete Recall Report.

**b.** Contact customers with the information contained in the Recall Report that will facilitate the trace back and isolation of the affected product.

**c.** If an incident is reported by a customer or business partner the Recall Team will trace back the product(s) through internal documentation to identify other customers that the trace back product has been shipped to along with the information for why the recall has been requested.

**d.** Determine shipment totals and receipt conditions at each customer location for the product(s) under recall and cross reference to sales slips with lot identification.

**e.** If loss of control is determined through the recall procedure all identified product at all identified customer locations will be withdrawn from the system immediately and isolated from other product(s).

f. A Recall close-out report will be sent to each customer location that will detail the cause of the incident, the corrective action adopted or implemented to eliminate the incident in the future.

**Recall Team**

The designated coordinator for the implementation and oversight of the Recall Program is identified below, as well as members of the Recall Team that will assist in the implantation of the Recall Plan.

Identified individuals are contactable 24 hours per day at the numbers provided below.

**Recall Team Coordinator:** Mr. Paul Johnson (413) 237 2616

**Recall Team Member:** Mrs. Mary McNamara (413) 237 2616

**Recall Team Member:**

**Product Recall Report**

 **Ref#:**

|  |  |
| --- | --- |
| **Customer:** | **Reason for Recall:** |
| **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Product Details:** | **Product(s):** |  |
| **Quantity:** |  |
| **Pack/Shipment Date:** |  |
| **Transport:** |  |
| **Reason for Recall:** |  |
| **Person Communicated with/ Contact Information:**  |  |
| **Brief Details:**  |  |
| **Transport Details:**  |  |
| **Authorized by:**  |  |

**1.8 Corrective Actions**

1.8.1 Any non-conformance, violation or anomaly suspected or observed during daily operations, self audits or requested third party audits will be verified and reported using the Plainville Corrective action Report.

Paul Johnson is responsible for resolving the problem.

Solutions will be documented in the Corrective Action Report.

**1.9 Self Audits**

1.9.1 Twice each year the Food Safety Officer conducts a self-audit using the Harmonized USDA GAP/GHP Audit Score Sheet and files the results of each audit in the Paul’s Farm Food Safety Plan.

Any Corrective Action Needed (CAN) or Immediate Action Required (IAC) ratings assigned during a self-audit will require the use of the Paul’s Farm Corrective Action Report identified in section 1.8 of this Food Safety Plan.

Self audits are filed in section 1.9 of this food safety plan.

**1.10 Agricultural Chemicals/Plant**

 **Protection Products**

**1.10.1-1.10.3 Agricultural Chemical Usage/Application**

At Paul’s Farm, pesticides, growth regulators and fertilizers are applied by licensed operators and are compliant under WPS. Only potable water (town water) is used for applying pesticides and a pesticide logbook is properly maintained.

The use of all agricultural chemicals complies with label directions and prevailing regulation. Agricultural chemicals are properly disposed of and are not a source of product or field contamination.

All pesticide applications will be made by Paul Johnson, Massachusetts Pesticide Certification/License # 13656.

Paul Johnson will be required to maintain the minimum number of credits to maintain said pesticide license and provide documentation to the Massachusetts Department of Agricultural Resources.

**Agricultural Chemical Usage/Storage**

Agricultural chemicals are kept in a separate secure building, away from any produce or packing areas.

**1.11 Water/Ice**

**1.11.1 Water/Ice Procedures**

All water used in the processing/washing of produce or in the making of ice is potable water supplied by the town of Hadley. Processing water used in the initial and secondary washing of whole fruit and vegetables has a sanitizing agent introduced into the supply line to offer an extra level of microbial reduction.

Specially marked water lines, inside the processing facility, are attached to a *Dosotron* unit that injects a prescribed amount of Sanidate into this processing water.

Water lines inside the processing area are inspected routinely and preventive maintenance is performed on all brush units, wash table and retention tanks.

In addition to water tests supplied by the town of Hadley, Paul’s Farm performs periodic tests at various water distribution points within the processing facility. These include ice samples, samples taken at taps and at spray heads and nozzles.

Re-circulated water is never used.

No soak tanks are used.

**1.11.2 Water System Description**

All water used in the processing/washing of produce or in the making of ice is potable water supplied by the town of Hadley. Processing water used in the initial and secondary washing of whole fruit and vegetables has a sanitizing agent introduced into the supply line to offer an extra level of microbial reduction.

A plan of the water system in the processing area is included as an Annex to this food safety plan.

**1.11.3 Water System Assessment**

A bi-monthly water system assessment is conducted of the water system both inside the packing/processing area and at distribution points throughout the operation. Any mobile tanks used are also inspected and sanitized periodically if their usage indicates preventive maintenance cycles apply.

**Water System Assessment Log**

 **Ref#:**

|  |  |  |
| --- | --- | --- |
| **Date of Water System Assessment** | **Risk Assessment Officer** | **Signature** |
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**1.11.4-1.11.5 Sewage Disposal and Water Re-Use**

The human waste and gray water sewage system at Paul’s Farm has sufficient capacity to handle peak flow and is not a probable cause of product contamination. There are no cross connections between sewage lines and product contact water.

There are no dunk tanks or holding tanks used at Paul’s Farm.

Water used throughout the facility is not re-used.

**1.11.6-1.11.8 Re-circulated Water and Water Anti-Microbial Treatments**

Paul’s Farm does not use re-circulated water anywhere on its operation. All processing lines use single pass spray/brush lines that are maintained and in good working order.

Paul’s Farm uses *Sanidate* as its antimicrobial treatment through a *Dosatron* that injects prescribed doses into the processing water used on whole fruits and vegetables. A usage document indicating the proper dosage of the *Sanidate* product is included as an Annex to this food safety plan.

There are no dunk tanks or holding tanks used at Paul’s Farm and no immersion controls which indicate temperature and/or ph are required

**1.12 Containers, Bins**

**1.12.1-1.12.6 Policy for the Handling and Storage of Containers and Bins.**

It is the policy of Paul’s Farm that harvesting trays, buckets and bins will be stored in a defined protected area when they are not in use. It is also the policy at Paul’s Farm that the following practices be maintained:

* Bins are only used for harvesting. These may sit on the ground, since the product will be processed and packed at a later time.
* Bins are visually inspected before each use to be clean, intact and free of any foreign materials.
* Bins are kept well maintained, repaired as necessary, and are disposed of when they are damaged beyond repair.
* Harvest containers are used only for harvesting purposes.
* Bins and harvest containers are not to be used for any other purpose.
* Pallets are inspected routinely and are kept clean and in good condition.

**1.13 Facility, Equipment, Tools**

**1.13.1-1.13.11 Preventative Maintenance/Master Cleaning Schedule**

**-Packing Area-**

|  |  |  |
| --- | --- | --- |
| **1** | * Check sanitizer tank, and fill as needed.
 | Daily |
| **2** | * Ensure that both the wash and pack tables/lines are clean and sanitized before each use.
* Clean after use.
 | Daily |
| **3** | * Sweep and wash floors and ensure drains are clear of debris.
* Report any blocked drains to Juan Ovalle.
* Clean drains when necessary.
 | Daily |
| **4** | * After peeling on the line has ended, clean up all squash debris on tables and the floor.
* Clean and sanitize all equipment, tables and utensils used while peeling.
* Check equipment on the peeling line for loose or missing parts.
* Report any problems to Paul or Baldomero Perez.
 | Daily |
| **5** | * Refrigeration and cooling units are swept daily.
* Refrigeration and cooling unit walls are washed with a sanitizing agent on a periodic basis or as needed through the season.
* Walk in refrigeration units are monitored monthly by computer when in use. The records can be pulled off the computer as necessary.
 | **Daily –Periodic after inspection****Monthly** |
| **6** | * Pallet jacks, and forklifts are inspected and maintained on a periodic basis
* Pallet jacks, and forklifts are cleaned monthly.
 | **Monthly** |
| **7** | * Trash receptacles are covered and are emptied when full.
* The dumpster is maintained a considerable distance from the pack house and is inspected to ensure pick up when full.
* Each Friday the dumpster is serviced and emptied.
 |  **Daily** **Weekly** |
| **8** |  |  |
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| **12** |  |  |
| **13** |  |  |
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| **15** |  |  |

**1.15 Waste Material**

Trash barrels are emptied daily. Bins of produce waste are emptied as needed throughout the day, and at the end of the day. Squash peelings are swept up and disposed of at the end of the peeling time, or more often if necessary. Waste water goes into the central drainage line throughout the day.

**1.16 Outside Grounds**

The only items stored outside are trucks, tractors and used pallets. The pallets are kept in an area away from the building to avoid harboring pests.

**1.17 Glass Control**

Glass is inspected routinely in all of its applications near or inside of product flow zones. Protective cages and sleeves are used in lighting where applicable.

**1.18 Leaks and Lubrication**

Food grade lubricants are used on food processing and packaging equipment. Leaks on equipment are repaired as soon as they are detected.

**1.19 Equipment and Utensil Construction**

All equipment and materials utilized in the packing house, both outside of and within product flow zones, have been designed and developed for their intended use and are able to be sanitized at prescribed intervals.

**1.20 Temporary Repairs**

All temporary repairs utilized in the packing house, both outside of and within product flow zones, are designed using food grade materials. Repairs are made in a timely manner.

**1.21 Worker Health/Hygiene and Toilet/Hand-**

 **Washing Facilities**

**1.21.1-1.21.5 Toilet/Hand Washing Facilities**

The restroom in the packing shed poses no risk of product contamination. The door is kept shut and a foot pad is utilized for workers leaving the rest room.

Paul’s Farm provides at least one toilet facility and one hand washing facility for each 20 employees or fractions thereof. Lavatories are provided with potable water, hand soap, and single use towels. These facilities are clean, well maintained, and have proper signage instructing employees to wash their hands 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 farm are in good working order. All employees and all visitors are required to follow proper sanitation and hygiene practices.

Used toilet paper is always disposed of in the toilet.

 Toilet paper, hand soap and disposable hand towels are replaced as needed and marked on the Toilet Cleaning log. The covered trashcan is emptied as needed. Only town water is used in the rest room.

Signs are posted in English and Spanish requiring people to wash hands after each toilet visit.

**1.21.6. Protective Clothing/ Storage**

Clean gloves have their own labeled bin. Clean aprons are in their own labeled storage container. Knives and scoops are kept in a dedicated storage container after being cleaned.

**1.21.7. Policy Compliance**

All employees and visitors will obey all hygiene policies while on the farm.