

The Henderson Farm Grower Food Safety Manual

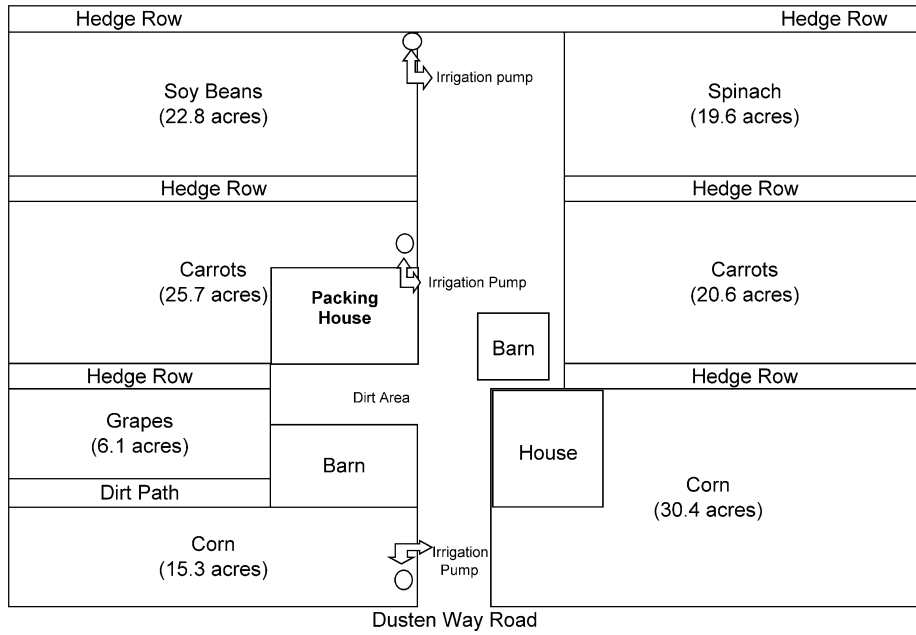
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291 Morton Ave.
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Mission Statement

One of the most important functions of The Henderson Farm is food safety. Both management and employees are committed to producing and marketing safe product through good agricultural and handling practices that focus on principles of food safety and quality. To make sure our food safety goals are met, we have also designated John Q. Farmer as supervisor to oversee the food safety program.

These safe practices include making sure there is no immediate safety risk present in areas where the produce is grown, processed, and packed and that there is no immediate risk of contamination of the product. We also make sure that insects, rodents, birds, and pets pose no risk of contamination of our product. It is also a priority that all our employees follow healthy practices when working at our farm. We also make it our mission to make sure all information and paperwork is documented in an efficient and truthful manner. Our farm also has maps available of the farm along with floor plans.

The Henderson Farm - Field Map



The Henderson Farm - Packing House

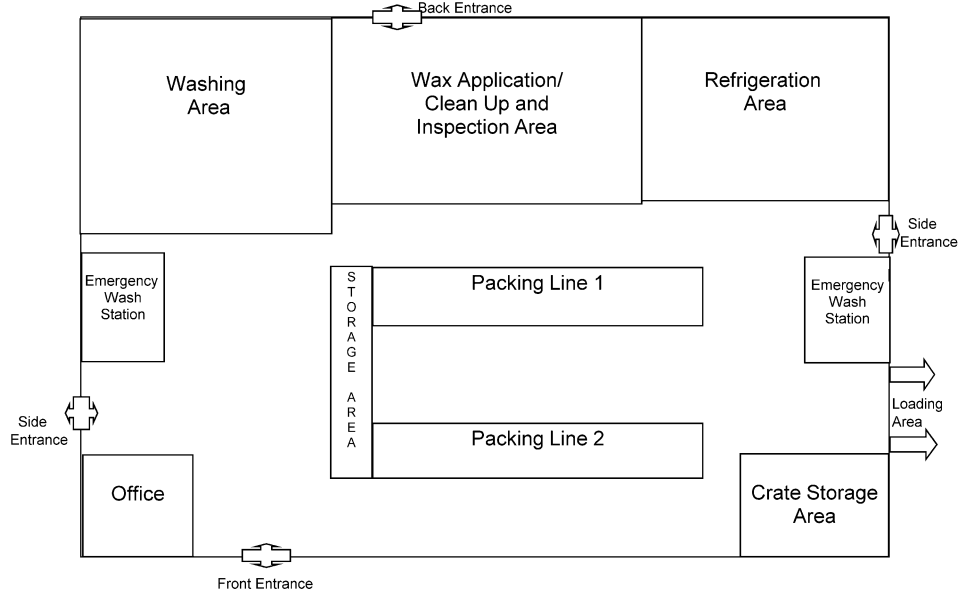


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General Questions

The Henderson farm has designated John Q. Farmer as the supervisor to oversee and implement our food safety program. In case John Q. Farmer is not available, Bill H. Farmer will serve as the back-up.

All employees of the Henderson Farm are trained and instructed on how to practice proper hygiene. Potable water is always available to all employees in the packing sheds or through portable water stations located in the harvest fields. We have documented all the necessary information as well (see attached*). In order to make sure our employees receive adequate training, we provide one-on-one instruction and demonstrations on proper procedures. We also post signs at all wash stations to make sure our employees are always washing their hands. We make sure these signs are visible to everyone.

We also make sure our restrooms are cleaned and maintained on a regular basis and properly stored with toilet paper, single use paper towels, and soap. Smoking and eating areas are separate from production and packing areas. Workers that have diarrhea disease, along with other infectious diseases are not allowed to work with fresh produce.

The following is the procedures we take when blood or other bodily fluid comes in contact with the product:

When blood or bodily fluid comes in contact with produce, the product will be immediately removed from the area in sealed plastic bags and destroyed. All surfaces that came in contact with the contaminated produce will be cleaned and sanitized before using those surfaces fro produce.

Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions, and other injuries.



Henderson Farm

Water Source Testing Log

Date	Water Source Location	Sample ID	Date Sample Sent to Lab	Lab ID	Date Results Received	Corrective Measures Needed		Date Corrective Measure Completed	Employee's Initials
						Yes	No		

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Employee Food Safety Education and Training Log

Date of Training: _____ Topic: _____

Facilitator: _____

Materials Used and/or handouts (If applicable): _____

	Employee's Name (Please print)	Job	Employee's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Restroom & Toilet Facility Maintenance Log

Date	Toilet & Hand Washing Facilities		Soap		Single-use Paper Towels		Toilet Paper		Trash Can		Potable Water		Employee's Initials
	Checked	Cleaned	Checked	Filled	Checked	Filled	Checked	Filled	Checked	Emptied	Checked	Filled	

Sheet Reviewed by: _____ on _____
(Management) (Date)

Note: Use a different sheet for each facility



Henderson Farm

HEALTH AND SAFETY NOTICE

VISITORS MUST BE AWARE OF THE
FOLLOWING POINTS

- **Toilet facilities are available for your use. Please request locations.**
- **Please follow all good hygiene/sanitation practices.**
- **Make yourself aware of the emergency procedures located in the office.**
- **When walking around please be aware of forklift trucks operating.**
- **Slippery surfaces are a hazard and care should be taken while walking around the site.**
- **Watch out for trip hazards i.e. crates, and undulations in surfaces and edges of concrete surfaces.**
- **Head injuries: watch out for low pieces of tunnel/glass structures.**
- **After the visit make sure hands are thoroughly washed before eating meals.**

Signed

Print name

Date

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

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Visitor Sign in Sheet

Date	Time / IN	Time / OUT	Proof of ID	Purpose of visit	Vehicle Insp.	Employee's Initials

Sheet Reviewed by: _____ on _____
(Management) (Date)

Part 1.) Farm Review

The Henderson farm uses pond water as the main irrigation source. We irrigate our crops with sprinkler systems. Water testing is completed 3 times every growing season. We make sure our water is safe from potential outside contamination. Our septic system is functioning properly and poses no risk to the fields. Our farm is also far from any municipal sewage treatment facility as well as any landfills. Also, to ensure our crops are safe, our crops are not located near any dairy, livestock, or food production facilities. This eliminated the threat of potential problems from manure and other contamination sources. We have also put up electric wire around our field to keep our pets and other animals including deer from entering the field. In addition, no manure or municipal biosolids are used as a soil amendment. All previous history of our land and the soil show that there was never any imminent risk of contamination. The land initially was an open meadow, and over the past 10 years has been used for corn, carrot, and soybean production. Our land is not subject to any kinds of flooding.



Henderson Farm

Animal Monitoring Log

Date Checked	Equipment Type	Field Checked	Status Cleaned	Corrective Action Needed Sanitized	Sanitizer Used Agent/Rate	Employee's Initials

Sheet Reviewed by: _____ on _____
(Management) (Date)

units are always located in a safe area that poses no potential risk for contamination. If there is a spill or leak, we do have a response plan in place to make sure contamination is held to a minimum.

During harvest time, all equipment and harvesting containers are kept clean and are sanitized before they are used. In addition, hand harvesting implements such as knives and machetes are also kept clean and sanitized prior to use. We make sure that all equipment and harvesting machinery that comes in contact with the product is always in good repair. All light bulbs and glass on the harvesting equipment are protected to ensure that contamination of the fields does not occur if the glass breaks. If glass does break, the contaminated area will not be harvested and any produce that had been harvested from the area will be placed in plastic bags and removed from the field. We also have standard operating procedures if other things such as chemicals, petroleum, and pesticides contaminate our product, and other contaminants.

The wagons and trailers used at the Henderson farm are also kept clean and clear from dirt and debris before the loading process. We also carefully load our product into wagons and/or trailers to reduce damage. In addition, we make sure our wagons and trailers used for carrying produce are only used to carry produce, and not things such as garbage or other debris.

Our products packed in the field are always covered when they are being moved to the storage area. During transport, we used enclosed trailers that reduce the chance of contamination from birds and dust. In addition, we unload our trailers under a roof overhang.



Henderson Farm

Field Harvest & Field Packing Inspecting

Daily

Crew Busses
Drinking Water
Cups
Wash Water
Soap
Paper Towels
First Aid Kit
Knife Sanitizer

Weekly

Crate and Carton Storage

Flat Bed Trucks

Busses Inspection & Clean
Lights
Brakes
Horns
Doors
Grease

Field

Toilets
Wash Water
Soap
Paper Towels
Toilet Paper

Harvester
 Cleaned
 Sanitized

Pallets

Hydro Coolers

Dip Tanks



Henderson Farm

Harvesting Container Sanitization Log

Date	Number of Containers	Containers				Pallets				Employee's Initials
		Checked	Cleaned	Sanitized	Sanitizer Used Agent/Rate	Checked	Repaired	Sanitized	Sanitizer Used Agent/Rate	

Sheet Reviewed by: _____ on _____
Management (Date)



Henderson Farm

Water Source Testing Log

Date	Water Source Location	Sample ID	Date Sample Sent to Lab	Lab ID	Date Results Received	Corrective Measures Needed		Date Corrective Measure Completed	Employee's Initials
						Yes	No		

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Restroom & Toilet Facility Maintenance Log

Location: _____

Date	Toilet & Hand Washing Facilities		Soap		Single-use Paper Towels		Toilet Paper		Trash Can		Potable Water		Employee's Initials
	Checked	Cleaned	Checked	Filled	Checked	Filled	Checked	Filled	Checked	Emptied	Checked	Filled	

Sheet Reviewed by: _____ on _____
(Management) (Date)

Note: Use a different sheet for each facility

Part 3.) Housing Packing Facility

Before our product is received, the Henderson farm would like to emphasize that we transport the product in safe and enclosed vehicles and equipment (see previous section about shipment/transport procedures). Once the product arrives, it is properly stored in the packinghouse. Our products are covered in one of our buildings under a tarp. If the product will be packed several hours or days later, then we make sure the product is stored in a refrigerator.

In the washing and packing lines, all well water used for all processes is potable as demonstrated by water sampling tests. The water temperature of this water is also monitored on a regular basis. When reusing wash water, we make sure that this water is still sanitary. We clean and sanitize all water contact surfaces on a regular basis and also perform periodic water sampling and microbial testing to ensure our water is safe. At the end of the day, all packing areas are thoroughly cleaned. This also includes washing, grading, sorting, and packing lines as well.

If contamination does take place in the packinghouse, we make sure the water used to decontaminate is potable. We also use hydrogen dioxide if a contamination occurs. We check this disinfection system on a regular basis to ensure our product is safe.

Special care is also used in areas of possible contamination such as motors without shields, leaking pipes, and box conveyors. We make sure that these areas are shielded to keep the area contaminate free. Our farm uses only large refrigerator units, and no ice, to make sure the spread of contaminates is lowered.

As mentioned in previous sections, our employees are trained and educated on worker hygiene. This includes break areas away from packing areas. We also have a written policy that all employees must wear hairnets or beard nets while working in the packinghouse. Jewelry is also not allowed.

The packinghouse areas use only food grade lubricants for the packing machinery and equipment. If there are chemicals not approved for use, they are stored away from the area. We also make sure that all areas of the packinghouse remain clean and free from liter, debris, and standing water. Our dumpster areas are also not located near the packinghouse.

Floor drains in the packinghouse are always watched and made sure to be free from debris. All pipes, fans, and ceilings of the packinghouse are also cleaned regularly. Glass lights above areas where the product may be are also covered in case of breakage. The Henderson farm also takes measures to make sure that if wastewater spillage occurs, it is far enough away from the product so no contamination will occur. We also do not allow any animals or pets in the packinghouse area. We also use a pest/rodent service to make sure there are no infestations of the area. These reports are available for review upon request. All products that are spilled on to the floor will be properly collected and disposed of.



Henderson Farm

Packing House and Storage Facility-Monthly Inspection Log

Date	Walls		Ceiling		Overhead Pipes and Beams		Coolers		Maintenance Area				Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm



Packing House and Storage Facility-Quarterly Inspection Log

Date	Light Fixtures		Hoist		Box Storage Area								Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned							

Sheet Reviewed by: _____ on _____
 (Management) (Date)



Henderson Farm



Packing House and Storage Facility-Daily Inspection Log

	Floors		Drains & Trenches		Break Room & Restrooms		Rodent Traps		Hand Washing Facility		Food Contact Surfaces		Waste Dumpster Areas		Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Emptied	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	
Date															

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Packing House and Storage Cleaning Recommendations

Areas	Cleaning Method	Frequency	Cleanser
Walls	foam, brush, rinse	monthly	chlorine-base or quat
Ceiling	foam, brush, rinse	monthly	chlorine-base or quat
Floors	wash, rinse	daily	chlorine-base or quat
Doors	foam, scrub	quarterly	chlorine-base or quat
Overhead pipes & Beams	foam, brush	monthly	chlorine-base or quat
Hoist	wipe, clean	quarterly	soap and water
Light fixtures	wipe, clean	quarterly	soap and water
Drains and trenches	clean, rinse with flooding	daily	chlorine-base or quat
Grids	brush	weekly	chlorine-base or quat
Waste, dumpster areas	foam, brush, rinse	daily	heavy duty chlorine-base
Break rooms, restrooms	wash, rinse	daily	chlorine-base
Maintenance area	scrub, rinse	monthly	degreasing agent
Coolers	wash, rinse	monthly	quat



Henderson Farm

Water Source Testing Log

Date	Water Source Location	Sample ID	Date Sample Sent to Lab	Lab ID	Date Results Received	Corrective Measures Needed		Date Corrective Measure Completed	Employee's Initials
						Yes	No		

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

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PLEASE NOTE HAIRNET, BEARD NET AND JEWELRY POLICY EMPLOYEES AND VISITORS

1. Must wear hairnets and if need beard nets when in the packing area.
2. All jewelry must be removed before entering the packing area
3. Wedding rings can be wrapped with tape
4. Eyeglasses are allowed for those who have prescriptions



Henderson Farm

Bait Station Control Log

Date Checked	Time	Station Number	Status	Corrective Action Needed	Date Corrective Action Completed	Employee's Initials

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Thermometer Log

Date	Thermometer Location Number	Time	Temp. (F°)	Corrective Measures Needed		Briefly Describe Corrective Measures	Date Action Completed	Employee's Initials
				Yes	No			

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Storage Temperature Log

Date	Time	Temperature (F°)	Comments	Employee's Signature

Sheet Reviewed by: _____ on _____
(Management) (Date)

Part 4.) Storage and Transportation

All containers not being used are kept protected from contaminants. They are always covered with tarps or other covering devices. Containers being used for fresh produce are always kept sanitized.

As mentioned previously, The Henderson farm takes extensive measures to ensure there is no pest and rodent farm. This includes usage of screens, wind curtains, bird deterrents, and traps. Each trap is properly numbered and marked on a map. All traps use non-poison.

Our storage areas are also kept clean and upheld in an orderly manner. Again, no ice is used at our farm. However, we ensure our refrigeration areas are always clean and sanitary. We also monitor temperature on a regular basis with properly calibrated thermometers.

When transporting and loading our product, our employees make sure all equipment used for these processes are kept clean. The refrigeration units used for shipping are calibrated regularly. These refrigeration units are used to maintain the temperature of our product a log is used to show that all trucks are checked prior to loading. We also record the produce temperature and make sure that the trailer is at the proper temperature prior to loading. In order to make sure that produce damage is minimized, produce is palletted with glue strips on the top of each carton, hand stacked, and wrapped with plastic to secure cartons to the pallet. Pallets are secured with load braces after the truck is loaded.



Henderson Farm

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New Jersey Agricultural
Experiment Station

Produce Disinfection Log

Date	Time	Temperature (F°)	Comments	Employee's Signature

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Packing House and Storage Facility-Daily Inspection Log

	Floors		Drains & Trenches		Break Room & Restrooms		Rodent Traps		Hand Washing Facility		Food Contact Surfaces		Waste Dumpster Areas		Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Emptied	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	
Date															

Sheet Reviewed by: _____ on _____
 (Management) (Date)



Henderson Farm



Packing House and Storage Facility-Monthly Inspection Log

Date	Walls		Ceiling		Overhead Pipes and Beams		Coolers		Maintenance Area				Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	

Sheet Reviewed by: _____ on _____
(Management) (Date)



Henderson Farm

Packing House and Storage Cleaning Recommendations

Areas	Cleaning Method	Frequency	Cleanser
Walls	foam, brush, rinse	monthly	chlorine-base or quat
Ceiling	foam, brush, rinse	monthly	chlorine-base or quat
Floors	wash, rinse	daily	chlorine-base or quat
Doors	foam, scrub	quarterly	chlorine-base or quat
Overhead pipes & beams	foam, brush	monthly	chlorine-base or quat
Hoist	wipe, clean	quarterly	soap and water
Light fixtures	wipe, clean	quarterly	soap and water
Drains and trenches	clean, rinse with flooding	daily	chlorine-base or quat
Grids	brush	weekly	chlorine-base or quat
Waste, dumpster areas	foam, brush, rinse	daily	chlorine base
Maintenance area	scrub, rinse	monthly	degreasing agent
Coolers	wash, rinse	monthly	quat



Henderson Farm

Bait Station Control Log

Date Checked	Time	Station Number	Status	Corrective Action Needed	Date Corrective Action Completed	Employee's Initials

Sheet Reviewed by: _____ on _____



Henderson Farm

Carrier Monitoring Log

Fill out both sections*

Section I

Date	Time	Carrier	Trailer No.	Driver's Name	Trailer's Last Load	Internal Conditions		
						Clean	Dirty	Washed

Section II

Is Trailer Refrigerated		List Temp.	Produce Loaded	Additional Produce on Truck (if applicable)	Temperature Monitor Installed (If applicable)		Employee's Initials
Yes	No				Yes	No	

Part 5.) Traceback Procedures

The Henderson Farm utilizes an efficient tracking system to track food items back to the source (our farm). Part of this is recording harvest dates, specific field and product locations, number of packages, packing and shipping dates, and the harvesting crew. Each of our containers uses a label on the box to help identify it. Each wholesale box is also stamped with the date and code. We also go over recall procedures and conduct a mock recall every six months. During this mock recall, we document everything including customer contacts.