

On-Farm Food Safety Assessment for California Urban Farms

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This form is designed to help urban farmers assess and record any food safety risks on their farm, and identify and monitor what corrective actions, if necessary, should be taken to ensure the farm is following good agricultural practices, good animal husbandry practices, and good handling practices to minimize the risk of on-farm contamination. The materials herein are adapted from the USDA Good Agricultural Practices and Good Handling Practices Audit Verification Checklist and User's Guide ¹ and the CDFA Food Safety Guidelines, which focus on fresh produce safety². For more detailed information on how to assess good husbandry practices for small ruminants and poultry, please refer to section five of this guidebook and the resource section.

Instructions for how to use this form

1. Review the document in advance. Determine when and how to do an on-farm risk assessment. For example, choose a time immediately after the rains to evaluate any risk of water runoff onto your crops. To evaluate whether workers are following good health and hygiene practices and implementing standard operating procedures, be sure to assess the farm during harvest season.
2. For each question – record Yes (it is already being done), No (if it still needs to be done), or N/A if it's not applicable to your farm operation. Record any notes or corrective actions that may be needed, in the notes section.
3. In the column labeled “Doc”, this indicates the type of documentation that may be required to show conformance to that question. For example, it might include documented standard operating procedures (**SOPs**) posted on the wall for workers to follow, or outlined in your food safety manual (**FSM**). Or it might include a record-keeping sheet (**R**) showing an action was taken. A “**P**” indicates that a policy or standard operating procedure is included in the Food Safety Manual to show conformance with the question.
4. As noted above, in some instances, observation of the practice is necessary to assess conformance with the question. This may involve making observations at the farm during harvest season to observe behavior of volunteers, workers and helpers.

GENERAL FARM INFORMATION

1

https://www.ams.usda.gov/sites/default/files/media/GAPGHP_Audit_Program_User%27s_Guide%5B1%5D.pdf

² https://www.cdfa.ca.gov/is/i_&_c/pdfs/SFFSGbooklet-English.pdf

Name of Farm:

Address of the farm:

Name of Person responsible for food safety at the farm:

Years farmed at this location:

Total acres farmed at this site:

Type of farm (check all that apply)

Single Crop

Diversified Crops

Livestock

Poultry

List type of crops and animals (attach CPC for diversified crops):

Are all crop production areas located at this site? YES NO

Other farm locations, total acres farmed, & crops grown (owned, leased/rented, contracted):

Do you sell your products? (If yes, indicate if crop or animal product)

Farmer has Grower I.D. # with Ag. Commissioner YES NO Grower I.D. #

Farmer uses restricted materials YES NO List which ones:

Does farmer have general liability insurance for their farm? YES NO

Has owner/operator attended a GAP/GHP/food safety training? YES NO

When/Location:

Implementation of a Food Safety Program

Questions		Yes	No	N/A	Doc	Notes: Describe:
1.	A documented food safety program that incorporates GAPs and GHP has been implemented.				D: FSM	
2.	A map exists that accurately represents the farm				Map	
3.	The farm owner has designated someone to implement and oversee an established food safety program:				D: FSM	
4.	The person responsible for food safety has taken a food safety training course					

Traceability

Questions		Yes	No	N/A	D	Notes: Describe:
5.	If distributing produce at a farm stand where the food is grown, a sign with farm name and address is displayed onsite.				D: Sign R	
6.	When selling or donating produce off-site in a package, all produce is labeled with the farm name and address.					
7.	When selling directly to the public (rather than through a food facility such as a store or restaurant), records of the type of food sold and the date are kept for 30 days.					

Pesticide Use Reporting Requirements

Questions		Yes	No	N/A	D	Notes
8	Grower keeps records of fertilizer and pesticide applications				D- R	
9.	Grower records and submits pesticide use reports by the 10 th day of the month following the month when pesticide application was completed.					
10.	Grower keeps pesticide use records for current year and two years prior.				D- R	

WATER QUALITY

What is the source of irrigation water? (well -capped or uncapped-, municipal) please specify:

How are crops irrigated? (Flood, drip, sprinkler, other) please specify:

Question	Yes	No	N/A	Doc	Notes
11 An annual water quality test was conducted & record is kept on file. (Municipal Water District report OK)				D-water test	
12 Water quality is known to be safe for the crop <u>irrigation</u> method and crop being irrigated.				D-water test	
13 Potable water is used for all <u>chemical applications</u> and <u>produce washing</u> if applicable.				D-water test	
14 If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination (backflow).				Observe	
15 Water used in <u>washing and packing operation</u> is potable and sufficiently treated to reduce microbial contamination.				D-FSM	
16 Farm sewage treatment system/septic is functioning properly with no evidence of leaking/runoff				Observe	
17 There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm that may cause groundwater contamination or runoff to the farm.				Observe	

**ANIMALS/WILDLIFE/LIVESTOCK/POULTRY/
PEST CONTROL**

Questions	Yes	No	N/A	D	Notes: Describe:
18				Observe	
19				Observe	
20					
21				D-R Observe	
22				D-R Observe	
23				D-FSM	
24				Observe	
25				P-FSM R	

SOILS

Questions	Yes	No	N/A	D	Notes: Describe:
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26	A previous land use risk assessment has been performed.				R	
27	When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate known risks, soils have been tested for contaminants and land use is commensurate with test results.				R	
28	Crop production areas that have been subjected to flooding have soil tested for potential microbial hazards.				R	
29	Manure stored near or adjacent to crop production areas is contained to prevent crop contamination.				Observe	

Manure & Compost

Do you use anything besides chemical fertilizers for soil fertility? YES NO If NO, choose option C below and skip ahead to soils. Otherwise, please choose one of the following options as it relates to the farm operation:

_____ Option A. Raw manure or a combination of raw and composted manure is used as a soil amendment.

_____ Option B. Only Composted manure are used as a soil amendment

_____ **Option C. No manure or municipal biosolids of any kind are used as a soil amendment.**

Only answer the following manure questions (questions 1-15 to 1-21) that are assigned to the Option chosen above. DO NOT answer the questions from the other two options.

Option A: Raw Manure		Yes	No	N/A	D	Notes: Describe:
30	When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest (if crop touches soil) or 90 days (if not touching soil).				R	
31	Raw manure is not used on commodities that are harvested within 120 days of planting (if				R	

	crop touches soil) or 90 days (if crop does not touch soil).					
32	If a combination of raw and treated manure is used, the treated manure is properly treated or composted to reduce the levels of pathogens.				D-FSM Certificate	
33	Untreated manure is properly stored prior to use.					

Option B: Composted Manure		Yes	No	N/A	D	Notes: Describe:
34	Only composted manure is used as a soil amendment.				R	
35	Composted manure is properly treated, composted or exposed to environmental conditions that would lower the expected level of pathogens.				D	
36	Composted manure is properly stored and protected to minimize recontamination.				D	
37	Analysis reports are available for composted manure				D	

Field Harvesting

Questions		Yes	No	N/A	D	Notes: Describe:
38	All harvest containers are single use or are cleaned and sanitized on a daily basis, prior to use.				D-FSM	
39	All harvest tools (machetes, knives) are kept as clean as possible and disinfected on a regular basis.					
40	Damaged containers are properly repaired or disposed.					
41	A standard operating procedure or guidelines exists on what measures should be taken in the case of product contamination by chemicals, petroleum, glass breakage, pesticides or other contaminating factors.				P-FSM	

42	Measures are taken during harvest to inspect the field for and remove foreign objects such as glass, metal, rocks, dead animals, or other dangerous/toxic items that can contaminate the product.				P-FSM	
43	Harvesting containers are not used for carrying or storing non-produce items during harvest season.				D-FSM	
44	Efforts (such as not stacking buckets) have been made to remove excessive dirt and mud from product and/or containers during harvest.					
45	Remove or prevent the harvest of any potentially contaminated produce if signs of animal intrusion are detected (eg. droppings, chew marks)					

Washing and Packing

Questions	Yes	No	N/A	D	Notes: Describe:
46					
47					
48					
49				D&R	
50				D-FSM R	
51				R	

Packing House/Farm Stand/Storage Facility General Housekeeping

Questions	Yes	No	N/A	D	Notes: Describe:
52 All facilities, equipment and food contact surfaces are thoroughly cleaned and then sanitized prior to first use and then once a day during use or more often if needed.					
53 Chemicals (pesticides, paints, oil, gasoline) not approved for use on product are stored separately from packing area.				D-FSM Observe	
54 Area near packing facility is reasonably free of litter and debris.				Observe	
55 Area near packing facility is reasonably free of standing water.				Observe	
56 Shoes or boots worn in animal production areas are not worn in packinghouse to avoid cross contamination.					
57 Outside garbage cans/dumpsters are closed or located away from packing facility entrances and area around such sites is reasonably clean.				Observe	
58 Packing facility interior is clean and maintained in an orderly manner, especially objects above food handling area (fans, pipes, ducts, beams).				Observe	
59 Wastewater is disposed of away from food handling area by use of barriers, drains or sufficient distance.					
60 Product that is spilled or comes into contact with the floor is disposed of immediately.				P- FSM	

Product Containers & Storage

Questions		Yes	No	N/A	D	Notes: Describe:
61	Only new, clean or sanitized containers are used for packing product.					
62	Empty packing containers (trays, baskets, boxes) are properly stored off the ground, covered, and sufficiently sealed to be protected from contamination (birds, rodents and other pests, etc.).				D-FSM	
63	Containers, pallets, boxes, bins, bags, storage areas are cleaned before use and in good condition. Damaged containers are discarded.					
64	Ensure refrigeration equipment is working properly. Measure and record temp. at least once daily.					
65	Storage facilities including coolers & farm stand are inspected (for leaking air conditioner, nests) and cleaned prior to loading with product. (no litter, standing water, evidence of pests, etc.) Records are maintained.				D-R	

Transportation/Loading

Do you transport product beyond the farm stand? (to schools, stores, farmers' market?)

YES NO If NO, skip to next section. If yes, answer below:

Questions		Yes	No	N/A	D	Notes: Describe:
66	Vehicles or equipment used to transport product from field to storage or storage to market are clean and in good repair.				D-FSM & R	
67	Vehicles that have carried live animals, manure/compost, or harmful substances (pesticides, solvents) are thoroughly washed, rinsed and sanitized before shipping produce.				D-FSM	
68	Produce is kept covered and as cool as possible immediately following harvest and during transport.				D-FSM	

Health and Hygiene

Questions		Yes	No	Doc	Notes
69	Potable water is available to all workers (Fresh daily, covered).			R	
70	Training in proper sanitation, hygiene, and heat illness prevention is provided to all workers and is documented.			D-FSM & R	
71	Culturally appropriate and easily understood signs are posted instructing employees to wash hands before beginning or returning to work.			D-Sign	
72	Employees and visitors are required to follow good hygiene practices and wash their hands before beginning or returning to work and before applying gloves (if used).			P-FSM	
73	Workers and visitors ARE following good hygiene/sanitation practices and washing their hands before returning to work.			Observe	
74	A clean toilet with toilet paper, and trash bin is available for all workers and visitors.			Observe	
75	All toilet facilities are <u>clean & serviced</u> on a scheduled basis and cleaning is documented.			D-FSM & R	
76	Clean handwashing station with potable water, soap, single use towels, trash bin and potable water is clean & located near toilet.			Observe	
77	Disposal of wastes from hand washing does not cause unsanitary conditions or contamination.				
78	Smoking and eating are confined to designated areas separate from where product is handled.			P-FSM	
79	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.			P-FSM	
80	A policy exists describing how to handle and dispose of produce or food contact surfaces soiled with blood or other body fluids			P-FSM	
81	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.			P-FSM & R	
82	First aid kit is available at all times.			D-KIT	
83	Workers that apply regulated pre-and post-harvest materials (pesticides, growth regulators, fertilizers, fumigants, waxes & fungicides) meet all local, state and federal training and licensing requirements.			D- license R	

RECORD KEEPING

The following records are kept (as required in CDFA Small Farm Food Safety Guidelines):

Questions		Yes	No	Doc	Notes
84	Planting dates – varieties, suppliers, etc.			R	
85	Applications of fertilizer, pesticides or any other inputs			R	
86	Water testing dates and results			R	
87	Employee Training – type of training (general safety, food safety), etc. dates, who was trained, follow up training			R	
88	Animal entry – dates when checked or observed, type(s) of animal signs, what action(s) you took to try to solve or mitigate the problem			R	
89	Equipment maintenance – dates, type of maintenance, which piece of equipment (including refrigeration and temperature of storage rooms), cleaning schedule.			R	
90	Harvest date (s) and sanitation of harvest implements and harvest containers			R	
91	Cleaning schedule for processing and storage facilities			R	
92	Pest control program in processing and storage facilities – who does the program, treatment or trapping, and dates.			R	
93	Marketing: Dates of farmers’ markets or other marketing options			R	
94	Labeling - Package identification according to requirements outlined for your scale of operation			R	