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# Farm Food Safety Checklist

**Author: Kansas Rural Center**

This tool is intended to guide a conversation between a grocery store owner and local food producer to ensure food safety.

**Basic Farm Food Safety Checklist for**

**Produce Sales to Retail Outlets & Institutions**

Farm Name: Last Name:

Street Address:

City: State: Zip: Telephone: Email:

Preferred method of communication?  Email  Phone Best time to reach you

Do you carry product liability insurance?  YES, Amount $\_\_\_\_\_\_\_\_\_\_  NO

Do you have a Kansas Department of Agriculture inspected facility on farm?  YES  NO Would you be interested in hosting a field trip on your farm?  YES  NO

*This checklist has been developed to facilitate communication between farmers and buyers, and give buyers background knowledge on the farms they may be purchasing from. This is the start of the conversation, giving buyers a jumping off place from which to ask questions and learn more about your farm. Your answer on any given question does not penalize you, and will not necessarily prohibit you from selling to restaurants, grocers, schools or institutions.*

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| **Production Practices** | **Yes** | **No** | **NA** |
| What types of manures are used?  Raw manure  Composted  Aged  No manure is used | | | |
| Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest? |  |  |  |
| Is the field exposed to runoff from animal confinement or grazing areas? |  |  |  |
| Is there a system in place to keep wild animals and livestock out of the growing area(s)? |  |  |  |
| Is land that is frequently flooded used to grow food crops? |  |  |  |
| If irrigation is used, what is its source?  Well  Stream  Pond  Municipal  Other | | | |
| Are regular water tests conducted when using non-municipal water sources for irrigation? |  |  |  |
| Are pesticides used? *If yes, please elaborate:* |  |  |  |
| Are herbicides used? *If yes, please elaborate:* |  |  |  |
| Other production practice notes, comments or descriptions: |  |  |  |

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| **Harvest Procedures** | **Yes** | **No** | **NA** |
| Is harvesting equipment/machinery that comes in contact with products kept as clean as possible? |  |  |  |
| Are harvesting baskets, totes, or other containers kept covered and cleaned/sanitized before use, and stored in areas protected from pets, livestock, wild animals, and other contaminants? |  |  |  |

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| **Harvest Procedures** | **Yes** | **No** | **NA** |
| Is it standard practice to avoid harvesting any produce that is bruised, dropped or shows evidence of animal/bird feces or feeding marks? |  |  |  |
| To the extent practical, is soil and other debris removed from produce and harvest bins while in the field? |  |  |  |
| Is product protected as it travels from field to packing facility? |  |  |  |

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| **Post-Harvest Handling** | **Yes** | **No** | **NA** |
| Are storage and packaging facilities separated from growing areas? |  |  |  |
| Are packing areas kept enclosed? |  |  |  |
| Are surfaces that come in contact with food regularly washed, rinsed with potable water, and sanitized? |  |  |  |
| Is only potable water used in the washing and cooling of produce? |  |  |  |
| Is potable water/well tested at least once per year and results kept on file? |  |  |  |
| Are appropriate packaging materials used? |  |  |  |

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| **Worker Hygiene and Health** | **Yes** | **No** | **NA** |
| Do workers have access to toilets and hand washing stations with proper supplies? |  |  |  |
| Are toilets and hand washing stations regularly serviced? |  |  |  |
| Are workers trained about hygiene practices and sanitation? |  |  |  |
| Are workers and visitors following good hygiene and sanitation practices? |  |  |  |
| Are smoking and eating confined to designated areas separate from product handling? |  |  |  |
| Are workers instructed not to work if they exhibit signs of infection (ie, fever, diarrhea, etc.)? |  |  |  |
| Do workers practice good hygiene by: | | | |
| wearing clean clothing and shoes as appropriate for conditions? |  |  |  |
| changing aprons and gloves as needed? |  |  |  |
| washing hands as required? |  |  |  |
| covering open wounds with clean bandages? |  |  |  |

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| **Transportation** | **Yes** | **No** | **NA** |
| Is product transport vehicle also used to transport animals? |  |  |  |
| Is transport vehicle well maintained and clean? |  |  |  |
| Are there designated areas in transport vehicle for food products and non-food items? |  |  |  |
| Is product loaded and stored to minimize physical damage and risk of contamination? |  |  |  |
| Are products kept at appropriate temperature during transport? |  |  |  |

I confirm that the information provided above is accurate to the best of my knowledge. Signature: Date:

Compiled by   the  [Kansas Rural Center](http://kansasruralcenter.org/)  in  consultation  with  USD 497  Lawrence  Public  Schools  and  Lawrence  Douglas  County  Health Department.  Based  on  Iowa  State  University  Extension’s  “Checklist  for  Retail  Purchasing  of  Local  Produce,”  prepared  by  Amy  Casselman,  graduate  student;  Catherine  Strohbehn,  PhD,  RD,  CP‐FS,  HRIM  extension  specialist;  Sam  Bea Te,  PhD,  extension  food  safety  specialist;  Diane  Nelson,  extension  communication  specialist;  and  Jamie  Quarnstrom,  extension  graphic  design  student.

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