Farm Food Safety Checklist

Name:

Farm Name:

Address:

Telephone: Email:

Preferred method of Communication:

Expected products for sale:

Is the facility licensed and inspected to sell products? *YES NO N/A*

Would you be interested in hosting a field trip on your farm? *YES NO*

The following checklist is meant to facilitate communication between farmers and school food service directors (FSDs), and give FSDs background knowledge on the farms they may be purchasing from. Checking “no” on a given question does not penalize you and will not necessarily prohibit you from selling to schools. This is the start of the conversation, giving FSDs a jumping off place from which to ask questions and learn more about your farm.

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| --- | --- | --- | --- |
| Production Practices | Yes | No | N/A |
| Are regular water tests conducted? |  |  |  |
| Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest? |  |  |  |
| Is the manure application schedule documented with a copy submitted to the retail operation? |  |  |  |
| Is the field exposed to runoff from animal confinement or grazing areas? |  |  |  |
| Is land that is frequently flooded used to grow field crops? |  |  |  |
| Is there a plan in place to keep wild animals and livestock out of the growing area(s)? |  |  |  |
| If irrigation is used, what is its source? Well Stream Pond Municipal \_\_\_ Other | | |  |
| What types of manure are used? Raw manure Composted Aged \_\_\_\_ | | |  |

Farm Food Safety Checklist, *continued*

|  |  |  |  |
| --- | --- | --- | --- |
| Product Handling | Yes | No | N/A |
| Are storage and packaging facilities separated from growing areas? |  |  |  |
| Is there a risk of contamination with manure? |  |  |  |
| 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? |  |  |  |
| Is harvesting equipment/machinery that comes in contact with products kept as clean as possible? |  |  |  |
| Are both food and non-food containers available and clearly marked? |  |  |  |
| Is dirt, mud, and other debris removed from product before packaging? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Transportation | Yes | No | N/A |
| Is product loaded and stored to minimize physical damage and risk of contamination? |  |  |  |
| Is transport vehicle well maintained and clean? |  |  |  |
| Are there designated areas in the transport vehicle for both food and non-food products? |  |  |  |
| Are products kept at appropriate temperature during transport? |  |  |  |

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| --- | --- | --- | --- |
| Facilities | Yes | No | N/A |
| Is potable water/well tested at least once per year and results kept on file? |  |  |  |
| Is product protected as it travels from field to packing facility? |  |  |  |
| Are packing areas kept enclosed? |  |  |  |
| Are surfaces that come in contact with food regularly washed, rinsed with potable water and sanitized? |  |  |  |
| Are appropriate packaging materials used? |  |  |  |
| Do workers have access to toilets and hand washing stations with proper supplies? |  |  |  |
| Are toilets and hand washing stations regularly serviced? |  |  |  |

Farm Food Safety Checklist, *continued*

|  |  |  |  |
| --- | --- | --- | --- |
| Worker Health and Hygiene | Yes | No | N/A |
| 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? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Worker Health and Hygiene *continued* | Yes | No | N/A |
| 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? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other | Yes | No | N/A |
| Are pesticides used? If yes, please elaborate: |  |  |  |
| Are herbicides used? If yes, please elaborate: |  |  |  |
| Other notes/comments/explanations: |  |  |  |

I confirm that the information provided above is accurate to the best of my knowledge

Signature:

Date:

*\*Adapted from the “Checklist for Retail Purchasing of Local Produce” by Iowa State University Extension.*

Compiled by Andrea Rissing, Northern Iowa Food & Farm Partnership Farm to School Coordinator, in consultation with Waverly-Shell Rock Community Schools and Genuine Faux Farms, Tripoli, IA. University of Northern Iowa, Center for Energy and Environmental Education. Based on “Checklist for Retail Purchasing of Local Produce,” prepared by Amy Casselman, graduate student; Catherine Strohbehn, PhD, RD, CP-FS, HRIM extension specialist; Sam Beattie, PhD, extension food safety specialist; Diane Nelson, extension communication specialist; and Jamie Quarnstrom, extension graphic design student.