



Idaho State



DEPARTMENT OF AGRICULTURE

FSMA Produce Safety Rule (PSR)

2270 Old Penitentiary Road · Boise, ID 83712

ON-FARM READINESS REVIEW PREPAREDNESS WORKSHEET

Completing the Preparedness Worksheet

The On-Farm Readiness Review (OFRR) Preparedness Worksheet is intended to help you prepare for an OFRR and ultimately a regulatory inspection. This worksheet is not intended to cover all aspects of the Produce Safety Rule (PSR), but covers the major concepts and components of the rule. Before completing this worksheet, it is imperative to have a good understanding of the requirements of the PSR.

This worksheet is formatted by sections to mirror the OFRR manual and the 21 CFR 112 (Produce Safety Rule). The worksheet asks a series of questions that will help you determine your compliance with the rule and identify areas where your operation may need to make improvements to gain compliance. Prior to most questions in the worksheet, you will see a section number in brackets i.e. [112.51]. These section numbers correspond with sections in the PSR and the OFRR manual and make it easy for you to reference the rule when completing this worksheet. In some sections you will notice that the bracket is followed by a **D**, this indicates documentation is required for this component of the PSR.

This OFRR preparedness worksheet is setup as a series of questions relating to the requirements of the PSR. Each section generally begins with a broad question. Please write a brief narrative to answer each question. Following will be a few more specific questions/statements. At the beginning of each of these questions/statements a space has been provided to mark **Y** (yes) designating your farm conducts the task listed. Please mark a **N** (no) next to the task designating your farm does not perform the listed task or an (*) asterisk, designating your farm needs a more in-depth look at that task. This will help you identify areas that may need improvement or areas where a closer look is needed to determine if you are meeting the requirements of the PSR. If a section does not apply to your farm, do not fill it out, simply skip it and move to the next section.

Review of the Worksheet

The OFRR team will schedule a time to review the completed worksheet with you. Using the OFRR Decision Tree, located at Tab 4 in the OFRR manual, you and the team will review which components of the PSR apply to your operation. The components that apply to your farm will then be observed during the OFRR walk-through.

OFRR Walk-Through

The OFRR team will also schedule a time to complete a walk-through of your operation. The walk-through allows you and the team to observe activities on your farm that will be covered by the PSR. It also gives you an idea of what to expect during a regulatory inspection.



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At the end of the walk-through you and the team will discuss observations and the team will make suggestions for improvements to gain compliance with the PSR. The goal is to go over the most important changes you would need to implement to bring your operation closer to compliance with the PSR prior to a regulatory inspection.

At the end of the walk-through and subsequent discussion, all materials, worksheets or any other written notes taken by the team will be left with you.

Date: _____

Farm name: _____

Person(s) filling out worksheet:

OFRR Team : _____



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Health and Hygiene—21 CFR 112 Subpart D

Areas to observe/consider:

- a. Food safety practices document
- b. Employee break area(s)
- c. Hand washing station(s)
- d. Restroom(s)

[112.31]

1. How do you prevent ill persons or persons you suspect of being sick from coming into contact with produce and food contact surfaces?

___ Training—All employees **must** be trained on health and hygiene practices.

___ Sick Policy (not required by the rule, but is a good practice)

Rule requires:

- a. Growers must take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition.
- b. You must exclude any person from working in any operations that may result in contamination of covered produce or food contact surfaces with microorganisms of public health significance when the person is shown to have, or appears to have, an applicable health condition, until the person's health condition no longer presents a risk to public health.
- c. Instructing personnel to notify their supervisor(s) or responsible party if they have, or if there is a reasonable possibility that they have an applicable health condition.

[112.32]

2. Do you train employees who handle covered produce or food contact surfaces during a covered activity on the following health and hygiene practices?



Health and Hygiene—21 CFR 112 Subpart D

Employees **must**:

- Maintain personal cleanliness;
- Avoid contact with animals (other than working animals);
- Maintain gloves (gloves not required by the PSR) in a sanitary condition, if they are used;
- Remove or cover hand jewelry that cannot be cleaned. A plain wedding band is an example of hand jewelry that can be cleaned;
- Not eat, chew gum, or use tobacco in an area used for a covered activity, such as the harvest area or packing house;
- Notify their supervisor if they are ill; and
- Wash their hands.

3. When do you require your employees to wash their hands?

Hands **must** be washed:

- After using the toilet;
- Before starting or returning to work;
- Before and after eating and smoking;
- Before putting on gloves;
- After touching animals or animal waste; and
- Any other time hands may become contaminated.

4. How do you train your employees to wash their hands correctly?

Employees **must** wash hands thoroughly:

- Scrubbing with soap (or another surfactant).
- Using running water with no Generic E. coli according to the rule 112.44(a).
- Dry hands thoroughly using single-service towels, sanitary towel service, electric hand dryers, or other adequate method.



Health and Hygiene—21 CFR 112 Subpart D

[112.21(a),112.22(a)(1)]

5. When do you train your employees on health and hygiene?

Employees are trained appropriate to the person's duties and on health and hygiene practices

Upon hire;

Trained at least annually;

Periodically thereafter, as needed; and

Employees hired during the season receive training upon hire.

6. What topics do you cover?

Employees must be trained in areas appropriate to the person's duties.

Health and hygiene

[112.21(c)]

7. How do you train employees that may not read, write or understand English? This includes all training not just health and hygiene training.

Provide interpreter

Provide materials in their native language

Demonstrations

[112.33, 112.22(a)(2)]

8. What are your visitor policies or procedures related to health and personal hygiene?

Do they include:

Making visitors aware of the farm's food safety policies.

Providing visitors access to toilet and handwashing facilities.



Health and Hygiene—21 CFR 112 Subpart D

___ Making visitors aware of recognizing symptoms of health conditions that are reasonably likely to result in contamination of covered produce.

9. How do you make visitors aware of your policies and procedures related to health and hygiene? Examples might include: posters, handouts, short policy summaries or verbally.

[112.129;112.130]

10. What type of toilet and handwashing facilities do you provide?

- Preharvest _____
- Harvest _____
- Postharvest _____
- Packing area/facility _____

___ Do you train your employees and visitors to use these toilet facilities and not to go to the bathroom in a field or a ditch?

11. Where are the toilets and handwashing facilities located?

- Preharvest _____
- Harvest _____
- Postharvest _____
- Packing area/facility _____

Toilet facilities:

___ Are accessible to my employees and visitors? (It is recommended that toilet facilities are no more than one-quarter mile away from employees)

___ Are located so they do not contaminate covered produce, food contact surfaces and water distribution systems? Toilet facilities have no leaks and are not located directly in a produce field.

___ Barrier or sufficient distance around toilet facilities, such that if accidental flooding or spillage occurred the packing and growing area would be protected.

___ Are directly accessible for servicing and cleaning.

[112.129(b)(2)]

12. How are the toilets and handwashing stations serviced?



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Health and Hygiene—21 CFR 112 Subpart D

13. How often and where are they serviced?

14. Do your toilet facilities include:

Toilet paper

Sanitary disposal of waste and toilet paper

[112.129(c)]

Handwashing facilities/stations:

15. Are handwashing stations in close proximity to toilet facilities to ensure handwashing after bathroom use?

16. Handwashing facilities **must**:

Be provided and readily accessible during growing activities that take place in a fully enclosed building and during covered harvest, packing, or holding activities.

Be in sufficiently close proximity to toilet facilities so it is practical for one to use the toilet and then wash their hands.

17. What do you furnish your handwashing facilities with?

You **must** provide:

Soap;

Running water that satisfies the requirements of 112.44(a)—free of Generic E. coli;

Hand drying device (such as single service towels, sanitary towel service, or electric hand dryers), and;

A place to adequately dispose of waste and single-service towels

Note: Antiseptic hand rubs are not a replacement for handwashing.

[112.129(b)(1),112.131(c)]

18. What do you do if a portable toilet leaks, tips, or spills?



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Health and Hygiene—21 CFR 112 Subpart D

- Employees are trained to report this to a supervisor.
- The area is blocked off.
- Area is cleaned up.
- Produce that is contaminated is not harvested and disposed of properly.

[112.131]

19. How do you manage potential human waste spills, including septic spills?

- Leaks or spills of human waste are disposed of and managed in a manner that prevents contamination of covered produce, food contact surfaces, areas used for covered activities, agricultural water sources, or agricultural water distribution systems.
- A plan is in place to adequately dispose of waste after a significant event such as a flood or earthquake.

[112.22(a)] **D**

20. Do you have a record of health and hygiene training?

Note: All workers, including temporary, seasonal, part time and contracted personnel who handle covered produce or food contact surfaces **must** be trained in health and hygiene.

Record includes:

- Date of training
- Topics covered
- Names of persons trained
- Signature of Supervisor



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Biological Soil Amendments of Animal Origin (BSAAO)—21 CFR 112 Subpart F

Areas to observe/consider:

- a. Compost pile
- b. Compost storage
- c. Composting area

[112.52(a), 112.52(b)]

1. Does your farm use any soil amendments of animal origin, including agricultural teas?

If Yes:

___ Is it handled and stored in a manner and location so that it does not become a potential source of contamination to covered produce, food contact surfaces, areas used for covered produce, water sources, water distribution systems, and other soil amendments? **[112.52]**

___ If using agricultural tea, do you test the water for the tea? If so, what for? **[112.51(b)]**

___ Do you spike the tea with anything such as nutrients or other additives? **[112.54]**

[112.51,112.54]

2. What type of soil amendments do you use?

___ Human waste

___ Sewage sludge biosolids

___ Manure ___ Fish emulsion

___ Compost ___ Table waste

___ Bone meal ___ Pre-consumer vegetative waste

___ Feather meal ___ Other

___ Commercial/purchased ___ Made on the farm



Biological Soil Amendments of Animal Origin (BSAAO)—21 CFR 112 Subpart F

[112.52]

3. When do you apply your amendments?

[112.56] **D**

4. Do they contact the harvestable portion of the crop during or after application?

Untreated:

___ BSAAOs do not contact covered produce during application and have minimal contact with covered produce after application.

___ BSAAOs do not contact covered produce during application and do not contact covered produce after application.

Treated:

___ BSAAOs are treated in accordance with 112.54(b) and with minimal potential for contact with covered produce during and after application.

___ BSAAOs are treated in accordance with 112.54(a) that are applied in any manner.

[112.56] RESERVED **D**

5. How long do you wait before harvesting after application?

___ Untreated BSAAO, such as raw manure is applied in a manner that may contact covered produce during application is **RESERVED**.

___ Untreated BSAAO, such as raw manure is applied in a manner that does not contact covered produce during or after application, then the minimum application interval between application and harvest is 0 (zero). Documentation is required.

Note: The time interval between application of untreated BSAAO and harvest is yet to be determined by the FDA. One can use the National Organic Plan (NOP) regulations which is 120 days prior to the harvest of a produce whose edible portion has direct contact with the soil surface or soil particles and 90 days prior to the harvest of a produce whose edible portion does not have direct contact with the soil surface or soil particles.

___ Treated biological soil amendments (no wait time).



Biological Soil Amendments of Animal Origin (BSAAO)—21 CFR 112 Subpart F

[112.53] **D**

6. Does your farm use any human waste or sewage sludge biosolids? If yes, It **must**:

Meet U.S. Environmental Protection Agency (EPA) regulation for sewage sludge biosolids (40 CFR part 503). Only Class A can be applied to land growing produce.

Documentation the amendment is a Class A biosolid.

[112.60(b)(1), 112.60(b)(2)] **D**

7. Do you produce your own compost or purchase it pre-treated?

BSAAO you produce:

Documentation **must** include:

Length of time the materials were composted;

Temperature the compost reached;

How often and how many times compost was turned; and

Any additional steps to show that the appropriate validated process has been achieved.

BSAAO purchased or pre-treated:

Pre-treated—have documentation from third-party suppliers of treated BSAAO's showing that the BSAAO has undergone a scientifically valid treatment.

Do you maintain a certificate or documentation from the supplier of the microbial quality of the produce at least annually?

[112.51, 112.55]

8. Is the process used to treat the soil amendment scientifically valid (ex. physical process or thermal process), chemical process (ex. high alkaline pH), biological process (ex. composting), or a combination of these and validated to show no detectable *Listeria monocytogenes*, *Salmonella* species and fecal coliforms or *E. coli* O157:H7 for purchased compost?



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Biological Soil Amendments of Animal Origin (BSAAO)—21 CFR 112 Subpart F

[112.60(b)(1)(i), 112.60(b)(2)] **D**

9. Do you have a record of the process used to treat the amendment?

[112.60(b)(1)(ii)] **D**

10. Do you have a record of the handling and storage of the amendment?



Wild and Domestic Animals—21 CFR 112 Subpart I

Areas to observe/consider:

- a. Working animals
- b. Animal deterrents
- c. Walking field perimeter
- d. Observe covered areas for significant animal activity or fecal contamination

[112.81]

Note: The requirements of this subpart do not apply when a covered activity takes place in a fully-enclosed building; or to fish used in aquaculture operations. If you grow in a fully-enclosed building animals **must** be excluded or completely separated from the operation.

1. Does your farm operation grow, pack or hold produce in an outdoor area or partially enclosed building? Assess adjacent land (ex. dairy, feed lot)?

[112.83]

2. Does your farm use grazing animals, working animals, or have animals entering production areas during the season?

___ Take steps to keep domesticated (nonworking) animals out of produce fields.

___ Assess wildlife activity near areas where covered produce activities take place to prevent contamination by wildlife feces.

___ Implement management strategies to minimize wildlife presence in covered produce areas.

___ Assess proximity of domesticated animals to produce fields, agricultural water sources, and produce handling areas to determine whether runoff from manure deposits or piles could present a food safety risk.

[112.83(a)]

3. What steps do you take if you suspect that grazing animals, working animals, or animal intrusion will contaminate covered produce?



Wild and Domestic Animals—21 CFR 112 subpart I

[112.83(b)]

4. How do you assess potential contamination during the season? How often do you conduct an assessment?

Conduct a visual assessment to look for evidence of potential contamination of covered produce during the growing season and before harvest.

Establish a plan that includes control methods to prevent animal intrusion and contamination from feces from occurring multiple times (not required, but recommended).

[112.112]

5. If contamination is found how do you evaluate whether produce can be harvested?

Do your employees know what to do if they come across fecal contamination in the growing area?

Do you have an SOP or plan in place to address contamination? (not required, but recommended)

6. What do you do to ensure that the contaminated produce is not harvested (signs, flags, remove and discard)?

[112.22(b)(1); 112.30(b)] **D**

7. What type of training do employees receive on handling contaminated produce at harvest?

Training **must** include:

Recognizing covered produce that should not be harvested.

Keep records of this training, including date of training, topics covered, and the persons trained.



Preharvest Worker Training

Areas to observe/consider:

- a. Employee break area
- b. Hand washing station
- c. Restroom

1. When do you train your employees?

Employees are trained appropriate to the person's duties and on health and hygiene practices;

Upon hire;

Trained at least annually;

Periodically thereafter, as needed; and

Employees hired during the season receive training upon hire.

[112.22(c), 112.23]

2. What type of training do you or the supervisors of the employees receive?

Supervisors must have the education, training, and experience necessary to perform their duties and oversee personnel.

At least one supervisor or responsible party for your farm has attended Produce Safety Alliance Training.

[112.30] D

3. Do you keep records of your trainings?

Records must include date of training, name and location of the farm, topics covered, and names of individuals trained.

Records must be reviewed, signed, and dated by the supervisor or food safety manager within a reasonable time period.



Preharvest Sanitation

Areas to observe/consider:

- a. Production equipment
- b. Chemical storage
- c. Walking the field

[112.111]

1. Do you grow crops that are covered and not covered(excluded) under the Produce Safety Rule? If yes, is equipment shared for both covered and non-covered produce?

*For example, using your truck(s) to transport non-covered produce (beans), then using that same truck to transport covered produce (onions). Hauling culls/trash then using the same truck(s) to haul harvested covered produce.

___ Equipment is adequately cleaned, and when appropriate, sanitized when switching from non-covered(excluded) to covered produce?

___ Keep covered produce separate from non-covered (excluded) produce, except when they are placed in the same container for distribution.

[112.112]

2. Do you conduct a preharvest inspection of the growing area? If yes, what does the inspection include?

___ Steps are taken not to harvest any produce that may be contaminated, such as produce that is contaminated with feces.

___ Determine if no-harvest buffer zones around the contamination are sufficient to reduce risk to allow harvest of the uncontaminated produce.

___ A plan in place that includes procedures for the disposition of contaminated produce (does not need to be written).

___ Document actions including monitoring (not required by the rule, but good practice).



Preharvest Sanitation

[112.123(d)(1)] **D**

3. Do you inspect, maintain, and clean, and when necessary and appropriate, sanitize all food contact surfaces of equipment and tools used in covered activities as frequently as reasonably necessary to protect against contamination? If yes, what does this include?

*For example, hauling culls/trash then using the same truck(s) to haul harvested covered produce.

___ Equipment and tools are cleaned before they are sanitized.

___ Establish cleaning schedules that ensure equipment and tools are cleaned frequently.

[112.123(d)(2),112.123(e)] **D**

4. Do you maintain and clean all nonfood contact surfaces of equipment and tools?

When inspecting contact surfaces look for:

- Chipping paint
- Peeling tape
- Loose nuts and bolts
- Chipping or brittle plastic
- Condensation on walls or equipment
- Excess grease from moving parts does not contact produce
- Debris buildup; ensure it does not contact produce

5. When using equipment such as pallets, forklifts, tractors and vehicles do you try to minimize the potential for contamination of the covered produce or food contact surface?
6. How do you clean, and when necessary and appropriate, sanitize equipment used in the field before harvest?
7. If you use a sanitizer, what do you use?

___ Sanitizer is used in accordance with the label guidelines.

___ A cleaning schedule is utilized



Preharvest Sanitation

[112.140, 112.161] D

8. Do you keep records of equipment cleaning and sanitation?

Records **must** include:

___ Name and location of the farm;

___ Actual values and observations obtained during monitoring;

___ Covered commodity name and specific variety or brand name of commodity, lot number, or other identifier;

___ Growing location;

___ Date and time of activity documented;

And Be:

___ Created at the time an activity is performed or observed;

___ Dated and signed by the person who performed the documented activity.

[112.132]

9. How do you dispose of trash, litter and waste in the field to prevent contamination of produce and ag water?

___ Trash, litter and waste are disposed of in a garbage can or other waste receptacle.

___ Trash cans are emptied on a regular basis to minimize pest harborage.

___ Trash, litter and waste are controlled so they do not contaminate fields or agricultural water systems.



Preharvest Water

Areas to observe/consider:

- a. Water sources
- b. Water treatment system
- c. Water distribution systems in your control

1. How do you use water before the harvest of crops on your farm?

[112.42(a)(1)] D

2. What are the sources of water used throughout the season?

Check each type of water source that applies. If there are multiple sources of the same type, please indicate the number for each water source:

Municipal

Groundwater (well)

Surface Water (lakes, ditches, rivers, or streams)

Note: Think about all the water used for irrigation, crop protection, frost protection, or dust abatement.

3. Do your water sources change during different times of the growing season?

[112.42 (a)] D

4. Do you inspect your water system? If yes, how often?

Inspection should include:

Water sources

Water distribution systems in your control

Facilities

Equipment



Preharvest Water

5. What things do you look for in the inspection? Be prepared to walk the team through this process.

Things to include:

Backflow devices

Hoses

Pipes

Sprinkler heads

Well cap and casing

Sanitary seals

Control of cross-connections

Note: Inspecting will help identify any problems and target areas for cleaning and maintenance.

[112.42(a)(4)] **D**

6. What are the specific activities near the source or through the conveyances that impact the quality of these water sources (on this farm, from adjacent land)?

Activities that may impact your water:

- Animals
- Humans
- Livestock operation
- Manure storage
- Chemicals- where do you apply and store chemicals
- Neighbors using the same water source

7. Is there a likelihood these activities could contaminate the water source?



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Preharvest Water

[112.42(c)] D

8. How do you protect your water sources?

___ Do you perform routine inspection and maintenance?

___ Do you correct any deficiencies found in a timely manner?

___ Can you reduce risk if livestock or other animals have access to the water sources you use?

9. Do you currently perform any water testing on your agricultural water? If yes, what?

Reserved for water testing questions



Harvest Worker Training

Areas to observe/consider:

- a. Employee break area
- b. Hand washing station
- c. Restroom
- d. Harvest

[112.112]

1. Do you inspect fields at harvest for signs of animal feces?

2. What do you do if animal feces is found on or around the produce?

If fecal contamination is found in the harvest area:

- Determine the radius of a no-harvest buffer zone around the contamination.
- Consider corrective action such as removing, leaving, or burying contaminated produce.

[112.21]

3. When do you train your harvest employees?

- Employees are trained appropriate to the person's duties and on health and hygiene practices;
- Upon hire;
- Trained at least annually;
- Periodically thereafter, as needed; and
- Employees hired during the season receive training upon hire.

[112.113]

4. How do you protect the produce from becoming contaminated during harvest?



Harvest Worker Training

5. Do you train employees on the following practices?

Training should include:

___ How to avoid contact between the harvested produce and the ground soil, dirty harvest containers, or other materials;

___ How to wash hands and maintain hygienic practices according to 112.32;

___ How to keep knives, gloves and other harvest tools out of the dirt, if possible; and

___ Proper tool storage during breaks and periods of non-use.

[112.22(b)(2), 112.22(b)(3)]

6. What does an employee do if he/she finds containers that were not properly cleaned when harvesting?

___ Containers that are dirty or damaged are not used until they are cleaned or repaired.

7. Do you train employees to inspect harvest containers?

Inspection of harvest containers should include:

___ Waste from the previous day ___ Insect droppings or pieces of insects

___ Rodent droppings ___ Chemical spills

___ Trash ___ Dead animals

___ Excessively worn, splintered, cracked, or other poor condition

8. Are employees trained to correct problems with harvest containers or equipment or to report them to a supervisor?



Harvest Worker Training

[112.21(b)]

___ covered in previous section

9. What type of training do you or the supervisors of the employees receive?

___ Must have combination of education, training and experience necessary to perform assigned duties to ensure compliance with 112.21.

___ At least one supervisor from the farm has completed Produce Safety Alliance Training.

[112.22(b), 112.22(b)(3)] **D**

10. Do you train your harvest employee on the following?

___ Recognizing and not harvesting potential hazards such as produce contaminated with feces.

___ Dropped covered produce.

___ How to inspect harvest containers and equipment for hazards prior to harvest.

___ How to take correct actions if issues are noted with harvest containers or equipment or to report problems to a supervisor.

[112.22(b)(1)] **D**

11. What instructions do you give the harvest crew related to dropped covered produce or produce which may be contaminated with manure or other animal feces?

Training **must** include not harvesting produce:

___ When it is contaminated with human, insect, or animal excreta.

___ When it has other contamination specific to the commodity—for example, apples that have fallen to the ground.

[112.30] **D**

12. Do you keep records of your trainings?



Harvest Sanitation

Areas to observe/consider:

- a. Observe harvest
- b. Harvest equipment
- c. Storage of harvest equipment
- d. Cleaning of equipment

[112.111]

covered in previous section

1. Do you grow crops that are covered and others not covered under the Produce Safety Rule? If so, do you handle and/or store crops together or use any shared equipment?

*For example, using your truck(s) to transport noncovered produce (beans), then using that same truck to transport covered produce (onions). Or hauling culls/trash then using the same truck(s) to haul harvested covered produce.

 Equipment is adequately cleaned, and when necessary sanitized, when switching from non-covered to covered produce?

 Keep covered produce separate from non-covered (excluded) produce, except when they are placed in the same container for distribution.

[112.113]

2. How do you handle harvested produce to prevent contamination?

Training should include:

 How to avoid contact between the harvested produce and the ground soil, dirty harvest containers, or other materials.

 How to wash hands and maintain hygienic practices according to 112.32.



Harvest Sanitation

[112.114]

3. How do you ensure dropped produce is not distributed?

[112.116]

4. Do you reuse packing/harvest containers?

Materials are intended to be multiple use and constructed in a manner that facilitates cleaning and are unlikely to support the growth or transfer of pathogens.

Materials are easily cleanable.

Materials are cleaned between uses.

[112.123(d)(1)] **D**

covered in previous section

5. Do you inspect, maintain and clean, and when necessary and appropriate, sanitize all food contact surfaces of equipment and tools used in harvest as frequently as reasonably necessary to protect against contamination?

Equipment and tools are cleaned before they are sanitized.

Establish cleaning schedules that ensure equipment and tools are cleaned frequently.

[112.123(d)(2),112.123(e)] **D**

covered in previous section

6. Do you maintain and clean all nonfood contact surfaces of equipment and tools?

When inspecting look for:

- Chipping paint
- Peeling tape
- Loose nuts and bolts



Harvest Sanitation

- Chipping or brittle plastic
- Condensation on walls or equipment
- Excess grease from moving parts does not contact produce
- Debris buildup; ensure it does not contact produce

7. How do you clean, and when necessary and appropriate, sanitize equipment used in the field before harvest?
8. If you use a sanitizer, what do you use?

Sanitizer is used in accordance with the label guidelines.

A cleaning schedule is utilized.

[112.125]

9. How do you ensure vehicles used to transport produce are cleaned?

Vehicles are adequately cleaned before use in transporting covered produce

Vehicles are adequate for use in transporting covered produce

Things to check for and consider before transporting produce:

- What was in the vehicle before the produce? Animals? Compost?
- What material is the vehicle made of? Wood? Lined with carpet or an absorbent material?
- When was it last cleaned and sanitized?

[112.132]

covered in previous section

10. How do you dispose of trash, litter and waste in the field to prevent contamination of produce and ag water?

Trash, litter and waste are disposed of in a garbage can or other waste receptacle.



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Harvest Sanitation

___ Trash, litter and waste are emptied on a regular basis to minimize pests.

___ Grounds are maintained surrounding the facility, including removal of trash, trim, culls and waste water.



Harvest Water

Areas to observe/consider:

- a. Water source
- b. Point of water use
- c. Harvest in action

1. How do you use water (including ice) during the harvest of crops on your farm?

[112.42(a)(1)] D

2. What are your sources of water used for harvest?

Check each type of water source that applies. If there are multiple sources of the same type, please indicate the number for each type of water source:

Municipal

Groundwater (well)

Surface Water (lakes, ditches, rivers, or streams)

Note: Think about all the water used for irrigation, crop protection, frost protection, or dust abatement.

3. Do your water sources change during different times of the year?

[112.42 (a)] D

4. Do you inspect your water system? If yes, how often?

Inspection should include:

Water sources

Water distribution systems in your control

Facilities

Equipment



Harvest Water

5. What things do you look for in the inspection? Be prepared to walk the team through this process.

Things to include:

Backflow devices

Hoses

Pipes

Sprinkler heads

Well cap and casing

Sanitary seals

Control of cross-connections

Note: Inspecting will help identify any problems and target areas for cleaning and maintenance.

[112.42(a)(4)] D

6. What are the specific activities near the source or through the conveyances that impact the quality of these water sources (on this farm, from adjacent land)?

Activities that may impact your water:

- Animals
- Humans
- Livestock operation
- Manure storage
- Chemicals- where do you apply and store chemicals
- Neighbors using the same water source

7. Is there a likelihood these activities could contaminate the water source?



Harvest Water

[112.42(c)]

8. How do you protect your water sources (cross-connections, backflow prevention)?

___ Do you perform routine inspection and maintenance?

___ Do you correct any deficiencies found in a timely manner?

___ Can you reduce risk if livestock or other animals have access to the water sources you use?

9. Do you currently perform any water testing on your agricultural water? If yes, what?

[112.46] **D**

10. How do you assess water quality for harvest uses? Testing? Frequency? What are you testing for?

[112.42] **D**

11. Do you treat this water? If so, how?

[112.45]

12. What do you do if a water test comes back higher than expected (a positive generic E. coli test)?

13. What corrective action would you take?

[112.48(a), 112.48(b), 112.48(c)]

14. Do you re-use or recirculate water?

You **must**:

___ Establish and follow water-change schedules for recirculated water;

___ Visually monitor the quality of water that you use during harvest packing, and holding activities; and

___ Maintain and monitor the temperature of water at a temperature that is appropriate for the commodity and operation.



ON-FARM READINESS REVIEW PREPAREDNESS



Harvest Water

[112.43] D

15. Do you use an antimicrobial (sanitizer, uV)?

You **must**:

___ Ensure the antimicrobial is used in accordance with the label; and

___ Monitor any treatment of agricultural water at a frequency adequate to ensure that the treated water is consistently safe.

Monitoring pH:

___ pH test strips

___ Electronic pH meter

___ Titration kit

[112.50(a)] D

16. What documents do you keep related to your water source, antimicrobial use and testing?



Postharvest Worker Training

Areas to observe/consider:

- a. Employee break area
- b. Hand wash station
- c. Restroom
- d. Observe packing

[112.21]

1. When do you train your employees?

Employees are trained appropriate to the person's duties and on health and hygiene practices;

Upon hire;

Trained at least annually;

Periodically thereafter, as needed; and

Employees hired during the season receive training upon hire.

[112.129(a), 112.129(b)(1)]

2. Approximately how many employees do you have in the packinghouse or packing area?

Employees are provided with adequate, readily accessible toilet and handwashing facilities.

Toilet facilities are serviced frequently.

Barrier or sufficient distance around toilet facilities, such that if accidental flooding or spillage occurred the packing and growing area would be protected.

[122.22(b)(2), 112.22(b)(3)]

covered in previous section

3. What does an employee do if he/she finds containers that were not properly cleaned after harvest?



Postharvest Worker Training

4. Do employees inspect harvest containers for:

Waste from the previous day

Insect droppings or pieces of insects

Rodent droppings

Chemical spills

Trash

Dead animals

Excessively worn, splintered, cracked, or other poor condition.

Train employees to correct problems with harvest containers or equipment or report problems to a supervisor.

[112.21(b)]

covered in previous section

5. What type of training do you or the supervisors of the employees receive?

Must have combination of education, training and experience necessary to perform one's assigned duties to ensure compliance with 112.21.

At least one supervisor from the farm has completed Produce Safety Alliance Training.

[112.22(b), 112.22(b)(3)] D

covered in previous section

6. Do you train your harvest employees on the following?

Recognizing and not harvesting produce introduced to potential hazards such as produce contaminated with feces.

Dropped covered produce.

How to inspect harvest containers and equipment for hazards prior to harvest.

How to take corrective actions if issues are noted with harvest containers or equipment, or to report problems to a supervisor.

[112.30] D

7. Do you keep record of your trainings?



Postharvest Sanitation

Areas to observe/consider:

- a. Packing area
- b. Cleaning/Sanitation at packinghouse
- c. Chemical storage area
- d. Cold rooms or other storage areas

[112.111]

___ Covered in previous section

1. Do you harvest and handle both covered and not covered produce under the Produce Safety Rule? If yes, please describe separation (physical, time, handling, cleaning).

___ Equipment is adequately cleaned, and when necessary sanitized, when switching from non-covered to covered produce.

___ Keep covered produce separate from non-covered (excluded) produce, except when they are placed in the same container for distribution.

[112.113]

2. How do you handle produce that contacts the ground, packinghouse floor, or other non-food contact surface?

Training should include:

___ How to avoid contact between the harvested produce and the ground, soil, dirty harvest containers, floors, or other materials that could contaminate produce; and

___ How to wash hands and maintain hygienic practices according to 112.32.

[112.123(d)(1)]

3. How do you clean equipment?

___ Do you clean equipment before using a sanitizer (if a sanitizer is used)?



Postharvest Sanitation

___ Has an established cleaning schedule that ensures equipment is not left with debris on it overnight?
(suggested not required)

___ **Covered in previous section**

4. Do you sanitize cleaned equipment? If so, how?

___ Sanitizer is used in accordance with the label guidelines.

___ A cleaning schedule is utilized.

How do you inspect and maintain equipment?

When inspecting look for:

- Chipping paint
- Peeling tape
- Loose nuts and bolts
- Chipping or brittle plastic
- Condensation on walls or equipment
- Excess grease from moving parts does not contact produce
- Debris buildup; ensure it does not contact produce

[112.140] D

5. Do you keep records of postharvest sanitation activities?

[112.116]

6. How do you ensure your packaging materials are clean and sanitary?

___ Only use single-use materials that are intended for food use.

___ Materials that are intended to be multiple use are constructed in a manner that facilitates cleaning and are unlikely to support the growth or transfer of pathogens.

___ Materials are easily cleanable.

___ Materials are cleaned between uses.



Postharvest Sanitation

[112.116(a)]

7. How do you handle damaged or cracked containers?

[112.115]

8. Does packaging allow for air flow?

Packaging material does not allow for an anaerobic (without oxygen) environment.

[112.124]

9. Are you using any monitoring equipment i.e., temperature recorders, pH meters, etc.? If yes, do you check their accuracy and how often?

Monitoring equipment is calibrated to ensure accuracy and precision or has a certificate of analysis.

Note: To ensure accuracy, you **must** check levels, concentrations and/or temperatures.

[112.125]

covered in previous section

10. How do you ensure vehicles used to transport produce are cleanable (no carpet or absorbent material)?

Vehicles are adequately cleaned before use in transporting covered produce.

Vehicles are adequate for use in transporting covered produce.

Things to check for and consider before transporting produce:

- What was in the vehicle before the produce? Animals? Compost?
- What material is the vehicle made of? Wood? Lined with carpet or an absorbent material?
- When was the vehicle last cleaned, and when necessary, sanitized?



Postharvest Sanitation

[112.126]

11. Are building drains, walls, ceilings and floors checked for leaks or other sources of contamination?

Buildings, walls, ceilings and floors have a cleaning schedule.

Buildings are adequate in size and construction.

Buildings are of suitable design to facilitate maintenance and sanitary operations.

Is there standing water?

Plumbing in the building is sufficient and allows for proper drainage.

[112.127]

12. Are domestic animals allowed in the packinghouse?

Domestic animals **must** be excluded or separated from the packing environment or any areas where covered produce, food contact surfaces and packing materials are present.

[112.128]

13. Do you have a pest control program in place? Is the pest program conducted in-house or by a contractor?

Items to include:

Inspect walls, windows and doors that keep pest out.

Deter birds from nesting in open packing houses.

Keep outside areas clear of any debris that would give pests a place to nest or hide.

Store trash away from packing areas.

Cover produce to prevent contamination.

Note: In fully enclosed buildings, you **must** take measures to exclude pests from your buildings.



Postharvest Sanitation

[112.131]

14. What type of sewage system (septic, municipal, etc.) do you have for the packinghouse?

Sewage, including human waste, water used in packing house operations, and handwashing waste water is disposed of in a proper sewage system.

Sewage systems have sufficient capacity to handle peak flow times and not cause direct or indirect contamination.

No cross-connections.

Proper backflow devices are installed [112.133(d)].

[112.132]

15. How often do you remove culled produce and/or trash from the packing area?

Culled produce and/or trash is disposed of in a garbage can or other waste receptacle.

Trash is emptied on a regular basis to minimize pests.

Trash is not stored where it could contaminate produce, water sources, or water distribution systems.



Postharvest Water

Areas to observe/consider:

- Water sources (ground, surface and municipal)
- Point of water use if during packing (hydrocooler, flume, dump tank, spray bar, etc.)
- Sanitation

[112.42(a)(1)] D

1. What are the water sources used during postharvest operations?

Check each type of water source that applies. If there are multiple sources of the same type, please indicate the number for each water source:

___Municipal

___Groundwater (well)

___Surface Water (lakes, ditches, rivers, or streams)

Note: Think about all the water used for equipment and direct food contact cleaning, handwash water, dump tanks, ice making, fluming and hydrocooling.

All Post harvest water must be free of Generic E. coli

[112.42 (a)] D

___ **Covered in preharvest water and harvest water.**

2. Do you inspect your water system? If yes, how often?

Inspection should include:

___Water sources

___Water distribution systems in your control

___Facilities

___Equipment



Postharvest Water

3. What things do you look for in the inspection? Be prepared to walk the team through this process.

Things to include:

Backflow devices

Hoses

Pipes

Sprinkler heads

Well cap and casing

Sanitary seals

Control of cross-connections

Note: Inspecting will help identify any problems and target areas for cleaning and maintenance.

[112.42(a)(4)] D

4. What are the specific activities near the water source or through the water conveyances that impact the quality of these water sources (on this farm, from adjacent land)?

Activities that may impact your water:

- Animals
- Humans
- Livestock operation
- Manure storage
- Chemicals- where do you apply and store chemicals
- Neighbors using the same water source

5. Is there a likelihood these activities could contaminate the water source?



Postharvest Water

[112.42(c)]

6. How do you protect your water sources (cross-connections, backflow prevention)?

___ Do you perform routine inspection and maintenance?

___ Do you correct any deficiencies found in a timely manner?

___ Can you reduce risk if livestock or other animals have access to the water sources you use?

7. Do you currently perform any water testing on your agricultural water? If yes, what?

[112.46] D

8. How do you assess water quality for postharvest uses? Testing? Frequency? What are you testing for?

[112.48(a), 112.48(b), 112.48(c)]

9. Do you re-use or recirculate water?

You **must**:

___ Establish and follow water change schedules for recirculated water;

___ Visually monitor the quality of water that you use during postharvest packing and holding activities;
and

___ Maintain and monitor the temperature of water at a temperature that is appropriate for the commodity and operation.

[112.43] D

10. Do you use an antimicrobial (sanitizer, uV)?

You **must**:

___ Ensure the antimicrobial is used [in accordance with the label guidelines](#).



Postharvest Water

Monitor any treatment of agricultural water at a frequency adequate to ensure that the treated water is consistently safe.

Monitoring pH:

pH test strips

Electronic pH meter

Titration kit

[112.45] D

11. What do you do if a water test comes back higher than expected?

[112.50(a)] D

12. What documents do you keep related to your water source, antimicrobial use and related testing?



ON-FARM READINESS REVIEW PREPARDNESS



Notes