

Farm Food Safety Plan

[Your Farm Name Here]

**A Note To Farmers:**

This Farm Food Safety Plan template is intended to be a starting point in creating a food safety plan. The sections and information in this template are meant to be edited, expanded upon, or removed, depending on your farm’s unique circumstances. Italicized text throughout the template provides directions to the farm and is intended to be removed after plan completion.

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# Contact Information

| **Farm Name:** |  |
| --- | --- |
| **Physical Farm Address:** |  |
| **Farm Owner/Manager Name:** |  |
| **Farm Owner/Manager Cell Phone:** |  |
| **Mailing Address:** |  |
| **Produce Safety Contact Name:** |  |
| **Produce Safety Contact Phone Number:** |  |
| **Office Phone Number:** |  |
| **Email:** |  |
| **Website:** |  |

## Mission Statement

|  |
| --- |

This document must be reviewed and updated annually.

| **Signature of farm produce safety manager** | **Date** |
| --- | --- |

# Farm Map(s)

*A good farm map will depict:*

* *Farm size, location, and orientation*
* *Production spaces with clearly labeled names/designations*
* *Water source location and water movement paths (i.e. water distribution system)*
* *Critical infrastructure, including buildings, equipment, coolers, sinks, workspaces, etc.*
* *The flow and movement of products and people*
* *And, a good map will offer VISUAL CLARITY!*

# 

# Commodities Grown

| **Commodities sold for fresh consumption** *i.e. sold to direct-to-consumer, restaurants, schools, food hubs, wholesale, etc.* |
| --- |

| **Commodities sold for processing** *i.e. sold to a processor for canning, freezing, chopping, etc. Indicate which (if any) commodities will undergo a scientifically validated kill step during processing.* |
| --- |

# Record Retention

All [required records of the Produce Safety Rule](https://resources.producesafetyalliance.cornell.edu/documents/Records-Required-by-the-FSMA-PSR.pdf) must be kept for at least two years from creation.

| **Records kept and maintained on this farm include:** *(list all records kept and their storage locations)* |
| --- |

# 

# Worker Training Policies

All farm workers are trained on farm policies, produce safety policies, and job-specific duties. **Workers include paid and unpaid employees, interns, volunteers, friends, and family.** Farm workers who handle covered produce must be trained upon hire, at least annually, and if non-compliance behaviors are observed.

| **Describe your farm’s worker training policy, including frequency, topics covered, and training delivery methods:** *(demonstrations, hands-on activities, slideshow, etc.)* |
| --- |

## Worker Hygiene Policies

| **Describe your worker hygiene expectations:** *(i.e. wear clean clothes to work, etc.)* |
| --- |
| **Describe your worker handwashing expectations:** *(i.e. wash hands with soap and water for 20 seconds before work, after bathroom and breaks, etc.)* |
| **Do you allow workers to wear jewelry? Describe your jewelry policy:** *(i.e. no rings except a plain wedding band, no dangling jewelry, etc.)* |
| **Describe your glove expectations.** *(i.e. workers must wear gloves; workers may wear gloves if they so choose; workers must wear gloves during XYZ activities, etc.)* |
| **If gloves are worn, are they single-use disposable gloves, washable fabric gloves, or other material?** |
| **How often are gloves changed or cleaned? Describe how gloves are kept in a sanitary condition.** |

## Injury Policies

All workers are instructed to appropriately deal with any injuries immediately. Injuries include cuts, abrasions, or other injuries that occur.

| **List all locations of first aid kits available for use:** |
| --- |
| **First aid supplies are monitored and restocked:** *(indicate who is responsible for monitoring and frequency of restocking)* |
| **For critical or life-threatening injuries, call 911 or transport the injured worker to the nearest medical facility:** *(provide location and/or directions to the nearest hospital, walk-in clinic, or emergency room)* |

## Blood & Bodily Fluid Policies

If blood or other bodily fluid contacts produce, immediate action must be taken. If a person cannot deal with it immediately, the person must mark the area, if able, and notify the farm manager.

| **Blood or bodily fluid employee contact:** *(provide manager’s name & phone)* |
| --- |
| **If blood or bodily fluid contaminated food and/or food-contact surfaces, all food must be disposed of and surfaces will be cleaned and sanitized:** *(Provide cleaning and sanitizing procedure)* |

## Illness Policies

No person shall be penalized for illness. If possible, a sick worker may be given a temporary job on the farm that is out of contact with produce.

| **Workers must be able to recognize symptoms of concern. The following symptoms prohibit an employee from handling fresh produce:**   * Diarrhea * Vomiting * Jaundice * Fever or sore throat with fever * Cuts/Wounds/Lesions on the hands, wrists, or other exposed body parts |
| --- |
| **The farm’s policy on allowing ill workers to return to work handling fresh produce:** *(include policy and minimum wait time for unmedicated symptoms to disappear)* |

## Break Area Policies

Eating, drinking and tobacco are prohibited from a covered area where a covered activity occurs. A ‘covered area’ is the field, transportation, packhouse, storage, etc. where covered produce could be grown, harvested, handled, or stored.

| **List all acceptable locations workers may use as a break area:** |
| --- |
| **Describe your policy on tobacco use on the farm, including smoking, vaping, and chewing:** |

## Toilet Policies

OSHA regulations require a minimum of one restroom per 20 workers and located within a ¼ mile or a 5-minute drive of all active fields. All toilet facilities must have hand washing facilities and be stocked with clean water and soap.

| **List locations for all restrooms available to workers/visitors:** *(indicate the type of toilet facility, such as plumbed into city sewage/septic, outhouse, portable toilet, etc.)* |
| --- |
| **The restroom(s) are cleaned:** *(provide frequency, methods, and farm worker(s) responsible)* |
| **If applicable, list the portable toilet company name and contact information:** |
| **Toilet overflow Procedure:** |
| **Emergency Spill contact name and phone number:** |

# Biological Soil Amendments of Animal Origin (BSAAO) Policies

| **List all types of BSAAOs that are used in this farming operation.** *(Example: fish emulsion, manure, compost, municipal biosolids, bone/blood/feather meals, vermicompost, etc.)* |
| --- |

## Biosolids *(Delete section if no biosolids are used)*

| **List the purchasing source and class of biosolids used:** *(i.e. Class A biosolids)* |
| --- |
| **When/How are municipal biosolids applied to produce production areas?** *(i.e. fall application, top-dress, incorporated, etc.)* |

## Compost *(Delete section if no compost is used)*

| **If compost is made on-farm, describe the pathogen-reducing treatment method:** *(include time, temperature, and turnings)* |
| --- |
| **If compost is purchased, list the purchasing source and attach verification of pathogen-reducing treatment:** *(i.e. supplier certificate of conformance)* |

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## Liquid BSAAO’s *(Delete section if no liquid BSAAO’s are used)*

| **If liquid BSAAOs are made on-farm, such as compost tea, describe the application method and/or pathogen-reducing treatment method:** |
| --- |
| **If liquid BSAAOs are purchased, describe the application method and/or pathogen-reducing treatment method:** *(i.e. supplier certificate of conformance)* |

## Granulated/Meal BSAAO’s *(Delete section if no granulated/meal BSAAO’s are used)*

| **If granulated or meal BSAAOs are made on-farm, such as bone meal, feather meal, blood meal, etc., describe the application method and/or pathogen-reducing treatment method:** |
| --- |
| **If granulated or meal BSAAOs are purchased, describe the application method and/or pathogen-reducing treatment method:** *(i.e. supplier certificate of conformance)* |

## Manure *(Delete section if no manure is used)*

| **If raw or aged manure is used, list all applicable animal origins and whether they were produced on-farm or purchased:** *(include purchasing sources)* |
| --- |
| **When/How is raw or aged manure applied to produce production areas?** *(i.e. fall application, top-dress, incorporated, etc.)* |
| **Is there manure storage on-farm? If so, which preventative measures are used to minimize potential leaking, leaching, or run-off from the storage area?** |

# Animals and Wildlife Policies

## Domesticated Animal Policies

| **List all domesticated animals, including pets, livestock, and working animals living on the farm.** |
| --- |
| **List all practices used to keep contamination from domesticated and working animals away from fresh produce.** *(Examples: fencing, keeping building doors closed, hand washing after touching animals, etc.)* |
| **What is the farm’s corrective action policy when contamination from domesticated and working animals occurs?** |

## 

## Wildlife Policies

| **List all areas of the farm you monitor for signs of animals and wildlife, and how often monitoring occurs.** *(Examples: production fields/buildings/agricultural water systems, etc.)* |
| --- |
| **What efforts are made to deter or exclude wildlife in the fields/buildings/agricultural water systems?** *(Examples: noise cannons, reflective strips, wooden cutouts, owls, scarecrows, fencing, netting, etc.)* |
| **What is the farm’s corrective action policy when signs of animals or wildlife, such as tracks, trampling, chewing/feeding, or animal waste are found?** |

# Water Quality

## Water Sources

| **All Farm Water Sources**  *i.e. Municipal, Pond, Lake, Stream, Underground Well, Sock Well, etc.* | **Type/Use**  *i.e. Drip or overhead irrigation, sprays, handwashing, Zone 1 areas, post-harvest, etc.* |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Water Testing

Water used during and after harvest MUST be tested annually and found to have **no detectable generic E. coli per 100 mL sample,** including water used for:

* Washing produce
* Hand washing
* Cleaning and sanitizing food contact surfaces
* Hydro-cooling or ice-making
* Any other post-harvest water use

Growers with access to a municipal water source do not need to test their water. Growers must obtain a copy of the municipality’s water quality report or a Certificate of Conformance with the E[PA Safe Water Drinking Act](https://www.epa.gov/sdwa).

| **Testing Frequency***(list testing frequency/schedule for each water source tested. i.e. “Once every spring” or “Four times each year between April - August)* |
| --- |
| **Laboratory** *(i.e. “Marquette Water Filtration Plant.” A* [*map of accredited testing laboratories*](https://www.google.com/maps/d/u/0/edit?mid=1C8KHM6jJszj9auYQttUbVtPKtb4eEBSJ&ll=18.510965161996946%2C-85.84790037583309&z=3) *can assist in finding a lab near you.)* |
| **Testing Method** *(list all* [*testing methods*](https://www.fda.gov/media/178224/download?attachment) *used, i.e., “Test Method 9223 B.”)* |

## Water Treatment

Surface water MUST be treated if it is used for harvest or post-harvest activities. Growers may also treat their water sources based on circumstances such as water test results signifying an issue or reusing water in recirculating systems.

| **Water Source** |
| --- |
| **Water Treatment Method** *(i.e. chlorinating, ozone, UV lights, etc.)* |
| **Verification** *(i.e. water testing/verification of pathogen die-off)* |

## Water System Inspections

A [water system inspection](https://www.canr.msu.edu/news/water-system-food-safety-inspections) must be performed annually at the beginning of the growing season, and whenever a problem is suspected. The water system should identify conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces, including consideration of the following:

1. The nature of each agricultural water source (for example, groundwater or surface water);
2. The extent of your control over each agricultural water source;
3. The degree of protection of each agricultural water source;
4. Use of adjacent and nearby land; and
5. The likelihood of introducing known or reasonably foreseeable hazards to agricultural water by another agricultural water source user before the water reaches your covered farm.

| **This farm’s water system is inspected on the following schedule:** |
| --- |
| **Water system components inspected include:** *(i.e., water sources, water distribution systems, facilities, equipment, etc.)* |
| **If a problem with the water system is found, the corrective action policy is:** |

# Harvest/Post-harvest Policies

## Contaminated Produce

| **Produce contaminated with feces must never be harvested or sold for human consumption. This farm’s contaminated produce policy is:** |
| --- |
| **If produce falls or is dropped on the ground/floor, it may not be sold for raw human consumption. Dropped produce is managed with the following steps:** *(examples include: left on the ground/floor, disposed of, composted, or processed with a kill-step)* |

## Harvest Equipment

| **All food-contact harvesting tools used on this farm include:** |
| --- |
| **Harvesting tools are cleaned and sanitized:** *(provide methods and frequency for each type of tool)* |
| **Containers used to harvest and/or store produce on this farm include:** |
| **Harvest containers are cleaned and sanitized** *(provide methods and frequency for each type of container)* |
| **All harvest containers are inspected for damage and cleanliness before use. Damaged or broken containers are repaired or replaced:** *(provide policy and frequency)* |
| **This farm’s policy on using harvest containers for non-produce activities is:** *(examples: harvest containers are never used for non-produce activities, or, harvest containers are cleaned and sanitized after any non-produce activity)* |

## Washing & Packing

| **All water used in the packing shed for produce or produce-contact surfaces is microbiologically clean, and tested for no detectable E.coli.** *(Yes/No. Provide water source and test results)* |
| --- |
| **To prevent unwanted contamination from pests and to reduce the growth of bacteria, the packing shed, including all produce-contact surfaces and floors, will be cleaned:** *(provide cleaning frequency)* |
| **Sanitizers used in packing lines or wash water must be frequently monitored and all label instructions strictly followed. Sanitizers used on this farm include:** *(provide specific sanitizers, including full label name and/or EPA Registration Number)*: |
| **Packing containers used on this farm include:** *Examples: new single-use cardboard boxes, cleaned wooden containers, cleaned and sanitized plastic containers/lugs, cleaned containers with a single-use liner, new plastic bags, etc.):* |
| **All packing containers will be in good repair and will not be used for any other farm activity. The policy on damaged packing containers on this farm is:** *(provide policy)* |
| **All containers are stored in a manner to prevent contamination.** *(describe the location of container storage)* |

## 

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## Storage & Transportation

| **Produce is held or stored in the following locations on this farm** *(including dry storage, cold storage, root cellars, etc.)* |
| --- |
| **Methods to prevent produce contamination during storage include:** *(examples: storing produce in lidded containers, utilizing shelving to keep produce off the floor, pest monitoring, temperature and humidity control, etc.)* |
| **If produce is determined to be contaminated during storage, the following policy is kept:** |
| **List all vehicles used to transport produce on this farm.** |
| **All transport vehicles of fresh produce must be kept as clean as practicable. All transport vehicles are kept clean and sanitary** *(provide methods and frequency):* |

# 

# Traceability System

**Procedure**

| **The following information is collected for each lot:** *(examples: date, commodity, production area, harvest crew, etc.)* |
| --- |
| **The lot code should also be recorded on all produce sold and on all invoices. The labeling system for lot codes is as follows:** *(examples: labeling may be per box, bag, container, clamshell, bunch, or individual product, depending on how the produce is packaged and sold)* |

**Lot Code Key**

Create a key for your lot code identifiers. Use the keys to create unique lot numbers using a consistent coding system. A farm map will come in handy for identifying production areas.

| **Date Key** *(Calendar system or* [*Julian Date*](https://www.fs.usda.gov/sites/default/files/2019-04/julian-calendar.pdf) *system)* |
| --- |
| **Commodity Key** *(provide identifiers for all crop species AND varieties)* |
| **Production Area Key** *(provide identifiers for all production areas. Match the areas with the production areas on your farm map)* |
| **Worker/Crew Key** *(provide identifiers for all assigned crews or individual initials)* |

**Lot Code Example** *(provide an example of your lot codes)*

# Appendices

Appendix A - Previous Land Use Assessment

Appendix B - Worker Training Checklist

Appendix C - Worker Training Record Template

Appendix D - Compost Treatment Record Template

Appendix E - Mock Recall Record

Appendix F - Traceability Overview

Appendix G - U-Pick Policies

**Appendix A - Previous Land Use Assessment**

| **Previous Land Use** | **Yes** | **No** |
| --- | --- | --- |
| Have the current crop(s) been grown at this location for LESS THAN 5 years? |  |  |
| Has there been any expansion into previously unused land within the last 5 years? |  |  |
| Has the current crop(s) been grown at this location for MORE THAN 5 years? |  |  |
| **Adjacent Land Use** | **Yes** | **No** |
| Crop production |  |  |
| Dairy or livestock operation |  |  |
| Watershed (river, stream, pond, lake) |  |  |
| Manure dumping or storage |  |  |
| Residential with operation system |  |  |
| Commercial or industrial development |  |  |
| Municipal or private dumping site |  |  |
| Other: |  |  |
| **Immediate Food Safety Concerns:** | | |
|
| **Adjacent and Previous Land Use Policy:** | | |
|

**Appendix B - Worker Training Checklist**

| **Topic** | **Description** | **Done** |
| --- | --- | --- |
| Principles of Food Safety & Food Hygiene | | |
| Microbial Contamination | Workers must be trained to identify sources and routes that could lead to produce or food contact surface contamination. |  |
| Cleaning & Sanitizing | Workers must be trained on the five steps for proper cleaning and sanitizing. |  |
| Animals | Workers must be trained on the risks of microbial contamination caused by wild or working animals. |  |
| Additional Farm Specific: | Description: |  |
| Personal Health & Hygiene | | |
| Sick Policy | Workers must be able to recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must be trained on whom to report cases of injury or illness. |  |
| Injury Policy | Workers must know how to properly handle incidents of contaminated produce by bodily fluids. Employees should be trained on where to receive or access first aid. |  |
| Hand Washing | Workers must know when and how to properly wash their hands. 112.32 of the Produce Safety Rule outlines when hand washing is required. |  |
| Restroom | Workers must be aware of restroom locations and associated hygiene practices to reduce cross-contamination. |  |
| Additional Farm Specific: | Description: |  |
| Produce Safety Rule Standards | | |
| Applicable Standards found in the PSR | Workers must understand the standards in Subpart C (Worker Training) through Subpart O (Records) of the PSR, which apply to their job tasks. For example, workers who clean and sanitize the pack line must be trained on Subpart L (Equipment, tools, buildings, and sanitation). Workers must understand “covered produce” and “covered activities.” |  |
| Additional Farm Specific: | Description: |  |
| Employees Engaged in Harvest Activities of Covered Produce | | |
| Proper & Safe Harvest | Workers conducting harvest activities must be trained to recognize produce that must not be harvested, including produce that has been contaminated or is likely to be contaminated. |  |
| Harvest Containers & Equipment | Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are functioning properly, clean, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards. |  |
| Corrective Actions | Workers who conduct harvest activities must know how to correct problems associated with harvest containers and equipment. |  |

**Appendix C - Worker Training Record Template**

| **Name and address of farm:** |
| --- |
| **Date:** |
| **Trainer:** |
| **Training Time:** |
| **Topics Covered:** |

**Training materials:** *Please attach any printed materials related to the training. Also, reference any relevant SOPs or sections of the farm food safety plan that apply.*

| **Employee Name (please print)** | **Employee Signature** |
| --- | --- |
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| **Reviewed By:** | **Title:** | **Date:** |
| --- | --- | --- |

**Appendix D - Compost Treatment Record Template**

| **Name and address of farm:** |
| --- |
| **Type of compost method:** |
| **Date piled:** |
| **Date finished:** |
| **Row number/ID:** |
| **All ingredients added to compost:** |

*Use this record for on-farm composting. Record the date piled, turning dates, and the temperatures maintained. Use one sheet for each pile or row.*

| **Date Turned** | **Temp/Time Test Area 1** | **Temp/Time Test Area 2** | **Temp/Time Test Area 3** | **Temp/Time Test Area 4** | **Initials** |
| --- | --- | --- | --- | --- | --- |
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*Proper compost production requires a minimum temperature of 131ºF to be maintained for 3 days using an enclosed system OR a temperature of at least 131ºF for 15 days using a windrow system, during which the materials must be turned 5 times (FSMA Produce Rule. 2015. Rule 21 CFR part 112.54(b)).*

| **Reviewed by:** | **Title:** | **Date:** |
| --- | --- | --- |

**Appendix E - Mock Recall Record**

**Harvest Information**

| **Lot Number:** |
| --- |
| **Crop Name/Variety:** |
| **Lot information:** *(i.e. inputs received, harvest date, harvest crew, amount harvested, etc.)* |
| **Date and Amount Sold to Buyer:** |

**Buyer Information**

| **Buyer Name/Information:** |
| --- |
| **Lot Number:** |
| **Amount of product remaining at buyer site:** |
| **Amount of product sold by buyer:** |
| **Any additional notes:** |

**Mock Recall Results**

| **Was the mock recall successful?** |
| --- |
| **Corrective Actions Taken** |

| **Reviewed by:** | **Title:** | **Date:** |
| --- | --- | --- |

**Appendix F - Traceability Overview**

**Traceability Overview**

Traceability is a system in which fruits and vegetables can be traced from the field to the buyer by lot through unique lot codes. Each farm should have a traceability system that allows the grower to track the produce from the field (one step back) to the buyer (one step forward).

**What is a Lot?**

A lot is a distinct and limited portion of a crop. A lot could be defined as all of the same crop harvested from the same field on the same day. Some farms may divide the harvest further, thereby making several different lots. Each lot must be assigned a unique lot number. **The lot number should be labeled on each container in the lot and recorded on the invoice.** The benefit of having the lot number on the container is that in the case of co-mingling with other lots, each container is identifiable.

**Lot Code Specifics**

A lot code is a unique code that identifies a designated lot. The code is a series of numbers and letters to indicate specific information. Examples of information you may want to identify in a lot code include:

* Commodity/Produce item
* Production area where produce was grown/harvested
* Harvest date (calendar date or [Julian Date](https://www.fs.usda.gov/sites/default/files/2019-04/julian-calendar.pdf))
* Harvest crew
* Packinghouse used (if any)
* Packing date (if different than harvest date)
* Packing crew (if different than harvest crew)

**Lot Code Key**

Create a key for your lot code identifiers. Use the keys to create unique lot numbers using a consistent coding system. A farm map will come in handy for identifying production areas.

| **Commodity Key (EXAMPLE)**  C1 - Cherry Tomatoes  C2 - Roma Tomatoes  C3 - Slicing Cucumbers | **Production Area Key (EXAMPLE)**  GH1 - Greenhouse 1  GH2 - Greenhouse 2  B1-16 - Outdoor garden beds #1-16 |
| --- | --- |

**Simple Lot Code Example**

The lot Code for Roma Tomatoes harvested from Greenhouse 2 on August 16th is **C2-GH2-228.**

The commodity key for Roma Tomatoes is “**C2**,” the production key for Greenhouse 2 is “**GH2**,” and the Julian Date for August 16th is **228**.

**Appendix G - U-Pick Policies**

**U-Pick Policies**

* When the U-Pick is open, personnel will be present. These personnel are trained in worker health and hygiene and on the farms’ hygiene expectations for Produce Safety.
* A portable sanitary unit and handwashing station will be available for workers, visitors, and customers.
* Portable toilet and handwashing stations will display signage for correct toilet use and proper handwashing.
* Visitors will be informed **visually OR verbally** *(circle one)* of the location of the handwashing station and portable toilet upon arrival.
* U-Pick containers are **brand new, single-use containers OR cleaned and sanitized plastic containers OR plastic/wooden containers with a single-use, new liner, OR:** *(indicate container)*

|  |
| --- |

**A sign will display** *(suggested wording)***:**

* Wash hands with soap and water before entering the U-Pick area.
* Stay within the designated U-Pick area.
* Keep pets at home.
* Do not pick if you are sick or ill to prevent contamination.
* No eating, drinking, smoking, or chewing tobacco in the U-Pick area.