

Food Safety File Requirements for Growing Operations

In preparation for the Food Safety Annual Ranch Audit please review the following check-list containing relevant documents and information required during the audit. Please have your documents updated and available for review.

Some documents listed here may not apply to your growing operation.

General

Please check the boxes accordingly to your farming operation.

Farming system:

- Conventional
- Transitional
- Organic
- Integrated Pest Control Management

Adjacent land use:

- Livestock: _____
- Industrial site: _____
- Any organic material storage or usage: _____
- _____

- Good Agricultural Practices (GAP) manual. This document contains general guidelines about Food Safety issues. You can prepare your own manuals on line through the *Document Development Program* at www.primuslabs.com customized for your growing areas.

Fertilizer Usage

- If growing area is operating under organic principles, current approval certificate from corresponding organization.
- If used, current application records of composted or raw animal manure bio-solids (sewage sludge), green waste or any other organic fertilizer.
- If used, letter of assurance from compost, raw manure, bio-solids or any other organic fertilizer supplier certifying compliance with federal, state and local guidelines.
- If used, current records of chemical fertilizer applications.
- If used, letter of assurance from chemical fertilizer supplier that specifies the source of inert ingredients.

Water Usage

Please check the boxes accordingly to your farming operation.

Source or sources of your irrigation system:

- Municipal pipeline
- Well
- Pond or reservoir
- Canals or ditches
- Reclaimed water (gray or tertiary water)
- Reused water (recycled tail water)
- None / dryland farming

Irrigation systems:

- Drip
- Furrow
- Sprinklers or overhead
- Subirrigation

- Records of preventive actions and/or corrective measures regarding possible contamination of the irrigation system water source (e.g. periodical visual inspections, chlorination, filtration, rodent control programs, etc.).
- Past and more recent microbial tests conducted on water source (e.g. E. coli, Total Coliform, Fecal Coliform, etc.).
- Written policies covering corrective measures if high test results are recorded for water source.
- Written Standard Operating Procedure (SOP) which restricts storage, loading, mixing, or dilution of agricultural chemicals near water sources.
- Written Standard Operating Procedure (SOP) which restricts the cleaning of spray tanks and related equipment near water sources.

Pest Control

- Copy of the state or county license of the person in charge of the pesticide applications (in-house or contract applications).
- Material Safety Data Sheets (MSDS) for all products used for pest control.
- If water used for spray applications is sourced off-site, letter assuring that water is potable or of suitable agricultural quality.
- Standard Operating Procedures (SOP) for pesticide applicators.
- Current pesticide application records complying with US EPA, state and county regulations.
- If growing area is operating under organic principles, current organic pesticide application records complying with the California Organic Foods Act and the Federal Organic Foods Production Act.

Employee Safety and Hygiene

- Written policy dealing with employees appearing to be sick.
- Written policy regarding employees with open wounds.

- Written policy prohibiting eating in all harvesting areas.
- Written policy prohibiting use of tobacco products in all harvesting areas.

- Standard Operating Procedure (SOP) including guidelines and expectations regarding employee hygiene.
- Outline and/or schedule of employee's educational program including Food safety and Hygiene aspects.

- Current educational sessions attendance records (signed by employees).
- Written policies with corrective action guidelines requiring employees to wash their hands prior beginning work, after break periods and after using the toilet facilities.

- Written policies requiring all commodities that come in contact with blood are destroyed.
- Writing policies requiring all commodities that are dropped on the ground discarded.
- Written policy prohibiting domestic animals in the growing area.
- Written policy prohibiting children in the growing area.

Comments:

Customer: _____
Grower name: _____
Ranch name: _____

Commodity: _____
Location: _____
Date: _____
Auditor: _____

