

## Food Safety File Requirements for Growing Operations

In preparation for the Food Safety Annual Greenhouse 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](http://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:***

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*Customer:* \_\_\_\_\_  
*Grower name:* \_\_\_\_\_  
*Ranch name:* \_\_\_\_\_

*Commodity:* \_\_\_\_\_  
*Location:* \_\_\_\_\_  
*Date:* \_\_\_\_\_  
*Auditor:* \_\_\_\_\_

