

**Lewis Creek Farm
Grower Food Safety Manual**

Lewis Creek Farm Grower Food Safety Manual

**Hank Bissell
Lewis Creek Farm
Starksboro, VT 05487**

Lewis Creek Farm Grower Food Safety Manual

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Comments 8/3/11:

Need page numbers and correct refs here

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GENERAL
**Lewis Creek Farm
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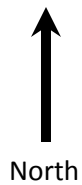
Food Safety Mission Statement

One of the most important functions of Lewis Creek Farm is food safety. Both management and employees are committed to producing and marketing safe products through good agricultural practices that focus on principles of food safety and quality. To make sure our food safety goals are met, we have also designated Hank Bissell as supervisor to oversee the food safety program.

These safe practices include making sure there is no immediate safety risk present in areas where the produce is grown, processed, and packed and that there is no immediate risk of contamination of the product. We attempt to control insects, rodents, birds and pets as to minimize the risk of contamination of our product. It is important that all our employees follow healthy practices when working on the farm. We strive to present all information and paperwork pertaining to food safety in an efficient and truthful manner.

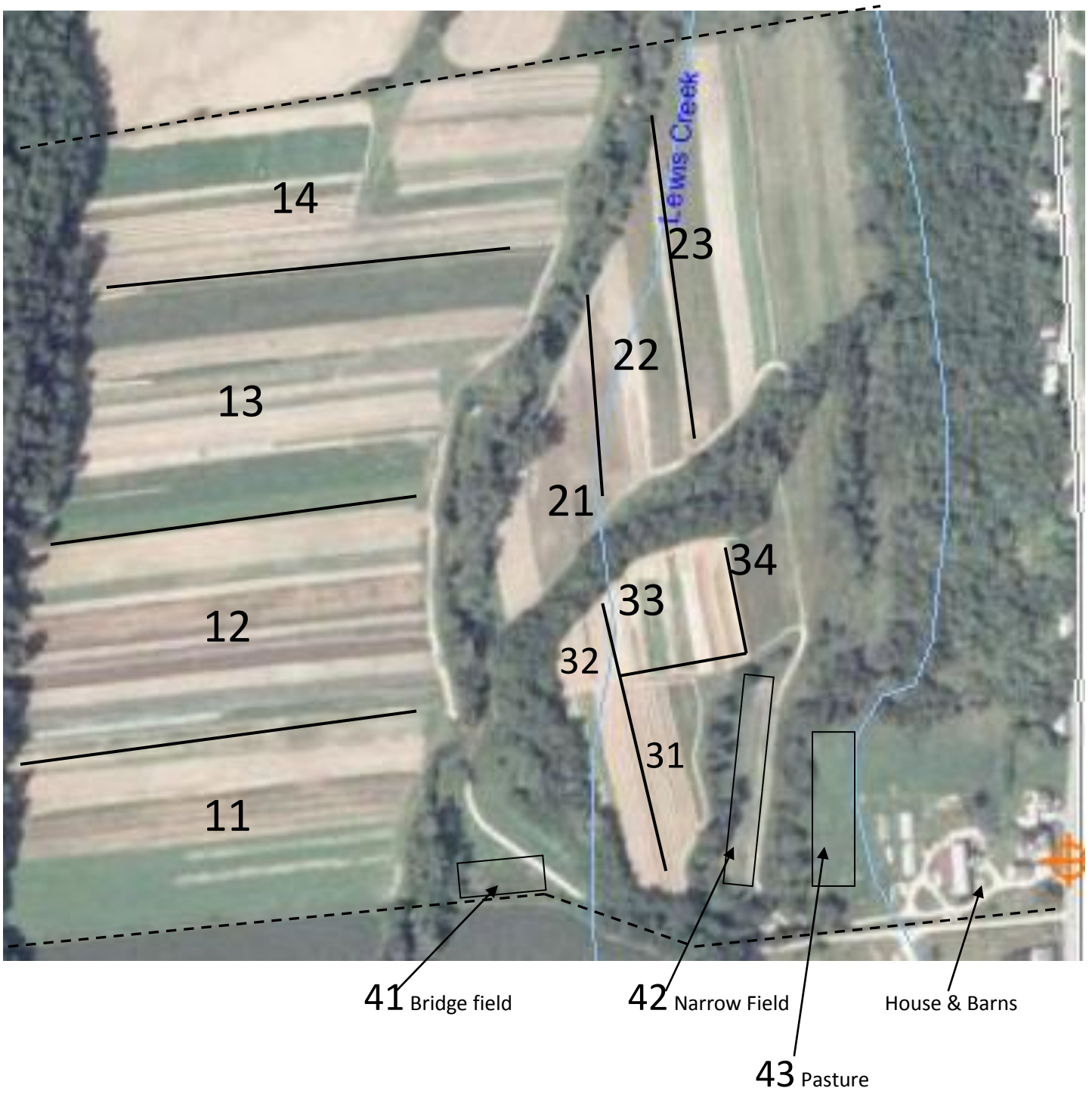
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Buildings Map



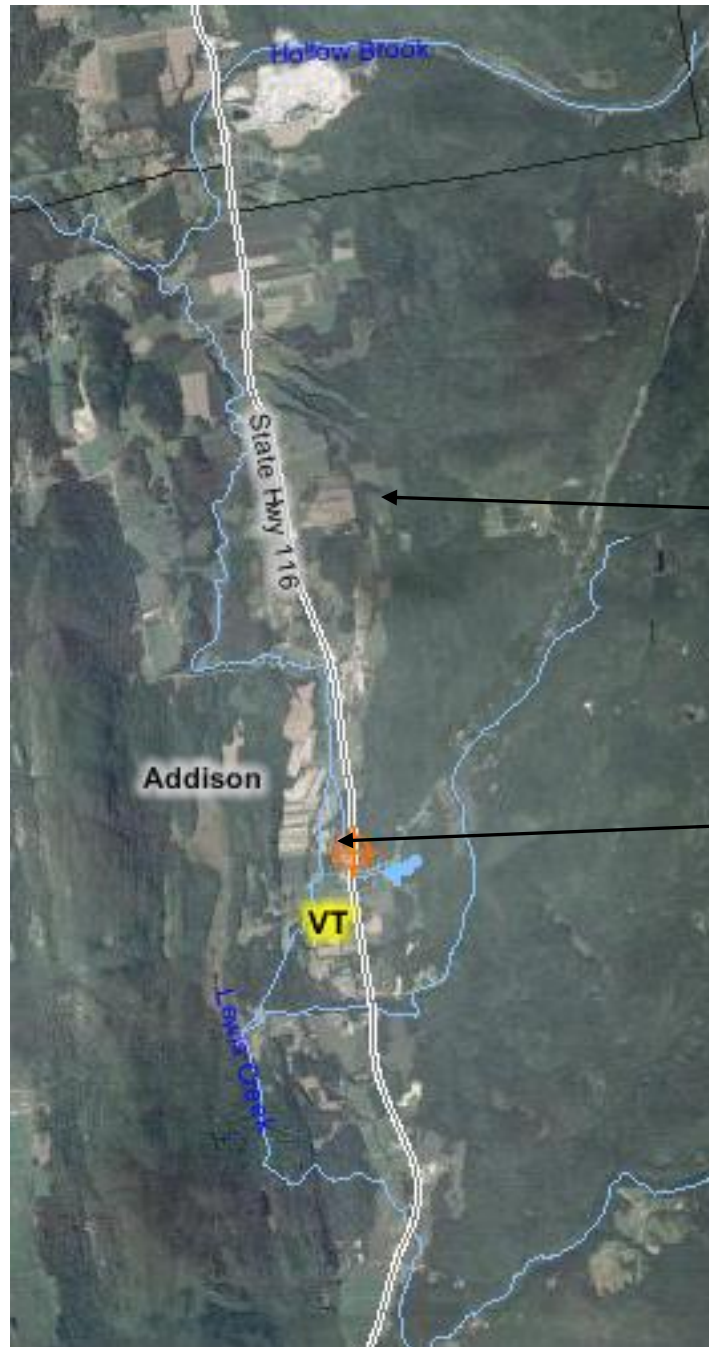
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LEWIS CREEK FARM - FIELD MAP



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**Locator Map
Rented, Zeno Farm
"Far Away Field"**



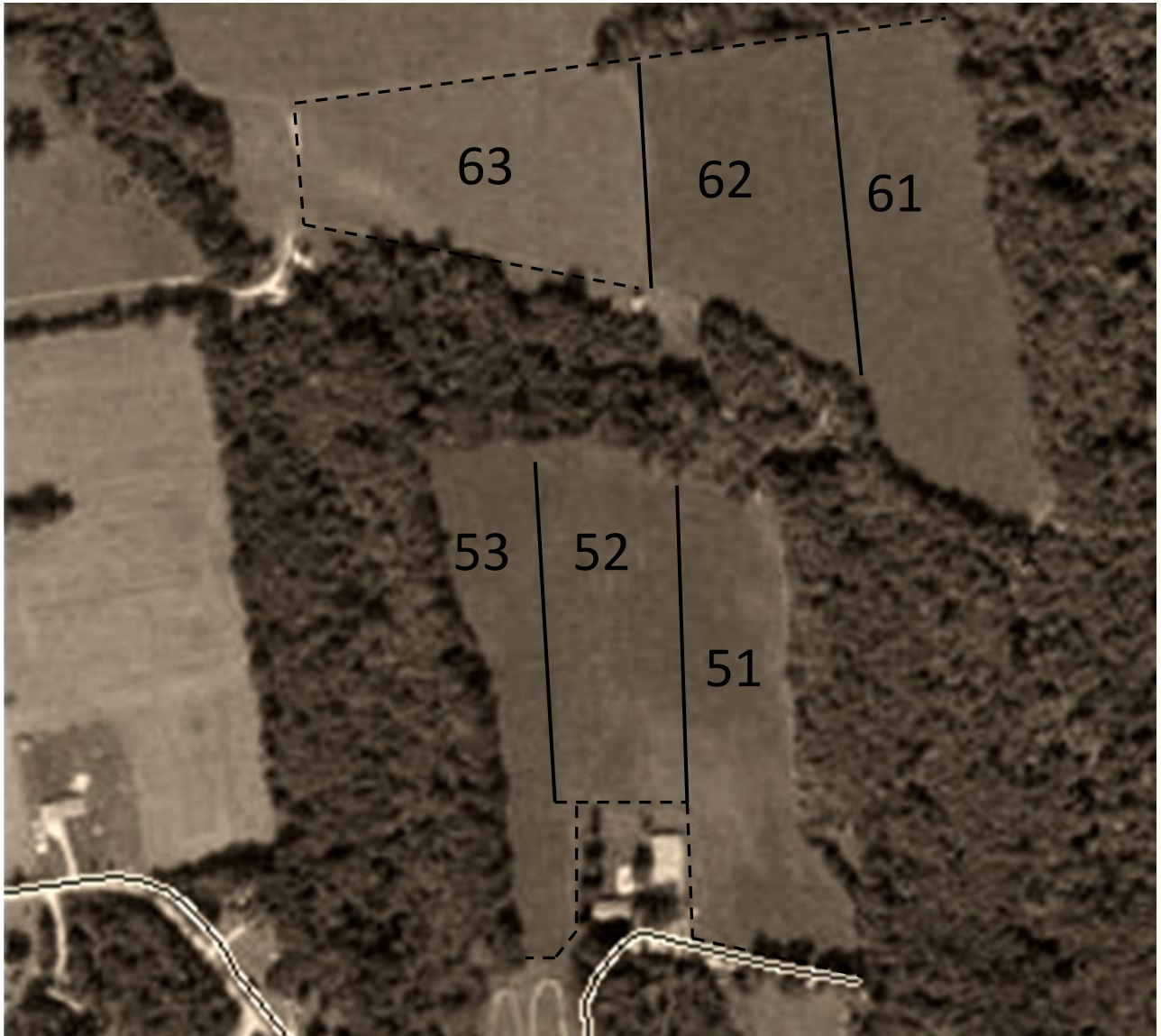
Rented, Zeno Farm, Varney Hill Rd.

Home Farm, Lewis Creek Farm, 3071 Rte 116

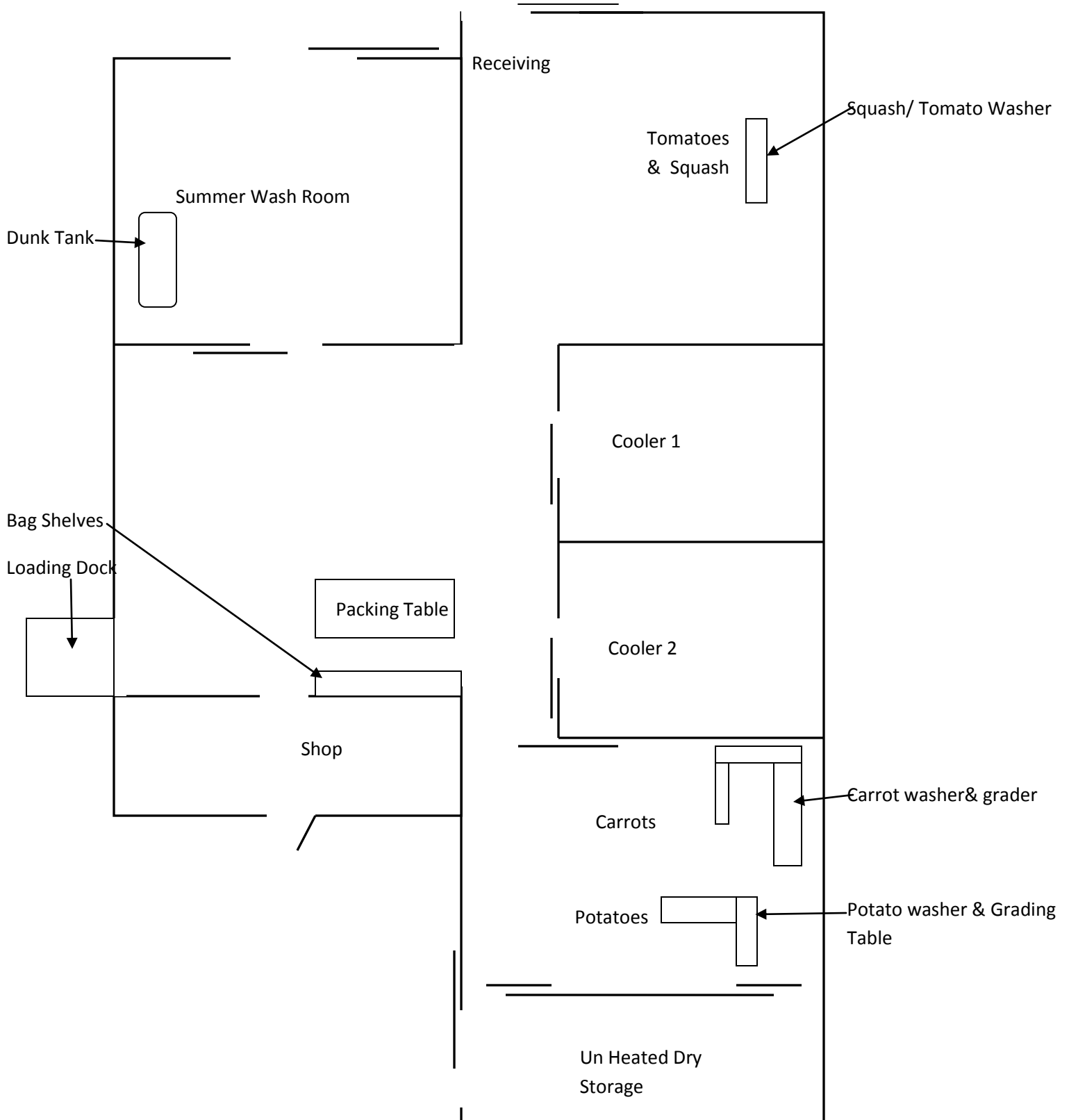
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ZENO FARM - FIELD MAP

"Far-away Field"



**Lewis Creek Farm
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PROCESSING AREA MAP**



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General Information

P-2 Lewis Creek Farm has designated Hank Bissell as the supervisor to oversee and implement our food safety program. In case Hank Bissell is not available, Andrew Hamilton will serve as a back-up.

All employees of Lewis Creek Farm are trained and instructed on how to practice proper hygiene. Potable water is always available to all employees from the hand washing sinks in the processing area and the Coop. In order to make sure our employees receive adequate training, we provide training sessions for the Worker Protection Standards (pesticides), Food Safety Sanitation and Worker Hygiene. To ensure the safety of our employees and the safety of the food we produce. Employees sign and date an outline of the topics covered in each training session. (Appendix A & B)

We post signs at all wash stations to make sure our employees are washing their hands. We make sure our restrooms are cleaned and maintained on a regular basis and properly stocked with toilet paper, single use paper towels and soap. Smoking and eating areas are separate from production and processing areas. We have written emergency standard operating procedures. See SOPs: Emergency Plans.

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Farm Review

The land at Lewis Creek Farm has been in exclusively agricultural use for over 200 years. The soils are sandy, largely river bottom and river terrace.

G-3 2-15 The Starksboro Village Water Coop(SVWC) is a municipal system regulated by the state and testing is done by them accordingly. The source of water supplies the following uses:

- Employee drinking and hand washing
- Produce cooling and processing
- Greenhouses and hoop-houses
- Water for chemical applications also comes from this municipal source.

1-1 Lewis Creek Farm uses creek water as a main irrigation source in our fields. Potable SVWC water is used in the Greenhouses.

1-6 Our septic system is functioning properly and poses no risk to the fields.

1-7 Our farm is also far away from any municipal sewage treatment facilities or landfills.

1-13 Pest animals are controlled by trapping, hunting and sanitary measures.

We follow all Vermont Department of agriculture recommendations regarding the application of manure and bio-solids.

We keep records of all manure and compost applications, enumerating where and when these application took place.

The land has no history of any sort of contamination.

1-23 Farmland History and Associated Risk Assessment

The home farm, aka Lewis Creek Farm, has been in vegetable production and under the control of the current owner since 1981. Before that it was a dairy farm. Any risks associated with former dairy production are discounted due to the very long time since that activity took place.

1-8 Since 1981 we have for different intervals had sheep and pigs, however the last year we had pigs was 1992 and the last year we had sheep was 2006. Both these intervals are also adequate to discount any associated risks. We do now have 225 laying hens, which are fenced in to keep wild animals out and the 1-11 poultry in and away from vegetable crops. The small amount of poultry manure is applied to some crop fields, at least 2 weeks before planting and at least 120 before harvest.

There are no dumps either current or preexisting, on the farm. And there are no old building sites eliminating those potential risks of chemicals or petrochemicals.

1-25 Much of this land is at risk of occasional flooding and we do not harvest crops that have been in contact with flood waters. See SOPs: General Harvest Guidelines -> In The Field -> Flooding

Our rented land, the Zeno Farm, aka "The far-away field", has been under our production supervision since 2009. before that it was cut for hay for 10 years by a dairy farmer, but it was deemed too far from

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the barn to receive manure. Before that it was part of an active dairy farm and received manure. Any risks associated with former dairy use are discounted due to an adequate time having passed. There are no dumps or old house sites on the land.

1-3 **Risk Assessment of Irrigation Water from creeks**

1-2 Lewis Creek and Bartlet Brook are used for field irrigation. Most of the irrigation is done with overhead sprinklers, though we are starting to use drip irrigation under plastic a little on the plateau fields.

1-5 E. coli levels are monitored 3 times a year: at planting time, in mid-summer and at harvest time. Lewis Creek has had extensive E. coli testing for many years and trends are plain to see. The water is generally below 230cfus though high rainfall or runoff events may cause levels to exceed that level. Fortunately circumstances that cause high E. coli levels eliminate the need for irrigation.

At one time over 10 years ago, the dairy farmer used to walk his cows through the creek to get to pasture. This caused occasional high E. coli counts. He has since built a bridge for the cows and fenced the cows out of the stream and its banks.

We use irrigation primarily in hot dry weather. To minimize any potential for crop contamination from irrigation water, we time irrigation such that the crop will have at least 12 hours of direct sunlight before any harvesting activities are continued.

Due to the following factors, the risk levels from E. coli contamination are initially low:

- High in the headwaters of the watershed
- Upstream dairy cow contamination has been identified and eliminated
- Irrigation need is coincident with times of low risk

We have undertaken the following precautions to minimize that risk

- Water testing 3x per year
- Pre-harvest interval after irrigation
- Moving to drip under plastic on some crops

1-4 **Risk Assessment of Water for Chemical Applications**

Water for all chemical applications comes from the Municipal water system, hence this is not deemed a source of risk.

Use of Manure and Compost on Our Fields and Neighboring Fields

We purchase compost from Vermont Compost, who certifies that it has been produced with proper heating. All other manure or manure products are considered to be raw manure.

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- 1-14 We use dairy manure on some of our crops. This is raw, liquid manure. It is used expressly and exclusively on crops and fields where the pre-plant interval is 2 weeks or greater and the manure to harvest interval is 120 days or greater. The only exception to this is sweet corn where the manure to harvest interval is 90 days, and this is deemed safe due to the height above the ground at which the edible portion of the crop is placed on the plant. We record the date and location of all manure application for future reference.
- 1-16 On Tomatoes in the high tunnels or greenhouses, we use compost. This compost has been certified to have been heated properly in its making, and is applied under plastic mulch.

We do have a dairy farm bordering the Home Farm to the south. His fields directly bordering are used for corn and hay only, not pasture. There is some manure spreading on these fields in the spring and in the fall. We have open communication with this neighbor on the topic of manure spreading and we coordinate activities as to allow an adequate isolation of distance and time between our crops and his manure. Both fields at flat and at the same level. In addition there is a natural berm between the two farms preventing surface run off from his fields.

On the Zeno Farm, there are no active animal production areas adjacent to these fields. These fields are not irrigated.

1-12 **Wild Animals**

Employees are instructed to monitor all crop production areas for signs of wild or domestic animals and to record any of these signs.

Measures such as trapping hunting, fences and repellants are employed to minimize entry into production areas by wild or domestic animals.

Employees are instructed not to harvest any product that has had contact with domestic or wild animals.

See SOPs: General Harvest Guidelines -> In The Field -> Animal Damage

Need to insert E coli counts

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General Sanitation and Hygiene

G-4 Employees and all Visitors are required to follow proper sanitation and hygiene practices. To this end Employees receive Orientation Training their first day, which includes both Sanitation and Hygiene. See Sops: Orientation Training.

All visitors staying in production areas more than 15 minutes receive Sanitation and Hygiene training. See SOPs: Sanitation and Hygiene Training for Visitors

G-13 Neither product nor food contact surfaces are allowed to come into contact with bodily fluids. Should this occur remedial action is undertaken immediately to prevent any product from being contaminated. See SOPs: Spillage of blood in packing area or in harvesting.

G-12 Employees with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce. To this end, in their Orientation Training they are instructed to notify their supervisor if they have such symptom and advised that if they do feel able to work they will be assigned to task where they are not handling fresh produce.

For the well being of our employees and the protection of our product, open wounds, cuts and other injuries are dealt with immediately. First aid supplies are available as follows, Band-aids and bandages are available in every in every tractor and vehicle. Re supply of those items is available in the Coop. Full first aid supplies are available in the office. Procedures for dealing with these situations are spelled out in the SOPs. See SOPs: Care of Cuts and open wounds.

Sanitation

Workers are instructed to carry out of the following general sanitation requirements:

- G-11**
1. Smoking and eating take place in a designated area, away from where food is harvested, processed or stored.
 2. Workers wear shoes/sandals at all times.
 3. Vehicles used to transport produce must be kept clean on a regular basis.
 - Flat wagons are swept on Monday and Thursday morning before harvest. This cleaning is recorded.
 - The Delivery Truck is swept out after each delivery. This cleaning is recorded.
 - If any vehicle is used to carry Manure, compost, or garbage, it should be wash out. This washing should be recorded. See SOPs: Cleaning Vehicles used for manure compost or garbage.
 - All vehicles should be kept clean all the time and swept or washed as needed. These impromptu cleanings do not need to be recorded.
- G-14**
4. Open wounds are immediately cared for. First aid supplies are available as follows, Band-aids and bandages are available in every in every tractor and vehicle. Re supply of those items is available in the Coop. Full first aid supplies are available in the office.

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- 2-3 **5. Employee bathroom:** There is only 1 bathroom available for employee Use This is the bathroom in the "Coop". Employees are instructed to exclusively make use of the bathroom in the "Coop" when on the farm. To this end:
- Employees are instructed not to relieve themselves in the field, but rather only in the farm bathroom.
 - Trips to the Zeno Farm are kept to 3 hrs maximum when at all possible.
 - When working in the farther fields, a farm vehicle is always available for employees to use to get back to the bathroom.
 - Employees are allowed to use farm vehicles to get back the bathroom as needed.
- 1-13 **6.** All domestic animals are kept out of the fields. The only exception to this is the farm dog, "Puck", whose function is wildlife control. He has an important function on the farm and his pervasive presence around the field is essential to the control of wildlife. Employees are instructed to encourage him to stay out of the crops themselves, and only around the perimeter and on the harvest roads. See SOPs: Animal Damage
- 1-13 **7.** Pest populations are curbed through the use of sanitation, traps and hunting. Some examples of these measures are:
- Birds are discourage in the corm with Scare-Eye Balloons
 - Raccoons are discouraged in the corn with an electric fence.
 - Woodchucks are controlled by the farm dog
 - Bears are discouraged by the farm dog.
 - Rodents are poisoned with poison stations around the farm buildings.
 - Deer and bear are hunted with authorization from the Game Warden, if out of season.
- 8.** Hand washing and water bottle filling take place only in the hand washing sink. The Dunk Tank is for produce only.
- 9.** Produce storage area (in the barn) should be cleaned regularly.
Coolers should be swept and hosed out once a week during harvest season. This cleaning should be recorded.
Long Term Storage Areas (Coolers become long term storage as winter approaches) should be swept and hosed before storage items go in. Any free area should be swept once a week.
See SOPs: Cleaning Coolers and Storage Areas.
- 10.** Processing areas must be cleaned at the end of each packing day. This cleaning should be recorded. See SOPs: Cleaning the Processing Areas in the Packing Barn.

Field Harvest

- 2-1 Before harvest begins in any field, pre-harvest assessment is executed. Any contamination risks are noted and assessed.

Our farm makes sure all employees in the field take the necessary precautions to avoid contamination of the produce. In order to make this possible we have written harvesting standard operating procedures See Field Harvest Guidelines.

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- 2-7 Hand harvesting equipment (Knives) are kept clean and are sanitized once a week. See SOPs: Cleaning and sanitizing all hand harvesting equipment and implements (Knives)

All containers for packing our product are clean. In the case of boxes, we use a combination of new waxed boxes, used waxed boxes and reusable plastic totes for packing our produce. We have separate SOPs for each type of box to ensure that we are only using clean packaging. We also use bags, new bags, both plastic and paper and we use rubber bands for bunching. We have SOPs that ensure that all packaging materials are clean. See SOPs: All packing products should be clean.

- 2-19 Used Boxes may **not** be used for orders going to Black River Produce, other distributors, and GAP customers (none at this time) or the following products: Kale, Cabbage, Potatoes, Cucumbers, Winter Squash

- 2-20 New boxes are stored under plastic to keep them clean, and reusable totes are washed regularly. See SOPs: All packing products should be clean.

- 2-14 Field Harvest containers are never used for non-food items. They are cleaned each time they are emptied to 2-6 ensure they are clean and ready for the next use. See SOPs: How to Clean Tubs and Totes.

All vehicles used to haul produce are cleaned on a regular basis, and on an as needed basis. These cleanings are recorded. See SOPs: Cleaning Vehicles used to transport produce

- 2-10 Lights on tractors have been removed or guarded to prevent broken glass from contaminating produce in the field

- 2-11 We have standard operating procedures if things such as petroleum, glass or blood
2-12 contaminate our product. See SOPs: Emergency Plans.

We carefully load our produce to reduce damage.

Still need Truck and wagon record sheets

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G-5 Sanitation Training

Employees receive sanitation training which covers the following topics. On their first day of work. See Appendix A.

- Eating is not allowed in the packing barn or harvest fields.
- Smoking is only allowed in the parking area.
- Employees must wash their hands after smoking or using the bathroom, and before handling product.
- Workers wear shoes/sandals at all times.
- Vehicles used to transport produce must be kept clean on a regular basis.
- Employee bathroom: Employees are instructed to exclusively make use of the bathroom in the "Coop" when on the farm.
- Open wounds are immediately cared for.
- Control of domestic animals in fields and processing areas.
- Control of wildlife pest populations in the field, and in the packing area.
- Monitoring and mitigation of wildlife activity in the fields.
- Proper hand washing.
- Proper sourcing of drinking water.
- Regular cleaning of packing area.
- Regular cleaning of storage areas.
- Regular cleaning of Totes and Food Contact surfaces.

G-5 Worker Hygiene Training

General Worker Hygiene is covered in the Orientation Training on the first day of work. In addition detailed Worker Hygiene Training is provided by watching and discussing the DVD: Fruits, Vegetables and Food Safety: Health and Hygiene on the Farm , which was produced by the Cornell University Department of Food Science.

The topics covered included.

- Facilities are provided to maintain health and hygiene on the job. Toilets, running water and soap for hand washing and single use paper towels for drying hands.
- The importance of frequent hand washing, after using the toilet, before and after eating, smoking, or touching sources of contamination.
- Proper hand washing technique. Demonstration.
- Clean drinking water at the works site. Do not share drinking cups.
- Notify your supervisor if you have any of the following symptoms: diarrhea, vomiting, jaundice. You should not be handling fruits or vegetables if you are sick, lest you contaminate them. If you are feeling well enough to work, you will be given another task that does not involve handling food.

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This training is documented by having each employee sign an acknowledgement after the training.

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Irrigation Water Samples

		Bartlet's Brook	Lewis Creek
Planting Season:	June, 27 2012	19 cfu	140 cfu
Mid Season:	August		
Harvest Season:	October		

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G-1 Traceback

1-26 Traceback is an important element in Food Safety. To ensure that every package leaving the farm can be
2-21 traced back to every step of production along the way, we maintain the following documentation:

- Tracking Code Labels
- Packing List
- Crop, and Cultural Production Records
- Field maps uniquely identifying each production area.
- Customer Invoice
- Payroll and Employee Time sheet
- Full list of all buyers

G-2 We perform a Mock recall to test our Traceback system. See SOPs: Mock Recall Procedures

For full details of Traceback Procedures, see SOPs: Traceback Procedures

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Processing Area

Note: As Processing will not be a topic of Audit in 2012, this section on Processing remains incomplete, and references are inaccurate

We have standard operating procedures for processing produce (Appendix H).

Water used for all processes is potable as it come to us from the Starksboro Village Water Cooperative (SVWC)

The water temperature in wash tanks is also monitored on hourly during use, and changed between crops^[gn1]. Bleach is added to the dunk tanks at rate to achieve 150 ppm.

At the end of the processing cycle, the processing area is thoroughly cleaned. Including all Food Contact Surfaces. See SOPs: Cleaning the Processing Areas in the Packing Barn.

As mentioned in the previous section, our employees are trained and educated on worker hygiene. This includes break areas away from the processing area. We make sure that the processing area is clean and free from liter, debris and standing water. Our dumpster area is not located near the processing area.

Floor drains in the processing area are always watched and kept free from debris.

We do not allow any animals, including pets, in the processing area.

Comments 8/3/11:

Need Pool thermomneter

Edit appendix refs.

Need screened entry

Monitor for disinfectant or test strips.

Storage and Transportation

Note: As Storage and Transportation will not be a topic of Audit in 2012, this section on Storage and Transportation remains incomplete, and references are inaccurate

All containers not being used are kept protected from contaminates. New boxes are stored off the floor on pallets, and covered with a tarp or piece of plastic. Harvest tubs and shipping tubs are rinsed and stacked in the processing area on a pallet. Containers being used for processed produce are always kept clean. The best way to accomplish this is to rinse them with clean water under pressure from a hose after they have been emptied, as part of clean up of the processing area.

Our storage areas are kept in a clean and orderly manner.

We ensure that our refrigeration areas have the floor hosed once a week.

We also monitor temperature daily with properly calibrated thermometers.

When transporting and loading our product, our employees make sure all equipment used for these processes are kept clean.

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Standard Operating Procedures

Orientation Training

On the first day of employment, each employee will receive Orientation Training, after which, the employee will be asked to sign a statement acknowledging the topics covered. The topics to be covered in orientation are as follows:

1. Give the employee a tour of the farm, familiarize employee with farm layout and location of bathrooms and hand washing stations.
2. Note that eating is not allowed in the packing barn or harvest fields, and smoking is only allowed in the parking area.
3. Demonstrate proper hand washing technique and describe when hand washing is required.
4. Explain clothing and shoe policies: Employees working in the farm stand may not go without shirts, field crew member must not wear clothing that will not hinder movement or present safety hazards around tractors. Everyone must wear shoes or sport sandals (no flip-flops) at all times.
5. Show employee location of first aid kit and telephone in case of emergency
6. Go over emergency policies
7. Read out loud SOPs for sanitation and worker hygiene
8. Describe cleaning policies, and cleaning records
9. Answer all questions or comments
10. Ask employee if these policies have been made clear to them
11. State that these policies will be enforced throughout the year and that repeat failure to comply with these policies could result in termination of employment. Enforcement of these policies will be handled in the following manner.
 1. Workers who violate these policies will get two "Reminders": a verbal acknowledgement that they have failed to follow procedure and a reiteration of the proper procedure.
 2. After 2 reminders, they will get 2 written warnings of their failure to follow procedure. After 2 written warnings they may be subject to Termination
12. Have employee sign and date `contract[gn2]`
13. Place signed contract in appropriate binder.

Sanitation and Hygiene Training for Visitors

Any visitors staying in production areas more than 15 minutes are given Sanitation and Hygiene Training covering the following topics:

1. Point out the location of bathrooms and hand washing stations.
2. Note that eating is not allowed in the packing barn or harvest fields, and smoking is only allowed in the parking area.
3. Demonstrate proper hand washing technique and describe when hand washing is required.
4. Explain clothing and shoe policies
5. Outline situations that require Emergency attention in which they should ask for additional assistance. Spillage of pesticides, bodily fluids, broken glass etc.
6. Outline situations where cleaning is required. eg Processing produce, spills etc

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7. Answer all questions or comments

G-1 Traceback Procedures

Traceback is an important element in Food Safety. It ensures that every package leaving the farm can be traced back to every step of production along the way. To achieve this we maintain the following documentation:

- Tracking Code Labels
- Packing List
- Crop, Field and Cultural Production Records
- Customer Invoice
- Payroll and Employee Time sheet
- Full list of all buyers

Standard Operating Procedures

Tracking Code Labels

All product is identified with an orange Tracking Code Label (TCL). As the product comes into the packing barn, an orange tracking code label is put on the container using the pricing gun. All tracking code labels are put on the end of the container, so it can be read when the container is stacked on a pallet or cooler shelf. The tracking code label has the following information coded into it and formatted as follows.

Line 1: LCF YYYY

Line 2: JJJ - CCC- FF

- Business ID: Line 1, places 1-3, "LCF", This does not get changed.
- Blank spacers: Line 1, places 4-6. This does not change.
- Year of Harvest: Line 1, places 7-10, "YYYY", Does not get changed all year
- Harvest Date in Julian format: Line 2, places 1-3, "JJJ", Changed daily. See Julian date converter.
- Separator: Line 2, place 4, "-". Does not change.
- Crop code: Line 2, places 5-7, "CCC", changed for each crop. See Crop Code List .
- Separator: Line 2, place 8, "-". Does not change.
- Field code: Line 2 places 9&?10, "FFF", changed for each field. See Field Code List.

This always happens as product enters the Packing Barn. The pricing gun and the Code Lists are all right by the door where product comes in. Any old tracking labels should be removed or covered with the new tracking label.

If the products are repacked, the tracking information is transferred to the new packing container. Note the following situations:

- **Field Packed** product has a tracking code put on it as it enters the packing barn. This information stays with the product to its final destination.
- **Barn Packed** product is labeled as it enters the packing barn. That information is transferred to the new packing container at the time of packing. This new TCL stays with the product to its

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final destination. The Julian date is the date of harvest from the original tracking label not today's date.

- **Bin Harvested** products like potatoes or beet, harvested into bulk bins get a tracking label on the bulk bin. As product is packed out of these bulk bins, that tracking information is transferred to the new packing container. This new TCL stays with the product to its final destination. The Julian date is the date of harvest from the original tracking label not today's date.
- **Wagon Harvested** products like carrots, which are wagon harvested and washed and packed directly from the wagon, get TCLs as they are packed. The TCL stays with the product to its final destination. The harvest date listed as the date they are washed.

Packing List

When orders come in, they are put on the packing list and orders are filled from the packing list. Orders are filled by product, from a particular lot of produce with a unique tracking code. The tracking number which is being put on the produce to go out in the orders is recorded on the packing list as well. The packing lists are filed in the appropriate folder when the delivery has been completed. The packing list with tracking codes is a key traceback document when executing a recall.

Crop, Field and Cultural Production Records

These records show all aspects of crop production by crop and field. Most salient among them: Fertilizer, manure and pesticide applications and crop locations. The Field Cultural records are kept on the main

Standard Operating Procedures

computer, with paper copies of crop location maps, and manure and pesticide applications in the respective folders.

Customer Invoice

These records can be used to identify all the customers who may have received the same product on the same day, or from the same field. Customer invoices are kept in the office filed by customer name. They are also kept on the main computer where they will be more useful in the case of a recall.

Payroll and Employee Time Sheet

These records can be cross referenced to identify all product that any particular employee had contact with at any point or period of time. Payroll records are kept in the office.

Full list of All Buyers

This has all contact information for all wholesale buyers. It is kept on the main computer, and as a paper copy in the Buyers folder in the office.

G-2 Mock Recall Procedures

The following procedure will be followed by the Food Safety Coordinator.

1. Identify the lot to be recalled. Assemble the following information about this lot of product:
 - Crop Name
 - Harvest date(s)

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- Field Locations
 - Packing date(s)
 - Crew members involved
 - Where it was shipped
2. Contact at least one of the buyers by email, using the Mock Recall Form. Suggested: Middlebury Natural Foods Coop and City Market.
 - a. **Supply them with the following information:**
 - Name of the crop being recalled
 - Date(s) it was shipped to them.
 - Traceback code of the crop being recalled
 - Total size of the lot being recalled
 - b. **The email will collect the following information**
 - The number of units still in their possession from the original shipment
 - The number of units sold or disposed of in any other way.
 - How and when to respond to the email
 3. Summarize the buyer responses.

Standard Operating Procedures

Emergency Plans

Care of Cuts and open wounds

Open wounds should be cared for immediately. First aid supplies are available as follows, Band-aids and bandages are available in every tractor and vehicle. Re supply of those items is available in the Coop. Full first aid supplies are available in the office.

- In all cases, stop working until the wound has been properly dealt with and the flow of blood is stopped.
- For small wounds rinse the wound with drinking water, and cover it with a band-aid to stop the bleeding.
- For any wound for which a band-aid is not sufficient, wrap it tightly with the strip of cloth supplied with the band-aids and return immediately to the coop for more supplies and assistance.
- Dispose of any product that came into contact with the blood.

Response to toilet overflow, septic discharge or tipped over field sanitation unit

In the case of a Toilet overflow:

1. Try using the plunger, and flush again.
2. If this doesn't solve the problem, contact Hank or Jeremiah immediately.
3. For Clean up, rinse and sanitize with a bleach solution the floor and outside of the toilet.
4. Rinse and sanitize your shoes if you have stepped in the effluent.
5. Wash your hands!

If you notice septic discharge somewhere, notify Hank immediately.

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(at this time we have no Field Sanitation Units if we get some we will add a section on clean up if one of them gets tipped over.)

Spillage of pesticides or fuel in field

1. Berm the area with dirt to prevent spreading. Use a hoe or a shovel or scrape dirt with your shoe. Act quickly.
2. Spread scoop any free or pooled material into a 5 gallon bucket.
3. Spread Kitty litter or spill absorbent from the shop on the remaining material.
4. Scoop the kitty litter or absorbent into another 5 gallon bucket.
5. Scoop any contaminated soil into a 5 gallon bucket or onto a piece of plastic.
6. Remove all the contaminated materials.
7. Any product harvested or unharvested that has been contaminated should be removed and disposed of with the other contaminated materials.
8. Disposal of contaminated materials may be a federally of state regulated procedure Contact Hank immediately for disposal procedures

Broken glass in Packing Area or in harvesting fields

1. Make sure workers are wearing shoes and gloves
2. Identify and isolate hazardous area
3. Sweep/pick up visible glass/vacuum
4. Wash down sinks and sanitize
5. If breakage occurs in the field, remove any large fragments of glass to go in the trash. Bury any small fragments on site in the field.
6. Any potentially contaminated product must be destroyed so it does not go any further in our distribution chain or get eaten by anyone.

Emergency medical situation

1. Call 911
2. Notify Field or Farm Manager
3. If possible, move individual up to Coop
4. Record date and time of incident on the time sheet.

Spillage of blood in packing area or in harvesting

1. Make sure the injured person is being taken care of.
2. Do not touch the blood with your bare hands (Unless it is your own). Use gloves or avoid personal contact.
3. Identify and isolate contaminated area
4. In the field, bury any exposed blood.
5. Wash and sanitize with bleach any equipment, food contact surfaces, or floors that has had contact with the blood.
6. Destroy any contaminated product. In the field this means damage it so it will not be harvested. In the packing area damage it and send it out for field incorporation. Use green tubs for discard product.

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Standard Operating Procedures

All packing products should be clean.

2-8 Boxes, Tubs Totes and Bins should all be in good repair. If they are not, they should be set aside for repairs or disposal.

New waxed boxes are clean and have been kept clean in storage. They can be used as-is following a cursory inspection for incidental dirt and or manufacturing flaws.

2-18 Used Boxes may **not** be used for orders going to Black River Produce, other distributors, and GAP customers (none at this time) or the following products: Kale, Cabbage, Potatoes, Cucumbers, Winter Squash

Used waxed boxes should be "Like new":

- No tears or holes.
- No extra folds.
- Closure tabs should not be ripped.
- They should be clean and free of produce, dirt and grease, or other foreign material both inside and out.
- It should be "like new" and no washing should be necessary.
- Any used box that is not in like new condition should be discarded. Discarded wax boxes go in the "Trash Cage". The delivery driver who collects these boxes should be notified that some of the used boxes were not up to our standards.

Re-usable plastic Totes should be very clean.

- Before using them, check that they are indeed clean. If they are not clean, clean them before using them (see below)
- These should be cleaned when they return to the farm. The delivery driver should wash them as part of his/her job.
- Hose them inside and out with a hard spray to remove any dirt or vegetable remnants. Inspect them, hoses again or scrub and hose as needed. See SOPs; How to Clean Tubs and Totes

Rubber bands should be kept in the bag until you are ready to use them. When in use, they should be carried wrapped on several fingers of one hand ready for use in bunching. They should not be put in a pile on the ground.

Plastic bags.

Plastic bags should be stored in closed boxes off the floor. Only one bundle, the bundle currently in use, should be hung on the appropriate mount on the packing scale or device.

Tubs and Totes

We have 5 types of reusable plastic containers;

Green open-top Tub

- These are not for harvest or saleable food products

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- These should be used for discarded produce.
- They may be used for other non food items
- However when they come into the Packing Barn they should be cleaned just like the Gray totes

Gray Open-top Tubs

- These are for field harvest of early potatoes and tomatoes
- They should **not** be used for discarded produce
- They should **not** be used for non-food items
- They should be clean - **always**

Gray Flip-top Totes

- These are for harvest and saleable food products.
- They should **not** be used for discarded produce
- They should **not** be used for non-food items
- They should be clean - **always**
- Some are used only for field harvest
- Others are used only for shipping to stores & restaurants and Farmers' Markets and Farmstand
- Sometimes they are used for Field Packing. That means first for harvest then for shipping.
 - When this happens they should have the outside rinsed off upon arrival at the packing barn. Particularly the bottom.
- There are 3 sizes:
 - Small - for greens, summer squashes and tomatoes
 - Medium- For most items
 - Large - for lettuce, cabbage and cauliflower

Washing Tubs and Totes

There are 2 primary times for washing Totes.

1. When packing is finished in the Barn
 - This is part of the general cleanup
2. When Totes come back from deliveries.

How to clean Tubs and Totes.

1. Hose them with a hard spray, both inside and out, to remove any dirt or vegetable debris.
2. Scrub any lingering dirt or debris with a hand brush if need be.
3. Rinse again.
4. Stack the tubs or totes, nested, by like sizes, on pallets.
5. Keep delivery totes separate from field harvest totes.

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2-17 Cleaning Vehicles used to transport produce.

Vehicles used to transport produce must be kept clean on a regular basis.

- Flat wagons are swept on Monday and Thursday morning before harvest. This cleaning is recorded.
- The Delivery Truck is swept out after each deliver. This cleaning is recorded.
- If any vehicle is used to carry Manure, compost, or garbage, it should be wash out.
 1. Hose it with a hard spray to remove any dirt or debris.
 2. Scrub it with a brush or broom and detergent.
 3. Rinse it off with the hose.
 4. Rinse it with a bleach solution.
 5. Record the cleaning.
- All vehicles should be kept clean all the time and swept or washed as needed. These impromptu cleanings do not need to be recorded.

Cleaning Coolers and Storage Areas

The Number 1 Cooler should be cleaned once a week. This is most efficiently accomplished in the following manner:

1. Cleaning should happen on Tuesday and Friday mornings, after wholesale orders have gone out.
2. The left or north side of the cooler should be cleaned on Tuesday, and the right or south side of the cooler should be cleaned on Friday.
3. Put all the remaining pallets on the side not being cleaned.
4. Sweep the large debris out of the cooler.
5. Hose the floor, walls and ceiling of the vacant portion of the cooler, chasing it to the floor drain.
6. Rinse the walls floor and ceiling of the vacant portion of the cooler with a bleach solution.
7. Rinse the bleach solution off the surfaces and chase it to the floor drain.

The Number 2 Cooler is a hybrid cooler and long term storage area. This cooler should be cleaned by following these protocols:

This is a largely dry cooler, and hosing should be avoided.

When pallets or bins are put in the cooler the space they will occupy should first be swept clean.

On Friday morning after wholesale deliveries have gone out, any vacant floor should be swept.

Cleaning the Processing Areas in the Packing Barn

Each processing are in the Packing Barn should be cleaned each time 1 Tote or more of Produce is processed in it. The employees processing the product are responsible for the clean up.

Clean up of a processing area constitutes the following steps

- Finished product and extra product back to the appropriate storage area or cooler.
- Trash should be in Green Tubs or buckets(tomatoes only) and placed outside the building for removal to the field.
- Sweep the floor. All debris in the trash tub.

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- Hose out any totes that have been emptied in the process
- Hose off any Food Contact surfaces. Inspect (Scrub or Hose again)
- Hose floor with a hard spray chasing all the standing water to the floor drain.
- Hang up broom and hose
- Record cleaning by initialing the cleanup record in the appropriate date

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General Harvesting Guidelines.

- Remember you are working with food, much of which will be eaten raw. Keep it clean.
- Make sure your hands are clean. Wash them before going to the field.
- Make sure your knife is clean^[gn3].
- Make sure the Harvest Containers are clean, free from dirt and refuse.
- Learn to sneeze or cough into your elbow. If you sneeze or cough into your hand, you should wash your hands before touching the food you are harvesting again.
- Food and cigarettes are not allowed in the fields at any time during the harvesting process.
- Shoes and appropriate clothing (rain jackets, gloves etc.) must be worn at all times.
- If you are field packing, once you cut the vegetable, it should never touch the ground again.
- Do not harvest vegetables that show signs of any animal or bird activity, transit or feeding.
- You should have a list of Vegetables and quantities that you are going to harvest

Tools and Harvesting Containers.

You have been assigned a knife. Keep it clean Keep its sharp. Know where it is at all times. Harvest tubs are stored in the Summer Wash Room and in the Field Receiving Area in the Barn. The Harvest Containers should be clean when they head for the field. Boxes for Field Packing are in the Field Receiving Area as well. Bring Rubber Bands of the appropriate size.

In the Field

Generally, there are 3 types of harvest trips and 2 types of harvest styles. The 3 types of harvest trips are:

Morning Greens Harvesting:

This is done first thing in the morning and the harvest returns to the Packing House by 10:00 AM. Some items harvested this way are:

- Mesclun
- Baby Spinach
- Lettuces
- Whole Plant Spinach

Harvest for specific ordered items.

This usually happens on order days (Monday and Thursday), and is done after all the orders have been placed.

A very specific number of each item is specified. The trip is usually fairly short and includes a small amount of a large number of items. Some items harvested this way are:

- Basil
- Cilantro
- Baby Bok Choi
- Cabbage

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Standard Operating Procedures

Single Crop General Harvest

This is a trip to harvest one particular crop in a large quantity. Some crops are machine harvested others are hand harvested. Some items harvested this way are:

- Potatoes
- Carrots
- Broccoli
- Cauliflower
- Onions.

2-13 Machine harvested crops always go through some form of grading afterwards to remove and foreign debris, like rocks or dirt clumps.

Harvest Styles

There are 2 styles of crop harvesting. It varies by the crop and largely is dictated by how and where the crop is packed.

Field Packing

2-16 Field packing is when the crop is harvested directly into the container (generally a waxed box) it will be sold in, without further inspection, trimming, grading or washing. The sanitation guidelines for this style of harvesting are:

- ***Once you touch the crop to harvest it, it never touches the ground again.***
- If the bottom of the box touched the ground, do not stack it until the bottom has been inspected and or washed if necessary. This is to avoid dirt falling from the bottom of the box into the top of another.

Examples of crops harvested this way are:

- Kale
- Cabbage
- Broccoli
- Lettuce

Barn Packing

Crops harvested this way are generally harvested in bulk and washed trimmed and graded in the Packing Barn. The sanitation guideline for this style of harvesting is: ***Once it has been washed, the container it is in never touches the floor of the packing shed again.*** Examples^[gn4] of crops harvested this way are:

- Mesculn
- Spinach
- Potatoes
- Carrots.
- Crops

Harvest Efficiency

This is a physically demanding job. You should be exerting yourself physically. If your heart is beating at a resting rate, you probably aren't working fast enough. Some guidelines for efficient work habits:

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- If you are bunching something, put a cluster the rubber bands on 2 or 3 fingers of your left hand (assuming you are right handed). Don't go to the bag of rubber bands for each bunch.
- Strategically place your container so that you can fill it without walking, and with a minimum number of container moves.
- When bunching in a crew, assign one person to count and fill the container. This minimizes confusion and multiple miscounts.
- Stand or crouch, do not sit down.

Standard Operating Procedures

Field Grading.

With many crops it is most efficient to leave poor quality vegetables in the field. Be aware of damaged produce in the fields. Examine carefully the condition of what you are harvesting, don't ask, "Would I eat that", ask "Would I pay money for that?" Here are some things to look for that would render produce unfit for sale and harvesting:

- Insect damage, especially excessive damage to leafy crops, or boring in root crops
- Bolting, if a plant is going to seed or flowering (with the exception of dill) it is not harvestable
- Excessive yellowing or wilting of leafy crops. Beets and carrots are still harvestable if their leaves are in bad shape, but they are not Ok for bunched use.
- Splitting. This will occur often in heirloom tomatoes and radishes.
- Signs of animal damage or traffic. Some examples: Birds in corn, rodents in beets, deer feces in greens.
- Flooding. Crops which have been under water from creek flooding should not be harvested. "Ponding" of rainwater is not "Flooding".
- Wilting occurs most often with Swiss chard and beet greens.
- Scrapes or scars, especially on summer squash and zucchini
- Harvesting errors, snapped leaves,
- cuts, knicks, lack of stem, overhandling

Flooding

As many of our fields are in flood plains a special section devoted to flooding is appropriate. There is a significant difference between "Flooding" and "Ponding".

Flooding is when the creek overflows its bank and runs through the field. Flood water coming downstream from who knows where, can contain contaminants. Produce from flooded areas will not be harvested due to the potential for contamination from unknown sources. Flooded areas are demarcated either by flagging or the natural "High tide mark".

Ponding is when we've had a lot of rain and it makes a small temporary pond in the crop field. This is clean rain water free from contaminants. With regard to contaminants it is OK to harvest crops from fields with ponding. However, low leafy vegetables may be too muddy to harvest if they have been subjected to ponding. Use caution and discretion. Root crops that have been subjected to ponding are fine to harvest.

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Animal Damage

All animal damage should be treated the same whether it be from wild animals, birds, rodents, or domestic animals. Animal damage constitutes feeding, traffic damage or excrement on or in the crop field, transportation vehicles, storage or handling areas. We do not want to harvest sell any product that has sustained animal damage.

To this end the following precautions should be taken:

- Be on the watch for any of the above signs of animal damage.
- Do not harvest any product showing signs of animal damage.

In the case of animal excrement, in the field:

Bury it on location and destroy any crop with 12 inches from it. This is most easily done with a hoe or shovel, but can also be accomplished with one's shoe. It would be desirable to remove the excrement from the field entirely, but the risk of further unintended contamination is greater.

In the case of animal excrement in the vehicles, packing or storage areas:

Remove the excrement by putting it in a plastic bag and then into the trash. Any product that may have had contact with the excrement should be destroyed. Any surfaces that may have had contact with the excrement should be rinsed with a bleach solution. This includes any brooms shovels or other tools used in the clean up. The bleach solution should then be hosed with a strong spray so that it reaches a drain leaving the surface and any intermediate surfaces clean.

In the case of feeding or traffic damage:

Do not harvest or move further towards sale, and product that has signs of feeding or traffic damage from any wild or domestic animals, rodents or birds.

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Processing Guidelines

Note: As Processing will not be a topic of Audit in 2012, this section on Processing remains incomplete, and references are inaccurate

General Processing Guidelines

- All processing equipment should be clean before starting processing. This includes sinks, rinse tanks, racks scales, spin dryer, scoops etc.
- Wash hands before processing. Wash hands regularly and especially between crops, after using the bathroom, coughing or sneezing. Eating or smoking is not allowed during or near any area used for washing packing or processing.
- Finished boxes or crates should never touch the floor. Put them on a pallet.
- Change the water in the sink or tank if it gets as warm as 60 degrees^[gn5].
- Do a light clean up after your crop is done: Your product to cooler, empty tubs rinsed, waste outside.
- Do a full clean up at the end of the day.

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Appendix A

EMPLOYEE ORIENTATION CHECKLIST

Hank will cover all these topic with you on your first day.

1. Tour of the farm.

- Buildings: Farmstand, packing barn, greenhouses, break-room "The Coop", Your clothes hooks & box
- Location of bathroom and hand washing stations.
- No eating in the packing barn or harvest fields.
- Smoking only in parking area, then wash your hands.
- Your knife: Numbered. Keep it sharp, Keep it clean.

2. Hand Washing

- Proper technique
- Employees must wash their hands after smoking or using the bathroom, and before handling product

3. Drinking water: Hand washing sinks only.

4. Clothing

- Shoes or sport sandals always. No flip-flops.
- Clothes should not hinder movement
- Or present safety hazards around tractors
- Shirts required at farmstand or Farmers' Market
- Rain gear

5. In case of emergency

- First Aid kits
- Telephone

5. Emergency policies

- Spillage of pesticides or fuel in field
- Broken glass in Packing Area or in harvesting fields
- Spillage of blood in packing area or in harvesting
- Emergency medical situation

6. Read out loud SOPs for sanitation and worker hygiene

7. Cleaning policies, and cleaning records

- When: more than 1 Tote of produce.
- Trash out
- Sweep
- Hose Totes
- Hose floor
- Hang up broom and hose
- Record cleaning

8. Answer all questions or comments

9. Ask employee if these policies have been made clear to them

10. Enforcement of these policies will be handled in the following manner.

1. Workers who violate these policies will get two "Reminders": a verbal acknowledgement that they have failed to follow procedure and a reiteration of the proper procedure.
2. After 2 reminders, they will get 2 written warnings of their failure to follow procedure
3. After 2 written warnings they may be subject to Termination

All the above topics were explained and I understand them.

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Employee Signature _____ Date _____.

Appendix B

Worker Hygiene Training

At Lewis Creek Farm

On ___/___/_____ Worker Hygiene Training was provided by watching and discussing the DVD: Fruits, Vegetables and Food Safety: Health and Hygiene on the Farm , which was produced by the Cornell University Department of Food Science.

The topics covered included.

- Facilities are provided to maintain health and hygiene on the job. Toilets, running water and soap for hand washing and single use paper towels for drying hands.
- The importance of frequent hand washing, after using the toilet, before and after eating, smoking, or touching sources of contamination.
- Proper hand washing technique.
- Clean drinking water at the works site. Do not share drinking cups.
- Notify your supervisor if you have any of the following symptoms: diarrhea, vomiting, jaundice. You should not be handling fruits or vegetables if you are sick, lest you contaminate them^[gn6].

The following workers received this training:

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Appendix C

Lewis Creek Farm

Mock Recall

Lewis Creek Farm is conducting a Mock Recall as part of our GAP procedures. Please respond to this email as soon as possible.

The item subject to this recall is identified in Section 1.

We believe you may have received some of this product.

Please fill in the information in Section 2 and return it ASAP by reply email.

Section 1: Information about the item subject to this recall.

Date: _____

Name of business contacted: _____

Name of individual contacted: _____

Product being traced: _____

Invoice or lot number _____

Size of Lot: _____

The lot number can be found in the following location:

On an small orange pricing label on the side or end of the original shipping container.

The top line reads: LCF 2012

The bottom line contains the Lot Number in the following format: 000-00-000

Section 2: Buyers report about their stock of the Item in question.

Invoice or lot number: _____

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Date Product received: _____

Amount Received _____

Amount sold: _____

Other Use (If applicable - amount discarded, given away or donated, sold to other store, etc. Please explain) _____

Amount remaining in store: _____

Name of the person responding to e-mail : _____

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Appendix D

Wash Room Cleaning

Light Cleaning – between crops

1. Your product to cooler
2. Empty tubs rinsed^[gn7]
3. Produce discard outside.

End of Day Cleaning

1. Finished product to cooler or drying rack
2. Tubs clean^[gn8] and stacked
3. Produce discard outside
4. Sweep floor
5. Clean tables and spin dryer
6. Hose floor
7. Hang up the broom and the hose
8. Initial checklist for completed clean up

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*Appendix E:
Sample Cooler Temperature Checklist*

COOLER TEMPERATURE RECORD

COOLER ID _____

2012

Check the cooler temperature daily.

Write your initials next to the date to indicate you have checked.

If the cooler is warmer than 50 degrees, circle the date
and report it to Hank.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5/13	5/14	5/15	5/16	5/17	5/18	5/19
5/20	5/21	5/22	5/23	5/24	5/25	5/26
5/27	5/28	5/29	5/30	5/31	6/1	6/2
6/3	6/4	6/5	6/6	6/7	6/8	6/9
6/10	6/11	6/12	6/13	6/14	6/15	6/16
6/17	6/18	6/19	6/20	6/21	6/22	6/23
6/24	6/25	6/26	6/27	6/28	6/29	6/30
7/1	7/2	7/3	7/4	7/5	7/6	7/7
7/8	7/9	7/10	7/11	7/12	7/13	7/14
7/15	7/16	7/17	7/18	7/19	7/20	7/21
7/22	7/23	7/24	7/25	7/26	7/27	7/28
7/29	7/30	7/31	8/1	8/2	8/3	8/4

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Appendix F: Sample Vehicle Cleaning Checklist

VEHICLE CLEANING RECORD

VEHICLE ID _____ 2012

WAGONS: On Monday and Thursday Mornings, before the greens harvest Sweep the wagon(s) to be used. Hose if necessary. Initial the day to indicate it was done.

TRUCK: After each delivery, sweep out the truck, Initial the day to indicate it was done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5/13	5/14	5/15	5/16	5/17	5/18	5/19
5/20	5/21	5/22	5/23	5/24	5/25	5/26
5/27	5/28	5/29	5/30	5/31	6/1	6/2
6/3	6/4	6/5	6/6	6/7	6/8	6/9
6/10	6/11	6/12	6/13	6/14	6/15	6/16
6/17	6/18	6/19	6/20	6/21	6/22	6/23
6/24	6/25	6/26	6/27	6/28	6/29	6/30
7/1	7/2	7/3	7/4	7/5	7/6	7/7
7/8	7/9	7/10	7/11	7/12	7/13	7/14
7/15	7/16	7/17	7/18	7/19	7/20	7/21
7/22	7/23	7/24	7/25	7/26	7/27	7/28
7/29	7/30	7/31	8/1	8/2	8/3	8/4

Lewis Creek Farm Grower Food Safety Manual

Hi Ginger,

Here's the bulk of my Food Safety Manual. I have adapted it from the basic form of the Cedar Circle plan.

At the end of each page or section, I have inserted My Current comments on what still is need for either the document itself, or our implementation of it.

Lewis Creek Farm

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SOPs

Floor drain carots

Truck and wagon washing

Still needed

GENERAL QUESTIONS

visitors procedure P

Sanitation Training? D

Bodily fluid cleanup P

Tippy Tap and first aid at fields P

Train Jeremiah fo spraying R

FARM REVIEW

WATER USAGE

Water Samples 3x

SVWC Bill on file

SEWAGE

All Clear

ANIMALS AND LIVESTOCK

good chicken fence

SOP wildlife activity

Forfeit 5 points for dog.

MANURE AND MUNICIPAL BIOSOLIDS

Manure application record

No raw manure on sweet corn

SOILS

Forfeit microbial testing on flooded land loose 5 points

TRACABILITY

Seems ok

need mock recall

Field Harvest and Field Packing Activities

Field Sanitation and Hygiene

Pre Harvest assessments

Field Sanitary Units

Response plan for field sanitary units

Point loss is no field sanitary?

Field Harvesting and Transportation

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sanitize knives regularly

Remove lights on Tractors

SOP glass or plastic breakage

Sop petro or chen contaminaton

Diferentiate totes D

Loos 5 points for covered product in transit

Need second pricing gun

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Documents needed

Crop Location
Manure applications
Pesticide records
Buyes list
Wagon cleaning
Truck cleaning
Cooler cleaning
Packing list with TCL info

Folders Needed

Crop Location
Manure applications
Pesticide records
Buyes list
Coller Cleaning
Wagon cleaning
Truck cleaning
Packing lists

Basic formatt:

Basic info
Policy
Sops

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