



# FOOD SAFETY CHECKLIST

The following checklist is a tool to initiate communication between the farmer and school food service director (FSD) about the farmer providing produce to local K-12 school(s). The information gives FSDs background knowledge on the farms they may be purchasing from, and provides FSDs the opportunity to ask questions and learn more about a farm’s practices. Checking “no” or “n/a” on any given question will not necessarily prohibit you from selling to schools. This is the start of the conversation.

\*\*See the last page for a list of questions for producers to think about, and to ask FSDs during the initial discussion phases.

### Details

### BACKGROUND INFORMATION



Your Name & Farm Name:
Address:
Phone/Email:
Are you interested in hosting a school field trip at your farm/facility?
Do you carry product liability insurance?

### On the Farm

### TELL US ABOUT YOUR GROWING PRACTICES:



Do you conduct water and/or irrigation tests, with records on file?	YES	NO	N/A
If irrigation is used, what is the source (well, pond, municipal, etc.)? _____			
Does the crop area frequently see flooding?	YES	NO	N/A
Is manure incorporated into planting practices?	YES	NO	N/A
If manure is used, do you have a documented application schedule?	YES	NO	N/A
Is there a written and verified plan to keep animals/livestock out of growing areas?	YES	NO	N/A
Do you utilize GAPs, HACCP or any third-party food safety certifications?	YES	NO	N/A
Any other certifications (food safety related or otherwise)? _____			

### In the Facility

### TELL US ABOUT PRODUCT HANDLING PRACTICES:



Do you have documented cleaning practices for harvesting equipment?	YES	NO	N/A
Do products go through any cleaning or sanitation processes before packaging?	YES	NO	N/A
Are storage/packing facilities separate from growing areas?	YES	NO	N/A
Do you have a sanitization plan in place for storing/packing containers?	YES	NO	N/A
Are food and non-food containers available and clearly labeled?	YES	NO	N/A
Is there a risk of cross contamination from manure, other products, etc., during handling?	YES	NO	N/A



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## Transportation

### TELL US ABOUT HOW YOUR PRODUCT(S) ARE TRANSPORTED:



Are outbound products separate from inbound (field) products, to reduce risk of cross contamination?	YES	NO	N/A
Is product moved in ways that minimize physical damage and risk of cross contamination?	YES	NO	N/A
Are transport vehicles clean and well maintained?	YES	NO	N/A
Is there a plan in place to prevent cross contamination from previous loads?	YES	NO	N/A
Are products held at proper temperatures during transport?	YES	NO	N/A
Do transport vehicles designate food and non-food areas during transport?	YES	NO	N/A

## Facilities

### TELL US ABOUT YOUR FARM FACILITIES:



Is product protected as it travels from field to packing/storage facility?	YES	NO	N/A
Are packing areas enclosed?	YES	NO	N/A
Are appropriate harvest and packing materials used, with easy to clean surfaces?	YES	NO	N/A
Do you have a Sanitation Standard Operating Procedure, +/- documentation of cleaning and sanitation practices within the facility?	YES	NO	N/A
Is environmental sampling conducted after facility sanitization, to document clean breaks in production?	YES	NO	N/A
Is there a written and verified pest control program?	YES	NO	N/A
Are pesticides, fertilizers, insecticides and other chemicals or non-food products used and stored so as to prevent cross contamination with food products?	YES	NO	N/A
Are workers able to easily access restrooms and hand washing stations?	YES	NO	N/A
Are toilets and hand washing stations regularly serviced?	YES	NO	N/A

## Employees

### TELL US ABOUT WORKER HEALTH AND HYGIENE WITHIN YOUR OPERATIONS:



Are workers trained in food safety, risk management, hygiene and sanitation practices?	YES	NO	N/A
Is an employee dress code enforced?	YES	NO	N/A
Do workers limit bare hand contact with foods?	YES	NO	N/A
Are different gloves worn for harvesting and packaging?	YES	NO	N/A
Are employees restricted from work if they show signs of illness (diarrhea, fever, etc.)?	YES	NO	N/A
Is a written policy on eating, drinking, smoking and tobacco use enforced?	YES	NO	N/A
Is non-employee/visitor access to the farm and facilities controlled?	YES	NO	N/A



# FOOD SAFETY CHECKLIST

The following list of questions can be used as a tool for producers to use when talking with a FSD about providing products to their school(s). Consider these as questions you may wish to ask, as well as those you should have answers to, during the initial conversation. Communication is key to the success of new farm-to-school relationships.

*For the Producer* **PLAN AHEAD WITH ANSWERS TO THE FOLLOWING:**



What products will you have available within the coming harvest year?
How far in advance will you provide schools with types/amounts of product?
What is price/unit of cost?
Are you able to pack and deliver directly to the school, or will you work with a distributor?
What is the preferred method for receiving orders (phone, fax, etc.)?
What happens if you cannot complete the requested order, and what is the timeframe for this notice?
What is the best time to submit orders?
What is the frequency of deliveries?

*For the FSD* **QUESTIONS THE PRODUCER SHOULD ASK THE FSD:**



What is the lead time required by the school accounting office to add vendors?
What is number of additional vendors that can be added?
What is the timing for payment of invoices?
What is the desired quality, size, package unit and other specifics for product?
Are any product substitutes acceptable?
What packaging is considered inappropriate?

This checklist was created for the Georgia Department of Education's Farm to School Toolkit © 2014, adapted from the following resources:

1. "Food Safety Preventive Control Plan Checklist" by the Iowa State University Extension and Outreach, Jan. 3, 2013.
2. "Checklist for Producers Selling Produce to Local K-12 Schools," Farm to School Toolkit, by the Gretchen Swanson Center for Nutrition, Oct. 2011.
3. "A Checklist for Purchasing Local Produce" as sourced in the Washington Farm to School Toolkit, prepared by Hotel, Restaurant and Institution Management staff at the Iowa State University for the School Nutrition Association Annual Conference, 2005.

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