

Food Safety Plan. Part 1

Management Responsibilities. In this section we outline:

1. The responsibilities of the farm owner and food safety coordinator.
2. The commitment and logistics to develop and implement the food safety plan.

G-1.1 Food Safety Policy

For the purpose of this document “We” is **YOUR FARM NAME**.

We have developed a food safety plan to reflect our efforts to implement good agricultural practices and good manufacturing practices where applicable during our daily operations at our farm. We are committed to providing our customers with safe produce. In this plan we are addressing biological, chemical and physical hazards. We are committed to transparency and sharing information on food safety issues across our business and with regulators, customers, vendors, suppliers and consumers. The **Owner/Operator and Food Safety Officer(s)** is/are responsible for communicating the policies in this Food Safety Plan to all employees and contractors.

The signature below indicates the approval of this Food Safety Plan and demonstrates our commitment to adhering to the policies and procedures described in this document.

Name	Signature	Date
(Owner/operator)		
Food Safety Coordinator		

G-1.2 Food Safety Manager/ G-4.2 Training of Food Safety Manager

The food safety coordinator is **NAME** and is responsible for implementing this plan and communication expectations to anyone who works in produce fields or handles produce such as employees, contracted labor, volunteers, family members and others. The food safety coordinator will attend annual training sessions to stay up to date on food safety practices and GAP audit requirements in the event we become GAP certified. Certificates are attached.

CONTACT INFORMATION FOR OWNER/OPERATOR & FOOD SAFETY MANAGER

	Name	Phone number
Primary contact		
Secondary contact		

G-1.3 Disciplinary Policy

If any employee or contractor does not follow acceptable food safety practices, he/she is verbally corrected and retrained if needed. If good food safety practices are not maintained, they will not be allowed to handle the produce and, if necessary, the team member will not be allowed to work on the farm.

G-2 Food Safety Plan or Risk Assessment

G-2.1 Definition of Operation

The land has been in production since **YEAR**. A map covering fields, structures (such as greenhouses or high tunnels), buildings and water sources is attached.

Crops Covered by this Food Safety Plan: List all commodities you grow during the year

Acreage Covered by this Food Safety Plan: ACREAGE in field operation, area in greenhouses

The farm address is: Farm address

Brief description of the farm: How long have you been growing crops, immediate past use and any other historical data in regards to crops.

This Food Safety Plan is written in response to risk assessments conducted annually. The risk assessments identify the physical, chemical, and biological hazards reasonably likely to occur. This Food Safety Plan was designed to focus on monitoring, verification and recordkeeping.

The assessments that will be conducted include:

Assessment	Frequency
Potential for unauthorized access to growing/and or packing areas	Annual
Land use history and adjacent land use	Annual
Sewage or septic systems	Annual
Water system	Annual
Animal control/Wildlife presence	Annual
Use of soil amendments of animal origin	Annual
Pre-harvest risk assessment	During harvest
Produce washing	Annual

G-2.2 Review of Food Safety Plan

The Food Safety Plan is reviewed each year and updated to accommodate new crops, infrastructure, or growing practices. Changes will be documented and dated.

G-2.3 Approved Suppliers

This Operation has and maintains a current list of businesses that provide raw materials for the farm. Raw materials include anything that comes in contact with the produce. The farm's policy is to source containers, bins, packaging and equipment from high-quality suppliers and only use tools that are appropriate for the job, reasonably clean, and that do not present any food safety risks. A list of reputable and reliable suppliers that have been approved by this operation is attached.

Criteria that can be considered for Approved Suppliers are: whether the materials produced are food-grade, whether the company has pest control and/or food safety program in place, the general reputation of the supplier, whether the company can provide a Letter of Guarantee or a similar document, and other quality assurance measures that the manufacturer and/or distributor have instituted. **No documentation of these measures is currently required as part of this operation's Approved Supplier Program.**

G-3 Documentation & recordkeeping

This operation keeps track of all written policies, records, risk assessments and any other pertinent documents and reviews their relevance annually. All records comply with prevailing regulations and are written in pen not pencil.

- The Food Safety Plan and documents will be stored securely and will be available to people with food safety responsibilities and for inspection within a reasonable timeframe if required by a regulatory agency.
- Documentation required by the food safety plan will be retained for a minimum of **two** years.

G-8 Corrective Actions and Food Safety Incidents SOP

Any unusual event on-farm that could impact food safety shall be documented. When such an event is noticed, The Notice of Unusual Occurrence and Corrective Action (NUOCA) should be used to document the event. The form has a section to assign the responsibility of completing the corrective action to a particular employee.

Examples of potential non-conformances or unusual events:

Event	Type	Corrective Action
High levels of wildlife activity	Unusual occurrence	Increase monitoring and if needed, install deterrent
Employee not washing hands after using the bathroom	Non-conformance	Retrain employee
Employee vomiting in packing area	Unusual occurrence	Stop packing, clean and disinfect, send employee home

Any observations made by an auditor or inspector that require changes at the farm need to be documented in this section.

G-9.1 Self- audits

If the farm is undergoing a GAP Audit/certification the Food Safety Coordinator will perform at least one self-audit during the growing season and one before the audit. The results of the self-audit will be part of this food safety plan.

Documents that need to be attached to Part 1.

G-1.2 Certificates or documents proving attendance to educational events where food safety topics are discussed for food safety coordinator and farm owner.

G2.1 Farm Maps

Identify fields, buildings, structures, greenhouses, high tunnels, water distribution system, residences and septic tanks in the property.

G-9.1 Self- audits

Copy of self-audit(s)

G.2.3 List of suppliers- Reputable businesses that provides inputs that touch the edible portion of the crop

Business	Products acquired	Contact information	Comments

G-8 Notice of Unusual Occurrence and Corrective Action (NUOCA)

Date and time:
Reported by:
Concern:
Corrective actions taken:
Perform by:
Was issued resolved? Yes No