

Food Safety Manual 2016



Owner name(s)	Vince Caruso, 425-308-0095
Farm manager	Same
Food Safety manager	Same

Caruso Farm
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Farm location and land management

Caruso Farm is a Sole Proprietor business operated by Vince and Anna Caruso. The person responsible for Food Safety Plan is Vince Caruso, 425-308-0095, carusofarm@gmail.com. The farm is located at 12801 Old Snohomish Monroe Rd., Snohomish County, WA. Our 10 acre farm includes mixed vegetables, berries and treefruit. In addition to work done by family members, we employ 1 full time seasonal and 1 part time seasonal with peak employment during June through September. The farm business includes [give examples] our home (with an office) and seven outbuildings: one small retail market building, two sheds for machinery and tools, one packing building, a chemical storage building, and two other buildings used for short term storage of harvested produce and supplies.

Instructions: Attach maps after your farm description. Include maps of the farm, the packing house maps showing flow of product, and floor plan of other areas, including storage areas, employee break areas, and restrooms. Include location of mouse/rodent traps on building floor plans.

General Section

Traceability/Recall procedures

Background: Traceability means keeping track of what produce went where on what day. A traceability system can be developed from a system you already have in place. Traceability can be high-tech with bar codes and computers, but it does not need to be. The important part is to know what product went where on what day.

Key information contained in traceability procedures:

- **Names of workers who harvest and/or pack produce**
- **Field/bed name**
- **Date of harvest**
- **Date of sale**
- **Where produce was sold**

Document the above information on your **Harvest/Traceability Log**. Use the map you created of your farm to reference field numbers.

G-1: A documented traceability program has been established (15pts).

G-2: The operation has performed a “mock recall” that was proven to be effective (10pts).

Our farm uses a traceability system that allows us to trace produce one step back (field) and one step forward (customer).

All produce can be traced back through the date of shipment. For each type of produce the following info is recorded:

Each box of produce packed has a sticker that identifies:

- Label – box or package
 - Farm Name and Address
 - Contents (Produce)
 - The date of shipment
- Harvest Sheet – found in Documentation Binder.
 - The field it came from
 - The date it was harvested

- Who packed the produce
 - The date it was harvested
 - The date it was packaged
 - The date of shipment
- Name of product in the box and date will serve as a traceability code.

If a recall is required, we will follow the **Recall Plan Checklist** to guide the process. In addition, the following six forms will be completed to document the recall process:

- **Recall Information:** describe general information about the reason for a recall and who is executing the recall procedure.
- **Product Information:** identify what product must be recalled and from where it must be recalled.
- **Contact Information:** identify what parties should be contact given the specific recall situation; provide customer contact information.
- **Recall Notification:** template to guide and document interaction with customers.
- **Product Retrieval:** document product as it is retrieved and disposed.
- **Follow Up Plan:** Provides a summary and evaluation of the recall process.

Templates of these forms can be found in the **Resources** section at the end of this part of our **Food Safety Manual** and saved **on my computer**.

Wholesale mock recall. To test our recall plan, we conduct a mock recall once a year, usually in **May**. In the mock recall, we contact one of our buyers and ask them to identify a shipment received from us. We ask how much of the product has been sold and how much they still have in inventory. As with a real recall, we will use the **Recall Plan Checklist** to guide this process. During a mock recall, we complete all required recall paperwork and clearly label all of it as **MOCK RECALL**. All Recall documentation is stored in **Documentation Log Binder**

Company health and hygiene policy

G-4: All employees and all visitors to the location are required to follow proper sanitation and hygiene practices (10pts)

G-5: Training on proper sanitation and hygiene practices is provided to all staff (15pts).

G-6: Employees and visitors are following good hygiene/sanitation practices (15pts)

G-7: Employees who handle or package produce are washing their hands before beginning or returning to work (15pts).

Training. All employees receive training when they start work on the farm and a refresher course once a year. Employees include those that work on the farm that plant, care for, harvest, scout pests, process, and pack fresh produce. Family workers are required to have the training too.

Training includes instruction on all company policies related to worker health and hygiene and (where appropriate) specialized training related to specific jobs as required by law (for example, pesticide applicator license or training).

Employee training is documented on the **Employee Training Log**. Documentation of training includes employee's printed name and signature, description of training, written materials called **Employee Food Safety Training Manual**, and name the trainer. This documentation is stored in the Documentation Log Binder.

Training is provided in the language of the employees.

Advice from a grower: You may already have an employee manual for your farm, or do Worker Protection Standard (WPS) trainings. Some training may overlap and you may be able to use the same documentation and training.

Training materials or outlines can be included in an appendix. *Proper Hand Washing Technique* is attached as **Appendix B** in the back of this template as an example.

Drinking water policy

G-3: Potable water is available to all workers (10 pts)

Potable drinking water is provided and available for employees in the packinghouse and in the field. All employees are notified of this policy during training and instructed to notify their supervisors if water is not available. *No glass is allowed.* Drinking water dispensers are refilled with potable water from **a potable tap**. Please see Water Quality Assessment section of the Farm Review for more information on water sources.

Visitor health and hygiene policy

Instructions: Develop a short visitor policy. Post your farm rules and visitor policy at the entrance to the field so customers are aware of your expectations.

For Pick-Your-Own operations, or CSA farms with member-visitors, you may want your policy to include location of toilet and hand washing facilities, whether or not you allow personal containers in the field, safety of children, a no-glass policy, and a pet policy.

G-4: All employees and all visitors to the location are required to follow proper sanitation and hygiene practices (10pts)

G-6: Employees and visitors are following good hygiene/sanitation practices (15pts)

Visitors on the farm must follow proper health and hygiene procedures when entering the production areas of the farm where fresh produce is grown, washed, packed and/or stored. Visitors are defined as **anyone who goes in plant production or packing areas for more than 15 minutes**. Visitors are not allowed to pick produce or handle product without the permission of **the owner or employees**. No glass is allowed outside of the break areas on the farm.

OPTION 1: All visitors enter through **the main drive past the farm shop** where they pass a sign with the health and hygiene rules posted.

Handwashing and toilet facilities

G-8: Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work (10pts).

G-9: All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single-use towels, toilet paper, hand soap or anti-bacterial soap, and potable water for hand washing (15pts).

G-10: All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis (10pts; R).

Clean and well-maintained toilet and hand washing facilities are provided for all employees. These facilities are checked on a **weekly** basis, which is recorded on the **weekly checklist**. Restroom facilities are serviced and cleaned **weekly**. Cleaning is documented on the **Weekly Checklist** and are located in the **Documentation Binder**.

Hand washing. Everyone must wash their hands before beginning work and before returning to work after breaks, going to the restroom, eating, smoking, or whenever their hands are dirty. All hand wash station Signs in English and **Spanish** are posted in restrooms, eating areas, and smoking areas to instruct employees to wash their hands before beginning and returning to work. Hand washing stations are found at the packing shed and toilet facilities.

All hand washing stations (portable or fixed) must include:

- potable water
- soap dispensed from a dispenser rather than a soap bar.
- single-use towel for hand drying
- signage in applicable languages requiring people to wash hands after each toilet visit.
- lidded trash can

Portable Hand washing stations must include:

- routinely emptied, cleaned, sanitized, and refilled container with at least 15 gallons of potable water
- mechanism for collecting and disposing of dirty water from hand washing. NOT letting it fall on the ground.

Toilets. Currently, the ratio of employees to toilets is **2 to 1**. Flush toilets and sinks located on the farm are on a **private septic system** and are located **in the Farm residence**. Toilet paper is held on a toilet paper holder or dispenser to keep it from being set on the floor. Where necessary, racks and storage containers for protective clothing and tools shall be provided so these items can be removed and properly stored prior to entering toilet facility. A lidded trash can must be provided.

Toilet Instructions: If you have a lot of farm employees and must meet OSHA requirements, be sure you have the correct number of toilets to meet the federal requirements (currently 20 employees to 1 toilet).

Indoor toilets can be used in small operations if they are within ¼ mile walking distance from fields or if transportation is readily provided. Restrooms in gas stations or convenience stores can't be used as your restroom.

Toilet facilities must be maintained in a sanitary condition and cleaned as often as necessary. The frequency of cleaning required will depend on usage level. The key point is to ensure that they are cleaned frequently enough to ensure suitable use. Facilities should be well stocked and clean at all times.

Injury and Illness Policies

G-12: Workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce (15pts).

G-13: There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other bodily fluids (15pts).

G-14: Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries (5pts).

Injuries. If someone is injured at the farm, either in the packinghouse or in the field, the first aid kits are available for use in/at the lunch and **break area**. The supplies are checked and updated **quarterly or as needed after reported use**. Refilling and maintaining first aid kits is documented on the **quarterly checklist** and stored in the **Documentation Binder**.

All workers are instructed during training to deal with injuries immediately. This includes any cuts, abrasions, or other injuries that happen while working. Employees must notify the farm manager or their supervisor and fill out an accident report. If the injury is critical or life threatening, employees are instructed to call 911.

Advice from a grower: Go into great detail for this section. If a person vomits or bleeds on the line, just saying you are going to clean it up is not an actual procedure.

Blood and body fluid. If blood or other bodily fluid should come in contact with food or food contact surfaces anywhere on the farm, immediate action must be taken.

Production in that area must stop. Immediately notify **Vince Caruso (owner) or direct supervisor**. Mark the affected area if unable to execute immediate corrective action procedures.

If an employee is injured in the field or packinghouse, the farm manager or supervisor--after assuring the employee's safety--will immediately inspect the area where the injury happened to make sure no blood or bodily fluids have contaminated the area.

If there is blood in the field, all contaminated surfaces will be removed to a plastic bag with a shovel or gloved hands and placed in a trash can. All affected soil will be shoveled up around and under the area and will be removed. All affected produce will be discarded **with municipal waste in garbage can at the farm residence** as well as any packing materials.

If there is blood or bodily fluid in the packing house, all contaminated surfaces will be thoroughly cleaned and sanitized with gloved hands. Any affected produce will be discarded **with municipal waste in the garbage cans at the farm residence**. Any affected packaging will be discarded in a trash can.

All actions will be documented on the **Illness and Injury Report**.

Illness. Any employee who is sick should notify the farm manager or his/her supervisor immediately and must not handle fresh produce. If an employee does not report his or her illness and is found to be sick by the farm manager or supervisor, the employee will be immediately dismissed from work and not allowed to return until they are symptom free.

1) The following symptoms prohibit an employee from working and handling fresh produce. Employees who have slight illnesses, but are healthy enough to work, shall be assigned to work in non-food areas, such as transporting closed boxes.

- Diarrhea
- Fever
- Vomiting
- Jaundice (when the whites of the eyes are yellowish and the skin has a yellowish tinge)
- Sore throat with fever
- Lesions containing pus (including boils or infected wounds, however small) on the hand, wrist, or any exposed body part

2) If an employee has any of the conditions listed above, these conditions will be recorded on the **Illness and Injury Report**.

Safety during application of chemicals

G-15: Company personnel or contracted personnel that apply regulated pre-harvest and/or post-harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use (10pts).

Only licensed individuals may apply regulated substances including plant protective sprays. Non-regulated chemicals may only be applied by trained individuals.

Employee Food Safety and Security Empowerment

All employees are instructed to share information they observe regarding food safety and security. If employees see unusual individuals or situations, they should notify their supervisors so they can evaluate the situation. If employees notice pests or other food safety issues, they are encouraged to share this information with their supervisors. Our company food safety policy includes all employees and is companywide.

Policy on Taking Breaks

G-11: Smoking and eating are confined to designated areas separate from where product is handled (10pts).

Breaks that include eating must be taken in areas away from fresh produce production and packing. There are designated break areas which are located **in the farm shop**.

Breaks in the field are taken in areas not in production or near harvestable crops. Short rest breaks are permitted in the field during production as long as workers are not eating or smoking. Lunch breaks in the field can be taken on headlands, in cars which are parked outside of harvest and production areas, or in the windbreak where with a picnic table in the shade, a portable hand washing station and potable water.

Under no circumstances will glass containers be allowed in the field or packinghouse.

