

[Billy Bob's Farm]
Food Safety Plan/Policy
Harmonized GAP Plus +
Effective 3/1/2018

BILLY BOB (Has to be signed)

3/1/2018

Signature of person responsible for food safety

Date

The information in this document is a true representation of the food safety conditions and practices followed or being implemented at this location.

G- General information about this farm

G - 1 Management Responsibility

G-1.1 A food safety plan is in place.

Mission Statement:

[Billy Bob's Farm] is committed to producing safe products through good agricultural and good handling practices that focus on food safety and quality. We strive to prevent microbial contamination of fresh produce so that it is not necessary to take corrective action after a product has left our farm. All workers are trained in food safety, food defense/fraud and are expected to follow food safety standards as it relates to USDA Harmonized Gap + Standards.

[Name], [Title] Billy Jr. Bob Owner

G-1.1.a See File G-1.1.a (YOU AS A GROWER NEED TO ADDRESS MEASURABLE OBJECTIVES OR GOALS THAT YOU WANT TO ACHIEVE ON YOUR FARM)

G-1.2 Management roles and responsibilities.

Agricultural activities conducted at this site:	
Description of the agricultural activities conducted at this site: [Billy Bob's Farm] grows multiple crops. We deliver potatoes to a variety of market channels, including fresh, dehydration, and frozen.	
Crop(s) grown on this property: (list acres owned, leased/rented, contracted, and/or consigned for each crop):	
Crop	Area under cultivation (acres)
Potatoes	650 acres
Grain	1,098 acres
Hay	425 acres
Total area under cultivation:	2173 acres
Additional crops documented on separate sheet if necessary. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Person(s) responsible for the food safety program at this location:		
Name / Position		Address
Billy Jr. Bob Owner		1234 Sterling Ave. Aberdeen, Id 83210
Cell: 208-222-1111		E-mail: billyfarm@yahoo.com
Alternate Contacts		
Name / Position		Address
Sara Bob – alternate contact - Owner		1234 Sterling Ave.
Cell: 208-222-2222		E-mail: sara@yahoo.com
Jack Adams – Operations Manager	Alternate Food Safety Contact	E-mail: jack@yahoo.com
Cell: 208-222-3333		

In the event of a food safety issue, employees will contact [Billy Bob]. If Billy Bob is not available the employees will contact (Sara Bob or Jack Adams). Employees are able to contact me or my alternates at any time in case of food safety emergencies.

G-1.2.a See Flow Chart on file of Individuals with job functions and responsibilities related to activities that affect food safety. (Record - Could be a flow chart or a written log)

G-1.3 Any employees who violate food safety protocols will be disciplined verbally. They may also be asked to receive additional food safety training. Repeated violations may result in termination of employment.

G-2 The Food Safety Plan

G-2.1 Our food safety plan identifies all locations and products that apply to this plan. The plan describes physical, chemical, and biological hazards that could occur and procedures for controlling them including monitoring, verification, and recordkeeping, for the following areas: water, soil amendments, field sanitation, production environment, pest control, raw product storages, worker practices, food defense and food fraud.

G-2.2 Our plan will include policies and procedures for how we keep our products safe and documentation that will verify we are implementing our plan. This food safety plan will be reviewed and revised, if necessary, at least once every year. (Record)

G-2.2.a Food Safety Plan will document and include records to support any changes that have been added to the plan. Supplier specifications are noted in plan. (Record)

G-2.3.a An approved supplier program is on file: Our inputs range from office supplies to buildings and our processes for evaluating which input to purchase or contractor to use can be either a written analysis or non-written analysis, i.e., discussion and decision. On supplies, ranging from office supplies to fuel and fertilizers, we generally shop around for the best deal. Again we choose based upon product, price, service, historical relationships, etc. On major repairs we usually get two bids and choose based upon, product, price, service, historical relationships, etc. As indicated above our bid process can be either verbal or written. Records are on file for review. Billy Bob (owner) approves and maintains supplier program.

G-2.3.b See Approved Supplier/Vendor List (Record)

G-2.3.c Outsourced processes are identified on the approved supplier List (Ex. Sprague Pest Control, IVI, Agri-Stor, Valley Ag., Four J's, Jet Ag) (Record)

G-3 Documentation and Record Keeping

G-3.1 We will keep records that show we are following the food safety plan. Our records include the plan, checklists, and forms. Our records began in August 2015, the first year we have started our formal food safety plan. We will keep these records for at least two years or by prevailing regulation.

G-3.2 Records are available for inspection. Including SDS files (MSDS), are available and easily assessable to employees.

G-3.3 Records shall be retained for two years or as required by prevailing regulations. (Record)

G-3.3a Hard copies are kept locked in farm office and electronic data is backed up regularly. All records are securely stored and controlled.

G-4 Worker Education and Training

G-4.1 Personnel receive training in the Food Safety Policy, Food Safety procedures (Job Specific), sanitation and personal hygiene requirements. Training is conducted for all personnel on date of hire and an annual refresher course throughout the season. All training records are available for review. (Record)

G-4.2 All of our employees are trained so they understand:

- Our Farm Food Safety Policies and procedures.
- When to wash hands (see Employee Health & Hygiene Policies).
- That they must wear reasonably clean clothes.
- That they should not handle produce if they are ill.
- Not to use harvest containers for carrying or storing non-produce items during harvest.
- That they must tell their supervisor if they have a bloody cut or other serious injury or if blood or other body fluids gets onto produce, containers or food surfaces.
- That they must report any type of product contamination such as from chemicals, petroleum, pesticides, glass, or a spill or leak from a toilet facilities.

G-4.3 All subcontractors or vendors that enter production or storage areas must follow the same food safety procedures as employees. Signed documents will be available for review. (Record)

Applicable documentation (see Folder G-3, G-4):

- Flow Chart/written log
- Food Safety Plan Review
- Approved Supplier List
- Employee Food Safety Training Document
- Supplier/Vendor Hygiene Document

G-5 Sampling and Testing

We test the following for microorganisms in:

- Irrigation water
- Drinking - hand washing (Employee Use)

G-5.1 All of our microbial testing is done by a lab(s) that are certified to perform and analyze validated methods for detecting or quantifying the target organism(s) or chemicals. (Record)

G-5.2 Water samples are collected by our trained employees according to the lab instructions and established procedures for each type of microbial test. (Sampling protocol).

G-5.3 Tests, results, and any required action will be documented. All tests will be on hand for review for a minimum of two years, or as required by prevailing regulation. (Record)

G-5.4 All required testing will include test procedures and actions taken based on results. Product will not be distributed outside the operation's control until test results are obtained. Our farm tests well water used for irrigation, drinking and washing at least once per year. Surface water (canals) used for irrigation are tested three times a year (after planting - when water is first introduced), mid-season and prior to harvest. We keep all microbial testing results in our food safety folder. The laboratory tests our water samples using a standard Total Coliform/E. coli test.

For drinking water and hand washing water, the results must show absence of E. coli and total coliform. Surface water used for irrigation will have a maximum allowable limit of less than or equal to 576 MPN or CFU/100 ml of generic E. coli for any single sample. Any tests that are above this threshold will be re-tested. If it is still above this limit, the water company (Canal Company) will be contacted for corrective action to be taken.

Applicable documentation (see Folder G-5):

- GLP Certification from Lab
- Sampling Protocol
- Water tests for irrigation/storages/employee use/sanitation

G-6 Traceability

Trace back records

G-6.1 We keep records of all of our agricultural inputs that might be related to food safety so that we can link them with each of our potato crop types. These include purchase records for seeds, farm chemicals, and soil amendments. At least annually a trace back exercise will be performed. We keep records for each sale that includes the quantity sold, date of delivery, the name of the buyer, and how we can contact them, in the event a recall is necessary. We provide the following information on each load that is delivered; (Record)

- Farm name
- Field name/ location
- Destination of product
- Storage ID/placement in storage if product is stored

G-6.1.a N/A We do not use packaging or package product.

G-6.1.b N/A We do not use packaging or package product.

Trace-back and Trace-forward exercise

G-6.2 Once during each growing season, we will conduct a trace-back and trace-forward exercise. We verify that we can match each lot sold to the specific buyer. We record the number of loads of each product and the ticket information, which includes the lot number or field ID. We verify who purchased the product by matching the buyer settlement information with the load-out sheet. This trace forward exercise is done within a (4 hour) established time frame. (Record)

G-7 Recall program

G-7.1 Our food safety manager will carry out a recall in the event a contamination problem happened on our farm and there is a need to alert our customers. If we discovered a need to recall our product, we contact all of our buyers that purchased any affected product. We test our recall program once each year through a trace-back and trace-forward exercise described in section G-6.2. (Record)

Applicable documentation (see Folder G-6, G-7):

- Records of Traceability Program
- Mock Recall
- Records to support mock recall

G-8 Corrective Actions

- G-8.1 If a food safety risk is discovered, we take corrective actions to solve the problem. We document the issue, the corrective action, the party responsible for correcting the problem, and any improvements (if needed) to prevent future problems. Timelines to address issues are according to the severity of the risk or non-conformance with food safety requirements. Major within 48 hours, minor within one week. **(Record)**
- G-8.1.a We will evaluate complaints and to take corrective action. Corrective Actions and Food safety incidents will be recorded by the food safety manager and kept on hand for later review and assessment. **(Corrective Action Form and Food Safety Incident Form are the same)**. Corrective action procedures will be immediately implemented to address the incident. Documentation will include who is responsible for addressing the issue, what the issue was, what was done to correct it, what additional action may be needed, and what we can do to prevent another incident in the future. Documentation will be recorded and evaluated on a case by case basis.
- G-8.1.b A food safety incident record (we use our corrective action log), will be on file and reviewed to determine severity and risk. **(Record)**
- G-8.1.c The incident management procedure will be reviewed, tested and verified at least once a year. If no food safety incidents have occurred, a mock incident will be used to test the procedures. **(Record)**
- G-8.1.d Product which does not conform to food safety requirements will not be harvested or stored in raw product storages. Employees are instructed to dispose of any product that has become contaminated by any physical, chemical and/or biological hazards. Incidents are to immediately be reported to **Billy, Sara, or Jack** for immediate disposal.

G-9 Self-Audits

- G-9.1 Our farm performs an annual internal self-audit **during the growing season**. All aspects of the operations food safety plan are reviewed and we record any corrective actions that may have been needed. **We use the Harmonized GAP Plus+ Standard checklist.** **(Record)**

Applicable documentation (see Folders G-8, G-9):

- Corrective Action Form
- Corrective Action Log/Incident
- Annual Self-Audit

G-10 Worker Health/Hygiene and Toilet/Handwashing Facilities

- G-10.1 We hire a third party to supply and monitor portable toilet and hand-washing facilities as required under OSHA farm standards. They are within an acceptable distance of all employee workstations. If workers without access to a vehicle are more than 5 min walking distance from a restroom a portable restroom will be provided in their immediate work area. The portable restroom will be located in an area that will minimize exposure to the commodity. Supervisors require that workers use the hand-washing stations after using the toilets and any time their hands might have become contaminated as specified in the Health & Hygiene policy that the employee signs on the date of hire.
- G-10.2 Our worker training program includes the requirement to wash hands before beginning or returning to work, after using the toilet, after eating and smoking, and after handling chemicals or other contaminated materials. Supervisors watch our workers continually to make sure they are using proper sanitary practices. Any worker that does not follow acceptable sanitary practices is verbally corrected and retrained if needed. Copies of signed food safety policies, including retraining are on file. This includes full-time and seasonal employees. All employees must sign a new policy sheet every year. Health and hygiene policies also apply to anyone else who enters crop production areas including employees, vendors, visitors, product inspectors, and auditors.
- G-10.3 We rent portable toilets from a company that specializes in this service. Toilets facilities are ventilated, screened, and have self-closing doors that can be closed and latched from the inside. Portable restroom will be located in an area that is low or no risk to the commodity. Hand washing stations are provided. If a major spill or leak of field sanitation units or toilet facilities occurs, we contact the service provider to clean up the spill. The area is contained until it is cleaned up. The facility cannot be used by workers until a supervisor has approved that it is ready to be re-opened.
- G-10.4 Toilets shall be of an adequate number for the number of workers and accessible to employees. One sanitation unit is available for 10-15 employees.
- G-10.5 The practice of disposing of used toilet tissue on the floor, in trash receptacles or in boxes is strictly prohibited.
- G-10.6 Our portable toilets are serviced and cleaned on a regular basis by the rental provider and a written log is kept in the individual units. It consists of a sink/catch bucket, potable water, soap, and single-use towels, including a trash container. Gray water is plumbed or captured for disposal. The rental company fills hand-washing stations of water from our shops or cellars as to assure water is potable. See water test on file. (Record)
- G-10.7 Employees must wash their hands at any time when they may be a source of contamination.

- G-10.8 We post a sign inside or next to each portable toilet or in the indoor bathroom that instructs workers to wash their hands after using the toilet. **Signs and/or pictures are appropriate in language to clearly communicate requirements to all employees.**
- G-10.9 We require workers to start their work-day in clean clothing. If we observe that their clothes are visibly soiled, we require them to change into cleaner clothes before starting work. Clothing including footwear shall be effectively maintained and worn so as to protect product from risk of contamination. We believe that our hand-washing training and enforcement is adequate enough to prevent hand-to-food contamination.
- G-10.10 Wearing of gloves is recommended for all employees who come in direct contact with the product, but is not required. The purpose of gloves is to protect the product from contamination as well as the workers from getting dirty or sore hands. If the employee decides to wear gloves, our policy is as follows: Employees are responsible for keeping them clean. **Gloves shall not be taken into portable sanitation units or bathrooms where contamination can occur. While using the restrooms, gloves should be kept in a clean place such as in cars, or in a designated area near the wash station.** Gloves shall be kept reasonably clean, be free from; holes, torn, or contaminated from oils, chemicals, or any substance that could pose a food safety concern. Employees should store gloves in their cars when not in use. Employees are responsible for obtaining new gloves if theirs get worn out or contaminated.
- G-10.11 A designated area will be established next to the wash station for employees to place their gloves upon entering the restroom. No other protective clothing is required.
- G-10.12 Employees are not to wear jewelry, body piercings and other loose objects in crop handling areas. Jewelry includes watches, rings, earrings, necklaces, and any other decorative accessories. Non-removable jewelry needs to be reported to a supervisor for advisement for how to cover the jewelry or to be assigned to a different site for work.
- G-10.13 Hair coverings are not required.
- G-10.14 All personal items must be stored away from crop production areas or raw product storages. **Employees are to store personal items in their vehicles, or shop area.**
- G-10.15 Smoking, eating, chewing gum, tobacco, vaping and drinking, (other than water) are only allowed in areas that have been designated for break areas and must be at least 50 feet away from the product. If employees require food (e.g., cough drop, etc.) for medical conditions, employees can request an exemption to keep food nearby as long as the food isn't eaten while handling the product. Spitting, urinating or defecating is only allowed in the toilet facilities provided. This information is contained in our training program and our disciplinary policy is used to enforce this.
- G-10.16 All break areas are away from the product so not to be a source of contamination to the product. **Areas designated as break areas include shops, cars, tractors, trucks, and, during active harvest, the side areas of the storage facility below where product is not stored.**

- G-10.17 Drinking water is available to the employees. Purchased bottled water is allowed in the work area as long as it is in a clean, clear plastic container and is stored below the product flow zone. A trash receptacle is available to all employees. (Record)
- G-10.18 Workers/Visitors with diarrhea, who are vomiting, have a sore throat with a fever, or show sudden yellowing of the eyes or skin are not allowed to harvest or handle fresh produce. We require them to report this to the supervisor.
- G-10.19 Workers are required to cover minor cuts and scrapes with a bandage and a glove if necessary to keep it from contaminating product.
- G-10.20 If equipment becomes contaminated with bodily fluids, workers are trained to notify their supervisor and it is cleaned and then sanitized before it is used again.
Produce that has come in contact with blood or other bodily fluids will be reported to supervisors so that the contaminated product can be discarded. Product that has come in contact with blood or other body fluids will be disposed of, buried, burned or put into safe garbage containers. Machinery that has come into contact with blood or other body fluids will be disinfected.
- G-10.21 First aid kits supplied with bandages are on hand and are readily accessible. They are restocked as needed. We place them in an area where they stay dry, sanitary, and in usable condition.

Applicable documentation (see Folder G-10):
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- | |
|---|
| <ul style="list-style-type: none"> • Restroom Cleaning Log • Water tests for employee use |
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G-11 Waste Management

- G-11.1 We do our best to be good stewards of the land and to be as environmentally friendly as possible. We have implemented a waste management program to deal with anything that could be a source of pollution or contamination of the product. Sustainable farming is part of our management plan.

We have identified things on the farm that could be a source of contamination. We only purchase fertilizers and chemicals in quantities for immediate use. Any excess is sent back to the supplier. Anything identified as possible waste products will not be stored, and will be disposed of according to the state of Idaho chemical disposal program. Empty containers are triple rinsed and stored until they can be destroyed or disposed of by an approved facility or landfill. Used vehicle fluids are collected and disposed of at facilities approved by the State of Idaho. Paper, cardboard, plastic, and any other waste materials are thrown away in approved garbage containers and sent to a landfill.

- G-11.2 Trash shall be stored in trash bins away from the product and does not come in contact with the product.

G-12 Food Defense

- G-12.1.a** Documentation and records will show possible results of intentional or unintentional contamination. Risk Assessment on file shall address potential physical, chemical, and biological hazards. (Food Defense Risk Assessment)
- G-12.1.b** Points that are vulnerable to intentional contamination have been identified. New locks will be installed on storage facilities, as needed. Sensitive areas will be reviewed at least yearly and subjected to additional access control if needed. The Food Defense Plan will be reviewed following any changes that are made to the food defense risk assessment and adjusted accordingly to incorporate such changes. Documentation and records will be on file.

If food has been sabotaged or contaminated. The following steps will be taken.

1. The field/lot will be identified.
2. The field/lot will be secured.
3. Management will be notified
4. The volume of product contaminated will be identified.
5. The severity of the contamination will be evaluated and assessed. If the contamination is a Food Safety concern a product recall will be initiated.
6. If any of the product has been harvested or sold, those involved will be notified of:
 - a. Date
 - b. Lot Number – Field ID
 - c. Placement in Storage
 - d. Est. Cwt. Wt./ or lbs.
7. Cause of the contamination will be identified.
8. Measures will be implemented to restrict access.
9. Contaminated product will be disposed of in a manner to not provide other food safety concerns

G-13 Food Fraud

Food Fraud- Billy Bob Farms takes great pride in growing a high quality product. We strive for a strong trust in our relationship with our customers. Integrity is something that we have built our farming practices upon. We are committed to purchase the highest quality of seed, ensure safe, sound agricultural practices while growing, harvesting and storing the crop until we deliver to our customers.

- G-13.1.a** A Food Fraud risk assessment is on file. Assessment on file shall address deliberate and intentional substitution, tampering or misrepresentation of food. Risk assessment will be conducted seasonally or at any time there is a change made to my growing practices or if a situation has occurred. Since potatoes are a whole food product, we do not add ingredients at the growing/harvesting and storage areas. We consider chemical and nutrient applications as an application and an input for growth and pest control.
- G-13.1.b** See Risk Assessment on file (Excel Spreadsheet)

F. Field Operations/Harvesting

F-1 Field History and Assessment

- F-1.1 Potential hazards due to previous land use are low. We've grown product or cover crops in all fields for multiple years. Based on our risk assessment, potential sources of contamination are not located adjacent to our crops. **This includes risks associated with land use history, adjacent land use, equipment and structures.** We also believe that the risk from neighboring farms is small as our neighbors raise produce. **(Land Use Risk Assessment)**
- F-1.1.a Land Risk assessments have been conducted on each production area (field).
- F-1.1.b Control measures have been implemented for hazards that have been identified during the risk assessment. Employees have been trained on what food safety hazards are and how to manage them. Employees are trained job specific.
- F-1.2 Raw product storage facilities are cleaned and maintained in an orderly manner. Refrigeration units are separate from stored produce to keep condensation from reaching the potatoes. Storage rooms, buildings and/or facilities are maintained and sufficiently sealed to protect from external contamination and floors are reasonably clear of debris and standing water. Cellars, storage rooms, etc., are clean, and inspected so as to not contribute foreign material to the product. All attempts are made to protect these areas from contamination (birds, rodents and other pests, etc.) A pest control plan has been implemented and incorporated into the food safety plan. This includes setting live catch traps inside the storages. Poisonous bait is used outside of the storage area when needed. Maps show locations of traps at each facility. A log is kept that includes type of pest caught, how many, and trap location. Traps are checked and emptied BI-weekly when product is actively being stored. **(Records)**
- F-1.3 Sewage or farm septic systems are properly maintained so as not to be a source of contamination.

Applicable documentation (see folder G-12, G-13, F-1):
<ul style="list-style-type: none">• Food Defense/Food Fraud Assessment• Land Use Risk Assessments• Cleaning log of raw product storage• Pest control Logs• Schematic maps

F-2 Agricultural Chemicals / Plant Protection Products

- F-2.a A list of agricultural chemicals is on file. (Record)
- F-2.1 All of our agricultural chemicals comply with label directions and state and federal regulations (see Folder F-2 for labels). We store pesticides, herbicides and fertilizers in closed and properly labeled containers to prevent contamination of adjacent crops and/or waterways. If any chemicals are stored, they are stored separately from fertilizers. We document application dates, sites, product, quantity, target pest, method of application, and name of applicator in our application record book. Generally we do not store any chemicals or fertilizers. Any unused chemicals/fertilizers are sent back with the vendor and taken off-site. (Record)
- F-2.1.a Agricultural chemical records include the target organism(s) and justification for application. (Record)
- F-2.1.b Any post-harvest applications will be recorded with dates, treatments; product used (name) and quantity. Records will be available for review.
- F-2.1.c If biological controls are used for the cultivation of the specific crop, all controls will comply with label directions and prevailing regulations. (Record) or...Biological controls are not used for the cultivation of potatoes/onions.
- F-2.1.d Propagation materials are not produced on site.
- F-2.2 No products are intended for export.
- F-2.3 Trained licensed or certified application personnel apply agricultural chemicals. See applicator licenses. (Record)
- F-2.3.a All Chemicals are sub-contracted out to vendors. Applicators are licensed through the State of Idaho.
- F-2.4 Any water that is used with agricultural chemicals comes from a source that is not a source of contamination. (Record)
- F-2.4.a Letter of guarantee is on file from sub-contractors stating that they will calibrate and keep their equipment clean and in good working condition. We do not apply or have equipment to apply chemicals. All are sub-contracted out to a vendor for application.
- F-2.5 All chemicals that are disposed of are in accordance with the State of Idaho Disposal Program. Agricultural chemicals are taken off-site by sub-contractors and disposed of according to product label. They do not become a source of product or field contamination.

F-2.5.a If agricultural chemicals are stored, they will be stored separately from other chemicals. We do not store chemicals on site.

Applicable documentation (see Folder F-2):

- Chemical Use List
- Application logs
- Chemical Labels
- Applicator Licenses
- Water Tests
- Letter of Guarantee

F-3 Water System Description

F-3.1 Our water system description includes the chart below and information on our farm map. Water source and use is compliant with state and federal regulations. Water systems used for clean water are never mixed with wastewater and are designed to prevent cross-contamination. (Map)

F-3.2 All water sources comply with prevailing regulations.

F-3.3 All of our water systems are not cross-contaminated with human or animal waste systems. They are all independent.

Use / Source	Municipal	Private Well	Surface water
Drinking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not permitted
Hand-washing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleaning product contact surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage Washing and Sanitation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irrigation: Sprinkler	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fertilizer application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pesticide / Fungicide application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

F-4 Water System Risk Assessment

F-4.1 Our water system risk assessment is documented in our water management plan described below. We consider historical water testing results, the characteristics of the crop, the stage of the crop, and the method of application. We review it annually, or whenever changes are made to the system. (Water Risk Assessment)

F-5 Water Management Plan

F-5.1 We understand that water is an efficient transport system for microbial contamination of food crops. The goal of our water management plan is to minimize risks associated with the water we use on our farm. We therefore take into account the source of the water, and how it is used on our farm, and current microbial standards for water when evaluating our water risks. We keep risks low from well water by **inspecting our wells each year to make sure they are in good working order and that they are not exposed to flood waters or run-off.** (Record of Well Inspection) **Irrigation equipment is inspected, repaired and maintained so that they are used most efficiently. All of our pumps have backflow devices to prevent anything from getting back into the water source.** We use well water for drinking, hand washing, and washing containers used to hold harvested produce. **(Record)**

F-5.2 For well water used for drinking, hand-washing, post-harvest produce, and food contact container washing, we require that it be potable, meaning that is free of coliform and E. coli bacteria according to state and federal regulations. Samples are taken by qualified personnel and in compliance to policy (**see section G-5**). If testing results show a presence of bacteria, a second sample is taken and tested. If it again tests positive, corrective action is taken to address the issue. This would include contacting a well service company to fix any problems with the system.

Surface water (canals) used for irrigation are tested three times a year (after planting (**when water is first introduced**), mid-season and prior to harvest. We keep all microbial testing results in our food safety folder. The laboratory tests our water samples using a standard Total Coliform/ E. coli test. For drinking water and hand washing water, the results must show absence of E. coli and total coliform. **Surface water used for irrigation will have a maximum allowable limit of less than or equal to 576 MPN or CFU/100 ml of generic E. coli for any single sample. Any tests that are above this threshold will be re-tested. If it is still above this limit, the water company (Canal Company) will be contacted for corrective action to be taken. See sampling protocol from Lab.**

F-5.3 We have water from each well we use for drinking, hand-washing, washing harvested produce, and washing containers tested once during the growing season. We have our surface (canal) water used for irrigation tested three times (after planting, mid-season and prior to harvest) during the growing season. **(Record)**

F-5.4 Water not treated to meet microbiological criteria.

F-5.5 No post-harvest handling is required to achieve microbial criteria.

F-5.6 No alternative approach used for microbiological testing.

Applicable documentation (see Folder F-5):

- **Map – Water System Description**
- **Water Risk Assessment**
- **Well-head Inspection**
- **Sampling protocol**
- **Water Tests and Corrective Action Logs**

F-6 Animal Control.

- F-6.1 Our farm manages risks from domestic and wild animal activity around the production area. Employees monitor and report activities of animals around and in the production area. An assessment of the number of animals, proximity to the growing fields, water sources and other relevant factors are done prior to each growing season. **(Animal Risk Assessment)**
- F-6.2 We keep records of the animal monitoring described in our Animal and Wildlife Monitoring Log. Each production area is monitored for animal activity. We do all that we can to keep domestic and wild animals out of fields. **(Record)**
- F-6.3 The presence of wild animals in the area is inevitable and we cannot completely control them. However, every day as we work in the fields, we routinely monitor the growing area for animal activity including tracks and the presence of animal droppings. All reasonable effort is made to keep domestic and wild animals away from irrigation water and out of the production area. Corrective actions and preventable measures are noted in the risk assessment.

Applicable documentation (see Folder F-6):
<ul style="list-style-type: none">• Animal Risk Assessment• Animal/Wildlife Monitoring Log w/preventative and corrective actions.

F-7 Soil Amendment

- F-7.1 We do not apply manure, compost or municipal bio-solids of any kind on the potato fields. We apply soil amendments to enhance water penetration which helps in water conservation and limits water run off that could create contamination issues. Inorganic fertilizer application records are on file. **(Record)**
- F-7.2 **Manure, compost or municipal bio-solids are not used in crop production areas.**

F-8 Vehicles, Equipment, Tools and Utensils

- F-8.1 We keep a list of agricultural equipment and vehicles that are used in the farming operation. **(Record)**
- F-8.2 Equipment, vehicles, tools, and utensils used in the farming operations which come into contact with product are in good repair. They are cleaned and sanitized when needed to reduce and control the potential for contamination. Our equipment is properly operated and maintained. **A preventative maintenance program is on file, including a cleaning and/or sanitizing log. (Record)**

- F-8.2.a Letter of guarantee is on file from chemical sub-contractors stating that they will calibrate and keep their equipment clean and in good working condition. We do not apply or have equipment to apply chemicals. All are sub-contracted out to a vendor. (Record of calibration-or letter of guarantee)
- F-8.3 Farm personnel are instructed to dispose of any product that has become contaminated by toxic chemicals such as fuel, pesticides, or other harmful substances during harvesting operations and to report the incident to the food safety manager. The food safety manager will determine the cause of the incident and to correct procedures and conditions if necessary.
- F-8.4 Farm personnel are instructed to dispose of any product if any should become contaminated by glass, metal fragments, and hard plastics or other harmful foreign objects not normally found in fresh produce and to report any incidents to the supervisor.
- F-8.5 Equipment cleaning and sanitizing operations are conducted away from the product and other equipment to reduce the potential for contamination. Water used for cleaning and sanitizing is potable. (Record)
- F-8.6 Farm-owned water tanks are cleaned out before the season starts as part of general maintenance. They are also cleaned out after use if a substance other than water such as a chemical spray has been in the tank. OR>>>> At this time we currently do not own or have a water tank that is used on the farm. (Record)

Applicable documentation (see Folder F-7, F-8):

- Fertilizer application records
- Equipment and Vehicle List
- Preventative Maintenance log
- Equipment and Vehicle Cleaning Log
- Letter of Guarantee
- Water Test for sanitation purposes
- Water tank cleaning log

F-9 Harvest

Pre-harvest Assessment

- F-9.1 Our pre-harvest risk assessment is performed by conducting a self-inspection prior to the start of harvesting in each farm location. A log is kept indicating date, and verifying the inspection of the farm and perimeter, the equipment and tools and container observations and conditions as well as corrective actions. (Pre-harvest Risk Assessment-Every field)

F-10 Water/Ice Used in the Harvesting Operations

- F-10.1 All water that comes in contact with product or food contact surfaces is potable and comes from a tested source for microbial pathogens at a certified lab. (Record)
- F-10.2 Ice is never used. Water used for humidity control in storages is potable. (Record)
- F-10.3 Re-circulated water is never used.
- F-10.4 Our potable water-delivery system is maintained so it does not become a source of contamination of produce, water supplies, or equipment with pathogens. Water tests are taken once each year during the growing season to make sure water is potable. A pre-season cleaning and servicing is conducted by (Agri-Stor, IVI), on the humidifier/humidicelle that is used for humidity control in raw product storage areas. (Record)
- F-10.5 Produce is not washed at harvest or at storage areas. Wash water temperature does not apply.

F-11 Containers, Bins and Packaging Materials Policy

- F-11.1 All harvesting storage containers (bulk hauling vehicles) are monitored to ensure cleanliness and that possibility of contamination does not happen.
- F-11.2 All containers, equipment, and vehicles that will store or transport product are cleaned prior to harvest. They are inspected and any necessary repairs are performed.
- F-11.3 All storage containers (bulk hauling vehicles) are designed and manufactured for the storage of the product. No product will be stored in containers (bulk hauling vehicles) that are not designed for the purpose of storing product.
- F-11.4 All harvesting containers (bulk hauling vehicles) will be used solely for the carrying or storage of the intended crop. Non-produce related items will not be allowed in these containers.

Applicable documentation (see Folders F-9, F-10):
<ul style="list-style-type: none">• Pre-Harvest Risk Assessment (each production area)• Water test at storages• Servicing/calibration records from Agri-Stor/IVI (Humidifier-Humidicelle)

F-12 Field Packing and Handling

- F-12.1 Only sound produce appropriate for the intended use is harvested. Produce that has been damaged or decayed is not harvested or is culled.
- F-12.2 Product that is dropped or comes in contact with the ground after it is harvested may be used if it is in good condition and does not show signs of damage or contamination.
- F-12.3 Workers are instructed to throw away any product that has become contaminated by glass, metal fragments, and hard plastics or other harmful foreign objects not normally found in fresh produce and to report any incidents to their supervisor. Supervisors are to determine the cause of the incident and to correct procedures and conditions if necessary.
- F-12.4 Any material that can cross-contaminate the product will not be used.
- F-12.5 thru F-12.8.a Not applicable...
- Packaging materials are not used at this site. We do not field pack product. Packaging is not stored or used.

F-13 Postharvest Handling/Storage (Field prior to Storage or Packinghouse)

- F-13.1 All harvested product is handled in a manner that is in compliance with current industry practices or regulatory requirements for the commodity. The piler operator, sample taker, farm manager, or storage manager may walk on the top of the pile to monitor the product. This is a standard industry practice.
- F-13.1.a Product is not field packed.
- F-13.2 All mechanical equipment used within the storage facility is clean and maintained to prevent contamination of the harvested product. All effort will be made to ensure minimal damage to the harvested product during handling and transportation. The harvested product will not be handled or transported with potentially contaminating products. Proper transportation temperatures will be documented if necessary. **(Record)**
- F-13.3 Any chemicals that could pose a food safety hazard are not stored with the product. Non-food grade substances such as paints, lubricants, pesticides, etc., will not be stored in close proximity to the harvested products.

Applicable documentation (see Folders F-13)
• Cleaning logs of mechanical equipment

Transportation (Field to Storage or Packinghouse)

F-14 Equipment Sanitation and Maintenance

- F-14.1 All farm-owned transportation equipment (harvesters, trucks, and unloading equipment) will be cleaned and repaired prior to coming in contact with product. It will be maintained and repaired during the harvesting season and then cleaned and stored in a secure place to prevent contamination. Prior to the loading and unloading process, conveyor and other handling equipment will be clean, in good physical condition, free from disagreeable odors and from obvious dirt and/or debris. **(Record)**
- F-14.2 All loading and unloading procedures and equipment are designed to minimize damage and prevent contamination to the product. Flows are adjusted to minimize bruise and spillage of the product. All foreign material is removed from the product and no personal trash comes in contact with the product. Transportation equipment used to move potatoes from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.

Applicable documentation (See Folder F-14):
<ul style="list-style-type: none">• Cleaning logs of bulk hauling vehicles• Preventative maintenance logs on vehicles

