Roxbury Farm CSA Food Safety Manual

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FOOD SAFETY POLICY

All farmers and farm staff at Roxbury Farm CSA are committed to producing and delivering a safe product through good agricultural and handling practices that focus on food safety and quality.

These practices are communicated to all farmers and staff through Roxbury Farm CSA’s Food Safety Plan manual.

Jody Bolluyt is responsible for the food safety plan. All questions or issues need to be reported to Jody.

A self-audit of the food safety plan is done on annual basis. Appropriate records are kept in the farm office.

TRACEBACK AND RECALL

The location of all harvests is recorded. Produce is harvested from beds designated for each week of the delivery season. If an issue is detected in the field or in the washing barn we will quit harvesting from the area of the field and the crop will be destroyed.

If a problem with the produce is discovered after it has been delivered we will contact the site coordinators and site hosts to ask them to remove the item from the distribution. If the item has gone to the members we will send out an email and use a phone-call service to notify all members.

If a problem is discovered we will go over our harvesting, washing, and storage procedures to make sure the problem does not reoccur. Necessary changes will be made to the Food Safety Plan.

WORKER HEALTH AND HYGIENE

**Handwashing**

Farmers, staff, and volunteers must wash hands:

* When they arrive at the farm.
* After using the toilet
* After eating or drinking
* After using their cell phones
* After driving a vehicle
* After using a handkerchief/tissue,
* At any other times when their hands might become a source of contamination.
* Hands must be washed before handling produce.

Everyone must use the following technique for hand washing:

1. Wet hands with clean water, apply soap, and work up a lather
2. Rub hands together for at least 20 seconds
3. Clean under the nails and between each of the fingers.
4. Rub fingertips of each hand in the suds on palm in the opposite hand.
5. Rinse under clean, running water.
6. Dry hands with a single-use towel.

**Restrooms**

* All farmers, staff, and volunteers are required to use the restroom facilities in the office during work hours. Urinating or defecating in the field is prohibited. The restroom facilities are checked for cleanliness each day and are cleaned on a weekly basis or more often if needed. The restrooms are kept stocked with toilet paper, hand soap, and single use paper towels, and a towel disposal container.
* The sinks in the restroom and washing barn use potable water for hand washing.
* Everyone will have access to a vehicle in the fields to get to the restroom at any time during work.

**Clothing**

* Wear clothing that will not be a danger for operating and working on equipment.
* Make sure jewelry is small and cannot be caught on equipment, will be a danger, or fall off during work.
* Wear sturdy shoes that can be easily washed and cleaned.
* Keep harvest pants, raincoats, aprons, and neoprene gloves clean and hung on your hook or locker.
* After working with livestock clothes are inspected for manure and/or changed. Boots are cleaned and different boots are worn for livestock and vegetable work.
* Extra clothing is hung on hooks or in lockers in the washing barn or office.

**Glove Policy**

* Hands must be washed and dried before using gloves for harvesting, washing, or sorting produce.
* Disposable gloves are changed in between tasks. Gloves used for harvesting are not used for sorting or washing vegetables.
* If disposable gloves come into contact with the ground or are torn or soiled when harvesting or packing produce then the gloves are replaced.
* Re-useable gloves are worn for specific tasks. Gloves used for harvesting are not used to repair equipment. Re-useable gloves worn for harvesting or washing are kept clean.
* Neoprene gloves that are worn for washing are only used for washing and are hung in the barn next to the washing tank.
* Gloves used for washing or harvesting are stored on hooks or in lockers, not on the ground or other surfaces in the washing barn or trucks.

**Designated Break Areas**

* Food needs to be eaten only in the office or picnic shelter, not in the washing barn.
* Everyone must wash their hands after eating or drinking and before returning to work.
* Smoking is not allowed in any farm buildings or vehicles. Anyone who smokes must wash hands before returning to work.

**Drinking Water**

* Water is always available in the field in the Igloo water containers with disposable cups or in plastic or metal personal water bottles. No glass is used in the field or farm buildings.

**Illness/Injury Reporting**

* If anyone is ill they will notify Keri or Jody before coming to work.
* All injuries will be reported to Keri or Jody and treated right away.
* If anyone has an open wound or cut it will be bandaged and wrapped in a way that will prevent contact with produce. If there is a wound that can’t be covered then this person will not work with produce.
* There are first aid kits in the harvest vehicles and in the farm office.
* Any produce that comes in contact with blood will be placed in a plastic bag and put in the dumpster. Food contact surfaces will be cleaned with hot soapy water away from harvesting or packing of produce and then sanitized.

FIELD HARVESTING

**Vehicles and Equipment**

* All petroleum products are stored in the shop or in the chemical room in the office. Re-fueling of vehicles happens at the fuel pumps in the pole barn.
* If gas or oil is leaking on a piece of equipment it is repaired before it goes to the field.
* If a leak happens in the field, the leak is immediately stopped by turning off the equipment and plugging the leak. If any produce comes into contact with gas, oil, or grease it will be placed in a plastic bag and disposed of in the dumpster. If the soil is contaminated it is dug up and removed from the field.
* If a windshield or other glass on vehicles is broken the glass is placed in a plastic bag in a cardboard box and removed from the field. No produce in the area of the broken glass will be harvested.
* Trucks are cleaned out daily. The flatbeds of the trucks are regularly washed and sanitized to keep them free of soil and other debris.
* Any trash is placed in a plastic bag and removed from the field or trucks and placed in the dumpster. The trash does not come into contact with any produce.
* No glass containers are allowed in vehicles or in the fields.

**Harvest Containers**

* Only clean bins are used for harvesting or distribution. If a bin is not clean it is set aside and put through the washer before it is used.
* Damaged bins are removed from the harvesting rotation.
* All dirty bins are stacked next to the bin washer.
* The large storage bins are power washed and stored in the greenhouse or shipping container. If a storage bin is not clean it is not used for harvesting or storing produce.
* Clean bins are stored inside.
* Harvest bins are not used to transport culled vegetables to the pigs
* Pickle Barrels are cleaned and sanitized after each use

**Field Handling**

* No produce that is damaged or decayed is harvested.
* The harvest area is inspected for the presence of wildlife before harvest.
* No produce that has signs of wildlife damage or poop will be harvested. This includes bird poop.
* Produce is sorted and washed at the washing barn after harvest.
* Harvest tools are kept in the tool box on the truck.
* All items that are used for bunching of produce are kept clean and in the tool box when not being used.
* Harvest knives & clippers are cleaned & sanitized and sharpened after each use.

POST HARVEST HANDLING

* All produce is brought back to the washing barn for further cleaning and sorting
* The produce is transported on clean wagons or clean trucks. The trucks & wagon are swept clean after use and thoroughly cleaned and sanitized once a week or more often as needed. If the trucks or wagons are used to move transplants or other farm materials they are swept, cleaned, and sanitized before they are used for harvesting.
* Trucks are not backed into the washing barn.
* Washed and sorted produce are placed into clean bins.
* All greens and bunched roots are washed in stainless tanks or conveyor washer with potable water.
* The water in the washing tanks is changed frequently. Sanitizer is used in the 2nd rinse tank and in the conveyor washer.
* The stainless steel tanks and washer are cleaned and sanitized daily.
* If produce falls on the ground in the washing barn or on the way to the barn it is placed in bins outside of the washing barn.
* Any produce that is damaged is placed in the bins outside of the washing barn.
* The washing barn is cleaned and sanitized daily at the end of work.
* All packing material is stored on the shelf in the barn or in the back of the office to keep it clean.
* The cooler is cleaned on a regular basis and the temperature is monitored daily.
* Any equipment used for washing or packing produce is cleaned and sanitized after each use and inspected for cleanliness and damage before each use.
* Only food grade lubricants are used on packing and washing equipment.
* If equipment is leaking it is fixed prior to use. Any lubricant in the washing barn is cleaned up before it comes in contact with produce.
* All brooms and other tools used for cleaning the washing barn are only used for the washing barn area. They are kept clean and stored off of the floor.

DELIVERY

* The delivery truck and Sprinter van are inspected for cleanliness prior to each use. They are washed and sanitized after each delivery.
* If produce lands on the floor of the truck or on the ground at the CSA sites, it is disposed of.

PACKING BARN

* The packing barn is cleaned and sanitized after each day of packing and washing.
* An appropriate surface sanitizer is used according to directions on tables, wash tubs, tools, and produce washing equipment.
* The cooler is kept clean on a daily basis and sanitized with appropriate surface sanitizer as needed.
* All washing equipment is lubricated with food-grade lubricant.
* Culled vegetables are kept in separate boxes outside of the barn. These boxes are washed after each use either on the North Farm or at the hose next to the Prep spinner.

RECORD KEEPING

* A record of what is harvested is kept in a binder in the farm office or Farm Produce Manager.
* A record of what is delivered to each site is kept in a binder in the farm office.
* There are cleaning logs kept for: harvest trucks, delivery vehicles, bathroom, cooler, root washing area, harvest tools, bin washing, and washing barn.

SOIL & PLANT AMENDMENTS

* Raw manure is used on vegetable fields the fall before any vegetables are planted to meet the 120 day rule under organic certification practices.
* A composted chicken manure product from Kreher’s is used on vegetable fields in accordance with the 90 day rule under organic certification.
* All soil and plant amendments are used according to their labels and are applied by suitably trained employees.
* Material that is sprayed on vegetable crops is certified organic by OMRI.
* Any material sprayed on the vegetable fields is mixed with potable water.
* Tractors are cleaned after spreading compost or manure on fields.

LIVESTOCK & PETS

* All livestock are kept separate from the vegetable operation. Livestock do not graze in vegetable fields.
* If equipment is used to move animals or manure and then used in the vegetable operation, the equipment is cleaned prior to use in the vegetable operation with the hot water pressure washer.
* Boots that are used during livestock work are cleaned and sanitized before being worn in the vegetable operation or different boots are worn.
* Clothing is inspected for cleanliness or changed after working with livestock.
* Hands are washed after working with livestock and before working in the vegetable operation.
* All effort is taken to make sure there is no cross contamination between the livestock and vegetable operations.
* Boots and other equipment used in livestock areas are washed in manner that the water will not come into contact with produce or produce washing areas.
* Tractors, trucks, ATV, and mowers are cleaned after going into animal handling areas.
* Dogs are not allowed in the vegetables fields or washing barn.

IRRIGATION

* Overhead irrigation is done in a manner to protect produce from possible contaminants in surface water.
* Water is tested according to the regulations set out in FSMA.