How to Earn $100 of $$$ Per Hour from the Comfort of Your Home Office or Farm and Address Food Safety
Production Records Do Double Duty

1. Field maps
2. Land history
3. Seed stock
4. Manure application
5. Compost monitoring
6. Cleaning records
7. Traceability
Traceability is key! FSMA requirement!

Records: Bills of lading, invoices, worker pay sheets/time cards, harvest records, pack shed, fertility, irrigation, pesticide.
Traceability Is Not Just Recalls

Trace“ability” - Can you trace?

T“race”ability – How fast can you trace?

Traceabi“lity” – Litigation: Can you do it correctly so you don’t face a lawsuit
Develop record-keeping systems and habits during the off season.
Design Record Keeping to:

• Avoid duplication of effort.
• Provide instruction to staff at the same time as creating a record.
• Enhance staff accountability.

Documentation occurs in line with the work
Not as a separate activity.
<table>
<thead>
<tr>
<th>DATE</th>
<th>Field</th>
<th>HARVEST</th>
<th>POST HARVEST</th>
<th>CLEANING</th>
<th>COOLING</th>
<th>STORAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-22-14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CROP</td>
<td>#</td>
<td>Goal</td>
<td>Actual</td>
<td>Wash</td>
<td>Pack</td>
<td>Water</td>
</tr>
<tr>
<td>CORN</td>
<td>E16</td>
<td>75</td>
<td>68</td>
<td>Tank</td>
<td>Line</td>
<td>Tank</td>
</tr>
<tr>
<td>Green</td>
<td>40A</td>
<td>60</td>
<td>62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kale</td>
<td>40D</td>
<td>30</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collard</td>
<td>40D</td>
<td>30</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>40A</td>
<td>60</td>
<td>63</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Personal Hygiene Facilities Cleaning Log

**Type of Facility and Location:**

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Assessment of Facilities (e.g., do toilets need emptying, are extra supplies needed, etc.) Check (√) if assessment OK or after corrective action(s) taken (e.g., pumped toilets, stocked extra toilet paper, etc.)</th>
<th>Items to Inspect For (√)</th>
<th>Employee Responsible for Cleaning (sign to confirm all cleaning completed) OR Person Confirming Cleaning Completed by a Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paper Towels</td>
<td>Soap</td>
<td>Water Source Operating (Hot and/or Cold Water)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toilet Paper</td>
<td>Garbage emptied</td>
</tr>
</tbody>
</table>

# Cleaning Records

<table>
<thead>
<tr>
<th>Date Serviced</th>
<th>Date Serviced</th>
<th>Date Serviced</th>
<th>Date Serviced</th>
<th>Date Serviced</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/12</td>
<td>2/17</td>
<td>7/15</td>
<td>8/1</td>
<td></td>
</tr>
<tr>
<td>2/13</td>
<td>2/14</td>
<td>6/1</td>
<td>8/14</td>
<td></td>
</tr>
<tr>
<td>2/13</td>
<td>5/1</td>
<td>8/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/8</td>
<td></td>
<td>6/24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/16</td>
<td></td>
<td>7/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4/1</td>
<td>2/27</td>
<td>7/31</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This rental includes complete servicing. If this unit needs additional service, please call the number on the outside of this unit.*
Follow The Money

Ex: Food borne illness can be seed borne
- Field location
- Production
- Harvest
- Post harvest
- Storage
- Transportation
- Buyer information

Water Sanitizer Log

Sanitizer Used: Tsunami 100  Testing equipment: Test strips

<table>
<thead>
<tr>
<th>Product being washed</th>
<th>Date</th>
<th>Time</th>
<th>Water temp F</th>
<th>pH</th>
<th>Pre Test results from dip strip</th>
<th>Correct actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Beans</td>
<td>9/10/11</td>
<td>9:15 am</td>
<td>45</td>
<td>6.5</td>
<td>70 ppm</td>
<td>Added amount Tsuna</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPOST</th>
<th>222 ft</th>
<th>394 ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 acre 02 peppers</td>
<td>03 muskmelon 06 tomatoes</td>
<td>06-07 hay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MACHINERY</th>
<th>F-29-6</th>
<th>29 ACRE</th>
</tr>
</thead>
</table>
| 02 squash / vetch | 03 cabbage | 04 corn /

<table>
<thead>
<tr>
<th>F-29-5</th>
<th>475 ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07 hay</td>
<td>174 ft</td>
</tr>
<tr>
<td>02 watermelon / vetch</td>
<td>05 tomatoes #1</td>
</tr>
<tr>
<td>07 broccoli</td>
<td>bailey</td>
</tr>
</tbody>
</table>

F-29-2 | 478 ft |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>06 vetch / squash / vetch</td>
<td>03 corn / vetch</td>
</tr>
<tr>
<td>04 corn / vetch</td>
<td>04 broccoli</td>
</tr>
</tbody>
</table>

F-29-4 | 475 ft |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07 hay</td>
<td>174 ft</td>
</tr>
<tr>
<td>02 watermelon / vetch</td>
<td>05 tomatoes #1</td>
</tr>
<tr>
<td>07 broccoli</td>
<td>bailey</td>
</tr>
</tbody>
</table>

F-29-3 | 475 ft |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>06 vetch / squash / vetch</td>
<td>03 corn / vetch</td>
</tr>
<tr>
<td>04 corn / vetch</td>
<td>04 broccoli</td>
</tr>
</tbody>
</table>
Significantly Raised the Risk of Listeria Monocytogenes:

- Irrigating fields within three days of harvest
- Cultivating fields within a week of harvest

June 2013

Cornell University Research
*Inspect vehicles for the following items:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Signs of pest intrusion</td>
</tr>
<tr>
<td>2.</td>
<td>Damage (e.g., splinters, holes)</td>
</tr>
<tr>
<td>3.</td>
<td>Odors (e.g., chemicals, oil)</td>
</tr>
<tr>
<td>4.</td>
<td>Foreign materials: manure, garbage, glass, oil, chemicals, plant or animal debris, etc.</td>
</tr>
<tr>
<td>5.</td>
<td>Maintenance required (e.g., hinges, locks or load-securing devices)</td>
</tr>
<tr>
<td>6.</td>
<td>Refrigeration (e.g., leaking)</td>
</tr>
</tbody>
</table>

**Corrective Actions:** If any hazards were identified above, the following may be considered:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Refusal to load product onto vehicle</td>
<td>B.</td>
</tr>
<tr>
<td>D.</td>
<td>Maintenance (e.g., repair hinges, locks, load securing devices)</td>
<td>E.</td>
</tr>
</tbody>
</table>

http://onfarmfoodsafety.org/forms-and-templates/
http://safety.cfans.umn.edu/fsp4u/fsp4u-sample-log-sheets/
http://www.gaps.cornell.edu/dt-logsheets.html
Lot Numbers & Traceability

Gardens of Eagan LLC
CERTIFIED ORGANIC 952-469-1855

20# Cucumbers Item & Weight / Count

8.16.10 E37 || 8.17.10 AD

Account For Product – One Step Forward / One Step Back

Traceability is a system.
What To Track In A Lot Number:
- Commodity
- Variety
- Amount
- Farm of Origin & Address, Contact Info
- Field of Origin
- Harvest Date
- Harvest Crew
- Packinghouse Used
- Packing Date
- Packing Crew
GTIN Number

Goal: streamlined and consistent identification for each case of produce, scanning and collection of case data by all buyers, receivers and handlers, and electronic storage of such information to allow for timely and efficient recovery in the event of tracebacks or recalls.

http://www.producetraceability.org/
1. What portion of your farm is vulnerable in the event of a recall?

2. For how long?

Split farm into named/numbered fields in order to better isolate possible issues.
Review and update Farm’s Food Safety Plan

Work on continuous improvement.

<table>
<thead>
<tr>
<th>Area of Food Safety Action</th>
<th>Action</th>
<th>Who</th>
<th>When</th>
<th>SOP</th>
<th>Training</th>
<th>Record</th>
<th>Rank</th>
<th>Check-in</th>
</tr>
</thead>
</table>
| Hand Washing               | Everyone is required and trained to use proper hand-washing techniques. Signs in all of the languages of workers are posted in lavatories and eating areas to instruct on people to wash their hands. | Everyone on the farm must understand and practice proper hand washing, regardless of their job or activities on the farm. This includes farm owners and family members, workers, volunteers, and visitors. | Workers are require to wash their hands  
**Before:**  
- Beginning work  
- Putting hands in tank water  
**After**  
- Breaks  
- Using the restroom  
- Smoking | Yes | Everyone who works on the farm is trained in proper hand washing techniques when they begin working, at the start of | Records are kept of training on hand washing | 5 | |
# USDA GAP Audit Verification Checklist

**Option: Write to the audit**

## Worker Health & Hygiene

<table>
<thead>
<tr>
<th>Questions</th>
<th>Points</th>
<th>Yes</th>
<th>NO</th>
<th>N/A</th>
<th>Doc</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-3 Potable water is available to all workers.</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>G-4 All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>G-5 Training on proper sanitation and hygiene practices is provided to all staff.</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>G-6 Employees and visitors are following good hygiene/sanitation practices.</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-7 Employees who handle or package produce are washing their hands before beginning or returning to work.</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-8 Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-9 All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, hand soap or anti-</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tips on How to Have a Successful Food Safety Audit or Inspection

Prior to an Audit or Inspection

• Have a written policy for inspections by food safety auditors and government enforcement officers visiting the farm.
What To Do During the Audit or Inspection

- Treat food safety auditors and enforcement officers professionally
- Require identification and ask for the reason of the visit
- Take charge of the visit
- Strive for clear communication
What Not To Do During the Audit or Inspection

• Do not admit to any fault or deficiency or sign any forms admitting to fault, without proper legal advice.
• Do not volunteer information.
Follow-Up

Follow-Up Right After the Audit or Inspection
• When agreement is not reached

Follow-Up Some Time After the Audit or Inspection
• Audit results
• Inspection results
What if something goes wrong??

Accountability – Traceability – Documentation – Recall Ability

**Recall Information Form** for recording reason for the recall and the health risk.

**Product Information Form** to identify the product and determine the quantities involved

**Contact Information Form** to identify who needs to be contacted

**Recall Notification Form** for recording communication with the parties concerned

**Product Retrieval Form** to recall the product

**Follow-Up Plan Form** to determine preventative plans.

*Tool provides all necessary documentation, in the event that a recall and corrective action are necessary.*
Spinach Contamination and How Authorities and the Food Industry Reacts

1. CDC notices unusual number of matching E. coli O157:H7 PFGE patterns from cases in different states.
2. CDC organizes a multistate conference call; three States report that interviews are underway.
3. CDC notifies State health departments of potential outbreak.
4. A cluster of illnesses in one state, combined with food histories of other cases initially points to spinach as a vehicle of infection.
Recall Exercise

Example of a STAKEHOLDER NETWORK:

- Stakeholder Network
  - International
  - Farmers
  - Ingredient Suppliers/Buyers
  - Food Service Providers
  - Health Professionals
  - Employees
  - Government
  - Retailers
  - Processors & Co-ops
  - Media
  - Consumers
### Required Reports From Your Business Records

<table>
<thead>
<tr>
<th>Volume of Recalled Product:</th>
<th>Business Records:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total quantity PRODUCED&lt;br&gt;DATE(s) produced</td>
<td>PRODUCTION</td>
</tr>
<tr>
<td>Quantity DISTRIBUTED&lt;br&gt;DATE(s) distributed</td>
<td>SALES</td>
</tr>
<tr>
<td>Quantity RETURNED</td>
<td>RETURNS</td>
</tr>
<tr>
<td>Estimate AMOUNT REMAINING&lt;br&gt;@ distributor level&lt;br&gt;@ retail level</td>
<td>SHIPPING</td>
</tr>
<tr>
<td>How is product being QUARANTINED?</td>
<td>WHOLESALE/RETAIL</td>
</tr>
</tbody>
</table>
Recall Exercise

Goals and Contact Information

• Recovery goals
  • Protecting the public
  • Protecting the farm’s brand, and
  • Closing/finalizing the recall
RECALL: is a verb—what you do when there is a problem

Establish procedures:

1. Who is in charge of traceability

2. Who will be contacted. List with contact information:
   - List of buyers and suppliers
   - State Health or Agriculture Department
   - Attorney
   - Newspapers, radio, TV
   - Extension food safety educator

3. Conduct a mock recall at least once per year.
Mock Recall Flow Chart (example only)

Day 1
- Notify buyer that a mock recall will be conducted 2 days from the present time

Day 2
- Identify and record lot number to be shipped to participating buyer
- Ship to buyer

Day 3
- Contact buyer and request disposition of the previously identified product lot number (e.g., how many sold/how many still at location)
- Obtain written confirmation by fax or email

Penn State Extension 2012
Recall Exercise

Create and Record an Effective Recovery Strategy

• Evaluate capacity to assemble records
• Create notification plan
• Measure recall effectiveness (distributing notifications by mail, preparing reports, product retrieval, and closing out recall, and selecting recall team)
• Communication plan (create plan before crisis)
THANK YOU

Wallace Center
www.wallacecenter.org
JFarbman@winrock.org

Jo Ann Baumgartner, Wild Farm Alliance
www.wildfarmalliance.org
wildfarm@earthlink.net

Atina Diffley, Organic Farming Works
www.atinadiffley.com