Session 8
Food Safety Action – Create Your System

Prepare Your Materials
1. Write a Standard Operating Procedure
Write a Standard Operating Procedures (SOP) to Minimize Potential Risks

SOPs should include:

- **Title, Date, and Author:** Descriptive title, date written and updated, and who wrote it
- **Responsibility:** Who does it and who makes sure it gets done
- **When:** When and how often the procedure is performed

Materials Needed
- Write a Standard Operating Procedure
- Paper and writing tool

1. Break into small groups (2-4 people)
2. As a group, write a SOP on one of the listed Policies, utilizing the handout Write a Standard Operating Procedure
   - Cleaning and Sanitizing Food Contact Surfaces
   - If Blood And Other Body Fluids In Contact With Produce And/Or Food Contact Surfaces
   - Produce Contamination in Field by an Animal
3. Full class room discussion: groups report on their SOP & discuss
Review and update Farm’s Food Safety Plan

Work on continuous improvement.
## 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>
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<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>
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<tr>
<td>G-5 Training on proper sanitation and hygiene practices is provided to all staff.</td>
<td>15</td>
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<tr>
<td>G-6 Employees and visitors are following good hygiene/sanitation practices.</td>
<td>15</td>
<td></td>
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<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>
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<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>
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<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>
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</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
Traceability and Recall Plans

Your **Traceback Plan** should demonstrate the ability to trace back and forward by lot through the supply chain.

Two-way information flow

Field → Grower → Packer → Distribution center → Retailer (Store, restaurant, hospital, etc.) → Consumer

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How To Make Your Products Traceable

Required Reports From Your Business Records

VOLUME OF RECALLED PRODUCT:
- Total quantity PRODUCED
  - DATE(s) produced
- Quantity DISTRIBUTED
  - DATE(s) distributed
- Quantity RETURNED
- Estimate AMOUNT REMAINING
  - @ distributor level
  - @ retail level
- How is product being QUARANTINED?

BUSINESS RECORDS:
- PRODUCTION
- SALES
- RETURNS
- SHIPPING
- WHOLESALE/RETAIL
Traceability and Recall Plans

Include a description of your lot number system!

Field #1

Field #2

ABC Farms
1 Farm Road, Anytown, PA 16803
Grown in Pennsylvania

Tomatoes
TOTAL NET WT 16 oz (1 lb)

072411-2 Means the tomatoes were harvested on July 24, 2011 from field #2
Include lot numbers on invoices and sales logs

Tomatoes

ABC Farms
1 Farm Road, Anytown, PA 16803
Grown in Pennsylvania

072411-2

TOTAL NET WT 16 oz (1 lb)

Invoice shows grower, product, field, harvest date, date shipped

ABC Farms
1 Farm Road, Anytown, PA 16803
Phone: 808-123-4567
Fax: 808-123-5678

Date: 7/25/11
Invoice #: 123456
Customer ID: XYZ-312

BILL TO:

XXY Distributors
123 Store Rd
Othertown, PA 16810

SHIP TO:
Same

ITEM | DESCRIPTION | QTY | UNIT PRICE | TOTAL
--- | --- | --- | --- | ---
T-1 | Tomatoes (072411-2) | 15 bxs | $2.00 | $30.00

SUBTOTAL $30.00
TAX RATE 4%
S&H $0
TOTAL $31.20

Other comments or instructions
Please include invoice number on your check.

Thank You for Your Business

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RECALL: is a verb—what you do when there is a problem

Your **Recall Plan** should clearly define responsible parties and define critical actions in the event of an incident.

**Establish procedures:**

1. Who is in charge: names, contact info and duties
2. Description of lot tracking system
3. Timeline and process for alerting buyers
4. List of resources with contact information: buyers and suppliers, state health department, state agriculture department, extension, media, testing labs, lawyers, medical personnel, grower association available to help
Free Recall Forms To Download

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.

On farm food safety tool provides all necessary documentation, in the event that a recall and corrective action are necessary.

http://onfarmpfoodsaft.org/forms-and-templates/
Not having a recall plan is like not having insurance, and it can affect a lot of your relationships.
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

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Two Volunteers Please To The Front Of The Room

Mock Recall – Day 1

Grower

Buyer
Grower: “Will you help us out by participating in this year’s mock recall exercise? This is NOT a real recall. We are just tracking some of our product to check our traceability.”

Buyer: “Sure! Of course! WOW! I wish all our growers had traceback and recall plans. How does a mock recall work?”
Grower: “We’ll make our usual shipment to your store tomorrow. The day after, I’ll call you and ask how much of that shipment is still at your location.

Buyer: “Ok, we’ll be ready for you.”
There are two parties in this transaction – they both have duties

The produce is shipped by the **grower**
The product is received by the **buyer**
Grower: “Hello, this is _____ from ___ farm. Calling about the MOCK recall exercise.
Buyer: “Hi. Thanks for setting up this process. What’s next? By the way, that was beautiful produce you sent.”
Grower: Thanks! Could you tell me how many boxes you have already sold and how many remain at your location? The lot number on the box label is PFS2015WALLACE”

Buyer: “Sure. According to our records, we received 20 boxes, sold 12 and have 8 on site.”
Grower: Thank you. Would you please email this to me for my records on your letterhead and date it?

Buyer: Of course. Thank you! I really appreciate that you have good traceability and a recall plan. I like doing business with you.
# Mock Recall Log

**Date conducted:**

**Buyer name:**

**Buyer contact information:** Phone: ___________ Fax: ___________ Email: ___________

<table>
<thead>
<tr>
<th>Harvest information</th>
<th>Shipping information</th>
<th>Mock recall information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product name / Shipping unit</td>
<td>Date / time harvested</td>
<td>Date / time shipped</td>
</tr>
</tbody>
</table>

**Mock Recall results:**

Attach buyer confirmation of successful mock recall to this form.

Reviewed by: ___________________________ Title: ___________________________ Date: ___________________________
Keep a record of the mock recall!
Food Defense Disaster Recovery Template

New Mexico Department of Agriculture
Southwest Border Food Safety Defense Center

Step II

This document is created in Word format so that you can answer the questions that apply to you by simply typing in your thoughts and answers.

Create and record an effective recovery strategy:
In successful recovery, everyone involved must be quick, but they must be
"PRACTICAL FOOD SAFETY" FOR FARMERS

WRAP – UP
Each participant talks about his or her next steps

Class Materials  http://ngfn.org/foodsafetytraining

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

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

- Atina Diffley, Organic Farming Works
www.atinadiffley.com  atina@organicfarmingworks.com

-Steve Warshawer
stevew@plateautel.net