

Name of Garden Food Safety Plan

Address

City, AZ

Purpose: The Arizona Department of Health Services (ADHS) School Garden Program requires a food safety plan for school/community gardens using produce in their cafeteria. A food safety plan is a living document that demonstrates food safety risks are being evaluated and addressed on an ongoing basis to support the health and safety of all students and garden volunteers.

The following document is an example; please modify and incorporate your school policies as necessary.

Garden Manager's Responsibilities:

- a. Identify who will be responsible: _____
- b. Contact information if different than application: _____

- c. Follow the ADHS School Garden Guidelines,
(http://www.azdhs.gov/diro/admin_rules/guidancedocs/gd-105-phs-edc.pdf)
- d. Follow the food safety plan below,
- e. Implement and maintain all policies and procedures for the garden,
- f. Identify any sources of potential contamination,
- g. Document all corrective actions,
- h. Ensure parents are aware students are working in the garden (permission sheet),
and
- i. Maintain and review all logs.
- j. Evaluate the food safety plan annual to ensure it aligns with practices used in the garden.

I. Location:

Policy:

Prior to certification, if existing soil is used in the garden bed, the garden manager must verify and/or identify:

- Any potential sources of contamination associated with previous land use,
- Any new potential sources of contamination,
- Any security issues for children or produce,
- Pests are controlled without use of chemical treatment, and
- Weeds are controlled without use of chemical treatment.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination from the land and/or from animal intrusion:

- a. Describe the Land History & Land Use :
 - i. Describe land prior to school being built: _____

- ii. Describe land since school was built: _____
 - iii. If unknown, use raised beds with commercial soil, and
 - iv. Note any sources of potential contamination (septic tanks/leach fields; dumpsters; school animals; compost area; low-lying, poorly drained areas; areas subject to chemical applications):

- b. Describe security measures taken to prevent unauthorized entrance to the garden,
- c. Use physical pest and weed control methods including:
- i. Fencing or otherwise enclosing garden area to prevent animal intrusion (indicated on map) or other methods used (pin wheels, netting, etc), and
 - ii. Minimize weeds by hand pulling or other non-chemical methods. Please describe: _____

II. Water Source

Policy:

Prior to certification, the garden manager must verify and/or identify the following items that used in the garden:

- Water used in the garden adheres to the following ADHS School Garden Guidelines,
 - Water used for hand washing, harvesting, or cleaning of equipment and utensils is from a municipal source or meets the minimum drinking water quality standards.
 - If well water is used for growing the produce, the well water is tested once during the growing season and treated if necessary to meet the GAP and Good Handling Practices Certification Program requirements.
 - If irrigation is used for growing the produce, the irrigation water is tested three times, on three separate days, during the growing season and meets the microbial requirements of the EPA Recreational Water Standard.
 - Harvested rainwater shall not be used for edible plants unless an approved attestation and SOP is on file with ADHS.
- All water inlets in the garden must have an air gap or backflow prevention device that are installed correctly (consult with your regulatory authority concerning backflow prevention, if necessary).

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination of the water source:

- a. Water is from a municipal source and testing is conducted by the municipality
 - i. Identify municipality: _____
- b. If using well water or irrigation to water produce, take routine samples according to the ADHS School Garden Guidelines,

- c. Develop and follow a Standard Operating Procedure and an Attestation prior to using harvested rainwater on the school/community garden (if applicable), and
- d. Routinely inspecting back flow prevention devices to ensure they are present and working properly.

III. Soil Composition and Amendments

Policy:

Prior to certification, the garden manager will verify and/or identify the following items used in the garden:

- Any existing soil used in the garden is free of lead,
- Soil amendments are obtained from a commercial producer, and
- ADHS has received a Standard Operating Procedure and an Attestation for school prepared compost (if applicable) prior to applying it onto a school/community garden.

Procedure:

The garden manager will **describe** the following methods they will use to reduce the risk of contamination from the soil and amendments:

- a. Collect and submit existing soil samples according to the ADHS Soil Sample Protocol, if applicable.
 - i. Use raised beds made of non-toxic, non-leaching materials if lead concentration is above 300 ppm
- b. All soil amendments must be obtained from a commercial producer. Receipts, with the location, product name, and date purchased, must be kept for at least two years, and
- c. Develop and follow a Standard Operating Procedure and an Attestation for school prepared compost (if applicable) prior to applying to the school/community garden.

IV. Gardener Hygiene and illness

Policy:

Prior to certification, the garden manager will verify and/or identify the following items:

- Bathrooms and hand wash sinks are cleaned routinely and stocked with soap and paper products or properly working hand dryers,
- Trash receptacles will be emptied routinely,
- All liquid sewage will be dumped into a sanitary sewer system or other approved method, and
- Gardeners are trained on the following harvesting procedures:
 - Proper hand washing procedures,
 - When to wash their hands,

School Garden Food Safety Plan

- Excluding themselves from harvesting when experiencing symptoms of gastrointestinal illness;
- Reporting injuries to garden manager, and
- Reporting accidents and/or injuries as soon as possible.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination:

- a. Ensure bathrooms are clean and supplied with toilet paper, water, soap, single use paper towels and a towel disposal container (or other approved method, like hand dryers),
 - i. Toilet facilities are cleaned and maintained _____ (how often?)
- b. Hand washing facilities shall be provided with potable water, soap, and single use towels,
 - i. Hand wash sinks are cleaned and maintained _____ (how often?)
 - ii. Who is responsible for cleaning them: _____
- c. All sewage/waste liquids are disposed of from either a public sanitary sewer system, septic system or other approved method,
 - i. Identify what type of system that will be used: _____
- d. All trash is contained in a covered waste bin and emptied _____(how often),
- e. Hand washing procedures:
 - i. Gardeners must wash their hands in the nearest hand wash sink engaging in harvesting activities,
 - ii. Gardeners engaged in harvesting must be trained to wash their hands appropriately, as follows:
 - a. Wet hands with clean water (warm is preferred if available), apply soap, and work up a lather,
 - b. Rub hands together for at least 20 seconds,
 - c. Clean under the nails and between the fingers,
 - d. Rub fingertips of each hand in suds on palm of opposite hand
 - e. Rinse under clean, running water,
 - f. Dry hands with a single-use towel or hand drying device.
 - iii. Gardeners must be trained on when to wash their hands, as follows:
 - a. Every time they enter the garden,
 - b. After going to the bathroom,
 - c. After eating or drinking,
 - d. After touching their faces,
 - e. After handling animals,
 - f. After handling food waste,
 - g. After handling unfinished compost, or
 - h. Anytime the hands may become contaminated.

- iv. Hand washing training is documented in the training log.
- f. Optional procedures:
 - i. Protective clothing (including closed-toed shoes).
 - ii. Sun protection (see SunWise policy draft attached to this document).
- g. Gardeners must eat or drink in designated area(s) away from the garden. A separate area is provided at:

- h. Gardener Illness and Injury procedures for harvesting:
 - i. Gardener illness procedures:
 - a. Gardeners must be trained to exclude themselves from harvesting activities when experiencing symptoms of gastrointestinal illness, such as, nausea, vomiting, diarrhea, fever, and jaundice, and
 - b. Gardeners must be trained to exclude themselves from harvesting activities when experiencing infections with communicable disease from organisms such as Salmonella spp., E. coli, Hepatitis A, Shigella, and Norovirus.
 - ii. Open cuts and sores procedures:
 - a. Open cuts and sores on hands and arms are to be covered with a bandage and glove,
 - b. Gardeners with draining wounds should be excluded from handling produce or food contact surfaces,
 - c. If unable to cover, gardeners should be restricted to activities that exclude the handling of produce or food contact surfaces.
 - iii. Accidents, injuries and first aid kit procedures:
 - a. Ensure first aid kit is present and well supplied,
 - b. The first aid kit will be placed in a conspicuous and easily accessible location,
 - c. Any injuries must be reported to the garden manager immediately.
- i. Document and record training on each of these procedures (see example logs from the University of Arizona Cooperative Extension Available online at <http://cals.arizona.edu/agliteracy/programs/school-garden-food-safety>).

V. Produce contact surfaces and harvesting policies:

Policy:

During harvesting, the garden manager will verify and/or identify the following items:

- All harvesting food contact surfaces and gardening equipment is
 - Made of durable, easily cleanable, material,
 - Stored in an approved manner, and
 - Cleaned and sanitized in an approved area.
- Harvesting procedures,
- Cafeteria receiving procedures.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination during harvesting:

- a. Describe equipment used (harvest containers, shovels, hand spades, wheel barrows, rakes, hoes, gloves, etc.),
- b. Identify location for cleaning and sanitizing (chlorine or Quaternary Ammonia—ask cafeteria for proper concentration of your sanitizer) harvest storage containers:

 - i. This will occur on a _____ basis, or
 - ii. After each harvest event.
- c. Identify cleaning location of other garden equipment that does not fit in the ware washing machine or sink (shovels, rakes, etc.):

- d. Harvesting procedures:
 - i. When harvesting, instruct gardeners to:
 - a. Wash hands before working in the garden or whenever contamination of the hands may have occurred,
 - b. Avoid contact with animals,
 - c. Eat and drink in designated area(s) away from the garden, and
 - d. Exclude them from working in the garden when sick.
 - ii. Visually inspect the produce for any damage or decay and discard if observe[d,
 - iii. All soil and particulate matter is manually cleaned from the produce before placing in the harvest container,
 - iv. Produce will not be rinsed to prevent mold growth, and
 - v. Produce with animal feces or visible contamination is discarded in the trash.
- e. Cafeteria procedures:
 - i. Describe what happens once the produce is received in the cafeteria (i.e., weighed, labeled, and stored separately),
 - ii. Manager or person in charge visually inspects produce to insure it is free of hazards,
 - iii. Clean produce prior to using, and
 - iv. Manager or person in charge will document the date received, type of produce, and will maintain records for two years.