



Dear School/Community Garden Representative:

Are you interested in starting a school garden? Or do you have a school garden and need more resources? We can help.

Have you been growing produce at your school and want to serve it in your cafeteria? Become an approved source by going through the School Garden Program certification process. Our program is designed to bring fresh produce from your garden to your school cafeteria through a **free** certification process. Certification is recognized by local county health departments and was developed to make it easy to bring your school garden produce into the cafeteria. Certification is based upon the Arizona Department of Health Services (ADHS) School Garden Guidelines. (http://www.azdhs.gov/diro/admin_rules/guidancedocs/gd-105-phs-edc.pdf)

We are excited to help you with the process and have made it easier to get certified. The certification documents have been included in your packet. Please fill them out and submit them to the School Garden Sanitarian. After submitting, the School Garden Sanitarian will contact you to schedule a site visit and complete the certification process. Please note that the soil sample protocol and submittal form is required if using existing soil. Contact the School Garden Sanitarian if you have any questions about the forms or the certification process:

- Application for Site Visit
- Food Safety Plan
- Soil Sample Protocol and Submittal Form (if applicable)
- Site Map

In addition, we have created a list of resources that can help you obtain grants and provide general gardening information. These resources can be found at <http://www.azdhs.gov/phs/oeh/fses/school-garden/>.

School Gardens support healthy eating and active living through sensory learning. Coupled with nutrition education, students who learn where their food comes from often find a new appreciation for fresh fruits and vegetables in their most natural form. Please let us know if you have any questions and we look forward to helping your garden grow.

Sincerely,

Kathryn Mathewson

Kathryn Mathewson, MAdmin, RS
School Garden Sanitarian/Health Educator
SchoolGarden@azdhs.gov

ARIZONA DEPARTMENT OF HEALTH SERVICES
 OFFICE OF ENVIRONMENTAL HEALTH
 150 N. 18th Avenue, Suite 140, Phoenix, Arizona 85007
 REQUEST FOR SITE VISIT FOR SCHOOL GARDENS

Name of School Garden:		
Street address:		
City:	Zip code:	School phone:
Person In Charge (PIC):		
Email:	Phone:	Fax:
Mailing address:		
City:	State:	Zip code:
Water source: Municipal ____ Well* ____ Irrigation* ____ Other* ____		
If other, please describe: _____ <div style="text-align: center;">*Provide a copy of the most recent bacterial analysis</div>		
What produce will you be growing: _____		
What is your growing season: _____		
Type of produce beds: Flat ____ Sunken ____ Raised ____		
If raised, what type of material will be used for the frame, describe: _____		
Soil tested for lead: Yes ____ No ____ If yes, date tested: _____ and the amount of lead: _____		
What type of fertilizer will be used, describe: _____		
What is the distance, measured in feet, from the garden to the following areas:		
Water source ____ Septic system ____ Garbage dumpster ____ Storage tanks ____ Feed lot ____		
Parking lot ____ Bathroom ____ Hand wash sinks ____ Pest control applications ____		
Composting area ____ and the method _____		
Describe the desired location for the garden, include size, number of plots, fencing, harvesting equipment, pest control methods, does the area properly drain during and after rain, etc. Please provide a map with the location of the beds, walkways, water source, fencing, and hand wash sinks.		

Print Name: _____ Signature: _____ Date: _____

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,
 - 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.



School Gardens Program

Date: _____

Name: _____

School: _____

Mailing Address: _____

Phone: _____

Soil sampling protocol for lead testing.

Do:

1. Take samples only in the garden area,
2. Illustrate on the garden map where samples were taken,
3. Use clean sampling tools to avoid contaminating the sample (like a metal trowel or spade),
4. Take 5 to 10 subsamples in the garden area. Take thin, vertical slices of soil making sure to include the surface soil to about 4 inches deep in each subsample.,
5. Mix the subsamples in a clean, plastic container or bag with a clean, plastic utensil,
6. Place less than 1 cup of mixed soil in a clean container (like a sandwich size zip type plastic bag) and label,
7. Label your shipping box with “Soil Sample” on the top and sides,
8. Include your shipping label,
9. Include this form in the shipping box,
10. Include the garden map in the shipping box,
11. Email, call or fax when shipping your soil sample.

Don't:

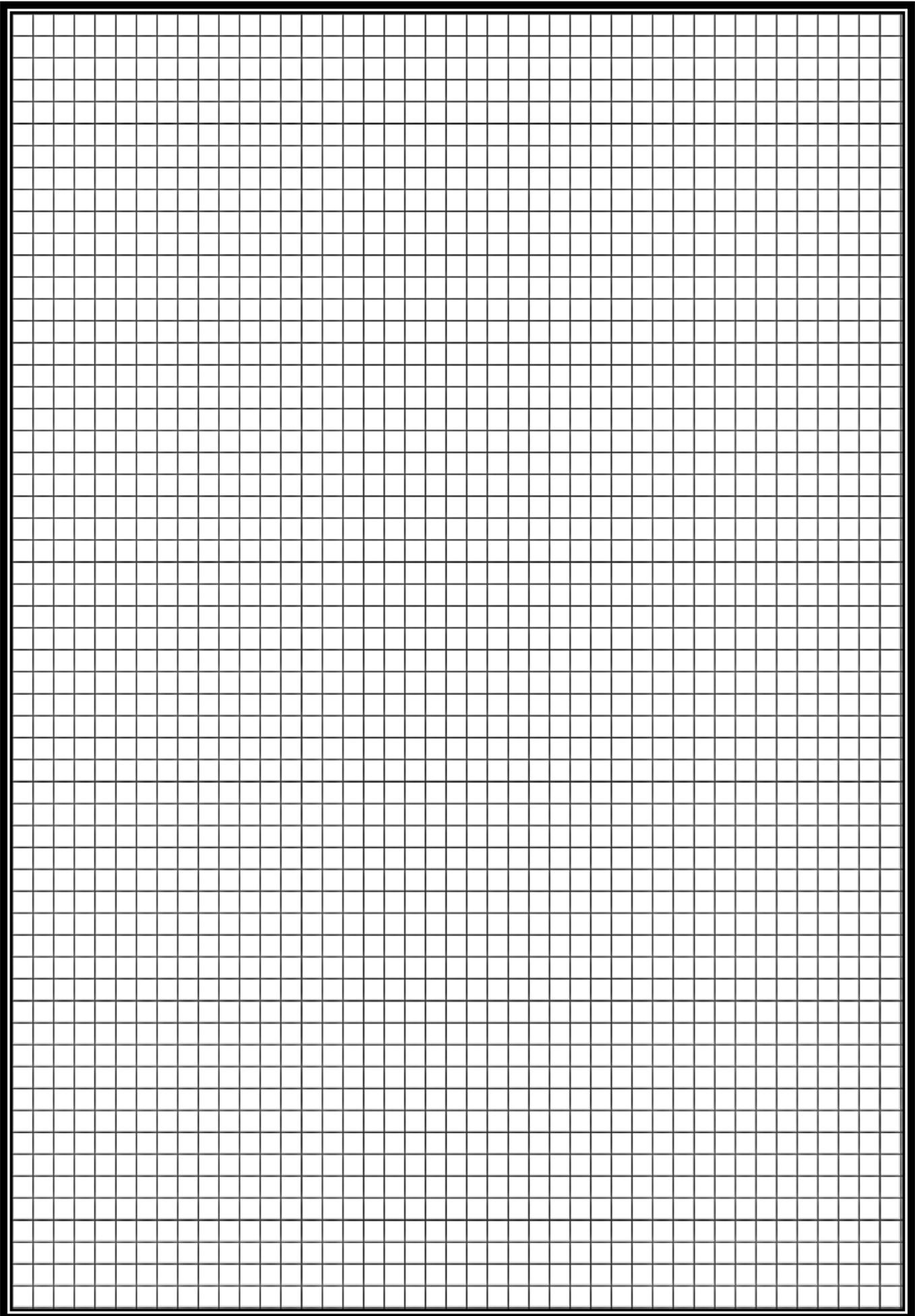
1. Use paper bags, as they can't be sealed against the elements,
2. Use bronze instruments, can cause contamination,
3. Allow sample to sit out uncovered, to prevent contamination,
4. Include in the sample mulch, such as bark and wood,
5. Use contaminated sampling tools or container.

Submit soil sample along with this form and garden map to:

Kathryn Mathewson
150 N 18th Avenue, Suite 140
Phoenix, AZ 85007
(602) 364-3952
Fax: (602) 364-3146

Kathryn.Mathewson@azdhs.gov

Allow 4 to 8 weeks for processing.



Resources

Arizona Department of Agriculture, <https://agriculture.az.gov/>

The Arizona Department of Education, Health and Nutrition Services Division's (HNS) Farm to School and School Garden Program assists schools in the development of farm to school programming, which often includes farm tours, farmer visits, local food in school meals, garden-based education and taste education. HNS works with schools to remove challenges in accessing local food through training and technical assistance and advocates for school gardens through a variety of community partnerships. Ashley Schimke, Farm to School Program Specialist, Ashley.Schimke@azed.gov, at (602) 364-2282. <http://www.azed.gov/health-nutrition/school-gardens/>

Arizona Department of Health SunWise Program. The SunWise Skin Cancer Prevention School Program provides free curriculum, school assemblies, staff training and resources to reduce skin cancer. The curriculum features 48 easy-to-use sun safety cards with educational activities that incorporate math, science, health, social studies, language arts, and critical thinking. Sharon McKenna, <http://www.azdhs.gov/phs/sunwise/>

Arizona Food Corps, <https://foodcorps.org/where-we-work/arizona>

The Arizona Nutrition Network (AzNN) is a program of the Arizona Department of Health Services that promotes health and nutrition to people who are participating in the Supplemental Nutrition Assistance Program (SNAP) or who are eligible to participate. <http://www.eatwellbewell.org/>

As part of the Community Food Bank of Southern Arizona, the Farm-to-Child program aims to help children and youth access fresh, locally grown food through their school gardens and cafeterias. Program staff accomplish this by training teachers, parents, and cafeteria staff in 50 Tucson area schools on everything from gardening to nutrition to practical cooking skills. Nick Henry, Farm to Child Manager, nhenry@communityfoodbank.org, at (520) 882-3305. www.communityfoodbank.com/farm-to-child

Flagstaff Foodlink, <http://flagstafffoodlink.com/>

Paradigm Permaculture Coalition is an ecological education organization dedicated to the development of a clean, fresh and fair food system for all. A grass-roots 501c-3 promoting local and regional agriculture through education, community outreach and networking. Our pilot project is developing a Farm to School program in Yavapai County. Wren Myers, Farm to School Director, wren.myers@prescottschools.com, at (928) 308-6926. <http://mypusd.prescottschools.com/pusdwp/farm-to-school-education/>

University of Arizona, Maricopa County, SNAP-Ed School and Community Garden Program helps empower local groups to grow and consume their own fruit and vegetables by providing education, resources and technical assistance for qualified sites. Contact the Program Coordinator for additional information. Marina Acosta, Maricopa Program Coordinator, marinaa@cals.arizona.edu, at (602) 827-8221. For outside Maricopa, <http://www.uanutritionnetwork.org/>

University of Arizona College of Agriculture and Life Sciences Cooperative Extension Agricultural Literacy program, has a goal to provide educational activities to classroom teachers and their students so they will have the ability to understand and communicate the source and value of agriculture as it affects our quality of life. One program offered to achieve this goal is School Garden Food Safety. Monica Pastor, Area Programmatic Agent, mpastor@email.arizona.edu, at (602) 827-8217. <http://cals.arizona.edu/agliteracy/>,

The University of Arizona Maricopa County Master Gardeners teach people to select, plant and care for plants in an environmentally responsible manner in the low desert. Jo Cook, Program Coordinator, jocook@cals.arizona.edu, at (602) 827-8211

Valley Permaculture Alliance works to inspire sustainable urban living in the desert southwest through community education, involvement, and cooperation. We host an online forum for questions and resource sharing, free seeds from our Seed Library, and connections to local permaculturalists Valley-wide. 602-535-4635 info@vpaz.org

Western Growers Foundation, <http://www.westerngrowersfoundation.org/>



SunWise School Policy Template

Please complete this policy and add to your school handbook

Introduction: _____ is committed to protecting the health and safety of students and staff while
(your organization)
providing and encouraging appropriate physical activities and opportunities. Students and staff spend a significant amount of time in the sun during school hours and before and after school in recreation and sports programs. Local weather and environmental conditions are often at intensities that may result in negative health consequences, so _____ recommends school and staff take the following protective
(your organization)

Rationale: Too much sun can be dangerous. Overexposure to the sun's ultraviolet rays seriously threatens human health. Besides the immediate effect of sunburn, exposure to excess ultraviolet radiation can cause a potentially fatal skin cancer, immune system suppression, premature aging and cataracts. Children are especially susceptible to harmful ultraviolet radiation and childhood exposure is a primary indicator for developing skin cancer later in life. Skin cancer is the most preventable of all cancers but accounts for nearly half of all reported cancers. Educating children about sun protection is crucial to reducing skin cancer in our state.

Policy & Guidelines: The following precautions will be taken for all outdoor activity and physical activity including but not limited to: recess, physical education classes, field trips, club meetings, after-school and before-school activities, athletic practices and competitions. Students and staff are encouraged to protect skin with sunscreen of SPF 15 or higher, lip balm, wide-brimmed hats, sunglasses, clothing, shade, and to limit exposure during peak midday UV.

Attribution: Following the recommendation of the Centers for Disease Control and Prevention, the World Health Organization, the National School Boards of Education, American Academy of Dermatology and the American Academy of Pediatrics,
_____ hereby creates this policy as of _____, 20__.
(your organization)



LIMIT THE SUN BUT NOT THE FUN! BE “SUNWISE!”



Use Sunscreen Every Day!

Even on cloudy days, the sun’s rays can damage your skin. Wear sunscreen with an SPF of 15 or higher. Apply 10 minutes before going outside and reapply every 2 ½ hours or sooner if perspiring or engaging in water activities. Wearing sunscreen every day is as important as brushing your teeth!



Wear a Wide-Brimmed Hat and Lip Balm!

A hat with a wide brim offers better protection for your scalp, ears, face and the back of your neck than a baseball cap or visor. Remember to protect lips with SPF 15+ lip balm.



Wear Sunglasses!

Sunglasses reduce sun exposure that can damage your eyes and lead to cataracts. Check the label and choose sunglasses that block at least 90% of UVA and UVB rays.



Cover Up!

Wear long sleeves and pants if possible to protect your skin when playing or working outdoors. Darker colors and fabric with a tight weave provide the most protection.



Limit Time in the Midday Sun!

Limit your outdoor activities when the UV rays are strongest and most damaging (10 a.m. to 4 p.m.). Remember: Look for your shadow—If no shadow, seek cover!



Take Cover!

Find something fun that doesn’t involve exposure to direct sun. Take cover under a tree, ramada or find an indoor activity inside a gym, library or classroom during peak UV.



Check the daily UV Index!

Did you know you can check the intensity of the sun’s rays every day? The ultraviolet or UV index is a way of measuring the sun’s intensity. The scale is from 1 to 10. The higher the UV, the more careful you should be. A day with a UV rating of 10 requires more protection than a day with a rating of 1. Click on www.azdhs.gov/phs/sunwise



Avoid Sun Lamps and Tanning Booths!

These artificial sources of UV light can cause as much damage as the sun’s UV rays. Remember, there is no such thing as a safe tan. To get a tan, skin damage has to occur!

Get FREE SunWise activities and UV stuff at: www.azdhs.gov/phs/sunwise

Contact Sharon McKenna at: sharon.mckenna@azdhs.gov or call

602.400.1008, 800.367.6412 to learn more about SunWise.

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