



***SAMPLE***  
***FARM SAFETY MANUAL: ABC FARMS***

*This is a sample Food Safety Program developed by the Oregon Department of Agriculture, Development and Marketing Division, for the Good Agricultural Practices Certification Program that can be modified to fit your operation.*

**SANITATION STANDARD OPERATING PROCEDURES**

At ABC FARMS food safety is an integral part of our entire operation and taken very seriously. MR. A. BeeCee has been designated to oversee and implement our food safety program.

This food safety program of standard operating procedures addresses several areas of an agricultural operation, including land, irrigation water, manure practices, pesticides, equipment and worker health and hygiene.

**GENERAL OPERATIONAL PROCEDURES**

**Worker Health and Hygiene**

All employees are trained in and must follow good hygiene practices. *This training takes place during orientation for new employees and before harvest season for all returning employees.*

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed.

- *Proper Hand washing:* Hands must be washed before beginning or returning to work, and after the following activities:
  - Using the restrooms, smoking or tobacco use, taking breaks, handling trash containers or disposing of trash, using the telephone, handling money, coughing and sneezing.
  - :
- Clean work clothes.
- Clean and cut nails.
- Take a daily shower.
- Eating and tobacco are confined to designated areas.
- Do not take gloves to lunchroom or restrooms.
- Do not leave tools or part to be repaired or replaced near production areas.
- Eliminate any product that has come into contact with the floor or ground and do not pick product off the ground.
- Dangling strings and/or jewelry are prohibited.
- Glass, bottles, cans, cups, or any item made of glass will not be allowed in the production area.
- If long hair is worn, it must be tied back. Beard and hairnets are required where applicable.



- Do not use product containers for personal use or any non-produce items.

### **Illness and Accident Procedures**

Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from crop production areas and harvested produce.

If you have an open wound or cut it must be bandaged. If you obtain a wound, cut or have a nosebleed while working, you need to stop working immediately, contact your supervisor, and have it attended to. Make sure the area you were working in gets cleaned and disinfected as soon as possible. Discard all product that has come into contact with any blood and if any came into contact with product containers or transport equipment, disinfect this as soon as possible as well.

All other possible accidents, such as leakage or damage to a restroom or sanitation facility will be attended to as soon as possible and contaminated soil around facility will be removed and properly disposed of.

All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product.

### **General Sanitation**

Good sanitation of restroom facilities includes the following:

- Wash walls from top to bottom, as needed.
- Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
- Fill paper products and soap dispensers.
- Remove trash to dumpster.
- Record initials and date of cleaning on “Service Record” sheet when unit is serviced.
- Brushes and any other cleaning utensils used to clean the restrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

### **Chemicals**

Become familiar with the labels of products you are handling. Handling means opening or closing, mixing, loading, and/or applying the concentrate or working solution of the product(s). Strictly adhere to all precautionary statements and mixing instructions. You need to protect yourself, the food, the equipment, and the packaging materials when you are working with chemicals.

Employees applying non-restricted use chemicals are trained in:

- Proper chemical handling, including proper disposal of containers
- Precautions of the chemical
- Required protective gear
- Application rate and how it has achieved



- Label information

### **Pesticide Use**

Only employees licensed by the State of Oregon Department of Agriculture for pesticide application may apply restricted-use chemicals.

Only those chemicals that are lawfully registered under the Federal Insecticide, Fungicide, and Rodenticide Act and other applicable state law are used on this operation and applied according to label.

## FARM PROCEDURES

### **Water Usage**

The source of irrigation water is PRIVATE WELL AND IRRIGATION DISTRICT.  
Crops are irrigated by OVERHEAD SPRINKLERS.

Water quality is known to be adequate for the crop irrigation method application and this is shown by water test results in this food safety program. If necessary, steps are taken to protect irrigation water from potential contamination.

All water sources must be tested for harmful microorganisms three times per year. Public tests conducted by irrigation districts, municipal authorities, etc. are accepted and documented herein. Water testing results for all water sources, including irrigation, human consumption and post-harvest application are available for review.

All irrigation sources are inspected for unauthorized use or potential contamination with chemicals or other dangerous substances.

The farm sewage treatment is known to be functioning properly and there is no evidence of leaking or runoff. Additionally, there is no municipal/commercial sewage treatment facility adjacent to the farm.

### **Wildlife and Livestock**

Crop production areas are not located near or adjacent to dairy or livestock production facilities. Additionally, no manure lagoons are located on or near the crop production areas.

Surface water resources are protected from livestock contamination by FENCING (OR OTHER METHOD). Domestic animals will be excluded from crop production areas during the growing and harvesting season.

All fields are routinely monitored for unauthorized entry of wildlife or neighboring domesticated animals to the fields. In the event that unauthorized entry is discovered, the operation will



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take steps to minimize the risks of potentially contaminated product or production areas, and the detected risk and corrective actions are documented.

### **Manure and Municipal Biosolids**

ABC FARM does not use any manure or municipal biosolids in its operation.\*

< *\*If used, please outline your operation's manure use plan.* >

ABC FARM applies raw manure to its production fields at least six months prior to harvest.

OR

ABC FARM uses composted manure that is purchased from DEF COMPOST, please find the treatment documentation from the company attached herein. A manure application log is attached to this food safety plan that documents all applications, their treatment method and any supporting documentation.

### **Land and Soil**

Fields known to be former dumpsites, old homesteads, barn sites, and livestock pens containing excess material or otherwise contaminated soils and are not used by ABC FARMS in the cultivation of ABC COMMODITIES (PLEASE NAME).

There are several sites on the facility that may have a risk of prior contamination. These fields are shown on the enclosed map and those with possible contamination risk have been tested for \_\_\_\_\_ . Please see attached map and testing results for a comprehensive review of soil contamination risk and planting plans.

During the past 5 YEARS, no domestic sewage, sewage sludge, septic waste, portable toilet waste, or other product that might contain human feces has been placed on or adjacent to any crop production areas.

During the past 5 YEARS, no flooding from creeks or rivers has occurred on any part of the land, nor have any adjacent domestic septic tank systems flooded onto the field. If flooding has occurred, areas affected are documented with maps and soil test results and contained herein.

## **FIELD HARVEST AND PACKING PROCEDURES**

### **Worker Sanitation and Hygiene**

No smoking, tobacco use, or eating should take place on the transload machinery, or around crop production areas or harvested produce. Food, drinks, and smoking are only allowed in the designated location.



Field sanitation units (toilet and hand-washing facilities) are provided for all workers that work more than three (3) hours and if there are more than eleven (11) workers on shift at a time. Otherwise, workers are instructed to use toilet facilities that are accessible by vehicle. There is one (1) toilet for every twenty (20) workers that are located within a 1/4 mile or 5-minute walk.

All employees and visitors must follow proper health and hygiene practices and use restroom facilities provided. They are equipped with hand-washing facilities with potable running water, single use hand towels, toilet paper and hand soap and are maintained on a scheduled basis that is indicated on the unit, or more frequently as necessary. If restroom facilities are not properly maintained, any employee or visitor should notify the onsite supervisor.

Field sanitation units are directly accessible for servicing and directly accessible in the event of a spill or major leak. In the event of a major spill or leak of field sanitation units, a response plan is in place. The area will be secured and contaminated soil will be removed from the production area and properly disposed.

### **Equipment**

All harvesting equipment is cleaned and washed before harvest. Employees shall not use product containers for personal use or to carry any non-produce items.

During harvest, equipment will be as clean as practical, maintained to prevent contamination from leaking oil, grease, loose parts, and any other source of foreign material contamination.

If equipment does become contamination with oil, grease, or any other foreign substance, all contaminated product will be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

All bulbs or lighting on harvest equipment are covered, or protected from breakage. If glass is broken and contaminates product, all product will be properly disposed of and work will stop until equipment can be repaired and all product containers are cleaned, washed and inspected.

### **Transportation**

Vehicles transporting product have not been previously used to haul domestic sewage, manure, or hazardous material. Vehicles or containers that come into direct contact with product are not used to haul any other crops during harvest.

Product is covered from the field to packing/storage site.