



gardendwellers

F A R M

Good Agricultural Practices Manual

Good Harvest Practices Manual

Worker Safety and Hygiene Manual

Updated: 2/15/2016

Holly Mawby

Co-owner

gardendwellers FARM

5143 37th AVE NE

Esmond, ND 58332

Good Agricultural Practices Manual

FARM SAFETY MANUAL: gardendwellers FARM

SANITATION STANDARD OPERATING PROCEDURES

At gardendwellers FARM food safety is an integral part of our entire operation and taken very seriously.

Holly Mawby has been designated to oversee and implement our food safety program.

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

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene

All workers are trained in and must follow good hygiene practices. This training takes place during initial work assignments for new workers and before harvest season for all returning workers.

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,
 - Petting animals,
 - Before putting on gloves for packaging.
- Proper hand washing includes 20 seconds of vigorous scrubbing with soap and water followed by thorough drying with disposable hand towels. Everyone must use the designated hand washing areas for this process.
- Clean work clothes at beginning of day

- Clean and cut nails
- Take a daily shower
- Eating and tobacco are confined to areas outside of production lots, packaging areas and designated indoor locations.
- Gloves will be worn during packaging:
 - Do not take gloves to lunchroom or restrooms.
 - Non disposable work gloves must be washed weekly or as needed based on wear.
 - Non-latex disposable gloves must be worn during packaging of harvested product.
 - Hand must be washed before donning gloves.
- Do not leave tools or parts to be repaired or replaced near production or packaging areas.
- Eliminate any product that has come into contact with the floor of the wash/pack facility.
- Glass, bottles, cans, cups, or any item made of glass will not be allowed in the production or packaging area.
- If long hair is worn, it must be tied back.
- Do not use product containers for personal use or any non-produce items.

Illness and Accident Procedures

Any worker who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from crop production and areas and harvested produce. Any worker with diarrhea, jaundice, vomiting or sore throat accompanied by fever may NOT perform any tasks in the crop production areas or in any area where produce is stored, sorted, or handled, packaged, washed or otherwise worked with or on.

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. If injuries result in a wound that must be bandaged AND the bandage is on a hand, gloves must be work while working.

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

Currently, the restroom facilities are the nonpublic and in the home at the farm and the public restroom in the barn. Good sanitation of restroom facilities includes the following:

- Wash walls from top to bottom, as needed.
- Sanitize toilet, doorknobs, and any other surface inside unit.
- Remove trash.
- Since no single use towels are available in the home restroom, all workers must re-wash their hands in the designated hand washing sink in the wash/pack facility using the single use towels before returning to work if this is the restroom that was used.

If the public restroom in the barn was used, employees must be sure to use the provided hand washing soap and single use towels.

- Brushes and any other cleaning utensils used to clean the restroom must be stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc used in the wash/pack facility.

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.

Workers 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
- All chemical application at gardendwellers FARM will take place under the supervision of one of the owners.
- Chlorine is used to sanitize all surfaces that come in contact with product. Chlorine is added to potable water for sanitation purposes to a rate of between 50 and 200 ppm. Measurement of this is achieved through the use of chlorine test strips.

Chlorine purchased for use in sanitization will be labeled for use as a sanitizer. On the instructions, it will read something along the lines of: Use with dishes, glasses, utensils, work surfaces. It will also have instructions to prepare the sanitizer...mix 1 Tablespoon with 1 Gallon of water for a 200ppm solution. This type of bleach is the kind you want to use for sanitizing.

Pesticide Use

Only workers certified by the State of North Dakota 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. Every attempt is made to strictly adhere to the NOP guidelines for products to be used at gardendwellers FARM. Other non-production areas may be treated with non-NOP chemicals as needed and as directed by label.

FARM PROCEDURES

Water Usage

The source of irrigation water is from the well located on the property.

Crops are irrigated by soaker hose and trickle tape with all water applied at soil level.

Water quality is known to be adequate for the crop irrigation method application and this is shown by water test results provided by First District Health Department. If necessary, steps are taken to protect irrigation water from potential contamination.

All water sources are tested for harmful microorganisms at least twice per year. Water testing results for all water sources, including irrigation, human consumption and postharvest applications are available for review.

Water source is constructed for optimal water protection. Water source is protected from run-off, animal contamination and back flow.

Potable water is used for all applications and harvest on gardendwellers FARM.

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.

Domestic animals are excluded from crop production areas during the growing and harvesting season. Potential nesting or hiding places for pests are eliminated or monitored.

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

When used, gardendwellers FARM applies and incorporates raw or aged manure to its production fields at least 12 months prior to harvest. To date, no raw or uncomposted material has ever been used in the production fields or high tunnel.

Land and Soil

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 does occur, areas affected will be documented with maps and soil test results and contained herein.

No topographical features exist near production fields that encourage run-off from adjacent fields or properties.

FIELD HARVEST AND PACKING PROCEDURES

Worker Sanitation and Hygiene

No smoking, tobacco use, or eating should take place on or around crop production areas or harvested produce. Food, drinks, and smoking are not allowed in production, harvest or product storage areas.

Toilet and hand-washing facilities are provided for all workers.

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, toilet paper and hand soap and are maintained on a scheduled basis, or more frequently as necessary. If restroom facilities are not properly maintained, any worker or visitor should notify the owners.

Once hydro-cooled or pre-washed, any product that is spilled or comes in contact with the ground will be discarded.

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 contaminated with oil, grease, or any other foreign substance, all contaminated product will be disposed of, composted, 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.

Storage and Transportation

Refrigerated rooms used for product storage are maintained at a safe handling temperature. Periodic checks are made to ensure proper storage temperatures for product and cooler thermometers are checked for accuracy regularly. A log of storage room temperatures is maintained. The refrigeration condenser and condenser water does not come into contact with harvested product. Any harvested product that is spilled or comes into contact with the floor will be discarded.

Prior to conveyance of harvested product, all transportation trailers are required to be cleaned, in good physical condition free from disagreeable odors and obvious dirt or debris. Once cleaned, workers will not stand or walk in the bed of vehicles used for transporting harvested product (trailers). Harvested product will not be loaded at the same time as potentially hazardous materials/products.

Harvested product waiting for transport will be covered and kept cool.

Transportation

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

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

Employee/Worker Training Record:

Name: _____

Date: _____

I have read and understand the good agricultural practices of gardendwellers FARM and agree to follow the policy to the best of my ability.

Signature of employee/worker: _____

Packing Shed/Harvest Pre-Inspection Log
 (include initial and date of individual performing inspection)

Week Of and Initial Here →							
Wash/Pack Area							
Floors swept or washed and clean of trash, debris and dirt							
Area is free of rodents and rodent droppings							
Walls and ceilings are clean and free of debris and cobwebs							
Trash cans are clean and emptied							
Doors are sealed properly							
Lighting has intact bulb shields							
Personal belongings are kept AWAY and separate from harvest/package area							
No smoking will take place in the harvest, packing or sanitation building							
Glass bottles and containers will be stored, used and disposed of in designated areas only, away from harvest/pack/storage/sanitation areas							
Non food grade substances such as paint, lubricants, etc. are stored away from harvested product							
Countertops are cleaned and sanitized							
Packing and weighing equipment is clean and sanitized							
Drainage system is clean and free of debris							
Sinks are clean and sanitized							
Sanitation chemicals are properly stored							
Antibacterial soap is available for hand washing							
Disposable towels are available for drying hands							
Towels and rags used for cleaning and sanitizing are properly stored (both clean and dirty)							
Building Exterior							
Parking area is clean and free of trash							
Grounds are clean and free of trash and cigarette butts							
The exterior is free of excessive bird activity							

Harvest Equipment							
Knives, scissors and other harvest equipment is washed, sanitized and sharpened							
Harvest containers are washed							
Harvest containers are rinsed							
Harvest containers are sanitized							
Harvest containers are air dried							
Broken harvest containers with pieces that may become dislodged and enter product are discarded or replaced							
Package and Label Storage	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Boxes of packaging materials are stored up off of the floor							
Storage area temperature is maintained below 100 degrees and above 34 degrees Fahrenheit							
Field Transportation							
Bed of trailer is washed with high pressure potable water before transporting harvested material							
Trailer will be sanitized and pressure washed after manure or any bio-solids are transported and before transport of harvested product							
Harvested product awaiting transport will be covered and shaded/kept cool							
Workers are prohibited from standing or walking in trailer/transport equipment while transporting harvested product							
Field Washing							
Hydro-cooling tubs are cleaned and sanitized before first harvested product is washed							
Hydro-cool water is changed as needed to maintain proper cooling temperature and cleanliness							
Hydro-cool water is potable and tested							
Hydro-cool water is changed before changing harvest locations							
Discarded hydro-cooling water is disposed of in non-production area							
Cooler							
Floors are swept or washed and clean of trash, debris and dirt							
Walls, ceilings, pipelines and fans are clean and free of debris, cobwebs or excessive lubricant							
Inside and perimeter are free of rodents							

and rodent droppings							
Cooler is maintained at a temperature of 48 to 50 degrees.							
Supervisor Verification: Signature: _____ Date: _____							
A supervisor should be notified of any problems during inspection. Problems should be corrected immediately.							
Date	Corrective Action Required					Supervisor Notified	

