



Food Safety Modernization Act's (FSMA) Produce Safety Rule

A Plain Language Guide from New Entry Sustainable Farming Project

August 2017

This Guide Will Help You Answer

- What is the Food Safety Modernization Act (FSMA)?
- What is FSMA's Produce Safety Rule?
- Why should I be concerned with Food Safety on my farm?
- Is my farm Covered under the Regulations?
- How do I practice Food Safety even if I am Exempt?
- What is a Food Safety Plan?

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Purpose of this Guide



Who should read this guide?

This guide is written for people who would like to learn if their farm is covered by the Food Safety Modernization Act's Produce Safety Rule. This guide will help you understand how to comply with food safety regulations and explains **how practicing food safety on your farm benefits your business and your customers**. It also provides numerous resources for further reading and preparation.

You will benefit from this guide if you:

- Are a fruit and/or vegetable farmer.
- Would like to make your food safer to eat.
- Would like to learn more about how practicing food safety can be beneficial to you.
- Are covered or exempt under the Produce Safety Rule.

It may be helpful for you to use this workbook with someone who can guide you to more farming information, such as an experienced farmer, USDA employee, or other service provider.

What is Plain Language?

This guide is presented in a format called Plain Language. Plain Language provides clear, simple, and accessible text for readers in order to reduce misunderstandings, errors, complaints, enquiries, and lack of comprehension. It also helps guide you through action steps to do what you learn and gives examples of other people practicing the information. We present this guide in Plain Language in order to make the topic accessible to everyone.

Background

What is FSMA and why is the Produce Safety Rule so important?

What is FSMA? The Food Safety Modernization Act (FSMA) was signed into law in 2011. The focus of the law is to prevent food safety hazards from occurring in our food system. It affects anyone who grows, packages, processes, or transports food for human or animal consumption.

What is the Produce Safety Rule? The Produce Safety Rule is one of seven rules of FSMA. It is the first mandatory federal rule concerning how produce is grown in the U.S. It focuses on prevention of food-borne illness outbreaks on the farm. Depending on how large your farm is, you may be exempt from this rule. However, all growers should understand and practice food safety on their farm.



Practicing food safety on your farm is extremely important to keeping your farm business operating successfully. Food safety means that the food on your farm is clean and safe from making anyone sick. You work hard to make your produce nutritious and delicious; you should work just as hard on making it safe, too.

In the last couple of decades, thousands of people have gotten sick and, in rare cases, died from eating fruits, vegetables, and meat contaminated with dangerous pathogens. Pathogens are microbes (meaning they are invisible to the human eye) such as bacteria, viruses, and parasites. Young and old people, as well as those with weak immune systems, are the most likely to be seriously hurt by these pathogens. You may have heard of some of these pathogens, such as Salmonella, E. coli, Listeria, Norovirus, Cryptosporidium, and Giardia. These pathogens don't occur naturally in fresh produce, but they can find their way to fresh produce via contaminated animals, humans, soil amendments, or water.

The Produce Safety Rule outlines food safety guidelines for every step of growing produce on the farm since contamination can happen at any point. It focuses on prevention since contamination is nearly impossible to see or “wash away” once it has occurred. It covers hygiene practices for your workers and visitors to follow on your farm. It describes how to best handle any animals on your farm, including pets, livestock and wildlife. It helps you determine safe practices for the types of soil amendments you may use, such as manure or compost. It provides guidelines on how to test that your water source is safe for irrigating and washing harvested produce. It also outlines best practices for equipment that you use to harvest, your wash station and your delivery vehicle to get your produce to your customers.

Following the Produce Safety Rule does not absolutely guarantee that food is free of pathogens. However, it does verify that a farmer has taken specific steps to make his or her food safer to eat. Being aware of food safety issues and following a food safety plan, no matter how big or small your farm is, helps to protect you, your business and your customers.

The Produce Safety Rule: Am I Covered?



There are three levels of involvement with the Produce Safety Rule for growers. The following will help you determine if you are Exempt, Qualified Exempt or Covered.

You are Exempt if:

- You only grow produce for your personal consumption on the farm.
- You only grow produce that has been identified by the Food and Drug Administration (FDA) as “rarely consumed raw” (such as grains, dried beans, winter squash, etc.). You can find a full list of produce that is not covered under the rule at: <https://www.fda.gov/food/guidanceregulation/fsma/ucm334114.htm#exemptions>.
- You only grow produce that is intended for commercial processing (with an approved method for killing pathogens) and you keep the necessary documentation.
- Your farm has grossed less than \$25,000 on average over the past 3 years selling produce that is consumed raw.

Exemption Requirements:

- You must have written records documenting that your farm grosses less than \$25,000 averaged over the last 3 years.
- You are not required to follow the full suite of requirements of the Produce Safety Rule, but remember that practicing food safety is very important to your customers and keeps your business running successfully.

You are Qualified Exempt if:

- You grossed on average more than \$25,000 over the last 3 years but less than \$500,000 selling all food products (not just produce that is consumed raw); AND you sell the majority (more than 50% of your sales) of your food direct to the customer.
- Selling direct to the customer can include selling to a CSA program, at a farm stand or a farmer’s market. It also includes selling to restaurants or other food establishments as long as they are located in the same state as you or are less than 275 miles away.

Qualified Exemption Requirements:

- You must include a label with your farm's name and business address at all your points of sale. For instance, you should label all your CSA boxes. You should have a large banner at your Farmer's Market or Farm Stand. You should label all of the boxes you deliver to restaurants, grocery stores or any other off site deliveries.
- You must have written records documenting that you have grossed less than \$500,000 selling all food products over the last three years AND that more than 50% of those sales were sold direct to the customer. If you need help keeping track of your sales records, see Appendix A.
- You are not required to follow the full suite of requirements of the Produce Safety Rule, but remember that practicing food safety is very important to your customers and keeps your business running successfully.

You are Covered if:

- You have grossed more than \$25,000 over the last 3 years and sell more than 50% of your produce to wholesale outlets.
- You have grossed more than \$500,000 over the last 3 years.

Covered Requirements:

- You are subject to being inspected by the FDA.
- You **MUST** attend an approved training session by the Produce Safety Alliance (PSA). You can find upcoming trainings here: <https://producesafetyalliance.cornell.edu/training/grower-training-courses>.

If you need further qualification on if you are Exempt, 'Qualified Exempt' or Covered, see <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472499.pdf>.

On-Farm Food Safety



Note: The following are basic guidelines based on the very detailed requirements of the Produce Safety Rule. If your farm is Covered under the Produce Safety Rule, you must follow those specific guidelines and perform all of the required record keeping, as instructed at a Produce Safety Alliance Training. You may also want to look into becoming Good Agricultural Practices (GAP) certified (<https://www.ams.usda.gov/services/auditing/gap-ghp>). If you farm in Massachusetts, you can look into becoming Commonwealth Quality Program (CQP) certified (https://ag.umass.edu/sites/ag.umass.edu/files/pdf-doc-ppt/commonwealth_quality_information_0.pdf).

What if your farm is Exempt or “Qualified Exempt” but you still would like to follow food safety guidelines? This is highly recommended, as there are many challenges to keeping produce free of contamination on the farm. The main topics to think about are:

Farm Worker Health, Hygiene and Training:

- o Humans can carry and spread pathogens through fecal matter, saliva and blood. Hands, clothing, footwear, tools and equipment, illnesses and injuries can all be a source of contamination.
- o Hands must be washed before beginning or returning to work with potable water and soap.
- o Proper toilet facilities must be provided and cleaned and sanitized regularly. Keep cleaning/sanitizing logs.
- o It is your responsibility to train workers, volunteers and visitors to recognize and prevent food safety hazards on the farm.
- o Make records of how and when you train your workers.



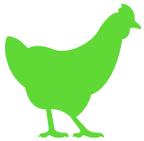


Soil Amendments:

- o Assess the risk involved in particular animal-based soil amendments, such as manure, compost, animal litter/bedding, or table scraps.
- o Assess the timing of when you apply soil amendments to your crops. Never use raw manure to sidedress crops. Make sure you properly cure your compost before applying to crops.
- o If you are applying manure to an adjacent field, apply in such a way as to not contaminate any field with produce crops.
- o The FDA has not decided on time intervals yet for length of time you need to wait between a manure application and harvest. In the meantime, they have decided the National Organic Program's Standards can be used:
 - ♣ Wait 120 days from when you apply manure to when you harvest crops that touch the ground (such as melons and greens).
 - ♣ Wait for 90 days from when you apply manure to when you harvest crops that don't touch the ground (such as tomatoes).
- o Keep records of your fertilizer applications.

Wildlife, Domesticated Animals and Land Use:

- o Animals and animal manure can contaminate crops through direct fecal contamination, runoff from livestock areas or manure piles, or defecating or urinating in water sources.
- o Use fencing and traps to keep wild and domestic animals from the fields.
- o Keep pets out of the fields.
- o Make sure livestock, manure and septic fields are not located uphill or upwind of your fields. Construct vegetative buffer zones or physical barriers if needed.
- o Keep records of any accidental animal intrusions and any corrective actions that were taken for contaminated areas or produce, such as avoiding harvesting for that area or discarding any contaminated produce



Water:

- o Water can carry and spread human pathogens over entire fields or large amounts of produce through production water (irrigation, crop sprays), post-harvest water (cooling, washing, ice) and unexpected events such as flooding and runoff.
- o Only potable water can be used to wash hands, produce and any surfaces or bins that produce comes into contact with.
- o Farmers must know what their source of water is (public supply, ground or surface water) and should test it for E.Coli on a regular basis. Corrective actions need to be taken if a source of contamination is found.
- o Any produce that comes in contact with flood waters can not be sold.
- o If you are covered by the Produce Safety Rule, the water testing required is quite extensive and attending a Produce Safety Alliance Training is necessary to comply. If you are not covered but are interested in testing your water as the rule requires, refer to <https://www.fda.gov/food/guidanceregulation/fsma/ucm334114.htm#key>.
- o Keep records of any water test results and actions that were taken.



Taking a water test: If you farm in Massachusetts, you can find your nearest lab that performs the FSMA approved Method EPA 1603 for E.Coli at <http://public.dep.state.ma.us/Labcert/Labcert.aspx>. Each lab has their own set of instructions on how to sample your water source. Follow your particular lab's instructions.

Harvest and Post-Harvest Techniques:

- o Consider everything that touches and impacts produce – harvest bins, packing equipment, hands and clothing, buildings, transport vehicles.
- o All harvest equipment, wash stations, coolers and vehicles are cleaned and sanitized on a regular basis.
- o Wash stations and packing houses should be free of any fertilizers, pesticides or other chemicals.
- o Deter pests from the wash station and areas where clean packing materials are stored.
- o Eating or any personal items are not allowed where produce is being cleaned or packed.
- o Do not reuse packing materials unless they can be cleaned and sanitized in between use.
- o Keep records of how and when you clean and sanitize.
- o Keep all records of where your produce was harvested from and where it was sold to. You should be able to identify where each bin of produce came from and where it was delivered to in case there is an outbreak and the produce needs to be recalled (retrieved from where you sold it to). This is referred to as traceability and is an important part of food safety.



Food Safety Survey

Use the following survey to determine areas of your farming operation that may need improved food safety protocols:

General	Yes	No	?
I have recorded my annual gross income and whom I sell to each year since 2016 so that I know if I am covered by the new federal Produce Safety Rule or not.			
I am an exempt farm under the new regulations but practice Food Safety because it is important as a grower of food to keep my customers safe and for my farm's liability.			
I am a qualified exempt farm under the new regulations, so I must include my farm's name and business address on every point of sale. I practice Food Safety because it is important as a grower of food to keep my customers safe and for my farm's liability.			
I am covered under the new regulations and I have attended a Produce Safety Alliance training.			
I have designated a food safety contact person for my farm.			
My farm has a food safety plan that includes standard operating procedures and food safety policies.			
Farm Worker Health, Hygiene and Training	Yes	No	?
Farm workers have access to hand washing stations with potable water, soap, paper towels and a garbage can that are close to the field.			
Farm workers have access to toilet facilities that are located close to the field.			
Farm workers are trained on how to properly wash hands and how to properly use toilet facilities.			
Toilet facilities are cleaned and maintained regularly.			
Farm workers wash hands after using toilets, before beginning work or returning from a break, before or after eating or smoking, before putting on gloves, after touching animals or animal waste, whenever they are dirty.			
Farm workers have a separate break area to avoid eating and smoking in the fields or wash station.			
Sick farm workers or farm workers with open wounds or cuts do not touch produce. Any produce that becomes contaminated is thrown away.			
A first aid kit is located close to the fields.			
Farm workers come to work with clean clothes, shoes and gloves every day.			
Farm workers only use clean harvest bins and harvest tools.			

All farm workers have been trained to follow my farm's Food Safety Policies.			
Soil Amendments	Yes	No	?
If I apply raw manure, I wait at least 120 days before harvest for crops that touch the soil (e.g., onions), or 90 days for crops that do not touch soil (e.g., tomatoes).			
Raw Manure is not used for side dressing.			
All compost is properly cured before applying to fields.			
All manure and unfinished compost is stored away from fresh produce to prevent runoff and wind contamination.			
Manure is applied in such a way to avoid contaminating nearby fields.			
All fertilizer applications are properly recorded.			
Wildlife, Domesticated Animals and Land Use	Yes	No	?
My crop production areas are separate from or not close to livestock areas or other sources of contamination like septic fields and manure storage.			
If crop production areas are near livestock or other sources of contamination, there are physical barriers that will prevent contamination of produce.			
Wild and domestic animals are kept out of produce fields. If there is an intrusion, the problem is documented and I decided if the produce is safe or not for harvest.			
Any produce that becomes contaminated by feces is thrown away.			
Wild and domestic animals are kept out of production and wash water sources.			
If domestic animals are used in rotation with crops, I maximize the time before the next produce harvest.			
Water	Yes	No	?
I know if my farm's water source is public, ground or surface.			
I regularly (at least once a year) test the water I use for production (irrigation, spraying) and produce washing.			
I inspect my water sources and distribution systems (irrigation lines, hoses, storage tanks) regularly (at least once a year). I keep them free of trash, debris and other hazards.			
Only potable water is used to wash produce, make ice from, clean and sanitize the wash station and harvest supplies, and to wash hands with.			
When irrigating or spraying produce crops, I maximize the time between application and harvest.			
Any produce that is adulterated by flood waters is thrown away.			

Harvest/Post-Harvest	Yes	No	?
Field harvest containers and supplies are physically separated from other farm supplies.			
Harvest containers are not used for other farm purposes (do not come into contact with manures, composts, fertilizers, pesticides or other chemicals)			
Harvest equipment (knives, scissors) and containers (bins, buckets) are cleaned before each use. They are sanitized on a regular basis.			
I abide by all post-harvest intervals for all pesticides. All pesticide applications are recorded.			
Any produce with fecal contamination is thrown away.			
Most of the soil is removed in the field to reduce contamination risks later in the post-harvest stages.			
Produce handling areas are kept away from any tractor repair, animal care, or other areas on the farm that could introduce risk.			
Pests are excluded from the wash station. I do not bait or use rodenticides in the wash station. I eliminate standing water in my wash station.			
My wash station is cleaned, sanitized and organized on a regular basis. All surfaces that produce directly touches are cleaned before use, including wash bins, spray tables, sorting and packing tables, etc.			
Chemical and physical safety hazards are monitored for and eliminated (broken light bulbs, chipped wooden harvest crates, broken plastic, rusty tools, fuel, detergents, etc.).			
Any washing equipment that cannot be properly cleaned or repaired is replaced.			
Produce is cooled immediately after harvest (brought into shade, sprayed, dunked, etc.).			
All coolers are cleaned and sanitized on a regular basis.			
I understand how to properly use sanitizers in my wash water.			
All dropped produce is thrown away.			
My packing materials are stored in a clean area, away from sources of contamination such as rodents, pesticides and other chemicals.			
Only new, single-use, or cleaned reusable containers are used to pack and deliver produce.			
Delivery vehicles are not used to transport animals, manure, chemicals, or other contaminants. If they must be, they are cleaned and sanitized or disposable liners are used before transporting produce.			
All produce is kept cool during transport/delivery.			
I am able to track every lot of produce back to what field it came from and forward to where it was delivered. I maintain all of those records.			

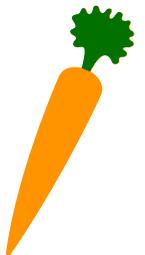


The Food Safety Plan

A Food Safety Plan is an excellent resource to develop for your farm. It will help you to practice food safety thoroughly and efficiently on your farm. It will also help to protect your farm business from any legal repercussions in the unfortunate incident of an outbreak on your farm.

What is a Food Safety Plan, and what does it include?

Essentially, a Food Safety Plan is a written document that you have created specific to your farm, which covers all steps of the food production process on your farm and evaluates all potential sources of food contamination. It should include explanations of how you reduce the risks of contamination for all parts of your operation. It should also explain what steps you will take if you suspect or know that certain products on your farm have been exposed to pathogens.



Key items to consider include:

- Make the food safety plan specific to your operation.
- Include a map of your farm, pointing out where crops are grown, where livestock is located, where fertilizers, pesticides and other chemicals are stored, where the

wash station/packing shed is located, any neighboring sources of potential contamination, where your water source is located, etc.

- Choose one person on your farm to be in charge of food safety and make their contact information available to all workers.
- Any risks that you might have on your farm.
- Practices that are written out step-by-step for you and your farm workers to follow everyday that will help to decrease the risk of contamination from occurring. These are called “Standard Operating Procedures,” or SOP’s. Check out an example of an SOP in Appendix B.
- It is important to keep records of activities that promote safe, clean produce. These would include worker training sessions, water tests, soil amendment applications, compost treatment logs, cooler temperature logs, harvest sheets, sales records, cleaning and sanitizing records, corrective actions taken when a food safety issue occurs.

Examples of food safety plans are available in the Resource section of this guide.

Glossary

Animal Intrusion: When wildlife (deer, birds, coyote) or domestic animals (livestock, pets) have entered your produce fields and have left behind feces, urine, tracks or crop damage. It must be decided if it is safe to harvest produce from these areas. Produce with observable fecal matter are contaminated and must be thrown away.

Cleaning: Removing dirt (soil) from surfaces using potable water and soap.

Contamination: When something has come into contact with harmful pathogens.

Corrective Action: An action taken to fix a problem and also to figure out why it happened to prevent it from happening again.

CQP: Commonwealth Quality Program of Massachusetts. The Commonwealth Quality Seal serves to identify locally sourced products that are grown, harvested, and processed in Massachusetts using practices that are safe, sustainable and don't harm the environment. The practices are based on the UMass Extension/Massachusetts Farm Bureau/Massachusetts Department of Ag Resources Best Management Practices Guidelines. Best Management Practices include soil conservation and health, IPM, worker protection, and food safety.

Food-borne illness: Getting sick from food that has been exposed to harmful pathogens, such as E.Coli, Salmonella, Listeria, Norovirus, Giardia and Cryptosporidium.

FDA: Food and Drug Administration. A part of the United States Department of Agriculture (USDA) that develops regulations to keep food and drugs safe.

Food Safety Modernization Act: The Food Safety Modernization Act (FSMA) was signed into law in 2011. The focus of the law is to prevent food safety hazards from occurring in our food system. It affects anyone who grows, packages, processes, or transports food for human or animal consumption.

Food Safety Plan: A written document that you have created specific to your farm, which covers all steps of the food production process on your farm and evaluates all potential sources of food contamination. It should include explanations of how you reduce the risks of contamination for all parts of your operation. It should also explain what steps you will take if you suspect or know that certain products on your farm have been exposed to pathogens.

GAP: Good Agricultural Practices. Good Agricultural Practices (GAP) and Good Handling Practices (GHP) are voluntary audits that verify that fruits and vegetables are produced, packed, handled, and stored as safely as possible to minimize risks of microbial food safety hazards.

Gross Income: How much income your farm makes in a year before subtracting any expenses that you had.

Hygiene: How clean workers keep their hands, clothes, toilet facilities, break areas, tools, etc., in order to prevent contamination.

Outbreak: When more than one person becomes sick from eating or drinking the same foods contaminated by the same pathogen.

Pathogen: A microorganism (such as bacteria, viruses or parasites) that causes disease.

Potable: Water that meets drinking water standards.

Produce Safety Alliance: The Produce Safety Alliance (PSA) is a collaboration between Cornell University, FDA, and USDA to prepare fresh produce growers to meet the regulatory requirements included in the United States Food and Drug Administration's Food Safety Modernization Act (FSMA) Produce Safety Rule.

Produce Safety Rule: The Produce Safety Rule is one of seven rules of Food Safety Modernization Act. It is the first mandatory federal rule concerning how produce is grown in the U.S. It focuses on prevention of food-borne illness outbreaks on the farm.

Recall: A voluntary or mandatory decision by growers, packers or produce distributors to retrieve potentially contaminated produce from customers.

Sanitize: To treat clean surfaces with a substance that can kill or reduce the number of pathogens.

Soil Amendment: Any biological, physical or chemical material that you add to your soil to improve soil and plant health.

Standard Operating Procedure (SOP): A written description of an activity and how to perform the activity.

Traceability: The ability to track produce from where it was harvested from to where it was sold to.

Water Source: Where a water supply comes from. It can either be ground water (below the earth's surface, like from a well), surface water (all water that is open to the air, such as a pond or stream), or from a public water supply (such as your town's water supply that you pay for).

Resources

AgMatters: Food Safety Plan Templates

<http://www.agmattersllc.com/gap/>

Cornell University: Food Safety Begins on the Farm https://ag.umass.edu/sites/ag.umass.edu/files/pdf-doc-ppt/fsbfenglow_o_o.pdf

Cornell University: Food Safety Plan Writing Resources <https://gaps.cornell.edu/educational-materials/decision-trees/>

Family-Farmed.org: On-Farm Food Safety Project Tool

www.onfarmfoodsafety.org

Farm Common: Food Safety

[https://farmcommons.org/resources-search?](https://farmcommons.org/resources-search?field=farm+operation+tid=All&field=legal+subject+tid=21&field=resource+type+tid=All)

[field farm operation tid=All&field legal subject tid=21&field resource type tid=All](https://farmcommons.org/resources-search?field=farm+operation+tid=All&field=legal+subject+tid=21&field=resource+type+tid=All)

FDA at a Glance: Key Requirements of Final Produce Safety Rule <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472887.pdf>

Iowa State University Extension: Cleaning and Sanitizing Guide

http://lib.dr.iastate.edu/cgi/viewcontent.cgi?article=1033&context=extension_pubs

Massachusetts Department of Agriculture Resources: AFSIP Program <http://www.mass.gov/eea/agencies/agr/about/divisions/afsip.html>

www.mass.gov/eea/agencies/agr/about/divisions/afsip.html

Massachusetts Department of Agriculture Resources: Commonwealth Quality Program (CQP): <http://thecqp.com/>

National Sustainable Agriculture Coalition: Understanding FSA's FSMA Rule for Produce Farms <http://sustainableagriculture.net/wp-content/uploads/2008/08/FSMA-PRODUCE-RULE-FINAL.pdf>

New Entry Sustainable Farming Project: Example of a Wash Station http://nesfp.org/sites/default/files/resources/og_wash_station_notes_pdf_version.pdf

North Carolina Extension: Examples of Hand Washing Stations <https://ncfreshproducesafety.ces.ncsu.edu/wp-content/uploads/2014/03/Hand-washing-unit-handout.pdf?fwd=no>

Penn State Extension: Reducing Food Safety Risk During Harvest http://extension.psu.edu/food/safety/farm/gaps/reducing-food-safety-risks-during-harvest/extension_publication_file

Penn State Extension: Reducing Risks from Animal and Manure http://extension.psu.edu/food/safety/farm/gaps/reducing-risks-from-animals-and-manure/extension_publication_file

Penn State Extension: Worker Health and Hygiene <http://extension.psu.edu/food/safety/farm/gaps/worker-health-and-hygiene>

Produce Safety Alliance: Grower Training Course <https://producesafetyalliance.cornell.edu/training/grower-training-courses>

Produce Safety Alliance: FSMA Regulatory Reference Table https://producesafetyalliance.cornell.edu/sites/producesafetyalliance.cornell.edu/files/shared/documents/PSA_FSMA_Reg_Table_2016_edit.pdf

Produce Safety Alliance: Records Required by the FSMA Produce Safety Rule: <https://producesafetyalliance.cornell.edu/sites/producesafetyalliance.cornell.edu/files/shared/documents/Records-Required-by-the-FSMA-PSR.pdf>

UMass Extension: Food Safety for Farmers <https://ag.umass.edu/resources/food-safety/food-safety-for-farmers>

UMass Extension: Laboratory Certification Listing – Method EPA 1603 for E.coli testing: <http://public.dep.state.ma.us/Labcert/Labcert.aspx>

UMass Extension: Traceability https://ag.umass.edu/sites/ag.umass.edu/files/pdf-doc-ppt/traceability_for_new_england_growers_0_0.pdf

USDA: Good Agricultural Practices (GAP) and Good Handling Practices (GHP) <https://www.ams.usda.gov/services/auditing/gap-ghp>

UVM Extension: Guide to Using Liquid Sanitizer Washes <https://www.uvm.edu/~susagctr/whatwedo/producesafety/GAPsResources/PSSanitizerLiquidIowaSep15.pdf>

UVM Extension: Farm Worker Hygiene <https://www.uvm.edu/~susagctr/whatwedo/producesafety/GAPsResources/Manual15Hygiene.pdf>

UVM Extension: Field Contamination <http://www.uvm.edu/~susagctr/whatwedo/producesafety/GAPsResources/PSFieldContamination.pdf>

UVM Extension: On-Farm Cleaning <http://www.uvm.edu/~susagctr/whatwedo/producesafety/GAPsResources/Manual18Cleaning.pdf>

Wild Farm Alliance: A Farmer's Guide to Food Safety and Conservation https://d3n8a8pro7vhm.cloudfront.net/wildfarmalliance/pages/131/attachments/original/1447777196/A_Farmer's_Guide_to_Food_Safety_PDF_.pdf?1447777196

Appendix A

Use this template developed by the Produce Safety Alliance to help determine if you are Exempt, Qualified Exempt or Covered under the Produce Safety Rule.

Qualified Exemption Review *Template*

Name and address of farm: _____

Date: _____

Sales receipts or records reflecting **total food** sales over the previous 3 years:

Year 1 (Sales year: _____) \$ _____

Year 2 (Sales year: _____) \$ _____

Year 3 (Sales year: _____) \$ _____

Average total food sales \$ _____

Total food sales to qualified end users (E.g. consumers, grocery stores, and restaurants) within 275 miles or within the same state or Indian reservation

\$ _____

\$ _____	÷ \$ _____	x 100 = _____ %
Sales to qualified end users	Average sales	Percent sales to qualified end users

*Sales receipts must also be retained to support this record.

Reviewed by: _____ Title: _____

Date: _____

FSMA PSR Reference § 112.7(b) Confidential Record

Appendix B

New Entry's Smith Field Cooler SOP, 2017

RESPONSIBILITY

Everyone on the farm that stores harvested produce in the cooler at Smith Field must follow these guidelines. The initial and end of season cleaning and sanitizing is the responsibility of New Entry. The weekly and seasonal cleanings are the responsibility of the incubator farmers. The farm manager is responsible for training any incubator farmers. Incubator farmers are responsible for training any of their workers or volunteers that will also have access to the cooler.

WHEN

- The cooler is to be cleaned and sanitized at the start and end of each growing season.
- The floor of the cooler is to be swept out once a week of any dirt or produce residue.
- The cooler should be cleaned and sanitized anytime during the growing season that warrants it.
- Cooler guidelines must be followed each time produce is stored and removed from the cooler.

MATERIALS

- Broom
- Scrub brushes
- Potable water and Hose
- Buckets
- Soap
- Food Safe Sanitizer
- Cleaning and Recordkeeping Log with permanent marker
- Thermometer

PROCEDURE

- **Initial and end of season cleaning and sanitizing**
 - Remove any remaining boxes and tables from the cooler.
 - Sweep any debris out of the cooler.
 - Clean and then sanitize the ceiling, walls and floor of cooler. See "Cleaning and Sanitizing Produce Contact Surfaces" SOP.

- Discard any old boxes of produce.
 - Clean and sanitize the tables before returning them to the cooler.
 - Post Cleaning and Sanitizing Recordkeeping Log
 - Record date of this cleaning.
 - Install thermometer.
- **Weekly Use of Cooler**
 - All produce must be washed or clean of any soil and placed in clean boxes.
 - Only raw, uncut vegetables may be stored in the cooler. No prepared foods, meats, dairy or other products allowed.
 - Every box must be labeled with the farm's name, what produce it contains, and the date it was harvested.
 - Each farmer will use their assigned table to store produce. No produce boxes are to be placed on the floor.
 - Any unlabeled boxes or spoiled produce will be discarded by the farm manager and a disposal fee will be assessed.
 - Farmers must load and unload quickly and be sure that the cooler door is firmly closed when leaving to avoid letting the cool air out.
 - Farmers should observe the thermometer reading each time they use the cooler. Temperature should not increase above 38F when the cooler door is shut. Report any malfunctions with the cooler's compressor to the farm manager ASAP.
 - Incubator farmers are responsible for sweeping out the cooler each week on a rotating basis.
 - Cleanings will be recorded on the Cleaning and Sanitizing Recordkeeping Log located in the cooler.
 - All produce boxes must be removed from the cooler by November 15th, 2017 unless an extension is approved by the farm manager.
 - **Additional Cleanings and Sterilizing**
 - Incubator farmers must clean and sanitize the wash station any time during the season it is warranted; such as observance of mold growth, the cooler had to be shut off for more than a week, excessively dirty floors, spoiled produce leakage, etc. "See Cleaning and Sanitizing Produce Contact Surfaces" SOP.