Insert Company Name

HARVEST FOOD SAFETY

PREVENTATIVE CONTROLS and CORRECTIVE MEASURES PLAN

<table>
<thead>
<tr>
<th>Created By:</th>
<th>(Name of individual)</th>
<th>Date Issued:</th>
<th>10/12/2011</th>
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</thead>
<tbody>
<tr>
<td>Approved by:</td>
<td>(Management approval if applicable)</td>
<td>Replaces Issue Dated:</td>
<td>DRAFT</td>
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FOOD SAFETY POLICY

It is the policy of (company name) to harvest fruit that is wholesome and safe for consumption as well as that meet all statutory and regulatory requirements. We accomplish this by adhering to our food safety plan and communicating the need for food safety to employees through documented training programs.

(Name of person responsible) is responsible for implementation and review of the Food Safety program. (Include 24-hour contact information for person) If not available, (________) serves as back-up. (Contact info.)

Violation of food safety policies by employees is viewed as a disciplinary issue and will be followed up and documented with retraining and using company disciplinary procedures.

Documents and records of procedures and corrective actions meeting each of the food safety standards identified in the food safety plan will be maintained for a minimum of two years.

________________________
Signature of owner or CEO

________________________
Title

________________________
Date

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HARVESTED CROPS

CONCERN:
The harvest of contaminated fruit can increase the potential of food-borne illness to the consumer.

POLICY:
- Fruit will be handled from tree to bin to truck in a way that no contamination with pathogens should occur.
- To the extent possible, action will be taken to prevent the harvest of fruit that is likely to be contaminated.

PREVENTATIVE OR CORRECTIVE MEASURES:
1. Inspection for and removal of any potential contaminants and physical hazards (fecal matter, glass, metal, or other hazardous items) from the production area will occur during harvesting operations.
   a. Trash removed shall be handled and transported out of the field in a manner that does not pose a hazard of contamination of produce.
   b. Occurrence will be documented on the Notice of Unusual Occurrence and Corrective Action (NUOCA) Log (See Appendix 1).
2. Only sound produce appropriate for the intended use is harvested. Crews will be trained that:
   a. Product that has fallen on the ground shall not be harvested for human consumption.
   b. Product that comes in contact with blood or any bodily fluid must be disposed of.
3. Harvested product is handled in such a manner that it is not likely to become contaminated.
   a. Harvested product is only handled with employees who have washed their hands.
   b. Gloves and sleeve guards will be used during harvest. They must be clean and replaced regularly or if contaminated.
   c. Product is only placed in clean harvesting containers (bins or harvest totes).
   d. Fruit will be removed from the orchard as soon after harvest as possible.
4. Transportation from field to packinghouse will be arranged by __________ (insert name).
   a. Trailers will be clean, functional and free of objectionable odors before loading.
      Equipment used in the process shall be clean and well maintained and of suitable type to avoid contamination. All harvested fruit are delivered in open bins on flat-bed trucks. Truck beds and lift equipment do not contact fruit and therefore documented inspection of trucks is not necessary.
   b. Personnel responsible for the loading and unloading of product shall take steps to minimize the potential of physical damage.

DOCUMENTATION:
1. NUOCA Log
HARVESTING CONTAINERS & EQUIPMENT

CONCERN:
The potential for contamination can increase if harvesting container and equipment procedures are not followed.

POLICY:
- Harvesting containers and equipment must be used properly and stored in a manner to avoid contamination with pathogens.

PREVENTATIVE OR CORRECTIVE MEASURES:

Harvesting Containers
1. Bins and picking bags are the only containers that can come in contact with harvested product. They shall be clean, intact and free of any foreign materials, and shall be visually inspected prior to use.
   a. Documentation of bin cleaning between uses and procedures followed will be kept on file at the packinghouse and made available. (See Appendix 1 if cleaning bins)
2. Bins shall not be used for any other operation other than harvesting (e.g. storage of garbage, water bottles, food items, equipment, etc.), unless clearly marked or labeled for that purpose.
3. Employees shall not stand in or sit on bins.
4. Bins should be stored in clean areas that are free of pests and of trash that may attract animals.
   a. Avoid storing bins under areas where birds may perch.

Harvesting Equipment
1. Gloves, sleeve guards or other protective equipment must be inspected prior to each use for wear and potential contamination. Gloves and sleeve guards used during harvest must be used properly and replaced weekly or when they become contaminated.
2. Picking bags and clippers must be inspected prior to each use and replaced if any sign of potential contamination is present.
3. When not in use, gloves, sleeve guards, and clippers will be stored in picking bags. Equipment should not be placed on the ground or taken into toilet facilities or stored in a manner that may lead to contamination. Picking bags will be stored in a designated location when not in use or may be hung off the ground on ladders during breaks.
4. Equipment will be cleaned routinely at designated frequencies following the Harvesting Equipment Cleaning SOP.

DOCUMENTATION:
1. Bin Cleaning Log
2. NUOCA Log
WORKER HEALTH & HYGIENE and GROVE SANITATION

CONCERN:
The potential for contamination can increase if worker health and hygiene practices and grove sanitation procedures are not followed.

POLICY:
- All harvest workers and visitors must comply with the company’s Worker Health & Hygiene and Grove Sanitation procedures.

PREVENTATIVE OR CORRECTIVE MEASURES:

Training
1. All workers will be trained upon initial hire and will receive updates monthly. All training will be documented on the Worker Training Log (See Appendix 1), including topics covered, date, trainer name and names of those employees in attendance.
2. All workers will be trained on the Personal Health & Hygiene and Grove Sanitation procedures, as well as job responsibilities that impact food safety, see the Worker Food Safety Training Guide (See Appendix 2) for topics covered.

Worker Health and Hygiene
1. Workers having direct contact with fruit are required to wash hands before starting work, after using the toilet, after each break, and at any other time when hands may have become a source of contamination. Hand Sanitizers are not a substitute for hand washing.
2. Toilet facilities will be used by all workers and visitors. Toilet paper must be disposed of in the toilet and not on the floor. Urinating, defecating or spitting is not permitted in any growing areas.
3. Worker and visitors showing signs of illness will be restricted from the production grove. Workers should report to their supervisor immediately if they have the following symptoms, fever, diarrhea, vomiting or symptoms of other infectious diseases.
   a. Incidents will be recorded on the Illness/Injury Reporting Log (See Appendix 1).
4. Workers and visitors with open sores or lesions must effectively cover the wound with a non-permeable covering or they will be restricted from the production grove. Workers must report to their supervisor for treatment if they injure themselves while working. Special attention will be given if an employee is bleeding, since product exposed to blood must be disposed of.
   a. Gloves shall be used to cover bandages on hands.
   b. Incidents will be recorded on the Illness/Injury Reporting Log (See Appendix 1).
   c. First aid kits are readily available and located _________ (identify location.)
5. Workers will report to work in clean clothes and practice good personal hygiene.
   a. Employees with long hair will maintain the hair tied back to avoid possible contact with the produce.
   b. All employees must remove all jewelry, body piercings and other loose objects that might fall into the product or equipment and cause potential contamination.
   c. Hairnets or other hair covering are not necessary for food safety purposes in citrus groves.

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6. Potable drinking water is available to all employees. Documentation of potability will be acquired.

**Grove Sanitation**
1. Structures, equipment and containers used in the grove to contain or contact citrus fruits, excepting those identified in the risk assessment as presenting negligible risk of fruit contamination will be cleaned and where appropriate sanitized.
2. Designated storage areas during breaks or visits to the toilet are provided for protective clothing and tools used by employees so that they are not left on the ground or anywhere that may lead to their contamination or contamination of fruit.
3. Personal service areas will be maintained so as not to be a source of contamination and are located away from produce handling areas. Employees will be informed of the location of designated areas.
   a. Employees’ personal belongings shall be stored in these areas so as not to be a source of product contamination.
   b. Introduction of foods, eating, smoking, chewing gum or tobacco and drinking is confined to personal service areas, except for drinking water which is permitted anywhere. Eating is permitted in harvested areas. Workers are instructed to remove and properly dispose of any trash or remaining food.
4. Fruit that has come in contact with blood must be disposed of. Equipment that has come in contact with blood will be effectively cleaned and sanitized prior to use.
5. Procedures are in place to address spills and leaks (fuel, oil, hydraulic fluid) on production equipment in the field.
6. Light bulbs and glass on harvest equipment in the grove will be protected so as not to contaminate fruit in case of breakage. Glass containers are not allowed inside the grove, unless they are required for production purposes. If glass breaks in the grove the following procedure will be conducted:
   a. Work in the immediate vicinity of the breakage will be stopped and broken glass will be thrown away.
   b. Bins, tools and equipment exposed will be inspected and if necessary cleaned.
   c. Workers will check themselves, including clothing and shoes for glass fragments, nicks, cuts and bleeding.

**DOCUMENTATION:**
1. Worker Training Logs
2. Illness/Injury Reporting Log
3. NUOCA Log
TOILET FACILITIES AND HAND WASHING STATIONS

CONCERN:
The potential for contamination can increase if toilet facilities and hand wash stations are not used by workers or are not sufficiently maintained for use.

POLICY:
- All workers will be instructed to use the toilet facilities and hand washing stations. (See Worker Food Safety Training Guide-Appendix 2.) Signage in English, Spanish or other appropriate language will be posted adjacent to washing stations requiring people to wash their hands after each toilet visit.
- Toilet facilities and hand washing stations must comply with all local, state and federal standards. This includes number of facilities and location relative to employees.
- Toilet facilities and hand washing stations will be self-contained so that wash and rinse water does not flow onto the ground.
- Toilet facilities and hand washing stations will be clean, operational, regularly maintained and located in a manner that minimizes potential for contamination of fruit and are accessible for servicing.

PREVENTATIVE OR CORRECTIVE MEASURES:
Field Placement
1. Toilet facilities and hand washing stations will be placed in personal service areas that minimize risk of contamination to the grove and citrus fruit in case of leaks or spills, but are easily accessible for workers.
   a. There will be a minimum of one facility for each 20 employees.
   b. Facilities will be within a ¼ mile or 5 minute walk of workers.

Cleaning & Servicing
1. Cleaning, servicing (pumping) and stocking of supplies will be the responsibility of (insert responsible company/person).
   a. Toilet facilities and hand washing stations will be serviced at least weekly or more frequently as needed.
   b. The Toilet Facility and Hand Wash Station Log (See Appendix 1) will be kept in the toilet facilities/hand washing station to record servicing and cleaning dates.
2. If possible, toilet facilities and hand washing stations will not be cleaned and/or serviced near the grove.
   a. If they must cleaned and/or serviced near the grove, then appropriate physical barriers or containment practices will be in place in the event of a spill.
3. Facilities will be, at all times, well stocked with toilet paper, liquid soap, single use paper towels, and hand washing water that meets microbial standards for drinking water.
   a. Documentation of source and test results will be on file to show that hand wash water meets microbial standard for drinking water. If a municipal source, the municipal testing will suffice.
DOCUMENTATION:
1. Toilet Facility and HandWash Station Log
2. HandWashWater Source Test Results
3. NUOCA Log
TRACEABILITY

CONCERN:
If product contamination is discovered or in the event of a product recall, product must be clearly and quickly traced back to the origin and traced one step forward to all recipients.

POLICY:
• In the event that product contamination is discovered or of a product recall in the marketplace, all harvest records will be made available to the grower and packer.
• If we are contacted by a regulatory agency such as FDA, California Department of Health Services or a county Department of Health in regards to the safety of harvested fruit, or if we become aware of any factors that might impact safety of fruit we harvested, the grower and the packer having received the fruit will be contacted immediately.

PREVENTATIVE OR CORRECTIVE MEASURES:
1. At harvest, records of harvest dates, harvest crews, quantities harvested, subsequent destination of fruit and transporter will be maintained. Outgoing loads will be identified at a minimum with grower block, harvest date and harvest crew.
2. Records will be maintained using the same source identification (grove/block ID) used by the grower and packer.

DOCUMENTATION:
1. Harvest Records
2. NUOCA Log
SELF AUDITS

PURPOSE:
Self-audits are a useful means to ensure that food safety procedures are being followed and records properly maintained.

POLICY:
• Self-audits will be conducted annually by the individual responsible for food safety.
• All aspects of the operation’s food safety plan will be audited using ____________ (indicate audit checklist used.)

PREVENTATIVE OR CORRECTIVE MEASURES:
1. Corrective measures will be taken to address deficiencies found in the self-audit. These will be recorded on the audit check list.

DOCUMENTATION:
1. Audit Checklist with corrective actions
2. NUOCA Log
STANDARD OPERATING PROCEDURE #7.0

**HARVEST EQUIPMENT CLEANING**

**PURPOSE:**
Procedures should be followed to ensure that equipment is cleaned and sanitized accordingly.

**POLICY:**
Equipment will be cleaned routinely and sanitized (if applicable) at designated frequencies or as needed.
- Picking bags - weekly
- Clippers and Hand Tools - weekly
- Ladders - as needed

**PREVENTATIVE OR CORRECTIVE MEASURES:**
1. Cleaning will be logged on the Harvest Equipment Cleaning Log (See Appendix 1)
2. To clean Picking Bags:
   a. Remove any materials from bag, including excess dirt.
   b. Rinse bag with high pressure microbial potable water and completely dry bag before using.
3. To clean Clippers and Hand Tools:
   a. Sanitize cutting surface of clippers/hand tools by spraying _________________ (insert type of sanitizer used- chlorine recommended) at _______________ concentration (insert concentration-recommend chlorine at 100-200ppm).
   b. To prepare sanitizer mix _______________ (amount) of _______________ (sanitizer) with _______________ (amount) water. Test concentration with sanitizer test strips.
4. To clean Ladders:
   a. Remove excess dirt.
   b. Rinse with high pressure potable water (microbial standards only).

**DOCUMENTATION:**
1. Harvest Equipment Cleaning Log
2. NUOCA Log
APPENDIX 1

SAMPLE LOGS

- Notice of Unusual Occurrence & Corrective Actions (NUOCA) Log
- Worker Training Log
- Illness/Injury Reporting Log
- Toilet Facility and HandWash Station Log
- Harvest Equipment Cleaning Log
- Bin Cleaning Log
- Harvest Crew Pre-Start Inspection Log

LIST OF NEEDED DOCUMENTATION

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>COMPLETION FREQUENCY</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUOCA Log</td>
<td>As Needed</td>
<td>SOP #1.0-7.0</td>
</tr>
<tr>
<td>Bin Cleaning Log (if done by harvester)</td>
<td>After Each Use</td>
<td>SOP #2.0</td>
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<tr>
<td>Worker Training Log</td>
<td>Initial hire and monthly updates</td>
<td>SOP #3.0</td>
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<tr>
<td>Illness/Injury Reporting Log</td>
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<td>SOP #3.0</td>
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<td>Toilet Facility and HandWash Station Log</td>
<td>Weekly</td>
<td>SOP #4.0</td>
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<td>HandWash Water Test Results</td>
<td>Annual</td>
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<td>Self Audits</td>
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<td>SOP #6.0</td>
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<td>Harvest Equipment Cleaning Log</td>
<td>Weekly/As Needed</td>
<td>SOP #7.0</td>
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<td>Harvest Crew Pre-Start Inspection Log</td>
<td>Daily, Before Harvest</td>
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</table>
NUOCA Log
(Notice of Unusual Occurrence and Corrective Action)

Date: _________________  Time of Occurrence or Observation: ________________________

Description of Problem or Occurrence:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Corrective Action:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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______________________________________________________________________________
______________________________________________________________________________

Reported by: ____________________________________________

Supervisor: ____________________________________________
# WORKER TRAINING LOG

Date: _______  Training Duration: _______  Trainer Name: ________________________

Crew ID: ________________  Training Location: ________________________________

Training Topic(s) Covered: ________________________________________________

*Attach any written training materials to this log*

## EMPLOYEES IN ATTENDANCE

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<tr>
<th>Employee Name (please print)</th>
<th>Employee Signature</th>
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If needed, attach an additional sheet with employees in attendance

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# FOOD SAFETY PLAN

## ILLNESS/INJURY REPORTING LOG

<table>
<thead>
<tr>
<th>Date <em>(MM/DD/YYYY)</em></th>
<th>Crew ID</th>
<th>Name of Employee</th>
<th>Injury Sustained/ Illness Reported</th>
<th>Action taken (ice applied, bandaged, sent to hospital, etc.)</th>
<th>Did employee return to work?</th>
<th>Reported By</th>
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**FOOD SAFETY PLAN**

**TOILET FACILITY AND HAND WASH STATION LOG**

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<tr>
<th>Facility/Station Unit #</th>
<th>Date of Cleaning (MM/DD/YYYY)</th>
<th>Cleaned By (name)</th>
<th>Date of Pumping/Servicing (MM/DD/YYYY)</th>
<th>Pumped By (name)</th>
<th>Supplies Stocked*</th>
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* Hand Wash Station Sanitation supplies are single-use paper towels, trash can for paper towels, liquid soap, and potable water for hand washing.

* Toilet Facility Sanitation Supplies are toilet paper.

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If contracted with a sanitation company, service/cleaning receipts will be attached
**HARVEST EQUIPMENT CLEANING LOG**

*Please see the Harvest Equipment Cleaning SOP for harvest equipment cleaning procedures*

<table>
<thead>
<tr>
<th>Date (MM/DD/YYYY)</th>
<th>Equipment</th>
<th>Cleaned</th>
<th>Sanitized</th>
<th>Sanitizer Used</th>
<th>Sanitizer ppm (if used)</th>
<th>Completed By</th>
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**BIN CLEANING LOG**

**PROCEDURES**

1. Remove debris (fruit, rots, leaves) left in bin and dispose of in proper trash container.
2. Clean bin inside and out using ____________ (insert cleaner name) and microbial potable water. Thoroughly wet all bin surfaces and scrub with ____________ (insert tool) to remove all visible dirt and debris.
3. Sanitize bin spraying ____________ (insert type of sanitizer used - chlorine recommended) at ____________ concentration (insert concentration-recommend chlorine at 100-200ppm).
   a. To prepare sanitizer mix ____________ (amount) of ____________ (sanitizer) with ________ ____________ (amount) water. Test strength with sanitizer test strips.

<table>
<thead>
<tr>
<th>Date (MM/DD/YYYY)</th>
<th># of Bins</th>
<th>Cleaned</th>
<th>Sanitized</th>
<th>Sanitizer ppm</th>
<th>Completed By</th>
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# FOOD SAFETY PLAN

## HARVEST CREW PRE-START INSPECTION LOG

Name of Supervisor: ___________________________  
Crew ID: ___________________________  
Week Start Date: ___________________________

<table>
<thead>
<tr>
<th>Name or ID of Grove Harvested</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Harvesting area is free of any evidence of contamination or animal intrusion.</td>
<td>□ Yes</td>
<td>□ Yes</td>
<td>□ Yes</td>
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<td>2. Toilet and hand washing facilities are clean, have necessary supplies and are placed outside of the production area</td>
<td>□ Yes</td>
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<td>3. Employees are trained and following food safety policies and procedures (hand washing, eating, using restroom, etc.)</td>
<td>□ Yes</td>
<td>□ Yes</td>
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<td>4. Employees are healthy and have any cuts, sores or open wounds covered appropriately.</td>
<td>□ Yes</td>
<td>□ Yes</td>
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<td>5. Employees are inspecting bins for cleanliness before filling.</td>
<td>□ Yes</td>
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<td>6. Harvesting equipment is clean and handled properly.</td>
<td>□ Yes</td>
<td>□ Yes</td>
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**Inspection Completed By**

If any question is marked No, complete and document corrective actions below

## CORRECTIVE ACTIONS (IF NEEDED BASED ON INSPECTION)

<table>
<thead>
<tr>
<th>Observation (include date)</th>
<th>Corrective Action Taken</th>
<th>Date Completed</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
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WORKER FOOD SAFETY TRAINING GUIDE

FOOD SAFETY POLICY
It is the policy of (company name) to harvest produce that is wholesome and safe for consumption as well as that meet all statutory and regulatory requirements. We accomplish this by adhering to our food safety plan and communicating the need for food safety to employees through documented training programs.
Violation of food safety policies by employees is viewed as a disciplinary issue. (State your disciplinary procedure to be followed.)

EMPLOYEE HYGIENE
1) All persons handling produce, food-contact surfaces, and packaging materials shall comply with health and hygiene practices while on duty to the extent necessary to protect the product against contamination.
2) All employees shall wash hands thoroughly in an adequate hand washing facility to protect against undesirable microorganisms. Hands must be washed prior to starting work, after using the toilet, and after each break and any other time hands may have become a source of contamination.
   a. Wash hands properly from elbow to hand, interior, palm, and back of the hand and in between fingers.
   b. Use clean and fresh potable water to wash hands.
   c. Use liquid soap and scrub hands. Rinse soap from hands.
   d. Dry with single-use disposable towels; throw towels in garbage after use.
   e. Hand sanitizer may not be used as a substitute for hand washing.
3) Any employee who shows signs/symptoms of an infectious illness (nausea, vomiting, diarrhea, fever, etc.) will be restricted from the production grove. Employees must report to their supervisor for treatment if they become ill while working.
4) Any employee with open sores or lesions must effectively cover the wound with a non-permeable covering or they will be restricted from the production grove. Employees must report to their supervisor for treatment if they injure themselves while working.
   a. Gloves shall be used to cover bandages on hands.
   b. First aid kits are stored (identify location).
5) All employees shall wear outer garments suitable to the operation in a manner that protects against the contamination of food, employees must:
   a. Avoid loose and dirty clothing that might come into contact with the produce while performing the job duties.
   b. All employees must remove all jewelry, body piercings and other loose objects that might fall into the product or equipment and cause potential contamination.
   c. Employees with long hair will maintain the hair tied back to avoid possible contact with the produce.
6) Potable drinking water is available to all employees.

SANITARY PRACTICES
1) Adequate and properly stocked toilet and hand washing facilities must be provided for employees at all times during work hours.
   a. Toilet and hand washing facilities shall be located within reasonable proximity (1/4 of a mile or 5 minute walk) and accessible to all field workers handling the grower’s product.
b. Sanitary facilities will be equipped with clean and fresh potable water, antibacterial soap, toilet paper, and single-use towels.

2) Employees must use the toilet facilities provided by the company. NEVER urinate or defecate anywhere except in toilet facilities. Used toilet paper must be disposed of in the toilet. DO NOT dispose of toilet paper in the trash can or on the floor.

**Grove Sanitation**

1) Any structures, equipment and containers used in the grove to contain or contact citrus fruits will be cleaned and where appropriate sanitized.
   a. Additionally, any equipment that comes in contact with blood or other bodily fluid must be cleaned and sanitized.

2) Personal service areas are located away from produce handling areas and are designated for personal belongings and food. Eating, smoking, chewing gum or tobacco and drinking are confined to these areas, except for drinking water which is permitted anywhere. Eating is permitted in harvested areas, but any trash or remaining food is to be disposed of in trash receptacles provided or removed from the grove.

3) Procedures are in place to address spills and leaks (fuel, oil, hydraulic fluid) on production equipment in the field.

4) Glass containers are not allowed inside the grove, unless they are required for production purposes. Light bulbs and glass on production equipment in the grove will be protected so as not to contaminate fruit in case of breakage. If glass breaks in the grove the following procedure will be conducted:
   a. Work in the immediate vicinity of the breakage will be stopped and broken glass will be thrown away.
   b. Bins, tools and equipment exposed will be inspected and if necessary cleaned.
   c. Workers will check themselves, including clothing and shoes for glass fragments, nicks, cuts and bleeding.

5) Domestic animals, such as dogs, cats, etc., are not allowed in the growing area.

6) For safety reasons, children should not be present in growing fields during labor activities.

**Harvesting Practices**

1) Nothing but fruit shall be placed inside bins. They shall be clean, intact and free of any foreign materials, and shall be visually inspected prior to use. Never stand in or sit on bins. Do not place personal items, lunches, water bottles or glass objects inside bins. Never place fruit into a bin that shows signs of contamination, notify your supervisor.

2) Gloves, sleeve guards or other protective personal equipment must be inspected prior to each use for wear and potential contamination. Gloves are replaced weekly or when they become contaminated or worn.

3) Picking sacks, clippers and ladders must be inspected prior to each use and replaced or cleaned if any sign of potential contamination is present.

4) When not in use, gloves, sleeve guards, and clippers will be stored in picking sacks on ladders. Equipment should not be placed on the ground or taken into toilet facilities or stored in a manner that may lead to contamination.
   a. Equipment will be cleaned routinely.

5) Inspection for and removal of any potential contaminants and hazards from the production area will occur during harvesting.
   a. Potential contaminants include fecal matter, glass, metal, or other hazardous items.
   b. Trash removed shall be handled and transported out of the field in a manner that does not pose a hazard of contamination of produce.

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6) Only produce appropriate for the intended use can be harvested.
   a. Product that falls to the ground shall not be harvested for human consumption.
   b. Product that comes in contact with blood or any bodily fluid must be disposed of.
7) Harvested product is to be handled in a manner such that it is not likely to become contaminated.
   a. Harvested product can only be handled by employees who have washed their hands.
   b. Gloves must be clean and replaced if contaminated or when worn.
   c. Product is only placed in clean harvesting bins.
   d. Employees shall not stand in or sit on bins.
   e. Fruit will be removed from the orchard as soon after harvest as possible.

**Food Security**

1) Inform your supervisor if you see any suspicious activity while working. Suspicious activity can include, unknown persons taking interest in the grove, unusual behavior by other workers, missing chemicals, unusual changes in appearance of crop, etc.
REFERENCES

US Food & Drug Administration *Guide to Minimize Microbial Food Safety Hazards for Fresh Fruit and Vegetables*

http://www.foodsafety.gov/~dms/prodguid.html

UC Davis GAPs Website

http://ucgaps.ucdavis.edu

UC Davis Food Safety Website

http://ucfoodsafety.ucdavis.edu

Cornell University Good Agricultural Practices Program

http://www.gaps.cornell.edu/index.html

PennState – On Farm Food Safety

http://foodsafety.psu.edu/gaps/

US Food & Drug Administration

http://vm.cfsan.fda.gov/list.html


http://www.ciwmb.ca.gov/regulations/Title14/ch31.htm

National Primary Drinking Water Regulations - Title 40 Chapter 1 Part 141

http://www.access.gpo.gov/nara/cfr/waisidx_02/40cfr141_02.html