

Henderson Farm Food Safety Plan



Sean W. Henderson and Wesley L. Kline
Rutgers Cooperative Extension
291 Morton Ave.
Millville, NJ 08332

Updated October 2018

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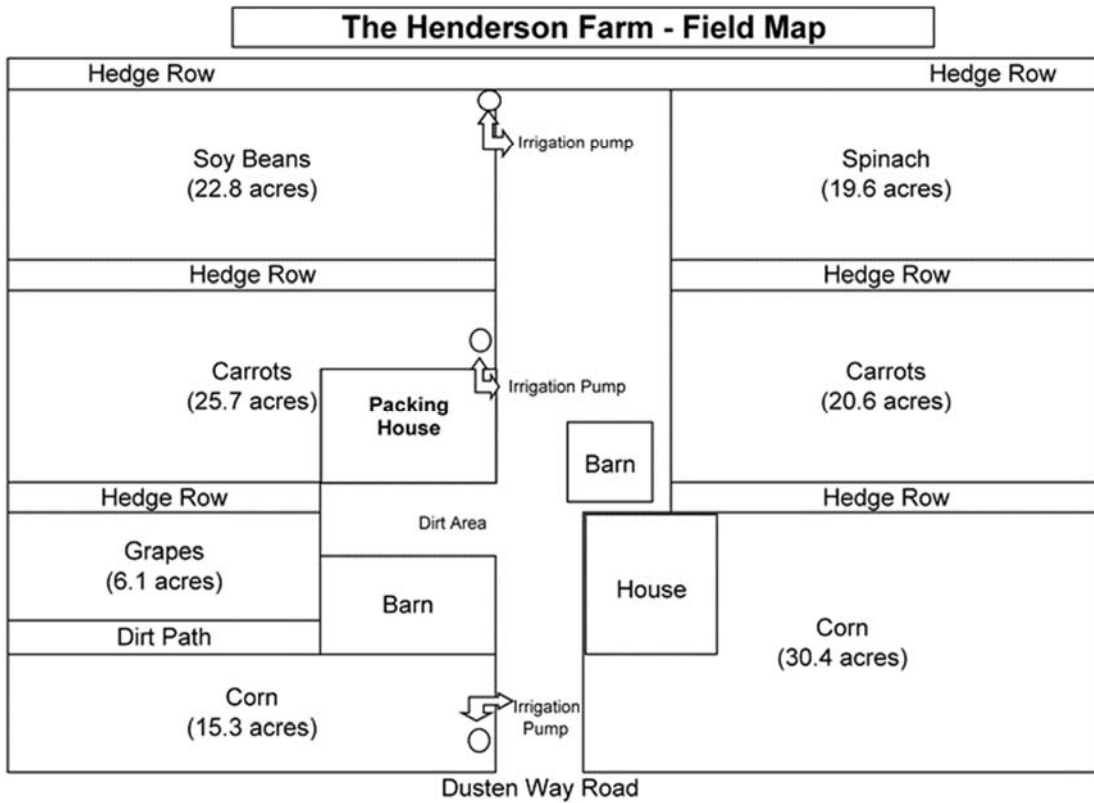
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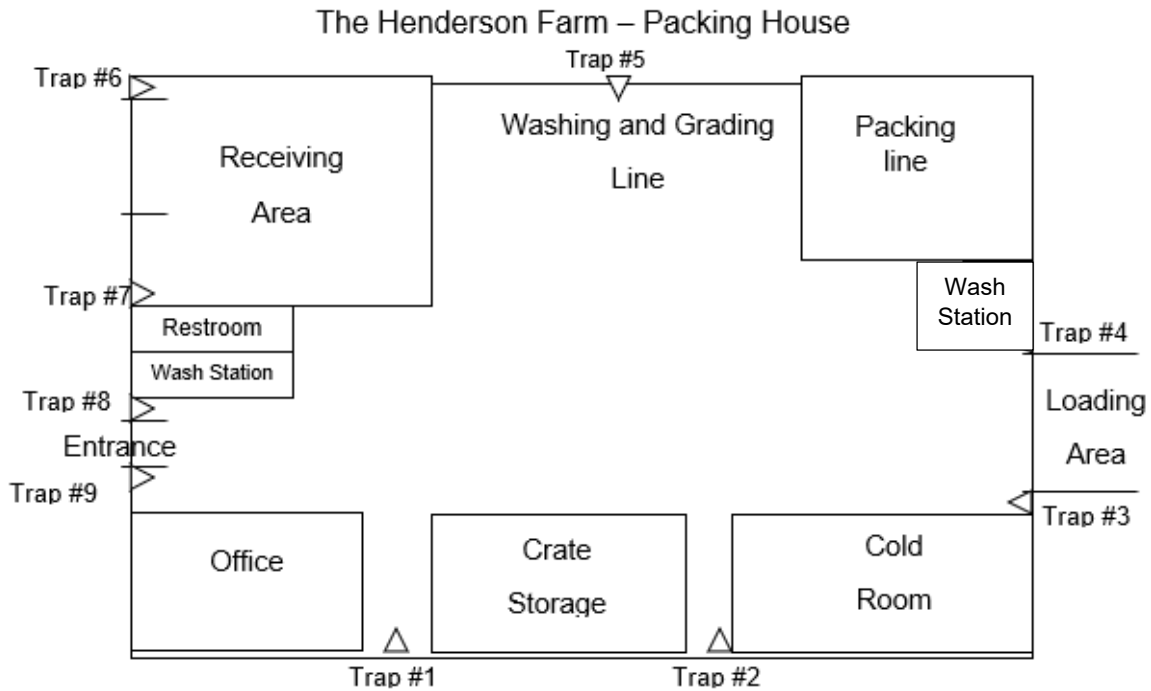
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Mission Statement

The most important mission of the Henderson Farm is food safety. Both management and employees are committed to producing and marketing safe product through good agricultural and handling practices that focus on principles of food safety and quality.

These safe practices include making sure there is no immediate safety risk in areas where produce is grown, processed and packed and there is no immediate risk of contamination of the product.





Key:  = Rodent Traps

General Questions

P-1, P-2 The Henderson Farm has designated John Q. Farmer as the supervisor to oversee and implement our food safety program. In case John Q. Farmer (609) 555-1212 is not available, Bill H. Farmer (609) 555-1313 will serve as the backup. The farm is located at 239 Window Road in Charles, NJ 08663. Farm phone (555) 555-1212.

G-1 All crops grown on the farm will be part of the audit and are packed in one packinghouse. We do not pack any other grower's produce. We have a written traceability program, which includes field mapping and produce labeling. The Henderson Farm utilizes an efficient tracking system to track shipments from the farm. Each box is coded with the harvesting crew identification, specific field, harvest and packing dates and shipping address. The coded label is put on each container plus our farm name and address is on every container. The coding system is available for review.

- G-2 We review recall procedures and conduct a mock recall every six months. During this mock recall, we document all communications and request the other parties provide verification on company letterhead of product location. A copy of these communications is available for review.
- G-3 Potable water is always available to all employees in the packinghouse or through portable water stations located in the harvest fields. Water test results are attached.
- G-4 All employees and visitors are trained and instructed on how to practice proper hygiene. The training log is attached.
- G-5 In order to make sure our employees receive adequate training, we provide one-on-one instructions and demonstrations on proper procedures.
- G-6 We post signs in English and Spanish at all hand wash stations to encourage our employees and visitors to wash their hands. We make sure these signs are visible to everyone. A visitor sign is posted at the main door explaining visitors' responsibilities.
- G-7 Employees handling produce are trained to wash their hands before beginning and when returning to work or when their hands may become dirty.
- G-8 Signs in English and Spanish are posted in the break area that states hands must be washed before beginning or returning to work.
- G-9 Our restrooms are cleaned and maintained on a regular basis (at least weekly) and supplied with toilet paper, single use paper towels, soap and potable water for handwashing. There is a receptacle for waste water and lidded trash can for disposal of paper towels.
- G-10 The field sanitation units are serviced by the contracted company and we have a weekly cleaning contract from Company XYZ. Our field supervisor inspects the units placed near the field harvest area every morning before the workers begin. A record of maintenance is kept updated in the unit.
- G-11 Designated smoking and eating areas are separate from production and packing areas.
- G-12 Workers that have diarrheal disease, along with other infectious diseases, are not allowed to work directly with fresh produce, but may be provided with other

jobs if appropriate. Supervisors are trained to recognize potential employee illnesses.

- G-13 When blood or bodily fluid comes in contact with produce, the product is immediately removed from the area in sealed plastic bags and destroyed. All surfaces that came in contact with the contaminated produce are cleaned and sanitized with a chlorine solution before using those surfaces for produce.

- G-14 Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries. A first aid kit is located in the packinghouse and in each field truck. Workers are required to report any injury to their supervisor who will determine if the employee can continue to work. Any cut or abrasion on hands are cleaned, bandaged and covered with a single use glove of a distinct color.

- G-15 Persons applying pesticides and any post-harvest materials are licensed and a copy of the license is on file.



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CERTIFICATE OF ANALYSIS

NJ11005-NY12046

Project Name: Harvest Water	Workorder: N065281
------------------------------------	---------------------------

Meredith Melendez
 Rutgers NJAES Cooperative Extension
 930 Spruce Street
 Trenton, NJ 08648

Project Name and Number: **Harvest Water**

July 13, 2018

Dear Meredith Melendez,

This report relates only to the sample(s) as received by the laboratory. Laboratory reports may not be reproduced, except in full, without the written approval of the laboratory.

The issuance of the final Certificate of Analysis takes precedence over any previous Preliminary Report. Caution is advised for the utilization of preliminary data included in reports labeled as "Preliminary Report" and should not be used for regulatory purposes. A laboratory signature is provided on final reports only.

If you have any questions in reference to this laboratory report, please contact your NJAL project coordinator or laboratory manager listed at the bottom of this report at (609) 737-3477.

Note: This cover page is included as part of the Analytical Report and must be retained as a permanent record thereof.

Laboratory Manager

New Jersey Analytical Laboratories

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Robert Hulit For Susan McGrady, Quality Assurance Officer



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NARRATIVE

Lab Work Order # N065281
Rutgers NJAES Cooperative Extension 7/9/18

NJAL received the samples associated with this Chain of Custody in compliance with NJDEP guidelines.

The requested analysis methods and results are detailed in the following data summary report.

Sample collection was performed by the individual indicated on the chain of custody.

Any exception to method procedures are listed in the comments section below,
or See Data Flags, Notes & Definitions.

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Lab ID: N065281-01

Matrix: Wastewater

Date Collected: 07/09/18 08:50

Sample ID: FP 1

Date Received: 07/09/18 11:03

Microbiological Parameters

<u>Analyte</u>	<u>Results</u>	<u>Flag</u>	<u>Units</u>	<u>MDL</u>	<u>RDL</u>	<u>Method</u>	<u>Analyzed</u>	<u>Prepared</u>	<u>Dilution</u>
E. Coli	ND	U	Colonies/100m		1	EPA 1603	07/09/18 15:00	07/09/18	1

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Lab ID: N065281-01

Matrix: Wastewater

Date Collected: 07/09/18 08:50

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E. Coli	ND	U	Colonies/100m		1	EPA 1603	07/09/18 15:00	07/09/18	1

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Lab ID: N065281-01

Matrix: Wastewater

Date Collected: 07/09/18 08:50

Sample ID: FP 1

Date Received: 07/09/18 11:03

Microbiological Parameters

<u>Analyte</u>	<u>Results</u>	<u>Flag</u>	<u>Units</u>	<u>MDL</u>	<u>RDL</u>	<u>Method</u>	<u>Analyzed</u>	<u>Prepared</u>	<u>Dilution</u>
E. Coli	ND	U	Colonies/100m		1	EPA 1603	07/09/18 15:00	07/09/18	1

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Lab ID: N065281-02

Matrix: Wastewater

Date Collected: 07/09/18 08:50

Sample ID: FP 2

Date Received: 07/09/18 11:03

Microbiological Parameters

<u>Analyte</u>	<u>Results</u>	<u>Flag</u>	<u>Units</u>	<u>MDL</u>	<u>RDL</u>	<u>Method</u>	<u>Analyzed</u>	<u>Prepared</u>	<u>Dilution</u>
E. Coli	1	CFW1	Colonies/100m		1	EPA 1603	07/09/18 15:00	07/09/18	1

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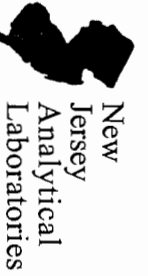


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Notes and Definitions

U	Compound not detected
D	Sample required dilution due to elevated concentration above calibration range or matrix interference. Reporting limit elevated.
CFWO1	Confluent growth without E. Coli
CFW1	Confluent growth with E. Coli
DET	Analyte DETECTED
ND	Analyte NOT DETECTED at or above the Reporting Detection Limit (RDL)
NR	Not Reported
dry	Sample results reported on a dry weight basis
RPD	Relative Percent Difference
<	Less than reporting limit
≤	Less than or equal to reporting limit
>	Greater than reporting limit
≥	Greater than or equal to reporting limit
MDL	Method Detection Limit
RDL	Reporting Detection Limit
MCL/AL	Maximum Contaminant Level/Action Level
mg/kg wet	Results reported as wet weight
TTL	Total Threshold Limit Concentration
STLC	Soluble Threshold Limit Concentration
TCLP	Toxicity Characteristic Leachate Procedure

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New Jersey Analytical Laboratories

Chain Of Custody Commercial

652281-5

melander2@njacs.rutgers.edu

Client Information
 Client Name & Address: Meredith Melander
 Rte of Mercer County
 930 Spence St Trenton 08648

Phone: 609 989 6530
 Fax:

Notes

Sampled by: Print/Sign ~~Melander~~ M. Melander

Rutgers NJAES Cooperative Ext
 Freshwater

Notes
 previous
 water order
 NQ 54678

Lab ID No.	Sample ID/Location	Date Sampled	Time Sampled	Total No. Containers	Bottle Volume	Matrix	HCl	Sterile	H2SO4	HNO3	Unpreserved	Other	EPA 1603	E. coli	Analysis
A	FP1	7/19	8:50	1	100ml								0	0	
A	FP2			1									0	0	
A	FP3			1									0	0	
A	FP4			1									0	0	
A	FP5			1									0	0	

Relinquished by Sampler
 1 M. Melander
 Relinquished by: M. Melander

Relinquished by:
 1 Date: 7/18 Time: 11:03 Received by: 1
 2 Date: Time: Received by: 2
 3 Date: Time: Received by: 3

New Jersey Analytical Laboratories, LLC
 380 Scotch Road, Suite 1B, Bldg 2 Tel: 609-737-3477
 Ewing, New Jersey 08628 Fax: 609-737-3052

Temp 19.65
 Received for Laboratory by: [Signature] 7/19/18 1103



Employee Food Safety Education and Training Log

Date of Training: _____ Topic: _____

Facilitator: _____

Materials Used and/or handouts (If applicable): _____

	Employee's Name (Please print)	Job	Employee's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Sheet Reviewed by: _____ on _____
(Management) (Date)



Restroom & Toilet Facility Maintenance Log

Location: _____

Date	Toilet & Hand Washing Facilities		Soap		Single-use Paper Towels		Toilet Paper		Trash Can		Potable Water		Employee's Initials
	Checked	Cleaned	Checked	Filled	Checked	Filled	Checked	Filled	Checked	Emptied	Checked	Filled	

Sheet Reviewed by: _____ on _____
(Management) (Date)

Note: Use a different sheet for each facility



HEALTH AND SAFETY NOTICE

VISITORS MUST BE AWARE OF THE
FOLLOWING POINTS

- **Toilet facilities are available for your use. Please request locations.**
- **Please follow all good hygiene/sanitation practices.**
- **Do not touch produce without washing your hands.**
- **When walking around please be aware of forklift trucks operating.**
- **Slippery surfaces are a hazard and care should be taken while walking around the site.**
- **Watch out for trip hazards i.e. crates, and undulations in surfaces and edges of concrete surfaces.**
- **Head injuries: watch out for low pieces of tunnel/glass structures.**
- **After the visit make sure hands are thoroughly washed before eating meals.**



Mock Traceback Log

Name of Operation: _____

Date: _____

Conducted By: _____

Lot: _____

Product(s) traced: _____

Please see the food safety plan for overall traceback procedures.

Step Backward					Step Forward		
Field No.	Harvest Date	Packing Date	Shipping Date	Amount of Product/Lot Code	Customer(s) Contacted	Product remaining at customer/Lot Codes	Disposition of product which could not be recalled

Sheet Reviewed by: _____

Title: _____

Date: _____

November 2018

Part 1: Farm Review

- 1.1 The Henderson Farm uses pond water as the main irrigation source. In the spring we inspect the entire water system making necessary repairs and documenting actions taken.
- 1.2 We irrigate our crops with sprinkler systems.
- 1.3, 1.4 Water testing is completed three times every growing season (when the pump is first turned on, at mid-season, and two weeks before harvest) to ensure that the water used is safe for irrigation, spraying and fertigation use. Water test results are available for review.
- 1.5 In the event of contamination from runoff from a pasture or wash water occurs a berm is built along the edges of the field.
- 1.6, 1.7 The septic system is not located near a production area and is inspected yearly for possible issues.
- 1.8, 1.9 Our crops are not located near any dairy, livestock or fowl production facilities. This eliminates the threat of potential contamination from manure and other contamination sources.
- 1.10 In addition, we do not store or apply manure, municipal biosolids or any other biological soil amendments on our farm.
- 1.11 We make sure our water is safe from potential outside contamination by fencing the pond to exclude animals.
- 1.12 We monitor for animals throughout the growing season and increase our monitoring two weeks prior to harvest. If evidence is found, a decision is made concerning our harvest procedures. Monitoring logs are available for review.
- 1.13 We have put up electric wire around our field to keep our pets and other animals, including deer, from entering the field. We allow hunting during the season and obtain a predation permit off-season.

Note: In the audit there are three options related to manure. Select the example that applies to your operation.

Manure and Municipal Biosolids

Option A: Raw Manure

- 1-14 Our first choice is to apply manure to field crops in rotation. Records are maintained for application and planting dates for crops by field. Logs are kept.
- 1-15 Raw manure is only applied to crops that will not be harvested for at least 120 days after planting. Manure application dates are recorded by field and logs are available for review.
- 1-16 Should we decide to compost our manure, the temperature is monitored to ensure it reaches 131°F for at least three days and the pile is allowed to age prior to application. The temperature is recorded and logs are available for review.
- 1-17 Steps are taken to keep the treated/composted manure from coming in contact with any raw manure. We do this by using separate areas, tools and transportation vehicles for each and building berms to prevent contamination from potential runoff from the raw manure.

Option B: Composted Manure

- 1-18 Only composted manure is applied for soil amendments. Records of application times and compost records are available for review.
- 1-19 The compost temperature is monitored to ensure it reaches 131°F for at least three days and the pile is allowed to age prior to application. The temperature is recorded and logs are available for review.
- 1-20 Steps are taken to keep the treated/composted manure from coming in contact with any raw manure. We do this by using separate areas, tools and transportation vehicles for each and building berms to prevent contamination from potential runoff from the raw manure.
- 1-21 If purchasing compost, analysis reports are requested from supplier and are kept on file.

Option C: No Manure/Biosolids Used

- 1-22 We do not use any manure or biosolids on the farm.
- 1-23 All previous history of our land shows that there was never any imminent risk of contamination.
- 1-24 The land initially was an open meadow and over the past 10 years has been used for corn, carrot and soybean production. If there had been potential contamination, a microbiological and heavy metal soil test would have been performed.
- 1-25 Occasionally we have flooding in some of the lower fields, but we are proactive in testing for potential contamination of our produce by conducting a microbiological and heavy metal soil test. If contamination was present, we would destroy that portion of our crop.
- 1-26 Each of our fields is numbered to ensure traceability of our products. In the event of a recall for our produce, we know exactly what, when and where our produce originated. See attached map for details.

COMPOST 'TOTALS' ANALYSIS REPORT

				Sample 1	GUIDE
				Windrow 130	Typical
				n/g	Compost
				Qld Organics	Nutrients
	Nutrient	Units		C9095/1	(average)
Macronutrients	Nitrogen	N	%	4.24	2.0
	Phosphorus	P	%	2.69	0.5
	Potassium	K	%	2.63	0.8
	Sulphur	S	%	0.85	<0.5
	Carbon	C	%	35.6	>30
	Calcium	Ca	%	3.86	3.0
	Magnesium	Mg	%	1.01	0.5
	Sodium	Na	%	0.79	<0.2
Micronutrients	Copper	Cu	mg/kg	197	60
	Zinc	Zn	mg/kg	768	180
	Manganese	Mn	mg/kg	696	300
	Iron	Fe	mg/kg	1,590	12,000
	Boron	B	mg/kg	40	40
	Molybdenum	Mo	mg/kg	18.0	1.1
	Cobalt	Co	mg/kg	2	11.2
	Silicon	Si	mg/kg	1,196	1,200
Calculations	Nitrogen : Sulphur Ratio		units	5.0	<4
	Nitrogen : Phosphorus Ratio		units	1.6	4
	Nitrogen : Potassium Ratio		units	1.6	2
	Carbon : Nitrogen Ratio		units	8.4	<15
	Organic Matter		%	26.5	>50
	pH (1:5 water)		na	7.2	5.0 - 7.5
	Electrical Conductivity (1:5 water)		dS/m	13.7	No limit
	Moisture ^{see note 6}		%	28.4	> 25
	Chloride ^{see note 7}	Cl	%	0.8	No limit
Heavy Metals	Aluminium	Al	mg/kg	733	<5000
	Selenium	Se	mg/kg	1.6	2
	Cadmium	Cd	mg/kg	<0.5	<10
	Lead	Pb	mg/kg	<1	<100
	Arsenic	As	mg/kg	3	<50
	Chromium	Cr	mg/kg	6	<100
	Nickel	Ni	mg/kg	9	<50
	Mercury	Hg	mg/kg	<0.1	<5
	Silver	Ag	mg/kg	<1	<5
Pathogens	Ecoli		cfu/g	Nil	..
	Salmonella		cfu/g	Nil detected	..
	Listeria		cfu/g	Nil detected	..
	Total Aerobic Count		cfu/g	21,500,000	..

Notes:

- All analysis is dry weight - Samples dried at 40°C for 24hours prior to fine grinding
- Samples digested on a hotblock digester using Aqua Regia acid and read on the ICP-MS
- Carbon/ Nitrogen/ Sulfur measured using a LECO CNS2000 Analyser
- mg/Kg = ppm; 1% = 10,000ppm
- By Calculation:- Crude Protein = %N x 6.25
- Moisture based on sample dried at 105°C
- Nitrate/Ammonium/Chloride measured on a water extract.
- Organic Matter is %C x 1.75





Animal Monitoring Log

Date Checked	Time	Field	Status	Corrective Action Needed	Employee's Initials

Sheet Reviewed by: _____ on _____
(Management) (Date)

Part 2: Field Harvest and Field Packing Activities

- 2-1 An assessment is made the day before starting to harvest to ensure everything is in place to reduce the chance for product contamination (see log). If a field is harvested over several days, each morning the assessment is repeated.
- 2-2,2-3 Our farm makes sure all employees in the field take the necessary precautions to avoid contamination of the produce. the number, condition and placement of field sanitation units comply with OSHA and WPS safety requirements. The units are located within a ¼ mile walk or 5-minute drive.
- 2-4 These field sanitation units are always located in a safe area, out of the field being harvested, that poses no potential risk for contamination and are directly accessible for servicing.
- 2-5 If there is a spill or leak, a soil berm is constructed around the unit and the service company is immediately contacted. A1 Portable Toilet Company, (609) 555-1212.
- 2-6 All products are harvested by hand. All equipment and harvesting containers are kept clean and are sanitized before use in the spring. During the production season, containers are checked and cleaned/sanitized as needed.
- 2-7 Hand-harvesting knives are kept clean and sanitized daily with a chlorine solution. Hand-harvesting knives are cleaned as necessary during use, and are collected at the end of the day, cleaned/sanitized and stored in a designated area in the main barn.
- 2-8 If harvest containers are broken, they are discarded. Damaged pallets are repaired prior to use.
- 2-9 We inspect all equipment and harvesting machinery prior to use and make repairs as needed.
- 2-10 All light bulbs and glass on the harvesting equipment are protected to ensure that contamination of the fields does not occur.
- 2-11 If glass does break, the contaminated area will not be harvested and any produce that had been harvested from that area will be placed in plastic bags and removed from the field. A five-foot buffer to not harvest will be established around the area.

- 2-12 If products such as chemicals, petroleum, pesticides, or foreign objects contaminate our produce, the affected area is flagged, and a five-foot buffer is not harvested.
- 2-13 All produce is harvested by hand.
- 2-14 Harvest baskets and totes are used only for picking and are stored in a designated area in our main barn. Containers used for activities besides harvesting are labeled not for harvest.
- 2-15 No water is applied to harvested product in the field.
- 2-16 Harvest containers and product have excess dirt removed from them. Picking containers are not set on the ground. A separate marked container is placed beneath the harvest baskets to prevent the harvest container from coming into contact with the soil.
- 2-17 The wagons and trailers used at the Henderson Farm are kept clean from dirt and debris before the loading process. They are cleaned off after each load.
- 2-18 Once picked, our products moved from the field are always covered by tarps. In addition, we unload our trailers under a roof overhang.
- 2-19 When we pack produce in the field, we are sure to use only new or sanitized containers.
- 2-20 We keep these containers on the truck, on clean pallets and covered with tarps to prevent contamination from soil, bird droppings or other animal fecal matter.
- 2-21 For the harvest of each field, we print out a “trip ticket” listing the date, field number and number of units packed, and this is kept with the harvested produce. This way we can clearly identify any produce in question in the event of a recall.



Knife Cleaning Log

Date	Number Cleaned	Disinfected	Comments	Initials

Sheet Reviewed by: _____ on _____
(Management Signature) (Date)



Pre-Harvest Assessment Log

Questions	YES	NO	N/A	Corrective Action	Initials
Are Toilet and wash facilities properly located?					
Is potable water available for workers?					
Are harvest containers available, clean, well located and protected?					
Is harvest equipment available and in good condition?					
Are disinfection containers for knives available?					
Is there evidence of unauthorized entry in the crop area and if so, has it been investigated?					
Is there evidence of domestic or wild animal crop damage?					
Is there evidence of physical contamination in the crop area?					
Are fuel and chemicals which might contaminate crop areas isolated?					
If areas are contaminated are they isolated for “no-harvest”?					
Are there any other notable sources of biological or physical contamination such as dump sites, manure, burning debris, water that may affect food safety?					
Is transportation equipment clean and available?					

Sheet Reviewed by: _____ **on** _____
(Management Signature) (Date)



Field Harvesting Equipment and Transportation Sanitization

Date	Equipment Type	Checked	Cleaned	Sanitized	Sanitizer Used Agent/Rate	Employee's Initials

Sheet Reviewed by: _____ on _____
(Management) (Date)

Sample record keeping sheet. Modify to fit your operation.



Harvesting Container Sanitization Log

Date	Number of Containers	Containers				Pallets				Employee's Initials
		Checked	Cleaned	Sanitized	Sanitizer Used Agent/Rate	Checked	Repaired	Sanitized	Sanitizer Used Agent/Rate	

Sheet Reviewed by: _____ on _____
Management Signature Date

Part 3: House Packing Facility

- 3-1 The Henderson Farm would like to emphasize that we transport the product covered and in a safe manner.
- 3-2 Once the product arrives, it is properly stored in the packinghouse. If the product will be packed several hours or days later, we make sure the product is stored in a refrigerated cooler for the produce that requires refrigeration. Our food safety supervisor regularly monitors and logs the temperature and makes sure that the condensation pipes are functioning properly so that the condensate is going outdoors and not contaminating the produce. For the produce that does not require refrigeration, the produce is kept under a covered area and protected from pests.
- 3-3 On the washing and packing lines, well water used for all processes is potable and tested annually as demonstrated by water tests which are available for review.
- 3-4 The temperature of this water is monitored in the dump tank hourly and we use the temperature recommended for each type of produce. Logs are available for review.
- 3-5 Processing water is treated to reduce risk of contamination.
- 3-6 We clean and sanitize all food contact surfaces prior to grading and packing. At the end of the day, all packing areas are thoroughly cleaned and sanitized. This includes washing, grading, sorting and packing lines and logs are available for review.
- 3-7 Chlorine is used to treat water as per label instructions and the pH and concentration is checked hourly. Logs are available for review.
- 3-8 We clean and sanitize all water contact surfaces prior to grading and packing. At the end of the day, all packing areas are thoroughly cleaned and sanitized. This includes washing, grading, sorting and packing lines and logs are available for review.
- 3-9 To ensure worker and food safety, all our motors are equipped with shields and only food-grade lubricants are used. All facility fixtures, including, but not limited to, pipes, lights, ceiling and storage areas, are regularly inspected and maintained to keep our product flow zone free of potentially harmful contamination. Logs are available for review.

- 3-10 Ice is used during packing, but we do not manufacture it. A copy of the manufacturing and storage procedures used for ice and their water report results are obtained annually from the manufacturer and are on file.
- 3-11 All ice is transported to the packinghouse in a closed truck in plastic bins.
- 3-12 As mentioned in previous sections, our employees are trained and educated on worker hygiene. This includes break areas away from packing areas, followed by proper handwashing.
- 3-13 We have a written policy that all employees and visitors must wear head coverings (hairnets, ball caps or beard nets) while working on the packing line.
- 3-14 Jewelry is not allowed except for watches and plain wedding rings. Employees who do not comply will not be allowed to work on the packing line.
- 3-15 Only food grade lubricants are used on the packing equipment.
- 3-16 If there are chemicals not approved for use, they are stored away from the area.
- 3-17, 3-18 We also make sure that all areas of the packinghouse remain clean and free from litter, debris and standing water.
- 3-19 Our dumpster areas are not located near the packinghouse. In addition, any garbage cans inside the packinghouse have lids.
- 3-20 Our packing facility is a completely enclosed structure, complete with screens and locking doors.
- 3-21 When we have finished working for the day, the workers clean up the machinery, any debris on the floor, and return any tools/materials to their proper storage place. We close up and lock the facility every night.
- 3-22 Floor drains in the packinghouses are open, covered with grates and checked weekly to ensure proper drainage.
- 3-23 All pipes, fans and ceilings in the packinghouse are cleaned every six months. Logs are available for review.
- 3-24 Glass lights in the packinghouse are covered in case of breakage with shatterproof covers.

- 3-25 The Henderson Farm takes measures to ensure that if wastewater spillage occurs, it is far enough away from the product so no contamination will occur. If contamination does take place in the packinghouse, we use potable water and hydrogen dioxide to decontaminate the area.
- 3-26 Any product, packed or unpacked, including fully packed boxes, that comes in contact with the floor is immediately discarded in the dumpster even if that product appears visually intact. Surface damage may have occurred to the produce that could provide a point of entry for contaminants.
- 3-27 All produce is packed in new boxes or sanitized containers and placed on clean pallets. Our box storage area is located within the packinghouse, but in a separate room and we protect them from contamination by keeping them sealed in plastic or covered with tarps.
- 3-28 Pallets, packing and storage containers are inspected to ensure they are in good condition and do not have any foreign material attached.
- 3-29 We do not allow animals or pets in the packinghouse area and close all doors at night.
- 3-30 We use a pest/rodent program to make sure there are no infestations in the area.
- 3-31 Traps are placed inside (without poison) and outside the facility.
- 3-32 These reports are available for review upon request. The locations of traps are marked on the packinghouse floor plan (see attached plan) plus each trap is numbered and the corresponding number is marked on the wall above the trap.
- 3-33 We regularly inspect our facility, including walls, floors and ceilings, and repair any structural issues on a monthly basis. Special care is used in areas of possible contamination such as motors without shields, leaking pipes and box conveyors.
- 3-34 All produce entering the packinghouse has a load ticket number indicating the field, harvest crew, date and number of containers. This information is entered in a log and coded on each packed box sticker.



Produce Disinfection Log

Date	Time	pH Level		Water Temperature		Produce Contact Time		Employee's Initials
		Recorded	Adjusted Y or N	Recorded	Adjusted Y or N	Minutes	Adjusted Y or N	

Sheet Reviewed by: _____ on _____
(Management) (Date)



PLEASE NOTE HAIRNET, BEARD NET AND JEWELRY POLICY EMPLOYEES AND VISITORS

1. Must wear hairnets and if need beard nets when in the packing area.
2. All jewelry must be removed before entering the packing area
3. Wedding rings can be wrapped with tape
4. Eyeglasses are allowed for those who have prescriptions



Bait Station Control Log

Date Checked	Time	Station Number	Status	Corrective Action Needed	Date Corrective Action Completed	Employee's Initials

Sheet Reviewed by: _____ on _____
(Management) (Date)



RUTGERS
New Jersey Agricultural
Experiment Station

Packing House and Storage Facility-Daily Inspection Log

	Floors		Drains & Trenches		Break Room & Restrooms		Rodent Traps		Hand Washing Facility		Food Contact Surfaces		Waste Dumpster Areas		Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Emptied	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	
Date															

Sheet Reviewed by: _____ on _____
(Management) (Date)



Packing House and Storage Facility-Monthly Inspection Log

Date	Walls		Ceiling		Overhead Pipes and Beams		Coolers		Maintenance Area				Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned	

Sheet Reviewed by: _____ on _____
(Management) (Date)

Sample record keeping sheet. Modify to fit your operation.



RUTGERS
New Jersey Agricultural
Experiment Station

Packing House and Storage Facility-Quarterly Inspection Log

Date	Light Fixtures		Hoist		Box Storage Area								Employee Name
	Checked	Cleaned	Checked	Cleaned	Checked	Cleaned							

Sheet Reviewed by: _____ on _____
(Management) (Date)

Sample record keeping sheet. Modify to fit your operation.

Storage and Transportation

- 4-1, 4-2 Our storage areas are inspected, cleaned and sanitized at the beginning of the packing season and kept clean. We inspect the drains, clean up dirt and debris, and remove any unmarketable product as well as unnecessary tools and equipment. We also spot clean as necessary and keep a log containing the date as well as measures taken.
- 4-3 At the beginning of the season we closely inspect all facilities. The exterior and interior of the building are checked for cracks and repairs are made each year prior to harvest.
- 4-4 We remove all litter and debris daily and take it to our dumpsters, which are located a considerable distance from the storage areas. The dumpster lids are closed when not in use.
- 4-5 We inspect and maintain the cooling system to make sure it is working, and the condensation drains outdoors and we inspect the drain system yearly to keep water from collecting on the floors.
- 4-6 We are aware that water spillage may occur, and we have barriers and absorbent material available to contain this.
- 4-7 If a container or bin of produce or individual pieces of produce fall to the floor, they are discarded.
- 4-8 Our packing containers are wrapped in plastic and/or covered by tarps and stored in a clean, dry room that is entirely closed and does not allow the entry of birds or rodents.
- 4-9 Pallets and bins are kept clean and in good condition.
- 4-10 We try not to store any produce outside, but if we do, it is kept on pallets and covered with tarps.
- 4-11 Non-food grade supplies (lubricants, paints, etc.) are stored in a separate building from the storage area.
- 4-12 Equipment used for storage such as forklifts are cleaned/sanitized as needed and maintained and logs are available for review.

- 4-13, 4-14 As mentioned previously, the Henderson Farm takes extensive measures to ensure there are no pest and rodent problems on the farm. This includes usage of screens, wind curtains, bird deterrents and traps. Each trap is properly numbered and marked on a map. All traps use no poison.
- 4-15 Traps are checked weekly and results recorded on the log.
- 4-16 We make sure that there aren't any cracks or holes in the building that would provide an entry point for rodents and pests.
- 4-17 Product that has been iced in the field or packing operation uses ice manufactured off site.
- 4-18 Reports are available from the manufacturer and all ice is transported in closed trucks in plastic bins. We keep records on file of the water test and handling procedures as well as visually inspecting the trucks used for transportation.
- 4-19 All refrigeration equipment is serviced yearly by the manufacturer. The food safety supervisor checks the units each month to ensure there are no possible contamination problems.
- 4-20 The storage temperature is checked each morning when in use and recorded on the log. The thermometers are checked for accuracy at the beginning of each month. The water which runs through the refrigeration equipment is potable and tested twice a year.
- 4-21,4-22 Condensation from the cooling units is piped outdoors and we clean the units yearly.
- 4-23 When ice is used on our produce, we do not stack pallets to avoid water dripping onto other produce.
- 4-24 All trailers are checked for any disagreeable odors and dirt prior to loading.
- 4-25 We will not load our produce on a truck that contains questionable or contaminated product.
- 4-26 If the trucks are refrigerated, the required transportation temperature is printed on the manifest and the trailer is checked to verify it is at the proper temperature prior to loading.

- 4-27 In order to make sure that produce damage is minimized, produce is palletted with glue strips on top of each carton, hand stacked and wrapped with plastic to secure cartons to the pallet. Pallets are secured with load braces after the truck is loaded.
- 4-28 Our employees are trained and educated on worker hygiene. This includes break areas away from storage areas, followed by proper handwashing.
- 4-29 We have a written policy that all employees and visitors must wear head coverings (hairnets, ball caps or beard nets) while working in the storage and transportation area.
- 4-30 Jewelry is not allowed except for watches and plain wedding rings. Employees who do not comply will not be allowed to work in the storage area.
- 4-31 All produce has a load ticket number indicating the field, harvest crew, date and number of containers. This information is entered in a log and coded on each packed box sticker.



Carrier Monitoring Log

***Section I**

Fill out both sections*

Date	Time	Carrier	Trailer No.	Driver's Name	Trailer's Last Load	Internal Conditions		
						Clean	Dirty	Washed

***Section II**

Is Trailer Refrigerated		List Temp.	Produce Loaded	Additional Produce on Truck (if applicable)	Temperature Monitor Installed (if applicable)		Employee's Initials
Yes	No				Yes	No	

Sheet Reviewed by: _____ on _____
(Management) (Date)