CONVOY OF HOPE

Center for Agriculture & Food Security



Food Safety Manual

FOOD SAFETY POLICY

All farmers and farm staff at Convoy of Hope Center for Agriculture & Food Security (CAFS) are committed to producing and delivering a safe product through good agricultural and handling practices that focus on food safety and quality.

These practices are communicated to all farmers and staff through the CAFS Food Safety Plan manual.

The Food Safety Project Manager is responsible for the Food Safety Plan. All questions or issues need to be reported to the lead CAFS personnel. A self-audit of the food safety plan is done on an annual basis. Appropriate records are kept in the farm office.

TRACEBACK & RECALL

The location of all harvests is recorded, identified, and labeled with color-coded tape. If an issue is detected in the field or in the pack shed we will quit harvesting from the area of the field and the affected crop will be disposed of.

If a problem with the produce is discovered after it has been delivered, the site coordinators and/or site hosts should be contacted. They will be asked to remove the item from the distribution. If the item has been distributed, efforts will be made to contact the recipients.

If it is discovered that a food safety protocol has been violated — such as physical, chemical, or biological contamination — the harvesting, washing, and storage procedures will be evaluated to ensure the problem does not occur again. Necessary changes will be made to the Food Safety Plan.

WORKER HEALTH & HYGIENE

Handwashing

Farmers, staff, and volunteers must wash hands:

- When they arrive at the farm.
- After using the toilet.
- After eating or drinking.
- After using their cell phones.
- After driving a vehicle.
- After using a handkerchief/tissue.
- At any other time when their hands might become a source of contamination.
- Before handling produce.

Everyone must use the following technique for hand washing:

1. Wet hands with clean water, apply soap, and workup a lather.
2. Rub hands together for at least 20 seconds.
3. Clean under the nails and between each of thefingers and thumbs.
4. Rub fingertips of each hand in the suds on thepalm in the opposite hand.
5. Rinse under clean, running water.
6. Dry hands with a paper towel.
7. Turn water off with the single-use towel used todry hands on.
8. Dispose of paper towel in trash receptacle.

Restrooms

All farmers, staff, and volunteers are required to use the restroom facilities in the office during work hours. Urinating or defecating in the field is prohibited. The restroom facilities are checked for cleanliness each day and are cleaned on a weekly basis or more often if needed.

The restrooms are kept stocked with toilet paper, hand soap, and single-use paper towels, and a trash receptacle.

The sinks in the restroom, pack shed, and farm office use potable water for hand washing.

Everyone will have access to a vehicle in the fields to get to the restroom at any time during work.

Clothing

Wear clothing that will not be a danger for operating and working on equipment.

- Make sure jewelry is small and cannot be caught on equipment, be a danger, or fall off during work.
- Wear sturdy shoes that can be easily washed and cleaned.
- Keep harvest pants, raincoats, aprons, and neoprene gloves clean.

After working with livestock, clothes should be inspected for manure and/or changed. Boots are cleaned and/or different boots are worn for livestock and vegetable work.

All workers are advised to keep an extra set of clean clothes on site at all times.

Glove Policy

Hands must be washed and dried before using gloves for harvesting, washing, or sorting produce.

Disposable gloves are changed in between tasks. Gloves used for harvesting are not used for sorting or washing vegetables.

If disposable gloves come into contact with the ground or are torn or soiled when harvesting or packing produce, then the gloves are replaced.

Reuseable gloves are worn for specific tasks. Gloves used for harvesting are not used to repair equipment. Reuseable gloves worn for harvesting or washing are kept clean and placed in the hamper inside the pack shed when soiled.

Wearing disposable gloves is not an exception to washing hands. Hands should be washed prior to putting on gloves, when the gloves are taken off, and before beginning a new task.

Designated Break Areas

Food needs to be eaten only in the office or picnic shelter, not in the pack shed or in the fields. Everyone must wash their hands after eating or drinking and before returning to work.

Drinking Water

Water is always available in the office, in coolbot #1. Water can be stored in plastic or metal personal water bottles. No glass is used in the field or farm buildings.

Illness/Injury Reporting

If anyone is ill they will notify Amanda or Faith before coming to work.

All injuries will be reported to Keri or Jody and treated right away.

If anyone has an open wound or cut, it will be bandaged and wrapped in a way that will prevent contact with produce. If there is a wound that can't be covered, then this person will not work with produce.

There are first aid kits in the harvest vehicles and in the farm office.

Any produce that comes in contact with blood will be placed in a plastic bag and put in the dumpster.

Food contact surfaces will be cleaned with hot soapy water away from harvesting or packing of produce and then sanitized.

FIELD HARVESTING

Vehicles & Equipment

All petroleum products are stored in the one-bay barn. Refueling of vehicles happens in front of the one-bay barn. If gas or oil is leaking on a piece of equipment, it is repaired before it goes to the field.

If a leak happens in the field, the leak is immediately stopped by turning off the equipment and plugging the leak. If any produce comes into contact with gas, oil, or grease, it will be placed in a plastic bag and disposed of in the dumpster. If the soil is contaminated it is dug up and removed from the field.

If a windshield or other glass on vehicles is broken, the glass is placed in a plastic bag in a cardboard box and removed from the field. No produce in the area of the broken glass will be harvested.

All UTVs and harvest wagons are regularly washed and sanitized to keep them free of soil and other debris.

Any trash is placed in a plastic bag and removed from the field or trucks and placed in the dumpster. The trash does not come into contact with any produce.

No glass containers are allowed in vehicles or in the fields.

Harvest Containers

Only clean bins are used for harvesting or distribution. If a bin is not clean it is set aside and washed and sanitized before it is used.

Damaged bins are removed from the harvesting rotation. All dirty bins are stacked next to the compartment sink.

The large storage bins are power washed and stored in the greenhouse or shipping container. If a storage bin is not clean, it is not used for harvesting or storing produce.

Clean bins are stored/stacked inside the pack shed ensuring the top bin is closed.

Field Handling

No produce that is damaged or decayed is harvested. The harvest area is inspected for the presence of wildlife before harvest.

No produce that has signs of wildlife damage or poop will be harvested. This includes bird poop. Produce is sorted and washed as necessary in the pack shed after harvest.

Harvest knives and clippers are cleaned, sanitized, and sharpened after each use.

POST-HARVEST HANDLING

All produce is brought into the pack shed from the east door for further cleaning and sorting. The produce is transported on clean wagons or clean trucks. Wagons are swept clean after use and thoroughly cleaned and sanitized once a week or more often as needed. If the trucks or wagons are used to move transplants or other farm materials they are swept, cleaned, and sanitized before they are used for harvesting. Washed and sorted produce are placed into clean bins. Produce is washed in stainless sinks with potable water as needed.

The water in the washing tanks is changed frequently. Sanitizer is used in the 3rd rinse sink only as needed.

The stainless steel sinks are cleaned and sanitized daily. If produce falls on the ground in the pack shed or on the way to the pack shed it is placed in buckets outside of the pack shed to be composted or given to the chickens.

Any produce that is damaged should be culled in the pack shed then placed in the bins outside of the pack shed. The pack shed is cleaned and sanitized after each packing/harvest.

The cooler should be cleaned on a regular basis and the temperature is monitored daily.

Any equipment used for washing or packing produce is cleaned and sanitized after each use and inspected for cleanliness and damage before each use.

Only food-grade lubricants are to be used on packing and washing equipment.

If equipment is leaking, it should be fixed prior to use. Any lubricant in the pack shed should be cleaned up before it comes in contact with produce.

All brooms and other tools used for cleaning the pack shed should only be used for the pack shed area. They are kept clean and stored off of the floor.

DELIVERY

All produce grown at CAFS is donated to local food pantries (typically Least of These in Ozark) or given to volunteers or Convoy employees.

Dispose of produce that lands on the floor of the truck or on the ground.

PACK SHED

The pack shed should be cleaned and sanitized after each day of packing and washing.

An appropriate surface sanitizer should be used according to directions on tables, wash tubs, tools, and produce washing equipment.

The cooler should be kept clean on a daily basis and sanitized with appropriate surface sanitizer as needed. All washing equipment is lubricated with food-grade lubricant.

RECORD KEEPING

A record of what is harvested is kept in a file box in the pack shed then transferred to electronic form by the Project Manager.

A record of what is delivered to each site is kept in a folder and an electronic copy is kept in the harvest journal in the farm office.

Cleaning logs are kept for: harvest equipment, pre-harvest assessment, bathroom, cooler, pack shed, washing area, harvest tools, bin washing, and recall procedures.

LIVESTOCK & PETS

Alllivestock are kept separate from the vegetable operation. Livestock should not graze in vegetable fields.

If equipment is used to move animals or manure and then used in the vegetable operation, the equipment should be cleaned prior to use in the vegetable operation with the hot water pressure washer.

Boots that are used during livestock work should be cleaned and sanitized before being worn in the vegetable operation or different boots are worn. Clothing should be inspected for cleanliness or changed after working with livestock..

Always wash your hands after working with livestock and before working in the vegetable operation.

Boots and other equipment used in livestock areas should be rewashed in such a manner that the water will not come into contact with produce or produce washing areas.

Tractors, trucks, UTVs, and mowers should be cleaned after going into animal handling areas.

Dogs are not allowed in the vegetable fields or pack shed.

All effort should be taken to make sure there is no cross contamination between the livestock and vegetable operations.

IRRIGATION

Overhead irrigation is done in a manner to protect produce from possible contaminants in surface water. Water is tested according to the regulations set out in FSMA.


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