CONVOY OF HOPE
Center for Agriculture & Food Security



Pack Shed

Best Practice Produce Handling & Holding Procedures

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Processing

Growing and harvesting nutrient-dense, healthy food is only part of the journey. Processing can make or break what is considered a quality product. Below is processing information for each crop we grow.

Note: Each tote or crate MUST be labeled with the correct harvest site tape color and the date it was harvested. You may intermingle products from the same site location but you MAY NOT intermingle the same product from different sites. Example: Tomatoes harvested from High Tunnel 1 may be mixed with other tomatoes from High Tunnel 1 but not with tomatoes from High Tunnel 2 or the School Garden.

- **High Tunnel 1**: use yellow tape
- **High Tunnel 2**: use green tape
- **School Garden**: use blue tape
- **Field Crops**: use red tape

Things to consider when washing produce, ensure the sinks are clean and sanitary before you start. If in doubt, wash all three sinks with soap and rinse thoroughly. Once sinks are clean, fill the sinks with cold water and salt as directed. Water should be changed out frequently when it becomes murky with dirt and debris or is no longer cool. When the water is murky, empty all three sinks of product, drain the water, and clean the sinks before filling again with cold water.



Arugula

- Check for bugs. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed
- If aphids are present, fill up 3 compartment sinks with water. In a full sink, add 4 cups of salt to the first sink, adjust the amount of salt if less water is needed.
- Place the dirty harvest bin on a foldout table or on a dirty cart. Get a clean bin and put it on a clean surface.
- Once sinks are filled, put up to ½ a bin of the arugula into the first sink and move it around with hands to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
- Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place produce into the second sink and continue with the rest of the produce.
- Continue doing the same routine when going from the second sink to the third.
- Note: The third sink should have all good leaves and no pests.
- Once all of the arugula has been cleaned, let it rest on towels and make sure that it is VERY DRY–but not wilted–before placing it in a tote and labeling it with the correct colored tape and the harvest date. You can use the box fan for this if necessary, but check periodically.
- Place dry arugula into the clean bin.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct colored tape and date.
- Store between 32°F and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage longer than a few days.



Baby Kale

- Check for bugs. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill up 3 compartment sinks with water and some salt (ONLY for aphids and harlequins).
- Place a dirty bin on a foldout table or on a dirty cart. Get a clean bin and put it on a clean surface.
- Once sinks are filled, put up to ½ a bin of the baby kale into the first sink and move around with hands to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
- Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place the produce in the second sink and continue with the rest of the produce.
- Continue doing the same routine when going from the second sink to the third.
  - Note: The third sink should have all good leaves and no pests.
- Place the kale from the third sink into the salad spinner.
  - Only put a couple of handfuls of kale into the spinner for best results.
- While the spinner is running, continue doing the 3 sink method.
- When the spinner is done, place the baby kale into the clean bin.
- Once all of the kale has been cleaned, make sure that it is VERY DRY–but not wilted.
- Use a clean scale to weigh and record the produce.
- Use the correct tape color based on the harvesting site and place it into a clean bin.
- Store between 32°F and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage longer than a few days.



Banana Peppers

- Set the dirty bin on a foldout table or dirty cart and grab a clean bin to put the clean peppers in.
  - Dry wipe any dirt/debris on the peppers.
  - Discard anything that has holes. Peppers with soft spots can be donated to people who will cook with them.
    - If the peppers are turning brown and hard, compost them.
  - Use a clean scale to weigh and record the product.
  - Label the bin with the correct colored tape and date.
  - Store between 45 and 65°F, at 90 to 95% humidity.



Basil

- **Do not get basil wet.**
- Basil will either be loose or on the stem. If on the stem, it is easiest to remove from stem and compost the brown, super holey pieces as you go.
  - Some holes are okay as long as it isn't browning.

- Downy Mildew is a problem, purple varieties are less susceptible.

- Label the bin with the correct colored tape and date.
- Use a clean scale to weigh and record the product.
- **Do not put in the cooler.** Keep it dry and cool but not cold.
- Store at over 41°F, 95 to 100% humidity but needs good air circulation.



Beets

- Place dirty beets on a wire rack or cart outside of the pack shed.
- Spray beets with the hose to remove large amounts of dirt/debris.
- After spraying the majority of the dirt off the beets you may move them into the 3 compartment sink if they are still dirty.
- If the beets are being used within a week, leave the tops on if they are not wilted or yellowing. If not, cut the tops off about 1-2 inches above the top of the beet.
  - Pick off any pieces on the tops that are wilted, browned, or deteriorating.
- Place clean beets on a wire rack to dry and then they go into a clean bin labeled with the correct colored tape and date.
- Use a clean scale to weigh and record the produce.
- Store between 32 and 41°F, with 95 to 100% humidity.



Bell Peppers

- Set the dirty bin on a foldout table or cart and grab a clean bin to put clean peppers in.
- Dry and wipe any dirt/debris on the peppers.
- Discard anything that has holes. Peppers with soft spots can be donated to people who will cook with them.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct colored tape and date.
- Store between 45°F and 65°F, at 90 to 95% humidity.



Bulb Fennel

- Use a wire cart or wagon and a hose to remove large amounts of dirt.
- Remove outer layers and greens that are slimy, brown, or broken.
- Place in the bin flat and gently fold the greens to the side.
- Label the bin with the correct colored tape and date.
- Use a clean scale to weigh and record the product.
- Store at 32°F, 90 to 95% humidity.



Bulb Onion

- Clip off stems about 1-2 inches above the bulb.
- Use a clean scale to weigh and record the product.
- Take off the top layers that are dirty and leave a layer to protect the onion.
  - Store in a cool, dry, well ventilated place to cure for 2-3 weeks. Turn and inspect for mold regularly. Onions are ready when the outer leaves are dry and papery.
- Once onions are cured, place in a clean bin.
- Label the bin with the correct colored tape and date.
- Can store in the cooler, but do not close the bin.
  - If you store them, be sure to check on them regularly so they do not rot and get fruit flies.



Cabbage

- Remove outer layers of cabbage with damage (brown, slimy, big holes).
- Use a clean scale to weigh and record the product.
- Place cabbage gently in the bin with leaves gently nestled together. Do not overfill bins.
- Label the bins with the correct color tape from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.



Carrots

- Place dirty bins on a wire rack or wire cart and spray off excess dirt outside of the pack shed.
- If carrots are still dirty you can place them in the three sinks and use a scrubbing brush to get off hard dirt.
- If the carrots are being used within a week, leave the tops on if they are not wilted or yellowing. If not, cut the tops off about 1-2 inches above the top of the carrot.
  - Pick off any pieces in the tops that are wilted, brown, or deteriorating.
- Place clean carrots on a wire rack to dry.
- Label the bins with the correct color tape from the harvest site and date.
- Use a clean scale to weigh and record the product.
- Store between 32 and 41°F, with 95 to 100% humidity.
- For long-term storage, remove green tops immediately to prevent moisture loss, and leave them unwashed (or gently brush off dirt), and store in a cool dark place.



Celeriac

- Place the dirty bin on a foldout table next to a wire rack and a clean bin.
- Spray celeriac with the hose to remove all dirt/debris.
  - Can use scrubbing brush to get off hard dirt.

- If the celeriac is being used within a week, leave the tops on if they are not wilted or yellowing. If not, cut the tops off about 1-2 inches above the top of the celeriac.
  - Pick off any pieces in the tops that are wilted, brown, or deteriorating.
- Place clean celeriac on a wire rack to dry, then into a clean bin.
- Label the bin with the correct colored tape and date.
- Use a clean scale to weigh and record the product.
- Store between 32 and 41°F, with 95 to 100% humidity.



Celery

- Fill three sinks with water.
- Take bundles out of the water and shake to remove excess water.
- Neatly stack bundles in a clean processing bin.
- Label the bins with the correct color tape from the harvest site and date.
- Use a clean scale to weigh and record the product.
- Store between 32° and 41°F, at 95 to 100% humidity.



Chamomile

- Harvest chamomile early in the morning after the dew dries to preserve essential oils.
- Dry flowers using one of two methods mentioned below.
- Method One:
  - 1-2 weeks laid out in a single layer on paper towels or cheesecloth in a dark, warm, dry area.
- Method Two:
  - Place flowers in a single layer on a baking sheet.
  - Set oven to the lowest temperature (150-200°F).
  - Prop the oven door open with a wooden spoon to allow heat and moisture to escape.
  - Dry in the oven for 1 to 2.5 hours.
- Use a clean scale to weigh and record the product.
- Store in sealed glass jars after flowers are cool and dry.
- Label jars with the correct color tape and date of processing.
- Chamomile can still be used after 6 months for a less intense flavor.
- Store in a sealed glass jar, in a cool dry place.



Cherry Tomatoes

- Pick tomatoes out of the bin and place into small containers.
  - Can dry wipe if there is a lot of dirt, but do not spend too much time wiping every single cherry tomato.
- Use a clean scale to weigh and record product.
- Compost any that have holes, are molding, or that have spots or give to the chickens.
  - Soft tomatoes can be given to staff or volunteers for use.
- Stack pint containers two high in a clean bin.
- Label the bin with the correct colored tape and date.
- Place in the cooler with the lid open.
  - If you close the lid, the ethanol that releases from the tomatoes will make them ripen much quicker.
- Store at 55° F at 80% humidity.



Chives

- Chives should be bundled while harvesting.
- Use a clean scale to weigh and record the product.
- Go through each bundle and clip off/pull out any pieces that are browning.
- Cut off the bottom of the chive bundles for a prettier appearance.
- Place it in the bin facing the same direction.
- Label the bin with the correct color tape from harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers.



Choi (Pac or Bok)

- Fill up a sink.
- Remove outer layers of choi with damage (brown, slimy, big holes).
- Cut off the bottom root so it is flush.
- Let it soak in water for a couple of minutes.
- Place on a rack to dry.
- Place the choi gently in the bin with leaves gently nestled together. Do not overfill bins.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct color tape from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.



Cilantro

- If cilantro has dirt on it, fill up one of the sinks and place produce inside.
  - It does not need to stay in the water for long. Just long enough to move around and get dirt off.
- Use a clean scale to weigh and record the product.
- Pull out any leaves/stems that are brown and pay attention to aphids/aphid damage.
- Place in the bin gently and neatly. Herbs bruise easily.
- Label the bins with the correct color tape from the harvest site and the date.
- Store between 32 and 41°F, at 95 to 100% humidity.



Collard Greens

- Check for bugs and excessive dirt. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Remove any leaves that have significant brown spots and holes. Holes are better than spots!
  - Anything that is ripped, has significant holes, or very little brown spots can be given to staff or volunteers.
- Put bundles into the sink and stir for 1 minute (can be longer if aphids are an issue).
- Take bundles out of the sink and shake to remove excess water.
- Neatly stack bundles in a clean processing bin.
- Label bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record products.
- Store between 32 and 41°F, at 95 -100% humidity.

Cucumbers



- Wipe dirt and debris off of cucumbers with a dry or damp cloth.
- Stack in a bin until about half full so it is not too heavy.
- If the cucumbers have gashes or squash bug damage give them to the chickens.
- Label the bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record the product.
- Store between 41 and 50°F, at 95% humidity.



Dill

- If the dill has dirt on it, fill up one of the sinks and place it in water.
  - It does not need to stay in the water for long. Just long enough to slosh around and get dirt off.
- Pull out any leaves/stems that are brown and pay attention to aphids/aphid damage.
- Place a clean dill on a clean sanitized surface covered in paper towels to dry.
  - Check periodically so that it does not wilt.
  - Place in the bin gently and neatly. Herbs bruise easily.
- Label the bin with the correct tape color from the harvest site and date.
- Use the clean scale to weigh and record the product.
- Store between 32 and 41°F, at 95 to 100% humidity.



Eggplant

- Get a foldout table or dirty cart to set the dirty bin on and grab a clean bin.
- Dry wipe any dirt/debris off of the eggplant.
- Discard anything that has holes. Eggplants with soft spots can be donated to people who will cook with them.

- Use a clean scale to weigh and record produce.
- Stack them neatly, no higher than 3 tall, into a clean bin.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 56 and 54°F, at 90 to 95% humidity.
- No long-term storage, sort through frequently.



Garlic Bulb

- Garlic is cured until the stem is hard and dry before delivery.
- Store in a cool, dry, dark place to cure for 3-6 weeks.
- Clip off stems about 1-2 inches above the bulb.
- Take off the top layers that are dirty and leave a white layer to protect the cloves.
- Clip off roots.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Do NOT store in the cooler.



Garlic Chives

- Go through each bundle and clip off/pull out any pieces that are browning.
- Cut off the bottom of the garlic chive bundles for a prettier appearance.
- Place gently in a clean bin, facing the same direction.
- Label the bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record produce.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers or bags for storage longer than a day.



Ginger

- Cut the greens and store them in separate bins from the tubers.
- Cut off any soft spots, mold, or other spots that look/feel gross.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Do not double stack in a bin.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in airtight containers or bags for storage longer than a day.



Green Beans

- Beans with holes or damage should be put in a compost or second pile.
- Wipe off excess dirt if needed and place in a clean bin.
- Use the clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.



Green Onions

- Collect onions in a black crate.
- Shake off extra soil.
- Clip off as many roots as possible without cutting into the onion itself.
- Peel off any pieces that are slimy, brown, or broken.
- Place on a rack and spray with a hose until there is no more dirt.
- Place onion flats in the bins with roots on one side and greens on the other to keep the greens as clean as possible.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage.



Greens Mix

- Check for aphids. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill one sink with water and add salt, fill the other two sinks with just water.
- Place the dirty bin on a foldout table or on a dirty cart. Get a clean bin and put on a clean surface.
- Once sinks are filled, put up to ½ a bin of the leaf lettuce into the first sink and stir it around to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
  - Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place produce in the second sink and continue doing this with the rest of the produce in the first sink.
- Continue doing the same routine when going from the second sink to the third.
  - The third sink should have all good leaves and no pests.
- Place the lettuce from the third sink into the salad spinner and run it for 5 minutes.
  - Only put a couple of handfuls of lettuce into the spinner for best results.
- While the spinner is running, continue doing the 3 sink method with the rest of the greens.
- When the spinner is done, place the clean lettuce into the clean bin.
- Use a clean scale to weigh and record the product.
- Once all of the lettuce has been cleaned, make sure that it is VERY DRY–but not wilted–before placing it in the bin.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage.



Head Lettuce

- Check for aphids and excessive dirt. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill up one sink with water and salt, and another with just water.
- Remove outer layers of lettuce with damage (brown, slimy, big holes).
- Let it soak in salt water for a couple of minutes and then transfer to just water for another two minutes.
- Place on a rack to dry upside down.
- Place heads of lettuce gently in the bin with the leaves lightly nestled together. Do not overfill bins.
- Label the bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record the produce.
- Store at 32°F and 41°F, at 95 to 100% humidity.
- Needs good air circulation, do not pack in closed containers for long-term storage.



Hot Peppers (Cayenne, Jalapenos, Habanero, Reapers)

- Use gloves and long sleeves when handling hot peppers (specifically Carolina Reapers).
- Place a dirty bin on a foldout table or dirty cart and grab a clean bin to put clean peppers in.
- Dry & wipe any dirt/debris on the peppers.
- Discard anything that has holes. Peppers with soft spots can be donated to people who will cook with them.
- Use a clean scale to weigh and record the produce.
- Label the bin with the correct colored tape and date.
- Store between 45 and 65°F, at 90 to 95% humidity.



Kale

- Check for aphids and excessive dirt. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill one sink with water and salt, and the two other sinks with just water.
- Remove any leaves that have significant brown spots and holes. Holes are better than spots!
  - Anything that is ripped, has significant holes, or very little brown spots can be given to staff or volunteers.
- Label the bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record the produce.
- Store between 32°F and 41°F, at 95 to 100% humidity.



Kohlrabi

- Place a dirty bin on a foldout table next to a rack and a clean bin.
- Spray kohlrabi with the hose to remove all dirt/debris.
  - Can use scrubbing brush to get off hard dirt.
- If the kohlrabi are being used within a week, leave the tops on if they are not wilted or yellowing. If not, cut the tops off about 1-2 inches above the top of the kohlrabi.
  - Pick off any pieces on the tops that are wilted, brown, or do not look good.
- Place clean kohlrabi on a rack to dry and then into a clean bin.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct colored tape and date.
- Store at 32 and 41°F, with 95 to 100% humidity.



Leaf Lettuce

- Check for aphids. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill up 3 compartment sinks with water and salt in the first sink.
- Place a dirty bin on a foldout table or on a dirty cart. Get a clean bin and put on a clean surface.
- Once sinks are filled, put up to ½ a bin of the leaf lettuce into the first sink and stir around to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
  - Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place produce into the second sink and continue doing this with the remaining lettuce in the first sink.
- Continue doing the same routine when going from the second sink to the third.
  - The third sink should have all good leaves and no pests.
- Place the lettuce from the third sink into the salad spinner and run for 5 minutes.
  - Only put a couple of handfuls of lettuce into the spinner for best results.
- While the spinner is running, continue doing the 3 sink method with the rest of the produce.
- When the spinner is done, place the clean lettuce into the clean bin.
- Once all of the lettuce has been cleaned, make sure that it is VERY DRY–but not wilted–before bagging. You can use the box fan for this if necessary, but check periodically.
- Label the bin with the correct colored tape and date.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage.



Lunchbox Peppers

- Place a dirty bin of peppers on the dirty cart or on a foldout table.
- Wipe off any dirt/debris on the peppers.
- Compost anything with holes or that has spots on it that are getting soft.
- Gently place wiped pepper into a clean bin.
- Label the bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record the product.
- Store between 45 and 65°F, at 90 to 95% humidity.



Mustard Greens

- Check for aphids. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill one sink with salt water and the other two with just water.
- Place a dirty bin on a foldout table or on a dirty black cart. Get a clean bin and put on a clean surface.
- Once sinks are filled, put up to ½ a bin of the mustard into the first sink and stir it around to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
  - Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place produce into the second sink and continue doing this with the rest of the produce from the first sink. Continue doing the same routine when going from the second sink to the third.
  - The third sink should have all good leaves and no pests.
- Place the mustard from the third sink into the salad spinner and run for 5 minutes.
  - Only put a couple of handfuls of lettuce into the spinner for best results.
- While the spinner is running, continue doing the 3 sink method.
- When the spinner is done, place the clean mustard into a clean bin.
- Once all of the lettuce has been cleaned, make sure that it is VERY DRY–but not wilted. You can use the box fan for this if necessary, but check periodically.
- Use the clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage.



Okra

- Okra that is longer than 4 inches should be composted.
- Label the bin with the correct tape color from the harvest site and date.
- Use a clean scale to weigh and record the product.
- Ideal storage is 55°F at 80% humidity.
  - Condensation accelerates deterioration.



Parsley

- If the parsley only has dirt on it, fill up one of the sinks or the bubbler and place into water.
  - It does not need to stay in the water for long; just long enough to slosh around and get dirt off.
- Pull out any leaves/stems that are brown and pay attention to aphids/aphid damage.
- Use the clean scale to weigh and record the product.
- Place in the bin gently and neatly, herbs bruise easily.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.



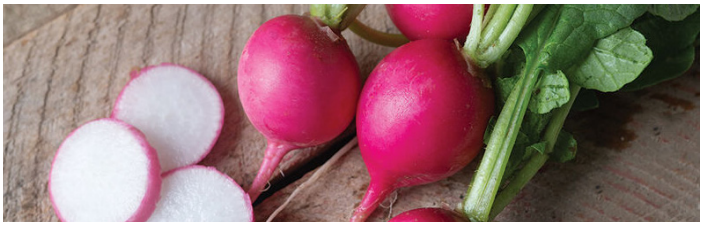
Picnic Peppers

- Place the bin of dirty peppers on the dirty cart or on a foldout table.
- Wipe off any dirt/debris on the peppers.
- Compost anything with holes or that have spots on it that are getting soft.
- Gently place into a clean bin until half full.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 45 and 65°F, at 90 to 95% humidity.



Poblano Peppers

- Set the dirty bin on a foldout table or dirty cart and grab a clean bin to put clean peppers in.
- Dry wipe any dirt/debris off the peppers.
- Discard anything that has holes. Peppers with soft spots can be donated to staff or volunteers.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 45 and 65°F, at 90 to 95% humidity.



Radish

- Place a dirty bin on a foldout table next to a wire rack and a clean bin.
- Spray radishes outside with the hose to remove excessive dirt/debris.
  - Can use a scrubbing brush to get off the hard dirt inside the pack shed.
- Cut the tops off about 1-2 inches above the top of the radish.
- Place clean radish into a clean bin.
- Use a clean scale to weigh and record the product.
- Label the bin with the correct colored tape and date.
- Store between 32 and 41°F, with 95 to 100% humidity.



Sage

- Pull out any leaves/stems that are brown and pay attention to aphids/aphid damage.
- Use a clean scale to weigh and record the produce.
- Place in a bin gently and neatly, herbs bruise easily.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.



Salad Turnip

- Place a dirty bin on a foldout table next to a wire rack and a clean bin.
- Spray turnips with the hose to remove dirt/debris.
  - Can use a scrubbing brush to get off hard dirt.
- If the turnips are being used within a week, leave the stops on if they are not wilted or yellowing. If not, cut the tops off about 1-2 inches above the top of the turnip.
  - Pick off any pieces in the tops that are wilted, brown, or do not look good.
- Place clean turnips on a wire rack to dry and then into a clean bin.
- Use a clean scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- Store at 32 and 41°F, with 95 to 100% humidity.



Salanova

- Check for aphids. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill the first sink with salt water and the next two with just water.

- Place a dirty bin on a foldout table or on a dirty cart. Get a clean bin and put on a clean surface.
- Once sinks are filled, put up to ½ a bin of the salanova into the first sink and slosh around to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
  - Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place produce in the second sink and continue with the rest of the produce from sink one.
- Continue doing the same routine when going from the second sink to the third.
  - The third sink should have all good leaves and no pests.
- Place the salanova from the third sink into the salad spinner and run for 5 minutes.
  - Only put a couple of handfuls of lettuce into the spinner for best results.
- While the spinner is running, continue doing the 3 sink method.
- When the spinner is done, or if no aphids were present, place the lettuce into a clean bin.
- Once all of the salanova has been cleaned, make sure that it is VERY DRY–but not wilted–before placing it in a bin.
- Use the clean scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32°F and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage.



Shishito Peppers

- Place a dirty bin of peppers on a dirty cart or on a foldout table.
- Wipe off any dirt/debris on the peppers.
- Compost anything with holes or that has spots on it that are getting soft.
  - Red peppers will go soft faster.
- Gently place into a clean bin.
- Use a clean dry scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 45 and 65°F, at 90 to 95% humidity.



Slicing Tomato

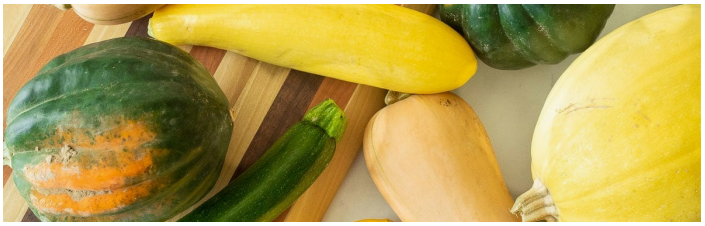
- Tomatoes that are being held for donation are best picked before they are fully ripe. You may pick the tomato when it starts to blush red or is slightly soft. They will finish ripening in the bin.
- Place tomatoes in a bin stem side down in no more than three layers.
  - Can dry/wipe if there is dirt, but do not spend too much time wiping every single tomato.
- Compost any that have holes, are molding, or that have spots.

- Soft tomatoes can be given to staff or volunteers.
- Use a clean scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- If you close the lid, the ethanol that releases from the tomatoes will make them ripen much quicker.
- Store at 55°F at 80% humidity.



Spinach

- Check for aphids. If present, continue the washing process. If not, remove leaves with holes or brown spots and move to weighing the produce.
  - Note: If no bugs are present the washing process is not needed.
- Fill up 3 compartment sinks; one with water and some salt, the other two with just water.
- Place a dirty bin on a foldout table or on a dirty cart. Get a clean bin and put on a clean surface.
- Once sinks are filled, put up to ½ a bin of the spinach into the first sink and slosh around to remove dirt.
- Take a handful at a time out of the first sink and compost any leaves that have significant holes and/or brown spots.
  - Pay attention to the edges of the leaves as they will brown quickly and also to the back of the leaves to make sure the aphids are coming off during the washing process.
- After you have removed the bad leaves from your handful, place into the second sink and continue with the rest of the produce from sink one.
- Continue doing the same routine when going from the second sink to the third.
  - The third sink should have all good leaves and no pests.
- Place the spinach from the third sink into the salad spinner and run for 5 minutes.
  - Only put a couple of handfuls of lettuce into the spinner for best results.
- When the spinner is done, place the clean spinach into the clean bin.
- Once all of the spinach has been cleaned, make sure that it is VERY DRY–but not wilted–before going into a clean bin.
- Use the clean scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.
- Pack in closed containers for storage.



Squash

- Wipe dirt and debris off of squash with a dry or damp cloth.
  - Make sure to remove any flowers on the ends so they do not rot.
- Stack in a clean bin until about half full so it is not too heavy.
- Use a clean scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- Soft or pointed tips indicate rot. If the squash has gashes or squash bug damage, either compost or give it to the chickens.
- Store between 41 and 50°F, at 95% humidity for 1 to 2 weeks.



Swiss Chard

- Place a dirty bin of chard on the dirty cart or on a foldout table and get a clean bin.
- Remove any leaves that have significant brown spots and holes. Holes are better than spots!
  - Anything that is ripped, has significant holes, or very little brown spots can be given to staff or volunteers.
- If aphids are present use the three sink or bubbler method.
- Stack/Nestle each leaf on top of each other, all facing the same direction in a clean bin.
- Use a clean scale to weigh and record the produce.
- Label the bin with the correct tape color from the harvest site and date.
- Store between 32 and 41°F, at 95 to 100% humidity.



Zucchini

- Wipe dirt and debris off of zucchini with a dry or damp cloth.
  - Make sure to remove any flowers on the ends so they do not rot.
- Stack in a clean bin until about half full so it is not too heavy.
- Use a clean scale to weigh and record the produce.
- Label the bin with the correct colored tape and date.
- Soft or pointed tips (with Zucchini) indicate rot and should be discarded. If the zucchini has gashes or squash bug damage, either compost or give it to the chickens.
  - Zucchini can get spongy when at a large size (over 22 inches).
- Store between 41 and 50°F, at 95% humidity for 1 to 2 weeks.



Donations to Least of These Food Pantry

All donations from CAFS go to Least of These (LOT) and are stored in the appropriate cool bot(according to the recommended holding temperature). Donations for LOT are held on the right side of the units. All other items for staff or volunteers should be held on the left side. The pack shed manager will need to call LOT to arrange a pick up time for each week or as needed. To ensure quality and for a recall tracking method, you MUST fill out the Donations Data Sheet the day before the arranged pick up date. Each tote must be listed on the sheet with the harvest date and the date of pick up to ensure a proper recall if necessary. The Donation Data Sheet is located in the GAPS file box in the pack shed and in the CAFS shared drive Pack Shed Folder. The sheet will be completed by hand and later scanned into the CAFS shared drive.

A special “Thank you” to Springfield Community Gardens for providing specific food handling and processing recommendations.




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