

FARM TO SCHOOL

CHECKLIST FOR PRODUCERS SELLING PRODUCE TO LOCAL K-12 SCHOOLS

Name: _____ Farm Name: _____

Address: _____

Telephone: _____ Email: _____

Preferred method of Communication: _____

Expected products for sale: _____

Is the facility licensed and inspected to sell products? ☐ YES ☐ NO ☐ N/A

Would you be interested in hosting a field trip on your farm? ☐ YES ☐ NO

The following checklist is meant to facilitate communication between farmers and school food service directors (FSDs), and give FSDs background knowledge on the farms they may be purchasing from. Checking “no” on a given question does not penalize you and will not necessarily prohibit you from selling to schools. This is the start of the conversation, giving FSDs a jumping off place from which to ask questions and learn more about your farm.

Production Practices	Yes	No	N/A
Are regular water tests conducted?			
Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?			
Is the manure application schedule documented with a copy submitted to the retail operation?			
Is the field exposed to runoff from animal confinement or grazing areas?			
Is land that is frequently flooded used to grow field crops?			
Is there a plan in place to keep wild animals and livestock out of the growing area(s)?			
If irrigation is used, what is its source? Well _____ Stream _____ Pond _____ Municipal _____ Other _____			
What types of manure are used? Raw manure _____ Composted _____ Aged _____			

Safety Checklist continued

Product Handling	Yes	No	N/A
Are storage and packaging facilities separated from growing areas?			
Is there a risk of contamination with manure?			
Are harvesting baskets, totes or other containers kept covered and cleaned/sanitized before use and stored in areas protected from pets, livestock, wild animals and other contaminants?			
Is harvesting equipment/machinery that comes in contact with products kept as clean as possible?			
Are both food and non-food containers available and clearly marked?			
Is dirt, mud, and other debris removed from product before packaging?			

Transportation	Yes	No	N/A
Is product loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well maintained and clean?			
Are there designated areas in the transport vehicle for both food and non-food products?			
Are products kept at appropriate temperature during transport?			

Facilities	Yes	No	N/A
Is potable water/well tested at least once per year and results kept on file?			
Is product protected as it travels from field to packing facility?			
Are packing areas kept enclosed?			
Are surfaces that come in contact with food regularly washed, rinsed with potable water and sanitized?			
Are appropriate packaging materials used?			
Do workers have access to toilets and hand washing stations with proper supplies?			
Are toilets and hand washing stations regularly serviced?			

Worker Health and Hygiene	Yes	No	N/A
Are workers trained about hygiene practices and sanitation?			
Are workers and visitors following good hygiene and sanitation practices?			
Are smoking and eating confined to designated areas separate from product handling?			

Safety Checklist continued

Worker Health and Hygiene <i>continued</i>	Yes	No	N/A
Are workers instructed not to work if they exhibit signs of infection (ie, fever, diarrhea, etc.)?			
Do workers practice good hygiene by:			
- wearing clean clothing and shoes as appropriate for conditions?			
- changing aprons and gloves as needed?			
- washing hands as required?			
- covering open wounds with clean bandages?			

Other	Yes	No	N/A
Are pesticides used? If yes, please elaborate:			
Are herbicides used? If yes, please elaborate:			
Other notes/comments/explanations:			

I confirm that the information provided above is accurate to the best of my knowledge.

Signature: _____ Date: _____

Questions?
Please Contact: _____
at _____

Mail completed forms to:

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