

Food Safety Plan

This **Food Safety Plan template** will assist you in developing a Food Safety Plan for your school garden. We recommend taking the School Garden online training prior to developing the plan to ensure it follows current safety standards.

To access the training, visit:

FDACS.gov/SchoolGardens

If you would like to earn the **School Garden Certification** for your garden, the following steps are required:

1. Complete the School Garden online training;
2. Develop a Food Safety Plan; and
3. Complete the Self-Assessment Checklists that are applicable to your garden.

Email the Food Safety Plan and Self-Assessment Checklists
to: **Andrew.Smith@FDACS.gov**

The Division of Food, Nutrition and Wellness will schedule a final assessment. FNW will award the first 20 school gardens to be certified \$500 to be used toward garden activities or education.

If you need additional information, please contact:

(850) 617-7400

or

Andrew.Smith@FDACS.gov

Additional school garden safety resources, such as garden supply inventory sheets and garden logs may be found at:

www.FDACS.gov/SchoolGardens.

This institution is an equal opportunity provider.

SCHOOL NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT NAME _____

CONTACT TITLE _____

EMAIL ADDRESS _____

PHONE NUMBER _____

Date for which this Food Safety Plan is effective _____

Garden Location

If your garden will be in the ground, it is important to consider the previous use of the land. There are many types of land uses that can lead to soil contamination by pesticides, solvents, fuels, and human and animal waste. Any garden that is put in the ground is required to have the soil tested for safety.

How was the land for your garden used in the past? *(If you are uncertain about how the site was used previously or do not have the means to have the soil tested, it is recommended that you install a raised bed garden with commercial or tested soil.)*

What, if any, are the existing sources of potential contamination (i.e. septic tanks, dumpsters, animals, compost area, low-lying or poorly-drained areas, areas subject to chemical applications, areas subject to contamination by rainwater runoff from gutters, etc.)?

How will you prevent unauthorized entry in the garden by people pests, or animals?

Garden Site Plan

Please provide a copy of your garden site plan. If you cannot insert below, you may attach it.

Garden Soil

Please indicate what soil you will use to grow your plants.

☐

We have sunken beds. We use existing soil in our garden.

☐

Is the area free from standing water which can harm plants and attract mosquitos?

☐

Is the soil free of debris (gravel, building material, etc.)?

☐

We have raised beds. We purchased soil for our garden.

Manufacturer(s) and Name(s) of Product(s) Purchased:

☐

We use commercial soil amendments (peat moss, compost, etc.) in our garden.

Manufacturer(s) and Name(s) of Product(s) Purchased:

☐

We prepare our own soil amendments (peat moss, compost) in our garden.

Garden Water Source

Please indicate where the water for your plants will come from. The water should meet certain quality standards. Do not use captured rainwater due to the likelihood of it being contaminated and it serves as a breeding ground for mosquitos.

☐

We use municipal/city water in our garden.

☐

We use well water in our garden.

☐

Is the well located away from livestock or a septic drain field?

☐

Has the water been tested for potability and to determine pH and salinity?

Pest Management

Please describe non-chemical methods and/or mechanisms that you will use to control the pests that may be an issue in your garden, including weeds, insects, and animals.

Garden Equipment

Please indicate what equipment will be used in your garden and where it will be stored. Please also describe how the equipment will be maintained and cleaned.

Health & Hygiene

Please describe the policies and procedures for gardener health and hygiene. Be specific and provide more details than simply, “wash hands” and “cover cuts”.

Harvesting Procedures

Please describe the procedures you will follow for harvesting produce from your garden. Be specific about what should be done, step-by-step.

Handling Procedures

Please describe the procedures for anyone who will be working in the school garden for receiving, storing, and handling produce from your garden. Be specific about what should be done, step-by-step.

Self-Assessment Checklist

Please complete the following checklist and submit to Andrew.Smith@FDACS.gov. Place a check mark in the box that best describes your answer to the questions. This checklist is to help you prepare the garden and answering NO or N/A does not disqualify you from receiving the School Garden Certification.

General

Question	Yes	No	N/A
1. The School Garden has designated someone to oversee the garden and food safety program. Name: _____			
2. A food safety program that follows good agricultural practices and good handling practices is implemented			
3. A traceability program has been established, including identifying the individual responsible for a recall.			

Health & Hygiene

Question	Yes	No	N/A
1. Potable water is readily available to all students.			
2. All participants and visitors to the garden must follow proper sanitation and hygiene practices.			
3. Proper sanitation training is provided to students and staff, students and staff must follow good hygiene practices, and students and staff properly wash their hands before and after visiting the garden.			
4. Posted signage instructing students and staff to wash their hands before entering and after leaving the garden.			
5. Students and staff that are ill or show symptoms of being ill do not participate in the garden.			
6. Students and staff are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries, and any produce, tools or food contact surfaces that have come into contact with blood or other bodily fluids are disposed of promptly or cleaned and sanitized with an approved sanitizer according to the label.			

Soil/Plant Grounds

Question	Yes	No	N/A
1. There is documentation of how the land, where the garden will be, was used before.			
2. If previous land use indicates a possibility of contamination, steps have been taken to mitigate the known risks.			
3. There is no standing water in or in close proximity to the garden.			
4. Outside garbage receptacles are closed and facing away from the garden.			
5. School sewage treatment/septic system is functioning properly with no leaks or runoff. There is no municipal/sewage treatment facility, septic tank lift stations/drain fields or waste materials landfill in close proximity to the school garden.			
6. No animal manure* or municipal biosolids are used. *Pending Verification by UF/IFAS			

Animals/Wildlife/Livestock

Question	Yes	No	N/A
1. The School Garden is not located near dairy, livestock, 4-H animals or fowl enclosures without adequate barriers.			
2. Manure or composting is not stored near school garden area and effort is taken to prevent runoff of manure or composting.			
3. Animals/Livestock do not have access to school garden or water delivery system.			
4. Garden area is monitored for presence of wild or domestic animals, and measures are taken to prevent entrance of wild or domestic animals.			

Field Harvest and Transportation

Question	Yes	No	N/A
1. All harvesting containers/bags are made of a material that can be cleaned and sanitized. (No used grocery bags)			
2. All harvesting containers/bags are regularly sanitized and are kept as clean as possible.			
3. All hand equipment, including shovels, pruners and knives must be properly washed on a regular basis.			

Question	Yes	No	N/A
4. There is instruction on what measures should be taken in the event of contamination by chemicals, petroleum, pesticides or other contaminants. Damaged containers are disposed of.			
5. Harvesting containers, totes, etc. are not used for carrying or storing non-produce items during the harvest season, and farm workers are instructed in this policy.			
6. Non-food grade substances are not stored in close proximity to the school garden (Wasp Spray, Herbicide, etc.).			

Secure Facility Procedures

Question	Yes	No	N/A
1. The garden has a designated person to monitor who enters and exits the garden, and staff/students know who to contact about security problems or issues.			
2. Visitors are required to check in and out when entering and leaving the facility, and purpose of visitation is verified.			
3. Students are prohibited from bringing personal items into the garden, and all garden materials/tools are collected from the students prior to leaving the garden.			
4. There is an established log of students/classes that enter the garden and why.			
5. Security checks of the premise are conducted for any sign of tampering or criminal activity, and the perimeter of the school/garden is enclosed by fencing or other deterrent.			
6. Storage and containers are kept locked when not in use.			
7. The school garden has identified a backup responsible for recalling product in the event of contamination.			