



# Farm Food Safety Checklist - Produce

If you want to buy local food for your school or are a farmer looking to sell your local produce to a school, this checklist can be used to assess food safety practices. This checklist includes worker health & hygiene, production practices, harvest & post-harvest handling, and transportation.

For additional help and support you may contact:

- Jessica Chapman, Arkansas Department of Agriculture, [jessica.chapman@agriculture.arkansas.gov](mailto:jessica.chapman@agriculture.arkansas.gov), (501) 251-3019
- John Lansdale, Arkansas Department of Agriculture, [john.lansdale@agriculture.arkansas.gov](mailto:john.lansdale@agriculture.arkansas.gov), (870) 820-6787
- Rip Weaver, University of Arkansas System Division of Agriculture, [rweaver@uada.edu](mailto:rweaver@uada.edu), (501) 671-2182



## Farm Information

Name of Producer: \_\_\_\_\_ Name of Farm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Products available for purchase: \_\_\_\_\_

Food Safety audit/inspection:    USDA GAP                      FSMA PSR                      THIRD PARTY AUDIT                      NONE  
Has the owner/manager attended a food safety training (such as GAP or PSA Grower Training)?    YES                      NO

### Worker Health & Hygiene

	Yes	No	N/A	Comments
Workers are trained at least annually on food safety practices (training records available).				
Workers have designated area for smoking and eating away from produce handling areas.				
Workers are instructed not to work if ill (e.g., fever, diarrhea, etc.).				
Fully stocked toilet and handwashing facilities (toilet paper, soap, potable water, single use towels) are available to workers and visitors.				
Toilets and handwashing stations are cleaned and serviced regularly.				
Workers wash hands as needed (after using the toilet, eating, smoking, contact with animals, etc.).				
Visitors are informed of food safety policies.				

Production Practices	Yes	No	N/A	Comments
Irrigation water source: <input type="checkbox"/> Ground water (e.g. well) <input type="checkbox"/> Surface water <input type="checkbox"/> Municipal water				
Irrigation method: <input type="checkbox"/> Drip <input type="checkbox"/> Furrow <input type="checkbox"/> Overhead				
Irrigation water test for <i>E. coli</i> : <input type="checkbox"/> Annual test collected <input type="checkbox"/> No annual test <input type="checkbox"/> Date of last test on file:				
Soil amendments used: <input type="checkbox"/> Synthetic fertilizer <input type="checkbox"/> Treated compost <input type="checkbox"/> Untreated compost <input type="checkbox"/> Manure				
Compost is made on farm using a scientifically validated method.				
Compost and/or manure is incorporated at least 120 days prior to harvest.				
Is the field exposed to runoff from animal confinement or grazing areas?				
Is land that is frequently flooded used to grow food crops?				
Animals (pets, livestock, wild animals) restricted from growing areas (except for working animals)?				
Portable toilets are used in a way that prevents field contamination from wastewater or accidental spills.				
Policies are in place for dealing with contaminated produce (flag, remove, bury, etc.).				
Pre-harvest field assessments to scout for contamination are conducted.				

Harvest & Post-Harvest Handling	Yes	No	N/A	Comments
Harvest containers and tools are cleaned and sanitized before use.				
Harvest baskets, totes, bins, etc. are kept directly off the soil during harvest.				
Are products field packed?				
Are products washed and/or packed in a packing house?				
Wash water source is tested for generic <i>E. coli</i> and meets the no detectible generic <i>E. coli</i> standard.				Date of last test on file:
Food grade packaging materials are used and are stored in covered areas protected from possible contaminants.				
Food contact surfaces are cleaned (using detergent and potable water) and sanitized daily.				
A pest control program is in place.				
If storing product in a cooler, temperature is monitored regularly.				

Transportation	Yes	No	N/A	Comments
Product is loaded and stored to minimize physical damage and risk of contamination.				
Transportation vehicles are inspected for cleanliness before use.				
If using refrigerated trucks, chiller systems are inspected before use and temperature is monitored.				

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

I understand this handout is intended to promote food safety practices and assist schools and producers in food safety education and outreach, and while this handout is intended to be a helpful tool, it is not a substitute for implementing food safety practices and may not cover every situation. I further understand using this handout or answering the questions contained in it does not guarantee compliance with federal and state food safety rules.

Signature of Producer: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist adapted from Iowa State University's Checklist for Retail Purchasing of Local Fresh Produce and Fayetteville Public School's Seed to Student Farm Checklist.

For more information and to sign up for the newsletter, visit [arfarmtoschool.org](http://arfarmtoschool.org).

