

# How to use this Grower Self Assessment

## To most effectively use these worksheets:

1. Select which fields or commodities you will review. If you cannot decide which fields should be reviewed, start with a main field for produce production. It may be more sensible to evaluate a whole crop commodity or enterprise (e.g. fresh market cabbage production) if you have multiple fields of that specific crop. What is most important is to complete the assessment, so pick a field or commodity and begin.
2. These five worksheets apply to all growers and should be completed. These include:
  - Record Keeping
  - Worker Hygiene Training
  - Toilet and Handwashing Facilities
  - Farm Biosecurity
  - Crisis Management
3. Identify the other worksheets relevant to the field or commodity you are assessing by answering “Yes” or “No” to the questions in the tab “My Farm Assessment.” Here is an example.

Do You...	No	Yes	If Yes, proceed to tab and section listed.
...apply any crop protectant or foliar sprays to produce?	✓		Water Use
...harvest produce from the field for sale?		✓	Harvest Sanitation

In this case, you would complete the field sanitation section but not the water use section.

# How to use this Grower Self Assessment (continued)

4. Turn to the first section you will need to review. Each section has an action plan provided at the end. These action plans in the assessment are for photocopying, so that they are available for future assessments. An extra set of action plans for each section should have been provided with this booklet so that you can start immediately. Here is an example of management areas that are assessed.

## Harvest and Field Sanitation

### Good Agricultural Practices

### Practices Requiring Attention



Management Area	Best Practice	Minor Adjustments Needed	Concerns Exist; Examine Practice	Needs Improvement: Prioritize Changes Here
<b>Grading and quality during harvest of crops</b>	Workers are trained to avoid harvesting bruised or dropped fruit <b>AND</b> any produce with evidence of animal or bird feces or feeding marks.	Bruised or dropped fruit or crops with evidence of animal or bird feces or feeding may be harvested (e.g. by machine), but these are heat processed or pasteurized prior to sale.	Workers are told but not specifically trained to avoid bruised, dropped or feces contaminated produce which may result in occasional harvest of damaged pieces.	There are no standards or instructions to workers to avoid bruised or dropped fruit or produce with evidence of animal feces or feeding.
<b>Washing and sanitation of harvest aids (e.g. knives, aprons, containers)</b>	All harvest aids are washed, rinsed and sanitized at the start of each work session, and after breaks or as needed throughout the day.	All harvest aids are washed, rinsed and sanitized daily.	All harvest aids are washed, rinsed and sanitized once per week.	Harvest aids are not washed, rinsed or sanitized except at beginning of the season.

# How to use this Grower Self Assessment (continued)

- For each management area, find the practice that most corresponds to your current practice in that management area and fill out the action plan. An example is provided below.
- After reviewing your practices, focus efforts to improve your management where your practices are in the “Examine Practice” or “Prioritize Changes Here” columns.

Work with your local Cooperative Extension Educators or agricultural consultants to design effective and economically feasible solutions to reduce risks in these areas.

- Place the completed action plans in the back pocket for easy and frequent reference.

## Harvest and Field Sanitation Action Plan

Date: Sept. 30, 2003 Reviewer: Thomas Smith Field or Commodity: Lettuce

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Grading and quality during harvest of crops	✓					Field Manager		
Washing and sanitation of harvest aids (e.g. knives, aprons, containers)			✓		Wash all cutting knives and harvest crates at the end of each day with soap and water, so they are ready for the crew in the morning.	Crew Chief	\$10/day	Tomorrow

Much can be done to reduce microbial risks by implementing the GAPs presented in the following worksheets. By reviewing your practices, improving your management, and documenting your

changes, you will be able to provide evidence of your commitment to reducing microbial risks to fruits and vegetables on your farm.

# My Farm Assessment

All growers of fruits and vegetables should answer the following questions and complete the sections for which they answered “Yes”:

Do You...	No	Yes	If Yes, proceed to tab and section listed.
...operate a farm that grows and/or markets fruits or vegetables?			Record Keeping
...have any employees or family members working on the farm?			Worker Hygiene and Training
...have a flush or portable toilet on the farm?			Toilet and Handwashing Facilities
...irrigate any produce acreage?			Water Use: Irrigation and Spray Water Quality
...apply any crop protectant or foliar sprays to produce?			Water Use: Irrigation and Spray Water Quality
...use water from an on-farm well for irrigation or sprays?			Water Use: On-Farm Wells
...use chemical pesticides for control of weeds, insects or diseases?			Pesticide Use
...apply manure (fresh or slurry) to your produce acreage at any point during the crop rotation?			Manure Use: Sources and Application Practices
...pile or store manure or slurry prior to land application?			Manure Use: On-Farm Manure Storage and Handling

# My Farm Assessment (continued)

Do You...	No	Yes	If Yes, proceed to tab and section listed.
...produce your own compost or purchase it for land application?			Compost Use: Sources and On-farm Storage
...apply compost or compost teas to your produce acreage?			Compost Use: Compost Application Practices
...have farm animals that are the source of the manure for either field applications or for compost production?			Herd Health
...have domestic livestock (e.g. dairy, beef, poultry, etc.) on the farm?			Herd Health
...have problems with wild animals or birds in the field or packing house?			Wild Animals
...harvest produce from the field or greenhouse using hand labor?			Harvest Sanitation
...pack produce in the field?			Harvest Sanitation
...have a packing shed on the farm?			Postharvest Handling: Packing House Sanitation and Safety
...cool or store produce on the farm?			Postharvest Handling: Postharvest Handling of Produce
...produce cider or juice on your farm for sale?			Juice and Cider

# My Farm Assessment (continued)

Do You...	No	Yes	If Yes, proceed to tab and section listed.
...direct market your produce through a farm stand, farmers market or a community supported agriculture venture?			Direct Marketing
...operate a U-Pick or pick your own operation?			U-Pick Operations
...have a petting zoo or allow domestic animals to roam freely on the farm?			Petting Zoos
...produce food that could be intentionally contaminated?			Farm Biosecurity
...operate a farm business?			Crisis Management

Now that you have decided which worksheets apply to your farm, begin your self assessment. The worksheets may be completed in any order, but make sure you complete all that apply.

# Record Keeping Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Record keeping								
Product identification								
Annual food safety self assessments								
Written recall plan								
Recall plan contents								

# Record Keeping Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Notification contacts in case of a recall								
Mock recall and traceback verification								
Records of customer complaints related to food safety or quality								



# Check Sheet for Field Toilets, Hand Washing Facilities, Drinking Water and Safety Kit

Date	Toilet & Hand Washing Facilities		Water		Soap		Paper Towels		Toilet Paper		Trash Can		Drinking Water		Single Use Cups		First Aid Kit		Employee Initials
	Checked	Cleaned	Checked	Filled	Checked	Filled	Checked	Filled	Checked	Filled	Checked	Emptied	Checked	Filled	Checked	Stocked	Checked	Stocked	

Sheet Reviewed by: \_\_\_\_\_ on \_\_\_\_\_  
(Management) (Date)

# Worker Hygiene Training Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Worker training on handwashing and personal hygiene for food safety								
Management of worker training programs on food safety and personal hygiene								
On-farm posted signage instructing workers of personal hygiene requirements								
Signage in appropriate languages or uses diagrams for non-English speaking or illiterate workers								
Worker illness reporting								

# Worker Hygiene Training Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Record keeping of worker training								

# Toilets and Handwashing Facilities Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Clean toilet facilities for farm laborers, visitors, and customers								
Toilets and handwashing facility maintenance and stocking with supplies								
Location of field toilets in relationship to workers								
Location of field toilets in relation to crop								
Collection of grey water from handwashing facilities in the field								

# Toilets and Handwashing Facilities Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Emergency containment and treatment plans for portable toilets								
Servicing areas for portable toilets								
Ratio of toilets to workers								
Record keeping of toilet and handwashing facility cleaning and maintenance for farm audit, certification, and traceback								

# Irrigation and Spray Water Quality Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Source of irrigation water for produce crops								
Source of water for topical sprays								
Water Testing See <i>Water Use</i> introduction for more specific recommendations								
Awareness of watershed concerns								
Monitoring of sediment levels in surface water used for irrigation								

# Irrigation and Spray Water Quality

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Irrigation method								
Backflow prevention								
Use of self-assessments (e.g. Farm-A-Syst <sup>1</sup> ) or consultants to reduce negative environmental impacts of farming practices								

1. Please see Farm-A-Syst web site for additional information: <http://www.wisc.edu/farmasyst/>.

# On-Farm Wells Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Condition of casing and well cap (seal)								
Well casing depth (Verify recommended depths with your local health department)								
Location and maintenance of on-farm septic systems								
Position of well in relation to potential contamination sources								
Distance between well and potential sources of contamination								



# On-Farm Wells Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Backflow prevention								
Testing water quality of on-farm wells								

# Pesticide Use and Storage Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Pesticide application rates								
Spill kit and rinsate disposal								
Spill response plan								
Application equipment maintenance								
Weather conditions and drift management for spray applications								

# Pesticide Use and Storage Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Record keeping of pesticide applications (legally required)								
Pest monitoring								
Source of water for topical sprays								
Certified applicators								
Proper safety equipment for pesticide applications								

# Pesticide Use and Storage Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Pesticide storage area security								
Pesticide storage area design								
Re-entry periods for fields								
Harvest intervals								
Pesticide container disposal								

# Manure Sources and Application Practices Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Knowledge of manure handling from provider								
Manure segregation practices of young and adult animal manure								
Timing manure application to planned fruit or vegetable acreage								
Crop choice and pathogen contamination risks on recently manured ground								
Manure teas								

# Manure Sources and Application Practices Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Sidedressing crops with manure								
Barriers to reduce manure runoff or movement to surface water sources, to minimize risks of pathogen contamination of water used by downstream neighbors								
Manure run-off to produce fields								
Field status at time of manure application								
Record keeping of manure use								

# On-Farm Manure Storage and Handling Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
On-farm manure storage, prior to land application								
Slurry storage periods prior to application to produce fields								
Manure storage conditions								
Preventing clean water from entering manure storage								
Slurry storage design to reduce risks of manure leaching or spills onto fields or to water courses								

# On-Farm Manure Storage and Handling Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Use of self-assessments (e.g. Farm-A-Syst <sup>1</sup> ) or consultants to reduce negative environmental impacts of manure management practices								

1. Please see Farm-A-Syst web site for additional information: <http://www.wisc.edu/farmasyst/>.



# Compost Sources and On-Farm Storage Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Knowledge of compost handling from the provider								
Composting conditions for manure and bedding								
On-farm compost storage prior to land application								

# Compost Application Practices Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Compost teas								
Sidedressing crops with compost								
Barriers to reduce compost runoff or movement to surface water sources								
Record keeping of compost use								

# Herd Health and Management Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Implementation of protocols or SOPs to protect herd health								
Handling of manure from young animals or new animals in the herd								
Clean water movement on-farm								
Containment of barnyard runoff, to reduce risk of manure and pathogen movement into fields or surface water courses								
Restriction of animals from water courses to reduce direct contamination								

# Herd Health and Management Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Restriction of domestic animals from production fields and irrigation ponds								

# Wild Animal Management Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Restriction of wild animals from production fields and irrigation ponds								
Rodent, bird, and insect exclusion from storage and packing areas								
Cull pile management								

# Harvest and Field Sanitation Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Grading and quality during harvest of crops								
Washing and sanitation of harvest aids (e.g. knives, aprons, containers)								
Washing and sanitation of field packing equipment and machinery								
Handwashing practices of field workers								
Quality of gloves used in the field								

# Harvest and Field Sanitation Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Loading large bins in the field								
Cleaning and sanitation of containers used for harvest, packing and shipping								
Storage of containers used for packing produce								
Soil removal from produce and bins in the field, to prevent contaminating wash water or other loads of produce								
Record keeping								

# Packing House Sanitation and Safety Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Rodent, bird, and insect exclusion from packing areas								
Soil removal from produce and bins in the field, to prevent contaminating wash water or other loads of produce								
Screening or covering of overhead light bulbs								
Backflow devices and water source								
Packing line sanitation								



# Packing House Sanitation and Safety Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Packing line inspection								
Use of food grade oils and lubricants								
Storage of containers used for packing and shipping produce								
Cull pile management								
Handwashing practices of workers								

# Packing House Sanitation and Safety Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Quality of gloves used on the packing line								
Worker clothing								
Shipping truck sanitation								
Standard operating procedures (SOPs) and record keeping to assure attention to food safety risk management								

# Postharvest Handling of Produce Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Soil removal from produce and bins in the field, to prevent contaminating wash water or other loads of produce								
Water quality for washing produce and making ice								
Water quality management in dump tanks, flumes, hydrocoolers, or other batch water tanks								
Temperature management of water in dump tanks								
Ice storage and handling								

# Postharvest Handling of Produce Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Backflow devices and water source								
Cleaning and sanitation of containers used for harvest, packing and shipping								
Storage of containers used for packing and shipping produce								
Maintenance of a cold chain to minimize growth of pathogens								
Cleaning of temperature controlled produce storage								

# Postharvest Handling of Produce Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Refrigerated or cold room loading and management								
Transportation of produce								
Shipping truck sanitation								
Traceback assistance and record keeping								
Standard operating procedures (SOPs) and record keeping to assure attention to food safety risk management								

# Juice and Cider Production Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Training and certification in Juice HACCP								
Juice and cider pasteurization for wholesale								
Production of non-pasteurized apple juice and cider for growers who direct market								
Labeling for non-pasteurized apple juice and cider for growers who direct market								
Patulin content in apple juice and cider								

# Juice and Cider Production Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Citrus juice production								
Adherence to 21 CFR 120-FDA Juice HACCP Regulation								

# Direct Marketing Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Handwashing practices of farm market and CSA employees								
Location of toilet and handwashing facilities								
Maintenance and cleaning of toilets and handwashing facilities								
Domesticated animals on the farm								
Garbage containers								



# Direct Marketing Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Produce used for samples								
Food handler training for cutting produce								
Utensils used for cutting samples								
Storage of cut samples								
Serving samples								

# Direct Marketing Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Single service items for samples								
Sale of low acid canned foods								

# U-Pick Operations Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Location of toilet and handwashing facilities								
Maintenance and cleaning of toilet and handwashing facilities								
Signage quality for toilet and handwashing facilities								
Mulches between U-pick crop rows								
Wild animal restriction from production fields and irrigation ponds								

# U-Pick Operations Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Domesticated animals on the farm								

# Petting Zoos and Farm Animals Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Exhibit construction								
Handwashing for visitors								
On-farm designated eating areas								
Signage at petting zoos describing risks and need for child supervision								
Signage and first aid response to injuries (bites, scratches) caused by animals								

# Petting Zoos and Farm Animals Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Vaccination of petting zoo animals								
Health of animals accessible by visitors								
Petting zoo exhibit maintenance and sanitation								
Domesticated animals on the farm								
Visitor access to production fields after visiting petting zoo								

# Petting Zoos and Farm Animals Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Maintenance and cleaning of toilet and handwashing facilities								
Signage quality for toilet and handwashing facilities								

# Farm Biosecurity Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Building security								
Visitor protocols								
Employee hiring								
Farm vigilance								
Public Health, Security and Bioterrorism Preparedness and Response Act of 2002								



# Farm Biosecurity Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Registration of food production facility								

# Crisis Management Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Crisis management training and planning								
Media training								
Crisis management team								
Employee training								
Farm operations priority list								

# Crisis Management Action Plan

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Field or Commodity: \_\_\_\_\_

Management Area	Best Practice	Minor Adjustment	Concerns Exist	Prioritize Changes Here	Your Plans to Reduce Risks			
					Action for Improvement	Person Responsible	Estimated Cost	Target Date
Priority contacts								
Testing crisis management plan								