

Farm Food Safety Checklist

Name: _____ Farm Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____ Email: _____

Products available: _____

Other schools or local customers and contact information: _____

Number of acres farmed: _____

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

Are you available to visit school (s) and talk with students about how your product is grown? YES NO

Is your farm available for student field trips? 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
What water sources are used for irrigation? (check all that apply): ___ Well ___ Municipal ___ Pond ___ Stream ___ Other			
What water sources are used for washing products? (check all that apply): ___ Well ___ Municipal ___ Pond ___ Stream ___ Other			
Are wells protected from contamination? (e.g. wells are sealed, covered, secured, etc).			
Please list the date of most recent well water test _____			
Are farm livestock and other wild animals restricted from growing areas?			
Are portable toilets and/ or restrooms available to staff on the farm?			
Is land use history available to determine risk of product or soil contamination?			
Is field currently exposed to runoff from animal confinement or grazing areas?			
Is land that is frequently flooded used to grow field crops? (If answered yes, please proceed to the next question)			
Are coliform tests conducted on soil in frequently flooded land? If yes, what are the results?			
Is raw manure incorporated at least 2 weeks prior to planting and / or at least 120 days prior to harvest?			
Is manure application schedule documented?			
What types of manure are used? Raw Manure ___ Composted ___ Aged ___			

Farm Food 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 after harvest?			
Are harvesting baskets, totes or other containers kept covered and cleaned/ sanitized before (and in between harvest) 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?			
Is potable water used to wash products?			
Is product protected as it travels from field to packing facility?			
Are new packaging crates, totes, boxes used each time?			
Are packaging materials stored in areas protected from pets, livestock, wild animals or other contaminants?			
Are temperature logs for coolers and refrigerators maintained?			
Transportation	Yes	No	N/A
Is product carefully loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well-maintained and clean?			
Is transport vehicle designated for delivering food products only? If no, is the vehicle properly cleaned prior to loading of food products?			
Are products kept at appropriate temperature during transport? (e.g. cold produce must be held at < 41° Fahrenheit)			
Facilities	Yes	No	N/A
Storage and packing facilities are separated from growing areas by about: ___ Less than 25 ft ___ 25-50 ft ___ 50-100 ft ___ Greater than 100 ft			
Is storage off of the floor or ground?			
Are packing areas kept enclosed from overhead contamination?			
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?			
Is a pest control program in place?			

Farm Food Safety Checklist, *continued*

Worker Health and Hygiene	Yes	No	N/A
Are workers trained about hygiene practices and sanitation?			
Are signs posted to reinforce hygiene practices?			
Are smoking and eating confined to designated areas separate from product handling?			
Are workers instructed not to work if they exhibit signs of infection (e.g. 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?			
Limited bare hand contact with fresh produce?			
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 of Seller: _____ Date: _____

Reviewed by School Food Service Authority

School Food Authority (printed): _____ Date: _____

School Food Authority's School District: _____

School Food Authority Contact Phone Number: _____ Email: _____

**This form has been adapted from the "Iowa Checklist for Farms Selling Produce to Local K-12 Schools" by Iowa State University Extension.*

Compiled by Andrea Rissing, Northern Iowa Food & Farm Partnership Farm to School Coordinator, in consultation with Waverly-Shell Rock Community Schools and Genuine Faux Farms, Tripoli, IA. University of Northern Iowa, Center for Energy and Environmental Education. Based on "Checklist for Retail Purchasing of Local Produce," prepared by Amy Casselman, graduate student; Catherine Strohbehn, PhD, RD, CP-FS, HRIM extension specialist; Sam Beattie, PhD, extension food safety specialist; Diane Nelson, extension communication specialist; and Jamie Quarnstrom, extension graphic design student.