

GOOD AGRICULTURAL PRACTICES (GAP) FOOD SAFETY PLAN

SMALL FARMER ENTERPRISES, INC.
1234 Any Street
Someplace, SC 29201

Small Farmer Enterprises, Inc. is owned and operated by Small Farmer and has been in business since 1990. SFE, Inc. is dedicated to the agricultural activities involved in the production and packing of organic produce. Currently, SFE, Inc. farms 180 acres and owns a total of 335 acres outside the town of Someplace in Some County, South Carolina. Buildings in use in conjunction with farming operations include a 100 x 50 foot shed, barn, cooler, freezer and greenhouse. The primary water source used in production is a 450 foot deep, 4-inch well.

SFE, Inc. is committed to the production of safe, high-quality foods. We subscribe to the principle that the appropriate method to accomplish this is to minimize the microbial, chemical and physical contamination of produce at all points of the production process. It is our goal to produce premium-quality fruits and vegetables using good agricultural practices to maximize quality and productivity. To accomplish this, the following documented food safety plan is implemented and will be followed by all employees, contractors and visitors to SFE, Inc. production sites and facilities. Suggestions to improve this plan are encouraged at any time. This plan will be reviewed and reapproved annually.

ORGANIZATIONAL CHART

Owner	Small Farmer
Manager	Small Farmer
Food Safety Officer	Small Farmer
Packing House Manager	Small Farmer
Office and Bookkeeping Manager	Small Farmer
Shipping and Transportation	Small Farmer
Traceability and Documentation	Small Farmer
Contact Person	Small Farmer

This plan will be considered current for one year following the date of the last review. Authorized changes will be made in writing and recorded below.

DATE	SECTION CHANGED	EFFECTIVE DATE	AUTHORIZED BY

Small Farmer Enterprises, Inc. authorizes/designates Small Farmer to make changes and oversee the implementation of this established food safety plan.

Small Farmer has participated in GAP/GHP trainings. He will be responsible for training employees and is provided with the authority and resources to fully accomplish this task.

All required documents are to be maintained at Small Farmer Enterprises, Inc. offices. General guidelines to ensure consistency in the development of this food safety plan include selecting a category – worker health and hygiene, site selection/land use, water usage, pesticide usage, animal/wildlife observation, manure usage, equipment and facility maintenance, traceability and developing Standard Operational Procedures (SOPs) addressing the purpose, concerns, preventative/corrective measures and documentation required.

All documentation logs will be maintained accordingly.

By signing this document, I agree to adhere to all that is set forth in the Good Agricultural Practices Food Safety Plan.

Signature of Owner/Operator

Date

SMALL FARMER ENTERPRISES, INC.

FARM HISTORY

The 335 acres that comprise SFE, Inc. have been in some sort of agricultural production for many years. From 1990 to 2006, corn and soy were the primary crops. Cattle were on the property from 1992 to 2007. Catfish ponds were operational on the property from 1993 to 2006. Part of the property is currently in use for sheep production and has been since 1995. In 2007, a portion of the land was transitioned to organic vegetable production.

Prior to SFE, Inc. and since the 1940's, the property was owned by Some Guy and was in production with cotton, soy and corn.

FARM LOCATION

Address: 1243 Any Street, Someplace, SC

Latitude: 33.998698

Longitude: -81.031748



INCLUDE FIELD to PACKING FLOW CHART

CURRENT PRODUCTION

FIELD DESIGNATION	CROPS IN PRODUCTION	ACREAGE	ADDRESS	DATE
A	Vegetables		1234 Any Street, Someplace, SC	

SOP – Worker Health, Hygiene and Field Sanitation

General Policy

All workers and visitors involved in the production, harvesting, transporting and marketing of crops at Small Farmer Enterprises, Inc. are to follow the appropriate GAP policies and procedures to maintain food safety at all levels.

All employees, farm workers and visitors who will be in direct contact with fresh produce at SFE, Inc. will conduct themselves according to the procedures set forth below.

Procedures

Farm Workers and Visitors Orientation

All employees will be trained in food safety and personal hygiene and will be provided with a brochure of food safety requirements in the appropriate language. Each employee will be required to sign a training roster signifying that they have received, understand and will comply with these requirements.

All visitors will be required to sign in at the farm office prior to entry to production areas. Visitors will be given an overview of food safety requirements. By signing the log, visitors are certifying that they will comply with all policies and procedures, including proper sanitation and hygiene practices.

Worker Health

Workers with intestinal illness (diarrheal symptoms) or infectious disease will not be allowed to work in contact with fresh produce.

Workers should promptly report any illness, cuts, abrasions, lesions,

boils, soars, infected wounds or other injury or illness to their supervisor and seek prompt attention. Produce that has come into contact with feces, blood, saliva or other body fluids will be immediately removed from the field, packing house or storage area and disposed of safely. Once the supervisor has been notified of any of the above conditions, he or she will take appropriate action to dismiss said worker. An appropriate measure for minor cuts or open sores would be a combination of leak-proof bandage as well as disposable gloves that completely cover the injury. The employee may return to work at the discretion of the supervisor. An adequately stocked first-aid kit will be available for immediate use.

Worker Hygiene and Conduct

Employees must wash their hands with soap and running water before starting work, after breaks, after using the bathroom and after touching unsafe materials, such as tools, contaminated produce/soil and human body parts. Proper hand-washing procedure involves the following steps:

1. Wet hands with potable water, apply soap and work up a lather.
2. Rub hands together for at least 20 seconds.
3. Clean under the nails and between the fingers.
4. Rinse soap off under the running potable water.
5. Dry hands with a single-use towel.

Restrooms will be easily accessible and stocked with pump-dispensed, anti-bacterial soap and disposable paper towels. The restroom is within

¼ mile or 5 minutes walking distance of the work area and will be sufficient to provide one facility per 20 persons. Employees will always have the opportunity to use the facilities when they require them.

Supervisors and employees will monitor all restrooms. Restrooms will be cleaned, sanitized and maintained whenever the need arises.

Workers should bathe and wear freshly laundered clothes daily.

No jewelry should be worn, except a wedding band.

No bottles or any items made of glass are allowed in the work area.

Only potable water in plastic bottles with caps is allowed in the field for drinking. No soft drinks or other sugar-containing beverages are allowed in work areas.

Food and drink are only allowed in designated areas.

Running, horseplay or improper use of forklifts, tractors, trucks or other equipment is strictly prohibited.

Workers are responsible for cleaning up after themselves, including using garbage cans or other trash receptacles in work areas or restroom facilities.

Short haircuts are recommended, but if long hair is worn, it must be tied back in a ponytail or bun.

Anyone under the influence of alcohol or drugs is not allowed to work.

Pets or other domestic animals are not allowed in the work area.

Smoking, chewing gum or tobacco, eating and drinking are prohibited in the work area.

Cigarette butts must be disposed of in garbage cans or other trash receptacles.

Urinating, defecating, spitting and nose-blowing onto the ground is never allowed in or around the work area.

Employee Breaks

Break areas will be provided for all employees and will be separated from areas where product is handled. Potable drinking water will be provided for all employees. Drinking stations will be readily accessible and stocked with single-use cups.

Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood Saliva or Other Body Fluids

In the event a worker becomes ill or injured, seek first aid immediately. Move the worker out of the field, when possible, and away from produce.

Clearly mark and isolate the area of the spill and keep other workers and equipment away.

Once the supervisor has determined that cleanup should proceed, follow the appropriate procedures listed below:

FIELD CONTAMINATION PROCEDURES:

1. Use shovels to place contaminated soil and produce into plastic garbage bags.
2. Close the bags and move them to a designated area for disposal.
3. Place shovels in separate bags so they will not contaminate workers, soil or produce and move them to a designated area for later decontamination.
4. Dispose of the contaminated bags of produce and soil in a manner approved by SC DHEC. Decontaminate and disinfect shovels in an area that will not re-infect the production area or any work environment associated with produce.

BUILDING CONTAMINATION PROCEDURES:

1. Use appropriate cleaning and sanitation methods for the surface involved (concrete, stainless steel). Remember to wear gloves.
2. Remove surface materials as necessary and dispose of materials in a manner approved by SC DHEC. Decontaminate and disinfect cleaning equipment or dispose of properly.
3. Record incident and cleanup activities as part of the Daily Field Supervisor's Checklist.

SOP – Water Usage

The water source for irrigation is from a single 450 foot deep, 4-inch well for fields A – G. Crops are irrigated by overhead sprinklers for fields A and B.

Preventative Measures

1. Water used for irrigation, spraying and frost protection that comes in direct contact with plants will meet foliar-application water standards. A test documenting that the water source is potable will be kept on record.
2. Water sources will be inspected for possible contamination weekly and on all pick days and the results recorded on the Field Supervisors Daily Checklist. If potential contamination is found, a Notice of Unusual Events/Problems and Corrective Measures will be completed.
3. Water sources will be protected from runoff, leaching, spillage, drift to water sources and livestock or wildlife by constructing necessary measures to limit fecal and regulated or non-regulated contaminants.
4. Control measures like backflow prevention devices, check valves and air-gaps in the water distribution system will be installed to prevent contaminating water sources.
5. Irrigation water will be sampled for quality at the water source at the beginning of the growing season. Records of all tests will be maintained.

Corrective Measures

If generic E.coli test samples show unacceptable amounts, the following steps will be taken:

1. Stop irrigation.
2. Stop harvesting.

3. Identify the source of contamination and determine remediation actions.
4. Dispose of any adulterated product.
5. Resample water sources and individual distribution systems if necessary until acceptable criteria have been reinitiated.
6. Resume production activities once acceptable criteria are met.

Other possible mitigation measures include:

1. Shock the well with chlorine
2. Repair casing
3. Find an alternative water source

SOP – MANURE AND BIOSOLIDS USAGE

No raw compost or manure is used on produce at SFE, Inc.

SOP – Sewage Treatment and Soils

Best management practices and risk reduction methods will be employed while land is engaged for agricultural purposes.

Preventative/Corrective Measures

1. Before production begins on any property, information about crops and land conditions during the past five years will be gathered to determine if any activities pose contamination risks. A buffer of three years is recommended for the transition of animal production to fresh produce production.

2. Farm sewage treatment and septic systems will be visually monitored weekly and on pick days for evidence of leaking or runoff, using the Daily Field Supervisor's Checklist.
3. Septic systems, sewage treatment facilities, field sanitation units and storm water discharge areas will be located and accessed for overflow potential. If a major spill or leak occurred, the contamination would be isolated and removed immediately and safely by whatever means necessary. Equipment and tools used in the clean-up will be cleaned with soap and water then sanitized using a bleach solution. Any such event will be thoroughly documented using a NUOCA log.
4. No produce for human consumption that is either microbiologically or chemically compromised will be sold at market and will be disposed of in an acceptable manner.
5. Flooded areas will not be harvested. If any flooding should occur, a Notice of Unusual Events/Problems and Corrective Measures log will be completed.

SOP – Animals / Wildlife

Best management practices will be followed in crop production areas to minimize the potential of introducing contaminants to fields located near or adjacent to dairy, livestock or fowl production areas. Fields will be monitored regularly for the presence of wildlife.

Preventative Measures

1. Crop production areas and facilities will be located to prevent runoff from animal production.
2. Farm maps will identify the existing permanent animal production areas, specifically upstream and upwind animal

- pastures, feedlots, manure lagoons and uncontrolled animal access to surface waters.
3. Non-regulated wildlife nuisances will be live-trapped and relocated and a Notice of Unusual Events/Problems and Corrective Measures will be completed.
 4. Domestic nuisances will be identified and owners notified or Animal Control will remove animals from production areas.
 5. Production areas will be visually inspected weekly and on pick days for broken fences and other signs of wild or domestic animals having entered the area. Water supplies will also be visually checked. Documentation will be with the Field Supervisor's Daily Checklist.
 6. When choosing new fields, the location of livestock will be considered, making sure they are not contributing sources of contamination on produce fields or packing facilities.
 7. Natural or physical containment barriers, including berms, buffer zones and ditches will be located between livestock and fresh product and will be designed to divert potential overflows, if found to be needed.
 8. When possible, physical topography will be utilized to eliminate potential runoff or restrict access to water sources.
 9. Unrestricted access by livestock to surface waters will be restricted.

Corrective Measures

1. If evidence of animal waste is found, an area of 5 square feet will be quarantined to eliminate potential cross-contamination and prevent accidental harvest. Evidence will be removed and disposed of immediately.
2. All necessary measures to prevent domestic animals from re-entering crop production areas and water sources will be taken on an as-needed basis, including repairing or installing fence-type barriers or ditches and using other approved deterrent methods. Employees are asked to immediately report incidents.

SOP – Chemical Usage

Small Farmer Enterprises, Inc. follows all prescribed recommendations for use, application rates, storage and disposal of non-regulated materials. All regulated, non-food safe materials are stored safely and securely. Company personnel and/or contracted personnel that apply regulated materials are trained and licensed applicators.

In the event of fresh product being contaminated by chemicals, petroleum or other contaminating factors, the adulterated product will be isolated and disposed of immediately and safely. A NUOCA log will be completed describing the problem and the corrective actions taken.

SOP - Traceability

Small Farmer Enterprises, Inc. has instituted a traceback/traceforward system that will allow us to effectively identify and recover potentially adulterated, misbranded or hazardous foods from trade and consumer channels.

Packages/boxes of produce leaving SFE, Inc. will be marked with a code. The code is as follows:

031512A = Harvested March 15, 2012 from Field A

SOP – Equipment Maintenance

Best management practices and risk reduction methods will be employed to keep farm equipment clean and safe for use in and around produce.

Preventative Measures:

1. Tools, bins and equipment used during harvest will be cleaned using potable water and bleach solution prior to harvest. A record will be kept documenting cleaning times.
2. Tractors and other large equipment used in produce production will be inspected for leaks and broken pieces weekly and on pick days. Any signs of contaminant leakage will be documented using the Notice of Unusual Events/Problems and Corrective Measures form.

Corrective Measures:

1. If it is discovered that contamination has occurred in the field due to equipment malfunction or breakage, an area of 5 square feet will be quarantined to eliminate potential cross-contamination and prevent accidental harvest. Evidence will be removed and disposed of immediately.

SOP – Facility Maintenance

The Small Farmer Enterprises facility is maintained in an orderly manner. Personnel remove as much as practicable, all visible debris, soil, dirt, and unnecessary items from product storage areas on an ongoing basis. Storage areas are cleaned on a regularly scheduled and "as needed" basis and steps are taken to minimize free-floating dust and other airborne contaminants.

The floor of every workroom shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained.

Temperatures are maintained in rooms where produce is stored and a temperature recording log is kept verifying both primary and backup thermometers.

The refrigeration equipment in the storage areas is well-maintained and does not allow condensation water to come in contact with produce.

No produce at SFE is iced.

Any produce that comes in contact with the floor is disposed of according SC DHEC suggestions for the safe disposal of food waste. Dumpsters are kept away from the facility. If needed, the floor is cleaned with a

disinfectant, such as a bleach solution, and the mop, broom or shovel disinfected, as well, before using again.

Product flow zones are protected from substances that could contaminate the product. Non-food grade substances are stored in a closed off and/or locked areas away from product flow zones.

Lights at SFE in coolers and product flow areas have sleeves to prevent the occurrence of broken glass, possibly resulting in injured personnel and damaged product.

SOP – Pest Control

Measures have been taken at Small Farmer Enterprises to exclude animals and pests from the packing house facility. Farm personnel manage pest control in lieu of a pest control service.

Non-poisonous sticky traps are used at designated areas within the facility as outlined below on the facility layout. Traps are checked weekly.

To limit pest problems directly outside the facility, farm personnel keep trash and other raw materials that might attract pests picked up and disposed of properly.

SOP – Shipping and Transportation

Prior to the loading process, conveyances at Small Farmer Enterprises are required to be clean and in good operational condition – free from disagreeable odors and from obvious dirt and debris.

Trucks and transport containers are inspected for cleanliness, odors and debris before the loading process begins.

SFE product is not loaded with non-produce items.

SFE maintains a certain temperature appropriate to the product during transit. A log is kept to verify that the desired temperature is maintained.

NUOCA LOG

(Notice of Unusual Occurrence and Corrective Action)

DATE: _____ Time of Occurrence: _____

Description of Problem or Occurrence:

Corrective Action:

Reported By: _____

Supervisor on Duty: _____

Employee Non-Compliance Form

Small Farmer Enterprises, Inc.

Date:

Employee Name:

Supervisor:

Employee was found in violation of the following regulation:

-
- [Clean clothing not worn
Rubber gloves not worn when appropriate
Wearing jewelry or watches in the packing area
Eating, drinking, smoking or chewing tobacco in packing area
Unsafe use of equipment]

The supervisor notifies the employee of the violation and explains the reasoning behind the regulation.

1st Warning (Verbal): _____ 3rd Warning (Disciplinary): _____

2nd Warning (Written): _____

Supervisor has given appropriate warning: _____

Employee understands the significance of the violation:

Signature

Date

FIELD SUPERVISOR'S CHECKLIST

Small Farmer Enterprises, Inc.

Field Location: _____

Date: _____

DATE	ITEM	COMMENTS/CORRECTIONS
	All new workers completed orientation and signed roster.	
	All employees are clean. Sick or injured are asked to report to supervisor.	
	Employees wash hands before starting work, after breaks.	
	Break areas are designated. Restrooms are clean and fully supplied. No leaks.	
	First-aid kit is available.	
	Visual inspection of water sources and sewage system does not indicate areas at risk for contamination.	
	Areas with evidence of animal activity, flooding or other contamination have been documented.	
	Harvesting tools and containers are properly stored, clean and in good repair.	

	Harvesting machinery is clean and free from excessive dirt and mud, dripping lubricants or fuel.	
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Signed:

Date:

SAMPLE