

Part 3

Training Guide for Workers: Post-Harvest On-Farm Food Safety

This material was developed by the North Central Regional Center under a grant from the Food and Drug Administration. FDA has provided technical assistance in developing this material; however, this information has not been formally approved by FDA. It does not represent any agency determination or policy.

Funding provided through the Department of Health and Human Services Food and Drug Administration (Grant Number 1R01FD005685-01) titled "Strategies for Successful Implementation of FSMA (Food Safety Modernization Act) in the North Central Region through Adoption of a Systems Approach and Stakeholder Engagement Framework."

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(This page is included to make sure the document will print correctly as a flipchart)

Eating, Drinking, Smoking, and Break Policies



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Break Policy

- Our farm's policies are: [\(INSERT POLICIES\)](#).
- You **must** wash hands before returning to work from eating, chewing gum, or using of tobacco [Section 112.32(b)].

Suggestions:

- You **must** not eat, chew gum, or use tobacco products in an area used for a covered activity [Section 112.32(b)(6)].
- Smoking is not allowed in the fields or packing/production areas when produce is being processed.
- If you don't allow smoking on the farm property, be sure to explain your policies.
- If need to smoke you must go [\(INSERT LOCATIONS\)](#).

Notes:

- We **must** provide an area that prevents contamination to covered activities from eating, tobacco use, and chewing gum [Section 112.32(b)(6)].
- Drinking water is permitted in designated areas away from covered activities [Section 112.32(b)(6)].



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Visitor Policies

VISITORS



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Visitor Policies For All Visitors

Visitors and volunteers are welcome on our farm, but they must be educated [Section 112.33(a)]

- Our farm's policies are [\(INSERT POLICIES\)](#)
- Visitors **must** be made aware of toilet and hand-washing facilities that they can use [Section 112.33(b)]

Suggestions:

- Visitors **must** be aware of our policies and procedures to protect food and food contact surfaces. This includes our policy of only allowing service animals and prohibiting pets and where and what they are able to do on farm [Section 112.33(a)]
- Visitors should wash hands before entering the covered activities areas [Section 112.32]
- All visitors should have clean clothes and boots to enter [Section 112.32]
- If visitors are ill, they will be restricted to non-produce and non-food areas that minimize any contact with food or food production areas
- Visitors should not bring any pets into any areas where produce activities occur. Service animals are the exception

Notes:

- Visitor log is a best practice
- Cross contamination from other farms is a concern. Does your farm have a policy on how long one should be off another farm?



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Pest Control



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Pest Control

- Our farm's policies are (INSERT POLICIES)
- You **must** wash your hands after touching animals [Section 112.32(b)(3)(v)]

Suggestions:

- While you are working if you see evidence of animal intrusion, then (INSERT POLICIES)
- While you are working if you see animal fecal matter, then (INSERT POLICIES)
- While you are working if you see domesticated animals in the post-harvest area, then (INSERT POLICIES)
- Domesticated animals are not allowed to be (INSERT POLICIES)
- Service animals are not allowed to be (INSERT POLICIES)
- Close all doors and windows
- Remove trash and culls every day and as needed throughout the day
- We will cut our grass and remove debris from outside the packing area so we prevent hiding places for pests

Notes:

- You **must** have a pest control program in buildings [Section 112.128]
- You **must** protect produce, food contact surfaces, and food packing materials from contamination from pests [Section 112.128]
- You **must** monitor and take appropriate actions if contamination is found from pests [Section 112.128]
- Fully enclosed buildings **must** take measures to exclude pests [Section 112.128]
- Partially-enclosed buildings **must** take measures to prevent pests from becoming established or remove them when present [Section 112.128]

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Tools and Containers



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Tools and Containers

It is also important to think about the cleanliness of the tools and containers we use. Our farm's policies are to clean (INSERT POLICIES)

Suggestions:

- Use the containers provided for you.
- They should only be used to hold produce—never to carry chemicals, tools, other food/crops, or personal items – as this will reduce the risk of cross contamination.
- Before using for harvested food, make sure the container is clean and in good condition. If you see cracks, or something else that could hurt you, or damage the product, get a new container and let your supervisor know.
- Elevate containers off the ground to avoid contact with soil. This may mean putting a flipped over container below the harvest tote. This helps keep the soil in the field and not carried into the packing shed.
- Remember we will need to clean that container before it comes in contact with food.

Notes:

- All tools, such as totes, containers, and tables, **must** be inspected, maintained, and cleaned regularly [Section 112.123(a) and 112.123(d)(1)].
- Records **must** be kept for all cleaning and sanitizing activities. Date and method **must** be on record [Section 112.3 and 112.140(b)(2)]



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Tools and Equipment Questions



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Tools and Containers

It is also important to think about the cleanliness of the tools and containers we use. Think about forklifts, containers/bins, tables, trucks, etc.

Questions you as a worker can ask yourself:

- Is this tool or equipment clean?
- Is this tool or equipment in good repair (is it broken, cracked, or not cleanable)?

If dirty, then [\(INSERT INSTRUCTIONS\)](#).

Suggestions:

Clean and sanitize it or put in a dirty tool/equipment area for cleaning later and get a different tool/equipment.

If not in good repair, then [\(INSERT INSTRUCTIONS\)](#).

- Contact a supervisor and gain advice on:
 - what to do with tool/equipment AND
 - what to use instead of that tool/equipment
- Get another tool/equipment

Note:

112.123(a) requires those subject to the rule to use equipment and tools that are of adequate design, construction, and workmanship to enable them to be adequately cleaned and properly maintained.



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Cleaning and Sanitizing



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Cleaning and Sanitizing

What are the steps to follow when cleaning and sanitizing surfaces and equipment?

1. First, rinse or spray down or remove dirt from equipment, table, tools, etc.
2. Secondly, clean by using the right detergent and cleaning tools.
3. Then rinse with clean water. Water **must** be from a source that meets microbial standards [Section 112.44(a)(3)].
4. Then use an approved sanitizer for food contact areas (sometimes rinsing again may be required, depending on the label of the sanitizer).
5. Finally, allow surfaces and equipment to air dry.

Notes:

- Whoever does this cleaning **must** document the cleaning [Section 112.140(b)(2)]
- Seams of food contact surfaces of equipment, and tools **must** be designed or maintained to minimize accumulation of dirt, filth, food particles, and organic materials [Section 112.123(c)]
- Food contact surfaces, equipment, and tools **must** be installed and maintained in a space that allows for proper cleaning, inspection, and maintenance [Section 112.123(b)(1)]



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