



Farm to School

CHECKLIST For Producers & Local K-12 Schools

Welcome! Thank you for considering providing our schools with local products. This checklist is designed to begin a relationship and to communicate the needs of both, the Producer and the school Food Service Directors (FSD). Your answers will not prohibit you from becoming a provider for our schools. Please answer as accurately as you can.

Answers to these questions could lead to further conversation, farm visits and/or requests for documentation.

Personal / Farm Information

Name: _____ Farm Name: _____

Name of person to oversee food safety: _____

Address: _____

Phone: _____ E-mail: _____

Preferred method of communication: _____

Expected products for sale: _____

Total acres farmed: _____

Are all products you plan to sell coming from this farm? Yes No If no, please indicate what products come from another location:

Would you be interested in hosting a field trip on your farm? Yes No

Production Information & Farm Self-Assessment

Personal Hygiene

Potable water is available for all workers. Yes No N/A See attached Food Safety Plan

Training and supervision on proper sanitation, hand washing and hygiene practices is provided and implemented to all workers.
 Yes No N/A See attached Food Safety Plan

All toilet, rest room and field sanitation facilities are clean and properly supplied with single-use towels, toilet paper, hand soap and potable water for hand washing. Yes No N/A See attached Food Safety Plan

Workers are instructed to not work if he or she exhibits any sign(s) of infection such as fever, diarrhea, etc.
 Yes No N/A See attached Food Safety Plan

Water/Irrigation & Chemicals

List the source of irrigation/water; pond, stream, well, municipal, other: _____

List irrigation techniques; flood, drip, sprinkler, other: _____

Pesticide/herbicide is used on the farm. Yes No N/A See attached Food Safety Plan
If yes, please elaborate and/or cover more in-depth in your Food Safety Plan. Use a separate sheet of paper if necessary.: _____

Animals/Wildlife/Livestock

Crop / production areas are located near or adjacent to a dairy, livestock or fowl production facility.
 Yes No N/A See attached Food Safety Plan

If yes, please provide documentation within your Food Safety Plan any natural barriers or safety procedures taken to prevent contamination of crop/production areas. Use a separate sheet of paper if necessary. _____

Animals/Wildlife/Livestock (Continued)

Manure stored near or adjacent to crop / production area(s) is properly contained to prevent contamination of crop / production areas.

Yes No N/A See attached Food Safety Plan

Crop / production area(s) are monitored for the presence of wild or domestic animals including birds and rodents.

Yes No N/A See attached Food Safety Plan

Measures are taken to limit wild or domestic animals from entering crop / production area(s).

Yes No N/A See attached Food Safety Plan

When / if composted raw manure is applied, it is incorporated at least 14 days prior to planting and 120 days prior to harvest.

Yes No N/A See attached Food Safety Plan

Manure used is properly composted to reduce expected levels of pathogens.

Yes No N/A See attached Food Safety Plan

Traceability

Product(s) delivered are clearly labeled with the date of harvest.

Yes No N/A See attached Food Safety Plan

Documentation of when a product is harvested and who the product is delivered to can be provided.

Yes No N/A See attached Food Safety Plan

Field Harvesting & Transportation

Harvesting containers and bulk hauling vehicles coming into direct contact with product(s) are cleaned and sanitized on a scheduled basis.

Yes No N/A See attached Food Safety Plan

All hand-harvesting equipment and implements are kept clean and sanitized.

Yes No N/A See attached Food Safety Plan

Harvesting equipment and/or machinery coming in contact with product(s) is in good repair.

Yes No N/A See attached Food Safety Plan

Efforts to remove excessive dirt and mud from product(s) and/or containers during harvest has been made.

Yes No N/A See attached Food Safety Plan

Product(s) are properly stored.

Yes No N/A See attached Food Safety Plan

Measures are taken to avoid cross contamination with animal and/or undocumented products in delivery.

Yes No N/A See attached Food Safety Plan

Washing & Packing

A water quality assessment has been performed to determine the quality of water used for washing post harvest.

Yes No N/A See attached Food Safety Plan

List source of post harvest / packing water: _____

Food contact surfaces are in good condition; clean and sanitized prior to use.

Yes No N/A See attached Food Safety Plan

Ice used for cooling produce is manufactured from potable water and transported and stored under sanitary conditions.

Yes No N/A See attached Food Safety Plan

Packing containers are properly stored and protected from contamination.

Yes No N/A See attached Food Safety Plan

Measures are taken to ensure animals, domestic or wild, and pests cannot be in packing and storage facilities.

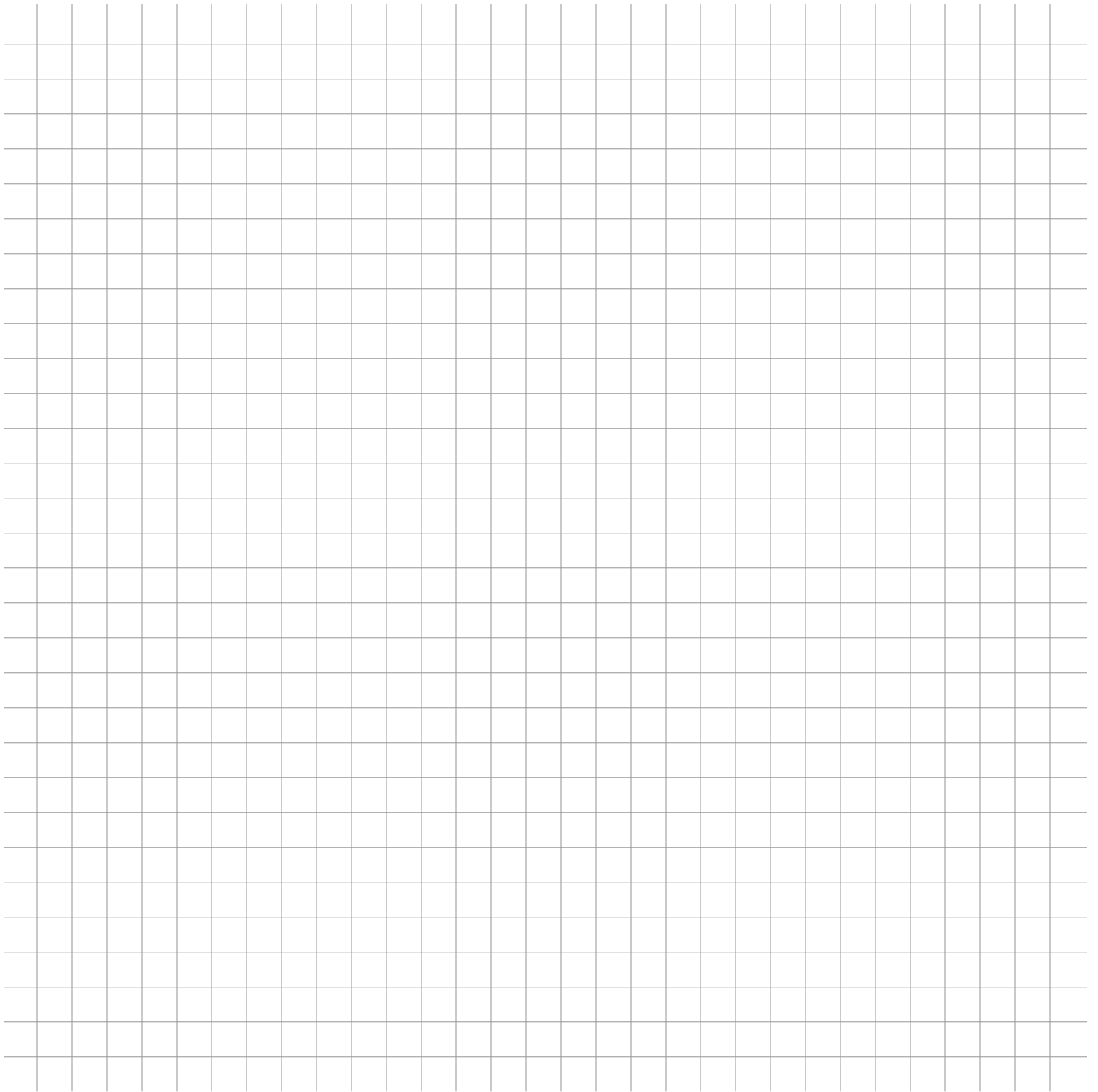
Yes No N/A See attached Food Safety Plan

I confirm that information provided is true to the best of my knowledge: _____

(Sign)

(Date)

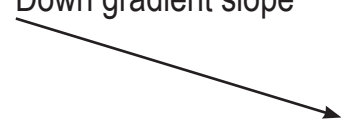
My Farm / Ranch _____ Acres



1. Crops Grown
2. Roads
3. Ditches - not irrigation
4. Ditches - irrigation (if applicable).
5. Livestock areas (if any).
6. Wildlife areas (if any).
7. Processing / Production areas

8. Processing / Production for animal products (if any).
9. Water source
10. Bathrooms
11. Hand washing / Sanitizing areas
12. Compost / Manure areas

Down gradient slope



Up gradient slope

