



Farm Food Safety Plan Template Handbook Version 1 (2019)



THE OHIO STATE UNIVERSITY



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FARM FOOD SAFETY PLAN WRITING

What is a Farm Food Safety Plan?

A farm food safety plan (FFSP) is at first glance a complex and difficult document to compile. However, when taken piece by piece, following this template, the plan can be quite simple. An FFSP is a useful tool to help growers focus on fresh produce safety in an organized way and prepare growers for buyer requirements and third-party audits. An FFSP is *not* required by the Food Safety Modernization Act-Produce Safety Rule but is a mandatory requirement in order to meet USDA Harmonized Good Agricultural Practices (HGAP) acceptance criteria.

An FFSP is a tool that is used to identify potential physical, chemical and biological hazards in the operation and the practices that are used to reduce these hazards. Farm food safety plans are also an excellent tool for organizing farm documents like essential food safety records and SOPs together, and in case of emergency.

About the Farm Food Safety Plan Template

The FFSP Template will be used to create a new or significantly updated FFSP for farmers attending the FFSP Writing Workshops provided by The OSU CFAES/EHE Fruit and Vegetable Safety Team. This FFSP template is not intended to serve as a complete FFSP for every producer. Because each operation is unique, the content is must be modified to fit each farm. Completion of this template does not guarantee compliance with any federal, state or local regulation, nor with any third-party audit.

Farm Food Safety Plan Considerations

Before getting started, there are some considerations to keep in mind.

1. Only include practices that you are **currently** doing on farm- the plan is not meant to outline desires.
2. Focus on risk reduction when moving through the stages of production, working to ensure that each risk is addressed.
3. Finally, while this template is meant to guide you and is a great place to start, every **farm and operation is different**, so make sure to change the standard operating procedures (SOPs), text, and policies accordingly.



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

HOW TO USE THE TEMPLATE

How to Use the Template

The template provided is meant to assist you with developing a food safety plan specific to your farm. The options and examples provided may not be suitable for your farm but can be used as a guide for writing down your farm practices and policies.

Options: In several sections of the template options for practices and/or policies are provided. Select the option that fits your farm best and modify it to describe your practices. If no option describes what you are doing on the farm you will need to write your own description. Delete the options that you do not use.

Red text: Red text indicates that information specific to your farm is required. Add your farm information and change the text color to black.

Text boxes: Text boxes provide instructions on what is required in a particular section, hints on what to include (or not include), or examples of risk reduction practices. Delete these boxes once you have completed the template.

Table of Contents: Once you have completed your farm food safety plan you will need to insert the correct page numbers into the table of contents. Complete the table of contents last.

Farm Food Safety Plan Template Checklist

Writing a farm food safety plan from scratch can be overwhelming and time consuming. Taking breaks throughout the process is recommended. A checklist is provided in this handbook to assist you with keeping track of where you are in the writing process and what sections you have completed. As you complete a section or subsection mark the section as completed on your checklist. You can also use the checklist to take notes.



NOTES

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FARM FOOD SAFETY PLAN TEMPLATE CHECKLIST

SECTIONS	NOTES	COMPLETED (✓)
Cover Page		
Farm Name		
Date (Month-Year)		
Logo, if applicable		
Farm Address		
Owner Contact Information		
Table of Contents (do this section last)		
Section 1: General Farm Information		
1.1 Farm Food Safety Policy		
1.2. Farm Food Safety Individuals		
1.3. Farm Information		
Section 2: Farm Health and Hygiene Policies		
2.1. Food Safety Training		
2.2. Visitor Health and Hygiene Policy		
2.3. Handwashing and Toilet Facilities		
2.4. Injury and Illness Policy		
2.5. Break Policy		
2.6. Clothing, jewelry and Cell Phone Policy		
Section 3: Farm Review		
3.1. Water Assessment		
3.2. Animal/Wildlife/Livestock Assessment		

FARM FOOD SAFETY PLANT TEMPLATE CHECKLIST

SECTIONS	NOTES	COMPLETED (✓)
3.3. Soil Amendment Assessment		
Section 4: Field Harvest Activities		
4.1. Field Sanitation		
4.2. Harvesting		
4.3. Worker Health and Hygiene		
Section 5: Packinghouse Activities		
5.1. Produce Washing and Cooling		
5.2. Surface Cleaning and Sanitation		
5.3. Packing and Packing Equipment		
5.4. Packinghouse Maintenance		
5.5. Packinghouse Worker Health and Hygiene		
Section 6: Storage and Transportation		
6.1. Storage		
6.2. Storage Facility Worker Health and Hygiene		
6.3. Transportation		
Section 7: Traceability Procedures		

Additional Notes:



NOTES

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FRESH PRODUCE SAFETY RESOURCES

Who can I contact to get more information on farm food safety plans?

The Ohio State University Fruit and Vegetable Safety Team Extension Specialists and Extension Educators can be contacted to get more information on farm food safety plans. Contact information for team members are provided in the training materials provided during the workshop and available at your nearest county Extension office or The Ohio State University Fruit and Vegetable Safety Team website (producesafety.osu.edu).

Where can I find more resources on farm food safety plans and fresh produce safety?

Factsheets on various fresh produce safety topics are available at county Extension offices or The Ohio State University Fruit and Vegetable Safety Team website (producesafety.osu.edu). Resources can also be requested from The Ohio State University Fruit and Vegetable Safety Team members.

CONTACT INFORMATION

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Images

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CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information contact OSU Extension (2120 Fyffe Road, Room 3 Ag Administration Building, Columbus, OH 43210; 614-292-6181.

