



Farm Food Safety Plan 2014

EarthDance
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The plan is reviewed annually on November 17th.

All updates and revisions are included on the next page of this document.

Revisions



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Farm Description

EarthDance operates an Organic Farm School on the historic Mueller Farm in Ferguson, North St. Louis County, Missouri. The 13.93 acre farm is comprised of approximately 6.5 tillable acres, with the remainder in forest, brush, an office, farmroads, and outbuildings.

On 2.5-3 acres, EarthDance grows over 140 varieties of vegetables, herbs, fruits, and flowers for sale via Community Supported Agriculture (CSA), farmers markets, restaurant, and small grocer sales. In 2014, the CSA is comprised of 60 members, including apprentices, staff, and some public members. From May through October, EarthDance sells at the Ferguson Farmers Market. Wholesale customers include Local Harvest Grocery, Puravegan, Bailey's Range, and Aramark, Ferguson-Florissant School District's food service provider.

Each growing season, a class of 20-30 apprentices participates in the operations of the farm, from sowing seeds in the greenhouse to selling at market and taking home a CSA share. In addition, in 2013 over 500 volunteers contributed service to the farm, and over 700 individuals took tours of the farm. Due to the public nature of EarthDance operations, a Farm Food Safety Plan is being created to engage all stakeholders in ensuring that safety and health are top priorities in farming operations.

Farm Management Team

Farm Manager: Monica Pless

Assistant Farm Manager: Matt Lebon

Executive Director: Molly Rockamann

Program Director: Rachel Levi

Self-audits

The Assistant Farm Manager of EarthDance conducts an internal audit each September, and reviews the findings with the management team. This audit will entail a full reading of the Food Safety Plan and evaluation of the effectiveness of the policies and procedures described therein. Any required corrective actions will be documented by the Asst Farm Manager, and revisions made to this food safety



plan at that time. Revisions made to this plan will be documented on the revisions page of this plan.

Traceability Procedures

Our farm utilizes a Simple Lot traceability system that allows us to trace product one step back (field) and one step forward (customer).

At EarthDance, every product harvested from our fields for sale (or donation) is weighed or counted and recorded onto a Harvest Log. Our Harvest Logs have a space for a lot number: a 3-digit number reflecting the cardinal date or day of the year, 1-365 and are spiral bound into a book that is kept in the Information Station, which is located near the packing area.

Harvest Log # = Lot #

Every crop listed on the same harvest log receives the same lot number. The lot number is on a small sticker which is affixed to each harvest crate or box of produce using name tag holders tied into the crates. The Harvest Coordinator is the person completing the Harvest Log and affixing the lot # onto the harvest crates.

When we prepare to go to a farmers market, each different market has a Market Log filled out with what products (and what quantities of each) are being sold at that market. The lot number of each crop harvested is listed on the Market log.

For example:

- Let's say that tomatoes, peppers, beets, eggplant, garlic, and potatoes are all being sold at the August 7th, 2014 Ferguson Farmers Market.
- The tomatoes, peppers, beets, and eggplants were all harvested on August 6th, 2014, so then one can refer to the Harvest Log that was completed on August 6th for that Lot #. That Lot # will be listed next to each crop on the Market Log.
- The garlic may have been harvested on June 21, 2014, and so the Lot # from June 21st's Harvest Log would also be listed next to garlic on the Market Log.
- The potatoes may have been harvested on July 13th, 2014, and so the Lot # from July 13th's Harvest Log would also be listed for potatoes on the Market Log.



When selling to a buyer, the Lot # will be found on a masking tape tag affixed to each box, bag, or container.

From that sticker, which contains the Lot #, one can refer to the Harvest Log numbered the same. Each Harvest Log identifies:

- The Harvest Coordinator for that harvest
- Date it was harvested
- Lot #
- Products harvested and Quantities of each
- Amount for CSA and Amount per share
- Amount for Market
- Amount for Wholesale Customers
- Names of Wholesale Customers

Each Market Log identifies:

- Who sold the produce
- Date of market
- Name of the market
- Lot #s of each crop sold
- Products and Quantities of each
- Price per lb or unit
- Amount remaining at the end of market

Each Invoice for a Wholesale Transaction identifies:

- Who purchased the produce
- Farm it came from
- Date it was sold
- Name of EarthDance salesperson
- Lot #s included in that purchase
- Products and Quantities of each
- Price per lb or unit
- Total cost
- Delivery or pick-up

Mock Recall:

When wholesale sales exceed \$10,000 at any point in the season, a mock recall will be conducted within 90 days.

To test our recall plan, we conduct a mock recall with one of our highest volume buyers. In the mock recall, a buyer is contacted and asked to identify a load received from our company. We ask how much of the product has been sold and how much they still have in inventory. This information is recorded in the farm



activity log (maintained with daily field activities and kept in the Information Station) and kept on file. Recall team members who may conduct the mock recall include the Farm Manager, Assistant Farm Manager, or Food Safety contact person.

Company Health and Hygiene Policy

Training: All workers receive a copy of the food safety plan when they start work on the farm and a refresher course as needed. A copy is kept available at the Farm Office and the Information Station. Workers include those who work on the farm to plant, care for, harvest, process, and pack fresh produce. This may include EarthDance staff, apprentices, and volunteers.

Training includes instruction on all company policies related to worker health and hygiene and where appropriate specialized training related to specific jobs such as anyone who coordinates harvest activities and packing.

Visitor health and hygiene policy: All visitors will sign in at the farm and read a copy of visitor policies regarding health and hygiene. Visitors are defined as anyone on the farm who has direct contact with produce that will be sold or donated to others (versus solely for personal consumption). For example, third graders visiting the farm on a school field trip or CSA members picking up their own produce will not be required to read and sign a copy of the farm policies, while volunteers who are assisting with harvest will be.

Hand Washing: Everyone must wash their hands before beginning work and returning to work after taking breaks, going to the restroom, eating, smoking, or otherwise compromising the sanitary nature of their hands. Signs are posted in restrooms and information station to instruct employees to wash their hands before beginning and returning to work.

First aid procedures: If someone is injured at the farm, either in the packing area or in the field, a first aid kit is available for use at the information station. There is an additional first aid kit located in the closet of the first floor restroom. The supplies are checked and updated in March of each year and regularly throughout the season as needed during weekly cleaning. Workers are instructed to attend to injuries immediately. This includes any cuts, abrasions, or other injury incurred while working. If the injury is critical or life threatening, workers are instructed to call 911 for proper care.

Illness: Any worker who is sick should notify their supervisor immediately and not handle fresh produce. If a worker does not self report and is found to be sick by



the supervisor, the worker will be immediately dismissed from work and not allowed to return until they are symptom free.

- 1) These symptoms preclude a worker from working and handling fresh produce:
 - Diarrhea
 - Fever
 - Vomiting
 - Jaundice
 - Sore throat with fever
 - Lesions containing pus (including boils or infected wounds, however small) on the hand, wrist, or any exposed body part
- 2) If a worker is recognized as having any of the conditions listed above, the worker is asked to go home.
- 3) Blood and bodily fluid: If blood or other bodily fluid should come in contact with the field or the produce, it will be addressed immediately. If a person is not able to immediately deal with the contamination due to injury, that person will mark the area if able and immediately notify his/her supervisor who will take appropriate action. If a worker is injured in the field or packing area, their supervisor will first assure their safety and then immediately inspect the area where the injury occurred to be certain no blood or bodily fluids have contaminated the area. If there is blood in the field, all contaminated surfaces will be removed to a plastic bag with a shovel or gloved hands and placed in a trash can. All affected soil will be shoveled up around and under the area and will be removed. All affected produce will be discarded as well as all packing materials. If an incident as noted above should occur, a photograph will be taken of said incident and used in future Food Safety training presentations so as to demonstrate best practices to farm workers.

Drinking water policy: Potable drinking water is provided and available for employees in the packing area and in the field. All workers are notified of this policy.

Worker Food Safety and Security Empowerment: All workers are instructed to share information they observe regarding food safety and security. If workers see unusual individuals or situations, they should notify their supervisors so they can evaluate the situation. If workers notice pests or other food safety issues, they are



encouraged to share this information with their supervisors.

Clothing Policy

Workers will wear clean clothing to work every day. When required, employees will wear appropriate supplied clothing including work gloves or disposable gloves.

Proper Hand Washing Technique

All employees handling produce for processing or sale will use proper hand-washing techniques before beginning work and after returning to work after taking breaks, going to the restroom, eating, smoking, or otherwise compromising the sanitary nature of their hands.

Proper hand-washing technique includes the following:

- 1) Wet hands with clean water (warm is preferred if available), 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) Rub fingertips of each hand in suds on palm of opposite hand.
- 5) Rinse under clean, running water.
- 6) Dry hands thoroughly.

It is important to remember to wash hands after touching any potentially unsanitary surface.

Toilet and Hand Washing Facilities

Clean and well-maintained toilet and hand washing facilities are provided for all employees and customers. These facilities are checked on a weekly basis. Restroom facilities are cleaned weekly.

Irrigation Water and Water Used for Topical Sprays

Our farm uses municipal water for irrigation and produce washing and water test records are kept on file with the city of Ferguson, MO.

Farm Location and Land Management



EarthDance operates an Organic Farm School on the historic Mueller Farm in Ferguson, North St. Louis County, Missouri. The 13.93 acre farm is comprised of approximately 6.5 tillable acres, with the remainder in forest, brush, an office, farm roads, and outbuildings.

The farmland and has been continuously farmed for 131 years (since 1883) per knowledge of farm owner. There are no concerns about previous land use related to microbial contamination of crops. The crop land is not susceptible to flooding.

Livestock

Crop production areas are not located near manure lagoons. Livestock are restricted from sources of irrigation water.

Wildlife

Wildlife activity is monitored and dealt with on an as-needed basis.

Field Inspections

Field inspections will occur while carrying out everyday farming activities. If animal presence is noted, affected sections of the field will be assessed and dealt with accordingly.

Soil Amendments

Soil amendments are used according to appropriate concentrations and methods of dispersal. The soil amendments are stored in a secure location away from the field and production areas to ensure they are applied only at the concentration desired.

Manure

Raw alpaca manure is occasionally used in the fields. Raw manure is applied AT LEAST 120 days before harvest and applications are documented in the field activity log. All raw manure is stored in areas away from crop production areas.

Harvesting

Crops are assessed during harvest looking for signs of physical, chemical, or biological contamination to the crop, including, but not limited to:



- Animal fecal material, or signs of animal activity
- Glass, metal, or other debris that may pose a physical hazard
- Signs of chemical contamination, including gasoline or fuel spillage and agricultural chemicals

Mechanically harvested product is inspected to remove foreign objects such as glass, metal, rocks, or other dangerous material.

Harvesting Tools, Containers, and Carts

If an object comes into contact with produce it must be clean and in good working condition. This includes, but is not limited to, hands, harvesting equipment (knives, etc), harvesting totes and boxes, transportation equipment, processing equipment (tables, cooling tubs), and storage equipment. Prior to moving product from the field, excessive dirt and mud will be removed from totes and pallets as much as possible.

Harvesting Totes, Containers, Packaging

The harvest containers are kept in good repair and damaged ones are immediately discarded or repaired. Harvesting totes will be inspected, cleaned, and washed with water before each harvest and whenever needed. Harvesting totes will not be used for carrying anything but produce. If something other than produce is placed in a harvesting tote, that tote must be cleaned or disinfected.

Garden Carts/Wagons

Check the garden carts daily for cleanliness. The harvest/garden carts used for carrying produce out of the field will be cleaned weekly or more often as needed.

Harvesting Tools

Any tool, such as a knife, used to harvest produce will be checked for cleanliness before use each day and cleaned as needed.

Vehicles in the Production Fields

Transporting produce from the field to storage or processing

Any vehicle or means of moving the harvesting totes to the processing house will be clean and in good repair. All vehicles will be inspected for the following prior to entering the fields or transporting produce for sale:



- Interior and exterior cleanliness
- No dripping oil, anti-freeze, or other fluid, petroleum product, or automotive lubricant
- If you are going to be moving produce with a passenger vehicle, there must be no contamination hazards present including food, pet hair, or other items that could compromise the produce.

Gas and Petroleum Spills or Leaks

Petroleum products of any kind may not be stored within the perimeter of the farm fields except in the specific structure built there for storing such fluids. If no such building exists, petroleum products must be kept in the storage shed.

If gas or oil is spilled in the field, immediate attention will be taken to stop the spill by turning off valves or plugging the source of the leak. If the source is a tank or any other kind of container and it is punctured, a wooden plug or a bolt will be used to prevent further leaking.

After stopping the source of the spill, the contaminated soil will be removed from the ground and contained in a bucket, pail, or other non-permeable container. All the soil that has visible oil stains or petroleum odor will be dug out and contained.

Packing and Storage House Sanitation

Packing and Storage Area Maintenance

Farm workers are instructed to compost produce that has been damaged or comes into contact with the floor or other potential contaminants.

The packing and storage facilities will be clean and orderly before and after use. At the end of each day, packing areas are free from trash and litter that may contaminate produce or produce contact surfaces.

Food Grade Cleaners and Lubricants

Only food-grade cleaners may be used in cleaning either the processing surfaces or the storage cooler. Sanitation chemicals have their own storage area separate from the processing line and away from any stored produced.

Only food grade lubricants are used on equipment related to packing or where harvesting equipment can come in contact with produce in the field.



External Grounds

Areas outside the packinghouse are well maintained (well-mowed or gravel). They are free of debris that would harbor pests and free of standing water. Garbage cans/dumpsters are covered and located away from packinghouse entrances.

Storage Cooler

Storage cooler temperatures will be checked daily while in use. Problems will be addressed immediately.

The walk in cooler is checked at the beginning of the season for holes and cracks.

The cooler will also be cleaned on a monthly basis or sooner if needed.

Rodent and Pest Control

Rodent traps are placed throughout the operation as needed and checked on a regular basis.

All walls, doors, and windows are inspected and any holes are repaired to prevent pest entrance into the operation.

Workers are to report any signs of infestation in the field or processing and storage areas.

Washing and Packing Line

All water used in post-harvest handling including washing and cooling water or water used for ice production is potable.

Washing, grading, sorting, packing lines, and food contact surfaces are cleaned and sanitized prior to harvest shifts with hydrogen peroxide.

A thorough cleaning will happen on a weekly basis or as needed. Any cleaning and sanitizing procedures do not pose a risk of contaminating product.

Maintaining Wash Water Quality

- Dump tank water is changed and refreshed as needed.



Cleaning and Sanitizing

- Cleaning and sanitizing water-contact surfaces including dump tanks, flumes, and wash basins is done as needed.
Food contact surfaces are in good condition and cleaned and sanitized as needed.
Backflow devices are installed and air gaps present to prevent contamination of clean water.
Equipment is designed, inspected, and maintained to assist in maintaining water quality.

Vehicles for Produce Transportation to Market

All vehicles used to transport produce to market are inspected prior to loading. If vehicle is found to be unsanitary, the equipment will be cleaned and sanitized prior to use. Equipment used to carry animal products or other potentially hazardous items including carcass, manure, or pesticides will not be used. Delivery trucks and vehicles will be inspected for odors and visually inspected for signs of unsanitary transport conditions. Equipment will be cleaned and sanitized (if necessary) before produce is loaded.

Invoices will be kept on file for the period of at least one year.

Produce is loaded carefully so that risk of damage will be minimized.



Appendix:

1. Wash your Hands Signage (*posted in each restroom and in packing shed area*)
2. Pre-Harvest Checklist
3. Post-Harvest Checklist
4. Worker Hygiene and Safety policies for all farm visitors (*i.e. apprentices, volunteers, staff, etc.*)
5. First aid supply checklist
6. How to do a self-audit
7. Mock recall log sheet
8. List of recommended cooling temperatures for various crops
9. Sample Harvest log
10. Sample Market log
11. Sample Invoice