



The Food Safety Field Guide for Food Safety Administrator

The Food Safety Field Guide is adapted from the Eat What You Grow! School Garden Food Safety Manual and the USDA Food Safety Tips for School Gardens and is a convenient food safety checklist. For detailed information, please refer to the school garden food safety protocol manual.

Below is a list of *Food Safety Administrator* responsibilities:

- I. Delegates and documents those responsible for each food safety risk area covered.
- II. Ensures Garden Coordinator(s) are thoroughly trained in food safety best practices.
- III. Oversees Garden Coordinator(s) to ensure food safety best practices are implemented.
- IV. Communicates with the Food Service Managers ensuring the food safety plan is properly implemented.
- V. Manages all garden related food safety documents and tracks any necessary updates such as corrective actions.
- VI. Ensures garden staff and garden participants are familiar with food safety protocols.

Getting Started

Food Safety Team

- I. Assign and document those responsible for each food safety risk area covered. Use Appendix A to document those accountable for food safety.
- II. Ensure Garden Coordinator(s) are thoroughly trained in food safety best practices and are implementing the food safety plan.
- III. Make sure Food Service Managers and all Foodservice Staff have been properly trained in food safety best practices and are implementing the food safety plan.
- IV. Manage all garden related food safety documents and track any necessary updates such as corrective actions.

Food Safety Training

- I. Attend and successfully complete a food safety workshop or training.

The Food Manager Certification is not issued by Pasadena Environmental Health. Several agencies provide this certification and Pasadena Environmental Health can supply a list of providers upon request.

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- II. Develop food safety trainings that include all the relevant risk areas.
 - a. Trainings include information from Health and Hygiene; The Garden; Harvesting, Post-Harvest Handling; and Food Service Handling.
 - b. Trainings will be used to teach Garden Participants about food safety risks in their areas.

Record Training

- I. Create a binder or file folder that houses all food safety information including all documents and your food safety plan.
- II. Make sure this binder is updated regularly. For PUSD participants, keep documents for a minimum of four years.

Health and Hygiene

Hand Washing and Signage

- I. Make sure proper health and hygiene signage is available to Garden Coordinator(s) to post on-site.
- II. File all health and hygiene documentation in the food safety binder.

Hand Washing Stations and Toilet Facilities

- Must ensure those working in the garden have access to a hand washing station and toilet facilities. If there is no access to the school's bathroom facilities, there must be an alternative hand washing station and portable toilet available.

Good Health and Hygiene Training

- I. Must ensure ALL Garden Participants are trained on Good Health and Hygiene Practices including:
 - a. Proper hand washing techniques
 - b. Procedures in the event of participant illness or injury
 - c. Handling of blood and bodily fluid in the garden site
 - d. First aid procedures and identifying first aid kit location(s)



The Garden

Site Location and Soil

- I. Locate gardens away from potential contamination sources (garbage, utilities, animals, water runoff, flooding, etc.).
- II. Soil testing is required for all imported growing media including soils and compost. Soil sampling must be done by environmental professionals approved by PUSD/PPHD/ENVT
- III. Record accredited laboratory soil test results in food safety files.

Raised Beds and Other Garden Materials

Use non-toxic, non-leaching materials for raised-bed gardens, containers, stakes, or trellises. Do not use pressure-treated wood, used tires, single-use plastics or old railroad ties.

Soil Amendments

- I. If your garden purchases soil amendments, choose a supplier that can provide documentation that details compost analysis, composition and method of treatment.
- II. Although composting provides an excellent learning tool for your students, compost produced on-site can *only* be used in PUSD or PPHD/ENVT ornamental gardens and NOT in edible gardens.
- III. *Do not use raw manure* as it may increase the risk of contamination from pathogens.
- IV. *Do not use composted manure* due to increased risk of contamination from pathogens that are not completely destroyed.

Animals and Pest Control

Create reasonable barriers to keep wild animals away from the garden. Examples include fencing or cages over produce items such as strawberries, leafy greens, etc. Check with your school's facility operations department before installing fences.

Risk Assessment

A qualified resource must conduct an independent Risk Assessment based on Good Agricultural Practices to validate those food safety policies and procedures are in place.

Harvesting and Post-Harvest Handling

Garden Harvest

- I. Must ensure All Garden Participants and *Garden Coordinator(s)* are trained on the following harvest related food safety risks:
 - a. Participant Health and Hygiene
 - b. Tools and Equipment Maintenance Management
 - c. Proper Harvest and Post-Harvest Handling
 - d. File all harvest and post-harvest documentation in the food safety binder or file folder.

Food Service Handling

Training for Foodservice Staff

- I. Plan what to grow with your Food Service Manager.
- II. Inform Foodservice Staff to receive garden produce using the same process as any other incoming food product.
- III. File all food service handling documentation related to garden produce with all other food safety records.

Trace Back Procedures

- I. Develop a trace back procedure.
- II. Use Appendix B for trace back records (Harvest Activity Log).

Recall Procedures

- I. Develop a recall procedure.
- II. Use Appendices D and E for recall records.

Corrective Actions Procedures

- I. For major non-conformances, document the non-conformance, corrective actions, and preventive actions in the food safety records.

