

Checklist for Purchasing of Local Produce from School Gardens or Greenhouses

School name: _____

Telephone: _____ Email: _____

Available products: _____

Number of acres/beds/square feet in production: _____

Production Practices	YES	NO	N/A
Are wells protected from contamination?			
If irrigation is used, what is its source? (circle) Well Stream Pond Municipal Other _____			
What types of manure are used? (circle) Raw manure Composted Aged No manure is used			
Is raw manure incorporated at least two weeks prior to planting and/or 120 days prior to harvest?			
Is the manure application schedule documented with a copy available for the purchaser's review?			
Is land use history available to determine risk of product contamination (e.g., runoff from upstream, flooding, chemical spills, or excessive agricultural crop application)?			
Is the field exposed to runoff from animal confinement or grazing areas?			
Is land that is frequently flooded used to grow food crops?			
Are coliform tests conducted on soil in frequently flooded areas?			
Are farm livestock and animals restricted from growing areas?			
Are portable toilets used in a way that prevents field contamination from waste water?			

Product Handling	YES	NO	N/A
Are storage and packaging facilities located away from growing areas?			
Is there risk of contamination with manure?			
Are harvesting baskets, totes, or other containers kept covered and cleaned (with potable water) and sanitized before use?			
Is harvesting equipment/machinery that comes into contact with the products kept as clean as possible?			
Are product and non-product containers available and clearly marked?			
Is dirt, mud, or other debris removed from product before packaging?			
Are food grade packaging materials clean and stored in areas protected from pets, livestock, wild animals, and other contaminants?			

Transportation	YES	NO	N/A
Is product loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well maintained and clean?			
Are there designated areas in transport vehicle for food products and non-food items?			
Are products kept cool during transit?			
Are products delivered within a reasonable length of time (no more than 48 hours)?			

Facilities	YES	NO	N/A
Is potable water/well tested at least once per year and results kept on file?			
Is product protected as it travels from field to packing facility?			
Is a product packing area in use with space for culling and storage?			
Are packing areas kept enclosed?			
Are food contact surfaces regularly washed and rinsed with potable water and then sanitized?			
Are food grade packaging materials used?			
Do workers have access to toilets and hand washing stations with proper supplies?			
Are toilets and hand washing stations clean and regularly serviced?			
Is a pest control program in place?			

Worker Health and Hygiene	YES	NO	N/A
Is a worker food safety training program in place?			
Are workers trained about hygiene practices and sanitation with signs posted to reinforce messages?			
Are visitors following good hygiene and sanitation practices?			
Are workers instructed not to work if they exhibit signs of infection (e.g., fever, diarrhea, etc.)?			
Do workers practice good hygiene by:			
wearing clean clothing and shoes			
changing aprons and gloves as needed			
keeping hair covered or restrained			
washing hands as required			
limiting bare hand contact with fresh products			
covering open wounds with clean bandages			

I affirm that the information provided above is accurate to the best of my knowledge.

Signature of Producer

Date

Information for checklist based on Good Agricultural Practices (GAP) and adapted from Iowa State University, University Extension, form PM2046a