BASIC FARM FOOD SAFETY PLAN

A customizable workbook for produce growers

A practical framework for documenting farm practices, identifying potential contamination risks, and maintaining food safety records.

Farm / Business Name	
Prepared By	
Date Prepared	
Review Date	

Provided by Strategic Alignment Network, LLC

Agricultural business education • Food safety education • Technical assistance

IMPORTANT: This template is a starting point for farm-specific planning. It does not guarantee compliance, certification, or audit approval. Review applicable requirements and adapt every section to your operation.

How to Use This Template

Use this document to record the food safety practices that apply to your farm. Complete relevant sections, remove instructions that do not apply, and add farm-specific procedures and supporting documents. Keep the completed plan accessible to the people responsible for carrying it out.

Suggested workflow

• Describe your farm, crops, facilities, and activities.

• Identify potential biological, chemical, and physical hazards for the activities you perform.

• Write practical procedures that reflect what actually happens on your farm.

• Train workers and family members who perform food safety tasks.

• Keep records, document corrective actions, and review the plan at least annually and when practices change.

Regulatory note

Applicable requirements vary by farm and product. The FDA Produce Safety Rule applies to covered farms and activities subject to its scope, exemptions, and qualified exemptions. A written food safety plan is not universally required by that rule. Buyer standards, third-party audit programs, state or local requirements, and other laws may impose additional expectations. Verify the requirements that apply to your operation with a qualified food safety professional or relevant regulatory agency.

Farm-specific details matter. Do not use this template as a substitute for assessing your operation. If a section is not applicable, explain why and document any alternative practices.

Plan Contents

1. Farm Profile and Contacts
2. Food Safety Team and Responsibilities
3. Farm Activity and Risk Assessment
4. Agricultural Water Management
5. Soil Amendments
6. Worker Health, Hygiene, and Training
7. Equipment, Tools, and Facility Sanitation
8. Harvest and Postharvest Handling
9. Pest and Animal Management
10. Traceability and Recall
11. Corrective Actions and Incident Reporting
12. Recordkeeping and Annual Review
Appendix A. Logs and Checklists

1. Farm Profile and Contacts

Farm / Business Name _____	**Farm Address / Location** _____
Owner / Primary Contact _____	**Phone / Email** _____
Emergency Contact _____	**Phone** _____
Plan Prepared By _____	**Date Prepared / Last Updated** _____
Crops / Commodities Grown _____	**Growing Season / Production Dates** _____
Activities Performed (check all that apply): growing, harvesting, washing, packing, cooling, storage, distribution, other _____	**Markets / Buyers / Delivery Methods** _____

Farm Overview and Site Notes

Describe fields, greenhouses, wash/pack areas, storage, water sources, adjacent land uses, and other details relevant to food safety.

Site / Area	Use / Activity	Food Safety Notes

2. Food Safety Team and Responsibilities

Identify who is responsible for implementing, monitoring, and updating this plan. A person may have more than one role.

Name / Role	Responsibility	Training / Experience	Backup Person

Name / Role	Responsibility	Training / Experience	Backup Person

3. Farm Activity and Risk Assessment

Review each farm activity and identify potential biological hazards (such as pathogens), chemical hazards (such as pesticides or cleaning chemicals), and physical hazards (such as glass or metal). Record the preventive measures used and how they are checked. This is a planning worksheet, not a substitute for a formal hazard analysis where one is required.

Activity / Area	Potential Hazard	Preventive Practice	How / When Checked	Responsible Person

Farm-Specific Food Safety Policies

List the farm rules that workers and visitors must follow, including restricted areas, illness reporting, smoking/eating policies in handling areas, and reporting of contamination concerns.

Policy / Rule	Who Must Follow It	How It Is Communicated

4. Agricultural Water Management

Describe water used for growing, harvesting, washing, cooling, handwashing, and cleaning. Different uses may be subject to different requirements. Document applicable assessments, monitoring, testing, corrective actions, and records based on current requirements and the farm's risk assessment.

Water Source / Use	Location / Type	Assessment / Test or Monitoring	Frequency / Record Location

Water-Related Corrective Action

If a water concern is identified, document the concern, affected area or product, action taken, follow-up, and who approved resuming use.

Date / Concern	Action Taken	Follow-Up / Outcome	Responsible Person

5. Soil Amendments

Describe soil amendments used, how they are sourced, stored, handled, and applied, and how cross-contamination is prevented. Follow applicable requirements and label or supplier directions.

Amendment / Supplier	Treatment / Handling	Storage / Application Practice	Records Kept

Amendment / Supplier	Treatment / Handling	Storage / Application Practice	Records Kept

6. Worker Health, Hygiene, and Training

Document how workers and visitors are informed about hygiene expectations. Procedures should reflect the work being performed and applicable requirements.

• Provide accessible handwashing facilities with running water, soap, and a means to dry hands, as applicable.

• Explain when and how to wash hands and how to avoid contaminating produce and food-contact surfaces.

• Establish a process for reporting symptoms, illness, wounds, or other conditions that could create a contamination risk.

• Provide and document food safety training for workers and supervisors, including seasonal staff.

• Make restroom facilities available and maintain them in a sanitary condition.

Worker Training Log

Date	Topic / Procedure	Trainer	Participants / Signatures	Follow-Up Needed

Illness, Injury, or Hygiene Concern Record

Date / Concern	Area / Product Affected	Action Taken	Follow-Up / Person Responsible

7. Equipment, Tools, and Facility Sanitation

List equipment, harvest containers, tools, food-contact surfaces, and facilities that require cleaning, sanitizing, inspection, or maintenance. Use cleaning products according to label directions and any applicable requirements.

Item / Area	Cleaning / Sanitizing Method	Frequency / Trigger	Responsible Person	Verification / Record

Maintenance and Chemical Storage

Describe how chemicals are labeled and stored separately from produce and food-contact items, and how broken equipment, glass, or other physical hazards are handled.

Issue / Chemical	Storage / Maintenance Procedure	Inspection Date	Action Needed

8. Harvest and Postharvest Handling

Describe how produce is harvested, handled, packed, cooled, and stored to minimize contamination. Include how harvest containers are kept clean, damaged or contaminated produce is managed, and product is protected during transport.

Step / Area	Procedure / Control	Inspection or Monitoring	Record / Responsible Person

Step / Area	Procedure / Control	Inspection or Monitoring	Record / Responsible Person

9. Pest and Animal Management

Describe how the farm monitors for pests and animal intrusion, assesses risks to growing and handling areas, and responds to evidence of contamination. Record findings and actions. Use pest control products only as authorized and according to label directions.

Date / Area Inspected	Finding / Evidence	Action Taken	Follow-Up / Outcome

10. Traceability and Recall

Maintain records that allow the farm to identify the product, harvest or packing date, lot or batch code where used, and relevant distribution details. The traceability system should match the farm's products, sales channels, and applicable requirements.

Product Traceability Log

Harvest / Pack Date	Crop / Product	Lot / Batch Code	Quantity	Buyer / Destination / Contact

Recall / Withdrawal Procedure

- Identify the person authorized to coordinate a product hold, withdrawal, or recall.
- Stop distribution and identify potentially affected product and customers.
- Contact relevant buyers, regulators, or other parties when required or appropriate.
- Document decisions, communications, product disposition, investigation, and corrective actions.

- Review the event and update procedures to reduce the chance of recurrence.

Recall Coordinator / Phone _____	**Alternate Contact / Phone** _____
Where Distribution Records Are Kept _____	**Date of Last Procedure Review** _____

11. Corrective Actions and Incident Reporting

Use this form whenever a food safety procedure is not followed, a hazard is identified, contamination is suspected, or a record indicates a concern. Depending on the situation, isolate affected product or areas and seek qualified advice before product is released or work resumes.

Date / Issue	Affected Area / Product	Immediate Action	Root Cause / Follow-Up	Verified By

12. Recordkeeping and Annual Review

Keep records in a designated location, identify who maintains them, and establish a retention period based on applicable regulations, buyer requirements, audit standards, and business needs.

Record / Log	Person Responsible	Storage Location	Retention Period

Annual Food Safety Plan Review

Review Date	Changes in Crops / Practices / Facilities	Issues Identified / Updates Made	Reviewed By

Plan Owner / Approval	Signature / Date
_____	_____

Appendix A. Logs and Checklists

A1. Daily / Routine Farm Inspection Checklist

Mark each item as satisfactory, needs action, or not applicable. Record details and corrective actions below.

Inspection Item	OK	Action Needed	N/A	Notes / Corrective Action

A2. Cleaning and Sanitation Log

Date / Time	Equipment / Area	Cleaning / Sanitizing Completed	By Whom	Verification

Appendix A. Logs and Checklists (continued)

A3. Water Assessment / Testing Record

Date	Source / Use	Assessment / Test / Result	Action Taken	Record Location

A4. Harvest Inspection Checklist

Date / Field	Worker Hygiene	Containers / Tools	Produce / Field Condition	Action / Initials

A5. Product Hold / Recall Contact Log

Date / Time	Person / Organization Contacted	Reason / Information Shared	Next Step / Outcome

Final Review and Resource Notes

Before using this plan, confirm that it reflects your current operation and that the relevant workers understand the procedures. Keep completed records and supporting documents together, such as training materials, water assessment results, sanitation instructions, supplier information, and relevant buyer requirements.

Helpful review questions

- Have all activities and locations where produce is grown, harvested, packed, stored, or transported been considered?
- Are responsibilities clear, and are workers trained for their tasks?
- Are preventive practices realistic, consistently followed, and documented where appropriate?
- Are there procedures for handling concerns, affected product, and corrective actions?
- Has the farm confirmed the current regulatory and buyer requirements that apply?

Educational disclaimer
This template is provided for educational and planning purposes by Strategic Alignment Network, LLC. It is not legal advice, regulatory approval, certification, or a guarantee of compliance or audit readiness. Requirements may change and depend on the farm's specific circumstances. Consult the relevant regulatory agency, buyer, auditor, or qualified food safety professional as appropriate.

Strategic Alignment Network, LLC

Educating and empowering agricultural communities through food safety education, business planning, and technical assistance.