

School Garden Food Safety Checklist

Checklist Completed By (Name & Title):

Name & Address of Institution:

Date Completed:

Please see the appendix for detailed explanations of each question.

Section I: School Garden Food Safety Plan & Training

	Yes	No	N/A	Comments
1.1 Is there a written School Garden Food Safety Plan for the garden that includes all of the garden's protocols and best practices for staff and students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Is there a written Food Safety Training Policy in place for staff, volunteers, and students who use the garden, including training schedules, multi-lingual support, and training curriculums?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Is there a designated person who will act as the garden's Food Safety Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Has the garden's Food Safety Manager attended a course addressing food safety in the school garden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Has the garden's Food Safety Manager conducted training for garden staff before their first visit to the garden, annually thereafter, and as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Has the garden's Food Safety Manager conducted training for students before their first visit to the garden, annually thereafter, and as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section II: Restrooms and Hygiene

	Yes	No	N/A	Comments
2.1 Does the garden have hygiene requirements & instructions that are visibly displayed and, if applicable, posted in other languages spoken in the garden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Do all staff, students, and visitors have access to restrooms with potable water, soap, paper towels, and trash cans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Are toilet facilities used by garden staff, visitors, and students clean and regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Do garden staff, visitors, and students wash their hands thoroughly before harvesting food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 If gloves are worn when handling produce, are they clean, intact, and not contaminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Are people with exposed cuts, sores, or lesions restricted from handling produce and from touching food contact surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7 Are people who show signs of illness restricted from handling produce and from touching food contact surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section III: Soil & Compost

	Yes	No	N/A	Comments
3.1 Is the soil free of lead, arsenic, other heavy metals, and contaminants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 If soil amendments are used that have NOT been treated to eliminate pathogens, are they applied prior to 120 days of harvest for produce that has direct soil contact and 90 days of harvest for produce with no direct soil contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 If soil has been amended, are there records in place that indicate the type and time of application of soil amendments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 If soil amendments are used, are they stored properly, away from produce harvesting, packing and storage locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5 If compost is produced and used in the garden, does it consist of ONLY vegetative material (no manure or animal products), and is it protected from vermin and other animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6 If the compost is produced off-site, is there documentation that the compost has met Process to Further Reduce Pathogens standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section IV: Water & Irrigation

4.1 Is municipal water used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 If municipal water is not used, is the water that is used tested for generic E.coli?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section V: Animals

	Yes	No	N/A	Comments
5.1 If you have farm animals, is signage posted instructing staff, visitors, and students to wash their hands after touching the animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Are farm animals located in a way to minimize the risk of microbial contamination of the school garden? (Ex. run-off or dust from the animal areas isn't contaminating the produce.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Is manure stored and handled in a way that minimizes the risk of microbial contamination to produce? (Ex. run-off or dust from the manure pile isn't contaminating the produce.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4 Are pets restricted from entering the garden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5 Are signs posted communicating that no pets are allowed in the garden area (including harvesting & packing areas)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6 Is produce that has been contaminated by animal feces properly disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7 Are fences and traps set up to prevent wildlife from entering the garden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section VI: Garden Location

	Yes	No	N/A	Comments
6.1 Are the growing areas of the garden positioned so that they are not in the path of runoff from parking lots, roads, or other sources of potential contamination? <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Are raised beds, containers, stakes, or trellises made from non-toxic/non-leaching/non-pressure treated materials? <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3 Is the garden located away from any lead painted surfaces? <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4 Are chemicals, including fertilizers, paints, lubricants, cleaning supplies, etc. stored securely to prevent contamination to the garden or to the harvested food? <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5 Is the garden infrastructure designed and constructed in a way that prevents produce contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section VII: Harvest & Post-Harvest

	Yes	No	N/A	Comments
7.1 Is there a policy that indicates visibly contaminated, adulterated, damaged, or decayed produce is not harvested or is culled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Are harvest bins and containers specifically identified and used only for harvesting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Are harvest bins and containers properly used, stored, and inspected to minimize the risk of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4 Are there written procedures that dictate when and how harvest bins & containers are cleaned and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5 Are there written procedures that dictate when and how food contact surfaces, equipment, and tools are inspected, cleaned, and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section VIII: Food Packaging

8.1 Are the food packaging materials approved for food contact use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2 Is packaging maintained and stored in a way that minimizes the risk of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3 If produce is being sold or donated, is the name and address of the school garden prominently displayed on all food package labeling or at the point(s) of sale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	