|  |  |  |  |
| --- | --- | --- | --- |
| **Company logo** | **Company name** | | |
| **FOOD SAFETY PLAN** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-01 |

**Objective**

To have a consistent and documented food safety plan that monitors and verifies compliance with food safety practices in all the procedures within the facility.

**Control measurements**

**Responsibility for the food safety plan**

The farm/facility has technical personnel responsible for implementing and monitoring the food safety plan.

|  |  |  |
| --- | --- | --- |
| **RESPONSIBLE PERSONNEL** | | |
| **Name** | **Position** | **Telephone 24 hrs/7 days/week.** |
| Indicate the name of the responsible personnel | Manager/supervisor | Indicate the phone number available 24 hrs and 7 days a week |
| Indicate the name of the substitute | Substitute/supervisor | Indicate the phone number available 24 hrs and 7 days a week |

The manager and the substitute have the required experience and training to perform all the activities, controls and monitoring necessary for compliance with the food safety plan.

Once changes to the food safety plan are approved, the company owner or manager signs and dates it. Copies of the outdated plan, and all blank records, are removed and destroyed to avoid their use. However, one copy of the plan, marked “cancelled” is kept for archiving and subsequent consultation. Digital files of the outdated food safety plan must be properly marked, specifying the version, and safeguarded to prevent their use. All completed records must be kept for the established period.

**Documentation**

There are records and Standard Operating Procedures (SOP) describing the operations performed at the farm/facility. The policies required by the “USDA GAP” Food Safety Standard are in writing.

The documents and records used in the company´s operations and procedures are kept and controlled for a minimum of XX years.

**Traceability and product recall**

There is a traceability and product recall system (SOP-02) that allows the identification, location, and recovery of the product if necessary.

**Personnel health and hygiene**

Hygiene practices are monitored for all employees working in the farm/facility in areas where (name of produce) is handled and on food contact surfaces. The facilities meet the hygiene objectives, such as having adequate sinks and toilets. This is in accordance with the personal health and hygiene, hand washing and toilet facilities procedure (SOP-03) which also applies to visitors and contractors.

**Chemical products**

The control of potentially hazardous chemicals used on the facility includes pesticides, cleaners, sanitizers, fuels, paints, and solvents.

All chemicals are properly identified with a label according to the manufacturer´s specifications. They are safely stored to prevent the contamination of the (name of produce). All government requirements and regulations regarding the application, use or storage of such products are followed as explained in the procedure; and in the event of a chemical spill or leak, the appropriate procedure is followed (SOP-04).

**Water use**

Agricultural water is free of microorganisms that could affect human health and impact the safety of the product. Water care and control is documented according to the procedure in water usage and control (SOP-05).

**Washing process of (name of produce)**

(Name of produce) is washed prior to its packaging according to the procedures (SOP-05), taking the necessary care so that this process does not become a source of contamination.

**Cleaning equipment and utensils**

Equipment, utensils, and tools used for cleaning and sanitizing are maintained sufficiently to prevent them from becoming a source of product contamination and are stored away from produce handling areas as indicated in the procedure for maintaining utensils used for cleaning and sanitizing (SOP-06).

**Cleaning and sanitizing of food contact surfaces**

The facility keeps product containers as clean as possible to prevent cross-contamination (SOP-10).

There is a cleaning program for harvesting utensils and containers in direct contact with (name of produce) according to the sanitation procedures (SOP-06).

**Soil amendments**

If untreated animal-based soil amendments are used, they should be applied at least 2 weeks prior to planting and a minimum of 120 days prior to harvest. If biological soil amendments of animal origin are treated by a third party, documentation that includes the process used for treatment and the results of microbiological analyses are requested demonstrating that the process effectively controlled pathogenic microorganisms.

For a biological soil amendment of animal origin that is treated, records of the controls of the process are maintained.

Compost is confined in suitable areas, away from (name of produce) production fields and packaging areas, in such way that it does not represent any risk of contamination for crops, water sources and stored produce (SOP-07).

**Site selection and location**

The farm/facility performs a field evaluation prior to purchase or rental and before each season to determine if the area is suitable for crop production (SOP-08).

Avoid bordering land with possible sources of contamination that could receive runoff from contaminated water, such as landfills or industrial zones.

All information regarding the physical description of the type of land, production history, previous use and soil amendments is available. It is determined that there is no risk of potential microbiological hazards. This information is documented in the history and field assessment (RECORD-11) and is re-evaluated once a year.

**Risk assessment for evidence of animal intrusion**

Domesticated animals, such as livestock or pets are excluded from crop production areas to reduce the potential for contamination (SOP-09).

When working animals, such as horses, oxen, or mules are used, the necessary measures are taken to prevent them from becoming a potential source of contamination.

Measures are taken to reduce the entry of wild animals into crop production areas, and local, state, or federal regulations are followed when developing wildlife mitigation strategies.

Periodic evaluations of the farm/facility are performed, focusing on domesticated and wild animal activity, considering the proximity to the farm/facility and water sources, among other factors, and they are recorded in the evaluation for animal control (RECORD-12).

**Pre-harvest evaluation**

The pre-harvest evaluation of (name of produce) looks for conditions at the farm/facility that may render physical, chemical, or biological contamination of the product (SOP-09). The results of this evaluation, as well as any corrective action taken, are documented (RECORD-13).

**Glass and brittle plastic**

The facility has a procedure to handle glass and brittle plastic where guidelines are established to protect produce from physical contamination (SOP-11).

**Transportation of** (name of produce)

Measures are taken to prevent contamination during the transportation of the product in accordance with the transportation, sanitation, loading and unloading, shipping control and security procedure (SOP-12).

**Training**

New and temporary employees and contractors receive training in good hygiene and health practices (SOP-16).

**Food defense**

A food defense program is in place to protect food from intentional contamination by biological, chemical, or physical means (SOP-17).

**Use of the USDA GAP and GHP logo**

(Name of the person) is responsible for control of inventory bearing the logo.

In case the company uses the USDA logo, there is a list of approved suppliers that have passed a GAP & GHP third party audit.

* The USDA logo is used in accordance with the style specifications listed at: <https://www.usda.gov/style-guide/logo>
* All packaging or labels bearing the logo are countable items.
* The person responsible for inventory control keeps it updated and verifies it at least annually.
* The packages in which the logo is used are new, or if they are reusable, they are clean and sanitized without evidence of previous use such as stains, marks or traces of glue.

The logo is only used on products, processes and packaging material as approved in SC-652 found at: <https://www.ams.usda.gov/resources/sc652>

Owner or supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_