

REQUEST FOR INFORMATION



Minneapolis Public Schools
Culinary and Nutrition Services
812 Plymouth Avenue North
Minneapolis, MN 55411
P: 612-668-2820

Farm to School Produce

Locally Grown Fresh Fruits and Vegetables

Applications must be received by Friday, February 8, 2013 by 5pm CST
Send four (4) copies of the completed application to:

**Minneapolis Public Schools
Nutrition Center
C/O Ashley Mueller
812 N. Plymouth Ave
Minneapolis, MN 55411**

An optional question and answer meeting will be held January 24, 2013 at 9:00 am via conference call. Attendance is optional. To RSVP, email Ashley Mueller at farm2school@mpls.k12.mn.us by January 22, 2013.

Part 1: Overview

1.1 Definitions

The term “District” means Minneapolis Public Schools, Special School District 1. The term “Vender” means the person, farm, or organization submitting the application for consideration. The term “Processor” means Russ Davis Wholesale, the District’s primary produce vendor.

1.2 Introduction

The District is dedicated to using locally grown produce as a part of its Farm to School program. This District seeks information from farmers or cooperatives of farmers regarding the price and availability of fresh produce that the District plans to feature at select times throughout the school year. This RFI is the first stage in the District’s effort to procure local produce and completion of this application does not constitute a formal contract, nor does it guarantee that the District will purchase produce from applying Vendor. However, the District does plan to use information gathered in this application to guide local procurement for the 2013-2014 school year. For the purposes of this application, “local” is defined as within 250 miles of Minneapolis. Vendors interested in potentially selling local produce to the District should fill out the attached Request for Information application and submit four (4) printed copies and one (1) electronic copy to:

Minneapolis Public Schools
Nutrition Center
C/O Ashley Mueller
812 N. Plymouth Ave
Minneapolis, MN 55411
farm2school@mpls.k12.mn.us

Application must be received by Friday, February 8, 2013 by 5pm CST. An optional question and answer meeting will be held January 24, 2013 at 9:00 am via conference call. Attendance is optional. To RSVP, email Ashley Mueller at farm2school@mpls.k12.mn.us by January 22, 2013.

1.3 Qualifications of Vendors

The following application includes the District’s Vendor requirements for local produce procurement. Please read through the following requirements before filling out the application. If you have any questions, please contact Ashley Mueller at 651-338-7188 or at farm2school@mpls.k12.mn.us.

In general, the District requires that all Vendors follow mutually agreed upon standards for ordering and delivery; have an updated food safety plan; train employees in proper food safety management; and document farm practices to reduce the risk of food borne illness. Specifically, the District requires that all Vendors follow the standards outlined below.

Packaging and Traceability

All products will be packed and prepared under sanitary conditions and in accordance with good commercial practice. Cartons and carriers used to transport products from the Vendor's location will be clean and sanitary at all times.

Each case of product must be labeled with the following in a way that is mutually agreeable between the Vendor and the District:

- Produce item (apple, butternut squash, etc.)
- Case size (lbs or units)
- Farm name, city, and state
- Date of harvest
- Pack date
- Employee sign-off

The Vendor will not change the pack size during the term of the contract unless circumstances arise that are out of the Vendor's control. Notice in writing with an explanation for the change will be given to the District and/or Processor prior to any changes that may occur.

Delivery

All produce will be delivered to the Processor for processing. Processor: Russ Davis Wholesale, 2805 Service Road West Eagan, MN, 55121. Delivery schedules will be mutually agreed upon by Vendor and Processor. In the event of default by the Vendor, the District reserves the right to obtain products elsewhere.

Vendor will provide packing slips with each shipment identifying items ordered by the District's item number, quantity ordered and associated invoices. Upon receipt of delivery, product will be inspected for acceptable quality, temperature and quantities verified against the invoice.

Vendor will notify Processor of any shortages three (3) days before the delivery. Processor contact: Mike Krueger, 651-289-2321.

Processor and the District reserve the right to refuse product due to unacceptable quality or temperature.

Placing Orders

Ordering system will be mutually agreed upon between Vendor and Processor. When orders are placed the Vendor is responsible at that time for indicating shortages, back orders, and delayed shipments.

Vendor will provide one point of contact to communicate logistics of orders with District staff. Vendor point of contact will respond to District and Processor staff in a timely manner via phone and email.

Invoicing

Vendor will fill out a W9, ACH/Electronic PO Information Form, and a Supplier Vendor Diversity Form found at http://purchasing.mpls.k12.mn.us/vendor_forms.

Vendor will provide processor with a Bill of Lading upon delivery.

Pricing will be based on net price plus delivery fee to Processor. Vendor will provide documentation to enable the District to audit and confirm net prices received by growers.

Vendor will receive payment no more than 30 business days from receipt of delivery with invoice.

Food Safety

The Vendor's premises, equipment, supplies, and warehouse facilities will be maintained in conditions satisfactory to the District and in compliance with the Minnesota Food Code (Ch. 4626). The Vendor will adhere to the highest standards of cleanliness and sanitary practices including the employee's appearance, performance in the preparation, service, transportation, and storage of food and related items.

Vendor must provide documentation that all participating farms have Food Safety Plans and submit supporting documentation demonstrating that the food safety plan is being implemented to Processor's SafeSource database. Food Safety Plans must include all components in the attached Food Safety Checklist. SafeSource can be contacted to answer any questions regarding the checklist and food safety requirements. SafeSource contact: Chris Fields: 651-289-6355.

The District and the Processor reserves the right to visit or audit farms after providing 48 hours advanced notice.

Insurance

Vendor must have product liability insurance of no less than \$1 million.

Part 2: Application Format

2.1 Application Instructions

All completed applications must contain the following:

- Cover Letter
- Completed Application (see Part 3: Produce List and Part 4: Application)
- Completed Attachment A: Produce Availability and Price List

Submit four (4) printed copies and one (1) electronic copy to:

Minneapolis Public Schools
Nutrition Center
C/O Ashley Mueller
812 N. Plymouth Ave
Minneapolis, MN 55411
farm2school@mpls.k12.mn.us

Application must be received by Friday, February 8, 2013 by 5pm CST. Note: When mailing applications, Vendor does not need to include a copy of Attachment B: SafeSource Food Safety Checklist.

2.2. Evaluation Criteria

All information and completed applications will be reviewed based on produce specification, practices related to food safety, practices related to sustainable farming, cost, experience, and capacity. Completion of this application does not constitute a formal contract with the District. The District will contact Vendors based on information provided in this application no later than February 15, 2013.

Part 3: Produce List

3.1 Produce List

Below is a list of the types and quantities of produce the District is looking to procure locally for the 2013-2014 school year. The Vendor must clearly demonstrate to the District that they have the capacity, physically and financially, to supply a portion or all of one or more items on this list to the District.

Produce Item	Delivery Periods (Approximate)	Quantity (final yield)
Beets	September—end of season	1,500 lb total
Butternut Squash	Week of September 16 Week of October 7 Week of November 4	1,000 lb per month for three months
Carrots	Every week from September--end of season	1000 lb per week
Cabbage	Week of August 19 Week of September 9 Week of October 7 Week of November 11	400 lb per week for four weeks
Corn	September	10,000 ears
Cucumbers	Every week from September--end of season	300 lb per week
Green Beans	September	800 lb for month of September
Onions, Yellow	September—May	11,000 lb total
Melon (Honeydew or Cantaloupe)	September—end of season	4000 lb per week
Parsnips	September—end of season	500 lb total
Peppers, Green	September—end of season	500 lb total
Peppers, Red	September – end of season	500 lb total
Potatoes, Yellow or Red	September—end of season	1,800 lb every 5 weeks
Sweet Potatoes	September—end of season	1,900 lb every 5 weeks
Tomatoes	September	250 lb per week
Tomatoes, Grape	September	1,000 lb total
Turnips	September—end of season	500 lb total
Watermelon	September – October	8,000 lb total

Part 4: Application

4.1 Request for Information Application

General Information

Please fill out the following information. If the responses differ greatly for each farm you work with, please provide an attachment explaining the unique responses of the different farms.

Vendor Name: _____

Website: _____

Organization/farm mission: _____

Point of Contact Name: _____

Point of Contact Title: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Physical address: _____

Mailing address (if different): _____

Type of organization (circle one): LLC 501(c)3 Other: _____

Supply Questions

Are you currently supplying produce to any schools? If yes, which ones? _____

If yes, describe products and quantities: _____

Do you sell to schools year-round? If so, what do you sell and when? _____

Do you currently (or in season, generally) have extra produce that you could sell to schools OR could you plant more acreage for a farm to school project? If yes, what products could you provide (fresh or processed)?

Can you or your organization process food at the farm or another location (cleaning, cutting)?

Number of farms represented by organization: _____

List cities/states where farms are located: _____

Average size of farms (just fruit/vegetable acres): _____

Food Safety Questions

Does your organization (not the farms) have a written HACCP Plan? Yes No N/A

Does each individual farm have a written HACCP Plan? Yes No N/A

Does your organization provide product liability insurance to farms? Yes No N/A
If yes, how much? _____

Do you or the farms you work will have liability insurance?
If yes, how much? _____

Yes No N/A

Do you or the farms in your organization have any of the following certifications?

Organic GAP Naturally-Grown

If not, have you or the farms in your organization 1) received training in any of the following certifications; 2) previously gone through the process of getting certified; or 3) currently adhere to the practices of any of the following certifications without formal certification?

Organic GAP Naturally-Grown

Do you use climate-controlled trucks? Yes No

Additional Information

Are you or your farmers interested in partnering on educational activities?

Farmer pen pals Visits to schools Farm field trips Special events

Please list contact information for two references who you currently work with in a procurement relationship.

Organization Name:

Name of Contact:

Phone:

Email:

Organization Name:

Name of Contact:

Phone:

Email:

Name of Preparer (printed): _____

Signature of Preparer: _____ Date: _____

For District staff:

Date Application Received: _____ Time Application Received: _____

Attachment A: Produce Availability and Price List

Please fill out the following sheet indicating the Vendor’s capacity to provide each produce item and the price of each item. Vendor must fill out everything highlighted in red for each item they are submitting availability and price for. If the Vendor is unable to provide the item, please leave the item blank. If the Vendor is only able to provide a portion of the item, indicate in the “Quantity Vendor can Supply” column how many lbs of the item the Vendor can supply. Attach up to five (5) pages of additional pricing information to this application, if necessary.

Produce Item	Delivery Periods (Approximate)	Quantity (Final Yield)	Quantity Vendor can Supply	Pack Size	Pack Price	Price Per Pound
Beets	September—end of season	1,500 lb total				
Butternut Squash	Week of September 16 Week of October 7 Week of November 4	1,000 lb per month for three months				
Carrots	Every week from September--end of season	1000 lb per week				
Cabbage	Week of August 19 Week of September 9 Week of October 7 Week of November 11	400 lb per week for four weeks				
Corn	September	10,000 ears				
Cucumbers	Every week from September--end of season	300 lb per week				
Green Beans	September	800 lb for month of September				
Onions, Yellow	September—May	11,000 lb total				
Melon (Honeydew or Cantaloupe)	September—end of season	4000 lb per week				
Parsnips	September—end of season	500 lb total				
Peppers, Green	September—end of season	500 lb total				
Peppers, Red	September – end of season	500 lb total				
Potatoes, Yellow or Red	September—end of season	1,800 lb every 5 weeks				

Sweet Potatoes	September—end of season	1,900 lb every 5 weeks				
Tomatoes	September	250 lb per week				
Tomatoes, Grape	September	1,000 lb total				
Turnips	September—end of season	500 lb total				
Watermelon	September – October	8,000 lb total				

Attachment B: SafeSource Food Safety Checklist

General Questions

Section	Requirement	YES	NO	Comments
1	Implementation of HACCP and other Food Safety Programs			
1.1	A documented, communicated, and implemented food safety and quality program that incorporates GAP and/or GHP is present.			
1.2	Appropriate resources have been committed to the implementation of the food safety and quality program.			
1.3	The policy must ensure food safety practices that are in compliance with HACCP.			
1.4	A documented training course for all employees is in place.			
1.5	The facility follows their stated food safety and quality program.			
1.6	The food safety and quality program documentation is available to all relevant personnel.			
1.7	The food safety and quality program is reviewed annually to evaluate its efficacy.			
1.8	There is an outline of the personnel responsible for enacting the food safety and quality program.			
1.9	There is an objective quality assurance manager.			
1.10	There is a written, documented, and implemented customer complaint system.			
1.11	All licenses and certifications are present and current.			
1.12	The record management practices are documented.			

General Questions

Section	Requirement			
1.13	An internal audit system is in place			
1.14	The facility has a written HACCP plan.			
1.15	The facility has an HACCP team.			
1.16	All CCP's are correctly monitored, documented, and implemented including set critical limits, documented corrective actions, and consistent and appropriate monitoring.			
1.17	The HACCP Plan is based on a risk assessment.			
1.18	The plan has been scientifically validated.			
1.19	The plan and system are verified regularly and this verification is documented.			
1.20	The pan is reviewed for efficacy whenever there is a process change or annually, whichever is sooner.			
1.21	All records are maintained for 1 year or greater as legislation dictates.			
1.22	Each product category has an established level of microbial content that is scientifically determined to be appropriate for its category.			
2	Traceability			
2.1	A written recall plan for all products and packaging that contacts the products is in place.			
2.2	The recall plan is reviewed and updated annually.			

General Questions

Section	Requirement			
2.3	The plan is tested at minimum twice yearly with documented records of the mock recall.			
2.4	The produce has a proper code date as it relates to shelf life.			
2.5	If frozen foods are produced, the coding for those products uses an approved Frozen Food Coding System.			
2.6	Finished product is coded properly to allow for full recall and traceability.			
2.7	A documented rework policy is in place and communicated to the employees.			
2.8	All rework and carryover is recorded and traceable.			
2.9	A designated secured storage area for recalled products is present and well-marked.			
2.10	A formal, written, HOLD program is in place for non-conforming products.			
2.11	All on hold product is inventoried daily to ensure no product has been inappropriately removed.			
3	Worker Health & Hygiene			
3.1	Potable water is available to all employees.			
3.2	A written proper personal hygiene policy is in place that all personnel are required to know and implement. Policy should include hair and beard nets being worn near unprotected product. Jewelry, nail polish, long & fake nails, are properly controlled or prohibited.			
3.3	Training on proper hygiene is given to all employees.			

General Questions

Section	Requirement			
3.4	Employees and visitors are following good hygiene practices.			
3.5	Employees who handle or package produce are washing their hands before beginning or returning to work.			
3.6	Signs instructing proper hand washing are posted in all applicable languages.			
3.7	All restroom facilities are clean and supplied with single use towels, toilet paper, hand soap capable of removing applicable contaminants, and potable water for washing.			
3.8	All restroom facilities are serviced and cleaned on a regular, scheduled, and documented basis.			
3.9	Eating, drinking, chewing gum, and smoking are contained to designated, separate, and sequestered areas.			
3.10	Break areas have refrigeration units for personal item storage separate from food production and storage.			
3.11	Workers with open wounds, communicable diseases or diarrheal diseases are prohibited from handling fresh produce.			
3.12	There is a communicated written policy regarding food contact surfaces exposed to blood or bodily fluid.			
3.13	Workers are instructed to seek prompt medical attention for cuts, abrasions, and other injuries. First aid kits are well stocked and easily accessible for such occasions.			
3.14	All persons hired to apply pre or post-harvest regulated materials are currently licensed to do so. All persons hired to apply non-regulated materials have been trained on its proper use.			
3.15	An appropriate, written, and communicated glove use policy is in place.			
3.16	Gloves are being worn properly by employees.			

General Questions

Section	Requirement			
3.17	Plant employees are wearing company issued and clean uniforms, smocks, or protective clothing that is free from buttons and outer pockets above the waist.			
3.18	Uniforms or other items of protective clothing are removed and stored in a sanitary location prior to beginning breaks or entering a restroom.			

Farm Review

Section	Requirement	Yes	No	Comments
1	Water Usage			
1.1	The source of the irrigation water is _____			
1.2	The method of irrigation is _____			
1.3	A water quality assessment has been performed by a qualified party on the source of irrigation water.			
1.4	A water quality assessment has been performed by a qualified party on the water used for irrigation and chemical application.			
1.5	Appropriate actions have been taken to ensure the source of irrigation water is protected from all contamination sources.			
1.6	All irrigation equipment is properly and regularly maintained			
2	Sewage Treatment			
2.1	The farms sewage treatment system and / or septic systems are functioning properly, well maintained, do not exhibit signs of leaking or run off, and effectively dispose of sewage and waste-water.			
2.2	The farm is not proximate to a commercial or municipal sewage treatment facility or a waste material landfill.			
3	Animals / Wildlife / Livestock			
3.1	Crop production areas are sequestered from dairy, livestock, or fowl facilities via physical space or barriers.			
3.2	Manure lagoons proximate to crop production areas are well maintained and do not exhibit signs of leaking or overflowing.			

Farm Review

Section	Requirement			
3.3	Measures have been taken to ensure that manure lagoons will not contaminate crop production areas if they develop a leak or overflow.			
3.4	Manure storage locations proximate to crop production areas are contained with adequate measures to prevent contamination.			
3.5	Livestock animals are prevented from having direct contact with the irrigation water at any juncture.			
3.6	Crop production areas are monitored to verify the presence or absence of wildlife and livestock.			
3.7	Measures have been enacted to decrease the likelihood of an animal incursion into the crop production area to a reasonable level.			
4	Manure and Municipal Biosolids			
	Use only appropriate subsection, answer N/A for all others.			
	<i>Raw Manure</i>			
4.1	Raw manure is utilized no later than two weeks before planting or 120 days before harvesting.			
4.2	For crops that have less than 120 days from planting to harvest raw manure is not utilized.			
4.3	When utilizing a combination of raw and treated manure the treated manure is appropriately treated to reduce the pathogenic load.			
4.4	Manure is properly stored according to MPCA guidelines.			
	<i>Composted Manure</i>			

Farm Review

Section	Requirement			
4.5	Only composted manure, treated biosolids, or a combination thereof are used as organic soil amendments.			
4.6	The composted manure and treated biosolids are appropriately treated to reduce the pathogenic load.			
4.7	Analysis of the composted manure and treated biosolids used has been performed by a trusted lab and the reports are available for verification.			
	<i>No Manure or Biosolids Used</i>			
4.8	No manure or biosolids are used.			
5	Soils			
5.1	A risk assessment of the lands previous use has been performed.			
5.2	When the risk assessment indicates potential sources of biological or chemical contamination the soil has been tested for the presence of appropriate contaminants and measures have been implemented to mitigate the risk documented.			
5.3	If the farms location is proximate to a flood the soil has been tested for potentially hazardous microbial contamination.			
6	Traceability			
6.1	Production areas are identified and documented to enable tractability should a recall event occur.			
6.2	A written recall plan for all produced crops is in place.			
6.3	The recall plan is reviewed and updated annually.			

Farm Review

Section	Requirement			
6.4	The plan is tested at minimum twice yearly with documented records of the mock recall.			

Field Harvest and Packing Facility

Section	Requirement	YES	NO	Comments
1	Field Sanitation and Hygiene			
1.1	The crop production areas are subject to a pre-harvest risk assessment that documents possible sources of contamination and any other risks.			
1.2	The crop production area has a Master Sanitation Schedule for applicable equipment.			
1.3	The crop production area has written, documented, and communicated Standard Sanitation Operating Procedures.			
1.4	The farm has a personal hygiene policy that is written, documented, and communicated to all persons on the production area.			
1.5	The farm facility conducts regular, documented, sanitation training of workers.			
1.6	The field sanitation units comply with all applicable state and federal regulations including number, condition, and placement.			
1.7	A toilet facility is readily available for all workers. This unit can be incorporated into any field sanitation units.			
1.8	The field sanitation unit placement minimizes risk for crop contamination and are directly and conveniently accessible for servicing and maintenance.			
1.9	A written, documented, and communicated plan is in place for a substantial leak or spill event originating from a field sanitation unit or toilet facility.			
1.10	Workers with open wounds, communicable diseases or diarrheal diseases are prohibited from handling fresh produce.			
2	Field Harvesting and Transportation			
2.1	A written preventative maintenance program is in place covering all tools and machinery.			

Field Harvest and Packing Facility

Section	Requirement			
2.2	All vehicles and containers coming into contact with the product during harvest and transportation are cleaned or sanitized as is practical on a regular and scheduled basis.			
2.3	All hand-held harvesting implements are cleaned, maintained, and sanitized as much as is practical on a regular and scheduled basis.			
2.4	Containers are in good repair and any irreparable containers are disposed of.			
2.5	Containers are clearly marked or coded for their intended purpose to prevent cross-contamination.			
2.6	Harvesting equipment and machinery that comes into contact with the product are in good repair and are maintained on a regular and scheduled basis.			
2.7	Glass and plastic on harvesting equipment are protected in the event of breakage in such a way as to prevent contamination of the product.			
2.8	There is a written, documented, and communicated SOP in the event of glass or plastic breaking during harvest operations resulting in possible contamination of product.			
2.9	There is a written, documented, and communicated SOP in the event of product contamination by chemicals including solvents, petrochemicals, or pesticides.			
2.10	All product that is harvest by machinery is inspected for foreign materials such as rocks, metal, glass, plastic, and any other toxic or dangerous materials.			
2.11	Containers used for transportation or storage of the harvest are not used for carrying or storing non-produce items during the harvest season.			
2.12	Water applied to harvested product is potable.			
2.13	Excessive mud or dirt has been removed from the product and containers during the harvest as is practical.			
2.14	Transportation equipment utilized for the movement of product are clean, in good repair, and inspected. Inspection records must be available.			

Field Harvest and Packing Facility

Section	Requirement			
2.15	A policy that is written, communicated, and implemented requires product to be covered during transportation.			
2.16	In the event that field packing is used the product is placed in new or sanitized containers.			
2.17	Containers used for field packing are properly stored and protected from sources of contamination.			
3	Traceability			
3.1	Harvested product exiting the crop production area is identified for traceability should a recall occur.			
3.2	A written recall plan for all produced crops is in place.			
3.3	The recall plan is reviewed and updated annually.			
3.4	The plan is tested at minimum twice yearly with documented records of the mock recall.			

Packing House

Section	Requirement	YES	NO	Comments
1.0	Receiving			
1.1	Any product in a staging area in the receiving facility is protected from contamination.			
1.2	Product is properly stored and handled to reduce the risk of contamination.			
1.3	In the event of storage containers are used they are placed away from walls to allow for cleaning and pest monitoring.			
1.4	Wooden pallets are prohibited from wet areas.			
1.5	Truck drivers are prevented from entering processing area.			
2.0	Washing / Packing Line			
2.1	The facility has a written, implemented, and documented Master Sanitation Schedule.			
2.2	The facility has written and implemented Standard Sanitation Operating Procedures.			
2.3	The facility has a written, implemented, and documented foreign material prevention program that includes metal detection.			
2.4	The facility has a written, implemented, and documented wood control policy.			
2.5	The facility has a written, implemented, and documented glass and brittle plastic control policy.			
2.6	The locations of all glass and brittle plastics are documented and audited monthly for damage.			

Packing House

Section	Requirement			
2.7	All equipment that makes contact with the product is cleaned, stored properly, and re-sanitized before use.			
2.8	The employees have received sanitation training for the facility and receive regular re-training. All training is documented.			
2.9	Water used for packing and washing is potable.			
2.10	If the product necessitates temperature specific water the water delivery system's temperature is actively monitored.			
2.11	Processing water is potable and treated to reduce pathogenic load.			
2.12	Surfaces that come into direct contact with water are cleaned and sanitized on a regular, scheduled, and documented basis.			
2.13	Water treatment and exposure time is actively monitored and documented.			
2.14	Water treatment and exposure time utilized have been proven to be effective for the product.			
2.15	Food contact surface are in good condition and maintained regularly as well as cleaned and sanitized before use. Logs of cleaning and sanitizing are kept for at least 1 year or more where required by law.			
2.16	Product flow zones are actively and passively protected from sources of contamination.			
2.17	The water used for ice creation or cooling is potable.			
2.18	All ice used for cooling product is free of contamination and manufactured, transported, and stored in sanitary conditions.			
2.19	Condensate from cooling equipment is prevented from contaminating the product.			

Packing House

Section	Requirement			
2.20	Ice scoops are stored in a sanitary manner and cleaned regularly.			
2.21	All water systems are protected from back flow via back flow prevention valves.			
2.22	All hoses are secured off the ground.			
3.0	Packing House Worker Health and Hygiene			
3.1	Potable water is available to all employees.			
3.2	Hair and beard nets are worn near unprotected product. Jewelry, nail polish, and long & fake nails, are properly controlled or prohibited.			
3.3	Employees and visitors are following good hygiene practices.			
3.4	Employees who handle or package produce are washing their hands before beginning or returning to work.			
3.5	Signs instructing proper hand washing are posted in all applicable languages.			
3.6	All restroom facilities are clean, supplied with single use towels, toilet paper, hand soap capable of removing applicable contaminants, and potable water for washing.			
3.7	All restroom facilities are serviced and cleaned on regular, scheduled, and documented basis.			
3.8	Eating, drinking, chewing gum, and smoking are contained to designated, separate, and sequestered areas.			
3.9	Break areas have refrigeration units for personal item storage separate from food production and storage.			

Packing House

Section	Requirement			
3.10	Workers with open wounds, communicable diseases or diarrheal diseases are prohibited from handling fresh produce.			
3.11	There is a communicated written policy regarding food contact surfaces exposed to blood or bodily fluid.			
3.12	Workers are instructed to seek prompt medical attention for cuts, abrasions, and other injuries. First aid kits are well stocked and easily accessible for such occasions.			
3.13	An appropriate, written, and communicated glove use policy is in place.			
3.14	Gloves are being worn properly by employees.			
3.15	Plant employees are wearing company issued and clean uniforms, smocks, or protective clothing that are free from buttons and outer pockets above the waist.			
3.16	Uniforms or other items of protective clothing are removed and stored in a sanitary location prior to beginning breaks or entering a restroom.			
4.0	Packing House General Housekeeping			
4.1	All lubricants used in the packing process and on all machinery are food grade approved and labeled accordingly.			
4.2	The facility has a written, implemented, and documented, non-food grade chemical control plan.			
4.3	All chemicals not food grade approved are sequestered.			
4.4	The facilities grounds are reasonably clear of litter and detritus.			
4.5	The facilities grounds are reasonably clear of standing water.			

Packing House

Section	Requirement			
4.6	A designated area exists for external trash receptacles that either contains only closed vessels or is remotely located from entrances to the facility.			
4.7	The packing facility is enclosed.			
4.8	The packing facility is clean and well maintained in accordance to a written, implemented, and documented schedule and policy.			
4.9	Floor drains are clear of obstructions internally or externally.			
4.10	Anything overhead in the food handling areas is clean and clear of any detritus that could fall and contaminate the product.			
4.11	Glass materials above product flow zones are shatterproof or contained in the event of breakage.			
4.12	The food handling area is protected from contamination from accidental wastewater release via physical barriers, drains, and / or distance.			
4.13	There is a written, implemented, and communicated policy regarding the SOP when finished product is opened, spilled, or makes direct contact with the floor.			
4.14	New or sanitized containers are used, to the exclusion of all others, for packing the product.			
4.15	Pallets and containers are clean and well maintained.			
4.16	Packing containers are stored in a manner that preserves their function and reduces the risk of contamination.			
5.0	Pest Control			
5.1	Packing and storage facilities are hardened against animal and pest intrusion.			

Packing House

Section	Requirement			
5.2	There is a sufficient number of properly deployed rodent control devices.			
5.3	There is a sufficient number of exterior bait stations.			
5.4	There is a sufficient number of flying insect traps located near exterior doors. The traps are monitored and documented.			
5.5	The facility has an established pest control program that is effective and documented.			
5.6	The personnel responsible for running the pest control program are licensed and their license is on file.			
5.7	The documents for the pest control program indicate all potential and present pest problems have been identified and corrective actions are being carried out.			
5.8	All pesticides are approved for use in a food production facility.			
5.10	Interior structural surfaces are free of any major cracks, pot-marks, or holes.			
6.0	Traceability			
6.1	A written recall plan for all products and packaging that contacts the products is in place.			
6.2	The recall plan is reviewed and updated annually.			
6.3	The plan is tested at minimum twice yearly with documented records of the mock recall.			
6.4	The source of incoming product and the destination of outgoing product are documented in a manner that enables traceability.			

Packing House

Section	Requirement			
6.5	A documented rework policy is in place and communicated to the employees.			
6.6	All rework and carryover is recorded and traceable.			
6.7	A designated secured storage area for recalled products is present and well-marked.			
6.8	A formal, written, HOLD program is in place for non-conforming products.			
6.9	All on hold product is inventoried daily to ensure no product has been inappropriately removed.			

Storage and Transportation

Section	Requirement	Yes	No	Comments
1.0	Product, Containers, and Pallets.			
1.1	The facility has a written, implemented, and documented Master Sanitation Schedule.			
1.2	The facility has written and implemented Standard Sanitation Operating Procedures.			
1.3	The facility is maintained on a scheduled and documented manner.			
1.4	Storage locations are protected from external contamination by being properly sealed, isolated, and maintained.			
1.5	Storage grounds are reasonably clear of litter and detritus.			
1.6	Storage grounds are reasonably clear of standing water.			
1.7	The storage area is protected from contamination from accidental wastewater release via physical barriers, drains, and / or distance.			
1.8	There is a written, implemented, and communicated policy regarding the SOP when finished product is opened, spilled, or makes direct contact with the floor.			
1.9	Containers used for packing are properly stored, sealed, and protected from pest incursion.			
1.10	Reusable containers are properly identified with their intended purpose and are only used for that purpose.			
1.11	Product movement aids such as pallets, tote bags, and portable bins, are clean, in good repair, and are coherent enough to not contribute any foreign material to the product.			
1.12	Product that is stored outdoors inside of trucks, containers, or totes are covered and protected from contamination.			

Storage and Transportation

Section	Requirement			
1.13	Non-food grade substances and chemicals are not stored proximately to the product.			
1.14	Machinery used to aid in product transportation and storage are clean and maintained regularly to prevent it from contaminating the product.			
2.0	Pest Control			
2.1	Storage facilities are hardened against animal and pest intrusion.			
2.2	There is a sufficient number of properly deployed rodent control devices.			
2.3	There is a sufficient number of exterior bait stations.			
2.4	There is a sufficient number of flying insect traps located near exterior doors. The traps are monitored and documented.			
2.5	The facility has an established pest control program that is effective and documented.			
2.6	The personnel responsible for running the pest control program are licensed and their license is on file.			
2.7	The documents for the pest control program indicate all potential and present pest problems have been identified and corrective actions are being carried out.			
2.8	All pesticides are approved for use in a food production facility.			
2.9	Interior structural surfaces are free of any major cracks, pot-marks, or holes.			
3.0	Ice & Refrigeration			

Storage and Transportation

Section	Requirement			
3.1	The water used for creating ice or cooling applications is potable and treated to sufficiently decrease the pathogenic load.			
3.2	Ice is created and stored in a clean and sanitary manner.			
3.3	Ice scoops are stored in a clean and sanitary manner.			
3.4	Contact surfaces for the creation, storage, and transportation of ice used for cooling the product have been sanitized before use.			
3.5	The temperature of temperature controlled rooms is monitored and logged.			
3.6	Thermometers are checked for accuracy against known samples and the results documented.			
3.7	Condensate generated by any cooling system is contained and controlled to prevent it from contacting the product.			
3.8	Refrigeration equipment is maintained and cleaned on a regular, scheduled, and documented basis.			
3.9	Refrigeration equipment is maintaining the proper temperature.			
3.10	Melting ice is contained to prevent contamination of other produce.			
4.0	Transportation			
4.1	The product transport vehicles are clean, well maintained, and lacking unpleasant odors.			
4.2	Produce items are not loaded into vehicles carrying other items that could potentially contaminate them.			

Storage and Transportation

Section	Requirement			
4.3	All produce transportation vehicles are required to maintain a controlled temperature range and logs are kept and reviewed to ensure the product is kept at a consistent temperature.			
4.4	Product is loaded into the transpiration vehicles in such a way as to minimize damage to the product.			
5.0	Worker Health and Hygiene			
5.1	Potable water is available to all employees.			
5.2	Hair and beard nets are worn near unprotected product. Jewelry, nail polish, and long & fake nails, are properly controlled or prohibited.			
5.3	Employees and visitors are following good hygiene practices.			
5.4	Employees who handle or package produce are washing their hands before beginning or returning to work.			
5.5	Signs instructing proper hand washing are posted in all applicable languages.			
5.6	All restroom facilities are clean, supplied with single use towels, toilet paper, hand soap capable of removing applicable contaminants, and potable water for washing.			
5.7	All restroom facilities are serviced and cleaned on a regular, scheduled, and documented basis.			
5.8	Eating, drinking, chewing gum, and smoking are contained to designated, separate, and sequestered areas.			
5.9	Break areas have refrigeration units for personal item storage separate from food production and storage.			
5.10	Workers with open wounds, communicable diseases or diarrheal diseases are prohibited from handling fresh produce.			

Storage and Transportation

Section	Requirement			
5.11	There is a communicated, written, policy regarding food contact surfaces exposed to blood or bodily fluid.			
5.12	Workers are instructed to seek prompt medical attention for cuts, abrasions, and other injuries. First aid kits are well stocked and easily accessible for such occasions.			
5.13	An appropriate, written, and communicated glove use policy is in place.			
5.14	Gloves are being worn properly by employees.			
5.15	Plant employees are wearing company issued and clean uniforms, smocks, or protective clothing that are free from buttons and outer pockets above the waist.			
5.16	Uniforms or other items of protective clothing are removed and stored in a sanitary location prior to beginning breaks or entering a restroom.			
6.0	Traceability			
6.1	A written recall plan for all products and packaging that contacts the products is in place.			
6.2	The recall plan is reviewed and updated annually.			
6.3	The plan is tested at minimum twice yearly with documented records of the mock recall.			
6.4	The source of incoming product and the destination of outgoing product are documented in a manner that enables traceability.			
6.5	The produce has a proper code date as it relates to shelf life.			
6.6	If frozen foods are produced, the coding for those products uses an approved Frozen Food Coding System.			

Wholesale Distribution Center

Section	Requirement	YES	NO	Comments
1.0	Receiving			
1.1	The product transport vehicles are clean, well maintained, and lacking unpleasant odors.			
1.2	Produce items are not received in vehicles carrying other items that could potentially contaminate them.			
1.3	All produce transportation vehicles are required to maintain a controlled temperature range and logs are kept and reviewed to ensure the product is kept at a consistent temperature.			
1.4	Product was loaded into the transportation vehicles in such a way as to minimize damage to the product.			
1.5	There is a written, documented, and communicated SOP for product transport vehicles that have not maintained the proper temperature during transport.			
2.0	Storage Facility and Temperature Control			
2.1	The facility has a written, implemented, and documented Master Sanitation Schedule.			
2.2	The facility has written and implemented Standard Sanitation Operating Procedures.			
2.3	The facility is maintained on a scheduled and documented manner.			
2.4	Storage locations are protected from external contamination by being properly sealed, isolated, and maintained.			
2.5	Storage grounds are reasonably clear of litter and detritus.			
2.6	Storage grounds are reasonably clear of standing water.			

Wholesale Distribution Center

Section	Requirement			
2.7	The storage area is protected from contamination from accidental wastewater release via physical barriers, drains, and / or distance.			
2.8	There is a written, implemented, and communicated policy regarding the SOP when finished product is opened, spilled, or makes direct contact with the floor.			
2.9	Containers used for packing are properly stored, sealed, and protected from pest incursion.			
2.10	Non-food grade substances and chemicals are not stored proximately to the product.			
2.11	A designated area exists for external trash receptacles that either contains only closed vessels or is remotely located from entrances to the facility.			
2.12	The facility is enclosed.			
2.13	Floor drains are clear of obstructions internally or externally.			
2.14	Glass materials above product flow zones are shatterproof or contained in the event of breakage.			
2.15	The water used for creating ice or cooling applications is potable and treated to sufficiently decrease the pathogenic load.			
2.16	Ice is created and stored in a clean and sanitary manner.			
2.17	Ice scoops are stored in a clean and sanitary manner.			
2.18	Contact surfaces for the creation, storage, and transportation of ice used for cooling the product have been sanitized before use.			
2.19	The temperature of temperature controlled rooms is monitored and logged.			

Wholesale Distribution Center

Section	Requirement			
2.20	Thermometers are check for accuracy against known samples and the results documented.			
2.21	Condensate generated by any cooling system is contained and controlled to prevent it from contacting the product.			
2.22	Refrigeration equipment is maintained and cleaned on a regular, scheduled, and documented basis.			
2.23	Refrigeration equipment is maintaining the proper temperature.			
2.24	Melting ice is contained to prevent contamination of other produce.			
3.0	Pest Control			
3.1	Storage and distribution facilities are hardened against animal and pest intrusion.			
3.2	There is a sufficient number of properly deployed rodent control devices.			
3.3	There is a sufficient number of exterior bait stations.			
3.4	There is a sufficient number of flying insect traps located near exterior doors. The traps are monitored and documented.			
3.5	The facility has an established pest control program that is effective and documented.			
3.6	The personnel responsible for running the pest control program are licensed and their license is on file.			
3.7	The documents for the pest control program indicate all potential and present pest problems have been identified and corrective actions are being carried out.			

Wholesale Distribution Center

Section	Requirement			
3.8	All pesticides are approved for use in a food production facility.			
3.9	Interior structural surfaces are free of any major cracks, pot-marks, or holes.			
4.0	Repacking and Reconditioning (Answer Only if Applicable)			
4.1	All repacking and reconditioning operations are confined to a designated area of the facility.			
4.2	The facility has a written, implemented, and documented Master Sanitation Schedule.			
4.3	The facility has written and implemented Standard Sanitation Operating Procedures.			
4.4	The facility has a written, implemented, and documented foreign material prevention program that includes metal detection.			
4.5	The facility has a written, implemented, and documented wood control policy.			
4.6	The facility has a written, implemented, and documented glass and brittle plastic control policy.			
4.7	The locations of all glass and brittle plastics are documented and audited monthly for damage.			
4.8	All equipment that makes contact with the product is cleaned, stored properly, and re-sanitized before use.			
4.9	The employees have received sanitation training for the facility and receive regular re-training. All training is documented.			
4.10	Water used for packing and washing is potable.			

Wholesale Distribution Center

Section	Requirement			
4.11	If the product necessitates temperature specific water the water delivery system's temperature is actively monitored.			
4.12	Processing water is potable and treated to reduce pathogenic load.			
4.13	Surfaces that come into direct contact with water are cleaned and sanitized on a regular, scheduled, and documented basis.			
4.14	Water treatment and exposure time is actively monitored and documented.			
4.15	Water treatment and exposure time used have been proven to be effective for the product.			
4.16	Food contact surface are in good condition and maintained regularly as well as cleaned and sanitized before use. Logs of cleaning and sanitizing are kept for at least 1 year or more where required by law.			
4.17	Product flow zones are actively and passively protected from sources of contamination.			
4.18	The water used for ice creation or cooling is potable.			
4.19	All ice used for cooling product is free of contamination and manufactured, transported, and stored in sanitary conditions.			
4.20	Condensate from cooling equipment is prevented from contaminating the product.			
4.21	Ice scoops are stored in a sanitary manner and cleaned regularly.			
4.22	All water systems are protected from back flow via back flow prevention valves.			
4.23	All hoses are secured off the ground.			

Wholesale Distribution Center

Section	Requirement			
5.0	Worker Health and Hygiene			
5.1	Potable water is available to all employees.			
5.2	Hair and beard nets are worn near unprotected product. Jewelry, nail polish, and long & fake nails, are properly controlled or prohibited.			
5.3	Employees and visitors are following good hygiene practices.			
5.4	Employees who handle or package produce are washing their hands before beginning or returning to work.			
5.5	Signs instructing proper hand washing are posted in all applicable languages.			
5.6	All restroom facilities are clean, supplied with single use towels, toilet paper, hand soap capable of removing applicable contaminants, and potable water for washing.			
5.7	All restroom facilities are serviced and cleaned on regular, scheduled, and documented basis.			
5.8	Eating, drinking, chewing gum, and smoking are contained to designated, separate, and sequestered areas.			
5.9	Break areas have refrigeration units for personal item storage separate from food production and storage.			
5.10	Workers with open wounds, communicable diseases or diarrheal diseases are prohibited from handling fresh produce.			
5.11	Workers are instructed to seek prompt medical attention for cuts, abrasions, and other injuries. First aid kits are well stocked and easily accessible for such occasions.			
5.12	An appropriate, written, and communicated glove use policy is in place.			

Wholesale Distribution Center

Section	Requirement			
5.13	Gloves are being worn properly by employees.			
5.14	Plant employees are wearing company issued and clean uniforms, smocks, or protective clothing that are free from buttons and outer pockets above the waist.			
5.15	Uniforms or other items of protective clothing are removed and stored in a sanitary location prior to beginning breaks or entering a restroom.			
6.0	Transportation			
6.1	The product transport vehicles are clean, well maintained, and lacking unpleasant odors.			
6.2	Produce items are not loaded into vehicles carrying other items that could potentially contaminate them.			
6.3	All produce transportation vehicles are required to maintain a controlled temperature range and logs are kept and reviewed to ensure the product is kept at a consistent temperature.			
6.4	Product is loaded into the transpiration vehicles in such a way as to minimize damage to the product.			
7.0	Traceability			
7.1	A written recall plan for all products and packaging that contacts the products is in place.			
7.2	The recall plan is reviewed and updated annually.			
7.3	The plan is tested at minimum twice yearly with documented records of the mock recall.			
7.4	The source of incoming product and the destination of outgoing product are documented in a manner that enables traceability.			

Wholesale Distribution Center

Section	Requirement			
7.5	A documented rework policy is in place and communicated to the employees.			
7.6	All rework and carryover is recorded and traceable.			
7.7	A designated secured storage area for recalled products is present and well-marked.			
7.8	A formal, written, HOLD program is in place for non-conforming products.			
7.9	All on hold product is inventoried daily to ensure no product has been inappropriately removed.			

Preventive Food Defense

Section	Requirement	YES	NO	Comments
1.0	Secure Personnel Procedures			
1.1	The company has a written, documented, communicated, and implemented food defense plan based on a food security risk assessment. The plan is reviewed and updated, at minimum, annually.			
1.2	There is a written, documented, communicated, and implemented emergency preparedness plan that identifies product handling and storage policies in the event of an emergency or natural disaster.			
1.3	There is a designated person to contact with potential security and food defense problems or suspicions.			
1.4	An emergency contact list with numbers for management, law enforcement, and regulatory agencies is posted in a centrally accessible location and is actively maintained.			
1.5	All employees have passed a food defense training course provided by the company and are required to review it annually.			
1.6	All visitors are required to present legal photo ID and their entrance and exit logged.			
1.7	The reason for a visitors admittance is verified before they are allowed to enter the facility.			
1.8	All visitors are prohibited from all packing and storage areas without the accompaniment of an employee.			
1.9	All incoming and outgoing vehicles from all sites are subject to inspection.			
1.10	All parked vehicles have clear, company provided, identification denoting to whom the vehicle belongs to.			
1.11	All personnel are prohibited from bringing personal items into the handling or storage areas.			
1.12	All employees have their access restricted to areas necessary for their job and unrestricted areas of the facility.			

Preventive Food Defense

Section	Requirement			
1.13	Management actively tracks which employees should be at the facility and in what area they should be performing their job.			
1.14	An employee identification system has been established and implemented.			
2.0	Secure Facility Procedures			
2.1	All provided forms of identification are collected from employees prior to termination.			
2.2	The location of the mail-room is not proximate to the packing or storing facilities.			
2.3	Computer access is restricted to specific personnel with unique access credentials.			
2.4	Computer access and transactions are traceable.			
2.5	Background checks have been performed on all employees.			
2.6	The facility and grounds are routinely checked for signs of tampering, defacing, criminal, or terroristic activities. Any incidents are documented and followed up on.			
2.7	The facility is secured by fencing or other forms of deterrent.			
2.8	All points of potential entry are routinely inspected for security.			
2.9	All keys to the facility are accounted for and their owners documented.			
2.10	The facility is enclosed.			

Preventive Food Defense

Section	Requirement			
2.11	The facility has an emergency lighting system in place.			
2.12	All forms of storage, actively used and not, are secured by a lock.			
2.13	Delivery schedules have been established, are written, and readily available for cross checking.			
2.14	The receiving of incoming items is supervised.			
2.15	The facility has an established policy for rejecting deliveries.			
2.16	Unauthorized deliveries are rejected.			
2.17	The facility does not accept empty returned containers for the use of packing product unless they have been sterilized and are intended for reuse.			
2.18	The facility has a program implemented to secure outbound shipments with tamper evident devices.			
2.19	The facility has a program implemented to inspect all returned product for evidence of tampering.			
2.20	The facility has backup personal for the individuals responsible for overseeing recalls.			
2.21	The company has performed a successful mock recall of product to the facility with full traceability.			
2.22	Product that was imported from outside the continental US is segregated from domestic product.			
2.23	Allergens present in the facility are segregated from products they are not involved in to prevent contamination.			

Preventive Food Defense

Section	Requirement			
2.24	Any and all floor plans, product flow plans, or segregation charts are in a secure location with limited access.			
2.25	The facility has registered with the FDA and has been issued a registration number.			

Bulk Food Storage

Section	Requirement	YES	NO	Comments
1.0	Product, Containers, and Pallets.			
1.1	The facility has a written, implemented, and documented Master Sanitation Schedule.			
1.2	The facility has written and implemented Standard Sanitation Operating Procedures.			
1.3	The facility is maintained on a scheduled and documented manner.			
1.4	Storage locations are protected from external contamination by being properly sealed, isolated, and maintained.			
1.5	Storage grounds are reasonably clear of litter and detritus.			
1.6	Storage grounds are reasonably clear of standing water.			
1.7	The storage area is protected from contamination from accidental wastewater release via physical barriers, drains, and / or distance.			
1.8	There is a written, implemented, and communicated policy regarding the SOP when finished product is opened, spilled, or makes direct contact with the floor.			
1.9	Containers used for packing are properly stored, sealed, and protected from pest incursion.			
1.10	Reusable containers are properly identified with their intended purpose and are only used for that purpose.			
1.11	Product movement aids such as pallets, tote bags, and portable bins, are clean, in good repair, and are coherent enough to not contribute any foreign material to the product.			
1.12	Non-food grade substances and chemicals are not stored proximately to the product.			

Bulk Food Storage

Section	Requirement			
1.13	Machinery used to aid in product transportation and storage are clean and maintained regularly to prevent it from contaminating the product.			
2.0	Pest Control			
2.1	Storage facilities are hardened against animal and pest intrusion.			
2.2	There is a sufficient number of properly deployed rodent control devices.			
2.3	There is a sufficient number of exterior bait stations.			
2.4	There is a sufficient number of flying insect traps located near exterior doors. The traps are monitored and documented.			
2.5	The facility has an established pest control program that is effective and documented.			
2.6	The personnel responsible for running the pest control program are licensed and their license is on file.			
2.7	The documents for the pest control program indicate all potential and present pest problems have been identified and corrective actions are being carried out.			
2.8	All pesticides are approved for use in a food production facility.			
2.9	Interior structural surfaces are free of any major cracks, pot-marks, or holes.			
3.0	Ice & Refrigeration			
3.1	The water used for creating ice or cooling applications is potable and treated to sufficiently decrease the pathogenic load.			

Bulk Food Storage

Section	Requirement			
3.2	Ice is created and stored in a clean and sanitary manner.			
3.3	Ice scoops are stored in a clean and sanitary manner.			
3.4	Contact surfaces for the creation, storage, and transportation of ice used for cooling the product have been sanitized before use.			
3.5	The temperature of temperature controlled rooms is monitored and logged.			
3.6	Thermometers are checked for accuracy against known samples and the results documented.			
3.7	Condensate generated by any cooling system is contained and controlled to prevent it from contacting the product.			
3.8	Refrigeration equipment is maintained and cleaned on a regular, scheduled, and documented basis.			
3.9	Refrigeration equipment is maintaining the proper temperature.			
3.10	Melting ice is contained to prevent contamination of other produce.			
4.0	Transportation			
4.1	The product transport vehicles are clean, well maintained, and lacking unpleasant odors.			
4.2	Produce items are not loaded into or unloaded from vehicles carrying other items that could potentially contaminate them.			
4.3	All produce transportation vehicles are required to maintain a controlled temperature range and logs are kept and reviewed to ensure the product is kept at a consistent temperature.			

Bulk Food Storage

Section	Requirement			
4.4	Product is loaded into the transportation vehicles in such a way as to minimize damage to the product.			
5.0	Worker Health and Hygiene			
5.1	Potable water is available to all employees.			
5.2	Hair and beard nets are worn near unprotected product. Jewelry, nail polish, and long & fake nails, are properly controlled or prohibited.			
5.3	Employees and visitors are following good hygiene practices.			
5.4	Employees who handle or package produce are washing their hands before beginning or returning to work.			
5.5	Signs instructing proper hand washing are posted in all applicable languages.			
5.6	All restroom facilities are clean, supplied with single use towels, toilet paper, hand soap capable of removing applicable contaminants, and potable water for washing.			
5.7	All restroom facilities are serviced and cleaned on regular, scheduled, and documented basis.			
5.8	Eating, drinking, chewing gum, and smoking are contained to designated, separate, and sequestered areas.			
5.9	Break areas have refrigeration units for personal item storage separate from food production and storage.			
5.10	Workers with open wounds, communicable diseases or diarrheal diseases are prohibited from handling fresh produce.			
5.11	There is a communicated written policy regarding food contact surfaces exposed to blood or bodily fluid.			

Bulk Food Storage

Section	Requirement			
5.12	Workers are instructed to seek prompt medical attention for cuts, abrasions, and other injuries. First aid kits are well stocked and easily accessible for such occasions.			
5.13	An appropriate, written, and communicated glove use policy is in place.			
5.14	Gloves are being worn properly by employees.			
5.15	Plant employees are wearing company issued and clean uniforms, smocks, or protective clothing that are free from buttons and outer pockets above the waist.			
5.16	Uniforms or other items of protective clothing are removed and stored in a sanitary location prior to beginning breaks or entering a restroom.			
6.0	Traceability			
6.1	A written recall plan for all products and packaging that contacts the products is in place.			
6.2	The recall plan is reviewed and updated annually.			
6.3	The plan is tested at minimum twice yearly with documented records of the mock recall.			
6.4	The source of incoming product and the destination of outgoing product are documented in a manner that enables traceability.			
6.5	The produce has a proper code date as it relates to shelf life.			
6.6	If frozen foods are produced, the coding for those products uses an approved Frozen Food Coding System.			