

Minneapolis Public Schools – Farm to School Site Assessment Form – 2024

Farm/Site Name: _____ **Date:** _____

Farm/Organization Staff Present: _____

MPS Staff Present: _____

University of MN Extension Staff Present: _____

Products Growing for MPS: _____

This document describes elements of good food safety practices to be considered during the process of growing, harvesting, washing, packing and transporting produce. Each farm is unique, so not every situation will be covered in this document. The “unsatisfactory” and “satisfactory” conditions are examples of what we might see and provide guidance on what is acceptable. For each item that requires a log or documentation, we expect that the farm will keep track of that item using separate logs, on a whiteboard (with pictures taken) or a daily/ongoing journal.

We will email you this checklist within 5 business days of your site visit. We will also communicate “next steps,” which may include connecting you with the University of Minnesota (U of M) Extension’s On-Farm GAPs team.

For each element listed below, we will indicate the following from a food safety perspective:

- a. Pass – If requirements are met
- b. Recommended Action – If a minor violation is found (one that is not likely to cause a foodborne illness)
 - i. We want this corrected and will require a response on how it will be corrected
- c. Corrective Action – If a minor violation is found (one that is likely to cause a foodborne illness)
 - i. Documented proof of corrective action will be required before moving forward with sales to MPS
- d. Major Corrective Action – A major violation is found (one that is likely to cause a foodborne illness)
 - i. Would require consultation with U of M On-Farm GAPs team, and another site visit before sales to MPS

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1. General Food Safety					
Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Pre-operative site inspection	<ul style="list-style-type: none"> No process to asses site prior to start of daily operations 	<ul style="list-style-type: none"> Defined process for pre-operative site inspection Document anything out of the ordinary and action steps 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Safe separation of pets or domestic animals and operations	<ul style="list-style-type: none"> Improper drainage from farm animals Proximity to farm animals Pets allowed in production/packing areas 	<ul style="list-style-type: none"> Process/barriers to keep pets away from operations Fenced farm animals Minimal to no evidence of pests/domestic animal presence 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Potable water used in all operations	<ul style="list-style-type: none"> No running water available Test shows bacteriological contamination Unsanitary or improper plumbing 	<ul style="list-style-type: none"> Running water available Test for E. Coli, Coliforms, and Nitrates annually in well water Surface water used only on non-edible plants/applications Back flow prevention 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Designated areas for specific uses	<ul style="list-style-type: none"> No areas designated for specific uses 	<ul style="list-style-type: none"> Designated areas for tool storage, hand washing, produce cleaning, etc. Clear signage and instructions 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

2. Personnel					
Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Staff handling food have the knowledge and training to prevent contamination	<ul style="list-style-type: none"> Staff untrained Minimal knowledge or skills apparent 	<ul style="list-style-type: none"> All staff have received Food Safety training (e.g. a video, on-farm workshop, demonstration by trained staff) Ongoing/refresher training throughout season as needed Staff conducting food safety training must be trained 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

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Staff with health or hygiene issues that may affect product safety do not participate in handling processes	<ul style="list-style-type: none"> • Smoking • Loose hair • Open infections • Eating • Alcohol or Drugs • Acute illness, including diarrhea, fever or rash 	<ul style="list-style-type: none"> • Wounds are satisfactorily covered • First Aid Kit easily accessible and checked regularly • People are generally healthy • Hands washed • People are alert 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Handwashing and toilet facilities available	<ul style="list-style-type: none"> • No reasonable access to toilet or handwashing facilities 	<ul style="list-style-type: none"> • Toilet and handwashing facilities available • Cleaning schedule • Unscented dispenser soap, water with continuous flow spigot, and single-use paper towels available 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

3. Farm Production Area					
Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Prevent cross-contamination from runoff	<ul style="list-style-type: none"> • Sewage runoff or proximity to septic field • Chemical/pesticide runoff from surrounding areas 	<ul style="list-style-type: none"> • Well-drained • Natural or man-made barriers prevent runoff 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Prevent cross-contamination from compost	<ul style="list-style-type: none"> • Compost drainage flows into production area • Compost contains human waste • Compost not properly stored and/or applied 	<ul style="list-style-type: none"> • Compost drainage flows away from production area • Organic material composted for 120 days before harvest, at least 2 weeks prior to planting • Compost storage elevated and/or in impermeable stall • Compost 50-75 feet away from production area 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Well documented and judicious use of applications (pesticides/herbicides)	<ul style="list-style-type: none"> • No log of types, amounts, or timing of chemical applications 	<ul style="list-style-type: none"> • Track types, concentrations and dates of chemical applications • Pesticide Applicator’s license for controlled substances or if product crosses state lines 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

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Equipment and farm tools are clean and well maintained	<ul style="list-style-type: none"> • Rusty • Cracked • Broken • Greasy 	<ul style="list-style-type: none"> • In good repair • Maintained according to manufacturer recommendations • Food contact surfaces rust-free • Cleaning schedule for equipment and tools • Use food-grade grease • Designated storage areas 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Prevent cross contamination in growing areas	<ul style="list-style-type: none"> • Equipment, gas cans, or other potential contaminants left in fields • Culls left in growing areas 	<ul style="list-style-type: none"> • Growing areas generally tidy • No equipment, tools or potential contaminants left in fields unnecessarily 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

4. Harvest and Washing

Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Proper harvesting practices using clean harvest equipment	<ul style="list-style-type: none"> • Dirty harvest totes • No process to keep harvest equipment separated and clean 	<ul style="list-style-type: none"> • Regular cleaning schedule for harvest totes, equipment and tools • Separate storage for harvest totes, equipment and tools • Harvest totes do not touch ground 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Proper post-harvest cooling techniques	<ul style="list-style-type: none"> • Harvested produce left in field/sun/heat for extended time periods 	<ul style="list-style-type: none"> • Produce is quickly covered and washed/cooled after harvest • Perishable produce items are kept cool 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Clean and well-lit wash/pack area	<ul style="list-style-type: none"> • No areas designated for specific uses (such as produce cleaning, handwashing, etc.) • Muddy, dirty or contaminated surfaces • Evidence of pests, fecal or mold contamination (e.g., birds/bats in rafters, insects) • Unclean surroundings (e.g. dirt, dust, cobwebs, clutter, manure) • Dim, dark conditions 	<ul style="list-style-type: none"> • Minimized contamination from rafters (covering items if needed) • No pest presence • Traps set on outside of wash/pack area • Enclosed building • No breaks in doors, gaps or cracks • Cleaning schedule • Daylight, skylights, or well-lit area • Lights are covered or shatterproof (not bare bulbs) • Area designed for safe product flow 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

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4. Storage					
Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Storage area prevents contamination and spoilage	<ul style="list-style-type: none"> • Poor air flow • Dirty surfaces • Unable to maintain consistent temperature • Disorganized • Over-crowded • Evidence of pests 	<ul style="list-style-type: none"> • Size sufficient for capacity • Clean interior and surfaces • Cleaning schedule • Time/temperature controls adhered to for specific crops to prevent spoilage • Well organized, product rotation • No evidence of pests • Good seal to the outside • Good air flow • Pest control traps on outside of building <p><i>Cooler only:</i></p> <ul style="list-style-type: none"> • Well- insulated to maintain consistent temperatures • Blowers allow for good air flow 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
Use of clean and proper storage containers	<ul style="list-style-type: none"> • Re-use of old boxes in bad shape • Produce boxes on bare ground 	<ul style="list-style-type: none"> • Clean, new produce boxes or bins used • Produce boxes do not touch bare ground • Produce boxes covered or protected from debris 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

5. Safe Transport of Product					
Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Products are transported in clean vehicle.	<ul style="list-style-type: none"> • Evidence of cross contamination issues in delivery vehicle • No cleaning schedule 	<ul style="list-style-type: none"> • Clean vehicle • Product kept off of vehicle floor • Regular cleaning schedule for delivery vehicle 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

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Safe product temperatures maintained during delivery	<ul style="list-style-type: none"> • Safe temperatures not maintained during delivery 	<ul style="list-style-type: none"> • No unnecessary stress on product during delivery (sunlight, heat, cold) • Safe temperatures are maintained during delivery 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	
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6. Chemicals

Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Cleaning chemicals (for surfaces and produce) are stored and used in ways that prevent cross-contamination.	<ul style="list-style-type: none"> • Chemicals are intermingled with other items and unlocked • Chemicals not properly prepared or used • Inappropriate chemical for desired use 	<ul style="list-style-type: none"> • Chemicals stored appropriately – locked or separated/restricted • Chemicals clearly labeled with chemical information, warnings and instructions • Cleaning solutions are measured and prepared according to instructions and tested for appropriate strength • Unscented bleach or other appropriate sanitizer is used for food contact surfaces • Safety Data Sheets (SDS) accessible, employee training provided. Spill response plan written and updated • Spill kit available near mixing area. 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

7. Traceability & Response to Food Safety Problems

Element	Unsatisfactory	Satisfactory	Log	Status	Comments
Product traceability	<ul style="list-style-type: none"> • No way of tracing produce sold to production/packing details. 	<ul style="list-style-type: none"> • Sales records linking cases of produce delivered to harvest date, pack date, and field (if applicable) 		<input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action	

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<p>Purchasers are informed of any potential health problems with products</p>	<ul style="list-style-type: none"> • Plan for response to food safety issues unclear 	<ul style="list-style-type: none"> • Process for documenting and communicating to MPS, produce company, Health Department, FDA about food safety concerns as applicable • Understand of the responsibility to follow public health direction in the event of potential health 		<ul style="list-style-type: none"> <input type="checkbox"/> Pass <input type="checkbox"/> Recommended Action <input type="checkbox"/> Corrective Action <input type="checkbox"/> Major Corrective Action 	
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Notes: