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# Appendices

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# APPENDIX A - School Garden Food Safety Checklist

Food Safety Manager is \_\_\_\_\_ phone: \_\_\_\_\_

Food Service Manager is \_\_\_\_\_ phone: \_\_\_\_\_

Garden Leader is \_\_\_\_\_ phone: \_\_\_\_\_

Soil is from \_\_\_\_\_ checked on \_\_\_\_\_

Water is from \_\_\_\_\_ checked on \_\_\_\_\_

Location of handwashing station and toilet \_\_\_\_\_

Location of first aid kit \_\_\_\_\_

## General Supplies & Equipment:

- First aid kit
- Shovel
- Watering can

## Harvest Supplies & Equipment (only required during harvest):

All materials touching produce need to be properly sanitized (include dates completed):

- Harvest labels
- Harvest bin
- Scale
- Scissors/harvesting knife
- Thermometer

## Reference Materials

Ensure that the following logs/appendices are being utilized/reviewed:

Appendix C - Harvest Activity Log: | yes | no

Appendix H - When to Wash Your Hands: | yes | no

Appendix I - Garden Rules: | yes | no

Appendix K - Soil Amendment Log: | yes | no



# APPENDIX B - Food Safety Team

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Use this form to document the names of persons responsible for food safety at your school garden. There should be at least one Food Safety Manager who oversees the entire food safety program at your garden site. There should be assigned Garden Leaders on-site who are responsible for specific duties such as Harvest Supervisors. Include their names, titles and responsibilities. If applicable, also include the name of the Kitchen Manager. This form should be filed with other food safety documents and updated as needed.

Garden Name: \_\_\_\_\_

Garden Address: \_\_\_\_\_  
Street Address City State Zip

Food Safety Manager: \_\_\_\_\_  
Name Phone E-Mail

Garden Leader: \_\_\_\_\_  
Name Title Phone or E-mail

Responsibilities (For example: Harvest Supervisor): \_\_\_\_\_  
\_\_\_\_\_

Garden Leader: \_\_\_\_\_  
Name Title Phone or E-mail

Responsibilities (For example: Harvest Supervisor): \_\_\_\_\_  
\_\_\_\_\_

Kitchen Manager: \_\_\_\_\_  
Name Phone E-Mail

# APPENDIX C - Harvest Activity Log

Use this document to record harvest activities, including fruits and vegetables harvested. The back side of this form can be used to list garden participant names, document hand washing, and track harvest equipment cleaning. This form must be initialed by the Food Safety Manager, Harvest Supervisor and Kitchen Manager.

Garden Name: \_\_\_\_\_ Date \_\_\_\_\_

Produce Item	Plot #	Count (e.g., lbs, bunches, pints)	Temperature	Harvest Recipient/Buyer
Total Weight:				



# APPENDIX C - Harvest Activity Log CONTINUED

Date	Garden Participant Name	Participant Properly Washed Hands	Participant Properly Cleaned Garden/Harvest Tools
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO
		YES / NO	YES / NO

Food Safety Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Signature

# APPENDIX D - Garden Food Safety Training Log

Training Topic(s): \_\_\_\_\_

Date/Training Time: \_\_\_\_\_

Trainer: \_\_\_\_\_

Training Material (Please attach any written materials to this log with a staple.)

FULL NAME of those present for training (please print)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

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## APPENDIX E – Food Safety Plan Review

The table below can be used to review your food safety program. It can be used to track non-conformances and corrections made for each risk area. It is recommended the Food Safety Manager review the policy and program annually.

	Reviewed (4)	Date Completed	COMMENTS (Non-Conformances, Corrections, etc.)
General Requirements			
Health and Hygiene			
The Garden			
Harvesting and Post-Harvesting			

Food Safety Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Signature







## APPENDIX H

# WHEN to Wash Your Hands

- BEFORE working in the garden.
- BEFORE putting on gloves, and then again when changing them.
- BEFORE handling cleaning chemicals.
- BEFORE cleaning and sanitizing tools.
- AFTER working in the garden.
- AFTER handling cleaning chemicals.
- AFTER eating, drinking, or smoking.
- AFTER taking a break.
- AFTER using the restroom.
- AFTER sneezing, coughing, blowing your nose, or using a tissue or handkerchief.
- AFTER touching your hair, face, body, or clothing.
- AFTER handling garbage.
- AFTER touching an open sore, cut, boil, or pimple.



# EVEN HEROES HAVE TO WASH THEIR HANDS.

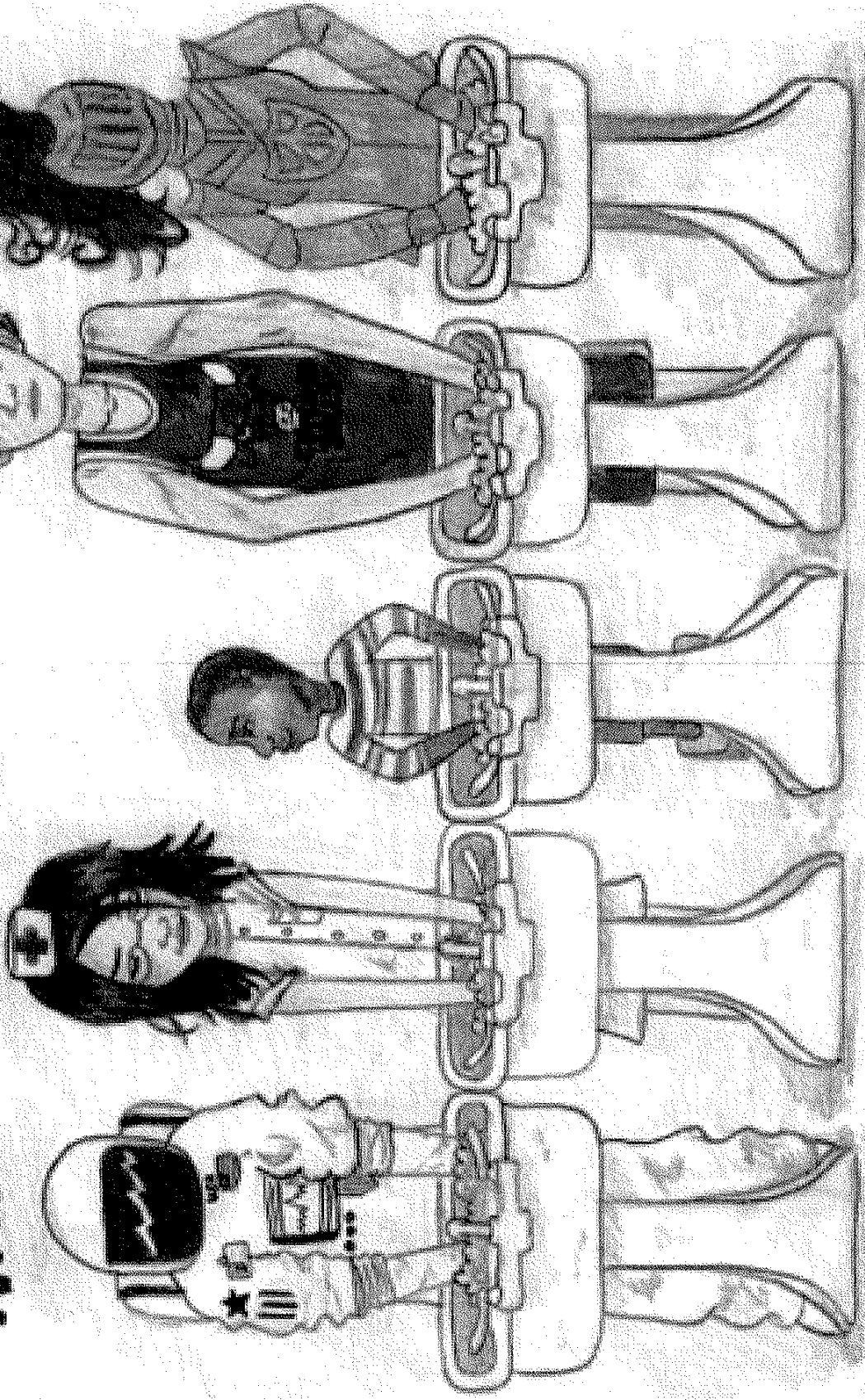


Illustration by Marcelina Sushchik, William H. Felt School - Academic Center

# APPENDIX I

## GARDEN RULES!

Food Safety is IMPORTANT!  
Read this before entering GARDEN:

- ALL Garden Participants must properly wash their hands before and after working in the garden.
- Garden participants MUST notify the garden leader (or other person in charge) if they have any of the following symptoms or conditions. In these instances, participants will NOT handle fresh produce:
  - They have been diagnosed or were recently ill with a foodborne illness
  - They have any of the following symptoms:
    - Diarrhea
    - Fever
    - Vomiting
    - Jaundice (a yellowing of your skin and eyes)
    - Sore throat with fever
    - Persistent sneezing, coughing, or a runny nose
  - They have a boil, or an infected sore or cut that is open or draining on your hands, wrists, or the exposed areas of your arms
  - They are suspected of causing or being exposed to a foodborne illness outbreak
  - They live with a person diagnosed with a foodborne illness, or a person who attends or works where there is a foodborne illness outbreak
- PLEASE, NO pets in the garden. This will help reduce animal droppings on produce.
- If blood or bodily fluid ever comes in contact with the soil or produce, it must be immediately reported by whoever finds the contamination.



## APPENDIX J – First Aid Kit Inventory

Use this form to manage first aid kits. A first aid kit must be located at the garden site. Refer to [www.redcross.org](http://www.redcross.org) for recommended First Aid Kit items.

Quantity	Item Description	Checked and/or Restocked	Initials
25 or 1 box	Adhesive Bandages (assorted sizes)		
1	Adhesive Cloth Tape (10 yards x 1 inch)		
12	Antibiotic Ointment Packets		
12	Antiseptic Wipe Packets		
1 box	NonLatex Gloves		
12	Hydrocortison Ointment Packets		
1 roll	Roller Bandage (3 or 4 inches wide)		
12	Sterile Gauze Pads (3 x 3 inches wide)		
1	Scissors		
1	Tweezers		
1	Breathing Barrier with One-Way Valve		
1 bottle	Aspirin		


First Aid Kit Location \_\_\_\_\_

Food Safety Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print

Signature

# APPENDIX K- Soil Test Results Example



Environmental Design International, Inc.  
208 S. Michigan Ave., Suite 130  
Chicago, IL 60604

Client: United School District  
Business Office: 550-223  
(815) 524-7766 Fax: (815) 524-7773

Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19


Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19

Request: 237-9052 17-19

### General Chemistry

#### Great Lakes Analytical—Redfin Grove

Analyte	Result	Units	Client	Batch	Project	Method	Notes
pH	8.1		811246	1	201206	811242	811242
Ca	10.5	mg/kg	811246	1	201206	811242	811242



Environmental Design International, Inc.  
208 S. Michigan Ave., Suite 130  
Chicago, IL 60604

Client: United School District  
Business Office: 550-223  
(815) 524-7766 Fax: (815) 524-7773


Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19

Request: 237-9052 17-19

### General Chemistry

#### Great Lakes Analytical—Redfin Grove

Analyte	Result	Units	Client	Batch	Project	Method	Notes
pH	8.1		811246	1	201206	811242	811242
Ca	10.5	mg/kg	811246	1	201206	811242	811242



Environmental Design International, Inc.  
208 S. Michigan Ave., Suite 130  
Chicago, IL 60604

Client: United School District  
Business Office: 550-223  
(815) 524-7766 Fax: (815) 524-7773


Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19

Request: 237-9052 17-19

Great Lakes Analytical—Redfin Grove  
*Andy Johnson*  
Andy Johnson, Project Manager

The results in this report apply to the samples analyzed in accordance with the chain of custody documents. This analytical report does not represent an analysis of the entire site.

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Environmental Design International, Inc.  
208 S. Michigan Ave., Suite 130  
Chicago, IL 60604

Client: United School District  
Business Office: 550-223  
(815) 524-7766 Fax: (815) 524-7773


Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19

Request: 237-9052 17-19

### General Chemistry

#### Great Lakes Analytical—Redfin Grove

Analyte	Result	Units	Client	Batch	Project	Method	Notes
pH	8.1		811246	1	201206	811242	811242
Ca	10.5	mg/kg	811246	1	201206	811242	811242



Environmental Design International, Inc.  
208 S. Michigan Ave., Suite 130  
Chicago, IL 60604

Client: United School District  
Business Office: 550-223  
(815) 524-7766 Fax: (815) 524-7773


Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19

Request: 237-9052 17-19

### General Chemistry

#### Great Lakes Analytical—Redfin Grove

Analyte	Result	Units	Client	Batch	Project	Method	Notes
pH	8.1		811246	1	201206	811242	811242
Ca	10.5	mg/kg	811246	1	201206	811242	811242



Environmental Design International, Inc.  
208 S. Michigan Ave., Suite 130  
Chicago, IL 60604

Client: United School District  
Business Office: 550-223  
(815) 524-7766 Fax: (815) 524-7773

Project: 1200-051  
Project Number: 1200-051  
Project Manager: 237-9052 17-19

Request: 237-9052 17-19

Great Lakes Analytical—Redfin Grove  
*Andy Johnson*  
Andy Johnson, Project Manager

The results in this report apply to the samples analyzed in accordance with the chain of custody documents. This analytical report does not represent an analysis of the entire site.

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# APPENDIX K- Soil Test Results Example CONTINUED

**GREAT LAKES ANALYTICAL**  
 17555 Sunset Parkway  
 Monterey Park, Illinois 60438  
 Phone: 630-774-7774  
 Fax: 630-774-7774

Project: 17555  
 Project Manager: [Name]

Client: [Name]  
 Address: [Address]

Report: [Date]

**Polycyclic Aromatic Compounds by EPA Method 8313**  
**Great Lakes Analytical - Baffin Grns**

Sample	Depth	Reporting Units	Units	Method	Result	Method	Notes
CS-1 (2014-04-01)	0-15 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-2 (2014-04-01)	15-30 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-3 (2014-04-01)	30-45 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-4 (2014-04-01)	45-60 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-5 (2014-04-01)	60-75 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-6 (2014-04-01)	75-90 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-7 (2014-04-01)	90-105 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-8 (2014-04-01)	105-120 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-9 (2014-04-01)	120-135 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-10 (2014-04-01)	135-150 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-11 (2014-04-01)	150-165 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-12 (2014-04-01)	165-180 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-13 (2014-04-01)	180-195 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-14 (2014-04-01)	195-210 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-15 (2014-04-01)	210-225 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-16 (2014-04-01)	225-240 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-17 (2014-04-01)	240-255 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-18 (2014-04-01)	255-270 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-19 (2014-04-01)	270-285 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-20 (2014-04-01)	285-300 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-21 (2014-04-01)	300-315 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-22 (2014-04-01)	315-330 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-23 (2014-04-01)	330-345 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-24 (2014-04-01)	345-360 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-25 (2014-04-01)	360-375 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-26 (2014-04-01)	375-390 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-27 (2014-04-01)	390-405 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-28 (2014-04-01)	405-420 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-29 (2014-04-01)	420-435 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-30 (2014-04-01)	435-450 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-31 (2014-04-01)	450-465 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-32 (2014-04-01)	465-480 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-33 (2014-04-01)	480-495 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-34 (2014-04-01)	495-510 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-35 (2014-04-01)	510-525 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-36 (2014-04-01)	525-540 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-37 (2014-04-01)	540-555 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-38 (2014-04-01)	555-570 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-39 (2014-04-01)	570-585 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-40 (2014-04-01)	585-600 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-41 (2014-04-01)	600-615 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-42 (2014-04-01)	615-630 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-43 (2014-04-01)	630-645 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-44 (2014-04-01)	645-660 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-45 (2014-04-01)	660-675 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-46 (2014-04-01)	675-690 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-47 (2014-04-01)	690-705 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-48 (2014-04-01)	705-720 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-49 (2014-04-01)	720-735 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-50 (2014-04-01)	735-750 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-51 (2014-04-01)	750-765 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-52 (2014-04-01)	765-780 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-53 (2014-04-01)	780-795 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-54 (2014-04-01)	795-810 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-55 (2014-04-01)	810-825 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-56 (2014-04-01)	825-840 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-57 (2014-04-01)	840-855 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-58 (2014-04-01)	855-870 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-59 (2014-04-01)	870-885 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-60 (2014-04-01)	885-900 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-61 (2014-04-01)	900-915 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-62 (2014-04-01)	915-930 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-63 (2014-04-01)	930-945 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-64 (2014-04-01)	945-960 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-65 (2014-04-01)	960-975 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-66 (2014-04-01)	975-990 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-67 (2014-04-01)	990-1005 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-68 (2014-04-01)	1005-1020 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-69 (2014-04-01)	1020-1035 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-70 (2014-04-01)	1035-1050 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-71 (2014-04-01)	1050-1065 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-72 (2014-04-01)	1065-1080 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-73 (2014-04-01)	1080-1095 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-74 (2014-04-01)	1095-1110 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-75 (2014-04-01)	1110-1125 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-76 (2014-04-01)	1125-1140 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-77 (2014-04-01)	1140-1155 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-78 (2014-04-01)	1155-1170 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-79 (2014-04-01)	1170-1185 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-80 (2014-04-01)	1185-1200 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-81 (2014-04-01)	1200-1215 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-82 (2014-04-01)	1215-1230 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-83 (2014-04-01)	1230-1245 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-84 (2014-04-01)	1245-1260 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-85 (2014-04-01)	1260-1275 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-86 (2014-04-01)	1275-1290 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-87 (2014-04-01)	1290-1305 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-88 (2014-04-01)	1305-1320 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-89 (2014-04-01)	1320-1335 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-90 (2014-04-01)	1335-1350 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-91 (2014-04-01)	1350-1365 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-92 (2014-04-01)	1365-1380 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-93 (2014-04-01)	1380-1395 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-94 (2014-04-01)	1395-1410 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-95 (2014-04-01)	1410-1425 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-96 (2014-04-01)	1425-1440 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-97 (2014-04-01)	1440-1455 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-98 (2014-04-01)	1455-1470 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-99 (2014-04-01)	1470-1485 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-100 (2014-04-01)	1485-1500 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01

The results within this report are the property of the client and are not to be distributed or used in any way without the written consent of the client.

*Andy Johnson*  
 Andy Johnson, Project Manager

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**GREAT LAKES ANALYTICAL**  
 17555 Sunset Parkway  
 Monterey Park, Illinois 60438  
 Phone: 630-774-7774  
 Fax: 630-774-7774

Project: 17555  
 Project Manager: [Name]

Client: [Name]  
 Address: [Address]

Report: [Date]

**Polycyclic Aromatic Compounds by EPA Method 8313**  
**Great Lakes Analytical - Baffin Grns**

Sample	Depth	Reporting Units	Units	Method	Result	Method	Notes
CS-1 (2014-04-01)	0-15 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-2 (2014-04-01)	15-30 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-3 (2014-04-01)	30-45 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-4 (2014-04-01)	45-60 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-5 (2014-04-01)	60-75 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-6 (2014-04-01)	75-90 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-7 (2014-04-01)	90-105 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-8 (2014-04-01)	105-120 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-9 (2014-04-01)	120-135 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-10 (2014-04-01)	135-150 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-11 (2014-04-01)	150-165 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-12 (2014-04-01)	165-180 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-13 (2014-04-01)	180-195 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-14 (2014-04-01)	195-210 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-15 (2014-04-01)	210-225 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01
CS-16 (2014-04-01)	225-240 cm	mg/kg	mg/kg	8210B	0.01	0.01	0.01

# APPENDIX L - Soil Amendment Log

Use this form to record soil amendments used (e.g., commercial compost, commercially composted manure and fertilizers). All soil amendments must be produced and applied in accordance with applicable federal, state, and local regulations. You should have documentation that verifies that soil amendments have been treated to adequately minimize pathogen risk. Documentation can be a letter of guarantee, a certificate of analysis (COA), or test results such as a compost time and temperature log. Keep this documentation with your food safety records. It is not necessary to record each application, only the types of soil amendments used.

Soil Amendment Used	Name of Soil Amendment Supplier(s)	Do you have documentation that your soil amendments are produced in accordance with applicable federal, state, and local regulations?

Food Safety Manager: \_\_\_\_\_ Print \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_





# Crop Profiles of Common Garden Produce

This guide includes recommended harvesting methods, harvesting tips, storage and transportation required temperatures. This list is not comprehensive, but includes common fruits and vegetables grown in school gardens

	Harvest Methods and Conditions	Storage & Transport (Cooling Temperature in Fahrenheit)
FRUITS		
Apples	Avoid bruised or unripe fruit; Pick when ripe. Twist apples to harvest. Should come off of tree easily when ripe.	Cool at 32-40 degrees depending on variety, cool as quickly as possible; store in cooler in crate, isolate if possible to avoid ethylene exposure to other vegetables.
Beans (green and snap varieties)	Avoid breaking stem off fruit; Harvest before they are large and tough.	45 degrees; in cooler in covered container.
Big Tomatoes	Pick fruit that is firm and without signs fruit gently to avoid bruising, break stem of injuries, shriveling, or decay. Grasp off to avoid puncturing.	60-70 degrees; do not store in cooler; line crate with newspaper; stack stem-side down and in single layer to avoid bruising.
Cherry Tomatoes	Avoid harvesting split fruit.	60-70 degrees; do not store in cooler. Use small containers to avoid crushing or splitting the fruits.
Cucumber	Avoid breaking stem off fruit; harvest before they are large or when fruit is overripe (skin starts yellowing and seeds are large and hard).	50-55 degrees; avoid damaging fruit; store in cooler in covered container.
Eggplant	Harvest fruit when shiny and firm, but not rock hard; avoid breaking stem off fruit; If eggplant is pithy or bitter, it is over mature.	46-55 degrees; store in cooler in covered container; extended exposure to dry air will cause fruit to soften.
Peas	Avoid breaking stem off fruit; harvest before they are large.	32 degrees, store in cooler.
Peppers (Hot and Sweet)	Avoid breaking stem off fruit; Peppers that are shriveled should be avoided.	45-50 degrees; store in cooler in covered container.
Cantaloupe	Cantaloupe is ready when fruit easily slips off of the vine; Also ready when color changes from green to yellow in rind and the fruit is fragrant in smell; avoid breaking stem off fruit.	36-41 degrees; store in cooler in covered container to avoid ethylene exposure to vegetables.
Watermelon	Harvest when vine tendril has dried on the melon; there is a bright yellow spot on bottom of melon; and a resonant thud or thump is made when tapped.	50-60 degrees; store in cooler in covered container to avoid ethylene exposure to vegetables.
Okra	Harvest when fruit is 2-5" long and before they are large and woody.	45-50 degrees; store in cooler in covered container.
Pears	Pick when firm and seeds are black or brown; texture should be somewhat soft and juicy.	32 degrees; store in covered container to avoid ethylene exposure to vegetables.

	Harvest Methods and Conditions	Storage & Transport (Cooling Temperature in Fahrenheit)
<b>FRUITS</b>		
Grapes	Harvest when fully colored and sweet; avoid harvesting fruits that are cracked or sun scalded.	32 degrees; store in covered container to avoid ethylene exposure to vegetables.
Summer Squash/ Zucchini	Avoid breaking stem off fruit. Harvest when shiny and before they are and overgrown; zucchini, yellow squash, crookneck varieties should be 5-7"; patty pan should be 3-4" in diameter; remove blossom if still attached.	41-50 degrees; store in cooler in covered container; avoid scratching.
Winter Squash	Harvest when rind is hard and solid external color; cut with pruning clippers and leave a short stem.	50-55 degrees; Can be sold immediately without curing, or can be cured for longer storage. To cure, place in a warm, ventilated, dry area for 8-10 days.
Corn	Harvest when kernels are sweet, plump, well developed and uniform in size.	32 degrees; The faster corn is cooled, the better it will hold sweetness.
<b>ROOTS &amp; BULBS</b>		
Beets	Avoid breaking stems and leaves; remove leaves if stored for long periods of time.	32 degrees; store in cooler in covered container.
Carrots	Avoid breaking stems and leaves; remove tops if stored for long periods of time.	32 degrees; store in cooler in covered container.
Celery	Harvest when tender, light green, and crisp; avoid breaking stems and leaves.	32 degrees; store in cooler in covered container.
Fennel	Harvest when uniform in color and crispy; avoid breaking stems and leaves.	32 degrees; store in cooler in covered container.
Garlic	Use trowel to avoid breaking the bulb from the stem; Don't damage bulb with trowel.	32 degrees; store in cooler if uncured. Cooling is not necessary if cured. Cure in bundles of 10-12 in a warm ventilated environment for 10 days.
Leeks	Use trowel to avoid breaking the bulb from the stem; Don't damage bulb with trowel.	32 degrees; store in cooler in covered tote.
Onions	Harvest when tops begin to dry naturally; Use trowel to avoid breaking the bulb from the stem; Don't damage bulb with trowel.	32 degrees; store in cooler if green and uncured. To cure: knock down tops and let sit in field for 3-5 days(as long as it doesn't rain). Then put onions in a warm, ventilated place for 2-3 weeks to finish curing. Tops should be cut to 1-2" after curing.
Potatoes	Harvest when plant yellows and starts to die and potatoes are fully sized; Use pitchfork to harvest; avoid hitting potatoes with fork.	40-60 degrees; store in cooler
Radishes	Avoid breaking stems and leaves.	32 degrees; store in cooler in covered tote.
Turnips	Avoid breaking stems and leaves.	32 degrees; store in cooler in covered tote.

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	Harvest Methods and Conditions	Storage & Transport (Cooling Temperature in Fahrenheit)
HERBS		
Basil	Use clippers to cut upper branches to encourage bushiness and side growth; try to harvest before flowering.	55 degrees; do not store in cooler as leaves may blacken.
Cilantro	Cut 4-6" stems and bunch with rubber band or twist tie; harvest before plant goes to seed.	35 degrees; store in cooler, set upright in ½" water in a bucket.
Dill	Cut 4-6" stems and bunch with rubber band or twist tie; harvest before plant goes to seed.	40-45 degrees; store in cooler, set upright in ½" water in a bucket.
Parsley	Cut 4-6" stems and bunch with rubber band or twist tie.	40-45 degrees; store in cooler, set upright in ½" water in a bucket.
BRASSICAS		
Broccoli	Harvest when head is firm, dark blue or green, and 4-6" in diameter; harvest before buds start to flower; cut main stalk with knife.	32 degrees; store in cooler.
Cauliflower	Harvest when head is white to cream in color, firm, and compact; cut main stalk with knife.	32 degrees; store in cooler.
Brussel Sprouts	Harvest when sprouts are 1-2" in diameter; Pinch off the top of the plant when lower sprouts are ½" in diameter to allow better sprout growth.	32 degrees; store in cooler.
Cabbage	Cut main head with knife. The cabbage should feel very firm and the cabbage head's leaves should be tight.	
Kohlrabi	Cut the bulb from the root; avoid harvesting mature kohlrabi as it can be tough and woody; remove leaves from bulb.	32 degrees; store in cooler.
Greens (Chard, Collards, Kale, Asian, Mustard)	Harvest only the bottom outside leaves; Don't cut new growth; avoid harvesting old and yellow leaves.	32 degrees; store in cooler.
LETTUCE AND MIXES		
Cutting Greens and Leaf Lettuce	Use knife to cut lettuce leaves; Cut section evenly leaving at least 2-3" at the base for new growth. Harvest as early in morning as possible.	32 degrees; store in cooler.
Head Lettuce	Use knife to cut off at roots; pull off yellow or damaged leaves; harvest as early in the morning as possible.	32 degrees; store in cooler.
Spinach	Use knife to cut large outside leaves; Don't cut new growth; harvest as early in the morning as possible; avoid harvesting yellow or damaged leaves.	32 degrees; store in cooler.

## Removal of Sick Student from School Garden

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Reason for Removal:

\_\_\_\_\_  
\_\_\_\_\_

Location in Garden Student was Working:

\_\_\_\_\_  
\_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Removal of Damage Produce or Plant from School Garden

Date: \_\_\_\_\_

Type of Plant/Produce Removed :

\_\_\_\_\_

Reason for Removal:

\_\_\_\_\_

\_\_\_\_\_

Garden Location of Damaged Plant or Produce:

\_\_\_\_\_

\_\_\_\_\_

Steps Take to Prevent Damage in Future:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

