Minneapolis Public Schools – Farm to School Site Assessment Form – 2026

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.

Note: this is not a GAP audit. The staff present today, including the University of Minnesota, is not guaranteeing that your produce is safe. We are only offering an educational visit to offer guidance on your farm's use of Good Agricultural Practices. We are not reviewing records at this visit. If you want a GAP audit, you will contact the Minnesota Department of Agriculture at 651-201-6067.

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 additional consultations and changes to the operation, and another site visit before sales to MPS

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1. General Food Safety				
Element	**Unsatisfactory**	**Satisfactory**	**Status**	**Comments**
Prior and adjacent land use	• No process to assess site for previous or adjacent land uses • Adjacent land use puts crop areas at risk for microbial hazards	• Previous land use assessment has been performed • Adjacent land use does not put crops at risk for microbial hazards, or mitigation steps have been taken	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Water quality assessment	• Water has not been tested for *E. coli* • Well water tests shows contamination from *E. coli* • Unsanitary or improper plumbing or distribution lines • No backflow prevention	• Test results indicate no detectable generic *E. Coli* in well water • Well is properly maintained and protected • If using surface water, it is only used for pre-harvest applications such as irrigation and never used for postharvest uses and is tested • Back flow prevention on wells	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

2. Worker Training and Health and Hygiene				
Element	**Unsatisfactory**	**Satisfactory**	**Status**	**Comments**
Workers handling food have the knowledge and training to prevent contamination	• Workers untrained • Minimal knowledge or skills apparent	• All workers have received Food Safety training (e.g. a video, on-farm workshop, demonstration by trained staff) • Ongoing/refresher training throughout season as needed	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Workers with health or hygiene issues that may affect product safety do not handle fresh produce	• Workers allowed to handle produce with signs of illness such as vomiting, diarrhea, fever • Open infections	• Workers with diarrheal diseases or other infections diseases are prohibited from handling fresh produce. • Wounds are satisfactorily covered • First aid kit easily accessible	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

Handwashing and toilet facilities available and clean and serviced	• No reasonable access to toilet or handwashing facilities • Toilet facilities could pose a contamination risk to fields	• Toilets available on the farm for all workers and visitors • Handwashing facilities available, including near crop growing areas for all workers and visitors • Unscented dispenser soap, water with continuous flow spigot, and single-use paper towels available and monitored	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Smoking and eating are confined to designated areas separate from where produce is handled	• Eating in the produce growing fields or packing and washing area • Smoking in the produce growing fields or packing and washing area	• Smoking and eating are confined to designated areas separate from where produce is handled.	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

3. Preventing contamination of the crops in the field				
Element	**Unsatisfactory**	**Satisfactory**	**Status**	**Comments**
Safe use of animal-based compost, if used	• Animal-based compost drainage flows into production area • Compost contains human waste • Animal-based compost not properly stored and/or applied	• Animal-based compost drainage flows away from production area and does not pose a contamination risk to crops • Untreated animal-based compost is applied at least 90 or 120 days before harvest • Compost storage elevated and/or in impermeable surface	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Well documented and judicious use of applications (pesticides/ herbicides)	• No log of types, amounts, or timing of chemical applications	• Track types, concentrations and dates of chemical applications • Pesticide Applicator's license for controlled substances or if product crosses state lines	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

Prevent cross contamination in growing areas from chemicals, garbage and culls	• Equipment, gas cans, or other potential contaminants left in fields • Culls left in growing areas • Leaky vehicles allowed in field	• Growing areas generally tidy • No equipment, tools or potential contaminants left in fields unnecessarily • Culls removed from field area and compost pile not too close to field	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Safe separation of pets or domestic animals and crop fields	• Improper drainage from livestock • Fields and packing area are in close proximity to livestock • Pets and livestock allowed in production/packing areas	• Process/barriers to keep pets and livestock away from crop fields and packing areas • Minimal to no evidence of pests/domestic animal presence in crop fields and packing areas	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

4. Harvest, postharvest and tools and equipment				
Element	**Unsatisfactory**	**Satisfactory**	**Status**	**Comments**
Pre-harvest inspection for signs of animals such as feces, tracks or chewing in the field	• No pre-harvest assessment is conducted	• Workers are trained to look for signs of animals in the field • No harvest of any crops that are visibly contaminated with feces or chewing	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Cleaned harvest equipment and food contact surfaces	• Dirty harvest totes • Dirty tools • No process to keep harvest equipment clean	• Food contact surfaces such as tools and totes are cleaned and sanitized using detergent and water and an appropriate food contact surface sanitizer • Harvest totes do not touch ground during harvest	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

Equipment and farm tools are clean and well maintained	• Dirty tools and equipment • Rusty • Cracked • Broken • Greasy	• Equipment in good repair • Food contact surfaces are smooth, cleanable and non-porous • No chipping paint or rough, uneven surfaces for food contact • Food contact surfaces rust-free • Use food-grade grease	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Proper post-harvest cooling techniques	• Harvested produce left in field/sun/heat for extended time periods	• Produce is quickly covered and washed/cooled after harvest • Perishable produce items are kept cool • Hydrocooling, if done, does not present cross contamination risk	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective	
Safe washing practices, if produce is washed on farm	• Water used for postharvest has not been tested or does not meet standards • Processing water not changed regularly • Dirty water surfaces such as tanks and totes • No sanitizing agent used for processing water	• All water used in postharvest has been tested and has no detectable generic *E. coli*/100 ml • Processing water is changed on a schedule • Water surfaces such as tanks and totes are cleaned and sanitized • Sanitizer added to processing water and levels are monitored	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Clean, organized and food safe packing area	• No areas designated for specific uses (such as produce cleaning, handwashing, etc.) • Muddy, dirty or contaminated surfaces • Evidence of pests, fecal or mold contamination • Unclean surroundings (e.g. dirt, dust, cobwebs, clutter, manure) • Dim, dark conditions • Standing water • Packaging materials exposed to contamination	• Minimized contamination from rafters (covering items if needed) • Minimal pest presence • Pest control program in enclosed buildings • No breaks in doors, gaps or cracks of enclosed buildings • Lights are covered or shatterproof (not bare bulbs) • Area designed for safe product flow • Water drains away from packing area • Packaging stored in a manner to prevent contamination	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

5. Storage areas and coolers				
Element	**Unsatisfactory**	**Satisfactory**	**Status**	**Comments**
Produce storage area prevents contamination and spoilage	• Poor air flow • Dirty surfaces • Unable to maintain consistent temperature • Over-crowded • Evidence of pests	• Size sufficient for capacity • Clean interior and surfaces • Cleaning schedule • Time/temperature controls adhered to for specific crops to prevent spoilage • No evidence of pests • Well- insulated to maintain consistent temperatures • Blowers allow for good air flow • No condensate dripping on produce	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	
Cleaning chemicals (for surfaces and produce) are stored and used in ways that prevent cross-contamination.	• Chemicals are intermingled with other items and unlocked • Chemicals not properly prepared or used • Inappropriate chemical for desired use	• 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 • Unscented bleach or other appropriate sanitizer is used for food contact surfaces • Safety Data Sheets (SDS) accessible, employee training provided.	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

6. Transportation and traceability				
Element	**Unsatisfactory**	**Satisfactory**	**Status**	**Comments**
Products are transported in clean vehicle	• Evidence of cross contamination issues in delivery vehicle • No cleaning schedule	• Clean vehicle • Product kept off of vehicle floor • Regular cleaning schedule for delivery vehicle	☐ Pass ☐ Recommended Action ☐ Corrective Action	
Safe product temperatures maintained during delivery	• Safe temperatures not maintained during delivery	• No unnecessary stress on product during delivery (sunlight, heat, cold) • Safe temperatures are maintained during delivery	☐ Pass ☐ Recommended Action ☐ Corrective Action ☐ Major Corrective Action	

Notes: