

GOOD BINES

FOUNDATIONS OF FOOD SAFETY

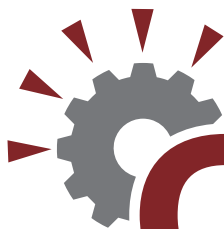
APPENDIX

Hop Growers of America is providing this module as an educational tool to help Members evaluate their current farming practices and develop their own, personalized set of best practices for their particular operation. This guidance tool was developed by Hop Growers of America Best Practices Committee, drawing on primary principles found in the Hazard Analysis and Critical Control Points (HACCP) approach. Hop Growers of America does not specifically endorse or recommend any of the provided text, policies or practices referenced in the module. The policies and practices contained in this module should be customized to reflect your specific goals and particular circumstances. Ultimately, Members must comply with all local, state, federal and international laws and practices and you should consult with the appropriate professionals if you have questions or concerns related thereto.

SECTION: B.1

Pesticide Labels and Application Records

This information is for promotional purposes only. Space considerations may require information to be omitted.
 Always refer to the actual package for complete label verbiage. This product may not yet be available or approved for sale or use in your area.



CLEVER™

50 DF



INSECTICIDE

Contains hexythiazox, the active ingredient used in Savey® 50 DF.

Active Ingredient:	(% by weight)
Hexythiazox: <i>trans</i> -5-(4-Chlorophenyl)-N-cyclohexyl -4-methyl-2-oxothiazolidine-3-carboxamide.....	50.0%
Other Ingredients	50.0%
Total	100.0%

EPA Reg. No.: 91234-38

KEEP OUT OF REACH OF CHILDREN CAUTION

Si usted no entiende la etiqueta, busque a alguien para que se la explique a usted en detalle.
 (If you do not understand the label, find someone to explain it to you in detail.)

SEE BELOW FOR ADDITIONAL PRECAUTIONARY STATEMENTS.

FIRST AID	
If swallowed:	<ul style="list-style-type: none"> • Call a poison control center or doctor immediately for treatment advice. • Have person sip a glass of water if able to swallow. • Do not induce vomiting unless told to do so by the poison control center or doctor. • Do not give anything by mouth to an unconscious person.
If on skin or clothing:	<ul style="list-style-type: none"> • Take off contaminated clothing. • Rinse skin immediately with plenty of water for 15-20 minutes. • Call a poison control center or doctor for treatment advice.
If inhaled:	<ul style="list-style-type: none"> • Move person to fresh air. • If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably by mouth-to-mouth, if possible.
If in eyes:	<ul style="list-style-type: none"> • Hold eye open and rinse slowly and gently with water for 15-20 minutes. • Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. • Call a poison control center or doctor for treatment advice.
HOT LINE NUMBER	
Have the product container or label with you when calling a poison control center or doctor, or going for treatment. You may also contact 1-800-424-9300 for emergency medical treatment information.	

For Chemical Emergency Spill, Leak, Fire, Exposure, or Accident
 Call CHEMTREC Day or Night Within the USA: 1-800-424-9300 or +1 703-527-3887 (collect calls accepted)

Clever 50 DF™ is not manufactured, or distributed by Gowan, seller of Savey® 50 DF.
 Product of China



Manufactured for:
Atticus, LLC
 5000 CentreGreen Way, Suite 100
 Cary, NC 27513

**PRECAUTIONARY STATEMENTS
HAZARDS TO HUMANS & DOMESTIC ANIMALS
CAUTION**

Causes moderate eye irritation. Harmful if absorbed through skin, inhaled, or swallowed. Avoid contact with eyes, skin or clothing. Avoid breathing dust or spray mist. Wash hands thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco, or using the toilet. Remove contaminated clothing and wash clothing before reuse.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Applicators and other handlers must wear:

- Long-sleeved shirt and long pants,
- Waterproof gloves,
- Shoes plus socks

Follow manufacturer's instructions for cleaning/maintaining PPE. If no such instructions for washables exist, use detergent and hot water. Keep and wash PPE separately from other laundry.

USER SAFETY RECOMMENDATIONS

Users should:

- Wash hands before eating, drinking, chewing gum, using tobacco or using the toilet.
- Remove clothing immediately if pesticide gets inside. Then wash thoroughly and put on clean clothing.

ENVIRONMENTAL HAZARDS:

This pesticide is toxic to fish and aquatic invertebrates. Do not apply directly to water, or to areas where surface water is present, or to intertidal areas below the mean high water mark. Drift and runoff from treated areas may be hazardous to aquatic organisms in neighboring areas. Do not contaminate water when cleaning equipment or when disposing of equipment washwaters.

PHYSICAL OR CHEMICAL HAZARDS:

Do not mix or allow contact with oxidizing agents. Hazardous chemical reaction may occur.

Product Information

CLEVER 50 DF is recommended for use as a foliar application in labeled crops. **CLEVER 50 DF** provides effective control of major spider mite species. It is a 50% water dispersible granule formulation to be mixed with water and applied as a spray.

CLEVER 50 DF controls mites through activity on eggs and immature stages. Control is achieved from either direct contact with the spray or from contact with treated plant surfaces. Through its ovicidal activity, **CLEVER 50 DF** controls newly deposited mite eggs and eggs which are laid after application. **CLEVER 50 DF** is also highly effective in controlling immature motile stages of target mite species that are sprayed or move onto treated surfaces. Adult mites are not directly affected. However, eggs produced by females in contact with treated surfaces will be rendered unviable. **CLEVER 50 DF** provides residual control of pest mite species. The degree and duration of control is dependent on the rate used, growth stage of the mite, species of mite, and climatic conditions under which the material is applied.

DIRECTIONS FOR USE

It is a violation of Federal law to use this product in a manner inconsistent with its labeling. Failure to follow the Directions For use and Precautions on this label may result in plant injury or poor disease control.

Do not apply this product in a way that will contact workers or other persons, either directly or through drift. Only protected handlers may be in the area during application. For any requirements specific to your State or Tribe, consult the State or Tribal agency responsible for pesticide regulation.

AGRICULTURAL USE REQUIREMENTS

Use this product only in accordance with its labeling and with the Worker Protection Standard, 40 CFR Part 170. This Standard contains requirements for the protection of agricultural workers on farms, forests, nurseries, and greenhouses, and handlers of agricultural pesticides. It contains requirements for training, decontamination, notification, and emergency assistance. It also contains specific instructions and exceptions pertaining to the statements on this label about personal protective equipment (PPE) and restricted-entry intervals. The requirements in this box only apply to uses of this product that are covered by the Worker Protection Standard.

Do not enter or allow worker entry into treated areas during the restricted-entry interval (REI) of 12 hours. PPE required for early entry to treated areas that is permitted under the Worker Protection Standard and that involves contact with anything that has been treated, such as plants, soil, or water is:

- Coveralls
- Waterproof gloves,
- Shoes plus socks

Chemigation Statement

Do not apply this product through any type of irrigation system.

Managing Mite Resistance

Repeated use of miticides with similar modes of action may lead to buildup of resistant strains of mites. For resistance management, apply **CLEVER 50 DF** only once per year unless otherwise stated. To reduce the potential for developing mite resistance, do not apply a miticide with a similar mode of action more than once per year. If additional miticide applications are needed, use a product with a different mode of action, such as a contact adulticide. Read and follow product label before applying any miticide.



Mixing Directions: Continuous agitation is required to keep the product in suspension.

If this product is packaged in water-soluble bags, please read and observe the following directions for use:

- Packets containing **CLEVER 50 DF** are water-soluble. Avoid exposing inner bags to moisture.
- Do not allow bags to become wet prior to adding to the spray tank.
- Do not handle inner bag with wet hands.
- Reseal outer bag in a manner that protects remaining packets from moisture.
- Turn on spray tank agitation prior to adding water-soluble packets.
- To prepare the spray mixture, drop the required number of unopened packets, as determined under **APPLICATION DIRECTIONS**, into the spray tank while filling with water to the desired level (whenever possible direct the fill water over the top of the packets to increase the rate of solubility). Where dosages of **CLEVER 50 DF** are expressed as fractions of packets, prepare the tank mix load to the lower of the nearest whole packet.
- Depending on the water temperature and the degree of agitation, the packets should be completely dissolved within approximately three to five minutes from the time they were added to the spray tank.
- Once the packets have completely dissolved, add other chemicals following conventional mixing order practices.
- Tank-mix solutions containing boron will affect the solubility of the water-soluble film. Thoroughly rinse the spray tank of any boron - containing spray solution prior to adding any water-soluble packets. When preparing tank mixes containing boron, add the correct amount of **CLEVER 50 DF** to the spray tank first. Make sure that the water-soluble packets are completely dissolved. Add boron preparations to the spray tank last. High concentrations of boron may cause dissolved water soluble bag material to precipitate and form insoluble residue in the spray tank system.
- **If this product is *NOT* packaged in water-soluble bags, please read and observe the following directions for use:**
- Turn on spray tank agitation. Pour recommended amount of this material on the surface of water in a nearly filled spray tank.
- Add balance of water to fill the tank.
- Keep agitator running during filling and spraying operations. Do not allow mixture to stand.

Compatibility

CLEVER 50 DF is compatible with most agricultural chemicals. However, all possible combinations have not been evaluated. Before full-scale mixing of **CLEVER 50 DF** with other products, test mix small proportionate quantities of each to ensure compatibility.

Application Information

Use sufficient spray volume to obtain thorough, uniform coverage of all plant surfaces. Apply using ground equipment only unless otherwise specified under the crop comments or on supplemental labeling supplied by Atticus, LLC.

IMPORTANT: CLEVER 50 DF is a 50% water dispersible granular formulation to be diluted with water for application in commercial plantings only. Do not use in home plantings.

Use Recommendations

For best results, apply **CLEVER 50 DF** at first sign of mites before adult mite build up. **CLEVER 50 DF** will not control adult spider mites. Use higher rates on moderate-to-high mite infestations, large trees with dense foliage, or for extended residual control. The lowest rate of **CLEVER 50 DF** may be used in conjunction with other IPM strategies, or for shorter residual control later in the season. The use of less than label rates is not recommended since it will result in poor performance and contribute to resistance development. If adult mites are present in medium-to-high populations, better results may be obtained using **CLEVER 50 DF** in combination with a registered contact adulticide. **CLEVER 50 DF** may be tank mixed with horticultural grade oil. Refer to all precautions regarding phytotoxicity on the oil label.

Do not make more than one application of Savey DF or any other Hexythiazox product to the same crop per year, unless otherwise stated.

PREHARVEST INTERVAL

The required days between the last application and harvest are given in () after each crop name.

CROP	PEST	RATE OZS./ACRE	COMMENTS
CANEBERRY SUBGROUP 13-07A: Blackberry; loganberry; raspberry, black and red; wild raspberry; cultivars, varieties, and/or hybrids of these (3)	Two-spotted Spider Mite, McDaniel Spider Mite, Yellow Spider Mite, Pacific Mite	4 - 6	For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> • Do not make more than 1 application per calendar year. • Applications may be made post harvest. 		
CHRISTMAS TREES, CHRISTMAS TREE PLANTATIONS	Pacific Spider Mite, Spruce Spider Mite, Two-spotted Spider Mite	3 - 6	For air applications, apply in 2-10 gallons finished spray per acre. For best coverage, apply in two opposing passes of 5 gallons each.
	<ul style="list-style-type: none"> • Do not make more than one application per year. 		
CITRUS (28) (CA, AZ, and TX ONLY)	Tetranychid Mites (such as European Red Mite and Two-spotted Spider mite)	3 - 6	For application by ground equipment only. Use sufficient volume of water to obtain complete coverage but not less than 20 gallons per acre.
	<ul style="list-style-type: none"> • Do not make more than 1 application per calendar year. • Do not apply more than 6 ounces of formulated product per acre per calendar year. 		
COTTON (35)	Two-spotted spider mite, Pacific spider mite, Strawberry spider mite, Carmine spider mite	3 - 5	For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> • Do not make more than 1 application per calendar year. 		

(continued)



PREHARVEST INTERVAL (Cont.)

The required days between the last application and harvest are given in () after each crop name.

CROP	PEST	RATE OZS./ACRE	COMMENTS
DATES (90)	Banks grass mite	6	Apply at first signs of egg deposition, but no later than first observation of mite webbing on dates. Apply by ground sprayer directing spray toward bunches and on crown and fronds 3 feet above and below date bunches. Use volume and pressure to assure thorough uniform coverage of all dates.
	<ul style="list-style-type: none"> Do not apply more than a total of 6 ozs. of formulated product per acre per calendar year. Do not make more than 1 application per calendar year. 		
GRAPES (28)	Tetranychid Mites (such as European Red Mite and Two-spotted Spider mite)	3 - 6	For application by ground equipment only. Use sufficient volume of water to obtain complete coverage but not less than 20 gallons per acre.
	<ul style="list-style-type: none"> Do not make more than 1 application per calendar year. Do not apply more than 6 ounces of formulated product per acre per calendar year. 		
HOPS (APPLY UP TO BURR FORMATION) (Not for use in California)	Two-spotted spider mite	4 - 6	Apply CLEVER 50 DF up to burr formation in hop vines. For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> Do not apply more than a total of 20 ozs. of formulated product per acre per calendar year. 		
NON-BEARING TREE FRUITS and NUTS, CITRUS, and VINES (FIELD GROWN, NURSERY, GREENHOUSE, SHADEHOUSE) <i>Non-bearing crops are perennial crops that will not produce a harvest-able raw agri-cultural commodity during the season of application</i>	Citrus Red Mite, European Red Mite, Two-spotted Spider Mite, McDaniel Spider Mite, Pacific Spider Mite, Six-spotted Mite,	3 - 6	For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> Do not make more than 1 application per calendar year. 		
POME FRUIT GROUP 11-10 Apple; azarole; crabapple; loquat; mayhaw; medlar; pear; pear, Asian; quince; quince, Chinese; quince, Japanese; tejocote; cultivars, varieties, and/or hybrids of these (28)	European red mite, Two-spotted spider mite, McDaniel spider mite, Pacific spider mite, Willamette mite	3 - 6	For air applications, apply a minimum 10 gallons finished spray per acre.
	<ul style="list-style-type: none"> Do not make more than 1 application per calendar year. For D'Anjou or Bosc pear varieties, use higher labeled rates (4-6 oz./acre). 		
STONE FRUITS GROUP 12: Apricot; cherry, sweet; cherry, tart; nectarine; peach; plum; plum, Chickasaw; plum, Damson; plum, Japanese; plumcot; prune (fresh) (28)	European red mite, Two-spotted spider mite, McDaniel spider mite, Strawberry spider mite, Pacific spider mite, Pecan leaf scorch mite, Willamette mite	3 - 6	For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> Do not make more than 1 application per calendar year. 		
LOW GROWING BERRY SUBGROUP 13-07G: Bearberry; bilberry; blueberry, lowbush; cloudberry; cranberry; lingonberry; muntries; partridgeberry; strawberry; cultivars, varieties, and/or hybrids of these (3)	Two-spotted Spider Mite	6	For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> Do not make more than 1 application per calendar year. Do not use in strawberry nurseries. 		
TREE NUTS GROUP 14 AND PISTACHIOS: Almond; beechnut; Brazil nut; butternut; cashew; chestnut; chinquapin; filbert (hazelnut); hickory nut; macadamia nut; pecan; pistachios, walnut, black and English (28)	European red mite, Two-spotted spider mite, McDaniel spider mite, Strawberry spider mite, Pacific spider mite, Pecan leaf scorch mite, Willamette mite, Citrus Red Mite	3 - 6	For air applications, apply a minimum of 5 gallons finished spray per acre.
	<ul style="list-style-type: none"> Do not make more than 1 application per calendar year. 		

RESTRICTIONS ON ALL CROPS

- Do not graze or feed livestock on cover crops growing in treated areas.
- Do not use water from treated orchards for irrigating other crops.
- Do not plant rotational crops other than those listed on this label within 120 days of application.
- Do not make more than 1 application of **CLEVER 50 DF** or any other Hexythiozox product to the same crop per calendar year.



STORAGE AND DISPOSAL

DO NOT contaminate water, food or feed by storage or disposal.

STORAGE: Keep this product in its tightly closed original container. Store in a cool, dry (preferably locked) area that is inaccessible to children and animals, and away from other pesticides, fertilizers, food or feed.

PESTICIDE DISPOSAL: Wastes resulting from the use of this product may be disposed of on site or at an approved waste disposal facility.

CONTAINER DISPOSAL: Nonrefillable container. Do not reuse or refill this container. Offer for recycling, if available. Clean container promptly after emptying. Triple rinse as follows: Empty the remaining contents into application equipment or a mix tank and drain for 10 seconds after the flow begins to drip. Fill the container 1/4 full with water and recap. Shake for 10 seconds. Pour rinsate into application equipment or a mix tank or store rinsate for later use or disposal. Drain for 10 seconds after the flow begins to drip. Repeat this procedure two more times. After cleaning, if recycling is not available, puncture and dispose of in a sanitary landfill or by other procedures approved by State and local authorities.

LIMITATION OF WARRANTY AND LIABILITY

IMPORTANT: READ BEFORE USE. Read the entire Directions for Use, Conditions of Warranties and Limitations of Liability before using this product. If these terms and conditions are not acceptable, return the unopened product container at once. By using this product, user or buyer accepts the following Disclaimer of Warranties and Limitations of Liability. **CONDITIONS:** The directions for use of this product are believed to be adequate and must be followed carefully. However, it is impossible to eliminate all risks associated with the use of this product. Ineffectiveness, injury, and other unintended consequences may result because of such factors as manner of use or application (including misuse), the presence of other materials, weather conditions, and other unknown factors, all of which are beyond the control of ATTICUS, LLC. All such risks shall be assumed by the user or buyer.

DISCLAIMER OF WARRANTIES: To the extent consistent with applicable law, ATTICUS, LLC makes no other warranties, express or implied, of merchantability or of fitness for a particular purpose or otherwise, that extend beyond statements on this label. **LIMITATIONS OF LIABILITY:** To the extent consistent with applicable law, neither ATTICUS, LLC the manufacturer, nor the Seller shall be liable for any indirect, special, incidental or consequential damages resulting from the use, handling, application, storage, or disposal of this product. To the extent consistent with applicable law, the exclusive remedy of the user or buyer for any and all losses, injuries or damages resulting from the use, handling, application, or storage of this product, whether in contract, warranty, tort, negligence, strict liability or otherwise, shall not exceed the purchase price paid.

CLEVER 50 DF is a trademark of Atticus, LLC
Savey® 50 DF is a registered trademark of Gowan Company, LLC.

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SPECIMEN





PESTICIDE APPLICATION RECORD (Version 1)

Washington State Department of Agriculture
Pesticide Management Division
PO Box 42560
Olympia WA 98504-2560
(877) 301-4555

NOTE: This form must be completed same day as the application and it must be retained for 7 years (Ref. chapter 17.21 RCW)

1. Date of Application - Year: _____ Month: _____ Day: _____ Start Time: _____
Stop Time: _____

2. Name of person for whom the pesticide was applied: _____
Firm Name (if applicable): _____
Street Address: _____ City: _____ State: _____ Zip: _____

3. Licensed Applicator's Name (if different from #2 above): _____ License No.: _____
Firm Name (if applicable): _____ Tel No.: _____
Street Address: _____ City: _____ State: _____ Zip: _____

4. Name of person(s) who applied the pesticide (if different from #3 above): _____
License No(s). If applicable: _____

5. Application Crop or Site: _____

6. Total Area Treated (acre, sq. ft., etc.): _____

7. Was this application made as a result of a WSDA Permit? No Yes (If yes, give Permit No.) # _____

8. Pesticide Information (please list all information for each pesticide, including adjuvants (buffer, surfactant, etc.), in the tank mix):

a) Full Product Name	b) EPA Reg. No.	c) Total Amount of Pesticide Applied in Area Treated	d) Pesticide Applied/Acre (or other measure)	e) Concentration Applied
			/	
			/	
			/	
			/	
			/	

9. Address **or exact location** of application. NOTE: If the application is made to one acre or more of agricultural land, the field location must be shown on the map on page two of this form.

10. Wind direction and estimated velocity (mph) during the application: _____

11. Temperature during the application: _____

12. Apparatus license plate number (if applicable): _____

13. Air Ground Chemigation

14. Miscellaneous Information: _____

Location of Application (If the application covers more than one township or range, please indicate the township & range for the top left section of the map only.)

Township: N

Range: E W (please indicate)

Section(s):

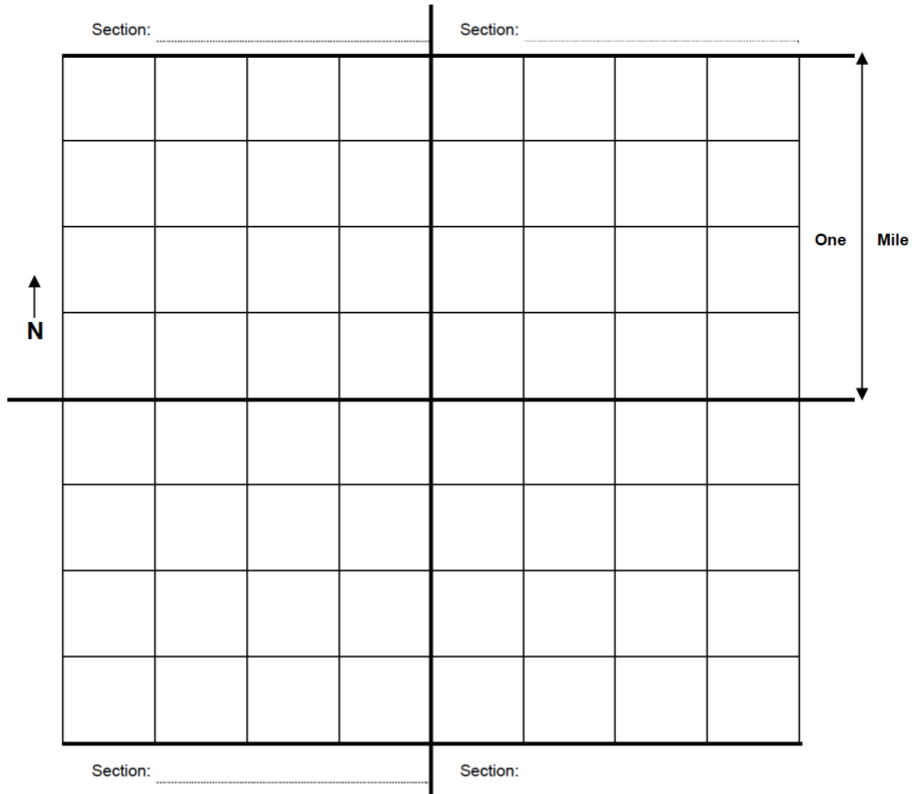
Block: Farm Unit:

or GPS:

County:

PLEASE NOTE:

The map is divided into 4 sections with each section divided into quarter-quarter sections. Please complete it by marking the appropriate section number(s) on the map and indicate as accurately as possible the location of the area treated.



Miscellaneous Information:

INSTRUCTIONS

Pesticide Application Record (Version 1) AGR FORM 640-4226 (R/4/07)

1. Date may be spelled out or indicated numerically. Time must be indicated as start and stop times.
2. Include first and last name.
3. If the person's name is the same as No. 2, write "same" in the space for the licensed applicator's name and include the license number (if applicable) and telephone number.
4. Include first and last name(s).
5. Indicate type of land or site treated, not location. Examples: Wheat, apples, rights of way, lawn, trees and shrubs, crawl space, wall voids, etc.
6. May also be stated in terms such as linear feet, cubic feet, etc. (Specify the term to which the number refers.) If spot treatment, write spot treatment.
7. If the application was made under permit, but no permit number was issued, indicate the date the permit was issued.
8.
 - a) Brand name found on the pesticide label including adjuvants (buffer, spreader, sticker, surfactant) etc.).
 - b) This number is found on the pesticide container label. If the material is being applied under a federal experimental use permit and no EPA Reg. No. exists, list the federal experimental use permit number. If the material is a spray adjuvant (buffer, spreader, sticker, surfactant, etc.) write "adjuvant" in this space and add the state registration number.
 - c) Indicate the amount of pesticide formulation (product) applied to the total area listed on line 6.
 - d) Other measures may include amount/sq. ft., amount/cu. ft., amount/linear ft., etc.
 - e) This may be listed in various ways, such as: Amount of product/100 gallons water, percent formulation in the tank mix (i.e., 1%), gallons per acre of output volume, ppm (or other measure), or inches of water applied (chemigation). Specify the term to which the number refers.
9. Agricultural land includes such areas as forest lands and range lands. It does not include transportation and utility rights of way.
10. Indicate the direction from which the wind is blowing. Measure wind velocity in mph. If the wind varies in direction and velocity during the application, indicate the range of variance (i.e., S-SW 3-7 mph). Wind readings shall be obtained in close proximity to the application site.
11. Indicate temperature in degrees Fahrenheit. (It may be indicated as the range encountered during application.) Temperature readings shall be obtained in close proximity to the application site.
12. This does not apply to private applicators or public agencies.
13. Check one.
14. Depth of application/inches of water (chemigation).
15. This space is available for any additional information you may wish to include.

SECTION: B.2

Chemical Application Training Records



EMPLOYEE TRAINING & ORIENTATION RECORD

Form to be completed by employee conducting training and/or orientation and submitted to Farm Manager. Education materials for specific training and orientation activities are to be kept on file for potential review.

Trainer(s) Max Pint Training Date 5/11/18
Luptopia Farm Start Time 09:00 - End Time 13:00

Crop: Hops Blueberries Squash Apples

Language: English Spanish Other:

Type of Training

- | | | |
|--|--|---|
| <input type="checkbox"/> Emergency Info/ First Aid | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> New Employee Orientation |
| <input type="checkbox"/> Injuries/Reporting | <input type="checkbox"/> REI Policy | <input type="checkbox"/> Employee Welfare |
| <input type="checkbox"/> Visitors Policy | <input type="checkbox"/> Food Safety/ Employee Hygiene | <input type="checkbox"/> Complaint Policy |
| <input type="checkbox"/> Lifting Safety | <input checked="" type="checkbox"/> Harvest Supplies Cleaning Instructions | <input type="checkbox"/> Work Instructions |
| <input type="checkbox"/> Vehicle/Equipment Safety | <input type="checkbox"/> Daily Harvest Hygiene & Inspection | <input checked="" type="checkbox"/> Others: |
| <input type="checkbox"/> Tractor Safety | <input type="checkbox"/> Toilet/Hand Washing Facilities | <input type="checkbox"/> <u>Chemical</u> |
| <input type="checkbox"/> Heat Stress | <input type="checkbox"/> Break/Meal Areas | <input type="checkbox"/> <u>Application</u> |



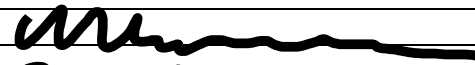




Training Materials

- Safety Information Sheet Handout
- Hands on Training
- PowerPoint Presentation
- Materials Provided by Government Agency
- Text Book
- Education Consultant
- Video
- Other:

Chemical Application
+
Spray Safety

Safety Meeting Notes and Additional Items Covered

Almost all employees who were hired to apply
ag chemicals were able to attend
this training - another training
will be held 5/15/18 for remaining
employees.

	Employee Name	Employee Signature
1.	Juan - Enrique Melatosh	
2.		
3.	Claudia Gale	
4.		
5.	Michael Erickson	
6.		
7.	RICARDO AMBROSIA	
8.		
9.	Nancy Bartlett	
10.		
11.	Eligio Martin	
12.		
13.	Danny Simon	
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

Questions or Comments?

- None
- Yes, detailed below:

For Office Use Only

Verified By: *Elisa Stien*

Date Verified: *5/11/2018*

Safety Trainings must be verified by the Farm Owner/ Farm Manager

All other trainings (non-safety related) must be verified by the attending Supervisor and/or Farm Owner

SECTION: B.5

Farm Traceability Policy

FARM FOOD SAFETY POLICY

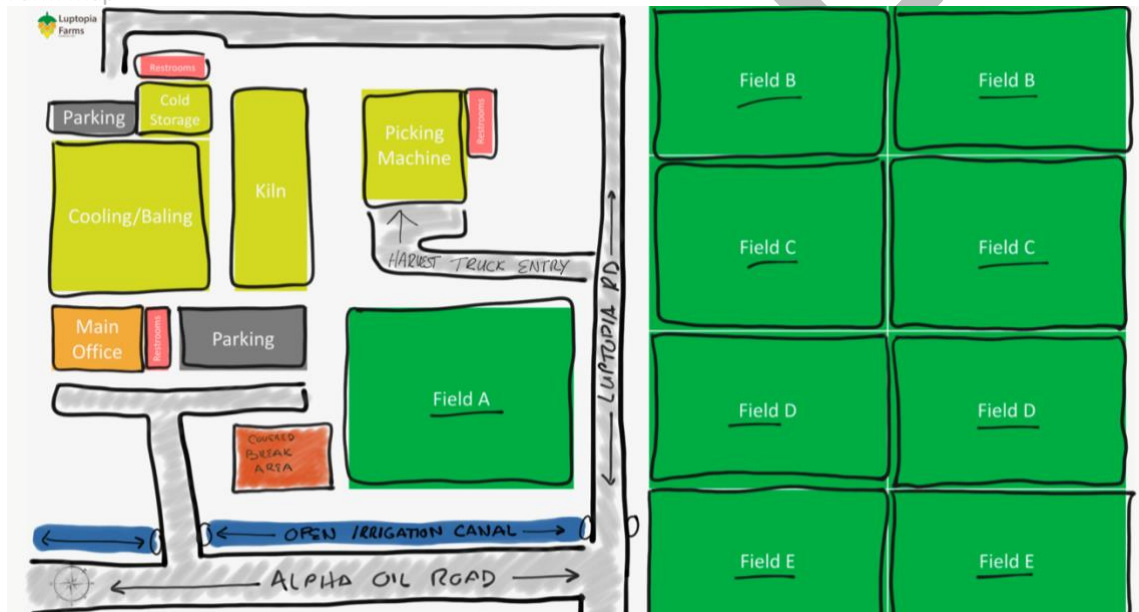
1. MISSION

- 1.1. As a third generation hop grower, Luptopia Farms is committed leading our industry in good agricultural practices that produce quality products, provide a healthy work environment for our employees and contribute positively to our community. It is the expectation of the Farm that all aspects of this policy are communicated to employees and continually reviewed through formal training sessions and informal daily exercises.

2. FARM OVERVIEW

- 2.1. Luptopia operations include: 300 acres of hop fields, Wolff picking machine (1) 4-bed kiln, a building used for cooling and baling (2 balers) and a connecting cold storage room.

2.2. Farm Map



- 2.3. The Luptopia Farm Employee Health, Operational and Safety Policy is administered by:

Name/ Position	Address
Max Pint / Environmental Health & Safety Manager	123 Alpha Oil Rd, Smalltown, WA 98935
Phone: (509) 555-1234 EXT 2	Email: Max@luptopiafarms.com
Elisa Stein / VP Operations	124 Alpha Oil Rd, Smalltown, WA 98935
Phone: (509) 555-1234 EXT 1	Email: Elisa@luptopiafarms.com

3. TRACEABILITY POLICY

- 3.1. The Traceability Policy requires that Luptopia Farms has implemented a system in which we can track product from the field all the way to the purchaser. All sold product must include access to the following records:

- 3.1.1. Official Grower ID
- 3.1.2. What field it came from
- 3.1.3. Harvest date, picking dates, cooling & baling date
- 3.1.4. Hop variety name
- 3.1.5. Name of purchaser

FARM FOOD SAFETY POLICY

3.1.6. When the product was sold and when it was transferred

3.1.7. Name of employees working that day

3.2. Mock Recall

3.2.1. A Mock Recall exercise is conducted annually to test the Farm's Traceability System and **Recall Plan**. A scenario is created in which a shipment of delivered product is somehow defective and must be tracked down and returned to the Farm. All product quantities must be accounted for, and include; product disposal or rework, and root cause analysis.

3.2.1.1. With the information attached to the product, the Farm must show the ability to track the product and account for its whereabouts and safe return to the Farm and/or verification of disposal by purchaser. The goal of this exercise is to achieve as close to 100% of the problem product returned and accounted for as possible.

3.3. Employee Education

3.3.1. Not all employees are expected to actively participate in the Mock Recall exercise. All employees are expected to comply with the Traceability System protocols and procedures on a daily basis. Training and communication of Traceability Policy are provided to employees by the Farm.

4. EMPLOYEE HEALTH & HYGIENE POLICY

4.1. Potable Water

4.1.1. Potable drinking water is provided to all employees and tested regularly to ensure compliance by state drinking water standards.

4.1.2. Food safe containers are provided to employees for water (paper coffee cups), or employees may bring their own non-glass container. No glassware is allowed in fields or facilities.

4.2. Employee & Visitor Training

4.2.1. Food Safety training is provided to all employees annually prior to harvest season, and as needed throughout the season.

4.2.2. Managers /Supervisors will routinely conduct and document pre-shift safety meetings with employees to review training and address any safety concerns that may come up.

4.2.3. All visitors to the farm are informed of the Employee Health & Hygiene Policy and agree to abide by the rules it outlines. Signatures are kept on the Visitor Check-in/Out Log.

4.3. Handwashing and Toilet Facilities

4.3.1. Handwashing Procedure

4.3.1.1. Handwashing stations are clearly marked and accessible to all employees and are equipped with water, soap, towels, labeled garbage cans and are located throughout the harvesting and handling areas. Handwashing stations will be clearly labeled on farm map. Employees are trained to follow proper hand washing instructions, and observations are routinely conducted to monitor compliance with this policy. This is captured in section 4.3.1.1.5

4.3.1.1.1. Turn on water and wet hands under running water.

4.3.1.1.2. Use an adequate amount of soap provided at stations. Lather for at least 20 seconds.

4.3.1.1.3. Rinse hands thoroughly under water for 10 seconds to ensure all traces of soap are rinsed off hands.

4.3.1.1.4. Dry hands using disposable, single-use paper towels. Dispose of all used towels in the trash cans. Do not dry hands on clothing.

4.3.1.1.5. All employees must wash hands after using or entering restrooms, before entering workstation/site handling food products and packaging materials, blowing your nose, after coughing and sneezing in hands, after you touch your ears, nose, mouth or other parts of your body, after eating, after using tobacco products, and after an unsanitary task has been performed – i.e. housekeeping duties, maintenance, handling chemicals, tools, etc.

4.3.1.1.6. Water-less products such as hand sanitizers are not an acceptable alternative to water, soap and paper towels.

4.3.2. Toilet Facilities

4.3.2.1. All toilet facilities are clearly marked and accessible for all employees.

SECTION: B.6

Pre-Harvest & Daily Checklists



PRE-HARVEST ASSESSMENT CHECKLIST

Hop Harvest & Handling

Rev. 1

Page 1 of 2

This checklist is to be completed annually prior to the beginning of harvest activities to ensure all facilities have been appropriately inspected and cleaned to reduce the risk of potential contaminants coming into contact with crop products, and packaging materials.

Location: _____

Date	Equipment	QTY Checked	Comments	Inspected By
	Top & Bottom Cutters: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Tractors: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Hop Trucks: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Trailers: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Forklifts: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Picking Machines: Bird Netting, Pest Control, Floors, Oil Leaks, Conveyor Belts, Machinery, etc. - Facilities are inspected for bird/rodent droppings/nests and cleaned appropriately to avoid contamination.			

Date	Equipment	QTY Checked	Comments	Inspected By
	<p>Kilns: <i>Bird Netting, Pest Control, Oil Leaks, Conveyor Belts, Machinery, Kiln Cloth, Burners, Floors, Walkways, etc.</i> - Facilities are inspected for bird/rodent droppings/nests and cleaned appropriately to avoid contamination.</p>			
	<p>Cooling & Baling Room: <i>Bird Netting, Pest Control, Floors, Baler, Conveyor Belts, Machinery, Exterior Landings, etc.</i> - Facilities are inspected for bird/rodent droppings/nests and cleaned appropriately to avoid contamination.</p>			
	<p>Packaging Materials: <i>Burlap/Poly cloth, Boxes, Foils, Pallets, etc.</i> - Tools are free from bird/rodent droppings and stored off the ground in a clean environment when not in use.</p>			
	<p>Dumpers, Squeegees: No visible oil/fluid leaks, no temporary fasteners.</p>			
	<p>Reusable Equipment: (<i>Sewing machines, stencils, knives, shovels, brooms, etc.</i>) - Tools are free of bird/rodent droppings, inspected for leaks and damage, and stored up off of ground in a clean environment when not in use.</p>			
	<p>Other:</p>			



DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Hop Harvesting & Handling

Rev. 1

Page 1 of 2

This checklist is to be completed every day during the harvest season and must be kept on record and made available in the event of a farm inspection.

Location/Field ID _____ AM / PM _____
 Shift _____ Inspected by _____

Hazard Item Preventative Measures	Date:	Date:	Date:	Date:	Date:	Date:
Field Assessment: Inspection for animal contaminants, nests, human waste, trash, glass, debris, fuel spills, etc.						
Harvesting Equipment: Includes tractor, top/bottom cutter, truck, forklifts, telehandler. All equipment must be inspected and cleaned before and during harvest with no oil/fluid leaks.						
Picking Machine: Check facility for animal contaminants (droppings, nests, live/dead animals), glass trash, debris, fuel spills. All lights must be covered. Inspect all belts and moving equipment. No clothing or tools on equipment. No outside food/beverages. Floors and platforms are cleaned/swept daily.						
Kiln Facilities: Check Kiln facilities for animal/bird contaminates (live or dead animals/birds, feces/droppings), nests, litter, glass, debris, trash, fuel spills. All lights must be covered. Kiln cloth must be inspected and cleaned/replaced before harvest. Floors must be cleaned before and/or during harvest.						

Complete Form on Back →



DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Hop Harvesting & Processing

Rev. 1

Page 2 of 2

This checklist is to be completed every day during the harvest season and must be kept on record and made available in the event of a farm inspection.

<p>Cooling/Baling Facilities: Check cooling/baling facilities for animal/bird contaminates (live or dead animals/birds, feces/droppings), nests, litter, glass, debris, trash, fuel spills. All lights must be covered. Bale cloth must be inspected and before use. Floors must be cleaned before and/or during harvest. No rodent traps near cooling piles of hops on cooling room floor. Food grade ink used on bales.</p>							
<p>Reusable Equipment/Tools: Including moisture meters, mesh screens, shovels, knives, sewing machines, etc. Tools must be washed before and/or during harvest, and properly stored in a clean environment up off of ground to avoid contamination.</p>							
<p>Conveyor Belts & Machinery: All conveyor belts and machinery are cleaned with high-powered air jets between variety clean-outs, and as needed based on random visual inspection by supervisors.</p>							

SECTION: C.2

Communication Policy

FARM FOOD SAFETY POLICY

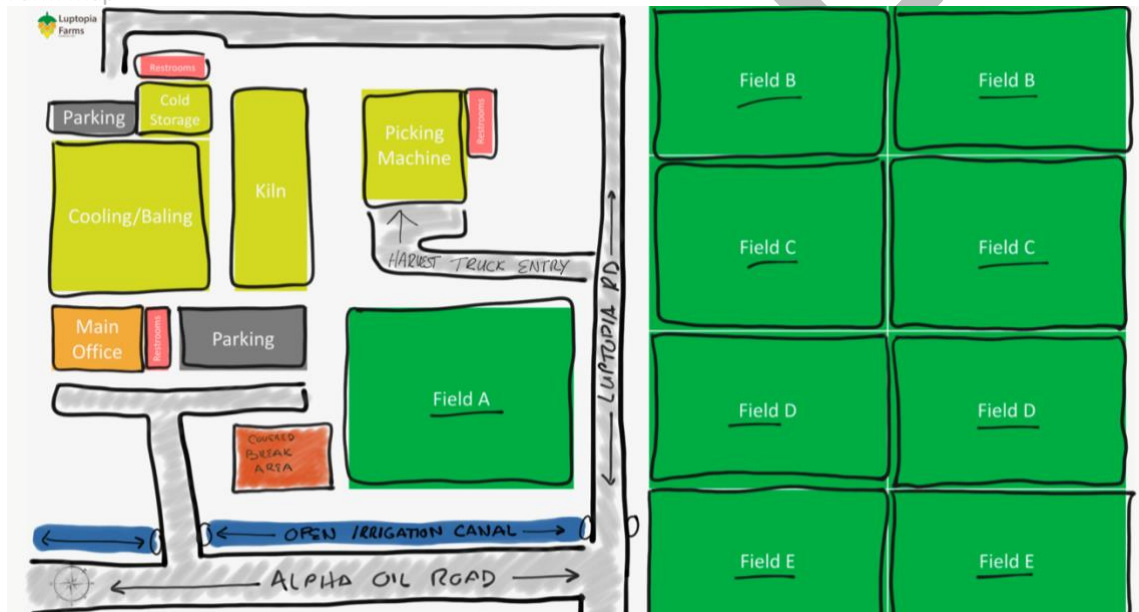
1. MISSION

- 1.1. As a third generation hop grower, Luptopia Farms is committed leading our industry in good agricultural practices that produce quality products, provide a healthy work environment for our employees and contribute positively to our community. It is the expectation of the Farm that all aspects of this policy are communicated to employees and continually reviewed through formal training sessions and informal daily exercises.

2. FARM OVERVIEW

- 2.1. Luptopia operations include: 300 acres of hop fields, Wolff picking machine (1) 4-bed kiln, a building used for cooling and baling (2 balers) and a connecting cold storage room.

2.2. Farm Map



- 2.3. The Luptopia Farm Employee Health, Operational and Safety Policy is administered by:

Name/ Position	Address
Max Pint / Environmental Health & Safety Manager	123 Alpha Oil Rd, Smalltown, WA 98935
Phone: (509) 555-1234 EXT 2	Email: Max@luptopiafarms.com
Elisa Stein / VP Operations	124 Alpha Oil Rd, Smalltown, WA 98935
Phone: (509) 555-1234 EXT 1	Email: Elisa@luptopiafarms.com

3. TRACEABILITY POLICY

- 3.1. The Traceability Policy requires that Luptopia Farms has implemented a system in which we can track product from the field all the way to the purchaser. All sold product must include access to the following records:

- 3.1.1. Official Grower ID
- 3.1.2. What field it came from
- 3.1.3. Harvest date, picking dates, cooling & baling date
- 3.1.4. Hop variety name
- 3.1.5. Name of purchaser

SECTION: C.5

Farm Visitor Policy & Check-in



Visitor Check-in/Check-out

By signing the Visitor Check-in/Check-out form, all visitors are acknowledging they have reviewed and understand the safety expectations in the Farm Policy. Visitors are expected to observe the following additional guidelines to ensure a safe and enjoyable visit:

- Visitors must be escorted by a farm employee at all times.
- Visitors must check-in at main office before proceeding to Farm and must sign out before leaving Farm.
- In case of an emergency, do as instructed by managers, supervisors or employees who are trained on emergency evacuation policies, and gathering points.
- Be aware of all equipment coming and going (trucks, trailers, sprayers, harvesters, etc.) they have the right away!
- Pictures or video recording is prohibited, except when authorized by management.
- You may be supplied with Personal Protective Equipment (PPE) and are required to wear PPE while touring or working in harvesting or production areas.
- No open toed shoes; sandals or flip-flops are allowed while touring or working in harvesting or production areas.

Date	Name	Company	Check-In Time	Check-Out Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____

SECTION: C.7

Lock-out/Tag-out Policy

FARM FOOD SAFETY POLICY

9.5.2. All chemicals are kept in a secure and clearly identified chemical storage shed.

9.6. Facilities Preharvest Inspection & Daily Checklist

9.6.1. Records of both pre-harvest and daily harvest inspections of facilities shall include, but are not limited to;

- 9.6.1.1. Floors in the picking, kilns, cooling and baling rooms are cleaned and inspected to prevent contamination or foreign materials.
 - 9.6.1.2. Inspect kiln cloth for cleanliness, rips/tears, stains, and foreign material and/or other contaminants. Kiln cloth must be stored up off of floor/ground and covered when not in use.
 - 9.6.1.3. Belts and conveyors must be clean and free from foreign material and contaminants
 - 9.6.1.4. Kiln beds must be clean and free from foreign material and contaminants
 - 9.6.1.5. Burners must be housed in a secure location with limited access to employees. Burners must be inspected and calibrated annually, at minimum.
 - 9.6.1.6. Control rooms and/or maintenance closets shall be kept secured at all times with limited access to employees
 - 9.6.1.7. Facilities where bird netting is used must be inspected for any holes or areas where birds may enter.
 - 9.6.1.8. Proper ventilation is available in kiln areas to prevent over exposure of heat to employees
- 9.6.2. Onsite Cold Storage Inspection;
- 9.6.2.1. Daily inspection for pests or wildlife contamination, nesting feces, etc.
 - 9.6.2.2. Temperature control methods/devices shall be calibrated and routinely monitored for accuracy and consistency
 - 9.6.2.3. Bales are monitored for quality parameters (moisture, weight, temperature)
- 9.6.3. Pest Control
- 9.6.3.1. Daily inspection of harvest and handling facilities (including storage, if applicable) and surrounding grounds for the presence of excessive rodent and wildlife activity, including nests. Pests must be controlled with the use of traps/bait stations, bird netting, and other means applicable to avoid contamination of food products, contact surfaces and packaging materials. This must be documented daily.
 - 9.6.3.2. Third party pest control services may increase their monitoring from monthly to bi-monthly due to shortness of harvest window. Third party records shall be kept on-site and reviewed.
 - 9.6.3.3. All bird netting is inspected and free of holes or wear and tear to prevent birds from entering facilities. All repairs/replacement of bird netting is recorded.
 - 9.6.3.4. Bird/wildlife abatement such as; decoys, screamers, flash tape, recorders and other means of abatement recommended for use around facilities and surrounding grounds to detour birds and other wildlife.

10. Lock Out/ Tag Out

10.1. All employees must receive training on and follow Lock Out/ Tag Out procedures to protect against the accidental operation that could cause injury to an employee while they are performing maintenance or otherwise working on equipment.

10.1.1. Lock Out/Tag Out policy will be strictly followed and documented when performed.

10.1.2. All maintenance employees, or other employees authorized to work on equipment, must be trained on proper LO/TO policies and procedures annually, at minimum.

10.1.3. Employees authorized to perform LO/TO must ensure all switches, valves and/or other energy isolating devices must be locked to verify the machinery is not operational. Any questions about proper LO/TO will be addressed with a Supervisor or Manager. The following Lock Out/ Tag Out procedure will be observed:

10.1.3.1. Notify all affected employees that a lockout is required and why.

10.1.3.2. If equipment is currently operating, shut it down by normal stopping procedures.

10.1.3.3. Lock out energy isolating devices with an assigned individual lock and tags.

FARM FOOD SAFETY POLICY

- 10.1.3.4. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flying wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated by methods such as grounding, repositioning, blocking, and bleeding down.
- 10.1.3.5. After ensuring that no employees are exposed, check the disconnection of energy sources by attempting to start operations through normal operational controls. The equipment should not operate.
- 10.1.3.6. Return operating controls to a neutral position after the test.
- 10.1.3.7. The equipment is now locked out.
- 10.1.3.8. When work is complete, and equipment is ready to operate, check surrounding area to ensure no employees are exposed to risk.
- 10.1.3.9. If equipment is clear of employees, remove all individual locks and tags.
- 10.1.3.10. Energy-isolating devices may be operated to restore operation to equipment.
- 10.1.3.11. Document the performed LO/TO.

SAMPLE

SECTION: C.11

Toilet & Hand Wash Checklist



DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Employee & Food Safety

This checklist is to be completed every day during the harvest season to ensure facilities and employees are meeting food safety expectations. Checklists must be kept on record and made available in the event of a farm inspection.

_____ AM / PM
 Location Shift Inspected by _____

Hazard Item Preventative Measures	Date:	Date:	Date:	Date:	Date:	Date:
Toilet/Hand Washing Facilities: Inspect for cleanliness and supplies. Toilet paper, soap, paper towels, lidded garbage cans, and potable water must be available.						
Appropriate/Clean Shoes: No open toed shoes permitted. Shoes must be cleaned or covered prior to entering facilities or kilns, or cooling/baling rooms.						
Attire: Clothes must be clean and free from foreign material that could contaminate crop product (fuzzy sweaters, tassels, etc.).						
Jewelry: Only a plain wedding band is permitted. Medical ID necklaces/bracelets are permitted. No necklaces, bracelets, watches, dangling jewelry, earrings or piercings that can be removed.						
Fingernails/False Eyelashes: Short, unpolished, and clean. No fake fingernails even when gloves are used. No fake eyelashes.						
Smoking/Tobacco Use: Only permitted in designated areas only.						
Eating: Eating, drinking and gum chewing permitted in designated areas only. Employees must wash hands after eating.						
Hands (cuts or open wounds): Check workers for open cuts or Band-Aids before working. Gloves must be worn to cover cuts or open wounds.						

Other:

SECTION: C.14

Employee Injury & Illness Policy

FARM FOOD SAFETY POLICY

- 4.3.2.1.1. All stationary toilet facilities will be clearly labeled on farm map.
- 4.3.2.1.2. By law, there will be at least 1 toilet facility for every 20 employees.
- 4.3.2.1.3. All portable toilets stationed in hop fields will be located a safe distance from all product and packaging materials to reduce the risk of contamination.
- 4.3.2.2. All toilet facilities are maintained with hygienic conditions and fully stocked with supplies.
 - 4.3.2.2.1. All toilet facilities will be inspected every shift to ensure adequate supplies and maintenance as part of the Daily Checklist.
 - 4.3.2.2.2. If a toilet facility has run out of supplies or is not properly maintained, an employee must inform their supervisor.

4.4. Break Areas, Eating, Drinking, Tobacco Use

4.4.1. Break Areas & Eating

- 4.4.1.1. Eating on the Farm is only permitted in designated break areas.
 - 4.4.1.1.1. Break areas are clearly labeled on Farm map.
 - 4.4.1.1.2. Avoid leaving crumbs or spills in break areas. These are sources of contamination, which invite rodents and insects
 - 4.4.1.1.3. Eating areas must be kept clean at all times
 - 4.4.1.1.4. Dispose of trash in labeled, lidded trashcans provided throughout all sites. Do not throw food items or trash on the floor/ground
 - 4.4.1.1.5. Eating is not allowed while picking, handling, or transporting food products. Eating of crops is prohibited. Only authorized personnel collecting samples for QC purposes in the field allowed.
 - 4.4.1.1.6. Spitting is prohibited while picking, handling, or transporting food products
 - 4.4.1.1.7. Always wash hands before and after eating, using tobacco products and using the restroom. ALWAYS wash hands before returning to work from a break area.
- 4.4.1.2. No food is allowed in the fields or facilities.
 - 4.4.1.2.1. Outside food vendors are not allowed in fields where un-harvested crops are present (hops still on the bine). They may park in designated areas only, away from un-harvested crops and production sites. They must not block harvesting equipment traffic (trucks, tractors, harvesters, etc.). Vendors must be aware that food or beverages in glass containers are not allowed
 - 4.4.1.2.2. Chewing gum is prohibited while picking, handling, or transporting food products. Chewing gum is only allowed in designated break areas and lunchrooms

4.4.2. Drinking

- 4.4.2.1. Only drinking water in food-grade (non-glass) containers is allowed in harvesting and handling facilities.
- 4.4.2.2. All other drinks are to be consumed only in designated break areas.
- 4.4.2.3. No alcohol to be consumed in the harvesting and handling facilities.

4.4.3. Smoking/Tobacco Use

- 4.4.3.1. Smoking or chewing tobacco is confined to clearly identified designated areas away from harvesting and handling facilities.

4.5. Employee Injury & Illness Policy

4.5.1. Illness

- 4.5.1.1. Report any flu-like symptoms to management. Employees with any of the following symptoms will be sent home:
 - 4.5.1.1.1. Diarrhea, fever, vomiting, jaundice (skin and whites of eyes have a yellow tint), sore throat with fever
 - 4.5.1.1.2. Skin lesions such as boils or infected open wounds on the hand, wrist or exposed body part.
- 4.5.1.2. Employees who are sick are not allowed to handle food products or packaging materials. Illnesses are likely to contaminate food products, packaging materials, and other workers.
- 4.5.1.3. Do not return to work until your symptoms have stopped for at least 48 hours. If you are unsure, you should contact your doctor.

FARM FOOD SAFETY POLICY

4.5.1.4. Cover all sneezes and coughs with the bend of your arm - never use your hand. Step away from away from crops, food products, packaging materials and food contact surfaces when sneezing or coughing.

4.5.1.4.1. Promptly dispose of tissues into appropriate garbage cans and wash hands per handwashing policy and instructions.

4.5.2. Injury

4.5.2.1. Onsite Injury

4.5.2.1.1. Report all injuries immediately to Supervisor or Manager for treatment and documentation.

4.5.2.1.2. Turn off all machinery involved in the injury.

4.5.2.1.3. Ensure employee is in a safe place and not exposed to additional injury before administering treatment.

4.5.2.2. First Aid Kits

4.5.2.2.1. All first aid kits are clearly labeled and stocked with supplies. Ensure all first aid product dates are not expired.

4.5.2.2.2. Stocked first aid kits are recorded in **Pre-Harvest & Daily Checklists**.

4.5.2.3. Notify your Supervisor or Manager immediately if you have an exposed cut or if you are bleeding. If you cannot locate your Supervisor or Manager, ask a co-worker to help you. Step away from all crops, food products, packaging materials, and food contact surfaces.

4.5.2.4. If you notice blood or any other foreign material on crops, food products, packaging materials, or food contact surfaces, notify your Supervisor or Manager immediately so that proper cleanup procedures can be applied.

4.5.2.5. Any person with an infectious/contagious illness, open lesions, cuts, boils, sores, or infected wounds MUST report the condition to their Manager.

4.5.2.6. Cuts and wounds MUST be completely covered by a waterproof wound strip or bandage and covered by disposable gloves. Employees with open cuts and wounds are not permitted to handle food products or packaging materials.

4.6. Gloves, Personal Attire & Hygiene

4.6.1. Gloves

4.6.1.1. Replace disposable gloves regularly. Gloves must always be clean when handling food products.

4.6.1.2. Reusable gloves must be cleaned with soapy water weekly or as needed, and stored in a clean, covered container when not in use. Replace gloves if too worn, stained, or ripped.

4.6.1.3. Gloves and other clothing items must never be placed on any crops, food products, or packaging materials.

4.6.2. Personal Attire

4.6.2.1. Hair & Jewelry

4.6.2.1.1. Long hair must be tied up or covered.

4.6.2.1.2. Necklaces, earrings, bracelets, watches or dangling jewelry are not permitted. Exposed body or facial piercings that can be removed are prohibited. Plain wedding bands, medical ID bracelets/necklaces are acceptable.

4.6.2.2. Clothing

4.6.2.2.1. No opened toed shoes allowed in harvesting or handling areas. Shoes must be sturdy and suitable for work.

4.6.2.2.2. Clothing must be clean and free from foreign material, as they may come loose and contaminate food products (i.e. sequins, fuzzy sweater, tassels, etc.).

4.6.2.3. Personal Hygiene

4.6.2.3.1. Employees are expected to wear clean clothes to work.

4.6.2.3.2. Employees are expected to shower daily.

4.6.2.3.3. Keep nails short and clean.

4.6.2.3.4. False eyelashes, loose hair extensions, nail polish and fake nails are prohibited as they can become detached and contaminate the product.

4.6.2.4. Personal Items

SECTION: D.4

Daily Harvest Hygiene Checklist & Maintenance Policy



DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Hop Harvesting & Handling

Rev. 1

Page 1 of 2

This checklist is to be completed every day during the harvest season and must be kept on record and made available in the event of a farm inspection.

Location/Field ID _____ AM / PM _____
 Shift _____ Inspected by _____

Hazard Item Preventative Measures	Date:	Date:	Date:	Date:	Date:	Date:
Field Assessment: Inspection for animal contaminants, nests, human waste, trash, glass, debris, fuel spills, etc.						
Harvesting Equipment: Includes tractor, top/bottom cutter, truck, forklifts, telehandler. All equipment must be inspected and cleaned before and during harvest with no oil/fluid leaks.						
Picking Machine: Check facility for animal contaminants (droppings, nests, live/dead animals), glass trash, debris, fuel spills. All lights must be covered. Inspect all belts and moving equipment. No clothing or tools on equipment. No outside food/beverages. Floors and platforms are cleaned/swept daily.						
Kiln Facilities: Check Kiln facilities for animal/bird contaminates (live or dead animals/birds, feces/droppings), nests, litter, glass, debris, trash, fuel spills. All lights must be covered. Kiln cloth must be inspected and cleaned/replaced before harvest. Floors must be cleaned before and/or during harvest.						

Complete Form on Back →



DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Hop Harvesting & Processing

Rev. 1
Page 2 of 2

This checklist is to be completed every day during the harvest season and must be kept on record and made available in the event of a farm inspection.

<p>Cooling/Baling Facilities: Check cooling/baling facilities for animal/bird contaminants (live or dead animals/birds, feces/droppings), nests, litter, glass, debris, trash, fuel spills. All lights must be covered. Bale cloth must be inspected and before use. Floors must be cleaned before and/or during harvest. No rodent traps near cooling piles of hops on cooling room floor. Food grade ink used on bales.</p>							
<p>Reusable Equipment/Tools: Including moisture meters, mesh screens, shovels, knives, sewing machines, etc. Tools must be washed before and/or during harvest, and properly stored in a clean environment up off of ground to avoid contamination.</p>							
<p>Conveyor Belts & Machinery: All conveyor belts and machinery are cleaned with high-powered air jets between variety clean-outs, and as needed based on random visual inspection by supervisors.</p>							

FARM FOOD SAFETY POLICY

7.1.3. Notify your supervisor or manager if you recognize any unauthorized access or tampering to your equipment, food products or tools.

7.1.4. Keep all doors and windows locked when not in use.

7.1.5. All company issued vehicles, computers, phones, iPads, etc. must be secured at all times. All documents are to be secured and properly stored in protected files. Notify your supervisor or manager if you observe any suspicious activity or tampering with electronic devices and/or files.

7.1.6. Pictures or video recording is prohibited, except when authorized by management.

7.2. Food Fraud

7.2.1. Report all food safety related risks to your supervisor, manager, and farm owner immediately

7.2.2. Report any Food Fraud related activity; intentional addition, tampering, or misrepresentation of food products ingredients, or packaging materials; or false mislabeling statements made about food products for economic gain.

8. CONTAMINATION POLICY

8.1.1. All inputs (chemicals, fertilizers, etc.) and harvesting materials must be inspected prior to accepting from the supplier. Reject any faulty or dirty supplies and return to supplier.

8.1.2. Do not stand or sit on harvesting materials (equipment, bag cloth, tools)

8.1.3. Never store or place food products or packaging materials on the tops of garbage bins

8.1.4. All reusable tools/equipment or packaging materials are not to be placed directly on the ground /dirt

8.1.5. If any product has become contaminated, follow containment protocol:

If foreign material or substances (e.g. chemicals, machinery parts, etc.) have contaminated the product begin by determining type and quantity of contaminant, and conduct the traceability exercise

8.1.5.1. Contain contaminated product and isolate to prevent further contamination

8.1.5.2. If the product can be salvaged by removal of the contaminant (reworked), do so and document the process.

8.1.5.3. If the product cannot be salvaged, dispose of product and document the process.

9. HARVEST & HANDLING CLEANING AND MAINTENANCE

9.1. Harvest Tools

9.1.1. All hand tools used during harvest are cleaned and inspected daily and stored in secure areas to prevent contamination when not in use.

9.1.2. **Equipment Log** documents cleaning and inspection of all harvest hand tools.

9.2. Vehicles

9.2.1. All vehicles used on the farm have an **Equipment Log** to document maintenance and use.

9.2.1.1. **The checklist** is filled out before every shift to document inspection of any leaks or maintenance issues observed.

9.2.1.1.1. Shift Supervisor or Manager are informed of maintenance issues.

9.3. Harvest Machinery

9.3.1. **The Checklist** is filled out before every shift to document inspection of machinery for leaks or maintenance issues

9.3.2. Maintenance records are kept on file and available for review.

9.4. Spills

9.4.1. Only food grade oils and lubricants should be used in place of non-food grade products, where feasible.

9.4.2. If any petroleum, oil or lubricants are spilled, the spill is cleaned up and properly stored in an impermeable container for disposal.

9.4.3. Agricultural chemical spills are treated according to the clean-up instructions on the label and the process is documented.

9.5. Chemicals

9.5.1. All chemicals are properly labeled and stored according to chemical storage policy.

9.5.1.1. Clearly defined between "Food Safe" and "Non-Food Safe"

FARM FOOD SAFETY POLICY

9.5.2. All chemicals are kept in a secure and clearly identified chemical storage shed.

9.6. Facilities Preharvest Inspection & Daily Checklist

9.6.1. Records of both pre-harvest and daily harvest inspections of facilities shall include, but are not limited to;

9.6.1.1. Floors in the picking, kilns, cooling and baling rooms are cleaned and inspected to prevent contamination or foreign materials.

9.6.1.2. Inspect kiln cloth for cleanliness, rips/tears, stains, and foreign material and/or other contaminants. Kiln cloth must be stored up off of floor/ground and covered when not in use.

9.6.1.3. Belts and conveyors must be clean and free from foreign material and contaminants

9.6.1.4. Kiln beds must be clean and free from foreign material and contaminants

9.6.1.5. Burners must be housed in a secure location with limited access to employees. Burners must be inspected and calibrated annually, at minimum.

9.6.1.6. Control rooms and/or maintenance closets shall be kept secured at all times with limited access to employees

9.6.1.7. Facilities where bird netting is used must be inspected for any holes or areas where birds may enter.

9.6.1.8. Proper ventilation is available in kiln areas to prevent over exposure of heat to employees

9.6.2. Onsite Cold Storage Inspection;

9.6.2.1. Daily inspection for pests or wildlife contamination, nests, feces, etc.

9.6.2.2. Temperature control methods/devices shall be calibrated and routinely monitored for accuracy and consistency

9.6.2.3. Bales are monitored for quality parameters (moisture, weight, temperature)

9.6.3. Pest Control

9.6.3.1. Daily inspection of harvesting and handling facilities (including storage, if applicable) and surrounding grounds for the presence of excessive rodent and wildlife activity, including nests. Pests must be controlled with the use of traps/bait stations, bird netting, and other means applicable to avoid contamination of food products, contact surfaces and packaging materials. This must be documented daily.

9.6.3.2. Third party pest control services may increase their monitoring from monthly to bi-monthly due to shortness of harvest window. Third party records shall be kept on-site and reviewed.

9.6.3.3. All bird netting is intact and free from holes or wear and tear to prevent birds from entering facilities. All repairs/replacement of bird netting is recorded.

9.6.3.4. Bird/wildlife abatement such as; decoys, screamers, flash tape, recorders and other means of abatement is recommended for use around facilities and surrounding grounds to detour birds and other wildlife.

10. Lock Out/ Tag Out

10. All employees must receive training on and follow Lock Out/ Tag Out procedures to protect against the possibility of injury from equipment that could cause injury to an employee while they are performing maintenance or otherwise working on equipment.

10.1.1. Lock Out/ Tag Out policy will be strictly followed and documented when performed.

10.1.2. All maintenance employees, or other employees authorized to work on equipment, must be trained on proper LO/TO policies and procedures annually, at minimum.

10.1.3. Employees authorized to perform LO/TO must ensure all switches, valves and/or other energy isolating devices must be locked to verify the machinery is not operational. Any questions about proper LO/TO will be addressed with a Supervisor or Manager. The following Lock Out/ Tag Out procedure will be observed:

10.1.3.1. Notify all affected employees that a lockout is required and why.

10.1.3.2. If equipment is currently operating, shut it down by normal stopping procedures.

10.1.3.3. Lock out energy isolating devices with an assigned individual lock and tags.

SECTION: D.5

Pre-Harvest Checklist & Daily Harvest Hygiene Checklist



PRE-HARVEST ASSESSMENT CHECKLIST

Hop Harvest & Handling

This checklist is to be completed annually prior to the beginning of harvest activities to ensure all facilities have been appropriately inspected and cleaned to reduce the risk of potential contaminants coming into contact with crop products, and packaging materials.

Rev. 1

Page 1 of 2

Location: _____

Date	Equipment	QTY Checked	Comments	Inspected By
	Top & Bottom Cutters: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Tractors: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Hop Trucks: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Trailers: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Forklifts: No visible oil/fluid leaks, no temporary fasteners. Free of debris and trash. All maintenance requirements are noted			
	Picking Machines: Bird Netting, Pest Control, Floors, Oil Leaks, Conveyor Belts, Machinery, etc. - Facilities are inspected for bird/rodent droppings/nests and cleaned appropriately to avoid contamination.			

Date	Equipment	QTY Checked	Comments	Inspected By
	<p>Kilns: <i>Bird Netting, Pest Control, Oil Leaks, Conveyor Belts, Machinery, Kiln Cloth, Burners, Floors, Walkways, etc.</i> - Facilities are inspected for bird/rodent droppings/nests and cleaned appropriately to avoid contamination.</p>			
	<p>Cooling & Baling Room: <i>Bird Netting, Pest Control, Floors, Baler, Conveyor Belts, Machinery, Exterior Landings, etc.</i> - Facilities are inspected for bird/rodent droppings/nests and cleaned appropriately to avoid contamination.</p>			
	<p>Packaging Materials: <i>Burlap/Poly cloth, Boxes, Foils, Pallets, etc.</i> - Tools are free from bird/rodent droppings and stored off the ground in a clean environment when not in use.</p>			
	<p>Dumpers, Squeegees: No visible oil/fluid leaks, no temporary fasteners.</p>			
	<p>Reusable Equipment: (Sewing machines, stencils, knives, shovels, brooms, etc.) - Tools are free of bird/rodent droppings, inspected for leaks and damage, and stored up off of ground in a clean environment when not in use.</p>			
	<p>Other:</p>			



DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Hop Harvesting & Handling

Rev. 1

Page 1 of 2

This checklist is to be completed every day during the harvest season and must be kept on record and made available in the event of a farm inspection.

Location/Field ID _____ AM / PM _____ Shift _____ Inspected by _____

Hazard Item Preventative Measures	Date:	Date:	Date:	Date:	Date:	Date:
Field Assessment: Inspection for animal contaminants, nests, human waste, trash, glass, debris, fuel spills, etc.						
Harvesting Equipment: Includes tractor, top/bottom cutter, truck, forklifts, telehandler. All equipment must be inspected and cleaned before and during harvest with no oil/fluid leaks.						
Picking Machine: Check facility for animal contaminants (droppings, nests, live/dead animals), glass trash, debris, fuel spills. All lights must be covered. Inspect all belts and moving equipment. No clothing or tools on equipment. No outside food/beverages. Floors and platforms are cleaned/swept daily.						
Kiln Facilities: Check Kiln facilities for animal/bird contaminates (live or dead animals/birds, feces/droppings), nests, litter, glass, debris, trash, fuel spills. All lights must be covered. Kiln cloth must be inspected and cleaned/replaced before harvest. Floors must be cleaned before and/or during harvest.						

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DAILY HARVEST HYGIENE ASSESSMENT CHECKLIST

Hop Harvesting & Processing

Rev. 1

Page 2 of 2

This checklist is to be completed every day during the harvest season and must be kept on record and made available in the event of a farm inspection.

<p>Cooling/Baling Facilities: Check cooling/baling facilities for animal/bird contaminants (live or dead animals/birds, feces/droppings), nests, litter, glass, debris, trash, fuel spills. All lights must be covered. Bale cloth must be inspected and before use. Floors must be cleaned before and/or during harvest. No rodent traps near cooling piles of hops on cooling room floor. Food grade ink used on bales.</p>							
<p>Reusable Equipment/Tools: Including moisture meters, mesh screens, shovels, knives, sewing machines, etc. Tools must be washed before and/or during harvest, and properly stored in a clean environment up off of ground to avoid contamination.</p>							
<p>Conveyor Belts & Machinery: All conveyor belts and machinery are cleaned with high-powered air jets between variety clean-outs, and as needed based on random visual inspection by supervisors.</p>							