

Welcome

Food Safety/Harvest Practices Module One

Version 2 – February 2017

- This module will assist your development of a food safety policy and plan for your farming operation. **PLEASE NOTE: These practices apply only to the harvesting portion of the production cycle, not to field operations prior to harvest.**
- This module is derived from a number of industry-recognized certification programs. It is designed to provide growers who may not have access or resources to implement merchant, brewery or 3rd party audited programs with a self-certified option consistent with industry recognized standards, to ensure a food-safe and quality crop to their customers.
- Module One focuses on the “Must Do” practices from common industry and 3rd party audited certification programs. Templates are provided for reference only. Each grower should factor in their own farm’s risk assessments.
- Future modules will focus on requirements of the Food Safety Modernization Act (FSMA) , along with “Recommended” practices from other food safety programs.

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Food Safety/Harvest Practices Module One includes five sections:

- A. General
- B. Records
- C. Health and Human Safety
- D. Hop Harvesting Field and Handling
- E. Summary and Final Checklist

Each section is divided visually by tabs so you can track your progress.

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Please complete the following:

Farm Name:	
Primary Contact Person:	
Mailing Address:	
Farm Physical Address:	
Phone:	Email:
Food Safety Contact Person:	
Phone:	Email:
24 Hour Contact Number for Food Safety Emergency:	
Grower #:	Why do I need a grower number?

Grower numbers are assigned free of charge by Hop Growers of America (membership is not required). This is the US hop industry's standardized system for crop traceability and identification. If you do not have a grower number click, please complete [Attachment A1](#) to apply for one. Standardized grower numbers are a key aspect of food safety and traceability programs.

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Overview of Records Section:

- B.1. Spray records to meet USDA/EPA requirements are complete.
- B.2. Agricultural chemicals (organic and conventional) are applied by trained, licensed or certified application personnel, as required by prevailing regulations and the pesticide label.
- B.3. If product is intended for export, ag chemical use shall comply with regulatory requirements of the intended country of destination.
- B.4. Irrigation Well/Surface Water irrigation water testing requirements are fulfilled and records are complete.
- B.5. Records for harvesting, field, picking machine, kilning and baling are complete, to ensure traceability.
- B.6. Pre-harvest, cleaning and maintenance records are complete.

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B.1. Spray records to meet USDA/EPA requirements are complete.

- Use of ag chemicals shall comply with label directions and prevailing regulations. Complete the required spray records either online or using the correct paper form for your area or state. This must include a record of the active ingredient, EPA registration number, target pests, and method of application.
 - ✓ Review [Sample Pesticide Label \(attachment B1a\)](#). “The label is the law!” All chemicals applied to the crop (organic or conventional) are legally allowed for application to hops intended for commercial sale. All applications are in compliance with label instructions, including rate, application timing, total number of applications per season, total allowable applications per season, re-entry interval, pre-harvest interval, personal protective equipment, and other requirements and restrictions.
 - ✓ Spray application record templates may be available from your State Department of Agriculture or other pesticide regulatory agency. Or, you may utilize the following:
 - » Click [here](#) to download Example 1 (*attachment B1b*)
 - » Click [here](#) to download Example 2 (*attachment B1c*)

I certify that I have implemented this practice and will continue to do so. (Check box to confirm completion).

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B.2. Agricultural chemicals (organic and conventional) are applied by trained, licensed or certified application personnel, as required by prevailing regulations and the pesticide label.

- Copy of spray license and/or training record is on file and available for review (see [sample training record](#)). (Attachment B2)

I certify that I have implemented this practice and will continue to do so. (Check box to confirm completion).

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B.3. If product is intended for export, ag chemical use shall comply with regulatory requirements of the intended country of destination.

- If selling to a merchant who may export the crop, obtain their list of chemicals with usage restrictions.
 - You may also reference the US Hop Industry Plant Protection Committee's international MRL chart (available at <https://www.usahops.org/growers/plant-protection.html>).
- I certify that my crop is destined only for Domestic customers and all applied pesticides (conventional or organic) are legally allowed for application to hops in my state/area and are detailed in full on the spray reports submitted.
- If hops produced on this farm will be exported to foreign customers, I certify that no pesticide residues are present that do not comply with the regulatory requirements of that country. Laboratory testing for pesticide residues is recommended to validate compliance for export.

I certify that I have implemented this practice and will continue to do so. (Check box to confirm completion).

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B.4. Irrigation Well/Surface Water irrigation water testing requirements are fulfilled and records are complete.

- No sewage, sludge or human waste contamination. Water source is protected from livestock.
- See [Water Risk Assessment](#) (attachment B4)

B.5. Records for harvesting, kilning and baling are complete, to ensure traceability.

- You must track all crops from field to warehouse
- See [Daily Harvest Log](#) (attachment B5)

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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B.6. Cleaning and maintenance records are complete.

➤ Include the following:

- ✓ Harvesting equipment/tools (trucks, tractors, field tools, equip., etc.)
 - See [Machinery/Building/Equipment Maintenance/Cleaning log](#) (attachment B6a)
 - See [Truck Cleanliness log](#) (attachment B6b)
- ✓ Receiving area/picker
 - See [Machinery Policy](#) (attachment B6c)
- ✓ Kiln, if used
 - See [Food Safety Risk Assessment](#) (attachment B6d)
- ✓ Cooling/baling or other packaging, if used (including magnet or other system to remove metal foreign material)

I certify that I have implemented this practice and will continue to do so. (Check box to confirm completion).

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Overview of Health & Human Safety Section:

- C.1. Employees receive health and safety training per OSHA guidelines.
- C.2. Employees receive food safety training.
- C.3. First aid posting, supplies and protocols.
- C.4. No smoking signs.
- C.5. Formal visitor check-in/check-out protocol is in place.
- C.6. A health and human safety policy is posted and communicated to staff.
- C.7. Lock-out and tag-out policies and procedures are in place.
- C.8. No animals in harvesting and crop handling areas.

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Overview of Health & Human Safety Section (continued):

C.9. Safety precaution signs are posted.

C.10. No food and drink in harvesting/crop handling areas; designated eating/break area is defined.

C.11. Policy for toilet, hygiene and health.

C.12. Drinking water is available to all field employees.

C.13. Smoking, chewing, eating, drinking (other than water), urinating, defecating, or spitting is not permitted in any crop growing areas, harvesting and crop handling areas.

C.14. Operation should have a blood and bodily fluids policy.

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C.1. Employees receive health and safety training per OSHA guidelines. Written policy on Personal Protective Equipment (PPE)

- If required by state regulations, a person certified in CPR/first aid is present on the farm at all times. Employer must have CPR/first aid cards on file.

C.2. Employees receive food safety training.

- See [Training template](#) (attachment C2)
- All Food Safety & facility hygiene signs shall be posted & visible with clear instructions to employees & visitors.

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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C.3. First aid posting, supplies and protocols.

- See [First Aid Sign](#) template (**attachment C3**)
- Are first aid kits located with or close to workers? Do they have adequate supplies according to the work performed?
- Are all accidents documented, even if no medical treatment is needed? Are doctor reports submitted to the employer? Was the accident investigated and was new safety training completed and documented if needed? (OSHA requirements).
- All injured employees shall have a release from their Doctor before returning to work for light duty or full duty work

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C.4. No smoking signs.

- See [No Smoking template](#) (attachment C4)

C.5. Formal visitor check-in/check-out protocol is in place.

- See [Visitor and Worker Hygiene and Safety Procedures](#) (attachment C5)

C.6. A health and human safety policy is posted and communicated to staff.

- Must be able to provide documentation of training.
- See [Visitor and Worker Hygiene and Safety Procedures](#) (attachment C5)
- A Visitor Log is utilized (attachment C6)

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C.7. Lock-out and tag-out policies and procedures are in place.

- See [Sample Lockout Tag Out Policy](#) (attachment C7)

C.8. No animals in harvesting and handling areas.

- Document efforts to minimize contamination risk.
- If domestic animals are utilized in the growing system for weed control, a risk assessment is performed and practices to reduce risk are documented.

C.9. Safety precaution signs.

- Examples include propane and fuel tanks (Flammable), burners (fenced or enclosed), etc.

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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C.10. No food and drink in harvesting/crop handling areas; designated eating/break area is defined.

- *Water is acceptable in all areas, in non-breakable containers.*

C.11. Policy for toilet, hygiene and health.

- Toilet and wash stations shall be available and maintained in clean and sanitary condition.
- Personnel shall wash hands at any time when their hands may be a source of contamination, including before starting work, before and after using the toilet, before and after eating/drinking/smoking.
- Signage for hand washing is posted.
- No gloves should enter toilet facilities.
- See [Bathroom Daily Log](#) (attachment C11)
- Wash stations shall have potable water.

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C.12. Drinking water is available to all field employees.

- Water is acceptable in all areas, in non-breakable containers.

C.13. Smoking, chewing, eating, drinking (other than water), urinating, defecating, or spitting is not permitted in any crop growing areas or Hop Facility.

C.14. Operation should have a blood and bodily fluids policy.

- Include education on employees with illness, exposed cuts, sores or lesions not in direct contact with product.
- See [Contamination Policy](#) template (attachment C14)

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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Overview of Hop Harvesting & Handling Section:

D.1. Sanitation and handwashing facilities are available with signage and instructions.

D.2. Fields and Facilities are free of food and drink containers. Water only in Harvest and Handling areas. Food and drinks in designated eating areas only.

D.3. Clearly labeled food grade lubricants are used.

D.4. Equipment properly maintained and serviced; anything that comes in contact with produce is in good repair and not a source of contamination. This includes all field equipment, tools and all vehicles used for transporting hop bines. Logs are completed pre-harvest and daily during harvest.

D.5. Cleaning and maintenance records are maintained for buildings and facilities. Logs completed preharvest and daily during harvest.

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Overview of Hop Harvesting & Handling Section (continued):

D.6. Pest management plan and system are in place for harvesting/handling areas.

D.7. All floor areas and conveyor belts are free of grease, dust, dirt and other contaminants.

D.8. All safety guards are installed and maintained.

D.9. Shatter-proof lighting.

D.10. Emergency stop buttons are in place.

D.11. Tools and spare parts are collected and properly stored.

D.12. Entrances and openings to harvesting/handling areas are secured.

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Overview of Hop Harvesting & Handling Section (continued):

D.13. Harvest procedures include measures to inspect for and remove or provide signage for physical hazards.

D.14. Packaging, bale wrap, and hop containers are stored in a clean, dry and hygienic conditions to prevent contamination.

D.15. Bales are clearly labeled with an approved numbering scheme that includes grower number, lot number, crop year, and variety.

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Overview of Hop Harvesting & Handling Section (continued):

D.16. Loading and unloading procedures and equipment shall minimize damage and prevent contamination.

D.17. Trash shall not come into contact with produce.

D.18. All chemicals shall be stored in a secured, separate area to prevent contamination with product. All chemicals shall be properly labeled.

D.19. In case of natural air or sun drying in the field, locations are maintained to prevent debris and are protected from excessive wildlife, roosting/nesting areas.

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D.1. Sanitation and hand washing facilities are available with signage and instructions.

- See Section C.11
- Inspected daily, cleaned and restocked with supplies as needed. Cleaning and inspection records are kept and available for inspection.
- [Hand washing sign](#) template (**attachment D1**)

D.2. Fields and Facilities are free of food and drink containers. Water only in Harvest and Handling areas. Food and drinks in designated eating areas only.

D.3. Clearly labeled food grade lubricants are used.

- Get statement or certificate from vendor
- Safety Data Sheets are current and kept on file.

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.4. Equipment properly maintained, calibrated and serviced; anything that comes in contact with produce is in good repair and not a source of contamination. This includes all field equipment, tools and all vehicles used for transporting hop bines. Logs are completed pre-harvest and daily during harvest.

- A preventative maintenance and/or master cleaning schedule, with related standard procedures, shall be established (**attachment D4**)
- See Daily Cleaning/Maintenance Log templates
 - [Machinery/Building/Equipment](#) (**attachment B6a**)
 - [Trucks](#) (**attachment B6b**)

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.5. Cleaning and maintenance records are maintained for buildings and facilities. Logs completed pre-harvest and daily during harvest.

- Receiving area/picker, kiln, cooling/baling room, magnet, any storage areas
- See [Machinery/Building/Equipment Log](#) for pre-harvest (attachment B6a)
- See [Daily Cleaning & Maintenance Log](#) template for daily use during harvest (attachment D5)

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.6. Pest management plan and system are in place for harvesting/handling areas.

- Methods in place for monitoring and correcting pests in harvesting, handling and storage areas.
- Rodent traps are used in the interior of facilities only. Traps are located an adequate distance from product to prevent contamination.
- Bait stations are for exterior use only.
- Activity is monitored and recorded.
- Bird control methods to control access to facilities during harvesting and post-harvesting seasons (netting, screening, air curtains, etc.).

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.7. All floor areas and conveyor belts are free of grease, dust, dirt and other contaminants.

- Use Daily Logs to chart visual inspections (See [D5 – Daily Log](#))

D.8. All safety guards are installed and maintained.

- Use Daily Logs to chart visual inspections (See [D5 – Daily Log](#))

D.9. Shatter-proof lighting.

- Retain invoice copies from installation

D.10. Emergency stop buttons are in place.

- Stops are clearly marked/labeled

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.11. Tools and spare parts are collected and properly stored.

- Have designated area for all tools to be kept while working

D.12. Entrances and openings to harvesting/handling areas are secured.

- Signage for authorized personnel

D.13. Harvest procedures include measures to inspect for and remove or provide signage for physical hazards.

- Magnet installed or other mechanism to remove foreign objects from product

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.14. Packaging, bale wrap, and hop containers are stored in a clean and dry conditions to prevent contamination, and are inspected prior to use.

- Procedure in place for rejecting packaging material
- Hop packaging materials must be food-grade
- If ink is used to mark bales, it must be food-grade

D.15. Bales are clearly labeled with an approved numbering scheme that includes grower number, lot number, crop year, and variety.

- Documented traceability procedures in place that can trace hops from field to finished bale
- Grower numbers are issued by Hop Growers of America to ensure numbering standardization. Please see section A.

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.16. Loading and unloading procedures and equipment shall minimize damage and prevent contamination.

- Use Daily Logs to chart visual inspections (See [D5 – Daily Log](#))
- Document inspection of harvest areas to prevent contamination of product
- Document inspection of equipment to prevent contamination of product

D.17. Loose and baled hops are protected from contamination.

- Water used during cooling process on the final product shall be potable
- Procedures are documented to prevent co-mingling and cross-contamination of varieties. Varieties are clearly identified and documented
- No trash is allowed to contact product

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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D.18. All chemicals shall be stored in a secured, separate area to prevent contamination with product. All chemicals shall be properly labeled.

- All chemicals are to be kept in the original containers unless they are cleaning solutions
- Cleaning solutions in other containers **MUST** be clearly labeled for contents

D.19. If using ambient air or sun for the drying of harvested hops in the field, adequate methods to prevent contamination and maintain product integrity have been implemented.

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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Summary & Final Checklist:

- E.1. Traceability and contamination policies in place
- E.2. The food safety plan shall be reviewed at least annually
- E.3. The food safety policy is in place
- E.4. Disciplinary policy for food safety violations (attachment E4)
- E.5. Documentation shall be readily available for inspection
- E.6. Documentation shall be kept that demonstrates the food safety plan is being followed

I certify that I have implemented these practices and will continue to do so. (Check box to confirm completion).

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Hop Growers of America is committed to supporting all commercial hop growers, whether HGA members or not, with the necessary tools to ensure a food-safe and quality product to our customers. To this end, we will maintain the PDF version of LEVEL 1 HARVEST FOOD SAFETY on the Public side of the USA Hops website where it can be referenced by all growers and brewers.

The interactive version of this module, along with future modules focused on advanced Food Safety, Sustainability, and Food Safety Modernization Act compliance will be available in the new Member Area when launched. Upon completion of all “check boxes” the interactive version of this module would generate the farm’s food safety policy and self-certification document, which can be printed, dated and signed by the responsible party and provided to customers.