Welcome

This module will assist your development of a food safety policy and plan for your farming operation.

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 3rdparty 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 will focus on the “Must Do” practices from common 3rdparty audited certification programs.

Future modules will focus on requirements of the Food Safety Modernization Act (FSMA), along with “Recommended” practices from certification programs.

Food Safety/Harvest Practices Module One includes five sections:

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Each section is divided visually by tabs so you can track your progress.
### Please complete the following:

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**Farm Name:**

**Primary Contact:**

**Mailing Address:**

**Farm Physical Address:**

**Phone:**

**Email:**

**Food Safety Contact:**

**Phone:**

**Email:**

**24-Hour Food Safety Emergency Phone:**

**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 standard for crop traceability and identification. If you do not have a grower number, click, please complete the [APPLICATION FORM](#) to apply for one.
Overview of Records:

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, agchemical 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, kilning and baling are complete, to ensure traceability.

B.6 Cleaning and maintenance records are complete.
B.1 Spray records to meet USDA/EPA requirements are complete.

Use of agchemicals 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. “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:

- Example 1
- Example 2

☐ I certify that I have implemented this practice and will continue to do so.
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.

- Sample training record

B.3 If product is intended for export, agchemical 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 (request by email to info@usahops.org).

☐ 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.

☐ 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.

☐ I certify that I have implemented this practice and will continue to do so.
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.

- Water Risk Assessment

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

- You must track all crops from field to warehouse

- Daily Harvest Log

☐ I certify that I have implemented this practice and will continue to do so.
### B.6 Cleaning and maintenance records are complete.

Include the following:

Harvesting equipment (trucks, tractors, etc.)

- *Machinery/Building/Equipment Maintenance/Cleaning log*
- *Truck Cleanliness log*

Receiving area/picker

- *Machinery Policy*

Kiln, if used

- *Food Safety Risk Assessment*

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.
# C. Health and Human Safety

## C.1 Employees receive health and safety training per OSHA guidelines.

## C.2 Employees receive food safety training.

## C.3 First aid posting.

## 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 processing areas.

## 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.

## C.14 Operation should have a blood and bodily fluids policy.
# Food Safety/Harvest Practices

## Module One

### C. Health and Human Safety

#### C.1 Employees receive health and safety training per OSHA guidelines.

- *Include job descriptionsto insure people are properly trained to do assigned responsibilities*

#### C.2 Employees receive food safety training.

- *Training template*

#### C.3 First aid posting.

- First Aid Sign template

#### C.4 No smoking signs.

- *No Smoking template*

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I certify that I have implemented this practice and will continue to do so.
C.5  Formal visitor check-in/check-out protocol is in place.
   • Visitor and Worker Hygiene and Safety Procedures

C.6  A health and human safety policy is posted and communicated to staff.
   • Must be able to provide documentation of training
   • Visitor and Worker Hygiene and Safety Procedures
   • Visitor Log

C.7  Lock-out and tag-out policies and procedures are in place.
   • Sample Lockout Tag Out Policy

C.8  No animals in harvesting and processing areas.
   • Document efforts to minimize contamination risk
   • Animal Monitor Log

☐ I certify that I have implemented this practice and will continue to do so.

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

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


- 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
- *Bathroom Daily log*

I certify that I have implemented this practice and will continue to do so.
### 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

- [Contamination Policy template](#)
**Overview of Hop Harvesting and Handling:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>D.1</strong></td>
<td>Sanitation/handwashing facilities are available with signage and instructions.</td>
<td><strong>D.2</strong></td>
<td>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.</td>
<td><strong>D.3</strong></td>
</tr>
<tr>
<td><strong>D.4</strong></td>
<td>Equipment properly maintained and serviced; anything that comes in contact with produce is in good repair and not a source of contamination. Logs are completed pre-harvest and daily during harvest.</td>
<td><strong>D.5</strong></td>
<td>Cleaning and maintenance records are maintained for buildings and facilities. Logs completed preharvest and daily during harvest.</td>
<td><strong>D.6</strong></td>
</tr>
<tr>
<td><strong>D.7</strong></td>
<td>All floor areas and conveyor belts are free of grease, dust, dirt and other contaminants.</td>
<td><strong>D.8</strong></td>
<td>All safety guards are installed and maintained.</td>
<td><strong>D.9</strong></td>
</tr>
<tr>
<td><strong>D.10</strong></td>
<td>Emergency stop buttons are in place.</td>
<td><strong>D.11</strong></td>
<td>Tools and spare parts are collected and properly stored.</td>
<td><strong>D.12</strong></td>
</tr>
<tr>
<td><strong>D.13</strong></td>
<td>Harvest procedures include measures to inspect for and remove or provide signage for physical hazards.</td>
<td><strong>D.14</strong></td>
<td>Packaging, bale wrap, and hop containers are stored in a clean, dry location to prevent contamination.</td>
<td><strong>D.15</strong></td>
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<tr>
<td><strong>D.16</strong></td>
<td>Loading and unloading procedures and equipment shall minimize damage and prevent contamination.</td>
<td><strong>D.17</strong></td>
<td>Trash shall not come into contact with produce.</td>
<td><strong>D.18</strong></td>
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</table>
## D1. 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](#)

## D2. 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.

## D3. Clearly labeled food grade lubricants are used.

- Get statement or certificate from vendor

I certify that I have implemented this practice and will continue to do so.
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. Logs are completed pre-harvest and daily during harvest.

A preventative maintenance and/or master cleaning schedule, with related SOPs, shall be established.

Daily Cleaning/Maintenance Log templates

- **Machinery/Building/Equipment**

- **Trucks**

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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

- **Machinery/Building/Equipment Log for pre-harvest**

- **Daily Cleaning & Maintenance Log template for daily use during harvest**

☐ I certify that I have implemented this practice and will continue to do so.
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.).

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

- Use Daily Logs to chart visual inspections

D.8  All safety guards are installed and maintained.

- Use Daily Logs to chart visual inspections

I certify that I have implemented this practice and will continue to do so.
D.9 **Shatter-proof lighting.**

- Retain invoice copies from installation

D.10 **Emergency stop buttons are in place.**

- Stops are clearly marked/labeled

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
- See Safety Precaution Signs in section C9

☐ I certify that I have implemented this practice and will continue to do so.
**D.14** Packaging, bale wrap, and hop containers are stored in a clean, dry location 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
- Recall/withdrawal procedures are in place

**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)

☐ I certify that I have implemented this practice and will continue to do so.
### D.17 Loose and baled hops are protected from contamination.

- 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.

### 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.

I certify that I have implemented this practice and will continue to do so.
### Summary and Final Checklist:

- **E.1** Traceability, contamination and recall policies in place.
- **E.2** The food safety plan shall be reviewed at least annually.
- **E.3** The food safety policy is in place.
  - Generated upon completion of this module
- **E.4** Disciplinary policy for food safety violations.
  - [Template](#)
- **E.5** Documentation shall be readily available for inspection.
- **E.6** Documentation shall be kept that demonstrates the food safety plan is being followed.
  - Documentation shall be maintained for a minimum of 2 years

I certify that I have implemented this practice and will continue to do so.