

Good Agricultural Practices/Good Handling Practices

Food Safety Plan for Maple

This food safety and security plan incorporates USDA GAP (Good Agricultural Practices) has been accepted and adopted by this sugaring operation.

Name of Farm or Operation

Owner name and business mailing address:

Signature of person responsible for preparing this plan:

Date:

The information in this document explains the food safety conditions and practices followed at this location.

This food safety and security program for the following products:

- _____ Maple Syrup
- _____ Other (list)
- _____ Other (list)
- _____ Other (list)
- _____ Other (list)

There is a designated coordinator for implementation and oversight of the food safety and security program.

Coordinator name: _____

This food safety and security program is supplied to all staff and is available to all visitors.

General information about this operation

1.1 Management Responsibility

Our Food Safety Policy:

Our Disciplinary Policy:

Person responsible for the food safety program at this location:

Name/ Position		Address	
Telephone:	Fax:	E-mail:	

Alternate Contact (optional)

Name/ Position		Address	
Telephone:	Fax:	E-mail:	

Agricultural activities conducted at this site:

Description of the agricultural activities conducted at this site:

Crop(s) grown on this property: (list acres owned, leased/rented, contracted, and/or consigned for each crop):	
Crop(s)	Area under cultivation or production (acres)
Farm Map Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total area under production:	
Additional crops documented on separate sheet if necessary. Yes <input type="checkbox"/> No <input type="checkbox"/>	

1.2 The Food Safety Plan

1.3 Documentation and Record Keeping

1.4 Worker Education and Training

Applicable documentation: (Check all that apply)

- Employee Food Safety Training Log
- GHP, GAP or HACCP training certificate

1.5 Laboratory Sampling and Testing

We test the following for microorganisms (check all that apply)

Drinking water Food contact surfaces Not applicable

Applicable documentation: (Check all that apply)

Laboratory testing procedures with evidence of Good Laboratory Practices (GLP)
 Water test results log

1.6 Traceability – **Should include:** How inventory is handled, stock rotation practices, time and dates product is received and shipped. For more information on traceback see: <http://www.fda.gov/ICECI/Inspections/InspectionGuides/ucm109510.htm#1>

Traceability records

Traceability/Mock Recall Exercise

1.7 Recall program

1.8 Corrective Actions

1.9 Self-audits – see form at

<http://extension.psu.edu/food/safety/farm/how-do-i-write-a-food-safety-plan/checklists-and-forms/annual-self-audit/view>

Applicable documentation: (Check all that apply)
<input type="checkbox"/> Receipts from the purchase of inputs <input type="checkbox"/> List of buyers and up to date contact information <input type="checkbox"/> Sales records <input type="checkbox"/> Transporter contact information <input type="checkbox"/> Recall exercise document <input type="checkbox"/> Annual Self-audit <input type="checkbox"/> Corrective action reports

2. Sugarbush Production

2.1 Sugarbush History and Assessment

Applicable documentation: (Check all that apply)

Sugaring Operation Map

2.2 Worker Health/Hygiene and Toilet/Handwashing Facilities

Applicable documentation: (Check all that apply):	
<input type="checkbox"/>	Restroom cleaning and restocking log
<input type="checkbox"/>	Employee Food Safety Training log

2.3 Agricultural / Cleaning Chemicals

Applicable documentation: (Check all that apply)

Chemical Cleaners inventory and SDS sheets

Pesticide Applicator License number (if required) _____
Expiration date _____

2.4 Agricultural Water

Our water system description

Use\Source	Municipal	Private Well	Hot Water from evaporator
Drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning food contact surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Our water system risk assessment

Water management plan

Applicable documentation: (Check all that apply)	
Water testing documentation: (Check all that apply):	
<input type="checkbox"/> Municipal water	<input type="checkbox"/> Annual water bill
	<input type="checkbox"/> Laboratory analysis
<input type="checkbox"/> Private well water	<input type="checkbox"/> Laboratory analysis reports
	<input type="checkbox"/> Testing and corrective action log
	<input type="checkbox"/> Well inspection log
<input type="checkbox"/> Operation Map	See Section 2.
<input type="checkbox"/> Annual Self-Audit	

2.5 Animal Control – document exclusion of wild and domestic animals

Applicable documentation: (Check all that apply)

- Annual Self-Audit
- Animal and Wildlife Monitoring Log

2.7 Vehicles, Equipment, Tools and Utensils

Applicable documentation: (Check all that apply)

- Agricultural cleaning materials list
- Equipment list including vehicle, tools and utensils.
- Equipment, vehicle, tools and utensils cleaning logs.
- Lead test results if necessary

3. Harvest

3.1 Preharvest Assessment

3.2 Cleaning/Wash Water

3.3 Containers, Saplines, and Storage Tank Policy

3.4 Sugarhouse Production and Handling

3.5 Postharvest Handling, Storage and Packaging Materials

Applicable documentation: (Check all that apply):	
<input type="checkbox"/>	Pre-Harvest Checklist
<input type="checkbox"/>	Water Treatment Log
<input type="checkbox"/>	Equipment cleaning and rinse Log
<input type="checkbox"/>	Employee Food Safety Training Log

4. Transportation (Sugarbush to Sugarhouse, Storage or Packinghouse)

4.1 Equipment Sanitation and Maintenance

Applicable documentation: (Check all that apply)
<input type="checkbox"/> Truck and Tank Checklist