

CAPS Produce Safety Plan Prompts

Index Section	Index title	Prompt	More info
Start Here!	Plan Status	Is this a new or existing plan? Describe for reviewers the plan status and needs	If new to CAPS, write "new plan" and describe any issues or intentions, as needed for plan reviewers. If updating, describe how, if at all, your plan has changed since last year. Describe, if applicable, any new or persistent issues, concerns or questions you have about your plan or specific practices that you would like reviewers to respond to.
Land Use and Risk Reduction	Farm Description	Describe your farm in a few sentences, outlining major market types and diversification.	Example: "Wicked Cool Farm grows an assortment of produce (specialize in salad greens and GH tomatoes) to supply our CSA, stand, and a few local wholesale accounts. We also have 100 laying hens, pastured, that...etc.". Add link to
	Years Farming	Approximate the number of years farming on current property (ies)	Enter # of years that you, and/or your current farm business, has been growing crops at this location; approximate average if you have multiple crop locations
	Acres in Production	Approximate your current number of acres in edible crop production (enter # of acres)	If multiple locations managed, approximate the sum acreage of all locations.
	Vegetable Acres	For this calendar year, estimate your total acres of vegetable crop production (enter # of acres).	
	Fruit Acres	For this calendar year, estimate your total acres of fruit crop production (enter # of acres).	

	Greenhouse Area	For this calendar year, estimate your total square feet of greenhouse production used to grow produce(enter # ft 2).	
	Soil Fertility Management	Check any practices you use to increase soil fertility: (Drop Down list: spread and incorporate manure or compost, cover crop in regular rotation, compost side-dressing during cultivation, apply organic or inorganic amendments based on soil tests, or observation.	include drop down lists.
	Land-based Risk	Describe any significant land-based contamination risks that could impact your production fields	Significant risks could include: flood potential, manure pile run-off, heavy pressure from wildlife, dump or livestock burial, or failed /old septic systems. If are not aware of any significant risks, write "No risks known".
	Land-based Risk Reduction	For each risk identified, describe WHAT YOU DO or WOULD DO to reduce or minimize potential for crop contamination.	(Examples could include: flood response plan for flood prone fields, down-slope positioning of manure piles near crops, tactics to minimize crop damage/ contamination from wildlife, soil test for historic dumps sites, repair of failed septic system).
	Farm Map	Attach your produce safety farm map here. Map can be a hand-drawn sketch, computer generated, (e.g. NRCS map, or	Warning to perfectionists: The map need not be fancy or professional-looking! The point is to show general farm layout and the location of potential risks and food safety related stuff (e.g. toilets, cold storage). A complete map will likely contain:

		Google Earth with labels)	
			A Map Title with Farm Name and Date
			A legible base-map that shows the farm and risk-relevant production fields, and that includes an approximate scale and a north arrow.
			A key or notes showing location of produce safety features that you describe in your plan, such as wash - pack house, bathroom(s), septic, well-heads, pasture, animal barns, barnyards, first aid kit(s), flood-prone fields, and other potential risks that you identified above.
			Remote fields with no identified risks need not be included; include additional maps only if remote fields have potential risk(s); Production fields should be ¼ -mile from bathrooms, or <5 minute drive in a farm vehicle.
			Contact Hans at hestrin@uvm.edu to request a high-quality google earth screen shot to use as a base-map of your farm—you will need to add labels. Or your local NRCS agent can make a map.
Harvesting – Containers and Risk Reduction	Clean Harvest Containers	List type(s) of harvest containers and describe their cleaning and management practices that reduce risk.	Clean, dedicated harvest containers can reduce cross-contamination from plant and human pathogens.
			CAPS REQUIRES that you have A PLAN to reduce risk from harvest containers , and then verify that plan with photos of clean and dry bins, and protected storage.
			This plan should include a description of your bins, including how, when, and where you clean, dry and store them/prevent recontamination (e.g. stacked on pallets in a pack shed, in the barn, ...)

	Keeping Produce Clean	Describe practices / policies that minimize field dirt on above-ground crops (e.g. clean harvest containers/tools/transport, mulch, row covers, inter-bed vegetative strips etc).	Keeping above-ground produce as clean as possible during cultivation and harvest can reduce risk and post-harvest washing labor.
			Additionally, describe how you handle field crops that have been damaged or contaminated by wild or domestic animals (e.g. mark contaminated area and train employees what not to harvest).
			A "Keep it Clean" produce plan, described here, is highly recommended for CAPS but is NOT a requirement.
	Cooling Produce	Briefly describe your practices to cool or keep produce cool.	Quickly removing field heat can reduce your spoilage rate and produce safety risks.
			CAPS REQUIRES that you have a post-harvest "cold-chain" plan that employs one or more of the below-listed practices:
			-Harvesting in the cooler morning hours,
			-holding produce in the shade,
		ensuring a short time from harvest to customer,	
	-active cooling (water, ice, forced air).		
Wash and Pack Facility and Cleaning	Product Flow	Describe the layout of your wash/pack, or pack area, including any designs to reduce cross-contamination. Include tanks, sorting tables, types of contact surfaces, pack line, and the general flow of a typical raw-eaten leafy product both in and out (e.g. u-shaped, linear).	Smooth product flow can increase efficiency and reduce risk of cross-contamination. CAPS recommends but DOES NOT require efficient flow and non-porous, washable contact surfaces.

	Cleaning Routine	Describe your plan to clean and organize this wash/pack, or post-harvest processing area, both frequent reset cleaning, and occasional "deeper" cleaning.	Regular cleaning and organization can increase farm efficiency and morale, and reduce food safety risks. CAPS REQUIRES that you have a written plan here describing:
			How and when pack house is cleaned, including descriptions of regular reset cleaning (e.g. sweeping, tidying, wiping or spraying down surfaces etc); and when it is this cleaning happens (e.g. daily, after processing sessions, as-needed, weekly)
			-how and when you do deeper cleaning (e.g. scrubbing with soap and water, sanitizing, power spraying - seasonally, annually, randomly as needed?).
			If applicable, describe any porous contact surfaces and how you clean them (e.g. wooden surfaces, roller brushes etc).
Rodent Management	Rodent Status	Describe your rodent issues. Include whether or not you have or have had issues, and if so, what kind?	
	Rodent Prevention	Even if you don't have rodent problems, briefly describe what you do to prevent rodents in your pack and storage facilities	This plan could include emptying trash/compost, general exclusion, regular cleaning, mowing around building, etc.
		CAPS REQUIRES that you have some rodent plan(preventive and/or active control)	

	Rodent Control	If you have or have had rodent problems, describe your control tactics (e.g. traps and/or poison with location description, hiring exterminator, specific storage container exclusion etc).	Answer "N/A" if prevention has so far worked!
Accessible Toilet Facilities	Toilet Facility	Describe your "easy-access" toilet facility/ies (i.e. type/s and location/s), as well as any bathroom break policies.	CAPS REQUIRES that farm workers have 'easy access' to toilet facilities.
			' Easy access ' means no more than a ¼ mile walk or a 5-minute drive from fields to toilet--this should be clear on your farm map included in this plan.
			' Toilet facility ' is defined as a permanent OR portable toilet, with running water, soap and single-use towels for hand washing.
	Easy Access to Toilet	Describe how far workers need to travel to toilets and any farm policies about "bathroom breaks" (e.g. workers can take a farm vehicle if in a far-away field).	
Health and Hygiene Policy	Your Farm HH Policy	What's your policy? Briefly list your farm's Healthy and Hygiene policy standards below.	An effective Health and Hygiene policy can increase the health, morale and productivity of your crew, and reduce food safety risks.
			CAPS REQUIRES a Health and Hygiene policy. If your farm has employees, this policy should be written on a one-page document, that workers can sign-off on during initial training. Feel free to use this linked CAPS HH Template as a HH policy.

			At a minimum, your policy should:
			Require that all farm workers regularly and effectively wash their hands after breaks and before returning to work and as needed.
			-Describe what farm workers do if they are sick or injured.
			-State, at a minimum, that sick workers who seem contagious (with fever, diarrhea, vomiting, uncontrollable cough) refrain from directly washing or handling raw-eaten produce.
			-State, at a minimum, that a worker's cuts are promptly treated and covered with a bandage and glove to stop bleeding, promote healing, and prevent blood from contaminating produce.
			* Feel free to use any of this language in your response below!
Accessible First Aid Kits	First aid Kit(s)	Do you have at least one well-stocked first aid kit available to workers on your farm? Answer yes or no	CAPS REQUIRES farms to have and stock at least one first aid kit.
	Quick Access to kit(s)!	Describe the location(s) of stocked first aid kit/s, both in buildings and where farm work is conducted. This may include your pack house and/or other buildings near the fields and in farm vehicles.	Quick access to bandages can save a lot of hassle, time, and blood, AND decrease risk of blood-borne contamination!
			CAPS REQUIRES 'quick access' to first-aid supplies.
			'Quick access' means within a minute or two. Ideally, workers can find cut-care supplies in several known locations on your farm (e.g. farm vehicles, pack shed, bathroom).
CUSTOM ADD-ON SECTIONS			
Index Section	Index title	Prompt	More info (Hover over, or pop-up)

Livestock and Domestic Animals	Livestock on Farm	Do you have any livestock on the farm, for sale or personal use? Answer Yes or No	Livestock =cows, pigs, sheep, goats, chickens, or other animals that require manure management or stall cleaning and could contaminate your produce.
	Livestock Risk Reduction	If you have livestock, identify and describe high-risk locations and activities (i.e. places where manure cross-contamination might occur), and describe how you reduce that risk.	CAPS REQUIRES risk reduction plan here. Risk reduction practices may include exclusion fencing, livestock yards, pasture buffers, drainage, equipment procedures, draft animal management, dedicated boots or clothing, task / time delineation, hand-washing between livestock and produce tasks, etc.
	Pets on Farm	Do domestic pets spend a significant amount of time in fields or packing areas? Answer Yes or No	Pets may include dogs and cats belonging to either farmer or visitors (e.g. PYO).
	Pet Management	Describe the kinds and numbers pets, and explain how you minimize their risk of contaminating crops for sale.	Domestic pets introduce potential for direct or cross-contamination of crops for sale. CAPS requires an assessment of risk from pet(s) on your farm, and some reasonable a plan to reduce that risk. Plan may include practices such as close observation and management of where pets defecate, leash or access practices or policies, physical or temporal exclusion from growing or packing areas.
Manure and Compost	Compost Company	If you “buy-in” compost from an established company that keeps records, for this year, list or provide link to the company's name and contact web address.	

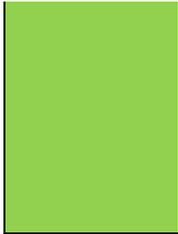
	Compost and Manure Records	If you spread manure, or process your own compost using animal manure, upload your management record here.	Compost Record Required --> If you make your own or buy compost from an individual (i.e. not a certified compost company), upload your compost production records here. Records must meet or exceed VOF Composting Guidelines (See page 4 HERE) --link text to: https://nofavt.org/sites/default/files/files/resources/vof_guidelines_for_organic_certification_of_fruit_vegetable_crops.pdf
			YIKES! --If you don't have a record for home-produced compost, then it must be "treated" like manure when applied (i.e. allow a 90/120 -day waiting period), regardless of how great or old it is!
			Manure Spreading Record Required --If you spread raw or aged manure on produce crops for this season, you will need a RECORD verifying date(s) of application here, as well as verification of a 90/120 -day waiting period before crop harvest in the next section. If waiting period is well over 150 days (e.g over-winter), you may explain this, and simply enter dates in the comment section here.
	Manure waiting period	If you spread manure for this season's produce crop's, list waiting period(s) calculated from recorded planting and harvesting dates.	
Irrigation and Risk Reduction	Irrigation Type(s)	Describe the type(s) and use(s) of irrigation used on your farm (e.g. drip for greenhouse tomatoes, overhead for field greens).	
	Irrigation Source(s)	Describe the source(s) of irrigation water used on your farm (e.g. well water for greenhouse drip, West River for overhead).	CAPS recommends assessing the quality of your irrigation water source(s). This assessment may include a qualitative description of the source, describing potential contamination sources (e.g. dairy farm, or intact forested land upstream), or testing results showing E. coli levels in the irrigation water sample.

	Irrigation Risk Reduction	DESCRIBE any practices employed on your farm that help measure and/or minimize your irrigation risk.	Overhead irrigation of raw-eaten crops with contaminated surface water, right before harvest is very RISKY! (Contaminated, "high risk" water is defined for USDA GAPs as > 235 cfu E.coli/100 ml). Practices could include: drip irrigation to avoid contact with crop, drawing from a relatively clean source (e.g. tested to show safe levels of E.coli), observing a post-irrigation drying period of > 2 days to kill potential pathogens, and adding a sanitizer to wash-water to reduce cross-contamination risk. CAPS REQUIRES that you have some plan or strategy written here to reduce risk from overhead irrigation or hand-watering of crops at any growth stage.
	Annual Water Test Record	Describe the source-location of uploaded test result from current season, and explain any issues, if needed.	This should be the primary (or trunk) source that you use for washing produce (e.g. a dry hydrant, house tap that feeds watering line)
			CAPS REQUIRES that the source of water you use to wash produce contains 0 E. coli in a 100 ml sample tested in the current season. Please upload photo or pdf of your passing water test.
	Issues may include problems such as trace levels of coliform bacteria, including how do you plan to address it?		
Wash-Line Photos and SOP	Wash-Line Description	Describe your wash station step-up for raw-eaten, washed crops.	Description should include numbers of, types, and volumes of equipment such tanks, spray tables, and spinners.
	Dunk/Rinse SOP and photos	Describe in clear and specific steps your standard operating procedure (SOP) for rinsing/washing raw-eaten washed crop, and upload one or more titled photos (or video) to illustrate the SOP.	SOPs should read like steps in a cooking recipe (link to examples). Photos or video should contain descriptive title(s), and ideally show the SOP in action.
	Sanitizer use	Do you regularly use a sanitizer in one or more of your dunk tanks? Answer "Yes"	-

		or "No". Answer "No" if you don't have tanks.	
	Sanitizer SOP	If you sanitize dunk water, list the product used (product brand/strength--e.g. VigorOx 15) and describe your procedure/steps for diluting and monitoring its concentration in the tank (include volume of sanitizer added per volume of water).	If no sanitizer used, write "N/A" below.
Cold Storage Cleaning and Management	Cold Storage Overview and photos	Describe your farm's cold storage options (e.g. number, size and kind (s) of unit(s)). And upload three or more photos of unit(s).	The following three titled photos are required for each actively cooled unit: 1) outside of unit (showing door), 2) inside of unit (showing compressor), and 3) a close-up of your accurate thermometer (reading correct temp for the most perishable stored crops (e.g. 33-45 F for leafy greens)). Add comments about the photos, if needed, to explain any issues or discrepancies (e.g. higher cooler temp, photos of one cooler missing)
	Cold Storage Cleaning	Describe your farm's cold storage cleaning and maintenance routine .	Clean and well-organized cold-storage can improve product quality and shelf life and decrease food safety risk. CAPS REQUIRES having a Cold Storage Cleaning/ Management plan written here. Described plan may include regular tidying or sweeping, seasonal deep cleaning, with or without a sanitizer, regular or as needed compressor service).
	Inventory Management	Describe how your perishable inventory in cold storage is managed to minimize spoilage and assure turnover.	Management description may include target storage time for highly perishable crops, harvest to order—do not hold stock, harvest dates on containers, first in-first out. CAPS REQUIRES some reasonable response here.

Wholesale Shipping and Traceability	Wholesale Accounts	Do you sell "Wholesale"? Answer yes or no. If you answer "no", then respond "N/A" in the next two fields.	
Wholesale Shipping and Traceability	Shipping Label Description and photo	Describe and upload a photo of your farm's shipping label	CAPS REQUIRES the use of a wholesale shipping label that uniquely identifies your farm, if you sell wholesale. Label description should include it's type (e.g. sticky-back, hand-written on tape, pre-printed box) and list of the information it contains (e.g. farm name, contact, phone).
			At a minimum, CAPS Wholesale label REQUIRES your farm name and business address or other contact information. By 2020, CAPS and FSMA wholesale labels (by law --112.6, part 3) will require only "Full business address or mailing address".
			Plan for this as you order boxes and labels!! Phone number is optional and for perishable raw-eaten crops, some kind of date (harvest or pack), or lot number is recommended by CAPS, but NOT currently required.
	Product Traceability System	Briefly list and/or describe below any tracking systems used on your farm (optional).	Many wholesale buyers require computer invoicing and other traceability documents (e.g. lot numbers, harvest dates).
			Farm tracking systems that improve product management and traceability are recommended, but NOT a CAPS requirement.
Transport Cold Chain	Keeping Transported Product Cold	Describe your reasonable method to maintain cold temperature of perishable product during delivery/transport.	Maintaining cold temperature of perishable product during transport to a buyer maintains product quality and decreases risk.
			CAPS REQUIRES that you maintain cold temperature of perishable product during transport to a buyer.
			Effective methods may include one or more of the below: -Short transport time during warmer weather (i.e. <2 hours);

			-large transport mass of pre-cooled product;
			-delivery vehicle refrigeration and/or insulation; and/or
			-transport during cool or cold weather, or cooler time of day.
Employee Training	Employee Count	List your total number of full or part-time employees for this season.	An "employee" is defined as any person that is paid to work on your farm, for any length of time.
	Employee FTE	Rounding to the nearest whole number, list the number of full-time-equivalents (FTEs) for this growing season (not year-round).	
	Year-round Employee status	Do you have (or plan to have this season) any full-time (or close to full-time), YEAR-ROUND employees on your farm? (Answer Yes/ No)	
	Employee Training and Policy Verification	If you have employees, answer "Yes" below when you have completed the following tasks for this season:	
	List of Names and Training Dates	List the full name of each employee for this season, and record the date they were trained or re-oriented below.	This record is a list of your employees' full names and the date they were trained (within a couple days of starting). Optionally, you can upload names/ signatures and training dates using a form such as this (add link).

	Employee Training Description	Describe how and when employees are trained or oriented—both new or rehire.	EXAMPLE (please use or modify this text if you want): "All new and returning employees read and "sign" our HH policy form within 2 days of hire or rehire. Additionally, new and/or un-seasoned employees receive more in-depth training/ verbal review of all farm policies (including HH) by farm manager within 7-10 days of starting on the farm, and "sign" to acknowledge the training."
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