

SAMPLE FOOD SAFETY PLAN FOR FOOD HUBS v2

The information in this sample is for training purposes only and does not represent any specific operation. Processing steps may have been omitted or combined to facilitate its use. **It is not complete and contains both required and optional information.** Because development of a Food Safety Plan is site specific, it is highly unlikely that this plan can be used in a specific facility without significant modification. Conditions and specifications used (e.g., validation information) are for illustrative purposes only and may not represent actual process conditions.

The information within is provided by the authors in good faith, but without warranty. It is intended as an educational resource and not as advice tailored to a specific operation or a substitute for actual federal regulations and guidance from FDA or other regulatory agencies. We will not be responsible or liable directly or indirectly for any consequences resulting from use of information provided in this document or resources suggested in this document. The development of this material was supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2018-70020-28862. USDA is an equal opportunity employer and service provider. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.

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Food Safety Plan

PRODUCT: Produce (various)

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10/22/2019

ADDRESS:

SUPERSEDES:

N/A

Cover / Title Page

Food Safety Plan for [Name of Food Hub]

Address: [Address of Food Hub]

Developed by: [Name & Title]

Approved by: [Name & Title] – typically the enterprise owner or general manager

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Company Overview

[Provide a brief description of the company. Consider listing members of the food safety team, if you have one. Consider including a company organization chart and/or plant layout, if it helps explain the food safety plan. A Company Overview is not required, but is useful. A list of food safety team members, organization chart and plant layout are optional.]

Davis Food Hub is operational year round with approximately 5 full time and seasonal employees. This off-farm facility, built in 2005, has approximately 5,000 sq. ft. of cooled and room temperature storage space. Davis Food Hub aggregates, stores and delivers fruits and vegetables from their company-owned farm (Davis Farm), but a majority of produce is sourced from independent regional growers. No produce is imported and all produce is sourced within a 100 mile radius of the food hub. Each year the number of growers supplying Davis Food Hub differs, and some are not subject to the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) because of size. All growers are initially onboarded with a food safety assessment form which includes Produce Safety Rule exemption documentation; review and approval takes place annually thereafter.

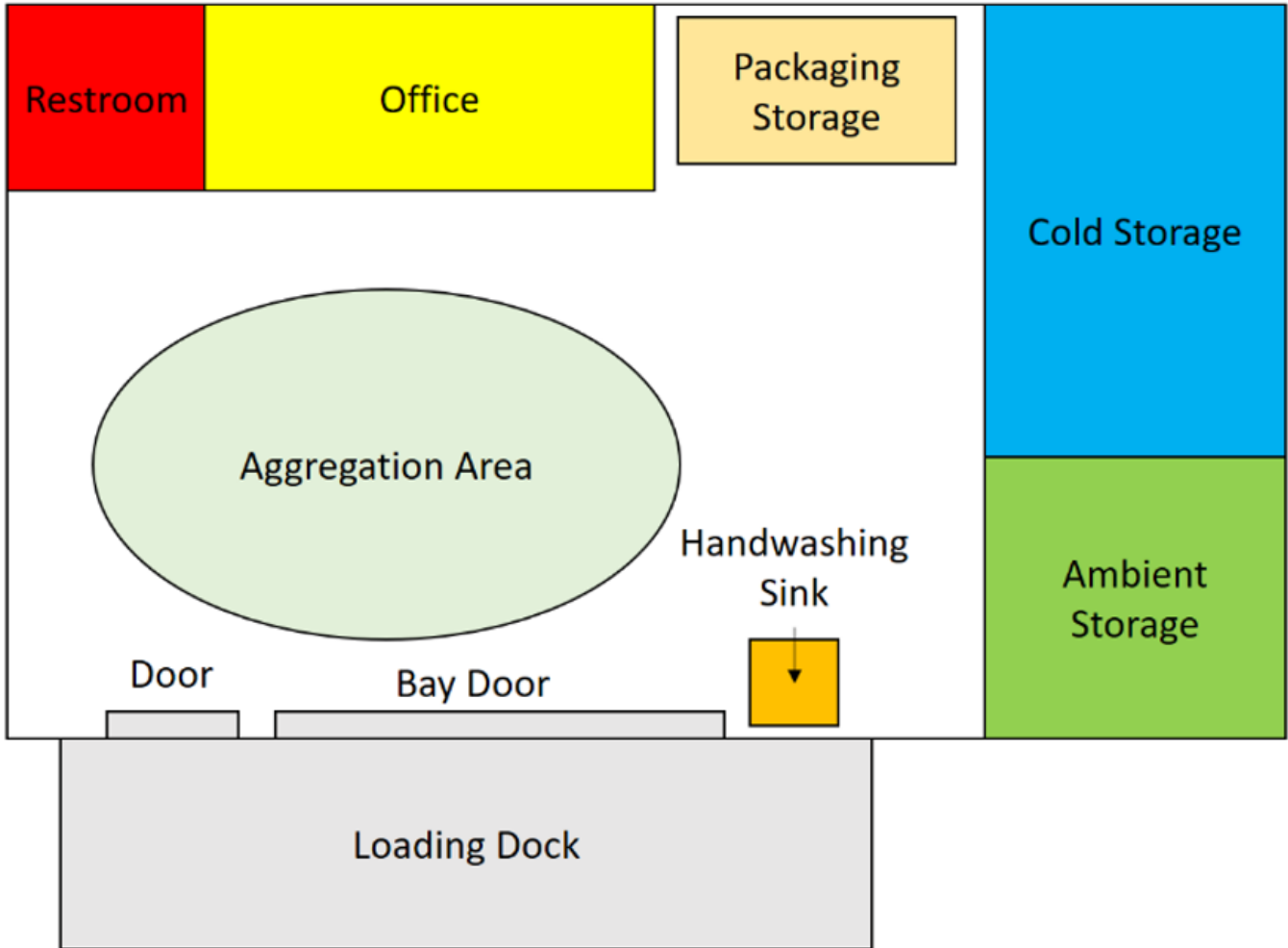
Davis Food Hub runs 7 days a week with daily sanitation at the end of the first and only shift. Fruits and vegetables are brought into the facility in wax-coated boxes. Produce requiring refrigeration is stored in the cooler until distribution. Produce stored at room temperature is stored in a separate room designated for storage. Each wax-coated box has a label on it identifying the farm from where it came and the date packed. Facility and equipment are generally dry cleaned (alcohol wipes); when needed, spot washing of equipment surfaces is done using sodium hypochlorite (according to label direction) and dried with single use paper towels. Bins are brushed clean and visually inspected before reuse; if needed, bins are manually washed and sanitized in a designated area separate from the pack area. Workers follow standard Good Manufacturing Practices (GMPs), such as washing hands, wearing hair and beard nets and aprons. A pest control program is in place to prevent pest entry and pest harborage.

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Food Hub Layout

[Not required, but useful.]



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Product Description, Distribution, Consumers and Intended Use

[The content in this table is not required, but is very useful. The format is optional. Additional information can be provided.]

Product Name	Romaine lettuce, cherry tomatoes, carrots, kale, onions, basil, strawberries, peaches, lemons, oranges
Product Description, including Important Food Safety Characteristics	Ready to eat, fresh produce
Ingredients	Romaine lettuce, cherry tomatoes, carrots, kale, onions, basil, strawberries, peaches, lemons, oranges
Packaging Used	Wax coated boxes (new) or used wax coated boxes with a plastic liner (new plastic liner), food grade plastic bags
Intended Use	Retail, food service, schools
Intended Consumers	General public
Allergens	No allergens are used in this facility
Labeling Instructions	Keep refrigerated (for quality), wash before using
Other Labeling (as applicable)	Farm name and pack date on waxed box
Storage and Distribution	Refrigerated (33-36°F, for quality) storage and distribution recommended; ambient storage and display at retail and foodservice is common

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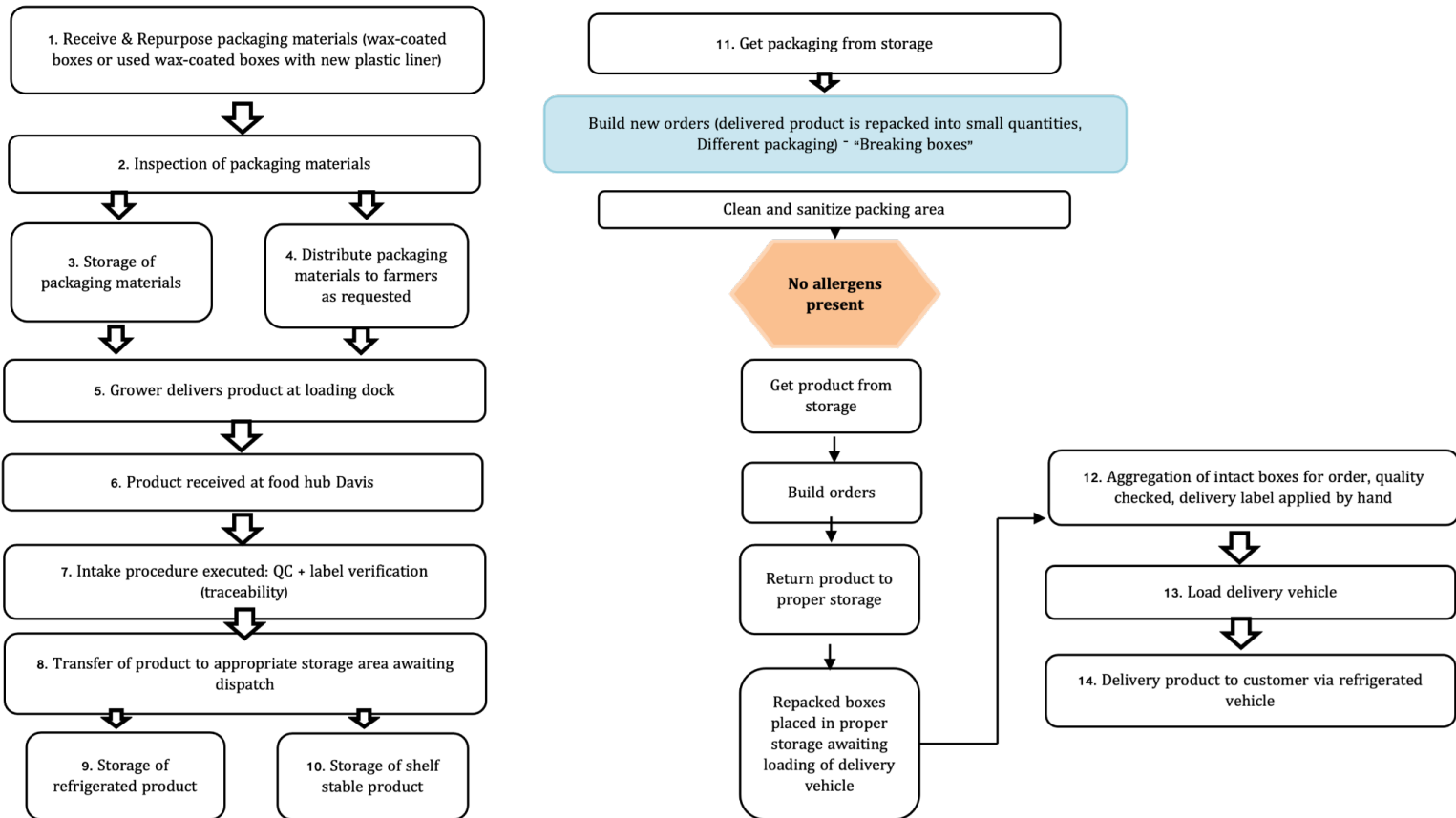
ADDRESS:

SUPERSEDES:

N/A

Flow Diagram

[A table or other format can be used to develop a flow diagram for the product(s) covered in this food safety plan. "Insert Shapes" can be used to add arrows in Word documents. Not required, but useful.]



Verified by:

Date:

Process Description

[A text description of each step in the flow diagram can provide more food safety and/or control information than can be shown easily in the flow diagram and is important to understanding the process. Not required, but useful.]

Receive packaging materials. Plastic bags, single-use wax coated boxes and/or used wax coated boxes with new plastic liner are received in a bulk shipment on pallets. Specifications require food grade material for packages that is compatible with storage of fresh fruits and vegetables.

Packaging storage. Wax coated boxes and plastic liners are stored in dry ambient storage segregated from fresh produce. Packages are stored in covered containers to protect from contamination.

Receive bulk produce. Fresh produce arrives in clean, single-use wax-coated boxes and/or in used wax coated boxes with new plastic liner. The produce is off loaded. The produce is inspected for quality specifications upon arrival. Box label is crossed checked with approved supplier list and invoice manifest.

Cooler storage. Produce is placed in a cooler at a temperature of 34°F. Produce is stored in cooler until ready for distribution.

Cleaning and sanitation. Delivered produce is repacked into smaller quantities using different packaging. As received produce may be contaminated with dust, plant debris, soil, and other foreign material that can harbor pathogens and lead to produce contamination, cleaning and sanitizing surfaces and equipment is important to ensure produce safety. The potential microbial contamination issues are addressed by cleaning and sanitizing the packing line, including equipment and tools. No allergen is present on this step.

Packaging. Delivered produce is repacked into smaller quantities using different packaging. Produce is packaged in a food grade plastic bag and coded with the appropriate label (traceability).

Shipping. Product is transported to the customer in clean, well-maintained, refrigerated (33-36°F) trucks (customer or third party).

Supplier List

Davis Strawberry Farm
University Vegetable Farm

Good Dirt Farm
In the Weeds Acres

Crunchy Carrot Cooperative

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Hazard Analysis

[A Hazard Analysis is required, and must include every ingredient and process step, verbatim, from the flow diagram, but the format is optional.]

Hazard identification (column 2) considers those that may be present in the food because the hazard occurs naturally, the hazard may be unintentionally introduced, or the hazard may be intentionally introduced for economic gain.

B = Biological hazards including bacteria, viruses, parasites, and environmental pathogens

C = Chemical hazards, including radiological hazards, food allergens, substances such as pesticides and drug residues, natural toxins, decomposition, and unapproved food or color additives

P = Physical hazards include potentially harmful extraneous matter that may cause choking, injury or other adverse health effects

(1) Ingredient/ Processing Step	(2) Identify <u>potential</u> food safety hazards introduced, controlled or enhanced at this step		(3) Do any <u>potential</u> food safety hazards require a preventive control?		(4) Justify your decision for column 3 <i>Based on severity and likelihood of occurrence</i>	(5) What preventive control measure(s) can be applied to significantly minimize or prevent the food safety hazard? <i>Process including CCPs, Allergen, Sanitation, Supply- chain, other preventive control</i>	(6) Is the preventive control applied at this step?	
			Yes	No			Yes	No
Receive packaging	B	None						
	C	None						
	P	None						
Packaging storage	B	None						
	C	None						
	P	None						

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			Yes	No			Yes	No
Packaging distribution	B	None						
	C	None						
	P	None						
Receive bulk produce	B	Human pathogens such as, <i>Escherichia coli</i> O157:H7, Salmonella, <i>Listeria</i> <i>monocytogenes</i> , Norovirus and Hepatitis A	X		Produce has been known to be contaminated with microbial pathogens	Supply-chain Preventive Control ¹ : All produce is sourced from farms adhering to food safety standards as documented on Davis Food Hub's grower assessment questionnaire	X	
	C	Pesticides and other crop protection chemicals		X	Unlikely as only US regional growers are used. Pesticide monitoring data indicate that US growers are largely in compliance with pesticide residue limits			
	P			X				

¹ Note: Because this packinghouse is not a "receiving facility" (manufacturer/processor) but only packs and holds produce, it is not required by FDA to have a supply-chain program.

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			Yes	No			Yes	No
Dry storage	B	None						
	C	None						
	P	None						
Cooler storage	B	Environmental pathogens		X	Dry operation. Not reasonably likely to occur with GMPs			
	C	Ammonia from refrigeration		X	Not reasonably likely to occur with GMPs			
	P	None						
Cleaning and sanitation	B	None						
	C	None						
	P	None						
Packing boxes	B	None						
	C	None						
	P	None						

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			Yes	No			Yes	No
Cold storage	B	Environmental pathogens		X	Product is largely protected. Not reasonably likely to occur with GMPs			
	B	Growth of pathogens if temperature abused		X	Produce is stored cold for quality, not food safety			
	C	None						
Transport	P	None						
	B	Pathogens from shipping containers		X	Product is largely protected. Not reasonably likely to occur with GMPs			
	C	Excess cleaning chemicals from truck cleaning		X	Product is largely protected. Not reasonably likely to occur with GMPs			

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Supply-Chain Preventive Control ²

[This section is required for each hazard requiring a preventive control. The format can be changed.]

Raw material or other ingredient	Produce
Hazard requiring a supply-chain-applied control	Human pathogens such as E. coli O157:H7, Salmonella, Listeria monocytogenes, Norovirus and Hepatitis A
Receiving Procedures	For each shipment received, the receiving clerk verifies the produce is from an approved supplier and records the shipment in the incoming goods log
Preventive controls applied by the supplier	All produce is sourced from farms adhering to food safety standards as documented on Davis Food Hub's grower assessment questionnaire
Identification of supplier verification procedure(s)	Grower assessment questionnaire is completed annually for each approved supplier
Verification procedure	Review incoming goods log (within 7 days) Annual review of grower assessment questionnaire Annual audit by a Davis Food hub qualified auditor PCQI or designee review
Records	Approved supplier list; incoming goods log; grower assessment questionnaire

² Note: Because this packinghouse is not a "receiving facility" (manufacturer/processor) but only packs and holds produce, it is not required by FDA to have a supply-chain program.