## School Garden Food Safety Guidelines
### Weekly Checklist
#### Minimizing Food Safety Risks

<table>
<thead>
<tr>
<th>Garden Location Name: ___________________________</th>
<th>Date: __________________</th>
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<tr>
<td>Checklist Completed By (Name): __________________</td>
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<table>
<thead>
<tr>
<th>Yes</th>
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### A. Personal Hygiene
1. Restrooms and hand washing facilities are available for garden workers.
2. Proper personal hygiene practices are being followed.
3. Ill persons are prevented from working in garden and handling food.

### B. Plot Location and Soil Treatment
1. Growing plot is positioned so that it is not in the path of runoff from agricultural areas, parking lots and roads, roofs, or other sources of potential contamination.
2. Growing plot is properly protected from domestic and/or wild animals.
3. Raised bed gardens, containers, stakes or trellises are made of non-toxic and non-leaching materials.
4. Use only properly treated compost or commercially prepared compost and/or fertilizer.
5. Food scraps / food waste is not being added to the garden soil.

### D. Water / Irrigation
1. Only potable water (drinking water) is being used for irrigation.
2. Gray water, waste water, recycled water or runoff water from any source is not being used. This includes waste water from hand washing station.
3. Ensure that drinking water system safety is not compromised by cross connections as required by the NDEP-NV Department of Environmental Protection’s Drinking Water Program.
4. Containers transporting water for irrigation are Food Grade Quality and are filled fresh for each watering.

### E. Plants and Seeds
1. Sprouts for harvesting are not being grown (example bean or broccoli sprouts grown in jars).
2. Plants and seeds used in the garden are free from noxious weeds/seeds.

### F. Potential Contaminants
1. Chemicals, including fertilizers, paints, lubricants, cleaning supplies, etc., are not stored in close proximity to the garden or to harvested food.
2. Containers to transport water that comes into contact with the plant or produce are food grade quality.

G. Harvest and Preparation

1. Containers and instruments used to transport harvested items are food grade, properly cleaned and in good condition.

2. Food safety guidelines and procedures are being followed for all garden items used for consumption.

3. Food Service Directors are trained on proper food storage and potential food Contaminants

4. Harvested items are labeled, dated and properly stored prior to use.

5. Any product that has come into contact with potential sources of contamination (blood, bodily fluids, chemicals, broken glass, animal contact) is properly disposed of.

6. Garbage receptacles are kept tightly closed and area is kept clean.

7. Food contact surfaces are kept clean and are sanitized prior to use.

8. Cleaning, harvest, and serving logs are maintained.

9. Transfer of product to school kitchen should be done under supervision of the on-site professionals, either the garden supervisor or school food service.

The Nevada School Garden Guidelines are adapted from USDA’s Good Agricultural Practices (GAP) Audit Checklist and Alaska’s School Garden Food Safety document. The produce industry recognizes GAP as model standards.