

# School Garden Food Safety Guidelines

## Weekly Checklist

### Minimizing Food Safety Risks

Garden Location Name: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist Completed By (Name): \_\_\_\_\_

Yes

No

#### 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.**