



New Mexico
GROWN

APPROVED SUPPLIER PROGRAM



Growing and diversifying the base of New Mexico producers selling to schools, senior centers, and early childhood sites



IMPORTANT DEADLINES TO KEEP IN MIND:

- **Priority deadline for all returning vendors and open to new vendors: March 1, 2021**
(Vendors will be approved to sell by June 1, 2021)
- **Secondary deadline: June 1, 2021**
(Vendors will be approved by September 1, 2021)
- **Rolling Approval deadline:**
(Available to prospective vendors on case-by-case basis)

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Background

NEW MEXICO GROWN IS A PROGRAM THAT SERVES K-12 students, elders in senior center settings, and early childhood sites across New Mexico by incentivizing the purchase and distribution of locally grown fruits and vegetables for meal and snack programs. Agencies that administer the New Mexico Grown Program include the Public Education Department (PED), the Aging and Long-Term Services Department (ALTSD), and the Early Childhood Education and Care Department (ECECD); all member agencies are committed to promoting the New Mexico Grown Program throughout the state.

To increase agricultural economic viability, PED collaborated with the New Mexico Department of Agriculture (NMDA), New Mexico State University Cooperative Extension Service (NMSU), and the New Mexico Farmers' Marketing Association (NMFMA) to create the **Approved Supplier Program**. Designed to grow and diversify the base of New Mexico producers selling to schools and other sites, the Approved Supplier Program helps ensure that fresh produce moving through these sites is safe, traceable, and originates from a garden or farm using sound and current food safety practices. The program also helps connect statewide farmers and buyers, and streamline internal purchasing processes.

The Approved Supplier Program provides an alternate pathway for producers traditionally marginalized by the process and reduces costs associated with third-party food safety certification. Farmers of all scales are encouraged to sell their locally grown produce to schools, senior centers, and early childhood sites across the state; no growing operation is too small for the New Mexico Grown Program. Special state funding makes it possible for institutions to purchase local product at fair market prices.



How the Approved Supplier Program Works

FOR GROWERS AND PRODUCERS

Why should I care about the Approved Supplier Program?

Participating in the Approved Supplier Program now means that vendors are certified to sell to schools, senior centers, and early childhood sites. In the context of schools, the New Mexico Grown Local Produce Grant (state funding) and the Approved Supplier Program are strategically linked: **all school purchases using New Mexico Grown, Fund Code 27183, will need to be from vendors on the Approved Supplier Program List.** School buyers are free to use other funding sources to purchase from vendors not approved through the program.



Who is eligible?

Any New Mexico farmer who desires to sell their local produce is eligible to be part of the Approved Supplier Program. Farmers must complete appropriate food safety training, abide by all annual program deadlines, and be willing to pack/deliver produce according to school specifications. Technical assistance is available throughout the process.

Do I need insurance?

At this time, some—but not all—school districts require a minimum of \$1 million in product liability insurance. While not universally required by all school buyers, it is a best practice for all growers selling to schools and school districts to have product liability insurance coverage. School buyers will request and collect this information directly from the grower on an annual basis. **Information will vary on a case-by-case basis in senior center and early childhood settings.**

TIP:
Resources in blue type are hyperlinks to websites and documents.



What are the requirements to participate?

FARMS WITH SUCCESSFUL PASSAGE OF GAP AUDIT OR OTHER THIRD-PARTY CERTIFICATION

Submit an Approved Supplier Program Application as an **Individual** or **Food Hub/Aggregator** applicable to School Year 21-22 (July 1, 2021-June 30, 2022).

FARMS UTILIZING THE ALTERNATE APPROVAL PATHWAY

NEW VENDORS

- Attend an Approved Supplier Program Training (**PSA** or **NMFMA Tier 1 & Tier 2**)
- Submit an Approved Supplier Program Application as an **Individual** or **Food Hub/Aggregator** that includes an uploaded Farm Risk Assessment or Food Safety Plan and supporting documents
- Pass desk audit

cont.

RETURNING VENDORS

- Submit an Approved Supplier Program Application as an **Individual** or **Food Hub/Aggregator** that includes an uploaded Updated Farm Risk Assessment or Food Safety Plan and supporting documents
- Attend interview with trainer
- Pass desk audit

What does an Approved Supplier Program Application Packet include and how do we submit it?

The Approved Supplier Program Application Packet is one complete package of information that is submitted in an easy-to-use online survey. Food safety training documentation, Farm Risk Assessment or Food Safety Plan and supporting documents, and vendor information for new and returning vendors is submitted as an **Individual** or **Food Hub/Aggregator** by the applicable deadline.

How are “New” and “Returning” vendors defined?

New vendors have not sold or been approved through the Approved Supplier Program, which began in School Year 2020-2021. Returning vendors were approved to sell to schools through the Approved Supplier Program in School Year 2020-



NOTE:

The New Mexico Food Handlers Card and/or New Mexico Food Managers Certification, while helpful, does not equate to on-farm food safety training.

2021, and thus have satisfied the baseline vendor requirements.

What are the requirements for returning vendors?

Returning vendors are no longer required to provide documentation of continued learning. Instead, returning vendors are required to submit an application packet with the required components stated previously.

What is considered supporting documentation?

Standard operating procedures, traceability records, farm maps, sanitation schedules, and other forms of record keeping are all examples of supporting documentation. Vendors should title all supporting documents with a business name and date of submission.

Where can I find additional information regarding the trainings on the Approved Food Safety Course List?

There are several types of food safety trainings that qualify under the Approved Supplier Program. Technical assistance is available. Additional information can be found at: www.newmexicofma.org and [PSA Grower Training](#).



NM Grown Approved Supplier Program

THREE OPTIONS TO COVER FOOD SAFETY TRAINING

1

Third-Party Audit

2

Tier 1 and Tier 2 Trainings New Mexico Farmers' Marketing Association (NMFMA)

IN PERSON • ON FARM

CURRICULUM OVERVIEW: Developed specifically for NM's small-to medium-size producers, these tiered in-person trainings are presented around the state as requested by farmers. Bringing food safety concepts to life, this training explores, by category, food safety hazards that may be present on farms and practices to mitigate risks. By applying these concepts directly to their own farm, producers can begin writing their own Farm Risk Assessment or Food Safety Plan with hands-on technical assistance.

TOTAL TIME: 8 hours, including:

- Tier 1, small group, on-farm (4 hours)
- Tier 2, small group, in-classroom (4 hours)
- 1-on-1 Risk Assessment Assistance, if desired

PRESENTERS: NMSU Cooperative Extension, NMFMA staff, La Semilla Food Center staff, La Montañita staff, and other food safety experts.

COST/MATERIALS: \$25; includes annual NMFMA membership.

SPANISH AVAILABLE: Provided by La Semilla Food Center in Southern NM, or by request elsewhere.

REGISTRATION: Register online. Visit [NMFMA](#) for more info.

OFFERED: Classes are currently on hold due to COVID. They will resume when COVID safe practices allow.

YOU GET: Certificate of Completion, NMFMA membership (includes other trainings and more), technical assistance to help you create your Farm Risk Assessment.

ONLINE TRAINING

CURRICULUM OVERVIEW: Adapted from the NMFMA's in-person tiered trainings, these online trainings are tailored for NM's small-to medium-size producers. This training explores, by category, food safety hazards that may be present on farms, and practices to mitigate risks. By applying these concepts directly to their own farm, they can begin writing their own Farm Risk Assessment or Food Safety Plan with hands-on technical assistance.

TOTAL TIME: 7-8 hours, including:

- Pre-interview with trainer (45 minutes - 1 hour)
- Tier 1 Live Webinar (1.5 - 2 hours)
- Tier 2 Live Webinar (2.5 - 3 hours)
- Video/Quiz Modules (1 hour)
- 1-on-1 Risk Assessment Assistance, if desired

PRESENTERS: NMSU Cooperative Extension, NMFMA staff, La Semilla Food Center staff, La Montañita staff, and other food safety experts.

COST/MATERIALS: \$25; includes annual NMFMA membership. Materials provided electronically.

SPANISH AVAILABLE: Provided by La Semilla Food Center.

REGISTRATION: Register online. Visit [NMFMA](#) for more info.

OFFERED: Classes are offered once a month.

YOU GET: Certificate of Completion, NMFMA membership (includes other trainings and more), technical assistance to help you create your Farm Risk Assessment.

3

Produce Safety Alliance (PSA)

IN PERSON *and* ONLINE TRAINING

CURRICULUM OVERVIEW: This remote, two half-day training event is intended for New Mexico fruit and vegetable growers and others interested in learning about the Food Safety Modernization Act (FSMA), Produce Safety Rule, Good Agricultural Practices (GAPS), and co-management of natural resources and food safety. Details on how to develop a farm food safety plan will also be provided.

TOTAL TIME: 8 hour in-person training; online training is broken into two 4-hour trainings via Zoom.

PRESENTERS: NMSU Cooperative Extension

COST/MATERIALS: \$45 for NM residents, \$90 for non-residents. Prices include manual, shipping, and course certificate.

REGISTRATION: Must register by deadline in order to receive manual by mail. Visit [PSA Grower Training](#) for more information.

OFFERED: Classes are offered once a month online. In-person classes will resume when COVID safe practices allow.

YOU GET: Certificate of Training

NOTE: *This course curriculum does not provide personalized assistance for creating a Farm Risk Assessment or Food Safety Plan, a requirement for the NM Grown Approved Supplier Program.*

How does this process work for food hubs and grower cooperatives?

Food hubs/aggregators that are selling through the NM Grown Approved Supplier Program must demonstrate how supplying farms meet the requirements of the program, as applicable. This may be done by:

- Providing a list of supplying farms that are on the Approved Supplier Program List or otherwise third-party certified, or
- Developing an in-house food safety training and verification program. In-house programs are based on Tier 1 and Tier 2 trainings and approved on a case-by-case basis by the Farm Risk Assessment Plan Review Team.
 - > Producers who attend in-house food hub food safety trainings can only sell through the food hub to sell to schools.
 - > It is the responsibility of the food hub food safety contact to ensure their farmers are meeting food safety training regulations and turning in a Farm Risk Assessment.

Food hubs/aggregators are required to submit a [Food Hub/Aggregator Approved Supplier Program Application Packet](#) and



There are several types of food safety trainings that qualify under the Approved Supplier Program.

Technical assistance is available.

More information can be found at:

www.newmexicofma.org

and

[PSA Grower Training](#)

submit a Hub Risk Assessment or Food Safety Plan OR documentation of a completed third-party audit. Food hubs/aggregators that are not third party-audited will be required to become HGAP+ certified by 2023 or after their third year in the program. Note that Food Hubs and Grower Cooperatives must adhere to the categorical requirements stated for new and returning vendors, as applicable.

What does the annual process look like?

WINTER: Regional buyer/grower meetings take place so that both groups can begin to plan for the following school year.

SPRING: PED and partners ensure farmers are meeting food safety requirements. Producers submit applications to become an Approved Supplier for the following school year starting March 1, 2021. This priority deadline for returning vendors and optional for new vendors; otherwise all other Approved Supplier Program Applications are due June 1, 2021.

SUMMER: In early July, PED and partner agencies release its Approved Supplier packet to districts, senior centers, and early childhood sites. Food service buyers will start looking at the list of Approved Suppliers to identify which farmers they would like to work with to source product for their menus. Buyers will reach out by phone or email to begin the purchasing process.

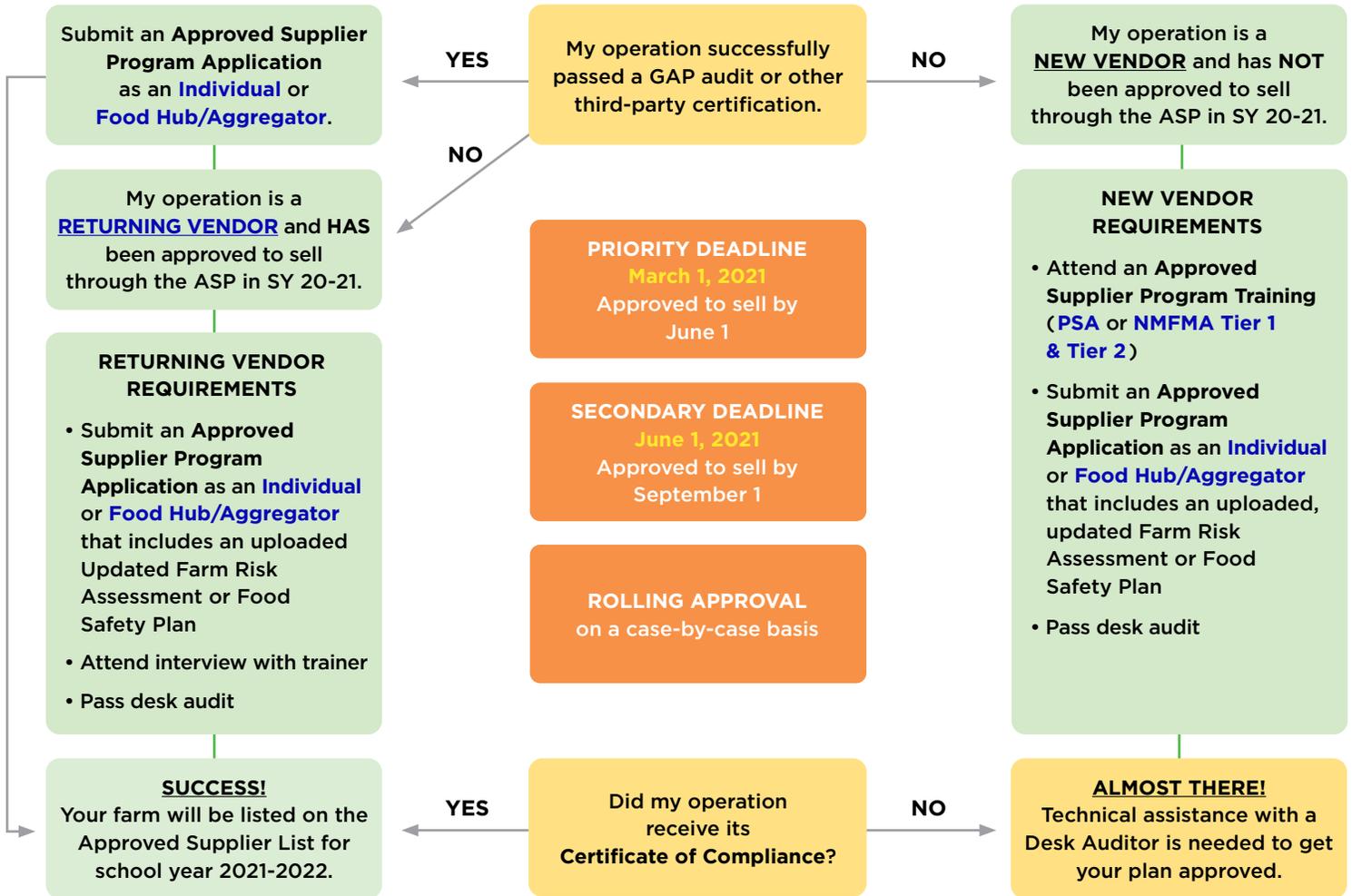
FALL: Farmers fill orders for schools. Ongoing food safety and technical assistance for farmers is available.



Is Your Farm Prepared to Sell to Schools in SY 21-22

THROUGH THE NM GROWN APPROVED SUPPLIER PROGRAM?

Disclaimer: This approval process applies to NM schools, senior centers, and early childhood sites.



How does the approval notification process work?

Vendors will receive approval by email once the desk audit process concludes. We expect all Farm Risk Assessment reviews to be completed within 90 days of submission. If a vendor submits by the priority deadline of March 1, 2021, then the review process is expected to conclude by June 1, 2021. **Vendors will receive email approval from the NMFMA with a Certificate of Compliance that verifies readiness to sell to schools, senior centers, and early childhood sites through the New Mexico Grown Program.**



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I want to learn more about the New Mexico Grown and Approved Supplier Program. How do I get started?

Attending a regional grower/buyer meeting is a good first step to have your questions answered and to meet buyers, PED program administrators, and technical service partners. [Fill out this quick survey so we have your information on hand as future trainings, meetings, and other opportunities emerge for New Mexico farmers.](#)



For Buyers

How does the Approved Supplier Program work for buyers?

The Approved Supplier Program helps ensure that fresh produce moving through schools, senior centers, and early childhood sites is safe, traceable, and originates from a garden or farm using sound and current food safety practices. Buyers often do not have the time or skills to adequately and safely onboard new vendors for their New Mexico Grown programs. Thus, the Program was created to streamline the minimum vendor requirements across all New Mexico Grown participants and to remove the responsibility from school buyers to be up-to-date and knowledgeable about on-farm food safety practices. An additional benefit for buyers is the universal training approach led by PED, Aging and Long-Term Services, and the Early Childhood Education and Care Department and partners that aims to equitably onboard new producers through a comprehensive training portfolio that includes wholesale viability, product specifications, pricing, and more.

Beginning in SY 20-21, the New Mexico Grown Program (state funding) and the Approved Supplier Program will be strategically linked: **all entities purchasing with New Mexico Grown monies will need to be**



To ensure that safe products are moving into New Mexico schools, senior centers, and early childhood sites, buyers should purchase directly from the producer or through existing contracts with trusted distributors.

from vendors on the Approved Supplier Program list. Buyers are free to use other funding sources to purchase from vendors not approved through the program.

How do broadline and/or produce distributors fit into this program?

Major distributors that serve New Mexico schools, senior centers, and early childhood sites have their own supplier verification and auditing processes, and solely purchase from growers with third-party certification. For this reason, purchases from major distributors are allowable in the Approved Supplier Program.

We are a small district or small center and want to buy from our local hardware or grocery store. How does this work?

Unlike major distributors, not all grocers and hardware stores adhere to industry

cont.



standards around issues of food safety and traceability. For the purposes of ensuring that safe, clean products are moving into New Mexico schools, senior centers, and early childhood sites it is recommended that buyers purchase directly from the producer or through existing contracts with trusted distributors. If a buyer purchases from a grocer or produce stand, the farm name must be listed on the invoice or receipt, and the producer is required to be an approved vendor.

I work with a local producer who wants to join the program. How do I get them started?

The Approved Supplier Program’s core mission is to expand the network of small-to-mid-scale growers selling to New Mexico schools, senior centers, and early childhood sites. New producers of all scales with varying levels of comfort with food safety requirements are invited to participate in the program. [Share this quick survey with interested producers so we have their contact information on hand as future trainings, meetings, and other opportunities emerge for New Mexico farmers.](#)

We operate a Garden to Cafeteria Program. How do these purchases fit into this program?

At this time, school or center-based garden and farm programs are not required to become Approved Vendors. We will pilot a process specifically designed for Garden to Cafeteria programs in School Year 21-22. Additional information will be available on PED and partner agencies’ websites in School Year 20-21. www.webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/farm-to-school



Contact Information

General Farm to School/Purchasing Support

KENDAL CHAVEZ

Healthy Schools/Farm to School Coordinator

Healthy Schools/Farm to School Coordinator
Kendal.Chavez@state.nm.us | (505) 660-1560

General Farm to Senior Center Support

OPHELIA STEPPE

State Nutritionist

New Mexico Aging and Long-Term Services Department
Ophelia.Steppe@state.nm.us | (505) 476-4722

General Farm to Early Childhood Support

KATE ULLRICH

CACFP Program Manager

New Mexico Early Childhood Education
and Care Department
Kate.Ullrich@state.nm.us | (505) 699-2627

Farmer Training and Technical Assistance

ASHLEY TAYLOR

Local Food and Farming Coordinator

New Mexico Farmers' Marketing Association
Ashley@farmersmarketsnm.org | (505) 983-4010 ext. 1

Spanish Language Farmer Training and Technical Support

MARIO HOLGUIN

Farm Fresh Manager

La Semilla Food Center
mario@lasemillafoodcenter.org | (915) 215-3865

Wholesale and Production Planning Support

MIKE VENTICINQUE

Value Chain Coordinator

New Mexico Farmers' Marketing Association
Vcc@farmersmarketsnm.org | (505) 448-2891

Produce Safety Alliance Training and General Food Safety Support

JOHN GARLISCH

Bernalillo County Extension Agent

New Mexico State University Cooperative Extension
Garlisch@nmsu.edu | (505) 243-1386

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Find more information about the PED's New Mexico Grown Farm to School Program here:

www.webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/farm-to-school

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Farm Risk Assessment Plan Instructions

Farm Food Safety Risk Assessment Instruction Guide

This is an instruction guide companion for the Farm Food Safety Risk Assessment used for Tier 1 & 2 trainings, and for organizing your farm's food safety practices into a Farm Food Safety Plan (FSP). Your FSP is most effective and useful when based in the specific risks present in your operation. To achieve that, you begin by assessing risks and then describe your plan for reducing those risks.

To assess risk, you first identify what the potential hazard is from each big category, chemical, physical, or biological. Determining how much risk that hazard may pose is a combination of how likely it is to affect human health, and how bad the impact will be if it does. Further, can you detect the hazard? The microscopic nature of bacteria make it very easy to miss, although bacteria are the main source of many serious food incidents. You should consider the risk from all the hazards identified in this assessment, as well as any unique risk on your farm, and be prepared to rate them as low, medium, or high.

HAZARD	CONTAMINANT	LIKELIHOOD	IMPACT ON PUBLIC HEALTH
Physical	Glass	Low	High
	Wood	Low	Low
	Metal	Medium	High
Chemical	Pesticides	Low	High
	Non-Food-Grade Lubricants	Low	Medium
		Low	Medium
Biological	<i>Escherichia coli</i>	Medium	High
	<i>Salmonella</i>	Medium	High
	Listeria	Medium	High
	Molds	Low	Medium

Introduction to the Risk Assessment

The risk assessment itself is a series of questions across different aspects of a farm's field and packing operations. In combination with the training you have received, such as a PSA training or Tier 1 & 2, this assessment should be a great tool for reducing the potential risk to your business from food safety incidents.

Farm Name:	Date:	Completed by:
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Area of Risk	Examples of Possible Hazards/Risks	Yes	No	N/A	If yes, describe the hazard on your farm and rate the level of risk (low, med, hi). If No or N/A, describe why not a risk.	Describe any practices you follow or factor that reduces the risk of this hazard, any corrective or preventative actions.	Associated SOP's or records kept?	Corrective actions taken? Date & initial
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Describe the Hazard

A. If the example or area of risk does match some aspect of your farm, you should choose "Yes". You should check "No" or "N/A" only if the example is absent from your farm or completely controlled. For example for post-harvest produce washing, you might choose "N/A" and you would then state "No washing done on our farm" in the next column. Or you might choose "No" regarding livestock on your farm, and then state "Only on farm before a cover crop rotation." This clarifies that while livestock are present, there is no risk based on the operation's practices.

B. For those areas that do apply to your farm, where you said "Yes", describe the setting, relevant details, and what the potential hazard is. Then, give this hazard a "risk" rating of low, medium, or high. Hint: you will want to address those high risks with more priority than low risks, although you should not forget any risk. Some low risks may be so easy to eliminate, they make sense to address in your plan.

Farm Name:	Date:	Completed by:
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Area of Risk	Examples of Possible Hazards/Risks	Yes	No	N/A	If yes, describe the hazard on your farm and rate the level of risk (low, med, hi). If No or N/A, describe why not a risk.	Describe any practices you follow or factor that reduces the risk of this hazard, any corrective or preventative actions.	Associated SOP's or records kept?	Corrective actions taken? Date & initial
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Describing Practices, Factors, Corrective, and Preventive Actions

This is the portion of the Farm Risk Assessment where you are building a Farm Food Safety Plan (FSP). This FSP will only protect your business if you are carrying out the plan to reduce or, where possible, eliminate the risks. In this column, you will describe how you and the farm operation plans to manage risks. In this way, the Farm Risk Assessment becomes a written Food Safety Plan that can be reviewed annually, communicated to buyers, or used to write a more formal written plan if needed.

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In this column, you will list anything that causes the hazard to be less likely to affect someone, or to be less severe if it does. There are many different things that could be listed here, maybe some that no one else has ever done. Some are things done ahead of time (preventive) or after a hazard is identified (corrective). Here are some examples, though again it is by no means a complete list, just some things to get you thinking of different ways that risks might be reduced:

1. Physical factors like distance, elevation differences, timing, workflow, natural or built barriers

Example: Manure pile to be used for compost is downhill and downwind from fields.

Example: Livestock only pastured for the month after harvest finished.

2. Preventive actions like preventive maintenance on equipment and buildings, training of farm's staff, writing SOPs, designating separate areas for breaks or storage, thoughtful design of packing/washing stations, placing handwashing stations in accessible locations, testing irrigation water, having a regular cleaning and inspection checklist for your delivery truck, having a visitor sign-in sheet with food safety rules they must follow.

3. Corrective actions like sanitizing an area where you find rodent signs and putting traps out, correcting and retraining a worker not following your SOP, not harvesting for three days after irrigation with surface water, throwing away packaging that has bird poop, and similar, on it, re-cleaning and sanitizing harvest buckets that had trash tossed into them.

Farm Name:	Date:	Completed by:
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Area of Risk	Examples of Possible Hazards/Risks	Yes	No	N/A	If yes, describe the hazard on your farm and rate the level of risk (low, med, hi). If No or N/A, describe why not a risk.	Describe any practices you follow or factor that reduces the risk of this hazard, any corrective or preventative actions.	Associated SOP's or records kept?	Corrective actions taken? Date & initial
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Associated SOPs or Records Kept

A. SOPs (Standard Operation Procedures) are an important part of ensuring consistent performance of tasks for food safety. The exact procedure is written down with all relevant information. Examples of common ones are Sanitation SOPs and Produce Washing SOPs, and they are used to make sure everyone is doing a task the same way and on the same schedule. They should include a detailed description of how to perform the task, any associated record keeping and what supplies to use.

B. For the purposes of FSMA, you should be keeping records of sales (and through what outlets) to demonstrate your farm size, and worker training records. Records that show workers are following SOPs and cleaning records are also highly recommended. That said, anything that says what happened, and is signed and dated can serve as a record.

C. Actions taken? If you complete anything you stated would be done, sign and date the record. Now you have a legal record that you are following your plan. Any record that demonstrates this can potentially help demonstrate your proactive approach to food safety.

D. You may be able to use records you already keep by adding notes about activities that reduce food safety risks, like adding irrigation dates to harvest records, or maintenance to a daily log for workers. If you already keep records about crop inputs to help you improve production, you can add compost turning or manure applications dates.

Some Tips on Using the Excel Worksheet Version of the Farm Risk Assessment

1. You can press Alt + Enter at the end of a word to create a new line in the cells. This can really help in a big row with lots of examples you are working through. Otherwise all the text will migrate to the bottom, the default position for text.
2. You may want to include a dash or bullet for each new line in a cell, type your information, and then use the Alt + E.
3. Alternatively, you can choose “text box” from the Insert menu and insert the box in a cell. It will be easier to format text in the box than in the regular cell.

And finally, seek out technical assistance from knowledgeable professionals when you have questions. Your county extension agent should be able to help or refer you to good resources. If you need to complete a written Food Safety Plan aside from this Farm Risk Assessment, this link has a compilation of templates and other resources:

www.producesafetyalliance.cornell.edu/resources/farm-food-safety-plan-writing-resources



Internet Links to Important Documents

Farm Food Safety Risk Assessment

Farm Name:		Date:		Completed by:			
Area of Risk	Examples of Hazards/Risks	Yes	No or N/A	If yes, describe the hazard on your farm and note the level of risk and how you reduce the risk of that hazard, any corrective or preventative actions.	Describe any practices you follow or factor that reduce the risk of that hazard, any corrective or preventative actions.	Associated SOP or recipe list?	Corrective actions taken? Date & Initial
LAND USE AND INPUTS/SOIL AMENDMENTS							
For land used to grow specialty crops, are there risks from previous land use? Consider the last five years.	<ul style="list-style-type: none"> • Old fuel tanks • Livestock buildings, pens, or pens • Industrial use • Waste storage • Other 					Examples: Land use/inputs risk assessment (this document), records of remediation, waste removal, etc.	
Is there any risk from current use of land (composting, crops or water basins – on this property or neighbor's)?	<ul style="list-style-type: none"> • Livestock buildings, pens, or pens • Manure/compost storage • Chemical storage • Fuel/oil • Roofing, dirt, leaking or leaching • Other 					Examples: Land use/inputs risk assessment (this document), farm map, etc.	
Is there any risk to crops or water basins from human waste disposal from this property or neighbor's?	<ul style="list-style-type: none"> • Septic system • Leaking sewers/conduits • Portable toilets • Other 					Examples: Land use/inputs risk assessment (this document), farm map, etc.	

Farm Food Safety Risk Assessment
www.RiskAssessment_English.pdf

Food Safety Plan (FSP) Acceptance Criteria

INSTRUCTIONS: Indicate Yes, No, or N/A to each of the food safety practices. The farm owner must be able to demonstrate or document that the farm operation implements applicable food safety practices.

Practice	Yes	No	N/A
1. Operation submitting FSP has designated contact person for questions and follow up. Designated person will respond in a reasonable amount of time to phone calls or emails. When operation cannot be reached for follow up in a reasonable amount of time the FSP will be rejected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Submitted plan indicates adequate training and awareness of potential risks and hazards in operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Submitted assessment/plan clearly communicates operation's food safety practices and how hazards are addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water sources/lage are identified and testing history described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For operations with livestock or manure present, or who use any amendments of animal origin, the manure/soil amendment section of the assessment must be completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Plan should describe worker health and hygiene policies and worker training. Should indicate what toilet and handwashing facilities are available to workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Plan should describe what chemicals are used in operation and how they are stored. This should include fuels, lubricants and sanitation chemicals in addition to agricultural chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Plan should describe what chemicals are used in operation and how they are stored. This should include fuels, lubricants and sanitation chemicals in addition to agricultural chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If produce is washed, an SOP or description of how produce should be included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Submitted plan should describe sanitation schedule and procedures, and should include all produce handling areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Packaging and packaging storage should be described. If re-used packaging is allowed, describe criteria and how cleaned and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Packaging and packaging storage should be described. If re-used packaging is allowed, describe criteria and how cleaned and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Record keeping for sanitation, training and traceability should be described and available upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

Farm Name & Owner _____ City Code _____ Zip _____
 Farm Address _____
 Farm FSP Review By (print name & signature) _____ Date _____
 Does the farm owner agree to a voluntary recall of produce should foodborne illness necessitate the recall? Yes No

Food Safety Plan (FSP) Acceptance Criteria
www.FoodSafetyPlanChecklist_English.pdf

Enlaces de Internet a Documentos Importantes

Evaluación de Riesgos en el Huerto/Granja

Nombre de la granja:	Fecha:		Hecho por:				
Área de Riesgo	Existe el Peligro (Riesgo y Peligros)	Si No o N/A	¿Cuál es el Peligro Potencial en su Granja? (Especificar)	Riesgo Probabilístico de Cada Riesgo (Bajo, Medio, Alto)	Plan de Acción Correctiva o Preventiva (Temperatura, Densidad, Manejo, etc.)	Implementación de Empleados, Temporeros, Personal de Mantenimiento de Biorreactores	Fecha y Actualización Para Completar Acciones
USO, APORTACIONES, Y MODIFICACIONES A LA TIERRA							
Para suelo utilizado para cultivar cultivos agrícolas, ¿existe algún riesgo (previo o actual) de un vecino?	<ul style="list-style-type: none"> • Edificios abandonados, rotos • Basura de desechos 					• Evaluación del riesgo de uso, Aportaciones, y Modificaciones a la Tierra (ESTE DOCUMENTO)	
¿Existe algún riesgo por el uso actual de la tierra que rodea los cultivos o las fuentes de agua, en esta propiedad o en un vecino?	<ul style="list-style-type: none"> • Bacterias, químicos, o plagas • Aportación de estiércol/abono • Aportación de productos químicos • Vías aéreas, escurrimientos, drenaje, filtración e infiltración 					• Evaluación del riesgo de uso, Aportaciones, y Modificaciones a la Tierra (ESTE DOCUMENTO)	
¿Existe algún riesgo para los cultivos o las fuentes de agua por la eliminación de desechos humanos de esta propiedad o de un vecino?	<ul style="list-style-type: none"> • Sistema séptico • Baños portátiles 					• Evaluación del riesgo de uso, Aportaciones, y Modificaciones a la Tierra (ESTE DOCUMENTO)	

Evaluación de Riesgos en el Huerto/Granja
www.newmexicofma.org/docs/Risk_Assessment_Spanish_Final.pdf

Plan de Inocuidad Alimentaria (FSP por sus siglas en inglés) Criterios de Aceptación

INSTRUCCIONES: Indique SI, No, o N/A para cada una de las prácticas de inocuidad alimentaria. El dueño del huerto/granja deberá poder demostrar y documentar que su operación implementa prácticas de inocuidad alimentaria.

Práctica	SI	No	N/A
1. La operación enviando un FSP ha designado un contacto para preguntas de seguimiento. La persona designada responderá en un periodo de tiempo razonable a llamadas telefónicas o correos electrónicos. Cuando la operación no puede ser contactada dentro de un periodo de tiempo razonable el FSP será rechazado.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. El plan enviado indica entrenamiento adecuado y conocimiento de riesgos y peligros potenciales en la operación.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. El plan/evaluación comunica claramente las prácticas de inocuidad de la operación y de señalar los peligros.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fuentes/Asos del agua están identificados y el historial de pruebas está actualizado.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Para operaciones con ganado o estéril, o que usen cualquier remediación de origen animal deben completar la sección de estéril/suelo en la evaluación.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. El plan describe las políticas de salud e higiene de los trabajadores y de su entrenamiento. Debe indicar cuáles son sus instalaciones sanitarias y de lavado de manos disponibles para los trabajadores.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. El plan debe describir qué químicos son usados en la operación y su almacenamiento. Esto incluye combustibles, lubricantes, desinfectantes y químicos agrícolas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Si el producto se lavó, un Plan de Operaciones Estándar (SOP por sus siglas en inglés) o descripción del proceso adecuado debe ser incluido.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. El plan enviado deberá describir horarios de limpieza desinfectante y sus procesos, y deberá incluir todas las áreas de manejo del producto.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Empaquetado y almacenamiento de empaquetado deberá ser descrito. Empaquetado reusable está permitido, describa los criterios para su limpieza y uso.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Bitácora de limpieza, entrenamiento y rastreo/trazabilidad deberán ser descritos y estar disponibles si son requeridos.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTAS:

Nombre de el Huerto/Granja y Du _____ Ciudad Postal _____ Código _____
 Dirección de el Huerto/Granja _____
 Huerto/Granja FSP revisado por (nombre escrito y firma) _____
 Organización _____ Fecha _____
 El dueño acepta de forma voluntaria un retiro de productos en caso de un brote de enfermedad proveniente del alimento lo requiere? SI No

Plan de Inocuidad Alimentaria (FSP por sus siglas en inglés) Criterios de Aceptación
www.newmexicofma.org/docs/FSP_Only_Spanish.pdf