

School/Community Garden Food Safety Plan
Manzo Elementary School
855 N. Melrose Ave
Tucson AZ 85745

Purpose: The Arizona Department of Health Services (ADHS) School Garden Program requires a food safety plan for school gardens. A food safety plan is a living document that demonstrates food safety risks are being evaluated and addressed on an ongoing basis for the school garden and to promote the health and safety of all students and garden volunteers.

Garden Manager's Responsibilities:

- a. Identify who will be responsible: **Moses Thompson**
- b. Follow the food safety plan below,
- c. Promote a safe environment for all students and garden volunteers (gardeners),
- d. Reduce the risk of contamination from pathogens,
- e. Implement and maintain all policies and procedures for the garden,
- f. Identify any sources of potential contamination,
- g. Document corrective action procedures,
- h. Ensure parents are aware students are working in the garden (permission sheet),
- i. Maintain and review all logs.

I. Location:

Policy:

Prior to certification, the garden manager will verify and/or identify the following items from the land used in the garden:

- Risks of contamination resulting from previous land use,
- Any new potential sources of contamination,
- Pest control procedures,
- Weed control procedures.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination from the land and animal intrusion:

Contamination prevention description: Garden area is fenced to prevent animal intrusion. Earthworks have been performed to prevent runoff from composting area and chicken enclosure.

- a. Describe the Land History & Land Use :
 - i. Describe prior to school being built: **Vacant land**
 - ii. Describe since school was built: **Inner grass courtyard**

- iii. Note any new sources of potential contamination (septic tanks/leach fields; dumpsters; school animals; compost area; low-lying, poorly drained areas; area subject to chemical applications),
- b. Use organic pest and weed control methods including:
 - i. **Our school garden uses fencing and buildings to prevent animal intrusion. All chickens are in an enclosed and locked area. Fencing is indicated on the map,**
 - ii. **Kids and interns will be hand pulling or using other non-chemical methods to remove weeds.**

II. Water Source

Policy:

Prior to certification, the garden manager will verify and/or identify the following items used in the garden:

- Water used in the garden is obtained from an approved source and/or is tested as specified in the ADHS School Garden Guidelines,
- ADHS has received a Standard Operating Procedure and an Attestation for harvested rainwater,
- Any potential sources of contamination such as animal waste and cross connections with potable water,
- All water sources in the garden have backflow prevention devices that are installed correctly.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination from the water source:

Water contamination prevention: Both rainwater and potable water are used to irrigate gardens. Rainwater cisterns are built to prevent light and insect access. All rainwater cisterns are built with a first-flush filtration device which is emptied after all rainfall.

- a. **Develop and follow a Standard Operating Procedure and an Attestation for harvested rainwater**

III. Soil Composition and Amendments

Policy:

Prior to certification, the garden manager will verify and/or identify the following items used in the garden:

- Soil used in the garden is free of lead,
- Soil amendments are obtained from a commercial producer,

- **ADHS has received a Standard Operating Procedure and an Attestation for school prepared compost.**

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination from the soil and amendments:

Soil amendment contamination prevention: Policies and procedures outlined in the composting attestation and SOP are implemented.

- a. Obtained soil samples according to the ADHS Soil Sample Protocol and submit for lead testing,
- b. All soil amendments obtained from a commercial producer will be verified by maintaining a receipt book that identifies the store location and date purchased,
 - i. Receipt book will be maintained for two years and available upon request.
- c. Develop and follow a Standard Operating Procedure and an Attestation for school prepared compost

IV. Gardener Hygiene and illness

Policy:

Prior to certification, the garden manager will verify and/or identify the following items:

- Bathrooms and hand wash sinks are cleaned routinely and stocked with soap and paper products,
- Trash receptacles will be emptied routinely,
- All liquid sewage will be dumped into a sanitary sewer system or other approved method,
- Gardeners are trained on the following:
 - Proper hand washing procedures,
 - When to wash their hands,
 - Reporting illness and injuries to garden manager,
 - Reporting accidents and/or injuries as soon as possible.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination from human contaminants:

- a. Ensure bathrooms are clean and supplied with toilet paper, water, soap, single use paper towels and a towel disposal container (or other approved method),
 - i. Toilet facilities are cleaned and maintained **daily by school custodians.**
- b. Hand washing facilities shall be provided with potable water, soap, and single use towels,
 - i. Hand wash sinks are cleaned and maintained **daily.**

- ii. Who is responsible for cleaning them: **school garden personnel.**
- c. All sewage/waste liquids are disposed of from either a public sanitary sewer system, septic system or in an approved method,
 - i. Identify what type of system you have: **sanitary sewer.**
- d. All trash is contained in a covered waste bin and emptied **daily by school custodians,**
- e. Hand washing procedure:
 - i. Students are going to wash their hands in the closest bathroom prior to entering the garden,
 - ii. Gardeners must be trained on when to wash their hands, as follows:
 - a. Every time they enter the garden,
 - b. After going to the bathroom,
 - c. After eating or drinking,
 - d. After wiping their faces,
 - e. After handling animals,
 - f. After handling compostable material,
 - g. After handling compost,
 - h. Anytime the hands become contaminated.
 - iii. Gardeners must be trained to wash their hands appropriately, as follows:
 - 1. Wet hands with clean water (warm is preferred if available), apply soap, and work up a lather,
 - 2. Rub hands together for at least 20 seconds,
 - 3. Clean under the nails and between the fingers,
 - 4. Rub fingertips of each hand in suds on palm of opposite hand
 - 5. Rinse under clean, running water,
 - 6. Dry hands with a single-use towel or hand drying device
 - iv. Hand washing training is documented in the training log.
- f. Gardeners must not eat or drink in the garden area. A separate break area is provided at: **picnic tables in other courtyards.**
- g. Gardener Illness and Injury procedures:
 - i. Gardener illness reporting procedures:
 - 1. Exclude ill gardeners from handling produce or food contact surfaces,
 - 2. Gardeners must be trained to report symptoms of illness before gardening that include nausea, vomiting, diarrhea, fever, and jaundice,
 - 3. Gardeners must be trained to report infections with any of the following communicable diseases: Salmonella, E-coli, Hepatitis A, Shigella, and Norovirus.
 - ii. Open cuts and sores procedures:

1. Open cuts and sores on hands and arms are to be covered with a bandage and glove,
 2. Gardeners with draining wounds should be excluded from handling produce or food contact surfaces,
 3. If unable to cover, gardener should be restricted to activities that exclude the handling of produce or food contact surfaces.
- iii. Accidents, injuries and first aid kits procedures:
1. Ensure first aid kit is present and well supplied,
 2. The first aid kit will be placed in a conspicuous and easily accessible location,
 3. Any injuries must be reported to the garden manager immediately.
- h. Document and record training on each of these procedures (see logs from the University of Arizona Cooperative Extension Available online at <http://cals.arizona.edu/agliteracy/programs/school-garden-food-safety>).

V. Produce contact surfaces and harvesting policies:

Policy:

Prior to certification and during harvesting, the garden manager will verify and/or identify the following items:

- All harvesting equipment is
 - Made of durable, easily cleanable, material,
 - Stored in an approved manner,
 - Cleaned and sanitized in an approved area.
- All gardening equipment is
 - Made of durable, easily cleanable, material,
 - Stored in an approved manner,
 - Cleaned and sanitized in an approved area.
- Harvesting procedures,
- Cafeteria procedures.

Procedure:

The garden manager will **describe** the following methods they will use to prevent contamination during harvesting:

- a. Describe equipment used (harvest containers, shovels, hand spades, wheel barrels, rakes, hoes, gloves, etc.). **Scissors, hand spades, and plastic collapsible produce crates. These items will be stored in the greenhouse in a Tupper ware bin.**
- b. Identify location for cleaning and sanitizing harvest storage containers: **Loose dirt rinsed outside, equipment cleaned and sanitized in school kitchen.**

- i. This will occur **between each harvest.**
 - c. Identify location other garden equipment too big to fit in the ware washing machine (shovels, rakes, etc.) is going to be cleaned: **Equipment too big to be washed will not be used for harvest.**
 - d. Harvesting procedures:
 - i. When harvesting, instruct gardeners to:
 1. Wash hands before working in the garden or whenever contamination of the hands may have occurred,
 2. Avoid contact with animals,
 3. Eat and drink in designated area(s) away from the garden,
 4. Exclude themselves from working in the garden when sick.
 - ii. Visually inspect the produce for any damage or decay and discard if observed,
 - iii. All soil and particulate matter is manually cleaned from the produce before placing in the harvest container,
 - iv. Produce with animal feces is discarded in the trash,
 - e. Cafeteria procedures:
 - i. **Cafeteria manager will weigh, label, and store produce from the gardens separately and away from commercial produce,**
 - ii. Manager visually inspects produce to insure it is free of hazards,
 - iii. Cleans produce prior to using.