

Section 1: General Requirements

1.1 Food Safety Policy

This operation has made a commitment to food safety, how it is implemented, and how it is communicated to employees. **This manual is to be reviewed annually by the individual responsible for food safety.** All aspects of the operation's food safety plan will be audited and corrective actions, if needed, should be documented. Please refer to the **Annual Internal Audit SOP** for detailed information.

The procedures outlined are in place to hinder the likelihood of foodborne illness. **Personnel who do not comply with our policy will be retrained or in reoccurring circumstances, terminated.**

1.2 Accountability

The following employee(s) have been designated as food safety personnel at this operation:

Name: _____

Phone: _____

Name: _____

Phone: _____

24-hour contact information in the event of a food safety emergency is as follows:

Name: _____

Phone: _____

1.3 Documentation

Documentation for the verification of procedures being followed are available upon request. Blank copies of records, and logs are located in the appendix of this manual. Training materials are also provided in the appendix. **All Documentation should be kept on file for two years.**

1.4 Traceability

Produce harvested will be assigned a **"lot number."** The "lot number" is a traceability code that refers to the Julian date of packing, the crop, and the grow area of which the crop was harvested. The "lot number" is kept on **Harvest Records** that include more detailed information. **All records will be maintained for two years.** Please refer to the **Traceability** section of this manual for more information.

1.5 Recall

This operation's **Recall Program** can be found in the appendix of this section. Preventative measures include conducting a **trace back/ trace forward** and **mock-recall** exercise each year. In the event of a recall, the operation has steps to minimize further risk of food borne illness. If food safety personnel initiate a recall, he/she must fill out **Recall Plan Forms 1-7**. A **Corrective Actions** document must also be recorded. Records must be available for two years.

1.6 Corrective Action Procedures

All employees are aware that when they identify a **minor deviation** from normal operation, they should take immediate corrective action (picking up trash found on-site). All employees have been trained that when they identify a **major deviation** from normal operation (noticing that someone did not wash their hands after break), they should immediately report it to their supervisor or person accountable for food safety onsite. Supervisors or the person(s) accountable for food safety onsite are aware they must assess the major deviation and determine the required corrective action. Supervisors or the person(s) accountable for food safety onsite are aware they must determine the required preventive action, if needed, to prevent recurrence of the deviation (**retrain the employee on Handwashing SOPs**).

1.7 Record Keeping

Annual Internal Audit SOP (WP)

Food Safety Manual Audit (R)

Recall Plan (WP)

Recall SOP (WP)

Mock Recall/ Traceback & Trace forward exercise (R)

Corrective Actions Document (R)