

## Producer Checklist

### Introduction

The following checklist contains best practices to support Lead Agencies in determining whether a farm is safe for sourcing food for SNPs (School Nutrition Program). As indicated in the MCYS SNP (School Nutrition Program) Program Guidelines, a representative from the Lead Agency should verify or observe as many of these criteria on farm as possible. If the farm responds to any YES or NO answer marked **AUTOFAIL**, this indicates that the farm is not safe for sourcing SNP produce.

**Farm Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Farm Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Are you certified in a Global Food Safety Initiative (GFSI) food safety program?  
(See Appendix A, definitions **1, 2**)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the program(s):

[Click here to enter text.](#)

Can you provide us with a copy of your certification?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach to this form or forward to the Food & Logistics Coordinator by email,  
**insert your Food and Logistics Coordinator's (FLC) email here.**

[Click here to enter text.](#)

**\*Note: if you are providing a Global Food Safety Initiative (GFSI) Certification, you do not need to complete the rest of this checklist.**

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Does your facility perform an annual self-assessment as outlined by the Ontario Ministry of Agriculture, Food and Rural Affairs? (See Appendix B, note 1 below)

Yes \_\_\_\_\_ No \_\_\_\_\_

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If you operate a Food Premise, do you have a current (in accordance with the minimum schedule required for your risk category) Certificate of Inspection provided by the Food Premise Inspection Program at your local Health Unit? (See Appendix A, definitions 3 and 4)

Yes \_\_\_\_\_ No \_\_\_\_\_

#### On-Farm Food Safety Practices

1. Hand Washing and Toilet Facilities		
a. Are hand washing stations and washroom facilities or *transportation to washroom facilities, accessible and available to all employees, including packing house and field workers?	Yes	No <b>AUTOFAIL</b>
b. Are they stocked with potable water, soap, single use paper towels and trash can?	Yes	No
c. Are workers trained on when and how to appropriately wash hands?	Yes	No
2. Pest Control		
a. Are there pest issues on the property? (see Appendix A, note 1)	Yes <b>AUTOFAIL</b>	No
b. Is a pest control program in place in the packing and storage areas?	Yes	No
c. Is a pest control program in place in the field?	Yes	No

\*If transportation is provided to workers for washroom use, documentation needs to be provided.

Please describe your Pest Control program and provide any documentation related to the program: (See Appendix A, note 2)

[Click here to enter text.](#)

3. Water		
a. Is water for irrigation and processing tested to ensure it meets the standard for potable water? (See Appendix A, notes 4,4)	Yes	No <b>AUTOFAIL</b>
b. Water test dated within previous six months provided	Yes	No <b>AUTOFAIL</b>
4. Soil Amendments		
a. If you use raw manure as a soil amendment, is it applied a minimum of 120 days prior to harvest?	Yes	No <b>AUTOFAIL</b>
b. Documentation of application of raw manure provided	Yes	No <b>AUTOFAIL</b>
c. If you use composted manure, prior to application do you ensure proper composting methods are followed; ensuring that a temperature of 55°C is reached and maintained for a minimum of 15 consecutive days and turned at 3-day intervals, with a minimum of five turnings?	Yes	No

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d. Are un-composted manure/compost piles located away from produce in production areas and never uphill of water sources?	Yes	No
e. Location of manure/compost piles observed by FLC?	Yes	No

#### 5. Sanitation

Are the following food contact surfaces washed, rinsed with potable water and sanitized?

a. Harvest containers	Yes	No
b. Tools	Yes	No
c. Food Storage Containers	Yes	No
d. Rooms	Yes	No
e. Equipment	Yes	No
f. Vehicles	Yes	No

For any food contact surfaces listed above, please describe the frequency and process of cleaning and sanitizing, including products used. (See Appendix A, notes 6,6)

[Click here to enter text.](#)

#### 6. Pesticide Safety

If pesticides are applied on your farm or to neighbouring fields, do you ensure that:

a. Anyone applying a pesticide has a Grower Pesticide Safety Course certification?	Yes	No
b. Weather conditions are appropriate when pesticides are applied?	Yes	No
c. Pre-harvest intervals are respected? Can they tell you what they are? Observe the pesticide label instructions to ensure they match.	Yes	No

#### 7. Traceability (See Appendix A, note 7, and definition 5)

a. Do you have a traceability system?	Yes	No
b. Do you keep sales records?	Yes	No
c. Do you have a system for notifying buyers in cases of recall? *	Yes	No
d. FLC has observed sample sales record.	Yes	No

\*In cases of recall, both schools and Lead Agency will need to be notified.

Lead Agency contact information (including afterhours information):

[Click here to enter text.](#)

#### Additional Notes:

[Click here to enter text.](#)

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### Office Use

Name of Observer:

Title of Observer:

Date of Inspection:

Results of Inspection:

Satisfactory:

☐

Improvements Required:

☐

AUTOFAIL:

☐

### Appendix A: Resources for FLCs

#### Notes:

1. If pest issues are noted property owner will take appropriate steps to mitigate the problem and provide satisfactory documentation (examples - pest control company invoices or a detailed log noting actions that were taken).
2. For detailed and current information on Pest Control best practices go to <http://www.omafr.gov.on.ca/english/food/foodsafety/producers/gap-gf-fb-pest.htm>  
These can be printed/accessed electronically and brought with you to the farm visit.
3. Standard for Agricultural water (e.g. for irrigation) is <100 CFU E. coli/100 ml, <1000 CFU Total Coliforms/100 ml
4. Standard for Potable water is 0 CFU E. Coli/100ml, 0 CFU Total Coliforms/100 ml (water used to clean product post-harvest must be potable)
5. Cleaning frequency should be as follows:
  - Handheld cutting and trimming tools that come into direct contact with product are cleaned **daily** before use.
  - Production site equipment is cleaned **weekly at a minimum**.
  - Food production areas and surfaces (harvest bins/containers, washing and packing facilities, equipment, and tools) and high-risk areas (toilets, hand washing facilities) should be inspected, cleaned, and sanitized **daily** during periods of high production (harvest, packing shipping)
6. Safe products for cleaning and sanitizing may be found here: <http://www.inspection.gc.ca/active/scripts/fssa/reference/reference.asp?lang=e>
7. Detailed information on traceability can be found here. <http://www.omafr.gov.on.ca/english/food/foodsafety/traceability/index.htm>
8. Answers to the following items would constitute an **automatic failure** to comply with SNP minimum standards:
  1. a ("no" answer)
  2. a ("yes" answer)
  3. a, b ("no" answers)
  4. a, b ("no" answers)

**Producer Checklist**  
**Appendix A: Resources for FLCs (cont.)**

**Definitions:**

1. **GFSI:** Global Food Safety Initiative
  - a. **PrimusGFS, GlobalG.A.P, CanadaGAP, SQF**
2. **GAP:** Good Agricultural Practice
3. **Certificate of Inspection:** A certificate provided by a local Public Health Inspector to a premise that successfully met the conditions for safe food handling.
4. **Food Premises:** A premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale, but does not include a private residence.
5. **Traceability:** The ability to follow products through the use, history, application or location of an item or activity by means of recorded information.

**Appendix B: Resources for Farmers**

1. OMAFRA Self- Assessment Tool for Producers  
<http://www.omafra.gov.on.ca/english/about/growingforward/gf2-assurance-fs-pdSAP.htm>
2. OMAFRA Good Agricultural Practices Manual  
<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/gap-tableofcontents.htm>
3. Do you have questions about the new Student Nutrition Program Guidelines and how to comply with them?  
Contact OMAFRA's Food Safety and Traceability Programs Branch at:  
Phone: 1-877-424-1300  
Email: [foodsafety@ontario.ca](mailto:foodsafety@ontario.ca)  
Web: <http://www.omafra.gov.on.ca/english/food/foodsafety/foodsafetyprograms.htm>
4. Are you interested in finding out about funding that you may be eligible for in relation to food safety?  
<http://www.omafra.gov.on.ca/english/about/growingforward/gf2-index.htm>
5. Canada GAP website contains a wealth of food safety resources for farmers whether they intend to pursue certification.  
<http://www.canadagap.ca>