



Garden-to-Cafeteria Food Safety Checklist

Contact Information:

Cafeteria Contact: _____ Phone: _____ Email: _____
 Garden Contact: _____ Phone: _____ Email: _____
 School Contact: _____ Phone: _____ Email: _____
 Other team members: _____

School Information:

Name of School: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 Total acreage (or square feet if less than 1 acre) in production at school : _____
 Crop(s) in production: _____

Production Practices	YES	NO	N/A
Is produce propagated in the greenhouse at the school garden site? If NO, where is produce propagated? _____			
Is produce propagated using soil mix composed of vermiculite, pearl lite, peat moss, and/or compost? If NO, what soil mix is used? _____ _____ _____			
Is produce propagated WITHOUT the addition of chemical fertilizers? If NO, what chemical fertilizer(s) are applied? _____ _____ _____			
Are all water sources protected from contamination?			
Is irrigation used? If so, what is the water source? Check all that apply: <input type="checkbox"/> Well <input type="checkbox"/> Stream <input type="checkbox"/> Pond <input type="checkbox"/> Rain Barrels <input type="checkbox"/> Municipal <input type="checkbox"/> Other _____			
Are seedlings hardened off in an area FREE from possible outside contamination?			
Is produce grown WITHOUT the application of chemical herbicides or pesticides. If NO, what chemical herbicide(s)/pesticide(s) is applied? _____ _____ _____			



Is produce grown in an area FREE of substances (i.e. industrial runoff, discarded building materials, human waste, etc) that may contaminate soil or water?			
Is land use history available to determine risk of product contamination (i.e. runoff from upstream, flooding, chemical spills, or excessive chemical crop application)?			
Are propagating and planting environments FREE of manures? If NO, what manures are used? <input type="checkbox"/> Raw <input type="checkbox"/> Composted <input type="checkbox"/> Aged <input type="checkbox"/> Other _____			
If raw manure is used, is it incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?			
Are appropriate, clean garden tools used for seed starting and planting produce?			

Product Handling	YES	NO	N/A
Are handling facilities located away from growing areas?			
Are storage facilities located away from growing areas?			
Are students trained in food safety (hand washing & sanitizing equipment)?			
Are students involved in packaging the product?			
Are the students trained in the packaging process?			
Do the students have a faculty advisor to oversee them during handling?			
Are harvesting baskets and transportation materials kept covered and cleaned (with potable water) before handling?			
Is harvesting equipment kept clean and stored safely after use?			
Are materials for farm to cafeteria handling clearly marked and stored properly?			
Is dirt, mud, or other debris removed from product before storing or packaging?			
Are product packaging materials stored in clean and safe facilities?			

Facilities	YES	NO	N/A
Is the potable water tested once every year? If yes- last testing date ____ \ ____ \ ____			
Is the product protected at it travels from field to washing facilities?			
Is the packing area protected?			

Modified from Iowa State University Extension and Outreach Checklist for Retail Purchasing of Local Produce by English E.S., Carberry A., Brownell K.. February 2012



Are food grade packaging materials used for produce?			
Is the packing area free of pests?			
Is the packing area kept clean and sanitized (using potable water)?			
Is there a pest control program in place for the packing area?			
Do workers have access to a clean sanitation area (for personal use)?			
Is this sanitation area kept clean on a regular basis?			

Worker Health and Hygiene	YES	NO	N/A
Is a worker food safety training program in place?			
Are workers trained about hygiene practices and sanitation with signs posted to reinforce messages?			
Is eating confined to designated areas away from product handling?			
Are workers instructed not to handle product if they exhibit signs of infection (e.g., fever, diarrhea, etc.)?			
Do workers practice good hygiene by:			
• wearing clean clothing and shoes?			
• changing aprons and gloves as needed?			
• keeping hair covered or restrained?			
• washing hands as required?			
• limiting bare hand contact with fresh products?			
• covering open wounds with clean bandages?			

I confirm that the information provided above it accurate to the best of my knowledge.

Printed Name of gardener: _____ Date _____

Signature of gardener: _____ Date _____