



## “Where Do I Start?”

### A Food Safety Checklist for Your Small Farm

#### Paperwork

You can find free templates for all of these paperwork bullet points below on this webpage:  
<https://www.caff.org/food-safety/food-safety-plan-templates/>

- Create a simple food safety plan for your farm. Use CAFF’s free simplified food safety plan template as a guide.
- Keep track of who receives employee training, when, and on what topics.
- Based off of the frequency you say in your food safety plan for when you’ll be cleaning various harvest tools, keep a record that reflects that. For example, if you say you’re going to be cleaning washing tanks before every harvest than have a record (probably kept close to the wash tubs) where someone initials they completed the cleaning.
- If using soil amendments with animal inputs (e.g. compost, blood meal), keep an annual record from the supplier on how the amendment was treated and stored safely.
- If testing your water, keep your test results on file.

#### Training

- Provide all employees upon hire and at least once annually thereafter a training on various food safety topics. You can find a 1-page guide on topics to train employees on here: <https://www.caff.org/food-safety/food-safety-plan-templates/>
- Review this Food Safety Modernization Act (FSMA) guide to determine whether your farm needs to be in partial or full compliance with FSMA, or if your farm is exempt. <https://www.caff.org/fsma-101-vs-organic-regulations/>

#### Signage/Equipment

- Make sure proper handwashing equipment is provided at all times to employees. This includes potable water, liquid soap, single use paper towels, and a closed garbage to dispose of towels.
- Make sure proper bathroom equipment is provided at all times to employees. This includes a restroom with proper handwashing equipment location there as well.
- Post signs reminding people to wash their hands when returning to work. You can use the free CAFF sign on our website on this webpage: <https://www.caff.org/food-safety/food-safety-plan-templates/>
- Make sure you have adequate and accessible first aid kits.

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