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|  | Garden Guidelines – Food Safety | | | Document #: | 2.3.1 |
| | | | | Rev. #: | 2 |
| Document Location: | Product QA Manual | Document Owner: | Director PQA | Rev. Date: | 05/07/2013 |
| Issue Date: | 01/30/2012 | Approved By: | Sr. Director QAFS | Page 1 of 4 | |

The following guidelines have been developed for Sodexo operators to ensure Good Agriculture Practices (GAP's) are effectively maintained for unit level garden grown produce that may be used in food production at Sodexo operated foodservice locations. These guidelines are not to be used outside of Sodexo operated or Sodexo client locations.

This guideline is not an endorsement by Sodexo Supply Management or any other Sodexo department as an alternative means of procuring fresh produce outside of the approved contracted supplier network.

First Steps

1. Request and retain a documented request from your client (if the garden is a client request). An e-mail approval is acceptable.
2. Check with the public health authority (e.g. Dept of Health) to determine if using unit level garden grown produce in foodservice is acceptable per the applicable federal, state and/or local regulations.
3. Division VP must know about, approve and sign off on the garden project. An e-mail approval is acceptable.
4. Contact Sodexo Legal to confirm insurance and indemnity requirements adequately protect both the client and Sodexo.
 - a. If it is a client managed garden, and the produce will be used in foodservice by Sodexo, additional client indemnification will be needed.
5. Maintain a file for all of your request and approval documents.


Basic Requirements

1. Follow these guidelines carefully
2. Implement and complete the "Garden Guideline Weekly Checklist".
 - a. *For client managed gardens, the client representative in charge of the garden or client employed designee must complete this checklist weekly and provide a copy to the Sodexo manager on site.*
 - b. *For Sodexo managed gardens, the Sodexo person in charge of the garden or their Sodexo designee must complete the checklist weekly.*
3. Adhere to the "Banned Products List" as required.
4. Adhere to the Sodexo "Food Safety Guidelines - Fresh Fruits and Vegetables".
5. All completed garden checklists (completed by client and/or Sodexo staff) must be kept on file with other food safety / HACCP documents at the unit for internal food safety audit review and for NSF Auditor review.

Important

- There will be **no requirement** for the Sodexo standard food supplier 3rd party audit with the implementation of these guidelines.
- Additional client location produced food items (e.g. Dairy and meat products produced at a campus location) are not covered by this guideline. Items of this type will be evaluated and considered on a case by case basis if the client is requesting Sodexo to prepare and/or serve them.
- **These guidelines cannot be used outside of Sodexo operated or Sodexo client locations. Do not provide these guidelines to prospective suppliers and/or farmers.**

Sodexo will not be liable for any direct, indirect, consequential, special, or other damages arising from the use or interpretation of any information contained herein.

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Guideline Details

A. Personal Hygiene

1. **Restrooms and hand washing facilities are available for garden workers.**
 - a. Do not use the growing field(s) as a restroom.
 - b. Hands must be washed after using the restroom.
2. **Proper personal hygiene practices are being followed.**
 - a. Hands should be washed frequently.
 - b. Proper clothing suitable for gardening should be worn.
 - c. Sodexo foodservice employees should follow personal hygiene practices per HACCP Manual (Part I, Section IV) if visiting or working in the garden(s).
3. **Ill persons are prevented from working and handling food.**
 - a. Workers should not be allowed to work in the garden(s) or handle raw produce if they:
 - i. have any of the following symptoms associated with an acute gastrointestinal illness such as (a) vomiting, (b) diarrhea, (c) fever, (d) jaundice, (e) sore throat with fever;
 - ii. have lesions containing pus (such as boils and infected wounds that are open and draining) on the hands, wrists and on exposed portions of the arms or other exposed body parts;
 - iii. are diagnosed with an illness due to (a) Hepatitis A virus, (b) *Shigella* spp., (c) Shiga Toxin-Producing *Escherichia Coli*, (d) *Salmonella* Typhi, (e) Norovirus, or (f) other communicable diseases transmissible through food, as required by your state, county and / or city / town public health authority.

B. Plot Location and Soil Treatment

1. **Growing plot is positioned so that it is not in the path of runoff from agricultural areas, parking lots and roads, or other sources of potential contamination.**
 - a. Run-off from these areas can contain chemicals or dangerous pollutants that are not desirable or safe for irrigation water.
2. **Growing plot is properly protected from domestic and/or wild animals.**
 - a. Fencing off growing areas is encouraged.
 - b. Domestic pets are not allowed.
 - c. Growing areas should also be protected from people who may intentionally contaminate the area.
3. **Biosolids, septage, municipal solid waste, or animal manure is not being used.**
 - a. Untreated biosolids and manure contain dangerous bacteria that can contaminate growing areas, plants and external areas of produce.
 - b. Compost of this nature can be used on non-food gardens.
4. **Compost and/or fertilizer that is sanitized and stable is being used; typically this is commercially prepared.**
 - a. Improperly produced compost and/or fertilizer may contain dangerous bacteria that can contaminate growing areas, plants and external areas of produce.

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- b. Compost prepared on site (e.g. University campus) must be tested to verify that it is equal or better than commercial grade for safety. Refer to Sodexo Food Waste and Compost Handling Guidelines ([Food Waste and Compost Link](#))
- c. Compost of this nature can be used on non-food gardens.

5. Compost made on your own site from yard waste, clippings and food waste are not being used.

- a. Compost prepared on site (e.g. University campus) must be tested to verify that it is equal or better than commercial grade for safety. Refer to Sodexo Food Waste and Compost Handling Guidelines ([Food Waste and Compost Link](#))
- b. Compost of this nature can be used on non-food gardens.

6. Label instructions for the use of soils and fertilizers are being followed.

- a. Not following label instructions may result in the improper and/or unsafe use of the product(s).

7. Food scraps / food waste is not being added directly to the garden soil.

- a. Materials of this nature used directly in the garden may create unsafe soil and may draw wild or domestic animals into the garden and may also attract insects.

8. Paper or bio-degradable waste is not being added to the garden soil.

- a. Materials of this nature used directly in the garden will add no direct value for the crops and create visible pollution.

C. Plants and Seeds

1. Plants and/or seeds are procured from reputable sources.

- a. Recognized retail and wholesale stores are acceptable sources (e.g. Home Depot, Lowes, Wal-Mart...).
- b. Regional farm and garden stores should be used only when they are known to be reputable.

2. Sprouts for harvesting are not being grown (raw sprouts are “Banned Products” per Sodexo policy).

- a. Due to the increasing number of illnesses associated with eating raw sprouts, the Food and Drug Administration has advised all consumers - especially children, pregnant women, the elderly, and persons with weakened immune systems - to not eat raw sprouts as a way to reduce the risk of foodborne illness.
- b. Micro-Greens are considered sprouts and should not be used.


D. Water / Irrigation

1. Only potable water (drinking water) is being used for irrigation.

- a. Water can be a significant source of contamination.
- b. If well water is used, it must be tested according to local health authority requirements to confirm that it is appropriate for garden irrigation purposes.

2. Gray water, waste water, recycled water or runoff water from parking lots is not being used.

- a. Water from sources of this type can contain dangerous pollutants that are not desirable or safe for irrigation water.
- b. Water of this nature can be used on non-food gardens.
- c. “Rain barrels” to capture water used specifically for food garden irrigation will be acceptable if authorized by the regulatory authority.

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E. Insecticides / Pesticides

- 1. Insecticides and/or pesticides are not be used by unauthorized personnel.**
 - a. Regulations require that only licensed pest control operators (PCO's) apply insecticides / pesticides in agricultural settings.
- 2. If insecticides and/or pesticides are being used, they are applied only by a licensed pest control operator.**
 - a. Sodexo prefers that insecticides / pesticides not be used.

F. Harvest and Preparation

- 1. Containers used to transport harvested items are food-grade, properly cleaned and in good condition.**
 - a. Wash and sanitize containers between uses.
 - b. Dispose of containers that cannot be effectively cleaned due to damage.
- 2. Sodexo “Food Safety Guidelines for Fresh Fruits and Vegetables” (vegetable cleaning) procedures are being followed for all garden items used in recipes.**
 - a. Do not handle ready to eat fresh produce with bare hands in the foodservice area (kitchen).
 - b. Do not soak or store fresh produce in standing water.
- 3. Ecolab Victory® Vegetable Wash is being used for all raw garden items that will not be further cooked.**
 - a. Victory® vegetable wash must be used for all fresh produce items produced under these guidelines that are not going to be cooked.
 - b. If the produce items are going to be cooked, Victory® wash is not necessary.
- 4. Harvested items are labeled and properly stored prior to use in recipes.**
 - a. Harvested items should be clearly labeled that they are from the unit level garden.
 - b. Harvested items should be transported to the unit as quickly as possible.
 - c. Store prepared fresh produce at 40°F or below.
 - d. Use fresh produce items within 72 hours (3 days) of receipt at the unit.
 - e. Do not use produce that shows visible signs of decay or has an off odor.