

**ATTACHMENT E  
SAFE FOOD HANDLING PRACTICES**



**PORTLAND PUBLIC SCHOOLS, SCHOOL DISTRICT NO. 1J,  
MULTNOMAH COUNTY, OREGON**

**RFP NO. 07-1065  
Farm-to-School Produce  
“Harvest of the Month”**

Pre-Plant Information:

1. Are fields upstream from animal housings? No \_\_\_\_ Yes \_\_\_\_  
Comments: \_\_\_\_\_
2. What are upstream surface water used for? \_\_\_\_\_
3. Do you test water quality? No \_\_\_\_ Yes \_\_\_\_ How often is it tested? \_\_\_\_\_  
What were the results of the last test for water quality? \_\_\_\_\_
4. How do you prevent runoff or drift from animal operations from entering produce fields?  
\_\_\_\_\_
5. Do you store slurry in continuously loaded systems? No \_\_\_\_ Yes \_\_\_\_  
How long do you store the slurry in the summer? \_\_\_\_\_. How long in the winter? \_\_\_\_  
Do you store slurry before field application? No \_\_\_\_ Yes \_\_\_\_
6. How do you compost manure to kill pathogens? \_\_\_\_\_  
\_\_\_\_\_
7. When is manure applied and incorporated into planned vegetable fields? \_\_\_\_\_
8. How many days from manure application is produce harvested? \_\_\_\_\_
9. Can you provide copies of records for manure application rates, source and dates?  
No \_\_\_\_ Yes \_\_\_\_
10. What type of crops are planted in fields where manure is applied in Spring? \_\_\_\_\_  
\_\_\_\_\_

Production

1. Do you side dress with fresh or slurry manure or manure “tea” or mulches containing fresh manure? No \_\_\_\_ Yes \_\_\_\_
2. Do livestock graze near produce fields? No \_\_\_\_ Yes \_\_\_\_
3. Do you provide and maintain clean restrooms for employees? No \_\_\_\_ Yes \_\_\_\_

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4. What is the distance between the restrooms to the fields? \_\_\_\_\_
5. Do restrooms have soap, clean water and single-use towels for hand washing? No \_\_\_ Yes \_\_\_
6. What is the water source for irrigation?  
Municipal drinking water \_\_\_\_\_  
Potable well water \_\_\_\_\_  
Surface water \_\_\_\_\_
7. Is water tested? No \_\_\_ Yes \_\_\_\_ If yes how often? \_\_\_\_\_
8. Can you provide copies of records of water tests? No \_\_\_ Yes \_\_\_\_
9. What type of irrigation is used? \_\_\_\_\_
10. Are chemical, pesticides and cleaning materials properly labeled and stored in restricted areas?  
No \_\_\_ Yes \_\_\_\_
11. Are hazardous material/chemicals securely stored in areas separate from production areas?

### Harvest

1. Are bins clean and in good repair? No \_\_\_ Yes \_\_\_\_
2. How are bins cleaned and sanitized? \_\_\_\_\_  
\_\_\_\_\_
3. How often are bins cleaned during harvest? \_\_\_\_\_
4. Is excess dirt removed from produce in the field? \_\_\_\_\_
5. What is the water source used for ice production? \_\_\_\_\_
6. At what temperature is produce stored? \_\_\_\_\_

### Post –Harvest Handling

1. What is the water source for washing produce?
2. How often is the water in dump tanks sanitized and changed?
3. What is the procedure for washing produce? If chlorinated wash water is used, please provide chlorine levels and procedure for washing produce. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the procedure for cleaning and sanitizing loading, staging and food contact surfaces? How often is this procedure performed? \_\_\_\_\_

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5. Is smoking or eating permitted in the packing area? No \_\_\_ Yes \_\_\_
  6. What is the procedure for cleaning trucks that transport produce? How often are trucks cleaned?
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7. Are animals transported in the same trucks as produced? No \_\_\_ Yes \_\_\_ If yes, are the trucks cleaned and sanitized before produce is transported on the truck? No \_\_\_ Yes \_\_\_
8. Are trucks pre-cooled prior to loading and transporting produce? No \_\_\_ Yes \_\_\_
9. Where is produce stored? On-site \_\_\_\_\_ or Off-site \_\_\_\_\_

### General Food Safety Information

1. Are products produced in accordance to a HACCP plan? No \_\_\_ Yes \_\_\_ If yes, have you identified CCP's No \_\_\_ Yes \_\_\_
2. If a HACCP program is in place, please attach a copy.

### General Information

1. Do you have an ODA Approved and Licensed Scale? No \_\_\_ Yes \_\_\_