

School Garden Food Safety Checklist

Garden Location: _____ GTC Leader: _____

Kitchen Manager: _____

All individuals assisting in harvest: _____

Clean soil, clean water, clean hands, clean surfaces

Soil and Water Use

- Soil has been tested to determine the level of contaminants such as chemicals, lead, etc. (annually)
- Non-municipal water sources have been tested to meet Environmental Protection Agency standards
- Use food-grade containers to transport water

Chemical and Fertilizer Use

- No pesticides or herbicides have been used
- Wear gloves and follow manufacturer's instructions if using fertilizer (must be performed by an adult)

Compost and Manure Use

- Use only plant-based compost (no animal products or animal waste)
- Wear gloves when distributing compost (must be performed by an adult)
- Avoid using raw or composting manure

Growing and Harvesting Produce

- Ensure all volunteers are registered through the District 6 policy
- Review received basic food and gardening safety instructions with harvest participants
- Require signed permission slip from all student gardeners
- Do not allow anyone to work in the garden while sick, or until 24 hours after symptoms, such as vomiting or diarrhea, have subsided
- Harvesters are required to wear closed-toed shoes to prevent cuts, stings, or other injuries
- Harvest the garden regularly and remove any rotten produce
- Inspect produce for obvious signs of soil or damage
- Use food-grade containers, such as plastic bins or buckets, that are cleaned and sanitized by kitchen staff to hold harvested produce
- Do not use garbage bags, garbage cans or any container that originally held chemicals
- Clean harvesting tools, such as knives, scissors, etc., with soap and potable water immediately before and after each gardening session

Hand Hygiene

- Ensure all harvesters have washed their hands thoroughly in warm, soapy water for at least 10 to 15 seconds and then rinse with potable water. Ensure that all open cuts or wounds on hands, arms, or legs are properly covered prior to participating in the harvest.
- Rewash hands after breaks, visiting restrooms, sneezing, coughing, handling trash or money, or any time hands become soiled or otherwise contaminated
- As an extra precaution, consider using single-use, disposable gloves when harvesting or handling fresh produce (this does not remove the need for frequent, proper handwashing)
- Always wash hands before putting on disposable gloves, change gloves when changing tasks and if they become contaminated, do not wash or reuse, and do not use if gloves are torn or damaged

Bookkeeping

- All garden produce is recorded on the GTC record sheet with the names of all harvesters, as well as the date and time of harvest
- Make sure the kitchen manager has signed records sheet as a receipt of received garden produce
- Submit GTC record sheet and checklist to both the kitchen manager and Nutrition Services to receive produce reimbursement
- Return borrowed harvest equipment to the kitchen manager