

# Outreach at Agricultural Sites...



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in compliance with food safety.

Is outreach at agricultural sites important to your organization's mission?

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Agriculture employers are more likely to allow you on production and harvest sites if your organization has in place a FSMA-compliant food safety program.

# Terms and acronyms

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- **Production/Harvest Site:** Field location where leafy greens are actively being grown or harvested.
- **AZ LGMA:** Arizona Leafy Greens Marketing Agreement, a food safety program setting science-based standards.
- **FSMA:** Food Safety Modernization Act, federal law with enforceable safety standards.

# PURPOSE

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- To ensure that outreach services provided at leafy green production/harvest sites do not pose a risk of contamination to crops or the food supply, and that all activities comply with **AZ LGMA** and **FSMA Produce Safety Rule** standards.

# SCOPE

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- This SOP applies to all outreach staff providing services such as offering resources, health education, support, wellness checks or other services within or near any Ag production or harvest site.

# RESPONSIBILITIES

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- **Program Coordinator**
  - Develop Good Agriculture Practices for your organization.
  - Ensure training and compliance of all outreach staff.
  - Maintain records of training, visits, and incidents.
  - Coordinate with farm managers prior to site visits.

## Good Agricultural Practices (GAPs)

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Under the **Food Safety Modernization Act (FSMA) Produce Safety Rule**, **Good Agricultural Practices (GAPs)** for **covered commodities** are mandatory standards aimed at minimizing the risk of microbial contamination during the growing, harvesting, packing, and holding of fresh produce that is **consumed raw**.

## **Outreach Provider**

- . Follow all GAPs including hygiene and food safety protocols.
- . Report potential contamination risks immediately.
- . Avoid restricted zones as designated by farm management.

## **Farm Management**

- . Identify safe areas for health services.
- . Communicate site-specific rules and buffer zones.

# PRE-SITE VISIT REQUIREMENTS



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- **Food Safety Program:** Present your FS program for farm management.
- **Pre-Approval:** Obtain written authorization from the grower or farm manager before scheduling services.
- **Training:** Outreach staff must complete training in:
  - FSMA Produce Safety Rule basics
  - AZ LGMA requirements
  - Worker hygiene and sanitation

- **Personal Hygiene:** All staff must:
  - Wash hands before site entry
  - Be free of illness symptoms (vomiting, diarrhea, etc.)
  - Wear clean clothes and/or protective gear (e.g., disposable hairnets if required)

# SITE ENTRY PROTOCOL



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-  **Designated Entry Only:** Use farm-approved access points.
-  **Handwashing/Sanitation:** Use handwashing station or hand sanitizer upon arrival.

-  **Sign-In:** Log all entries/exits including name, organization, date, time, purpose.
-  **No Contact with Produce/Equipment:**  
Outreach Providers are prohibited from touching:
  - Crops
  - Harvest equipment
  - Packing bins or totes

# BUFFER ZONES & SERVICE AREAS



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-  **Safe Zones:** Services may only be conducted in designated non-production areas (e.g., break areas, shade trailers).
-  **Restricted Zones:** No entry into:
  - Active production/harvest rows
  - Produce transport vehicles
  - Storage or packing containers

-  **Minimum Buffer Zone:** Maintain a **30-foot buffer** from active harvest unless otherwise approved by the farm.

## EQUIPMENT & MATERIAL HANDLING

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-  **Clean & Sanitized Supplies:** All materials (e.g., tables, first aid kits, water containers) must be cleaned and sanitized before each use.
-  **No Food or Drink Handling:** Outreach providers may distribute water in sealed containers only. No preparation or handling of food is permitted.


-  **First Aid Supplies:** Must be stored in clean, sealed kits; sharps disposal must follow OSHA protocols.



# ILLNESS & INJURY PROTOCOL

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- 🤒 **Illness Exclusion:** Promoters experiencing
- Symptoms of illness must not visit sites until symptom-free for at least 24 hours.
- 🩹 **Injury on Site:** Any injury requiring treatment must be reported to farm management and logged in the incident report log.

-  **Biohazard Management:** In the event of blood or bodily fluid exposure:
- Remove individual from the area immediately.
- Notify farm management.
- Follow biohazard cleanup procedures per OSHA & LGMA protocols.

# DOCUMENTATION & RECORDKEEPING

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- Maintain records for at least **2 years**:
  - Training logs
  - Site visit logs
  - Incident reports
  - Communication with growers/farm managers

**Arizona Department of Agriculture**  
**ENVIRONMENTAL & PLANT SERVICES DIVISION**  
Guidelines for Good Agricultural Practices

***AZDA ESS is fully committed to doing our part in ensuring the agriculture industry provides the safest product possible to all consumers. Like everyone else in or around the production of FSMA covered products, AZDA Inspectors are required to follow these guidelines at all times. Food Safety training will be provided to ALL ESS inspectors involved in field inspections on an annual basis.***

1. All inspectors MUST be trained in food safety prior to entering an inspection site covered by FSMA regulations.
2. All inspectors must wear clean and appropriate clothing for the site. At a minimum a shirt, long pants, socks and shoes must be worn. (Shorts, tank tops, torn clothing, open toe shoes are not acceptable). Hairnets MUST be worn when required by the inspected party.
3. Inspectors who become ill of an infectious disease (vomiting, diarrhea, jaundice, excessive coughing, severe cold etc.) MUST NOT be in or near any produce production/harvest site. Inspectors who are ill are not permitted to have direct contact with any product or workers.
4. Inspectors with open lesions, boils, or infected wounds are NOT permitted at any produce production/harvest site. Inspectors with open wounds cannot be permitted to have direct contact with products.
5. Bodily fluids are strictly prohibited from having contact with product, soil or equipment. (I.e.: spitting, urinating, defecating, blood). If this occurs during an inspection, inspectors MUST report the incident to their supervisor and the company's food safety representative.
6. Inspectors shall not wear jewelry in production/harvest sites. Necklaces, earrings, bracelets, watches, any clothing or items with "bling" or "rhinestones", artificial nails, artificial eyelashes and any item attached to a body piercings, are examples of what is prohibited.
7. Inspectors may need to bring certain items essential to the performance of his/her duties into a production / harvest site. These items may include a telephone, tablet, camera, notepad and pen/pencil. When items such as these have to be brought into a production/harvest site, the inspector must inventory (before & after) such items in presence of the inspected party's representative. If an item is dropped or misplaced inside the production/harvest site, the inspector must immediately report it to his/her supervisor and the inspected party's food safety representative.
8. Before entering a production/harvest site, inspectors must wash their hands following the correct hand washing procedures: 1. Wet hands 2. Apply soap 3. Scrub at least 20 seconds 4. Rinse with water 5. Dry with single use towel and dispose in trash can.
9. Inspectors are prohibited from: smoking, eating anything, chewing tobacco, chewing gum, or drinking anything other than water, in production/harvest site.
10. If during an inspection, an inspector detects signs of animal activity, the inspector should report it to the inspected party's representative.
11. Inspectors should report any spills or leaks, of any nature, to the inspected party's representative.

**I was provided training in food safety, these GAPs were reviewed with me and I was provided a copy of this documents.**

\_\_\_\_\_  
Inspector's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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