

Mountain State CO-HOP Warehouse Food Safety Plan



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Revised: <NA>

Food Safety Coordinator: Jennifer Brown



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Mountain State CoHop Food Safety Program

This document serves as Mountain State CO-HOP's food safety plan and will be updated annually. Safety is EVERYONE'S responsibility. All employees and all visitors are required to follow proper sanitation and hygiene practices. That means it's everyone's responsibility - whether you work in the office, are an intern or volunteer, or even just a visitor - to adhere to our sanitation and hygiene practices. Our Food Safety Plan includes this manual of Food Safety Standard Operating Procedures and supporting documentation collected to ensure that our program is being implemented and followed. We have critical food safety policies posted in our Food Hub. We also conduct annual self-audits of our system to ensure ongoing compliance. The Checklist in the following section outlines out the plan, standard operating procedures and records sheets that will be utilized as the Mountain State CPHOP storage and transportation facility,

Facility Description

Mountain State CO-HOP is a farmer-owned cooperative dedicated to providing market access for local farmers while offering customers a convenient way to purchase fresh, locally grown produce and value-added products. Our cooperative operates both business-to-consumer (B2C) and business-to-business (B2B) services, ensuring a seamless process for aggregating, selling, and delivering products to customers across the region.

The Mountain State CO-Ho is located at:

- 117 Simpson Rd Flemington, West Virginia, 26347
- GPS: 39.26814, -80.11197

The Mountain State COHOP operates a small-scale facility with three outdoor storage units in the upper section, marked on the map on the following page. These include two large walk-in coolers, a large freezer, and a loading zone designed for ease of loading and unloading producers' products. Adjacent to the cold storage area is a greenhouse that houses the hand-washing sink.

The Warehouse-Shipping & Receiving facility, located in the lower portion of the facility, includes a loading dock for accepting shelf-stable products and items not requiring cooling or freezing. Inside, there is a spacious area for sorting and organizing products for shipment. This building also contains the break room and restrooms for employees and visitors. Additionally, a secondary storage room off the main packing area is designated for shelf-stable goods, where products are held until they are prepared for shipping.

Facility Layout and Diagram



Food Safety Coordinator:

Food Safety Manager:

- Jennifer Brown
- 681-332-0707
- mountainstatecohop@gmail.com

Regulatory

Updated: Jennifer Brown 10/9/2024

FDA Registration

Our facility is registered with the FDA and we renew this every 2 years. Our registration number is XXXXXXXXXXXX. Online Registration of Food Facilities | FDA

Food Safety Plan Checklist

Questions	Response				Notes
A documented food safety program that incorporates GAP/GHP has been implemented.	Mountain State CoHop takes food safety very seriously, making it an integral part of our entire operation. Our food safety program includes comprehensive standard operating procedures addressing the storage and transportation of both farm and value-added goods. This program incorporates a Good Agricultural Practices (GAP) Plan of Action Manual, outlining specific steps to meet USDA guidelines. The manual will be reviewed and updated annually or as needed. Each year, the facility will conduct a self-audit using an approved GAP self-audit checklist to ensure compliance and continuous improvement.	YES	NO	NA	The <u>contents of this manual</u> make up the food safety program for <i>Mountain State COHOP</i>
The operation has designated someone to implement and oversee an established food safety program.	<i>Name:</i> Jennifer Brown (Phone # 681-332-0707) is the designated person to oversee the Food Safety Program. She will attend workshops/ continuing education regularly to assure she is up to date on GAP/GHP standards. All training will be documented. She is responsible for making sure that all safety procedures are being followed.	YES	NO	NA	See Food Safety Coordinator information in this table and above in the regulatory section
Traceability					
Questions	Response				Notes
A documented traceability program has been established.	A business-based product traceability system has been established at this storage and transportation facility. It is based on assigning codes from the producers to all products that trace back to origin and disposition of all production.	YES		NA	SOP 2.0

Worker Health & Hygiene

Questions	Response				Notes
Potable water is available to all workers.	Potable water is available to all employees. A sign is posted to designate the potable water source.	YES	NO	NA	SOP 2.1
All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	Food safety policies should be followed by everybody, including visitors. Only approved visitors are allowed into the facility. A log of visitors will be maintained in a document/ guest book found at the employee bulletin board of the facility.	YES	NO	NA	SOP 2.03, Record 3.1
Training on proper sanitation and hygiene practices is provided to all staff.	All employees are trained in and must follow good hygiene practices. This training takes place during orientation of new employees and before harvest season for all returning employees. Training in Worker Protection Standards is also included. All training will be documented in a worker training log (3.02) found in this GAP POA Manual.	YES	NO	NA	SOP 2.3 Record 3.2
Employees and visitors are following good hygiene/sanitation practices	Signage has been posted where needed.	YES	NO	NA	8.13, 8.14, 8.15
Employees who handle products are washing their hands before beginning or returning to work.	Hands must be washed before beginning or returning to work, and after the following activities: Using the restrooms, smoking or tobacco use, eating, handling trash containers or disposing of trash. Proper Hand washing signage and procedures are posted.	YES	NO	NA	SOP 2.1, Appendix 8.13, 8.14, 8.15
Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	Bi-lingual signage has been posted instructing employees to wash their hands before beginning or returning to work.	YES	NO	NA	Appendix 8.15

All restroom facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or antibacterial soap and potable water for hand washing.	<i>Mountain State CoHOP</i> has procedures in place to keep restrooms clean. Facilities are monitored and cleaned on a regular basis.	YES	NO	NA	SOP 2.05, Record 3.3
Smoking and eating are confined to designated areas separate from where product is handled.	A designated separate smoking and eating area is located within a reasonable distance from the fields and work areas.	YES	NO	NA	SOP 2.6
Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.	Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from harvesting operation. Any illness or accident related to workers will be recorded on DOC 3.4 A policy is in place to handle contaminated products and clean any food contact surfaces that might come into contact with blood or other body fluids.	YES	NO	NA	SOP 2.7 Record 3.4
Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product. First Aid stations are identified with signage.	YES	NO	NA	2.8, Record 3.4 Appendix 8.16

Warehouse and Facility Food Safety Checklist

Product, Containers & Pallets					
Questions	Response				Notes
The storage facility is cleaned and maintained in an orderly manner.	Facility is maintained on a daily basis by volunteers and staff	YES	NO	NA	SOP 2.9
Bulk storage facilities are inspected for foreign material prior to use and records are maintained.		YES	NO	NA	SOP 2.9
Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated to be protected from external contamination.		YES	NO	NA	SOP 2.9
Packing containers are properly stored and sufficiently sealed to be protected from contamination (birds, rodents, pests and other contaminants).		YES	NO	NA	SOP 2.10
Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.		YES	NO	NA	SOP 2.10
Non-food grade substances such as paints, lubricants, pesticides, etc. are not stored in close proximity to the product.		YES	NO	NA	SOP 2.10
Questions	Response				Notes
Measures are taken to exclude animals or pests from storage facilities.		YES	NO	NA	SOP 2.10
There is an established pest control program for the facility.		YES	NO	NA	SOP 2.11

Service reports for the pest control program are available for review.		YES	NO	NA	SOP 2.11
Questions	Response				Notes
Climate controlled rooms are monitored for temperature and logs are maintained.		YES	NO	NA	SOP 2.12
Thermometer(s) are checked for accuracy and records are available for review.		YES	NO	NA	SOP 2.11 Record 3.5
Refrigeration system condensation does not come in contact with produce.		YES	NO	NA	SOP 2.11
Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.		YES	NO	NA	SOP 2.11
Questions	Response				Notes
Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors, and from obvious dirt/ debris.		YES	NO	NA	SOP 2.10
Produce items are not loaded with potentially contaminating products.		YES	NO	NA	SOP 2.10
Conveyances are loaded to minimize damage to product.		YES	NO	NA	SOP 2.10

Standard Operating Procedures

2.0 Product Recall Process

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

In the event Mountain State CO-HOP needs to issue a recall due to an issue with a food item processed in our facility, the following procedure must be followed.

1. Take action immediately. Do not wait and begin the process.
2. If a consumer complains about a product or internally, we suspect there is an issue with a product produced by Mountain State CO-HOP, check to see if any of that product remains in stock. If we still have the product instock, segregate that product and label, **“DO NOT USE, DO NOT SELL”**. We may need to send the product off for testing. Jennifer will execute this part.
3. Properly dispose of any products as directed. Jennifer will execute this part.
4. Contact WVDA and inform them we have a suspected issue or we have had a food safety complaint and we have started our recall process. Cooperate fully and provide any information and records requested. Follow any instructions given. Jennifer will execute this part.
5. The FDA or USDA will/may start an investigation and request information from Mountain State CO-HOP. Cooperate fully and provide any information and records requested. Give an explanation of why the event happened.
6. Mountain State CO-HOP will announce the recall via press release, email and any other method deemed appropriate. If we have knowledge of consumers purchasing the product, we shall contact anyone affected directly. Include all information of why the product is being recalled.
7. Vendors will be notified of any recall and confirm appropriate actions have been taken.
8. Mountain State CO-HOP will review all documentation to determine why there was an injury resulting from our production or there is a suspected issue. Jennifer will execute this part.
9. Mountain State CO-HOP will take all steps to correct the problem. Jennifer will execute this part.
10. Mountain State CO-HOP will review our processes and determine if standards are not being met and what corrective actions are required to ensure product safety. Jennifer will execute this part.

1. Item being Recalled:
2. Date Produced::
3. Batch Number from Label:
4. Date and Time Recall Initiated:
5. WVDA agent contacted: Date:

2.1 Personal Hygiene

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

Personal hygiene is one of the most important areas of keeping food safe. Here are general guidelines for practicing proper personal hygiene when handling food.

Washing Hands

- Scrubbing your hands using warm soapy water with plenty of friction is the most effective way to clean your hands.
- Wash your hands after using the restroom.
- Wash your hands when entering or returning to a food preparation area.
- Wash your hands after they have become contaminated.
 - After using a cell phone
 - After washing dishes
 - After taking out trash
 - After handling anything which can pass along pathogens.
- When handwashing isn't possible we use hand sanitizer as an acceptable substitute.

Single Use Gloves

- You must wear single use gloves with handling any ready to eat foods or foods which do not require further cooking.
- Only put gloves onto clean, washed hands
- Never blow into or roll on to make them easier to put on.
- Change single use gloves if they become contaminated.
- Change single use gloves when changing tasks.
- Never wash single use gloves. Always put on a fresh pair of gloves if gloves become contaminated.
- First Aid kits will also have single use gloves available.

Uniform and Clothing

- You must wear clean clothes to work each day.
- Change into clean clothes at work if possible.
- Store personal items away from food prep areas in the bins.
- While in food preparation areas, a covering (hat, hairnet, skull cap, bandana, etc.) must be worn at all times.
- While in non food preparation areas but in service areas, hair must be restrained with a hair tie if possible when hair is long.
- Take precautions to prevent physical contamination. No dangling jewelry. No hair accessories embellished with decorations.

Illness and Injury

If you are sick or ill, you must report this to your manager before coming to work. You

must report to your manager if you or someone you live with has been diagnosed with any of these following illnesses:

- Shigella spp.
- Salmonella Typhi
- Nontyphoidal Salmonella
- Shiga toxin-producing Escherichia coli (STEC) (E-Coli)
- Hepatitis A
- Norovirus

- If you are experiencing vomiting or diarrhea, you must stay home until you are symptom free for 24 hours or you have medical clearance from a doctor.
- If you are experiencing a sore throat with fever, you must stay home.
- First Aid kit is in the **xxxxxx**. Notify a supervisor when injured and seek medical attention as appropriate.

Rules for Smoking, Eating, and Breaks

Smoking/vaping is not permitted inside or within twenty feet of the facility, we ask employees to cross the street to smoke. Don't forget to wash your hands when you're done! We want to make sure you have the space you need to store your lunch, snacks, and other personal belongings that come to and from work with you every day. We also want to make sure that when you're eating, drinking, or using your personal belongings, you're not unwittingly introducing unwelcome microbial contamination to the food we're handling.

- There are designated eating areas that are located a sufficient distance from the product flow zones area to minimize potential contamination. These eating areas are meant for you to eat, drink, or store your food during breaks. No eating, drinking, or storing of food items is allowed outside of these areas. Areas are located at warehouse
- Personal belongings can be kept warehouse in the work station area.
- Eating and break areas are regularly cleaned and maintained. If you're unsure of where you're allowed to eat or store food/personal items, ask your supervisor.
- There is adequate drinking water available from a water pitcher located in the breakroom fridge. Refill each time it is used.
- Don't forget to wash your hands before you eat and again before you return to work!

2.2 Policy on Visitors

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

Anyone who comes into Mountain State CO-HOP is required to follow the same food safety and sanitation practices as the rest of us. A Visitor Log is maintained, and all first time visitors are instructed to sign in after reading our posted food safety policy (below) and guidelines. All visitors should only be allowed into food preparation and storage areas while accompanied by staff. That staff member should feel empowered (and responsible!) to make sure that the visitor understands and follows our sanitation and hygiene practices.

Posted Visitor Policy Mountain State CO-HOP Visitor & Volunteer Procedures

We are a business to consumer food hub here at Mountain State CO-HOP. We have a Food Hub and sell produce both onsite and remotely, and take food safety seriously. All employees and visitors entering production, food storage, and packing areas must follow sanitation and food safety and personal hygiene practices. By signing our visitor policy, you agree to abide by them.

- No employee or visitor can enter our facilities if they show symptoms of intestinal or respiratory illness.
- All employees and visitors must wash hands before starting work or entering the facilities. Handwashing stations are available in the Food Hub and the Gathering Place Bathrooms.
- No eating or drinking in the food handling areas, including wash stations and coolers.
- First Aid kits are located in the xxxxxx. Accidents must be immediately reported to the food safety manager.
- Smoking and vaping are not permitted in the facility.
- Volunteers will also receive additional safety training as it pertains to specific activities that they are doing.

2.3 Conducting a Sanitation and Worker Protection Training Using an Oral Checklist

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

1. In the event of training needed but video trainings/other materials not available, the food safety coordinator may conduct an oral training using a checklist of sanitation and worker protection items to be covered.
2. Someone (foreman, worker) is available if translation is needed for Hispanic workers.
3. Workers will sign in using DOC 3.02 to confirm attendance during training session.
4. The sanitation portion of the training shall include the following items:
 - a. Potable drinking water sources- bottled and coolers.
 - b. Proper handwashing procedures
 - c. Handwash station usage
 - d. Handwashing required before entering or reentering distribution facility
 - e. Sickness policy related to handling products
 - f. Contaminated product policy related to cuts or bodily fluids
 - g. First aid for cuts, abrasions and injuries and location of first aid supplies
5. The worker protection portion shall include the following:
 - a. Posted information related to sprayed fields and re-entry.
 - b. What to do if you suspect pesticide poisoning
 - c. Emergency phone numbers
 - d. Personal protective equipment available and location

2.5 Toilet, Restroom and Field Sanitation Unit Policy and Cleaning Procedures

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

1. A basin, container, or outlet with an adequate supply of potable water, soap, and single-use towels are provided for each toilet facility.
2. Each station has a sign, written in a language(s) that all employees can understand that reminds them when and how to wash their hands.
3. One toilet facility and one hand washing facility is provided for each twenty (20) employees.
4. Toilet and hand washing facilities are accessible and located in close proximity to each other and within a one-quarter-mile walk of each hand laborer's place of work.
5. Toilet facilities are adequately ventilated, appropriately screened, have self-closing doors that can be closed and latched from the inside and are constructed to insure privacy.
6. Toilet and hand washing facilities are regularly maintained and supplied as necessary to keep them clean, sanitary, and functional.
 - a. Wash walls from top to bottom, as needed.
 - b. Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
 - c. Fill paper products and soap dispensers.
 - d. Remove trash to dumpster.
 - e. Record initials and date of cleaning on "Service Record" sheet when unit is serviced.
 - f. Brushes and any other cleaning utensils used to clean the restrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.
7. Water for drinking and hand washing is continuously supplied.
8. If a major spill or leak of field sanitation units or toilet facilities occurs, access to the facility and the affected area around it is blocked off until clean up occurs. The facility cannot be used by workers until a supervisor has inspected the site for cleanliness.
9. Facilities are cleaned and maintained 2 times per week during the production/harvest season.

2.6 Rules for Smoking, Eating and Breaks

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

1. No smoking is allowed in the packing or product handling areas or break room.
2. This facility has a designated lunch and break time period.
3. Employees are responsible for bringing their own food in coolers or they are allowed to leave the farm during the lunch time period to go to purchase lunch.
4. No food or drinks except water in plastic or metal containers are allowed to be consumed in production or product handling areas.
5. No glass containers are allowed in any packing or product handling areas .
6. A break room is available for workers to use during lunch or breaks. This room contains:
 - a. Tables and chairs
 - b. Water cooler
 - c. Restroom facility that includes handwashing.
7. All employees must wash hands before returning to work or production areas.

2.7 Illness, Blood and Body Fluids Cleaning Procedure

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning up of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning up body fluid spills. When a body fluid spill occurs anywhere in the area, begin cleanup by stopping all other activities, blocking off the area of the spill (for incidents involving vomit, contain all areas within 25 feet of the spill) and informing your supervisor. Then get the Body Fluid Spill Kit and proceed to:

1. Move any guests or employees from the affected area immediately, at least 25 feet from the incident.
2. Wear protective disposable gloves. Consider double gloving. Also consider wearing shoe coverings and a face shield (all located xxxxx.)
3. Remove visible body fluid;
 - a. Pour liquid spill absorbent material, on body fluid spill. (Absorbent Material in a labeled container next to the chemical cabinet.)
 - b. Use a disposable scoop, or equivalent, and disposable paper towels to remove the body fluid from the affected surfaces.
 - c. Dispose of the body fluid, disposable scoop, and paper towels in a plastic garbage bag. Securely tie up the bag.
 - d. Remove gloves. Dispose of gloves in a plastic garbage bag.
 - e. Wash hands.
4. Clean the affected area;
 - a. Put on new disposable gloves. Consider double gloving.
 - b. Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids.
 - c. Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
 - d. Remove gloves. Dispose of gloves in a plastic garbage bag.
 - e. Wash hands.
5. Sanitize the affected area;
 - a. Put on new disposable gloves. Consider double gloving.
 - b. Prepare fresh sanitizing solution if needed. See Cleaning and Sanitizing Policy. Then transfer the solution to a labeled spray bottle.
 - c. Using the spray bottle, generously apply the sanitizing solution to affected surfaces, including surfaces that came into direct contact with body fluids,

and surfaces that may have been contaminated with body fluids.

Remember an area has to be cleaned first to be sanitized.

- d. Allow sanitized surfaces to air dry.
 - e. Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
 - f. Remove gloves. Dispose of gloves in a plastic garbage bag.
 - g. Wash hands.
6. Discard potentially contaminated food products.
- a. Put on new disposable gloves. Consider double gloving.
 - b. Dispose of exposed food products that may have been contaminated by body fluid in a garbage bag.
 - i. For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers are exempt.
 - ii. Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food and report it as appropriate.
 - c. Remove gloves. Dispose of gloves in a plastic garbage bag.
 - d. Wash hands.
7. Dispose of gloves, cleaning and sanitizing materials;
- a. Put on new disposable gloves. Consider double gloving.
 - b. Securely tie garbage bags containing all materials disposed of in steps 2-5 of this SOP.
 - c. Place garbage bags in a second garbage bag (double bag).
 - d. Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
 - e. Remove PPE, including disposable gloves, and place in a second garbage bag.
 - f. Securely tie the second garbage bag.
 - g. Discard the bag(s) in the disposal area.
 - h. Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
8. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
9. Wash, rinse, and sanitize potentially contaminated food contact surfaces. food contact surfaces that were disinfected in step 4 of this SOP, and food contact surfaces that contained food discarded in step 5 of this SOP. 10. Restock the contents of the Body Fluid Cleanup Kit and other cleaning supplies as needed.
10. Record the incident in the Incident and Illness/Injury Reporting Log 3,4 and elsewhere as needed.

2.8 First Aid for Cuts and Abrasions

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

1. A first aid kit is properly identified with signage and located where all employees have access to its contents.
2. If you obtain a wound or cut while working, you need to stop working immediately.
3. Contact your supervisor and have it attended to.
4. Here are the main steps for dealing with cuts on your body:
 - a. Cleanse area thoroughly with soap and warm water, carefully washing away any dirt.
 - b. Apply direct pressure to wound until bleeding stops.
 - c. Apply antibacterial ointment to sterile bandage.
 - d. Put sterile bandage on wound and secure with tape.
 - e. If cut is deep, get to a doctor as quickly as possible.
5. Now here are the main steps for dealing with abrasions:
 - a. Wash thoroughly with soap and warm water.
 - b. If it bleeds or oozes, bandage it to protect it from infection.
6. Attending to a cut or abrasion fast will help prevent infection. However, sometimes an infection can still occur; here are the main signs to look for:
 - a. Swelling
 - b. Redness
 - c. Pain
 - d. May cause fever
 - e. Presence of pus
7. If a wound is infected or, if you just think it might be, get additional medical attention right away.
8. Record all incidents of cuts or abrasions on the Illness/Injury Reporting Log (3.4).

2.9 Cleaning and Sanitizing

Updated: Jennifer Brown 10/09/24

All areas including equipment and work surfaces must be cleaned and sanitized before production begins and after each use or if the area has become contaminated.

When changing a task or starting a new task, all surfaces and equipment must be washed, rinsed, and sanitized. Only cleaning and sanitizing agents that are labeled for use on food contact surfaces will be used.

Cleaning and sanitizing procedure for surfaces:

- Remove all large, visible particles of food if present.
- Wash using warm soapy water.
- Rinse with clean water.
- Sanitize using proper sanitizing solution at correct ppm.
- Air Dry

Setting up the 3 compartment sink:

- 1st Sink: Warm soapy water.
- 2nd Sink: Clean water for rinsing.
- 3rd Sink: Sanitizing solution. (water should be at room temperature. Bleach concentration should be between 50 and 100 parts per million (PPM). Use bleach test strips to confirm concentration.

Cleaning and sanitizing procedure for smallwares in 3 compartment sink:

- Remove all large visible pieces of food if present.
- Wash in the 1st sink with warm soapy water.
- Rinse in the 2nd sink with clean water.
- Sanitize in the 3rd sink using proper sanitizing solution at correct ppm.
- Air Dry
- Always confirm sanitizing solution concentration (50 to 100 ppm) using bleach test strips. If the sanitizing water becomes dirty or the concentration is too weak, change the solution.

Sweeping and Mopping Floors

- Sweeping and Mopping should be done on a regular schedule
- The mop/utility sink should only be used for floor cleaning and for draining of the mop.
- Change mop water when dirty.
- Change mop heads regularly.
- While mopping, make sure "CAUTION WET FLOOR" signs are placed in highly visible areas.
- Let the manager on duty know if there are any issues or problems.

Sanitizing Bucket Use

- Store a clean rag in a red sanitizing bucket with bleach concentration at 50 to 100 parts per million.
- Do not drape the rag over the side of the bucket.

Chemicals and Chemical Storage

- All chemicals will be stored away from food prep areas, in our chemical cabinet.
- All chemical containers must be labeled.
- Only use chemicals for their intended purpose.
- Never mix chemicals together. Mixing ammonia and chlorine bleach together makes mustard gas. This is a deadly combination.
- Once a chemical container has been emptied, it should be thrown away. Never store food in a container used to store chemicals.

2.10 Facilities: Receiving, Packing, and Cross Docking

Receiving Food and Food Storage

Receiving: When receiving foods which require time and temperature control (frozen items, dairy products, meat products, value added/further processed produce), these items should be put into refrigeration or freezers as quickly as possible. Refrigerated items' temperatures should be checked at time of receiving to ensure they are received at 41 degrees or lower. If any item is received at a maximum of 45 degrees or higher, it must be rejected and sent back to the supplier.

All items received will be stored using the **First In - First Out (FIFO) storage system**. Pay attention to date marks or use by/sell by dates, pulling oldest date marked items first. Make every attempt to use previously received products first. If a product is out of date, dispose of the product.

Storage: Temperatures of refrigerators and freezers need to be monitored at all times. Each of our units has a SensorPush reader and these devices automatically keep a record of temperatures 24 hours a day. If a unit goes out of acceptable temperature range, we are sent an alert via text. Even though we have this system, physical monitoring of cooler and freezer temperatures must remain constant. All items must be stored 6" off the ground.

Packing Policy

Updated: Jennifer Brown 10/04/24

When packing product for a customer the following standards are maintained:

- Packed produce should be high quality, clean, reasonably uniform in appearance, presented properly as regards to sizing and bunching and have liners as appropriate.
- Boxes should be clean, sturdy and monitored for weight or count packing as expected - overpacked by 2% to allow for scale discrepancies.
- We follow all WVDA labeling guidelines for processed retail items.
- Temperature guidelines (see resources) for all produce are followed for storage and transportation.

Cross Docking Policy

Updated: Jennifer Brown 10/04/24

Receiving & Inspection

Mountain State CO-HOP facilitates the safe transfer of product from producers and/or cooperatives. This includes inspecting for food safety, unloading vehicles upon delivery, properly storing, and ensuring deliveries match invoiced amounts.

Upon delivery, Mountain State CO-HOP will:

- Check for obvious quality or food safety issues (broken glass, crushed boxes, etc.).
- Move all temperature sensitive products into coolers within 10 minutes of delivery.
- Check against the provided PO or invoice for incoming and outgoing deliveries.
- a copy of the invoice signed by Mountain State CO-HOP is given back to the vendor, a copy of the invoice signed by the vendor stays on the product, load, case, and/or pallet of the vendor.

2.11 Pest Control Policy

Updated: Jennifer Brown 10/09/24

XXXX Pest Control is contracted to perform monthly checks on pest activity and maintain traps around the entire facility inside and out. Pest Control Service Agreement and Invoices from the pest control company are kept as records. If any signs of pest activity are observed during weekly monitoring, staff will notify the contractor so a service can be scheduled immediately.

2.12 Coolers: Thermometer Calibration Checks and Condenser Maintenance

Updated: Jennifer Brown 10/04/24

- Temperatures of each controlled space are tracked in the sensor push.
- Each month, accuracy of each of the room thermometers should be checked by confirming the temperature readings on other thermometers placed in the coolers and also using a temperature gun. If the reading is more than 5 degrees F off of the reading of the wall thermometer, the wall thermometer should be replaced. Accuracy of temperature guns should also be checked using a similar procedure. Records are to be written in the HUB Cleaning Checklist.
- Once a year, the coolers and their specific equipment are inspected and an Inspection Agreement contract is kept as a record.
- Once a month, inspect the cooler fans and the condensation units and request for a maintenance service if necessary. Confirm cleanliness and working order, and keep invoices as records whenever service is received. Service and clean condensation units as needed, at least annually, and keep the invoice as a record. Maintain service records as part of this food safety plan.
- Calibration on the temperature gun guaranteed by the seller for a 2 year period.
- If storage facilities fail to maintain the necessary storage temperatures (for example, if cooling units malfunction, resulting in a dramatic temperature variance), all affected products should be disposed of, either in the compost or the trash.

Temperature Control

Keeping hot foods hot and cold foods cold, cooling and reheating foods quickly are essential to keeping food safe. Some of this information may not apply to what we do at Mountain State CO-HOP but this is essential information that everyone needs to know. Temperature Danger Zone: Temperatures between 41 degrees Fahrenheit and 135 degrees Fahrenheit contribute to pathogen growth. Pathogens grow extremely quickly 70 degrees Fahrenheit and 125 degrees Fahrenheit. It is essential to hold and keep hot foods at 135 degrees or warmer, and keep cold foods at 41 degrees or colder.

Records and Signage

3.1 Visitor Log

Effective Date: 11/17/2024

Reviewed by: Jennifer Brown Food Safety Coordinator, Date: 10/8/2024

Please read the posted visitor policy and sign below to confirm that you have understood it and will comply. Thank you for keeping our facility safe!

[illegible]

3.2: Worker Sanitation and Worker Protection Training Log

Date:

Location:

Trainer:

Training Time:

Training material (Please attach any written materials to this log with a staple):
Please see the food safety plan for overall Worker Training procedures.

Employee Name (please print)	Employee Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Reviewed by:

Title:

Date:

3.3 Restroom Service Log

[illegible]

3.4 Incident and Illness/Injury Reporting Log

Incidents include any unusual event that needs to be recorded, including broken glass, other high risk incidents, and employee illness and injuries. Please see the food safety plan for overall illness/injury reporting procedures and overall cleaning up broken glass procedures.

Date	Name of Employees involved	Incident, injury, Illness reported	Incident description and actions taken	Did employee return to work? (Yes, No, N/A)	Food Safety Manager Initials

3.5 Cooler and Freezer Temperature Log

[illegible]