

Product Quality Assurance School Gardens Guideline

First Steps

1. Check with the public health authority (e.g. Dept of Health) to determine feasibility of using garden grown produce in kitchens per the regulations
2. Division VP must know about, approve of and sign off before starting the garden
3. Review the client agreement (contract) to confirm that insurance and indemnity requirements are adequate.
4. Verify that Good Agricultural Practices (GAP's) are being followed by completing the weekly check list (attached)

The Basics

- Use only commercially prepared organic fertilizer or compost.
- *Always follow all label usage instructions for soils and fertilizers*
- Procure seeds and/or plants from reputable sources only.
- Use only potable water (drinking water) for irrigation.
- Position your plot so that it is not in the path of runoff from agricultural areas, parking lots and roads, or other sources of potential contamination.
- Protect the growing plot from wild and domestic animals with a fence.
- Harvested products must be used at the unit level only. Do not sell or give away to anyone including: Retailers or wholesalers, farmers markets, donation recipients, employees, customers or clients.

Critical Items

- Do not use compost made on your own site from yard waste, clippings and food waste. This is important to ensure that you do not accidentally introduce pesticides, fertilizers or cleaning chemicals that may have been used in landscaping or cleaning into the garden.
- Do not use composted sewage sludge or anything that may possibly contain human waste of any kind.
- Do not add untreated (or improperly composted) manure to the garden.
- Do not use gray water, waste water, recycled water or runoff water from parking lots. They may accidentally introduce caustic chemicals, oils and solvents into the garden.
- Do not use insecticides or pesticides.
- Do not add food scraps/food waste to the garden soil.
- Do not add paper or other bio-degradable waste items to the garden.
- Do not grow and/or use raw sprouts per Sodexo's "Banned Product List" (attached)
- Do not advertise your food as "organic". This is a term reserved for farmers and food producers who go through a rigorous USDA-sponsored inspection process.
- Adhere to the "Food Safety Guidelines for Fresh Fruits and Vegetables" (attached)

School Gardens Weekly Checklist



Date: _____

N O	ITEMS TO CHECK	YES	NO	N/A
The Basics				
1	Using only commercially prepared organic fertilizer or compost.			
2	Label instructions for the use of soils and fertilizers are being followed			
3	Seeds and/or plants are procured from reputable sources			
4	Only potable water (drinking water) is being used for irrigation			
5	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.			
6	Growing plot is properly protected from domestic and/or wild animals			
Critical Items				
1	Proper personal hygiene practices are in place			
2	Compost made on your own site from yard waste, clippings and food waste not being used			
3	Untreated (or improperly composted) manure is not being used			
4	Gray water, waste water, recycled water or runoff water from parking lots is not being used			
5	Insecticides and/or pesticides are not be used			
6	Food scraps / food waste is not being added to the garden soil			
7	Paper or bio-degradable waste are not being added to the garden soil			
8	Sprouts for harvesting are not being grown			
9	The term "organic" is not being used improperly			
10	Containers used to transport harvested items are food-grade, properly cleaned and in good condition			
11	"Food Safety Guidelines for Fresh Fruits and Vegetables" (vegetable cleaning) procedures are being followed for those items being used in recipes			
12	Harvested items are labeled and properly stored prior to use in recipes			
Corrective Actions:				