



Food Safety and Handling Manual

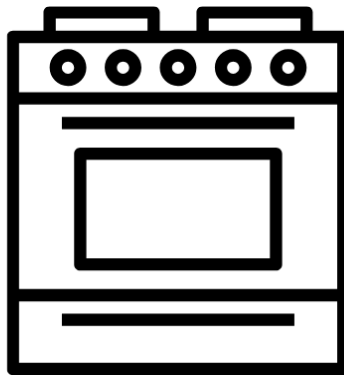
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FOOD HANDLING SAFETY



Introduction:

Community Through Colors operates La Finca de Hamberto, a small-scale USDA-certified organic farm in Vieques, Puerto Rico, and educational project AVES (Apoyo en Vieques para la Educación y la Sostentabilidad). We are a proud member of the Vieques Agricultural Collective. Vieques is a historically underserved community with a majority Spanish-speaking population.

La Finca operates as a learning farm, hosting educational seminars, assisting others with at-home farming and livestock rearing, and preparing for natural disasters through food security.

Currently, 99% of food on Vieques is brought from mainland Puerto Rico by ferry, which is routinely unreliable in bad weather. Furthermore, the few existing farms on Vieques currently face resource insecurity and climatic challenges, making the work we do here extremely important. Consequently, the farm is built primarily from recycled materials, including shipping pallets otherwise destined for the landfill.

La Finca de Hamberto is home to goats, sheep, pigs, chickens, ducks, geese, rabbits, and, of course, dogs and cats. The farm also produces a variety of vegetables, herbs, and specialty goods, including arugula, mustard, bok choy, radish, basil, microgreens, goat cheese, soap, canned vegetables, pesto, tostones, and more.

The purpose of this guide is to provide useful information and farm processes for food safety and food handling we have developed at La Finca de Hamberto. This guide is intended to help the following farming populations: farmers in the Caribbean region; historically underrepresented/underserved farmers; socially disadvantaged farmers; and limited-resource farmers. ***NOTE: This document provides information on operations at Community Color's La Finca de Hamberto Farm and is not applicable to all farms or farming operations. Please feel free to use or adapt the information in this manual to best suit your needs.***

La Finca de Hamberto prepares and handles a variety of ready-to-eat and processed food. Appropriate handling of food items and kitchen protocols are essential to avoid contamination and illness. This is a living document and will be updated as needed to reflect the most current processes at La Finca de Hamberto.

COOLING AND HEATING

- Foods must *cool* from **135°F** to **70°F** in **2 hours** AND from **70°F** to **41°F** in **4 hours**

COOKING TEMPERATURES

- 165° F for 15 seconds
 - Poultry – Whole or Ground
 - Stuffed meats or pastas
 - Casseroles, mixed dishes
- 155° F for 15 seconds
 - Ground hamburger
 - Pork
- 145° F for 15 seconds
 - Whole Meats
 - Fish and Seafood

THAWING

- A. In a refrigerator at maximum **41°F**
- B. Submerged under running water at maximum **70°F**
- C. As part of the continuous cooking process

LABELING

- All food entering the refrigerator must be **packaged** and **labeled** with the *date, name, and weight*

COLD STORAGE

- Refrigerated foods must be held at maximum **41°F**
- Frozen foods should be held at maximum **0°F**

THERMOMETER

- Calibration
 1. Pack a container with crushed ice and water
 2. Put thermometer in ice-water mixture, ensuring at least 2 inches of the probe
 3. is submerged
 4. Hold for 30 seconds, thermometer should read 32°F

5. If thermometer does not read 32°F, calibrate according to manufacturer instructions and reinsert in fresh ice/water mixture
- Use
 1. Insert thermometer in the thickest part of the food
 2. For large foods or dishes take temperature readings in multiple areas
 3. Stir liquid products before taking temperature
 4. Do not allow probe to touch bone, container, or cooking surface when taking temperature

JEWELRY and PERSONAL HYGIENE

- NO jewelry except wedding rings
- NO fingernails polish or artificial fingernails

HAIRNETS, GLOVES, and CLOTHING

- Effective hair restraints
 - Hat
 - Hair net
 - Beard restraint
- Clean clothing
 - Apron
- Gloves
 - NOT a replacement for hand washing
 - YES when handling ready-to-eat foods
 - YES wear a new pair when changing job duties OR handling allergy-free

ILLNESS OR INJURY

Employees must remain home until they are symptom free for at least 24 hours. Employees with a cut may return to work IFF the cut is properly treated, wrapped, and covered

- Illness
 - Diarrhea
 - Vomiting
 - Jaundice
 - Fever
 - Sore throat
- Injury
 - Boils, burns, or sores
 - Cuts

HAND SANITIZER and HAND WASHING

- YES wash hands for at minimum **20 seconds with warm water AND soap**
 - Clean hands, wrists, and fingernails
- YES wash hands **BEFORE:**
 - Touching food preparation utensils or surfaces
 - Touching food
 - Changing work responsibilities
- YES wash hands **AFTER:**
 - Handling raw meats, poultry, or seafood
- DO NOT wash hands in any sink not labeled for handwashing

STORAGE PROCEDURES

- First In, First Out (FIFO)
- All food items should be at minimum **6 inches** above the ground
- DO NOT use expired or damaged food for sale items

CLEANING and SANITIZING

- High touch and heavily used items should be cleaned and sanitized at minimum daily
- Surfaces should be cleaned **prior to each use**
- Cleaning chemicals should be kept in the designated area outside of the kitchen
- Approved cleaning products are listed below:
 - Diluted 1:2 bleach may be used on food contact surfaces
 - Diluted 1:2 vinegar may be used on food contact surfaces IF followed by a rinse
 - Fabuloso and other floor cleaners may be used **ONLY** on the floor
 - Chemical solutions **MUST** be disposed of in the toilet system. Chemical solutions **MAY NOT** be disposed of in any other plumbing system
- Following organic protocols, surfaces which may contact organic produce must be rinsed with water prior to use if chemical sanitation was used