



# Fresh Produce Packing Facility Checklist

Packing facilities are an essential part of a fresh produce farm. Hard work goes into growing nutritious fruits and vegetables, so now take the steps to protect them from possible contamination at the packing facility.

The checklist is developed to help minimize contamination of fresh produce at the packing facility. Some items on this checklist may apply to a facility, while others may not. Growers can add to the list as appropriate by facility. The checklist can be utilized before, during, and immediately after working with fresh produce at the packing facility. The checklist can also be used to plan for a future produce packing facility.

## Using the Checklist

The person in charge of completing this checklist must observe activities as they are carried out and must have knowledge about the packing facility. Put a checkmark (✓) under the column N/A for items that do not apply to the facility. Then, for items that apply to a facility, mark (✓), Yes for items completed and No for items not completed. The goal is to ensure the items marked No are addressed. Keep a record of the completed checklist for future reference.



Name of Farm: \_\_\_\_\_

Initial of Personnel in Charge: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Yes	No	N/A
<b>Facilities and Construction</b>			
1. Water in the packing facility is from municipal supply or meets the no detectable generic E. coli per 100mL quality.			
2. The packing facility is well organized to minimize accidents and to maximize efficiency.			
3. A hand washing station is available for workers to wash their hands.			
4. Hand washing stations are well-stocked with water, soap, and paper towels.			
5. A toilet is accessible within 0.25 miles.			
6. Lighting is covered such that produce, and food contact surfaces will not be contaminated in case it breaks.			
7. Windows close properly.			
8. Doors close properly.			
9. Floors are clean and dry.			
10. Floor drains are not clogged.			
11. Walls are clean.			
12. Water hoses can be moved easily without excessively dragging them on the floor or contacting fresh produce and food contact surfaces.			
13. Trash, debris, and unmarketable produce have been removed.			
14. Measures to exclude pests from the facility are established. For example, pest control traps have been installed and monitored regularly.			
15. Wildlife, domesticated animals, and pets are excluded from the packing facility except for service dogs.			
16. Waste water from the packing facility drains away from food contact surfaces and away from fresh produce growing areas.			
<b>Item</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Equipment and Food Contact Surfaces</b>			
1. All food contact surfaces are clean.			
2. All harvesting containers are clean, and broken ones removed.			
3. Cleaning and sanitizing supplies for food contact surfaces are stored away from fresh produce and food contact surfaces.			
4. Containers with sanitizer solutions are labeled clearly. Include the name of the sanitizer, concentration, and date of preparation.			
5. A Standard Operating Procedure for using sanitizers is present.			
6. Personal protective wear such as gloves and eye goggles for use when handling chemicals is present.			
7. All equipment is installed properly, allowing space to clean adjacent floors and walls.			
8. The ice machine is clean.			
9. Cooling facilities are clean and working properly.			

Item	Yes	No	N/A
<b>Personnel and Workers</b>			
1. Employees/workers are trained in the principles of food and personal hygiene, recognizing symptoms of foodborne illness, and protecting covered produce from contamination during and after harvest.			
2. A well-stocked first aid kit is accessible when needed.			
3. Employees have clean clothing and clean footwear.			
4. Persons with symptoms of foodborne illness are not allowed to touch fresh produce or food contact surfaces.			
5. Necessary records have been taken. For example, when covered produce is washed, growers must take record of produce and wash water temperatures, when water was changed, and sanitizers used.			
6. Untrained people are not allowed to contact fresh produce or food contact surfaces in the packing facility.			
7. Drinking water and single-use cups are available for workers to use while working in the packing facility.			
8. A policy to not eat or drink, except drinking water, is clearly posted for everyone to see.			
Item	Yes	No	N/A
<b>Fresh Produce and Packing Materials</b>			
1. Packing containers are clean.			
2. Packing containers are inspected, and broken ones removed.			
3. Packing containers are stored off the floor and away from the wall.			
4. Packed fresh produce is stored off the floor and away from the wall.			
5. Fresh produce is stored away from condensation and dripping water from the roof, ceiling, walls, pipes, etc.			
6. Packed produce is labeled correctly.			
7. Efforts are made to reduce excessive amounts of soil, organic matter, and debris brought into the packing facility (i.e., ground bins are used to prevent additional soil contact, excessively soiled produce is isolated, and visibly contaminated produce is not brought into the wash/pack area.)			
8. Fresh produce wash water was visually monitored and changed to prevent the buildup of organic matter.			

**Author**

[Lillian Nabwiire](#), Ph.D., University of Illinois Extension

**Reviewers**

[Zachary Grant](#), Renzo Ceme Vincas and  
[Grace Margherio](#)

Modified September 2024



extension.illinois.edu