Office Use: 161 - -

Food Business Registration Form - Primary Producers and Processors of Leafy Vegetables / Melons not in a GFSI recognised scheme*

Food Act 2008

City of Wanneroo

Business not able to demonstrate current Global Food Safety Initiative (GFSI) Recognized Scheme certification (eg. Freshcare, GlobalGap and SQF)

Food Business Details Section 107(1) / 110(2)

Proprietor Name
(Individual/body corporate/trustee*):
*If food business is operating under a Trust, please write the name of the person who is the Trustee.

ABN/ACN:

Address of farm/processing facility:

Phone: | Mobile:

Email:

Primary language spoken:

What leafy vegetables do you grow or process?

- ☐ Asian leafy greens
- ☐ Cabbage
- ☐ Lettuces
- ☐ Spinach leaves
- ☐ Herbs consumed raw
- ☐ Chicory
- ☐ Kale
- ☐ Microgreens
- ☐ Silverbeet
- ☐ Spring onions
- ☐ Swiss chard
- ☐ Watercress
- ☐ Other (please specify):

What melons do you grow or process?

- ☐ Rockmelon
- ☐ Honeydew
- ☐ Watermelon
- ☐ Piel de sapo
- ☐ Galia melon
- ☐ Charentais melon
- ☐ Korean melon
- ☐ Hami melon
- ☐ Other (please specify):

Which of these activities does your business undertake in relation to leafy vegetables / melons?

- ☐ Growing and harvesting
- ☐ Storing
- ☐ Washing/sanitising produce
- ☐ Combining harvested leaves
- ☐ Sorting
- ☐ Transport
- ☐ Trimming
- ☐ Packing

Do you resell / repack leafy vegetables/melons from another producer? ☐ Yes ☐ No

To whom / where do you sell your produce?

- ☐ Farmer's markets
- ☐ Large retailers
- ☐ Farm gate
- ☐ Perth Market Agent
- ☐ Café / Restaurants / Caterers
- ☐ Packer
- ☐ Independent grocers
- ☐ Delivery to customer
- ☐ Processor
- ☐ Other (please specify):

Attachment Checklist

- ☐ **Food Safety Management Statement** (Part B of this form)
- ☐ **Map of all production and processing sites**: boundaries, buildings/sheds, wastewater systems, growing sites, storage tanks, chemical/fuel storage, waste storage, soil amendment storage area, contaminated areas, etc.
- ☐ **Details for the payment of prescribed fee** (Part C of this form)

Declaration

I, the person making this application declare that the information contained in this application is true and correct in every particular.

Signature of applicant: _____
*In the case of a company, the signing officer must state position in the company

Date: _____

Name of person completing form/authorized contact: _____

Phone: _____

Lodging your Application and Fees

$352.00 application fee to be submitted with application form

In Person: City of Wanneroo Administration Centre, 23 Dundebar Road, Wanneroo, Monday to Friday 8.30am to 5.00pm. Payment by Cash, Cheque, EFTPOS, Visa or Mastercard.
Credit card payments incur a surcharge of 0.49% (incl GST).

By Mail: Locked Bag 1, Wanneroo WA 6946
Payment can be made by calling 9405 5285 to pay by Visa or Mastercard. Credit card payments incur a surcharge of 0.49% (incl GST).

By Email: health@wanneroo.wa.gov.au
Payment can be made by calling 9405 5285 to pay by Visa or Mastercard. Credit card payments incur a surcharge of 0.49% (incl GST).

****Please allow up to 28 days for application to be processed****

Appendix: Food Safety Management Statement

A Food Safety Management Statement (FSMS) sets out how the requirements of the primary production and processing standards will be met. You will need to specify the **food safety risk control measures that will be implemented across various aspects of your operation**.

The following sections of this form outline key food safety risk areas associated with the primary production and/or processing that must be addressed.

Each section includes examples of typical food safety risk controls to assist you with the completion of this FSMS. You will need to:

1. Tick (ü) the food safety controls that you currently have in place and relevant to your operation.
2. List down any additional food safety controls you have in place.
3. Leave any pre-listed food safety controls [ ] blank if it does not apply to your operation.
4. Mark any food safety controls you are not sure of with (?) a question mark if you would like to discuss them further with your local government.

Refer to the following resources that can assist you with the completion of this FSMS:

Fresh Produce Safety Centre
Food Safety Grower Guide

Vegetables WA
Tools and resources

Department of Health WA
Horticulture webpage

Management of Growing Site

Measures to prevent crop contamination on growing site.

Select the food safety controls that you have in place to manage your growing site:

- ☐ Onsite wastewater treatment and disposal systems are located away from growing site to prevent contamination.
- ☐ Growing areas are located away from boundaries or measures are in place to prevent contamination via runoff from neighbouring properties.
- ☐ No known heavy metal contamination of soil in the growing areas.
- ☐ Growth of weeds and toxic plants are monitored and managed in the growing site to prevent contamination of produce.
- ☐ Dedicated waste disposal area located away from growing site to prevent contamination.
- ☐ Equipment washdown areas located away from growing areas to prevent contamination.

Number of growing areas: _____

Provide details of any historical soil tests for heavy metals:

Any other food safety controls in place for your growing site:

Examples: Windbreaks, biosecurity control measures, controlled access, runoff and erosion control, management of soil conditions to reduce heavy metal uptake (eg. acidity, salinity, zinc), segregation from allergenic foods grown on same farm (eg. Nuts, cereal, soybean), knowledge of historical land use (eg. dip sites, dump site, power poles), greenhouse, plastic covers.

Soil amendments (manure, fertilisers, compost)

Measures to ensure your soil amendments (manure, fertilisers, and compost) do not contaminate your crop.

Select the food safety controls that you have in place for your soil amendments:

- ☐ No soil amendments used.
- ☐ Raw untreated chicken/animal manure OR untreated organic fertilisers is not used on farm.
- ☐ Fertilisers sourced from reputable suppliers.
- ☐ Treated manure and composts sourced from suppliers that are accredited with AS 4454.
- ☐ Treated manure / organic fertilisers is incorporated into soil, and growing site is rested prior to planting.
- ☐ Soil amendments stored to prevent windborne dust onto crops and into buildings.
- ☐ Soil amendments storage area is in a suitable location to prevent contamination of growing site and water sources.
- ☐ Pellet or liquid fertilisers stored safely to prevent leakages.
- ☐ Pellet or liquid fertilisers are applied in accordance with label instructions.
- ☐ Soil amendment specification sheets and certificates from suppliers are kept on record.
- ☐ Soil amendments stored to prevent bird, rodent, animal and pest access.
- ☐ Records are made on soil amendment application / use.

How many days before harvest are soil amendments applied? _____days

Any other food safety controls in place for the use of soil amendments:
Examples: Covering to prevent exposure to wind and rain, monitoring of environmental conditions before application, weather consideration, soil testing pre- and post- amendments, post-application buffer period, training of workers, procedures, heavy metal testing for long-term use fertilisers.

Seed and seedlings (not required for melons)
Measures to ensure your seeds/seedlings are free from contamination.

Select the food safety controls that you have in place for your seeds and seedlings:

- ☐ Seeds and seedlings sourced from reputable suppliers.
- ☐ Seedlings checked for pests and diseases upon arrival and before transplanting.
- ☐ Seeds and seedlings adequately protected from contamination.
- ☐ Seeds and seedlings specification sheets and certificates from supplies are kept on record.
- ☐ Records are made on seedling receipt and planting area for each batch.

Any other food safety controls in place for your seeds and seedlings:
Examples: Seed disinfection, request for pathogen testing results from supplier, separate batch storage, handling procedures.

Irrigation water
Measures to protect your irrigation water from contamination.

Select the food safety controls that you have in place for your irrigation water:

- ☐ Bores are adequately capped and not subjected to surface water intrusion.
- ☐ Open soaks/dams are not subjected to surface water intrusion.
- ☐ Regular inspection of soaks/dams and pumping equipment.
- ☐ In the event of wild bird infestation at open soak/dam, a water sample will be tested. If washing of produce is undertaken, disinfection concentrations will be increased.
- ☐ Onsite wastewater treatment and disposal systems are located away from water sources to prevent contamination.
- ☐ Irrigation system setup to allow for fertigation and chemigation for separate growing areas.
- ☐ Pets kept away from any farm dams.

Select the water sources you use for crop irrigation:

- ☐ Bores
- ☐ Dams and soaks
- ☐ River / creek
- ☐ Rainwater
- ☐ Irrigation channel
- ☐ Scheme water
- ☐ Recycled water scheme
- ☐ Other (please specify) _____

Select the irrigation method(s) you use for crop irrigation:

- ☐ Surface / flood irrigation
- ☐ Sprinkler irrigation
- ☐ Drip / Subsurface irrigation
- ☐ Other (please specify) _____

Any other food safety controls in place for your irrigation water:

Examples: Dates of heavy rain recorded, regular microbiological and chemical testing, monitoring of rainfall and weather, sediment filtration, source protection zones, inspection of runoff paths, pre- and post- flushing of lines, irrigation line map.

Agriculture chemicals

Describe how you store, apply, and manage your chemicals to ensure it does not make your crop unsafe.

Select the food safety controls that you have in place for your agriculture chemical use:

- ☐ No agriculture chemicals used.
- ☐ Chemicals stored undercover in secure, ventilated equipment shed away from produce.
- ☐ Records are made on all chemical use and application.
- ☐ Material Safety Data sheets available (physical or electronically) for all chemicals.
- ☐ Mixing and calculation of chemicals is only undertaken by experienced staff.
- ☐ Fertigation tank checked for leaks before addition of chemicals.
- ☐ Fertigation tank and irrigation lines flushed with fresh water after use.
- ☐ Manual application on affected crop undertaken if chemigation is not required.
- ☐ All chemical containers placed on bunds or in a manner to prevent any leakages contaminating soil.
- ☐ Empty chemical IBC's / containers stored away from growing site ready for collection / disposal.
- ☐ Clothing and gloves are laundered after each application.
- ☐ Application equipment washed in appropriate area away from growing, processing areas.
- ☐ Dosing, spraying and pumping equipment is regularly calibrated.

Do you have personnel trained and certified (ChemCert) to handle agriculture chemicals:

☐ Yes ☐ No

Any other food safety controls in place for your agriculture chemical use:

Examples: Pre-harvest interval monitoring, designated mixing and loading areas, spill kits, monitoring of weather and wind direction, labelling and expiry tracking, post-application flushing of lines, flow rate monitoring, residue testing, spray drift management, replacement of deteriorated labels, leftover solution disposed safely,

Harvesting
Measures to prevent crop contamination during harvesting.

Select the food safety controls that you have in place for harvesting:

- ☐ Chemical application sheet checked to ensure adequate withholding period has been achieved for growing area.
- ☐ Collection bin moved to packing shed as soon as it is full to minimise sun exposure.
- ☐ Collection bins, gloves and knives clean and sanitised at the end of each day.
- ☐ Excess dirt is removed from crop before placing in harvest bins.
- ☐ Harvest equipment regularly maintained and checked for damages.

Any other food safety controls in place for harvesting:

Examples: Provision of portable ablution blocks and handwash stations, disinfection of tools, not harvesting in wet/muddy conditions, no overfilling to prevent bruising, pre-harvest pest and wildlife monitoring walkthrough, no stacking of soiled bins on produce, record keeping.

Post-harvest water and processing
Measures to prevent contamination of your crop from post-harvest water use (washing, sanitising, cleaning, etc).

Select the food safety controls that you have in place for your post-harvest water use and processing:

- ☐ Scheme / Carted scheme water is used for post-harvest washing and processing.
- ☐ Onsite sourced water is disinfected before use.
- ☐ Storage tanks are regularly checked (for pest/birds intrusion, leaks, cracks) and desludged.
- ☐ Crops are pre-washed before a final wash step.
- ☐ Pre-washing bin water is managed to prevent high levels of organic matter build up.
- ☐ Final wash bin/water is dosed with disinfectant.
- ☐ Disinfectant residuals are checked hourly and topped up when it is low.
- ☐ Clean and packed product is stored under temperature control if it is stored for extended period.
- ☐ Excess dirt is removed prior to washing.

If disinfected water is used for washing:

- Which disinfectant do you use: _____
- What is your target concentration: _____

Where is your wash water disposed of: _____

Any other food safety controls in place for your post-harvest water use and processing:

Examples: pH monitoring, disinfectant concentration adjusted to the level of residue on crop and risk, single pass pressure spray, microbiological testing of wash water, disinfectant dosing sheet/procedure, turbidity monitoring, product testing, use of food safe chemicals/detergents.

Premises and equipment

Measures to ensure your premises and equipment do not contaminate your crop.

Select the food safety controls that you have in place for your premises and equipment:

- ☐ Knives used on growing site and packing shed have solid blades.
- ☐ All collection and wash bins, packing shed floors are cleaned at the end of each day.
- ☐ Damaged or deteriorated crates and pallets are disposed/repaired. (Risk: nails, splinters, plastic, etc)
- ☐ Clean crates and boxes stored undercover to avoid contamination.
- ☐ Clean crates and boxes stored undercover to avoid contamination.
- ☐ Soiled cleaning cloths and brushes are replaced, cleaned, and disinfected throughout the day.
- ☐ Cool room temperature is checked regularly. Temperature: _____
- ☐ Toilets are available and provided with hand washing facilities.

Any other food safety controls in place for your premises and equipment:

Examples: Sealed floors at processing areas, floor drains in processing areas, designated eating and drinking areas for employees, cleaning records, internal hygiene and sanitation checks, checking for leaks and drips in cool room, checking for oil leaks and grease on equipment, glass and brittle plastic management, repair of rusting/flaking surfaces, prevent splashing on crops during wash up.

Animals and livestock

Measures used to prevent animals, wildlife, and livestock from contaminating your crop and water supplies.

Select the food safety controls that you have in place to prevent crop contamination from livestock and animals:

- ☐ Growing area is fenced off and livestock has no access to growing area.
- ☐ Harvest workers are trained to be on the lookout for animal tracks and droppings while harvesting.
- ☐ Potentially contaminated crops are not harvested.
- ☐ Increased monitoring of crop or growing area contamination when there is increase wild bird activity.
- ☐ Damaged fences are fixed immediately to prevent wildlife access.
- ☐ Standing water puddles around growing area are filled in.
- ☐ Packing and storage sheds are regularly checked for bird roosts and perches.

Any other food safety controls in place to prevent crop contamination from livestock and animals:

Examples: Increase monitoring during bushfires, marking out of areas accessed by wildlife to exclude harvesting, testing of irrigation dam following severe wild birds/animal intrusion.

Pest control

Pest control measures used to protect your crop from contamination.

Select the pest control measures you have in place:

- ☐ Damaged / rejected produce is either ploughed back into the field or incorporated into compost heap or disposed offsite.
- ☐ Compost heap is covered, and heap temperature checked regularly.
- ☐ Pest control chemicals used according to label instructions.
- ☐ Pest control chemicals located and contained to prevent contact with crops and harvest equipment.
- ☐ Rodent baiting stations are in place throughout sheds.
- ☐ Workers trained to look out for droppings, burrows, tracks, and gnaw marks.
- ☐ Livestock feed stored securely to prevent access to pests.
- ☐ Licensed pest control contractor is engaged when required.
- ☐ Rubbish and waste are not stockpiled and managed to prevent harbouring/breeding of pests.

Any other pest control measures you have in place:

Examples: No wood/stone piles, weed trimming, designated personnel responsible for pest management,

Severe weather event

Describe how you respond to severe weather events (flooding, dust storms, drought, etc).

Select the management measures you have in place when your crop is affected by severe weather events:

- ☐ Crop areas affected by flood will not be harvested and will be ploughed back into the field.
- ☐ In the event of increased dust activity, final wash bin disinfectant concentration will be increased.
- ☐ In the event of dust storm, harvest and despatch will be withheld until advice is received on product testing and clearance. LG will be consulted.
- ☐ In the event of bushfires, inspection for damaged fencing and wildlife access to water sources will be increased.
- ☐ Areas affected by flood water are not replanted for at least _____ days.

Last known flooding event (year): _____

Last known dust storm (year): _____

Last known drought (year): _____

Any other measures you have in place to manage food safety during severe weather events:

Examples: Growing area testing after flood event, water quality testing of any alternative water sources.

Traceability

Describe how you keep track of whom you supply your produce to and whom you receive (if any) produce from.

Select the records that you make to keep track of whom you supply your produce to and whom you receive leafy vegetables / melons from:

- ☐ Sales receipts or Invoice
- ☐ Purchase receipts
- ☐ Logbook / Journal (Electronic or written)
- ☐ Crate/Bin numbers to market agent
- ☐ Other (Please specify): _____

Health and hygiene

Health and hygiene practices for workers and visitors.

Select the health and hygiene measures you have in place:

- ☐ Workers with symptoms of nausea, vomiting, diarrhoea, fever, or jaundiced are not permitted to handle produce.
- ☐ Cuts, minor wounds, and sores covered with bandages and dressings.
- ☐ Wearing of jewellery (except plain wedding bands) not allowed when harvesting.
- ☐ No smoking, spitting, eating, and chewing of gum when harvesting and processing.
- ☐ Toilets with hand washing/sanitising facilities are easily accessible by workers.

Any other health and hygiene measures you have in place:

Examples: Dedicated work clothes/footwear, footbath / sanitation mats, hygiene training and reinforcement, monitoring of new hires and seasonal workers, reminder signs/posters, workers with cold required to use masks, provision of single use tissues.

Skills and knowledge

Describe what is being done to ensure workers have necessary skills and knowledge associated with their tasks.

Select the training and education you provide to your workers:

- ☐ All new workers are trained by the farm manager and supported by more experienced workers.
- ☐ Farm manager will provide instructions and corrective advice to workers when required.

Other training / measures you have in place to ensure you and your workers have the appropriate skills and knowledge:

Examples: Horticulture safety course, prestart meetings, food safety culture, translation of instructions.