OHGG Hops Quality Standards

Best Practices for Growing Hops



FARM BOOK RECORDS: FORMS

- 1. Daily Harvest Facility Walkthrough
- 2. Machinery/Building/Equipment cleaning/Maintenance Log
- 3. Traceability Record of Sales
- 4. Harvest Equipment Pre-Harvest Food Safety Risk Assessment
- 5. Facility and Worker Pre-Harvest Food Safety Risk Assessment
- 6. Weekly Scouting Log
- 7. Daily Harvest Log
- 8. Pesticide Log
- 9. Fertilizer Log

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DAILY HARVEST FACILITY WALKTHROUGH

| FACILITY: FIELD MACHINERY | WALK THROUGH OCCURS |
|---------------------------|---------------------|
| FACILITY: FIELD WACHINERY | EVERY 24 HRS |

Using the *Daily Harvest Facility Walkthrough* walk through each portion of the facility, receiving, picking, kilning, conditioning and baling areas and identify areas needing cleaning or maintenance. Only identify recurring issues or those which cannot be dealt with immediately by the employees on shift.

| DATE | ISSUES FOUND and ADDRESSED | STAFF (by whom?) |
|------|----------------------------|------------------|
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MACHINERY/BUILDING/EQUIPMENT CLEANING/MAINTENANCE LOG

Anytime there is cleaning or maintenance done on any building or machinery or equipment you must record it on this log. This shows that you are checking and maintaining your facility and equipment.

| DATE | EQUIP ID/NAME | HOP FACILITY/MACHINERY | CLEANING/MAINTENANCE ACTION TAKEN | INITIALS |
|------|------------------|---------------------------|-----------------------------------|----------|
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TRACEABILITY - RECORD of SALES

You must be able to trace sold product back to all production records.

| GROWER# | LOT# | BUYER | SOLD DATE |
|---------|------|-------|-----------|
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HARVEST EQUIPMENT PRE-HARVEST FOOD SAFETY RISK ASSESSMENT

Go through the list on this Risk Assessment and check your facility. Put a check mark in the boxes below to see where you are for levels of risk. Correct any items you find while performing this walk around.

| | | LEVEL OF RISK | | | | | | | |
|-------------------|---|---------------|-----|------|--------|------|--|--|--|
| HAZARDS and RISKS | MANAGEMENT PLAN | NONE | LOW | SOME | LIKELY | HIGH | | | |
| | | 0 | 1 | 2 | 3 | 4 | | | |
| Moisture Sensors | Calibrate annually. As drying occurs test kiln beds for moisture. | | | | | | | | |
| Moisture Probes | Calibrate annually. Check bales for moisture levels and document. | | | | | | | | |
| Magnet | Check annually. Test to check for strength levels. (How strong) | | | | | | | | |
| Picking machine | Picking machine is checked for cleanliness. Food grade lubricant is used. See machinery/building/equipment cleaning/maintenance log | | | | | | | | |
| Kiln Drying Room | Make sure all belts/conveyors are cleaned before harvest and daily checks. Check for cleanliness of cloth lining rooms. Check for flecking of any paint or wood used in the rooms. See maintenance/building/equipment cleaning/maintenance log | | | | | | | | |
| Baling Room | Clean all floors before harvest begins. Check floors daily for any issues that may occur from equipment in the baling room. Check all equipment (forklft/bobcat) that may be in the baling room to move product. If using employees and manually moving product make sure they are using clean equipment that does not leave the baling room and some type of footwear that is not allowed outside the baling room. | | | | | | | | |
| Trucks | All vehicles that come in contact with the fresh product must be cleaned pre-harvest and visually checked before each shift. Truck cleanliness logs are to be in each truck. | | | | | | | | |

FACILITY and WORKER PRE-HARVEST FOOD SAFETY RISK ASSESSMENT

Go through the list on this Risk Assessment and check your facility. Put a check mark in the boxes below to see where you are for levels of risk. Correct any items you find while performing this walk around.

| | | | LEV | EL OF F | RISK | |
|---|--|------|-----|---------|--------|------|
| HAZARDS and RISKS | MANAGEMENT PLAN | NONE | LOW | SOME | LIKELY | HIGH |
| | | 0 | 1 | 2 | 3 | 4 |
| Restrooms: Mobile or Fixed Water contamination, overflow from waste | Make sure there is no runoff or leaking. Place Porta-potties outside of the fields where there is no risk to fields or any waterways in the event of a spill or leak. | | | | | |
| Equipment or Tools - Reusable Crop contamination and worker injury | Check daily for cleanliness and damage. Repair or clean daily as needed. Clean and repair at least 7 days prior to harvest. If employees bring their own equipment have a place for them to clean as needed or visually inspect daily. | | | | | |
| Eating, Tobacco, Liquids Crop Contamination | No eating, tobacco use, beverages other than water in the fields or hop facility. Employees may have these items in their personal cars or other designated areas. | | | | | |
| Animals and Rodents Crop Contamination | Visually check daily for any signs of animals or rodents in fields or hop facilities. Use screening on facilities if necessary and fencing in the fields where needed. | | | | | |
| Water Testing For human use and crop exposed to water | Open water source tested at least three (3) times annually. Well water tested at least one (1) time annually. | | | | | |
| Worker cars Leaks tracked to fields | No parking inside the rows when crop is still in the fields. All parking outside of the fields and crop loading area. | | | | | |
| Worker Training Safety to workers and crop contamination | All workers receive Hygiene and Food Safety training at least annually. Training items are posted. Proper clothing in work areas, proper clothing or PPE in specific work areas. | | | | | |

| | Weekly Scouting Records | | | | | | | | | | |
|------|-------------------------|-----|------------------------|-----------------|-----------------|-----------------------|--------------------------|---|--|--|--|
| Date | Growing Week | GDD | Observations of Growth | Plant Condition | Pests /Diseases | Rainfall in Inches | Irrigation in Gallons | Additional Info (Weather, Testing, etc.) | | | |
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Daily Harvest Log

| Date/ Time | Field# | Variety | Harvest Moisture | Dry Time | Drying Temp. | Post Dry Moisture | Lot# | Bale# | Cold Storage Date |
|------------|--------|---------|------------------|----------|-----------------|-------------------|------|-------|-------------------|
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| | | | Р | esticid | le Log | | | | |
|----------------|---------|--|---|---------|--------|--------------|-------|-----|--|
| FIELD LOCATION | 1: | | | | | | | | |
| APPLICATOR NA | ME: | | | | | | | | |
| OH LICENSE NUI | MBER: | | | | | | | | |
| | Product | | | | | Size of Area | Total | Мах | Field Notes: target pest(s). Sprayer info, gallons water |

| Month/Day/Year | Product Name | Active Ingredients | EPA Reg # | REI | PHI | Crop | Rate | Size of Area Treated | Total Amount Applied | amount per | Field Notes: target pest(s). Sprayer info, gallons water used, wind and weather, crop status |
|----------------|-----------------|--------------------|-----------|-----|-----|------|------|-------------------------|----------------------------|------------|---|
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| | Fertilizer Log |
|--------------------|----------------|
| FIELD LOCATION: | |
| APPLICATOR NAME: | |
| OH LICENSE NUMBER: | |

| Month/Day/Year | Type Fertilizer (Granular/Liquid/Foliar) | Brand Name | Formulation | Стор | Rate | Size of Area Treated | Total Amount Applied | Field Notes: target pest(s). Sprayer info, gallons water used, wind and weather, crop status |
|----------------|---|------------|-------------|------|------|----------------------------|----------------------------|--|
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