

## Next Steps for the Garden Manager

After your school garden has been certified, the garden manager is responsible for upholding the food safety plan submitted to the school sanitarian. This fact sheet outlines the three major areas where ongoing actions will take place to ensure the garden is running smoothly and safely.

### Documentation:

Record keeping is one of the simplest, yet most important parts of being the garden manager. It is essential to have documentation of all your actions. If you keep good documentation, it will be easy to show the school sanitarian that you are following the guidelines. Here are some recordkeeping considerations:



**Parents should sign a permission slip** for students to work in the garden. Also, inform parents to send students to school with closed-toed shoes, a hat, a water bottle, and sunscreen, on garden workdays.



**Keep a binder** with your certification paperwork along with logs of your garden actions. The UA CALS Cooperative Extension has logs of various actions (i.e. hand washing, training, animal occurrences). You are only required to have a harvest log, however some of the other logs may be nice to have for your memory purposes. Click the binder to find out what it should contain.



**Keep receipts** from items such as soil and soil amendments in the binder.

Link to school garden premade logs

<http://cals.arizona.edu/agliteracy/programs/school-garden-food-safety>



### Training:

Another part of being a garden manager is ensuring everyone working in the garden is as knowledgeable about food safety as you. Both students and staff should be informed of the safety procedures associated with hand hygiene and harvesting.



**Teach students proper hand washing procedures.** Students should wash their hands for at least 20 seconds, scrubbing between their fingers and under their nails. Click on the germ for a link to a free hand washing poster.



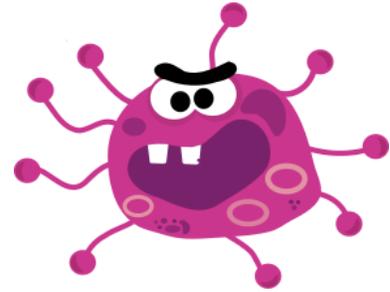
**Inform students of when they need to wash their hands.** Remind them that using hand sanitizer is not the same as washing their hands.



**Create a pre-harvest training** that reinforces good garden hygiene, ensures students have proper garden attire on before entering the garden, and reminds sick students to stay out of the garden. See the link below for an example of how Manzo Elementary conducts pre-harvest training.

Manzo Pre-Harvest Training Example

<https://extension.arizona.edu/sites/extension.arizona.edu/files/resources/manzo-training-school-harvesting-pima.pdf>



Post- Harvesting:

After harvesting is finished, you should verify where and how produce is being stored. Tools should also be prepared for use at the next harvesting event.



**Make sure harvested food is placed in food grade storage containers** and that these containers are used only for harvesting. The food safe symbol is a wine glass and fork. Click on the food basket for a link about how to identify a food safe container.



**Do not place produce into storage containers while wet or damp**, as this will create mold.



**Be sure to sanitize harvesting tools after each use.** Coordinate with the school cafeteria to obtain sanitizing agents for your tools. Take care to place your harvesting tools in a separate area or bucket from other multipurpose tools, such as shovels.



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