



# The Equitable Food Initiative Processing & Packing Standards

VERSION 1.1, DECEMBER 15<sup>TH</sup>, 2017

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## Responsibility for these Requirements

The EFI Standards Committee has responsibility for this document, and will periodically review and update it.

Users should verify that they are using the latest version by checking on the EFI website at:

[www.equitablefood.org](http://www.equitablefood.org).

## Versions Issued

| Version No. | Date                             | Description of Amendment  |
|-------------|----------------------------------|---|
| v1.0        | September 1 <sup>st</sup> , 2015 | First public-facing version of the EFI Packing House Standard.  |
|             |                                  | The document's introduction and formatting have been changed to reflect EFI's revised branding guidelines. Copy edits were made to improve the clarity of the document. |
| v1.1        | December 15 <sup>th</sup> , 2017 | Processing Facilities were included in the scope of this document. Definitions of Qualifying Facilities were added, and MS 1.5 and 1.6 were added to the Standards.     |
|             |                                  | The document name was changed to Processing & Packing Standards.  |

## **About the Equitable Food Initiative (EFI)**

EFI is a non-profit skill-building and certification organization that brings growers, farmworkers, retailers, and consumers together to create a safer, more equitable food system. This unique approach sets standards for labor practices, food safety and pest management while engaging workers at all levels to address issues and challenges in the produce industry.

## **Our Mission Statement**

To bring together growers, farmworkers, retailers and consumers to transform agriculture and the lives of farmworkers.

## **We Believe:**

- That being a farmworker is a valuable and honorable profession.
- The skills and contributions of farmworkers create a healthier work environment and produce safer food.
- The future of agriculture lies within the collaboration among growers, farmworkers, retailers and consumers.
- By transforming agriculture, we will transform lives.

## Introduction

The purposes of the EFI Processing & Packing Standards [this document] are:

1. To provide standards and indicators that must be conformed to in order for a qualified processing and/or packing facility to receive and maintain EFI certification; and
2. To provide guidance and interpretations for auditors, growers, and Leadership Teams (LTs) on each indicator in order to add clarity to the required performance thresholds and to increase the quality and consistency of the auditing and certifying process.

Growers should read this document in conjunction with the EFI Standards and the EFI Certification Program Summary. Certifying Bodies (CBs) should read this document in conjunction with EFI's Certification Program Requirements and Certification Program Summary.

## Scope

The EFI Processing & Packing Standards apply when certified product is processed and/or packaged in a qualifying facility:

1. Whose workforce has representation on an EFI Trained Leadership Team; and
2. Which is also being audited against the core EFI Standards.

## Qualifying Facilities

### *Processing Facility*

A qualified Processing Facility is engaged in preparing, treating, modifying, or manipulating EFI-certified products. Examples include: cutting raw agricultural commodities, extracting juice, peeling, trimming, or shredding.

### *Packing Facility*

A qualified Packing Facility is engaged in preparing EFI-certified products for commercial sale. Examples include: cooling, washing, packaging into clamshells, bags, boxes, etc., re-work, and repackaging.

It is expected that processing and packaging activities will frequently occur in the same qualified facility.

## Guidance & Interpretations

The Guidance & Interpretations in this document are intended to set clear expectations for growers, LTs, and auditors about how conformance with an indicator can be met and measured.

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| <b>Processing &amp; Packing Facility Standards_v1.1</b> | <b>Guidance and Interpretations</b> |
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### Fire Safety (FS)

Standard FS-1 The facility shall have adequate fire safety equipment installed, inspected, and accessible.

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| FS 1.1 | Workers shall be trained in the use and location of fire extinguishers.   | Interviews with Processing & Packing Facility Workers (PWIs) shall verify that that packing house workers can identify the location of fire extinguishers and can describe the proper operation of them. |
| FS 1.2 | There shall be at least one fire extinguisher for every 3,000 feet <sup>2</sup> (279 meters <sup>2</sup> ) of the facility and near chemical and hazardous materials storage and along emergency exit routes. | Visual observation shall verify that the OSHA minimum referenced in the indicator has been achieved.   |
| FS 1.3 | There shall be fire extinguishers and/or other fire suppression equipment within 75 feet (23 meters) of all employee work areas.  | Visual observation shall verify that the OSHA minimum referenced in the indicator has been achieved.   |
| FS 1.4 | Fire extinguishers shall be mounted in a location and at a height that provides unblocked access at all times.  | Visual observation shall verify unblocked access.  |
| FS 1.5 | Fire extinguisher locations shall be clearly marked.  | Visual observation shall verify that locations are clearly marked.   |
| FS 1.6 | All firefighting equipment shall be inspected monthly and maintained in accordance with the manufacturer's instructions.  | A review of maintenance records shall verify that inspection and maintenance protocols have been followed and inspections conducted at least monthly.  |
| FS 1.7 | The facility shall be equipped with functioning emergency alarms that are free of obstructions and detectable in high noise areas.  | Visual observation shall review that emergency alarms are accessible. A review of maintenance records shall verify that inspection and maintenance protocols have been followed.                         |

### Emergency Exits (EX)

Standard EX-1 The facility shall provide emergency exits that are easily accessed by all employees and visitors in an emergency.

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| EX 1.1 | Workers shall be trained on the how to identify and use emergency exits.   | PWIs shall verify that that packing house workers can identify the location of emergency exits.                               |
| EX 1.2 | There must be a sufficient number of emergency exits on each floor to allow for the prompt evacuation of all employees with a minimum of two emergency exits located as far away as practical from each other. | Visual observation shall verify that the number and placement of emergency exits allows for a prompt evacuation.              |
| EX 1.3 | Exits shall remain unlocked, unblocked, and accessible during all hours of operation.  | PWIs and visual observation shall verify that exits remain unlocked, unblocked, and accessible during all hours of operation. |
| EX 1.4 | Emergency exit doors and stairways shall open outwards, towards the exterior of the building.  | Visual observation shall verify that correct design of the emergency exits.   |
| EX 1.5 | Exits shall be clearly marked with visible signs.  | Visual observation shall verify that exits are clearly marked.  |

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**Evacuation Paths (EV)**

Standard EV-1 The facility shall provide evacuation paths that are easily accessed by all employees and visitors in an emergency.

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| EV 1.1 | Workers shall be trained on the facilities' current evacuation plot plan and have access to posted copies in employee areas and along emergency exit routes.          | PWIs shall verify that that packing house workers can describe the evacuation plan for their work location and can identify where to access posted copies. |
| EV 1.2 | The work floor shall have emergency exit routes marked with direction of travel and lighted at all times and which lead to a safe assembly area.                      | Visual observation shall verify that exits doors have corresponding emergency lines.   |
| EV 1.3 | Aisle space between workstations shall be clear of obstacles and allow free body movement and adequate room for the prompt evacuation of workers during an emergency. | Visual observation shall verify that workstations are designed and operated in a manner that allows for a prompt evacuation.                               |

**Machine and Cutting Instruments Safety (MS)**

Standard MS-1 Machinery and cutting instruments shall be maintained and used in a manner that reduces the risk of injury.

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| MS 1.1 | Workers who operate machinery and cutting instruments shall be trained in safe operating procedures and have access to safety manuals.                                | PWIs shall verify that packing house workers have been trained in and retain an understanding of safe operating procedures for machines they operate.  |
| MS 1.2 | Machinery shall have guards in place to protect workers from rotating and moving parts that could cause injury.   | Visual observation shall verify that required machine guards are in place.   |
| MS 1.3 | Machines that could cause injury are marked with safety signs and equipped with emergency shut-off devices.   | Visual observation shall verify that emergency shut-off buttons are available on required machinery.   |
| MS 1.4 | Machinery is subject to routine inspection and maintenance in accordance with the manufacturer's instructions and as needed to ensure safe operation.                 | A review of maintenance records shall verify that inspection and maintenance protocols have been followed.   |
| MS 1.5 | Processes involving handheld cutting instruments shall be included in the Repetitive Motion Injury (RMI) Elimination Plan   | A review of the RMI elimination plan required by Indicator HS 7.1 of the EFI Standards shall verify that all processes involving knives, corers, and other handheld cutting instruments have been assessed for risk of RMIs. |
| MS 1.6 | For all processes involving handheld cutting instruments deemed in the RMI Elimination Plan to cause RMIs. there shall be a workplan to correct or minimize injuries. | A review of the RMI elimination plan shall verify that all processes involving handheld cutting instruments that are deemed to cause RMIs have a mitigation workplan that is conformant with HS 7.2 of the EFI Standards.    |

**Electrical Safety (ES)**

Standard ES-1 Electrical equipment shall be maintained and used in a manner that reduces the risk of injury.

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| ES 1.1 | Workers that carry out inspections and repairs of electrical equipment have a current government certification that is applicable to the location of the facility and the type of electrical work being performed. | A record review shall verify that workers responsible for electrical machinery are properly accredited in that jurisdiction for their job functions. |
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| <b>Processing &amp; Packing Facility Standards_v1.1</b>   |  | <b>Guidance and Interpretations</b>   |
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| ES 1.2  | Electrical equipment and wires are checked monthly, repaired as needed, and do not present a trip hazard.  | A review of maintenance records shall verify that inspection and maintenance protocols have been followed and inspections conducted at least monthly.                       |
| ES 1.3  | Electrical panels with circuit breakers are covered and properly labeled to identify the source.   | Visual observation shall verify that panels are covered and labelled.   |
| ES 1.4  | Access to electrical panels are clear from obstructions, with 36 inches (91 centimeters) of clearance on front and sides.                            | Visual observation shall verify the proper placement of panels.   |
| ES 1.5  | Electrical cords and outlets are inspected monthly, maintained in good condition, and do not present a trip hazard.                                  | Visual observation shall verify that cords and outlets are in good condition.   |
| <b>Noise (N)</b>  |  |   |
| Standard N-1 Noise levels shall be measured and appropriate personal protective equipment (PPE) provided. |  |   |
| N 1.1   | The facility shall regularly monitor the noise level in work areas where loud machinery is in use.   | Aural observation shall identify machines that require monitoring. A record review shall verify that the noise level in the work areas around these machines was monitored. |
| N 1.2   | Workers exposed to noise levels above 85 dB for continuous periods of eight hours or more shall be provided with PPE.                                | PWIs and visual observation shall verify that PPE is provided free of charge to workers exposed to noise levels above 85 dB for at least eight hours.                       |
| <b>Lighting (L)</b>   |  |   |
| Standard L-1 Illumination shall be appropriate for both normal working conditions and emergencies.        |  |   |
| L 1.1   | All work areas shall be well illuminated with natural and/or artificial light.   | Visual observation shall verify that there is adequate illumination during all hours of operation.  |
| L 1.2   | Adequate emergency lights shall be provided along emergency routes, at emergency exits, and throughout the work floor.                               | Visual observation shall verify that emergency lights are installed and functioning.  |
| <b>Maintenance &amp; Cleaning (MC)</b>  |  |   |
| Standard MC-1 The work environment shall be maintained in a manner to reduce injury.                      |  |   |
| MC 1.1  | Workers who use cleaning chemicals shall be trained in the proper handling, storage, disposal, and spill procedures of the chemicals.                | PWIs with workers that use cleaning chemicals shall verify that they have been trained in the safe use of the chemicals.  |
| MC 1.2  | Workers who use cleaning chemicals shall be provided PPE that mitigate safety risks.   | PWIs with workers that use cleaning chemicals and visual observation shall verify that PPE is available and in use whenever cleaning chemicals are being used.              |
| MC 1.3  | Work floors are free from dangerous bumps, holes, and slopes.  | Visual observation shall verify that the work floor does not present any safety hazards.  |
| MC 1.4  | Platforms, stairways, ramps, and landings which are located more than 30 inches (76 centimeters) above the ground shall be equipped with guardrails. | Visual observation shall verify that guardrails are installed where needed.   |



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| <b>Processing &amp; Packing Facility Standards_v1.1</b>                              |  | <b>Guidance and Interpretations</b>   |
| <b>Air Quality (AQ)</b>  |  |   |
| Standard AQ-1 Equipment shall be in use to exhaust chemical odors from the facility. |  |   |
| AQ 1.1   | Exhaust hoods and PPE are effectively used on operations that emit chemical odor and/or fumes that affect health.  | Visual observation shall verify that exhaust hoods are installed and in operation where needed and that workers are provided with and use PPE.  |
| <b>Segregation (S)</b>   |  |   |
| Standard S-1 Product that is EFI-certified is not mixed with non-certified product.  |  |   |
| S 1.1  | Management and handling systems are in place that ensure EFI-certified product remains segregated from non-certified product throughout all handling, processing, and packing processes. | Visual observation and a record review shall verify that certified product is identified and kept separate from non-certified product and is not mixed for the entirety of the time it is in the custody of the facility. |