

June 21, 2023

Dear Chilmark and West Tisbury Boards of Health,

We are happy to partner with Beetlebung Farm for July 2023 through October 2023. They will be using our kitchen on weekends when our business will be closed, and no one else will be using the kitchen during that time. Beetlebung will bring their own ingredients each visit, and nothing will be stored overnight in our kitchen. We will designate a shelf in our refrigerator for them to use as storage as needed while they are using the kitchen. This shelf will be used solely by Beetlebung to prevent cross-contamination, and we will sanitize it after they leave and before we use it again. Trash will be disposed of on-site, and waste will be managed by us.

As always, we will sanitize with food-grade cleaning solution after our last use of the kitchen before they arrive.

Best,



Peter Steedman
Martha's Vineyard Public Charter School

Proposed Value-added Food Items for Beetlebung Farm Summer 2023

Food will be prepared in the Martha's Vineyard Charter School commercial kitchen. Food items will be packed, cooled to proper temperatures, and pH tested when necessary, on-site at MVCS. Then they will be transported in coolers with ice to Beetlebung Farm refrigeration.

Packaged food will be held in our farmstand refrigerator to be sold.

Salad Dressing Recipe #1: (All ingredients are added to a food processor and then jared and refrigerated)

- Olive Oil
- Apple Cider Vinegar
- Garlic
- Anchovy (gutted)
- Mustard
- Miso
- Nutritional Yeast
- Salt & Pepper
- Herbs

Salad Dressing Recipe #2: (Cashews are toasted in an oven for 10-15 minutes at 250°F and then left to cool for 15 minutes. All ingredients are added to a food processor and then jared and refrigerated)

- Cashews
- Olive Oil
- Lemon juice
- Lemon Zest
- Garlic
- Parmesan Cheese
- Salt & Pepper
- Onion powder
- Herbs

Carrot Romesco Dip (Carrots & Peppers are roasted in the oven for 2 hours on a sheet pan, left to cool for 1 hour. Ingredients are then put into a food processor and then jared and refrigerated)

- Roasted Carrots
- Sun Dried tomatoes
- Roasted Red Peppers
- Garlic
- Oregano
- Anchovy (guttled)
- Olive Oil
- Red Wine Vinegar
- Capers
- Smoked Paprika
- Salt & Pepper

Roasted Beet Dip (Beets roasted in the oven for 2 hours on a sheet pan, left to cool for 1 hour. Ingredients are then put into a food processor and then jared and refrigerated)

- Roasted Beets
- Feta
- Garlic
- Sumac
- Dill
- Olive Oil
- Vinegar
- Salt & Pepper

Quick Pickled/Preserved Things:

Quick Refrigerator Veggie Pickles (Vinegar and spices brought to a boil, veggies added and cooled before refrigerating in canning jars)

- Any seasonal vegetable from the farm
- Vinegar
- Dried herbs/spices

RECEIVING

APPROVED SOURCE

RIGHT TEMPERATURE

INTACT PACKAGING

STORAGE

STORAGE ALLOCATION

FIFO PRINCIPLE

DATE ON RECEIVING

PREPARATION

BATCH PREP METHOD

REDUCE TIME IN
DANGER ZONE

AVOID CROSS
CONTAMINATION

COOKING

TEMPERATURE CHECK

COOKING TIME

COOKING TEMP

COOLING AND STORAGE

SMALL BATCH COOLING

MARK PRODUCTION
DATE

MARK SHELF LIFE

HOLDING

BELOW 41 F

TEMP CHECKED EVERY
4 HOURS

USE APPROVED
EQUIPMENT

SERVING

FOOD HELD BELOW 41F

PREPACKAGED

SELF SERVED

The Food Flow Process

- 1. Receiving:** All food will be received from approved sources including our own farm. All received items will be cross-checked against an invoice or receiving order to confirm intact packaging, and all items will be stored appropriately and quickly. Temperatures of frozen and refrigerated items will be measured upon receipt to be sure they have been kept cold enough during transport, and perishable foods will be put away as quickly as possible.
- 2. Storage:** All items are stored in properly allocated storage, (cooler, freezer, dry storage). We will follow the FIFO principle—first in, first out—rotating foods so that the newest ingredients are in the back of the storage area, while the older products are moved to the front. If food packages do not have dates, we will be dating packages when they are received. All items must be stored a minimum of 6 inches above ground. *(Proper food storage guidelines can be found in Appendix 1).*
- 3. Preparation:** We will separate ready to eat food during preparation in order to avoid cross contamination. When large quantities of Time Control for Safety (TCS) foods are being prepared, we will follow the batch method for food safety. We will conduct risk assessments during preparation, and if any TCS foods are held in the Danger Zone (41°F to 135°F) for more than four hours, the food will be discarded.

The Food Flow Process

4. **Cooking:** Cooked food will be temperature checked with a thermometer to ensure that it is adequately cooked. We will follow the specific temperatures and times required when cooking TCS food to ensure that the pathogens are destroyed. *(See Appendix 2 for cooking temps)*

5. **Cooling and storage:** All cooked food will be cooled in small batches using the ice bath method to avoid pathogen growth. All cooled food will be stored in food safe containers and marked with the date of production and shelf life.

6. **Holding:** All food will be held below 41°F to keep TCS foods out of the Danger Zone. TCCS foods will be held in approved refrigerated serving units, and the temperature of foods will be checked at least every four hours.

7. **Serving:** Food will be prepped on a sanitized, cleaned, food safe surface. It will be prepackaged and sold in an approved refrigerator for self service. All prepackaged food will be labeled with a **SELL BY DATE, ALLERGEN INFORMATION, and KEEP REFRIGERATED.**

APPENDIX 1

Proper storage guidelines

Top Shelf: Ready-to-Eat

The top shelf should be reserved for ready-to-eat foods. These are foods that will be served without being cooked first.

Second Shelf: 135°F (57°C)

This category includes foods that will be hot-held that are not included in other categories.

Third Shelf: 145°F (63°C)

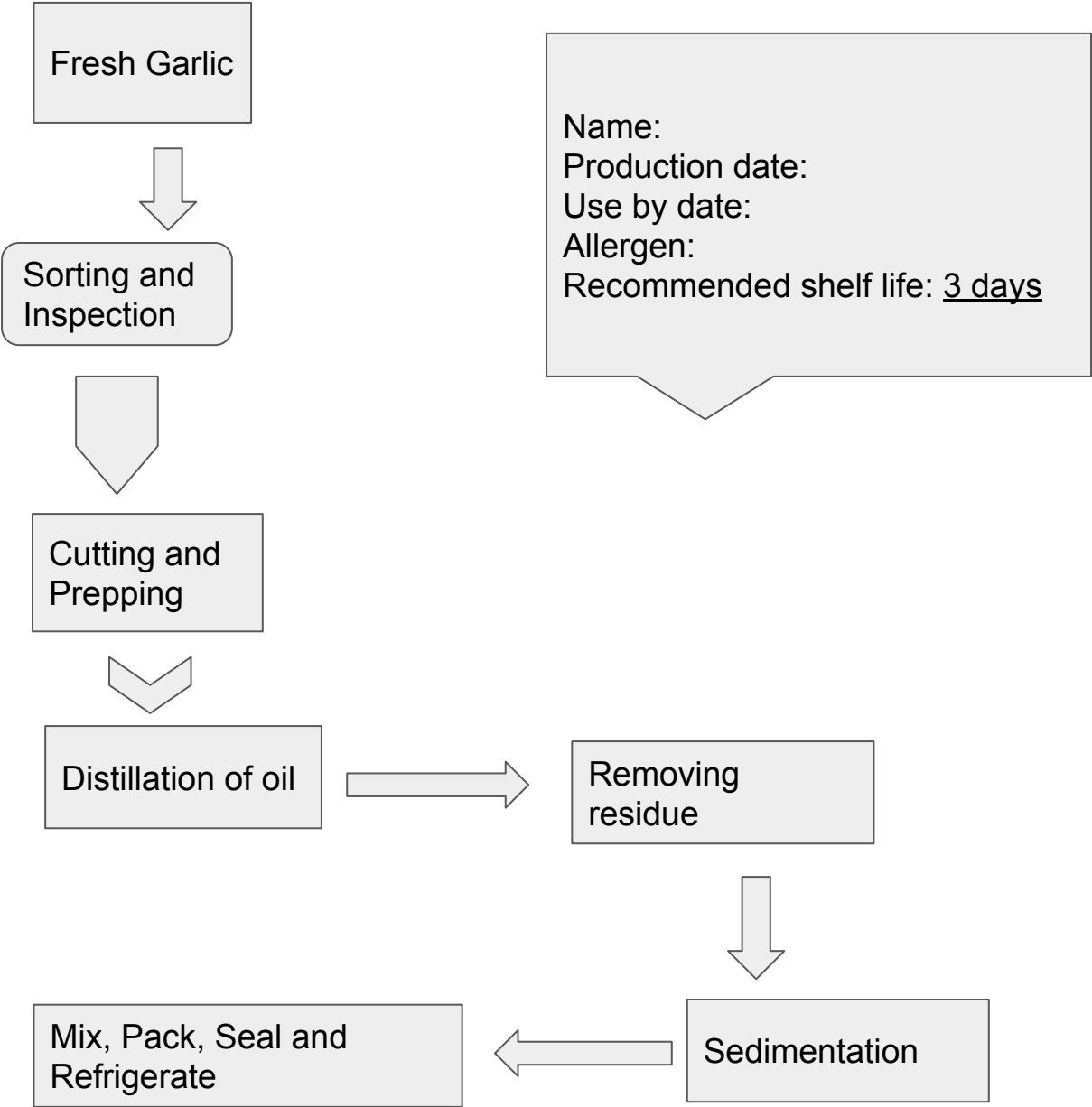
Foods that should be cooked to 145°F include whole seafood; whole cuts of beef, pork, veal, lamb; roasts; and eggs that will be served immediately.

Bottom Shelf: 165°F (74°C)

The bottom shelf should hold foods with the highest cooking temperatures. This includes all poultry (turkey, duck, chicken), and stuffing that contains foods that require temperature control.

Appendix Garlic in dressing

Chart and Label



Beetlebung Farm SOP and Guidelines

Subject: Standard Operating Procedure Fermented Food production and flow chart

The safety plan that is submitted will be implemented and reviewed if any part of the process changes.

Critical Control Points

A step at which control can be applied and is essential to prevent or to eliminate a food safety hazard or to reduce it to an acceptable level.

Critical limits

Critical limits are the acceptable levels in which your critical control points must function. Our critical limit for the final pH of the product is 4.6 or below.

Training

Anyone who prepares and packages food on our behalf will be trained to follow the food safety plan you outline below.

The product will be stored

Refrigerated ▾

The equipment to be used in the production process.

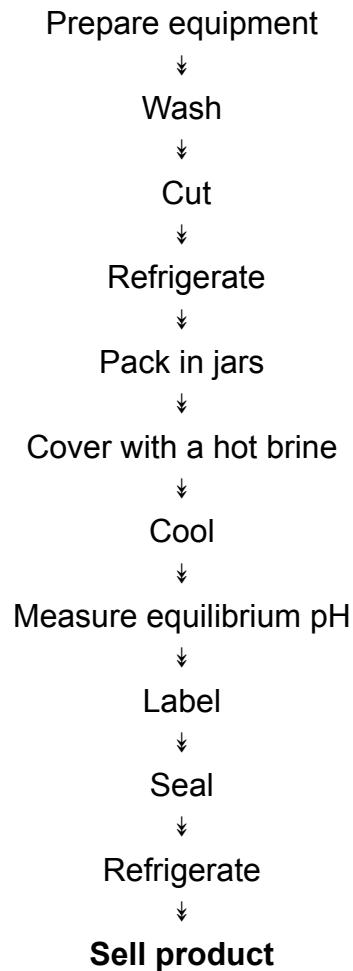
Monitoring Devices:

- Thermometer
- Digital pH meter
- pH strips

Utensils

- Large metal pots
- Knife
- Jars
- Non-wooden cutting board
- Metal spoons
- Mandolin
- Funnel
- Vegetable peeler
- Strainer
- Blender

Flow Chart



Confirming pH Levels are Safe:

Requires the preserved fruits and vegetables to have a pH not greater than **4.6** to prevent botulism. But our target for the Recipe is **4.3** and below to keep a buffer for any changes.

We are using a very accurate tester with an accuracy of **0.01**.

Label will clearly state: KEEP REFRIGERATED

VERIFICATION

I agree to follow the food safety plan described above and to inform my local health department in advance via written notice of any significant changes in the process or ingredients that may affect the accuracy or effectiveness of the plan, and to update my food safety plan accordingly.

I certify that I will train persons that are making food to follow the food safety plan described above.

Signature: Kate Woods

Date: 6/25/23

Beetlebung Farm SOP and Guidelines

Subject: Standard Operating Procedure Food production and flow chart for Salad Dressings/ preventing bacterial growth

The safety Plan that is Submitted will be implemented and reviewed if any of the process changes.

Critical Control Points

A step at which control can be applied and is essential to prevent or to eliminate a food safety hazard or to reduce it to an acceptable level.

Critical limits

Critical limits are the acceptable levels in which your critical control points must function. Our critical limit for the final pH of your product is 4.6 or below.

Training

Anyone who prepares and packages food on our behalf will be trained to follow the food safety plan you outline below.

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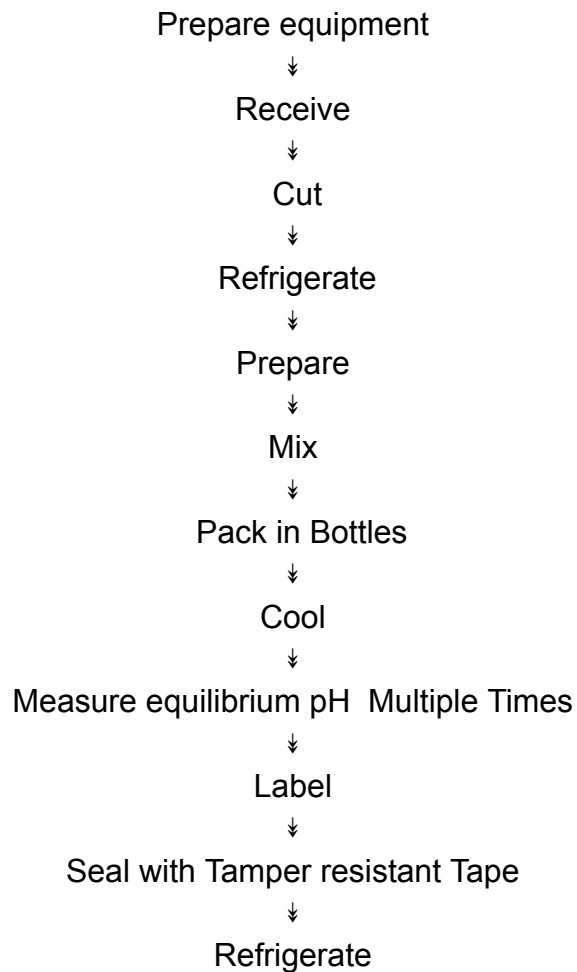
Monitoring Devices:

- Thermometer
- Digital pH meter
- pH strips

Utensils

- Clean sanitized Bottles
- Non-wooden cutting board
- Metal spoons
- Funnel cleaned and Sanitized
- Blender

Flow Chart



Date and inform with KEEP REFRIGERATED label before Selling the product

Confirming pH Levels are Safe:

It is generally accepted that in *Clostridium botulinum* both growth and toxin formation are completely inhibited at pH values below 4.6.

Requires the contents to have a pH between the range of 3.5 – 3.7 to prevent growth of bacteria.

We are using a very accurate tester with an accuracy of **0.01**.

VERIFICATION

I agree to follow the food safety plan described above and to inform my local health department in advance via written notice of any significant changes in the process or ingredients that may affect the accuracy or effectiveness of the plan, and to update my food safety plan accordingly.

I certify that I will train persons that are making food to follow the food safety plan described above.

Signature: Kate Woods

Date: 6/25/23

Handling a Food Recall Standard Operating Procedure

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to s employees who prepare or sell food.

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the district’s procedure for disposal.
1. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
2. Do not destroy any USDA Foods without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or state or local health department.
3. Inform the school district’s public relations coordinator of the recalled product.
4. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
5. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
6. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.
- 7.

MONITORING:

1. all employees and manager will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom or destroyed and by whom.

3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - a) Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods must be submitted to the State Distributing Agency within 10 calendar days of the recall.
 - b) Obtain the necessary documents from the State Distributing Agency for USDA Foods. Submit necessary documentation for reimbursement of food costs.
 - c) Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed
 - Reimbursable costs
 - public notice and media communications
 - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

1. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log.
2. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: 6/25/23 BY: Kate Woods

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

ServSafe
National Restaurant Association

Certificate of Achievement



#0655
ASTM E2659
Certificate Issuer

This certificate is awarded to
KATE WOODS

Congratulations! You have completed

ServSafe® Food Handler
Employee Food Safety Online Course and Exam

Certificate Number **5306211**

Date **10/17/2021**

Expiration Date **10/17/2024**

National Restaurant Association

233 S. Wacker Drive, Suite 3600

Chicago, IL 60606-6383

800.765.2122 in Chicago area 312.715.1010

Restaurant.org | ServSafe.com



Certificate of Achievement



#0655
ASTM E2659
Certificate Issuer

This certificate is awarded to
PHOEBE COLE-SMITH

Congratulations! You have completed

ServSafe® Food Handler
Employee Food Safety Online Course and Exam

Certificate Number **6435405** Date **6/25/2023**

Expiration Date **6/25/2026**

National Restaurant Association

233 S. Wacker Drive, Suite 3600

Chicago, IL 60606-6383

800.765.2122 in Chicago area 312.715.1010

Restaurant.org | ServSafe.com



CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: PHOEBE COLE-SMITH

Certificate Number: 6435469

Date of Completion: 6/25/2023

Date of Expiration: 6/25/2028



Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.massrestaurantassoc.org

NATIONAL
RESTAURANT
ASSOCIATION®
800.765.2122
www.nrcsrestaurant.org

*The above-named person is hereby issued this certificate
for completing an allergen awareness training program
recognized by the Massachusetts Department of Public Health
in accordance with 105 CMR 590.009(G)(3)(a).*

This certificate will be valid for five (5) years from date of completion.