



**San Diego Unified School District  
Food Services Department  
Garden to Café Program**

[www.sandi.net/food](http://www.sandi.net/food)

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**County of San Diego  
Department of Environmental Health  
Food and Housing Division**

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

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**Conditional Approval of a School Garden Food Source for San Diego Unified District**

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Principal: \_\_\_\_\_

Cafeteria Site Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Garden Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Garden Co-Leader (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Garden Location on Campus: \_\_\_\_\_

**Introduction and Purpose**

A growing number of schools across the nation recognize the importance of school gardens in addressing childhood obesity and creating a successful learning environment. School Food Services Departments (FSD), such as the San Diego Unified School District (SDUSD), are taking an important leadership role in the school garden movement—partnering with parents, teachers, and administrators to develop Garden to Café programs that extend the lessons learned in the garden to the school café. At its core, Garden to Café is about serving fresh and healthful garden-grown foods to students through the school meal program, specifically lunch.

Ensuring the safety of the food supply is critical to a healthy student and healthy communities. School and retail food facilities regulated under the California Retail Food Code are required to obtain their food from an “approved source,” as defined in Sections 113725 and 114021 of the California Health and Safety Code. The regulation of food sources helps to ensure a safe food supply.

Some on-site gardens that provide food for a single co-located and regulated school kitchen facility are considered by SDUSD and the Department of Environmental Health (DEH) of San Diego to be approved food sources for that food facility. Express documentation of these determinations, and of the considerations underlying these determinations, will help to ensure safe practices in school Garden to Café gardens.



This conditional approval is intended to ensure that the school garden identified above is a safe source of food for the school kitchen facility participating in the Garden to Café Program. The practices and standards required under this agreement are consistent with applicable standards for approved food sources, are in conformity with current public health principles and practices, and generally recognized industry standards that protect public health.

School gardens are often co-led by multiple school staff or parent volunteers. Hereafter, within this document when ‘garden leader’ is referenced, the standards, protocols and approvals to follow will apply to the ‘garden co-leader’ as well for school sites where garden coordination is a shared responsibility. The certifications within this agreement document that the school principal and school garden leader understand the critical factors that play a role in preventing the microbial or chemical contamination of produce. In addition it documents the school and garden leader agree to adhere to these minimum requirements. This agreement must be reviewed and re-signed whenever a garden leader or garden co-leader is replaced.

This document regulates only those foods grown in a Garden to Café garden and used in the National School Lunch Program by the identified garden and kitchen facility. The FSD does not take responsibility for the harvest and use of garden-grown foods in the school classroom, or at other non-approved serving sites. The FSD is not responsible for illness or outbreaks related to improper management of plants or produce by gardens and garden leaders. The FSD is only responsible for garden-grown foods after possession of such foods has been taken by FSD staff.

**No transfer to, or use of, garden-grown food in any school food facility other than the facility identified above, is allowed under this approval. Food grown on site must be processed and used at that school site in the identified kitchen.**

Garden Visit  
Check List-  
Boxes for  
reviewer

### Conditions for Use of Garden-Grown Produce in School Kitchens

#### Water Quality

- 1) Water used for irrigation must be obtained from a public water system or from wells that have been shown to be free from pathogens.
- 2) Gray water, or recycled water, is not an approved water source for Garden to Café gardens.
- 3) Water runoff from other irrigation practices unrelated to the Garden to Café garden, or rainfall water runoff, must be prevented from coming into contact with the Garden to Café garden.

#### Septic Systems

- 4) Gardens shall not be planted over septic systems or leach fields.

#### Protection from Contamination

- 5) Efforts shall be maintained to exclude animals, including domestic animals, from the growing area.
- 6) Gardens must be protected from contamination by an appropriate method. This may include: physical barrier, monitoring program or other effective method.



### Pesticides & Herbicides

- 7) Pesticides and herbicides shall not be applied on or around Garden to Café gardens.
- 8) School garden coordinator must communicate with the District’s Integrated Pest Management Department to ensure awareness of edible school garden.

### Compost

- 9) Compost applied to culinary gardens must be fully composted, and may not contain animal fecal materials. Vermicompost may be applied to culinary gardens.
- 10) Compost must be composted in an appropriate vessel or container.
- 11) Non-commercial compost produced at the school site must be less than one cubic yard of food material at any one time. Waste must be generated and used on site.

### Sanitary Practices

- 12) Gardening and harvest equipment must be maintained in a clean condition and stored in a sanitary location. Garden to Café gardens must have equipment dedicated to, and shall be solely used in, the school garden and not used for other purposes on the property.
- 13) Vegetation at the edges of gardens should be maintained to prevent harborage places for rodents and insect pests.

### Harvesting Garden Produce

- 14) A garden leader certified in the Garden to Café Program must be present when food is harvested.
- 15) Harvested produce must be stored in clean, non-porous, food grade containers.  
**Unacceptable containers** include wicker baskets, cloth or burlap bags, and any containers that originally held chemicals, such as household cleaners or pesticides.
- 16) All harvested produce must be weighed prior to delivery and indicated on harvest receipts.
- 17) Produce must be delivered to kitchens, the same day it is harvested with two colored harvest receipts, see Appendix 2.
- 18) Produce must be washed in a food preparation sink by an approved method in the cafeteria.
- 19) After each use, the harvest container(s) should be washed in a 3-compartment sink or equivalent washing system before the next harvest, and stored in the cafeteria.
- 20) After produce is served on the salad bar, item information is copied from Harvest Receipt to “Food Based Production Record.”
- 21) Sprouted seeds and garden harvested fresh fruits and vegetables that have been juiced will not be served at schools as part of the Garden to Café program.

### Student Sanitation

- 22) Sick or potentially ill students and garden leaders exhibiting symptoms are not allowed to participate in the harvest of foods for use by the kitchen at any time.
- 23) Students, staff, garden leaders, or any gardeners harvesting produce from Garden to Café gardens, must properly wash their hands before handling produce and be free of open cuts or wounds on their extremities.
- 24) Staff or garden leader must ensure that students are following hand washing procedures, including liquid soap and single use paper towel.
- 25) Restroom facilities with water and soap must be readily accessible to anyone working in a Garden to Café garden.



26) Gardeners should avoid cross-contamination of produce by ensuring equipment, gloves, and other sources of contamination do not come into contact with produce after being potentially contaminated by compost or other materials.

**Inspection/Notification**

- 27) All garden facilities, equipment, operations, and records shall be subject to inspection by SDUSD Food Services Department staff, DEH, Agriculture Weights and Measures, and relevant government institutions at any time without prior notice.
- 28) Please fill out the Garden Questionnaire and submit it to the Farm to School Specialist. An inspection of the garden will follow the Garden Questionnaire submission, see Appendix 1.

**District Garden Regulations**

29) Any Garden to Café garden must first meet standards outlined for school garden development by Support Services at Physical Plants and Operations in the ***“School Site Garden Guidelines”*** Manual.

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A current agreement should be kept on file at the school cafe for inspection by the Department of Environmental Health (DEH).

### Garden Leader Certification

I certify that I am authorized to enter into this agreement on behalf of the \_\_\_\_\_ School Site of SDUSD. I am, at this time, the garden leader for this Garden to Café garden. This garden, garden leader, and school principal agree to adhere to the requirements listed above and also agrees to implement ‘best agricultural practices’ in this culinary garden. I certify that the information in the attached Garden Questionnaire is true and correct.

_____	_____	_____
Printed Name & Title (Garden Leader)	Signature	Date
_____	_____	_____
Printed Name & Title (Garden Co-Leader)	Signature	Date
_____	_____	_____
Printed Name & Title (School Principal)	Signature	Date

### Food Services Department’s Conditional Approval of Food Source

The Food Services Department of SDUSD approves the Garden to Café garden identified above as an approved food source for the school-food facility also identified above. The approval is conditioned upon the garden leaders and school site’s adherence to the requirements and ‘best agricultural practices’ described above, and shall be null and void if those practices are not followed. I certify that I have inspected the Garden to Café garden identified above and that it conforms to the regulations as outlined above.

_____	_____	_____
Printed Name & Title	Signature	Date

### Cafeteria- Area Supervisor & Site Leader

I acknowledge that I have been made aware of this Garden to Café garden as an approved source of food for use in the National School Lunch Program.

_____	_____	_____	_____
Area Supervisor Initials	Date	Site Leader Initials	Date

### DEH Conditional Approval of Food Source

The County Department of Environmental Health approves the culinary garden identified above as a food source for the food facility identified above. The approval is conditioned upon the operator’s adherence to the requirements and best agricultural practices described above, and shall be void if those practices are not followed.

_____	_____	_____
Printed Name & Title	Signature	Date



# Garden Questionnaire

School Name: \_\_\_\_\_

School Street Address: \_\_\_\_\_

Garden Leader’s Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**PLOT PLAN:** Attach a plot plan showing the garden, as well as major structures, chemical and equipment storage sheds, and septic systems within 100 feet of the garden.

**PLANT/TREE INFORMATION:** Include the type and number of plants and/or trees that you expect to harvest product from for use in the cafe. Use additional sheet(s) if more space is needed.

Produce type	#	Produce type	#
_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____	_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____
_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____	_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____
_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____	_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____
_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____	_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____
_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____	_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____
_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____	_____ <input type="checkbox"/> Plant <input type="checkbox"/> Tree	_____

Water Source: \_\_\_\_\_

Fertilizer Used: \_\_\_\_\_

Compost Used: (include source) \_\_\_\_\_

Are hand washing and restroom facilities available onsite?  YES  NO Distance from garden: \_\_\_\_\_

**ANIMALS:**

1) Are measures taken to exclude wild and domestic animals from the growing area?  YES  NO

2) Are any domesticated animals raised at this location?  YES  NO If yes, answer the following:

3) Are animals separated from growing area?  YES  NO

i. Identify animal type(s):

ii. Do the same gardeners take care of animals and produce-growing areas?  YES  NO

**PRODUCE:**

1) Do you intend to wash produce prior to its delivery to kitchens?  YES  NO



### GARDEN HARVEST RECEIPT

Date \_\_\_\_\_

DELIVERY #

School Name \_\_\_\_\_

Weight (ounces)	Food Item Description

Garden leader initials \_\_\_\_\_

Student initials \_\_\_\_\_

Site leader initials \_\_\_\_\_

#### INSTRUCTIONS FOR GARDEN RECEIPT:

1. Garden Coordinator and or student(s) fill out 2 colored copies of the Harvest Receipt.  
**Weight** = the number of ounces of a food item harvested.  
**Food Item Description** = type (name) of each food harvested.
2. Garden Coordinator signs 2 receipts indicating the information is correct. Student initials are not required.
3. Garden Coordinator and student(s) bring 2 colored copies of the Harvest Receipt with the garden harvest to the kitchen.
4. Site Leader must initial both receipts indicating they received the garden produce as described.
5. Site Leader keeps one copy and sends the other colored copy to Area Supervisor.
6. Area Supervisor sends Amy Garfinkel, Farm to School Specialist a copy through inter-office mail.
7. After produce is served on salad bar, Site Leader copies information onto production record.