

California Small Farm Food Safety Manual (2011 Draft)

Standard Operating Procedures (SOP) for Good Agricultural Practices (GAP's)

At

Farm Name: _____

Address: _____

Phone: _____

Food safety is an integral part of our entire operation and is taken very seriously.

_____ (Farm Owner/Manager) has been designated to oversee and implement our food safety program for our farm.

This food safety program includes a set of standard operating procedures (SOP), worker training programs, and record-keeping sheets which address several areas of our agricultural operation, including worker health and hygiene, irrigation water, soil management, pesticide use, equipment and trace back procedures.

Farm History and Land use: I have farmed on this land for the past _____ years. There are no commercial sewage or waste material landfills within ¼ mile of my farm. There are no livestock in areas adjacent to my farm. I raise the following crops: _____, _____, _____, _____, _____, _____

Water Quality Assessment: A water quality assessment has been performed to determine the quality of water used for irrigation purposes and for spraying directly on the crop. The type of irrigation method used will affect the risk of microbial contamination from the water source, *especially during the period right before harvest*. I evaluate the water quality annually and choose the appropriate measures to correct the problem – if necessary, this is more than likely a well disinfection with one gallon of household bleach according to the procedures recommended by my water testing lab (attached). I have a back-flow valve in place.

My water quality standards established are as follows: **Well Water (for irrigation and foliar applications):** Generic *E. coli*: <1.1 MPN/100 ml is acceptable. Generic *E. coli*: ≥ 1.1 MPN/100 ml is unacceptable water quality that requires immediate documented corrective and preventative actions. FSLC Standards.

WORKER HEALTH AND HYGIENE PROCEDURES

Worker Health and Hygiene

All visitors, employees or workers are trained in and must follow good hygiene practices. The training takes place during orientation for new employees and before harvest season for all returning employees or workers and is documented. See text box below for content of training.

Signage: Signs are posted to instruct workers to wash hands before and after handling food, harvesting, eating and smoking. Signs demonstrating how to wash hands (with soap and water after using toilet) are posted in toilet area.

Clean, Potable Drinking Water: is available, renewed daily, and water source documented.

Personal Protective Equipment: PPE is cleaned after each use to prevent contamination in the home and at work.

Worker Training 1: Health and Hygiene

Proper Hand Washing: Hands must be washed before beginning or returning to work and after the following activities: using the restroom, smoking or tobacco use, taking breaks, handling trash containers or disposing of trash, using the telephone, handling money, coughing and sneezing. Hands are washed with soap for 20 seconds and dried with disposable towels. Water is turned off with disposable towel. Towels are deposited in a covered receptacle. Hands are dried before putting on gloves.

Personal Hygiene: All workers must:

- Wear clean work clothes
- Take a daily shower
- Not wear dangling strings or jewelry
- Keep all glass containers away from the field
- Wear clean, un-ripped, sanitary gloves (best are non latex)
- Not take gloves into lunch room or restroom
- Not use product containers for personal use
- Have clean and cut nails
- Eat and smoke in designated area
- Tie back long hair

Documentation: Record Sheet No. 4 Worker Training Record

Illness and Accident Prevention and Response Procedures

Training to all workers in illness prevention is provided and documented. See the following text box for content.

Worker Training 2: Illness and Accident Prevention and Response

- To avoid heat exhaustion, drink lots of water frequently (2 quarts per person/day) especially when hot.
- Access to shade (umbrella or other shade) is provided close by. Take breaks in the shade.
- Any worker who is ill or appears to be ill with a contagious disease will be sent home or assigned work away from crop production areas and harvested produce.
- BLOOD and BODILY FLUID policy: Workers who get a cut or have a nosebleed while working must stop immediately, contact your supervisor and have it treated. The wound is cleaned, disinfected, bandaged and gloved as soon as possible. Any product that is contaminated with bodily fluids is discarded immediately. Any container that is contaminated is disinfected as soon as possible.
- All accidents and responses are recorded (Record Sheet #7).
- All workers know the location of the first aid kit.

Documentation: Record Sheet No. 4 Worker Training Record

An updated First Aid Kit with bandages, antiseptic solution, antibacterial ointment, and non-latex gloves is located on site at all times. All workers are aware of the location of first aid supplies and what steps they should take should an injury occur.

General Sanitation

Hand Washing Facilities: Good sanitation and proper use of hand washing facilities includes the following:

SOP Hand Washing Facilities

- Handwashing facility is located in close proximity of toilet.
- All handwashing facilities are clean and water source is covered. They are supplied with single use towels, hand soap and potable water for hand washing. Trash can with lid is located in vicinity and emptied regularly.
- Disposal of waste water from hand washing does not cause unsanitary conditions, nuisance or contamination.
- Hand washing container is thoroughly cleaned and sanitized on a weekly basis by scrubbing with a clearly labeled brush that is stored separately.
- Cleaning and resupply records are maintained.

Documentation: No. 2 Toilet & Handwashing Maintenance Record

Restroom Facilities: Good sanitation and proper use of toilet facilities includes the following:

SOP Restrooms Facilities

- Toilet facilities are located within ¼ mile or 5 min walk of workers.
- Field toilets are properly screened to keep animals and insects out. They are ventilated and provided with self-closing doors, lockable from the inside.
- Daily spot checks for cleanliness & spot cleaning/trash pick up.
- Weekly thorough cleaning (toilet, walls, floors) with Green Power (20 parts water to 1 part Green Power) or equivalent & rinse with hose.
- Sanitize toilets and urinals with a separate, labeled brush.
- Sanitize doorknobs, and any other surface inside unit with separate brush.
- Fill paper products and soap dispensers.
- Provide covered trash receptacle & remove trash to dumpster as needed.
- Record initials and date of cleaning on record sheet # 2 when unit is serviced. Keep records for 2 years.
- Materials required & labeled “Restroom Use Only”: broom & dustpan, brush for wall & floor, brush for toilet & urinal, single use wipe for door knob, labeled bucket, trigger sprayer (for spot cleaning), hose (for rinsing).
- Cleaning and resupply records are maintained.

Documentation: No. 2 Toilet and Handwashing Maintenance Record

Safe Pesticide Use & Reporting

Pesticide Use

Before applying any pesticide, a grower must first obtain an “Operator Identification Number”. To use a restricted pesticide, a grower must obtain a “Restricted Material Permit” and become a Private Certified Applicator” by passing a test. (If a grower is hiring a licensed pest control business to make an application of restricted materials, the grower does not need to become certified. The grower only needs to obtain the Permit.

Before applying any pesticide, all employees must be trained by a qualified person or have a private applicator card, a qualified applicator certificate or a qualified applicator license. Training must be done annually and before any applications are made.

Only pesticides—weed killers, bug killers, etc., that are registered by the State of California and are used according to the label may be applied.

All sources of water used to mix pesticides must be protected by an air-gap separation, or a back flow prevention device such as a “chemigation valve”. (The water source also needs to be protected when putting fertilizer through the drip lines).

All pesticides and empty, rinsed containers must be stored in a locked area that does not present a hazard to persons or property. If storing materials with the words Danger or Warning, the area needs to be posted. Containers must be rinsed out at the time of use and the rinse water applied back to the area that was treated. All equipment also needs to be rinsed at the time of use.

Pesticide Reporting & Record Keeping

Growers are required to keep records of all pesticide applications. Pesticide Use Reports must be filled out and submitted to the Agricultural Commissioner's office within 10 days of the month following the application. The grower must keep a copy. The appropriate form is called the Production Agriculture Monthly Pesticide Use Report (PR-ENF-017C). It can be found online at: <http://www.cdpr.ca.gov/docs/enforce/prenffrm/enf017c.pdf>.

All pesticide records – permits, Identification numbers, use reports, training records, training programs, etc. must be kept for 2 years (3 years if using carbamates/organophosphates). If any pesticide has been used within the last 30 days, and there are employees on the farm, all of the information (use reports, MSDS, labels, Pesticide Safety Information Series, etc.) must be readily available to all employees.

Pesticide Handler Training

All workers who handle pesticides are trained in the program outlined below. Training is completed before the employee/worker is allowed to handle pesticides, updated regularly to cover any new pesticides, and repeated at least annually thereafter. Materials used in the training may include study guides, pamphlets, pesticide product labeling, Pesticide Safety Information Series leaflets, Material Safety Data Sheets, slides and videos/DVDs. Training records, which include the date of training, the content and materials used, and who provided the training, are kept on site while in use and for two years after use at a central location.

Worker Training 3: Pesticide Handler Training

The training shall cover, for each pesticide or chemically similar group of pesticides to be used:

- How to read and understand the content of pesticide product labeling, Pesticide Safety Information Series leaflets, Material Safety Data Sheets, etc.
- The meaning of information contained in product label (such as precautionary statements about human health hazards, signal word, proper chemical handling including mixing and applying, application rate and how it can be achieved, PHI, REI., PPE) and other precautions of the chemical.
- Routes by which pesticides can enter the body; signs and symptoms of overexposure, emergency first aid for pesticide overexposure and how to obtain emergency medical care
- Routine and emergency decontamination procedures including spill clean up and the need to thoroughly shower with soap and warm water after exposure.
- Appropriate use and sanitation of required personal protective equipment.
- Safety requirements and procedures for handling, transporting, storing and disposing of pesticides (stored in locked area, transported separate from produce,)
- Environmental concerns such as drift, runoff, wildlife hazards.
- Warnings about taking pesticides or pesticide containers home.
- Proper disposal of left-over chemicals and chemical containers. Spray out remaining mixture and rinse sprayer with water; never store left-over mixture store later use. Never re-use containers. Triple rinse, empty remove lid and puncture container—dispose of containers at approved hazardous material disposal site.

Documentation: No. 4 Worker Training Record

Worker Training 4: Pesticide Worker Safety

All employees who work in a field treated with pesticides has been trained within the last 5 years, in a manner the employee understands, before beginning work in the treated field. The training will include:

- The importance of routine decontamination and washing thoroughly after the exposure period.
- Restricted entry intervals and what posting means (both California and federal posting sign formats)
- Where pesticides are encountered, including treated surfaces in the field, residue on clothing, chemigation and drift.
- Routes of exposure
- Hazards of pesticides including acute effects, chronic and delayed effects, and sensitization effects.
- Common signs and symptoms of overexposure
- First aid including decontamination, eye flushing, and obtaining emergency medical care
- Warnings about taking pesticides or pesticide containers home
- The hazard communication program requirements of section 6761
- Employee rights as outlined in section 6764 of the California code of regulations

Documentation: No. 4 Worker Training Record

FARM PROCEDURES

Water Source

The source of irrigation water is *PRIVATE WELL/MUNICIPAL WATER* (circle one)
Crops are irrigated by *DRIP IRRIGATION* or _____.

Water quality is known to be adequate for the crop irrigation method and this is shown by water test results in this food safety program.

All water sources are tested for harmful microorganisms. Annual water tests at the beginning of the season for capped wells are conducted. If water source is open (pond, river), water tests are collected every three months. When using municipal water, public tests conducted by irrigation districts, municipal authorities, etc. are accepted (and reports are attached to this document).

SOP Collecting Water Sample

- Sterile sample containers are obtained from testing laboratory.
- If water is collected from tap, water should run for 2-3 minutes before the sample is taken.
- The tap should be cleaned with sodium hypochlorite (bleach) prior to collecting the sample; let water run for an additional 2-3 minutes before collecting sample.
- Sample should be analyzed as soon as possible and no more than 30 hrs after collection.
- Samples should be kept cool (in an iced cooler) during transport.
- Water is tested for total coliform & will be treated according to industry standards.
- Testing for additional contaminants (heavy metals, nitrogen, protozoa, salmonella) should be conducted if risk is evident.

Documentation: Water analysis attached.

Renters will need to request a report from the water district. Water test results for all water sources, including for irrigation, human consumption and postharvest application are available for review.

If necessary, steps are taken to protect irrigation water from potential contamination. All irrigation sources are inspected for unauthorized use or potential contamination with microbial infection, chemicals or other dangerous substances. There is no municipal/commercial sewage treatment facility/dairy/livestock yard adjacent to the farm.

Animals, Wildlife and Livestock

Crop production areas are not located near or adjacent to manure lagoons, or dairy or livestock production facilities.

Surface water resources are protected from livestock contamination by FENCING, DRAINAGE CANAL *or* _____. Domestic animals (including dogs) will be excluded from crop production areas during the growing and harvesting season.

All fields are routinely monitored and recorded for unauthorized entry of wildlife or neighboring domesticated animals to the fields. In the event that unauthorized entry is discovered, the operation will take steps to minimize the risks of potentially contaminated product or production areas, and the detected risk and corrective actions are documented.

Manure and Municipal Biosolids

At our farm operation:

- NO MANURE or municipal biosolids of any kind are used as a soil amendment.

- RAW MANURE or a combination of raw and composted manure is used as a soil amendment. When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest. Raw manure is not used on commodities that are harvested within 120 days of planting. If a combination of raw and treated manure is used, the treated manure is properly treated, composted or exposed to reduce the expected levels of pathogens. Untreated manure is properly stored prior to use. Our source of raw manure is from _____.

- Only COMPOSTED MANURE and/or treated biosolids are used as a soil amendment. Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens. Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination. Analysis reports are available for composted manure/treated biosolids. Our source of composted manure and/or treated biosolids is _____ (Name of Compost Company). Please find the treatment documentation from the company attached herein. **A manure application log is attached to this food safety plan that documents all applications, their treatment method and any supporting documentation.**

Land and Soil

There are no known sites on the farm that may have a risk of prior contamination (such as former dumpsites, old homesteads, barn sites, and livestock pens) <If there is a risk, then provide the following information>

- There are several sites on the facility that may have a risk of prior contamination. These fields are shown on the enclosed map and those with possible contamination risk have been tested for _____. Please see attached map and testing results for a comprehensive review of soil contamination risk and planting plans.
- During the past 3 YEARS, **no** domestic sewage, sewage sludge, septic waste, portable toilet waste, or other product that might contain human feces has been placed on or adjacent to any crop production areas. If it has occurred, affected areas are mapped and soil test results contained herein.
- During the past 3 YEARS, **no** flooding from creeks or rivers has occurred on any part of the land, nor have any adjacent domestic septic tank systems flooded onto the field. If flooding has occurred, areas affected are documented with maps and soil test results are contained herein.

FIELD HARVEST AND PACKING PROCEDURES

Field Sanitation and Hygiene

No smoking, tobacco use, or eating should take place around crop production areas or harvested produce. Food, drinks, and smoking are only allowed in the designated location. That location is _____.

Field sanitation units (toilet and hand-washing facilities) are provided for all workers that work more than three hours and if there are more than eleven workers on shift at a time. Otherwise, workers are instructed to use toilet facilities that are accessible by vehicle. There is one toilet for every twenty workers that is located within a 1/4 mile or 5-minute walk, and all other OSHA regulations are complied with (females, locks, etc).

All workers and visitors must follow proper health and hygiene practices and use the restroom and hand washing facilities provided. If restroom facilities are not properly maintained, any employee or visitor should notify the onsite supervisor.

Field sanitation units are directly accessible for servicing and in the event of a spill or major leak, a response plan is in place. The area will be secured and contaminated soil will be removed from the production area and properly disposed. These accidents and responses will be documented.

Field Harvesting and Equipment

All harvesting equipment is cleaned and washed during harvest season on a daily basis and recorded following our SOP below:

SOP Cleaning Harvest Equipment

Step 1: Place harvest containers next to sanitized surface (plastic) that has been pre-rinsed, scrubbed with detergent, rinsed & sanitized (see solution below).

Step 2: All buckets will be pre-rinsed, using scraping, brushing and hosing to remove any visible soil.

Step 3: Buckets will be scrubbed with detergent and rinsed.

Step 4: Sanitizing solution (1 tablespoon pure unscented bleach (5.25%) to 1 gallon water=150ppm) is poured into sanitation tub. Buckets are dipped in sanitizer and then air-dried and stacked in sanitary storage.

Step 5: Check water with chlorine test strips to determine when to change water. Waste-water will be disposed of daily away from production area with proper drainage.

All brushes & tubs are labeled for "Harvest Equipment Only" and stored separately. Workers will use proper protective gear (water proof aprons, rubber gloves, goggles).

Documentation: No. 3 Farm Cleaning Record

During harvest, equipment will be as clean as practical, maintained to prevent contamination from leaking oil, grease, loose parts, and any other source of foreign material contamination. If equipment does become contaminated with oil, grease, or any other foreign substance, all contaminated product will be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

Measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, dead animals or other dangerous/toxic items that can contaminate the product.

If any glass is broken and contaminates product, all product will be properly disposed of, work will stop until equipment is repaired and all product containers cleaned, washed and inspected.

House Packing Facility

Receiving

All product is properly handled, stored, and moved to protect and reduce possible contamination.

Washing/Packing for produce (not berries)

For any crop that requires post-harvest washing, water used in the washing/packing operation is potable. Wash tanks, tubs and food contact surfaces are cleaned/sanitized regularly following a pre-rinse, wash, rinse & sanitizing protocol as outlined above. Chlorine use keeps microbial content in the water down to prevent the potential for cross contamination of all produce in the washing system, **it will not sterilize the produce.**

Our farm practices the following SOP for post-harvest washing.

SOP Cleaning Produce

- All water, which comes in contact with produce for washing is tested and is safe to drink.
- If using chlorine (sodium hypochlorite), water should contain between 5 and 10 parts per million (ppm) total chlorine. **1/2 Teaspoon pure unscented bleach (5.25%) in 6 gallons of water = 5 ppm** Use chlorine test strips to determine chlorine content.
- For chlorine to be effective, water should have a pH of between 6 and 7.5 with minimal organic matter (soil) in the water. Use pH test strips to determine pH.
- Water is changed in the dump tanks daily or when pH, chlorine content or organic matter makes chlorine ineffective.
- To minimize chlorine residue, rinse produce with potable water only prior to packaging

General Sanitation (Packing House/Farm Stand)

There is a pest/rodent control program for the facility:

SOP Pest Control in farm stand/packing shed and storage area

- Take measures to prevent rodents from entering farm stand and storage area.
 - Remove all potential food sources and nesting sites from inside and around the storage area and farm stand.
 - Seal off entry points with screens, barriers.
 - Store empty boxes off the ground and covered in plastic (wrapped).
- Best to trap rodents between winter and spring.
- Monitor for rodent presence (droppings, sightings)—keep records.
- Place mechanical (snap) or sticky traps inside where there is evidence of rodents. **Do not use bait traps inside farm stand or packing shed.**
- Monitor traps regularly and record effects.
- Dispose of trapped animal immediately and document effects.

Documentation: No. 6 Pest/Rodent/Wildlife Control Record

Traps or other non-poison methods should be the only control program located within a structure. **All bait stations containing poison must be located outside the facility.** Poison bait stations pose a risk to wildlife, cats, and other farm animals and should be used secondary to mechanical (snap or sticky) traps. Poisoned rodents, may be eaten by a hawk or owl and intern poison the predator. Traps or bait stations that work to keep the rodent inside of the trap can be helpful in reducing the chances of poisoning predators. Birds of prey are beneficial in reducing populations of rodents. Many organic growers build owl or hawk nests and perches along field borders to encourage their presence. Traps and bait stations are regularly checked and have

documentation showing when this was completed. A pest control log is maintained that includes inspection dates, inspection reports, and procedures implemented to eliminate any problems (record sheet # 6). Frequent monitoring of affected and treated areas must take place to determine the effectiveness of the treatment applied. Generally, all traps and bait stations will be marked and flagged by numbers or some type of coding system. It is likely that there will also be a map of the premises that shows the location of such traps and bait stations.

Flies: Fly strips will be installed, monitored and changed regularly to minimize presence of flies in the produce packing, storage and sales area.

Storage and Transportation

Storage

All empty packing containers, (trays, baskets and boxes) are stored off the ground and protected/covered from contamination.

SOP Cleaning Farm Stand/Packing Shed/Storage Facility

- Storage facilities are cleaned regularly, prior to loading with product and records maintained.
- Materials used include a broom, dustpan, and trigger spray bottle with clean rags.
- Cleaning includes removal of all spider webs, dust and debris from the floor, shelves and ledges. All potential nest sites or food sources for rodents are removed.
- Spot cleaning is conducted as needed. Trashcans are emptied.
- All cleaning materials will be labeled & stored separately.

Documentation: No. 3 Farm Cleaning Record

Transportation

Vehicles transporting product have not been previously used to haul domestic sewage, manure, or hazardous material. Vehicles are clean and in good working condition, prior to loading and on a regular basis Transport vehicles (trucks) are inspected and cleaned regularly by sweeping out debris followed by hosing down and recorded.

Produce items are not loaded with any potentially contaminating products or chemicals.

Produce is kept as cool as possible following harvest and in transit.

Produce is loaded and transported so as to minimize physical damage.

Product is covered from the field to packing/storage site and from packing site to market.

Traceback

A documented traceback program with IRQ traceability standards is established with labels,

SOP Traceback Labels

The most important information on a label/box is the following:

- **I = Identity:** What is in the box: The common name of the commodity in package.
- **R = Responsible Party:** The name and address (county is sufficient) of individual (or company) responsible for packing the product .
- **Q = Quantity:** amount in box, weight or count
- **D = Date** of harvest/packing

invoicing & record keeping. We also go over recall procedures and conduct a mock recall every six months. During this mock recall, we document everything including customer contacts.

Invoice: An invoice book is utilized in all sales transactions beyond the farm stand. The following information is included on the invoice:

Invoice Requirements

- Name of Farm & contact information (Get pre-printed book or use custom stamp)
- Responsible party (who packed the product)
- Date of transaction
- Identity of product
- Quantity of product (amount in box, weight or count)
- Price
- To whom the product is sold/shipped.

Documentation: No. 5 Traceback Record

A detailed traceback log (No. 5 Traceback Record) records all sales beyond the farm stand.

Emergency Response Plan/Farm Emergency Response Map

Our farm is prepared in case of an emergency spill, leak or other hazardous material event. We have a farm safety map indicating fuel and chemical storage sites.

SOP Emergency Response Plan

If an emergency spill or leak should happen, immediately stop all other activities and,

- Stop the initial spill or leak at its source
- Make necessary phone calls to notify officials and obtain assistance, equipment and supplies.
- Contain spill or leak and prevent materials from contaminating water sources.
- Contact company that can aid in containing and removing contaminated material.
Action includes using soil to divert flows, remove contaminated soils.

Documentation: No. 8. Contamination Response Record

- This document was prepared by UC Berkeley, UC Cooperative Extension Sacramento, UC Cooperative Extension Fresno, and the Growers Collaborative with support from the National Research Initiative of the National Institute of Food and Agriculture, USDA, Grant # 2009-5561805065.

** The Pesticide Use & Reporting Protocol is based on California laws and standards; there may be different requirements for other states.

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