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## Introduction

The health benefits associated with regular consumption of fresh fruits and vegetables have been clearly demonstrated and encouraged by national and international nutrition and health authorities. However, increased consumption of these products has been associated with an increased proportion of reported outbreaks of food-borne illness that can be traced to fresh produce. Recent outbreaks of food-borne illness, such as those in the U.S. involving *E. coli* in lettuce and spinach, and the fact that most fresh produce is not processed, a step which generally reduces or eliminates pathogens, have raised concerns regarding the potential safety of fresh fruits and vegetables.

In 1998, the U.S. Food and Drug Administration (FDA) and U.S. Department of Agriculture (USDA) issued the document "Guidance for Industry – Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables." This document, referred to as the Guide, addressed microbial food safety hazards and good agricultural and handling practices (GAPs and GHPs) common to the growing, harvesting, cleaning/washing, sorting, packing and transporting of most fruits and vegetables sold to consumers in an unprocessed or minimally processed (raw) form. The GAP program deals with pathogens and diseases that could come from eating fresh produce. There are 76 million cases of food poisoning each year resulting in 350,000 hospitalizations and 5,000 deaths.

This Farm Food Safety Program focuses on risk reduction not risk elimination. Current technologies cannot eliminate all potential food safety hazards associated with fresh produce that will be eaten raw. Produce may become contaminated with pathogens anywhere in the farm-to-table chain. The use of Good Agricultural Practices (GAPs) is key to preventing pathogen contamination. Key areas of concern when implementing a GAP program are prior land use, adjacent land use, water quality and use practices, soil fertility management, wildlife, pest and vermin control, worker hygiene and sanitary facilities, and harvesting and cooling practices.

This Farm Food Safety Program is designed to guide wild blueberry growers and fresh fruit packers through the process of identifying risks particular to their operation, developing appropriate solutions, implementing good agricultural practices and developing a farm food safety plan.

Good Agricultural Practices (GAPs) encourage food safety. Although food poisoning is an unlikely event, it takes only one occurrence to shut down an entire industry for the season. It is vitally important that all concerned people understand just how critical any food poisoning outbreak could be to their livelihoods.

Human pathogens can be transmitted to blueberries and then to people by direct contact or through contaminated water or soil. Once a fruit is contaminated, pathogens are impossible to remove by any means other than cooking. That is especially important to know for fresh market blueberries. Blueberries are not typically washed, so any field contamination has a good chance of making it to end consumers. Harvest crews and other workers must be trained to avoid suspect fruit and practices.

At present GAPs and GHPs are voluntary and customer driven. However, major buyers for fresh fruits and vegetables are increasingly requiring GAP certified produce. This trend is expected to continue and increase. The USDA has indicated that they will not buy produce from suppliers after July 1, 2007, unless the supplier is GAP certified.

This folder contains information that will help wild blueberry growers and fresh packers learn about GAP and how to pass a USDA certification audit.

## The Guide at a Glance

### *The Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables In Brief*

**This *Guide* provides general, broad-based voluntary guidance that may be applied, as appropriate, to individual operations**

#### **The Guide**

- Is intended to assist domestic and foreign growers, packers, and shippers of unprocessed or minimally processed (raw) fresh fruits and vegetables by increasing awareness of potential hazards and providing suggestions for practices to minimize these hazards
- Covers agricultural and postharvest water uses, manure and biosolids, worker health and hygiene, field and facility sanitation, transportation, and traceback
- Does not impose any new requirements or supercede existing laws or regulations
- Will be most effective when used to evaluate individual operations and to institute good agricultural and good manufacturing practices (GAPs and GMPs) appropriate to the individual operations

#### **Basic Principles include**

- Prevention of microbial contamination of fresh produce is favored over reliance on corrective actions once contamination has occurred
- Accountability at all levels of the agricultural and packing environments is important to a successful food safety program

#### **Water**

**Wherever water comes into contact with fresh produce, its quality dictates the potential for pathogen contamination**

#### *Agricultural Water*

- Identify source and distribution of water used
- Be aware of current and historical use of land
- Review existing practices and conditions to identify potential sources of contamination. Consider practices that will protect water quality

- Maintain wells in good working condition
- Consider practices to minimize contact of the edible portion of fresh produce with contaminated irrigation water. Where water quality is good, risk is low regardless of irrigation method

### Processing Water

- Follow GMPs to ensure water quality is adequate at the start of and throughout all processes
- Maintain water quality, such as by periodic testing for microbial contamination, changing water regularly, and cleaning and sanitizing water contact surfaces
- Antimicrobial chemicals may help minimize the potential for microbial contamination to be spread by processing water; levels of antimicrobial chemicals should be routinely monitored and recorded to ensure they are maintained at appropriate levels
- As organic material and microbial load increase, the effectiveness of many antimicrobial chemicals will decrease. Filtering recirculating water or scooping organic material from tanks may help reduce the build-up of organic materials

### Cooling Operations

- Maintain temperatures that promote optimum produce quality and minimize pathogen growth
- Keep air cooling and chilling equipment clean and sanitary
- Keep water and ice clean and sanitary
- Manufacture, transport, and store ice under sanitary conditions

### **Manure and Municipal Biosolids**

**Properly treated manure or biosolids can be an effective and safe fertilizer.**

- If manure is used as a fertilizer, it should be managed to minimize microbial hazards
- Federal regulations address the requirements for use of biosolids in the U.S.. Some states also have specific requirements for the use of biosolids. Foreign growers should follow these or similar requirements

### Manure

- Use treatments to reduce pathogens in manure and other organic materials. Treatments may be active (e.g., composting) or passive (e.g., aging)
- Manure treatment and storage sites close to fresh produce fields increase the risk of contamination
- Consider factors such as slope and rainfall and the likelihood of runoff into fresh produce production areas

- Use barriers or physical containment to secure storage and treatment sites
- Protect treated manure from being re-contaminated
- When purchasing treated manure, get information about the method of treatment
- Maximize the time between application of manure to production areas and harvest
- Use of raw manure on produce during the growing season is not recommended

### Animal Feces

**While not possible to exclude all animal life from fresh produce production areas, many field programs include elements to protect crops from animal damage.**

- Domestic animals should be excluded from fields and orchards during the growing and harvesting season
- Follow GAPs to ensure animal waste from adjacent fields, pastures, or waste storage facilities does not contaminate fresh produce production areas. Where necessary, consider physical barriers such as ditches, mounds, grass/sod waterways, diversion berms, and vegetative buffer areas
- Control of wild animal populations may be difficult or restricted by animal protection requirements. However, to the extent feasible, where high concentrations of wildlife are a concern, consider practices to deter or redirect wildlife to areas where crops are not destined for fresh produce markets

### **Worker Health and Hygiene**

**Infected employees who work with fresh produce increase the risk of transmitting foodborne illness.**

- Train employees to follow good hygienic practices
- Establish a training program directed towards health and hygiene – include basics such as proper handwashing techniques and the importance of using toilet facilities
- Become familiar with typical signs and symptoms of infectious diseases
- Offer protection to workers with cuts or lesions on parts of the body that may make contact with fresh produce
- If employees wear gloves, be sure the gloves are used properly and do not become a vehicle for spreading pathogens
- Customer-pick and road-side produce operations should promote good hygienic practices with customers – encourage handwashing, provide toilets that are well equipped, clean, and sanitary and encourage washing fresh produce before consumption

### Sanitary Facilities

- Poor management of human and other wastes in the field or packing facility increases the risk of contaminating fresh produce
- Be familiar with laws and regulations that apply to field and facility sanitation practices
- Toilet facilities should be accessible to workers, properly located, and well supplied
- Keep toilets, handwashing stations, and water containers clean and sanitary
- Use caution when servicing portable toilets to prevent leakage into a field
- Have a plan for containment in the event of waste spillage

### **Field Sanitation**

**Fresh produce may become contaminated during pre-harvest and harvest activities from contact with soil, fertilizers, water, workers, and harvesting equipment.**

- Clean harvest storage facilities and containers or bins prior to use
- Take care not to contaminate fresh produce that is washed, cooled, or packaged
- Use harvesting and packing equipment appropriately and keep as clean as practicable
- Assign responsibility for equipment to the person in charge

### **Packing Facility**

**Maintain packing facilities in good condition to reduce the potential for microbial contamination.**

- Remove as much dirt as practicable outside of packing facility
- Clean pallets, containers, or bins before use; discard damaged containers
- Keep packing equipment, packing areas, and storage areas clean
- Store empty containers in a way that protects them from contamination

### Pest Control

- Establish and maintain a pest control program
- Block access of pests into enclosed facilities
- Maintain a pest control log

## Transportation

**Proper transport of fresh produce will help reduce the potential for microbial contamination.**

- Good hygienic and sanitation practices should be used when loading, unloading, and inspecting fresh produce
- Inspect transportation vehicles for cleanliness, odors, obvious dirt and debris before loading
- Maintain proper transport temperatures
- Load produce to minimize physical damage

## Traceback

**The ability to identify the source of a product can serve as an important complement to good agricultural and management practices.**

- Develop procedures to track produce containers from the farm, to the packer, distributor, and retailer
- Documentation should indicate the source of the product and other information, such as date of harvest, farm identification, and who handled the produce
- Growers, packers and shippers should partner with transporters, distributors and retailers to develop technologies to facilitate the traceback process

**Once good agricultural and management practices are in place, ensure that the process is working correctly. Without accountability, the best efforts to minimize microbial contamination are subject to failure.**

Copies of the *Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables*, October 1998, are available from:

Food Safety Initiative Staff (HFS-32)\*  
U.S. Food and Drug Administration  
Center for Food safety and Applied Nutrition  
200 C Street SW  
Washington, DC 20204

Or on the Internet at:

<http://vm.cfsan.fda.gov/~dms/prodguid.html>

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\* [New address](#) as of December 14, 2001: Food Safety and Security Staff (HFS-32), Center for Food Safety and Applied Nutrition (CFSAN), U.S. Food and Drug Administration, 5100 Paint Branch Parkway, College Park, Maryland 20740.



United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Agricultural  
Marketing  
Service

Washington, DC  
20250

## Notice to the Industry

In 2001, the Agricultural Marketing Service Fruit and Vegetable Programs, in cooperation with its state partners developed the “Good Agricultural Practices & Good Handling Practice” (GAP&GHP) Audit Verification Program. This voluntary program utilizes an audit checklist developed from the Food and Drug Administration’s “Guide to Minimize Microbial Contamination of Fresh Fruits and Vegetables” to assess whether a facility is adhering to the recommendations made in the “Guide.”

Many retailers are requiring that their suppliers be 3<sup>rd</sup> party audited to show adherence to good agricultural practices and/or good handling practices. In addition, the USDA Commodity Purchase programs require that their contactors be audited prior to selling their products to the Federal Government. After a review of the current GAP&GHP program, and evaluating its effectiveness for its users, the Fresh Products Branch (FPB) is making the following changes to the program effective October 1, 2007.

- A minimum of one (1) additional unannounced audit may be performed on any farm or facility that wishes to participate in the USDA GAP&GHP Program. The total number of additional unannounced audits will be based on the length a facility is in operation. This is being done to verify that a comprehensive food safety program has been implemented and is being followed throughout the growing and packing season.
- A written food safety plan must be available for review prior to initiation of an audit.
- The sections of the checklist audited will be determined by USDA in collaboration with the participant.
- A participant’s results will only be posted when all scopes audited receive a passing score, or any score if specifically requested in writing by participant.
- If deficiencies are found that result in a failure of the audit, corrective actions will be required in order to request continuance on the program.

For further information on the GAP&GHP program contact Michael Morrelli Head of The FPB’s Field Operation Section at 800-811-2373 or (202) 720-2482.



September 2007

**USDA Good Agricultural Practices & Good Handling Practices  
Audit Verification Checklist**



**This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables."**

**Firm Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Audit Site(s):** \_\_\_\_\_

**Main Address:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Auditor(s):** (list all auditors with the lead listed first) \_\_\_\_\_

**USDA or Fed-State Office performing audit:** \_\_\_\_\_

**Date & Time Arrived:** \_\_\_\_\_ **Date & Time Departed:** \_\_\_\_\_

**Travel Time:** \_\_\_\_\_ **Code:** \_\_\_\_\_

**People Interviewed:** (use back of sheet if necessary to list all persons interviewed) \_\_\_\_\_

**Did the auditee participate in GAP & GHP training?**

Yes  No

**Is there a map that accurately represents the farm operations?**

Yes  No

Legal Description/GPS/Lat.-Long. of Location: \_\_\_\_\_

Are all crop production areas located on this audit site?

Yes  No

Total acres farmed (Owned, leased/rented, contracted, consigned): \_\_\_\_\_

Does the company have more than one packing facility?

Yes  No

Is there a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices?

Yes  No

Is any product commingled prior to packing?

Yes  No

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**Audit Scope: (Please check all scopes audited)**

**General Questions (All audits must begin with and pass this portion)**

Part 1 – Farm Review.....

Part 2 - Field Harvest and Field Packing Activities .....

Part 3 - House Packing Facility .....

Part 4 – Storage and Transportation .....

Part 5 – Traceback .....

Part 6 – Wholesale Distribution Center/Terminal Warehouses.....

Part 6A – Traceback for Wholesale Distribution Center/Terminal Warehouse .....

Part 7 – Preventive Food Security Procedures.....

Products: \_\_\_\_\_

Auditors' Signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Conditions Under Which an Automatic “Unsatisfactory” Will be Assessed**

- **An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.**
- **The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.**
- **Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.**
- **Falsification of records.**
- **Answering of Questions G1 or G2 as “NO”.**

## **Auditor Completion Instructions**

- **For clarification and guidance in answering these questions, please refer to the Good Agricultural Practices & Good Handling Practices Audit Verification Program Policy and Instruction Guide.**
- **Place the point value for each question in the proper column (Yes, No, or N/A).**
- **Gray boxes in the “N/A” column indicate that question cannot be answered “N/A”.**
- **“D” in the Doc column means that documentation will be requested/reviewed by the auditor.**
- **Any “N/A” or “No” designation must be explained in the comments section.**

## General Questions

### Implementation of a Food Safety Program

Questions		Points	YES	NO	N/A	Doc
G-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.	15				D
G-2	The operation has designated someone to implement and oversee an established food safety program. Name _____	15				D

### Worker Health & Hygiene

Questions		Points	YES	NO	N/A	Doc
G-3	Potable water is available to all workers.	10				D
G-4	Training on proper sanitation and hygiene practices is provided to all staff.	15				D
G-5	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10				
G-6	Employees are required to wash their hands before beginning or returning to work.	10				D
G-7	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10				D
G-8	Employees and visitors are following good hygiene/sanitation practices.	15				
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or anti-bacterial soap and potable water for hand washing.	15				
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10				D
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10				
G-12	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.	15				D



## Part 1 – Farm Review

### Water Usage

(1-1) What is the source of irrigation water (Pond, Stream, Well, Municipal, Other...Specify)?

---

(1-2) How are crops irrigated (Flood, Drip, Sprinkler, Other....Specify)?

---

Questions		Points	YES	NO	N/A	Doc
1-3	Water quality is known to be adequate for the crop irrigation method and crop being irrigated.	10				D
1-4	Water quality is known to be adequate for chemical application or fertigation method.	10				
1-5	If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination.	15				

### Sewage Treatment

Questions		Points	YES	NO	N/A	Doc
1-6	The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff.	15				
1-7	There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm.	10				

### Animals/Wildlife/Livestock

Questions		Points	YES	NO	N/A	Doc
1-8	Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities.	15				
1-9	Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking or overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.	10				
1-10	Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.	10				
1-11	Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.	5				

	Questions	Points	YES	NO	N/A	Doc
1-12	Measures are taken to reduce the opportunity for wild and/or domestic animals to enter crop production areas.	5				
1-13	Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.	5				D

## Manure and Municipal Biosolids

Please choose one of the following options as it relates to the farm operation:

- \_\_\_\_\_ Option A. Raw manure or a combination of raw and composed manure is used as a soil amendment.
- \_\_\_\_\_ Option B. Only composed manure/treated municipal biosolids are used as a soil amendment.
- \_\_\_\_\_ Option C. No manure or municipal biosolids of any kind are used as a soil amendment.

**Only answer the following manure questions (questions 1-14 to 1-22) that are assigned to the Option chosen above. DO NOT answer the questions from the other two options. The points from the manure and municipal biosolids are worth 35 of a total 155 points, and answering questions from the other two options will cause the points to calculate incorrectly.**

Option A: Raw Manure		Points	YES	NO	N/A	Doc
1-14	When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest.	10				D
1-15	Raw manure is not used on commodities that are harvested within 120 days of planting.	10				
1-16	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	10				
1-17	Untreated manure is properly stored prior to use.	5				
Option B: Composted Manure		Points	YES	NO	N/A	Doc
1-18	Only composted manure and/or treated biosolids are used as a soil amendment.	10				
1-19	Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens.	10				D



**Total points for PART 1** \_\_\_\_\_

**Total possible =**                    **165**                                    **Less Justified “N/A”**                    \_\_\_\_\_

**Adjusted Total**                    \_\_\_\_\_                                    **Passing Score** \_\_\_\_\_  
**X .8 (80%) USDA**

This program is intended to assess a participant’s efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration’s *“Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables.”*

## Part 2 - Field Harvest and Field Packing Activities

### Field Sanitation and Hygiene

Questions		Points	YES	NO	N/A	Doc
2-1	The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.	10				
2-2	If field sanitation units are not used and not required by applicable state or federal regulations, a toilet facility is readily available for all workers.	15				
2-3	Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.	10				
2-4	In the event of a major spill or leak of field sanitation units or toilet facility, a response plan is in place, and field sanitation units or toilet facilities are directly accessible for the response team.	10				D

### Field Harvesting and Transportation

Questions		Points	YES	NO	N/A	Doc
2-5	All harvesting containers (including bulk hauling vehicles) that come in direct contact with product are cleaned and/or sanitized prior to use and kept as clean as practicable.	5				D
2-6	All hand harvesting implements (knives, pruners, machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.	5				D
2-7	Damaged containers are properly repaired or disposed of.	5				
2-8	Harvesting equipment and/or machinery which comes into contact with product is in good repair.	10				
2-9	Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.	10				

	Questions	Points	YES	NO	N/A	Doc
2-10	There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.	5				D
2-11	There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.	5				D
2-12	Measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.	5				
2-13	Harvesting containers, totes, etc. are not used for carrying or storing non- produce items during the harvest season, and farm workers are instructed in this policy.	5				D
2-14	Water applied to harvested product is potable	10				D
2-15	Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.	5				
2-16	Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.	10				D
2-17	There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered.	5				D

<b>COMMENTS:</b>

**COMMENTS CONTINUED:**


**Total points earned Part 2** \_\_\_\_\_

**Total possible =**                    **130**                    **Less Justified "N/A"**                    \_\_\_\_\_

**Adjusted Total**                    \_\_\_\_\_                    **Passing Score** \_\_\_\_\_  
**X .8 (80%) USDA**

This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's *"Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables."*

## Part 3 - HOUSE PACKING FACILITY

### Receiving

Questions		Points	YES	NO	N/A	Doc
3-1	Product being moved to staging area prior to packing or processing is protected from possible contamination.	5				
3-2	Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.	5				

### Washing/Packing Line

Questions		Points	YES	NO	N/A	Doc
3-3	Source water used in the packing operation is potable.	10				D
3-4	If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity.	10				D
3-5	Processing water is sufficiently treated to reduce microbial contamination.	10				D
3-6	Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.	10				D
3-7	Water treatment (strength levels and pH) and exposure time is monitored and is appropriate for product.	10				D
3-8	Food contact surfaces are clean and in good condition.	10				
3-9	Product flow zones are protected from sources of contamination.	10				
3-10	The water used for cooling/ice is potable.	10				D
3-11	Manufacturing, storage and transportation facilities used in making and delivering ice used for cooling the product are sanitized on a scheduled basis.	10				D
3-12	Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	10				D

## Packing House Worker Sanitation

Questions		Points	YES	NO	N/A	Doc
3-13	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.	10				
3-14	Employees and visitors follow a written policy regarding the use of hair nets/beard nets in the production area.	5				D
3-15	Employees and visitors follow a written policy regarding the wearing of jewelry in the production area.	5				D

## Packinghouse General Housekeeping

Questions		Points	YES	NO	N/A	Doc
3-16	Only food grade approved and labeled lubricants are used in the packing equipment/machinery.	10				D
3-17	Chemicals not approved for use on product are stored and segregated away from packing area.	10				
3-18	The plant grounds are reasonably free of litter and debris.	5				
3-19	The plant grounds are reasonably free of standing water.	5				
3-20	Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.	5				
3-21	Packing facilities are enclosed.	5				
3-22	The packing facility interior is clean and maintained in an orderly manner.	5				
3-23	Floor drains appear to be free of obstructions.	5				
3-24	Pipes, ducts, fans and ceilings which are above food handling operations are clean.	5				
3-25	Glass materials above product flow zones are contained in case of breakage.	10				
3-26	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains or a sufficient distance.	10				
3-27	Measures are taken to exclude animals or pests from packing and storage facilities.	10				



# This is a Grower Self Test for a GAP audit

This is a grower self test for USDA GAP (Good Agricultural Practices) General Questions. All the questions are answered yes, no, or N/A for not applicable – there are no other options and there is no partial credit. For example, if there are 4 bathrooms and only 3 have proper signs in them, 0 points are given for question G-5. If all four have proper signs in them, 10 points are given for question G-5. If you can answer and document the questions as answered here, full points should be awarded. Full points are given for a Yes answer, 0 points are given for No answer and N/A answer do not count for or against the total.

A passing score is 80 percent of the possible points. Possible points are the remainder when N/A points subtracted from the total points.

Bear in mind that there are conditions under which an automatic “Unsatisfactory” (Failure) will be assessed:

**An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.**

**The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.**

**Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.**

**Falsification of records.**

**Answering of Questions G-1 or G-2 as “NO.”**

## General Questions (G-1 to G-15, 180 possible points)

**G-1. A documented food safety program that incorporates GAP and/or GHP has been implemented.**

I have a food safety and security program which incorporates GAP and has been accepted and adopted by this farming operation. DOCUMENTATION

REQUIRED

Y/N 15/0

**G-2. The Operation has designated someone to implement and oversee an established food safety program.**

I have a designated coordinator for implementation and oversight of the food safety and security program. DOCUMENTATION REQUIRED

Y/N 15/0

**G-3. Potable water is available to all workers.**

I have well test documentation for all wells indicating the water is potable.

DOCUMENTATION REQUIRED

Y/N 10/0

**G-4. Training on proper sanitation and hygiene practices is provided to all staff.**

I have documentation indicating training on sanitation and hygiene practices has been provided. DOCUMENTATION REQUIRED

Y/N 15/0

**G-5. Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.**

I have signs instructing employees to wash their hands before beginning or returning to work in all bathrooms.

Y/N 10/0

**G-6. Employees are required to wash their hands before beginning or returning to work.**

I have adequate toilet and lavatory facilities. DOCUMENTATION REQUIRED

Y/N 10/0

**G-7. All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.**

I have signs posted stating that employees and all visitors are required to follow proper sanitation and hygiene practices. **DOCUMENTATION REQUIRED**

Y/N 10/0

**G-8. Employees and visitors are following good hygiene/sanitation practices.**

Are employees and visitors actually following good hygiene/sanitation practices?

Y/N 15/0

**G-9. All toilet/restroom facilities are clean and properly supplied with single use towels, toilet paper, and hand soap or anti-bacterial soap and potable water for hand washing.**

The facility is in good repair, sanitary, proper signage and water.

Y/N 15/0

**G-10. All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.**

This is being done. **DOCUMENTATION REQUIRED**

Y/N 10/0

**G-11. Smoking and eating are confined to designated areas separate from where product is handled.**

I have a written policy that states no eating or chewing food, no chewing gum, no using tobacco, and no drinking beverages can be done in the areas where produce is handled.

Y/N 10/0

**G-12. Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.**

I have a written policy that excludes workers from operations if, by observation, have diarrhea, an illness or open lesion (boil, sore, infected wound) from coming in contact with produce. The policy also states that personnel will report such health conditions to their supervisors. **DOCUMENTATION REQUIRED**

Y/N 15/0

**G-13. There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.**

I have a written policy that describes procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids. **DOCUMENTATION REQUIRED**

Y/N 15/0

**G-14. Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.**

I have a written policy that describes procedures which specify if workers are injured on the job, they must seek first aid help. The policy also states that personnel will report such health conditions to their supervisors.

**DOCUMENTATION REQUIRED**

Y/N 5/0

**G-15. Company personnel demonstrate knowledge of proper use of pre-harvest and/or post harvest application materials. All applicable Local, State and Federal training and licensing requirements are met by persons applying regulated materials.**

Pesticides, growth regulators and fertilizers are applied by licensed operators and are compliant under WPS. **DOCUMENTATION REQUIRED**

Y/N 10/0

Your totals for General Questions G-1 to G-15: \_\_\_\_\_

General Questions G-1 to G-15

Total possible	180	
Minus N/A	_____	
Subtotal	_____	
Subtotal * 0.80	_____	THIS IS THE PASSING SCORE

# **This is a Grower Manual for Documentation for a USDA GAP audit**

**(General Questions  
G-1 to G-15)**

**This farming operation has a food safety and security program that incorporates USDA GAP and has been accepted and by this farming operation<sup>G-1</sup> and there is a designated coordinator for implementation and oversight of the food safety and security program.<sup>G-2</sup>**

**This food safety and security program is supplied to all staff and is available to all visitors.**

**Attach food safety and security program here.**

---

<sup>G-1</sup> Documentation for USDA GAP audit question G-1

<sup>G-2</sup> Documentation for USDA GAP audit question G-2

**WILD BLUEBERRY**

**Farm Food Safety Program and Good Agricultural Practices Plan and Policy page 1 of 6**

**This is a food safety and security program which incorporates USDA GAP (Good Agricultural Practices) and has been accepted and adopted by this farming operation.**

Farming operation name: \_\_\_\_\_

Farming operation Address: \_\_\_\_\_

Date: \_\_\_\_\_

This food safety and security program for the following produce:

\_\_\_\_\_ Wild Blueberries

\_\_\_\_\_ Other (specify)

\_\_\_\_\_ Other (specify)

\_\_\_\_\_ Other (specify)

\_\_\_\_\_ Other (specify)

There is a designated coordinator for implementation and oversight of the food safety and security program.

Coordinator name: \_\_\_\_\_

This food safety and security program is supplied to all staff and is available to all visitors.

## **Hygiene, safety, illness**

Food safety and security is very important to this farming operation. This food safety and security program states policy and is part of the overall effort of this farming operation towards producing a healthy and safe product. Potable water is available to all workers and is verified by testing as prescribed by USDA GAP requirements: semi annually for well water or more frequently for surface water (municipal water is tested and confirmed potable by the municipality).

Staff will receive training on proper sanitation and hygiene practices. Hand washing is an important part of food safety. All workers are trained on proper hand washing. Workers are instructed and it is required and expected that hand washing will be done before starting work, after each absence from work, and when hands become soiled or contaminated. All staff are instructed and expected to remove unsecured jewelry before work. All employees and all visitors to the farming operation are required to follow this policy of removing unsecured jewelry.

This farming operation provides at least one toilet facility and one hand washing facility for each 20 employees or fractions thereof. Lavatories are provided with hot (or tepid) and cold running potable water, hand soap, and single use towels. These facilities are clean, well maintained and have proper signage instructing employees to wash their hands before beginning or returning to work. These facilities are serviced and cleaned on a regular basis and a record is kept of this activity. All septic systems on this farming operation are in good working order. All employees and all visitors to the farming operation are required to follow proper sanitation and hygiene practices.

Should this farming operation employ more than 10 workers on any given day, the number, and placement of field sanitation units will comply with applicable state and/or federal regulations. Field sanitation units will have the same supplies as permanent toilet and lavatories facilities. These field sanitation units will be cleaned and serviced on a scheduled basis (weekly or more frequently depending on use) and will be at a location that minimizes the potential risk for produce contamination. Field sanitation units will never be located in a production field. Field sanitation units will be directly accessible for servicing and directly accessible in the event of a spill or major leak.

Should a field sanitation unit leak or spill, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such leaks or spills to their supervisors.

## **WILD BLUEBERRY**

### **Farm Food Safety Program and Good Agricultural Practices Plan and Policy page 3 of 6**

There is no eating or chewing food, no chewing gum, no using tobacco, and no drinking beverages in the areas while produce is being handled.

Workers are excluded from operations if they have diarrhea, an illness or open lesion (boil, sore, infected wound). Workers are instructed and expected to report such health conditions to their supervisors.

Should workers become injured on the job, they must seek first aid help. Injuries include but are not limited to cuts, abrasions or other injuries. A first aid box is present and available for staff use. Workers are instructed to and expected to report such injuries to their supervisors. Should the food product or food handling contact surfaces come into contact with blood or other body fluids, workers will cease operation immediately. The contaminated food surfaces must be thoroughly cleaned and properly disinfested, preferably with a quaternary ammonium product. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain.

## **Chemicals, soils, amendments**

On this farming operation, pesticides, growth regulators and fertilizers are applied by licensed operators and are compliant under WPS. Potable water is used for applying pesticides and a pesticide logbook is properly maintained. If irrigation water is used on the farming operation, it is potable and is properly tested. Irrigation water sources are protected from stock and other pollution sources. The sources of irrigation water and the type of irrigation used on this farming operation are duly recorded.

This farming operation is farther than ¼ mile from a municipal or commercial sewage treatment facility or a waste material landfill and there is no fowl, feedlot or livestock production facility within 2 miles of the farm. All reasonable effort is made to keep livestock (mine and others) and wild animals farther than 200 feet from a water source used for irrigation. The farming operation is such that wild or domestic animal entry into crop production areas is infrequent. The crop production area will be monitored for signs of the presence of wild or domestic animals. Should it become necessary, active measures to deter entry such a placement of animal repellent scents or similar act will be used near the points of wild or domestic animal entry but the repellants would not be in the production field.

Manure lagoons, if present, are well maintained to prevent leaking or overflowing. Should lagoons be located near or adjacent to crop production areas, adequate measures are in place to insure that runoff will not contaminate crop production areas.

## **WILD BLUEBERRY**

### **Farm Food Safety Program and Good Agricultural Practices Plan and Policy page 4 of 6**

Raw manure is not used as a soil amendment. Should practices change and raw manure used as a soil amendment, it will be incorporated at least two weeks prior to planting and a minimum of 120 days prior to harvest. All rates, dates and locations of raw manure applications will be documented.

Should manure or biosolids be used, it will be properly treated, composted or exposed to environmental conditions that would lower the expected level of pathogens proper and documentation will be kept. Should manure or biosolids be stored, barriers or physical containment will be utilized to secure the storage and they will be tested to ensure microbial contaminants are not present. Should manure or biosolids be stored near crop production areas it will be covered and contained to avoid contamination of crops, equipment and to prevent rodent etc entry. Untreated manure or biosolids, should they be present on this farming operation, will be stored with barriers or physical containment and covered to avoid contaminating equipment and to prevent rodent etc entry The land used by this farming operation has not been used to dump livestock or other waste.

Should the land used by this farming operation previously been used to dump livestock or other waste, the land will be tested to ensure microbial contaminants are not present. If additional risks are known, appropriate preventative measures will be taken to mitigate these risks. The land used by this farming operation has not been subjected to flooding. Should the land used by this farming operation be subjected to flooding, the land will be tested to ensure microbial contaminants are not present.

## **Produce handling**

It is instructed and expected that all tables, baskets, totes and all other harvesting containers as well as hand harvesting implements are cleaned and/or sanitized prior to use. Workers are instructed to and it is expected that workers will not use harvesting containers, totes, etc. for carrying or storing nonproduce items. Damaged or soiled containers will be properly repaired or disposed of. Under no conditions will any hazardous material containers be used for contact with produce. Heavily soiled containers will be cleaned. Harvesting equipment and/or machinery which comes into contact with produce will be kept as clean as practicable and in good repair. The harvested product will be covered when moved from the field to storage areas or processing plants.

## **WILD BLUEBERRY**

### **Farm Food Safety Program and Good Agricultural Practices Plan and Policy page 5 of 6**

Light bulbs and glass on harvesting equipment are to be protected so as not to contaminate produce or fields in the case of breakage. Should glass break on harvesting equipment, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such breakage to their supervisors.

Contamination by chemical, petroleum, pesticide or any other contaminating factor is a serious matter. All due diligence efforts are to be made to insure this contamination does not occur. Should contamination by chemical, petroleum, pesticide or any other contaminating factor occur on harvesting equipment, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such contamination to their supervisors.

To further protect the produce from contamination during harvest, the crew will regularly inspect the harvested produce. Any foreign object (glass, metal, rocks or other matter not the harvested crop) will be removed. Workers are instructed and expected to report such foreign matter contamination to their supervisors. As much as practical, dirt and mud are removed from the produce outside the packing facility. Trucks hauling produce are to be washed prior to being put into service and are kept clean during service.

## **Containers, pallets, storage and transport**

Pallets, pallet boxes, totes, bags, bins, cellars, storage rooms and packing containers are kept clean, stored properly and where appropriate, sufficiently sealed and protected from contamination by birds, rodents or other pests, soil, water or other known contaminants. Dirty containers will not be used and broken pallets will be repaired so as not to contribute foreign material into the product. The harvested product is not expected to be stored out of doors in totes, trucks, bins or any other container, or in bulk on the ground. Should the harvested product be stored out of doors it will be covered to protect it from contamination. Proactive measures are taken to exclude pests or animals from packing and storage facilities. These measures may include bird tape, screens or wind curtains. The storage facilities are to be sufficiently sealed or isolated so they are protected from external contamination such as wandering animals. Dogs, cats or other domestic animals are not permitted inside the packing and storage facilities.

## **WILD BLUEBERRY**

### **Farm Food Safety Program and Good Agricultural Practices Plan and Policy page 6 of 6**

This farming operation has established an organized pest control program. A pest control log will be maintained that indicates the dates of inspection, the inspection report and any steps taken to eliminate any problems if present. Poison bait, should it be used, will not be located inside the facility. Only traps or nonpoisonous baits will be permitted inside the facility should they be needed. Any area where bait or traps are set out or areas routinely affected will be frequently monitored. Any and all bait or traps and will be marked to be easily visible and individually identifiable. Time permitting, a map of the premises will be maintained indicating the location and individual identifier of any and all bait and traps.

The packing and storage facilities will be maintained such that loose insulation or other building materials will not be protruding from the walls. Cracks and crevices, should they be present, will be filled as much as possible. The facility will be well maintained and, as much as practicable, kept free of visible debris, soil and the like. Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product. The storage facility is to be inspected and assured to be free of foreign material prior to loading with product and the results recorded. Non- food grade substances such as paints, lubricants, pesticides and the like are not stored in close proximity to the product. Likewise the trailers etc to be used for hauling the produce are kept in good physical condition, acceptably clean and odor free. Should a refrigeration unit be required on the trailer, it must be sufficient in size and properly working. Trailers are to be inspected before loading any produce into them. Produce is only to be shipped with like produce. Fertilizers, pesticides, meat poultry, fish or similar products will not be mixed in the trailer. Produce will be loaded into the trailer with the utmost care to prevent damage and contamination. Should load shifting be an issue in the transport, all reasonable steps will be taken to prevent any shifting of the load during transit. While not all produce requires refrigeration during transport, should a manifest indicate a temperature to maintain during transport, all efforts will be made to insure that that temperature is maintained. Should ice (manufactured on site or not) or cold water be used for cooling in this farming operation, the source of the water will be potable and the ice or cold water will be manufactured, transported and stored under sanitary conditions. Should ice (manufactured on site or not) be used for cooling in this farming operation, there will be regularly scheduled cleaning and sanitizing of the ice production facility (if on site), ice storage facility and any ice handling or transportation equipment. Sanitary conditions will be maintained in all areas where ice is manufactured, transported or stored. Should refrigeration systems be used to store produce, the temperature will be maintained at the recommended temperature for that produce. Should refrigeration systems be used to store produce, temperatures will be regularly checked and recorded in a log. The thermometer(s) used to take the temperature will be regularly checked for accuracy. If this is not done by the computer monitoring system automatically, a log will be kept.

## Food safety and security program

The food safety and security program coordinator was present, willing and able to answer my questions and I understood the information.

My signature on this form means that I have received the farming operation's food safety and security program<sup>G-1 G-2</sup>.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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<sup>G-1</sup> Documentation for USDA GAP audit question G-1

<sup>G-2</sup> Documentation for USDA GAP audit question G-2

**Potable water meets OSHA regulations (29CFR, Part 1910). All water sources used for washing hands or application to produce is potable. Attached is water test documentation.<sup>G-3</sup> (Municipal water sources are tested and the tests are available from the municipality; wells must have a test every 6 months; surface water needs to have three tests: the first during planting, the second during peak use, and the third at harvest.**

**Fill out this form and attach water test results here.**

**Water source location**\_\_\_\_\_ **Date tested**\_\_\_\_\_

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<sup>G-3</sup> Documentation for USDA GAP audit question G-3

**Hand washing is done before starting work, after each absence from work, and when hands become soiled or contaminated.<sup>G-4</sup>**

**No eating or chewing food, no chewing gum, no using tobacco, and no drinking beverages can be done in the areas where potatoes are handled.**

**Hand washing procedure:**

**Wet hands with clean soapy warm water, apply soap and work up a lather.**

**Rub hands together for at least 20 seconds.**

**Clean under the fingernails and between the fingers.**

**Rub fingertips of each hand in suds on palm of opposite hand.**

**Dry hands with a single use towel.**

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<sup>G-4</sup> Documentation for USDA GAP audit question G-4

# **Hand washing procedure handout for employees**

**Wet hands with clean soapy warm water, apply soap and work up a lather.**

**Rub hands together for at least 20 seconds.**

**Clean under the fingernails and between the fingers.**

**Rub fingertips of each hand in suds on palm of opposite hand.**

**Dry hands with a single use towel.**

## Hand washing

The food safety and security program coordinator was present, willing and able to answer my questions and I understood the information.

My signature on this form means that I have received training on proper hand washing.<sup>G-4</sup>

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

<sup>G-4</sup> Documentation for USDA GAP audit question G-4

# Hygiene procedure handout for employees

Hygiene is not limited to hand washing.<sup>G-4</sup> Workers are excluded from operations if they have diarrhea, an illness or open lesion (boil, sore, infected wound). Workers are instructed and expected to report such health conditions to their supervisors.

Should workers become injured on the job, they must seek first aid help. This includes but is not limited to cuts, abrasions or other injuries. A first aid box is present and available for staff use. Workers are instructed to and expected to report such injuries to their supervisors. Should the food product or food handling contact surfaces come into contact with blood or other body fluids, workers will cease operation immediately. The contaminated food surfaces must be thoroughly cleaned and properly disinfested, preferably with a quaternary ammonium product. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated product does not enter the food chain.

It is instructed and expected that all tables, baskets, totes and all other harvesting containers as well as hand harvesting implements are cleaned and/or sanitized prior to use. Workers are instructed to and it is expected that workers will not use harvesting containers, totes, etc. for carrying or storing nonproduce items. Damaged or soiled containers will be properly repaired or disposed of. Under no conditions will any hazardous material containers be used for contact with produce. Heavily soiled containers will be cleaned. Harvesting equipment and/or machinery which comes into contact with produce will be kept as clean as practicable and in good repair.

Trucks hauling produce are to be washed prior to being put into service and are kept clean during service.

Should a field sanitation unit leak or spill, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated product does not enter the food chain.

---

<sup>G-4</sup> Documentation for USDA GAP audit question G-4

Workers are instructed and expected to report such leaks or spills to their supervisors.

## Hygiene

The food safety and security program coordinator was present, willing and able to answer my questions and I understood the information.

My signature on this form means that I have received training on proper hygiene.<sup>G-4</sup>

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

<sup>G-4</sup> Documentation for USDA GAP audit question G-4

**One toilet facility and one hand washing facility is provided for each 20 employees or fractions thereof. Lavatories have hot (or tepid) and cold running potable water, hand soap, single use towels. Signs are posted instructing employees to wash their hands before beginning or returning to work in all bathrooms.<sup>G-6</sup>**

**Number of employees**\_\_\_\_\_

**Number of toilet/hand washing facilities**\_\_\_\_\_

**Post the following sign in all bathrooms:**

---

<sup>G-6</sup> Documentation for USDA GAP audit question G-6

**Employees are  
required to wash  
their hands before  
beginning or  
returning to work<sup>G-6</sup>**

---

<sup>G-6</sup> Documentation for USDA GAP audit question G-6

**Signs are posted stating that employees and all visitors are required to follow proper sanitation and hygiene practices.<sup>G-7</sup>**

**Post the following sign inside near all entrances:**

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<sup>G-7</sup> Documentation for USDA GAP audit question G-7

**Employees and all visitors are required to follow proper sanitation and hygiene practices**<sup>G-7</sup>

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<sup>G-7</sup> Documentation for USDA GAP audit question G-7

**All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.**<sup>G-10</sup>

**Toilet/restroom/field sanitation identifier** \_\_\_\_\_

**Date cleaned** \_\_\_\_\_

**Cleaner signature** \_\_\_\_\_

**Toilet/restroom/field sanitation identifier** \_\_\_\_\_

**Date cleaned** \_\_\_\_\_

**Cleaner signature** \_\_\_\_\_

**Toilet/restroom/field sanitation identifier** \_\_\_\_\_

**Date cleaned** \_\_\_\_\_

**Cleaner signature** \_\_\_\_\_

**Toilet/restroom/field sanitation identifier** \_\_\_\_\_

**Date cleaned** \_\_\_\_\_

**Cleaner signature** \_\_\_\_\_

**Toilet/restroom/field sanitation identifier** \_\_\_\_\_

**Date cleaned** \_\_\_\_\_

**Cleaner signature** \_\_\_\_\_

---

<sup>G-10</sup> Documentation for USDA GAP audit question G-10

**This farming operation has a written policy that excludes workers from operations if, by observation, they have diarrhea, an illness or open lesion (boil, sore, infected wound) from coming in contact with produce. The policy also states that personnel will report such health conditions to their supervisors.<sup>G-12</sup> This is included as part of the food safety and security program of this farming operation.**

**This farming operation has a written policy that describes procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.<sup>G-13</sup> This is included as part of the food safety and security program of this farming operation.**

**This farming operation has a written policy that describes procedures which specify if workers are injured on the job, they must seek first aid help. The policy also states that personnel will report such health conditions to their supervisors.<sup>G-14</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

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<sup>G-12</sup> Documentation for USDA GAP audit question G-12

<sup>G-13</sup> Documentation for USDA GAP audit question G-13

<sup>G-14</sup> Documentation for USDA GAP audit question G-14

**On this farming operation, pesticides, growth regulators and fertilizers are applied by licensed operators and all handlers are compliant under WPS.<sup>G-15</sup>**

**Name** \_\_\_\_\_

**Pesticide applicator's license number** \_\_\_\_\_

**Copies of WPS signatures verifying training are located:** \_\_\_\_\_

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<sup>G-15</sup> Documentation for USDA GAP audit question G-15

# **This is a Grower Self Test for a GAP audit**

## **Farm Review Part 1**

## Farm Review (Part 1) Questions (1-1 to 1-25, 165 possible points)

**1-1. What is the source of irrigation water (Pond, Stream, Well, Municipal, Other...Specify)?**

I know the sources of irrigation water for my farming operation.  
They are: \_\_\_\_\_

**1-2. How are crops directly irrigated (Flood, Drip, Sprinkler, Other....Specify)?**

I know the type of irrigation used on my farming operation.  
It is: \_\_\_\_\_

**1-3. Water quality is known to be adequate for the crop irrigation method and crop being irrigated.**

I have a written policy that states I use potable water for irrigation.

**DOCUMENTATION REQUIRED**

Y/N 10/0

**1-4. Water quality is known to be adequate for chemical application or fertigation method.**

I have a written policy that states I use potable water for applying pesticides.

Y/N 10/0

**1-5. If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination.**

Irrigation water is protected from stock and other pollution sources and the water has been tested.

Y/N 15/0

**1-6. The farm sewage treatment system is functioning properly and there is no evidence of leaking or runoff.**

All septic systems on my farming operation are in good working order.

Y/N 15/0

**1-7. There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm.**

There is not a municipal or commercial sewage treatment facility or waste material landfill within ¼ mile of the farm.

Y/N 10/0

**1-8. Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities.**

There is no fowl, feedlot or livestock production facility within 2 miles of the farm.

Y/N 15/0

**1-9. Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking or overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.**

Lagoons, if present, are well maintained

Y/N 10/0

**1-10. Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.**

Any manure or biosolids stored near crop production is covered to avoid contaminating equipment and to prevent rodent etc entry.

Y/N 10/0

**1-11. Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.**

Livestock is kept farther than 200 feet from the water source.

Y/N 5/0

**1-12. Measures are taken to reduce the opportunity for wild or domestic animals to enter crop production areas.**

Animal entry is infrequent.

Y/N 5/0

**1-13. Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.**

I have a written policy that states this is being done. **DOCUMENTATION**

**REQUIRED**

Y/N 5/0

Please choose one of the following options as it related to the farm operation:

\_\_\_\_\_ Option A. Raw manure or a combination of raw and composted manure is used as a soil amendment.

Do not answer questions 1-18 to 1-22

\_\_\_\_\_ Option B. Only composed manure/treated municipal biosolids are used as a soil amendment.

Do not answer questions 1-14 to 1-17 or question 1-22

\_\_\_\_\_ Option C. No manure or municipal biosolids of any kind are used as a soil amendment.

Do not answer questions 1-14 to 1-21

\*\*\*\*\*

Option A. Raw manure or a combination of raw and composted manure is used as a soil amendment.

**1-14. When raw manure is applied, it is incorporated at least two weeks prior to planting or a minimum of 120 days prior to harvest.**

This is done. DOCUMENTATION REQUIRED

Y/N 10/0

**1-15. Raw manure is not used on commodities that are harvested within 120 days of planting.**

This is done.

Y/N 10/0

**1-16. 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.**

This is done.

Y/N 10/0

**1-17. Untreated manure is properly stored prior to use.**

Barriers of physical containment secures manure storages.

Y/N 5/0

Option A ends. Go to question 23

\*\*\*\*\*

\*\*\*\*\*

Option B. Only composed manure/treated municipal biosolids are used as a soil amendment.

**1-18. Only composted manure and/or treated biosolids are used as a soil amendment.**

No raw manure or biosolids are used.

Y/N 10/0

**1-19. Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens.**

Manure or biosolids applied have been tested to ensure microbial are not present. **DOCUMENTATION REQUIRED**

Y/N 10/0

**1-20. Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination.**

Barriers of physical containment secures manure storages.

Y/N 10/0

**1-21. Analysis reports are available for composted manure/treated biosolids.**

Manure or biosolids applied have been tested to ensure microbial are not present. **DOCUMENTATION REQUIRED**

Y/N 5/0

**Option B ends. Go to question 23**

\*\*\*\*\*

\*\*\*\*\*

**Option C. No manure or municipal biosolids of any kind are used as a soil amendment.**

**1-22. No animal manure or municipal biosolids are used.**

No manure or biosolids have been applied.

Y/N 35/0

**Option C ends. Go to question 23**

\*\*\*\*\*

**1-23. Previous land use history indicates that there is a minimum risk of produce contamination.**

The land has not been used to dump livestock or other waste.

Y/N 5/0

**1-24. When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested for contaminants and the land use is commensurate with test results.**

If land has been used to dump livestock or other waste, it has been tested to ensure microbial contaminants are not present. **DOCUMENTATION REQUIRED**  
Y/N 10/0

**1-25. Crop production areas that have been subjected to flooding are tested for potential microbial hazards.**

If land has been subjected to flooding, it has been tested to ensure microbial contaminants are not present. **DOCUMENTATION REQUIRED**  
Y/N 5/0

Your totals for Farm Review Questions 1-1 to 1-25: \_\_\_\_\_

Farm Review Questions 1-1 to 1-25

Total possible	165	
Minus N/A	_____	
Subtotal	_____	
Subtotal * 0.80	_____	THIS IS THE PASSING SCORE

# **This is a Grower Manual for Documentation for a USDA GAP audit Part 1**

**(Farm Review  
Questions 1-1 to 1-25)**

**If irrigation is used on this farming operation, the sources of irrigation water<sup>1-1</sup> and the type of irrigation<sup>1-2</sup> are:**

**Farm location** \_\_\_\_\_

**Water source** \_\_\_\_\_

**Irrigation type** \_\_\_\_\_

**Farm location** \_\_\_\_\_

**Water source** \_\_\_\_\_

**Irrigation type** \_\_\_\_\_

**Farm location** \_\_\_\_\_

**Water source** \_\_\_\_\_

**Irrigation type** \_\_\_\_\_

**Farm location** \_\_\_\_\_

**Water source** \_\_\_\_\_

**Irrigation type** \_\_\_\_\_

**Farm location** \_\_\_\_\_

**Water source** \_\_\_\_\_

**Irrigation type** \_\_\_\_\_

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<sup>1-1</sup> Documentation for GAP audit question 1-1

<sup>1-2</sup> Documentation for GAP audit question 1-2

**This farming operation uses potable water for irrigation.<sup>1-3</sup>**

**Water source location\_\_\_\_\_**

**More details are included with documentation 1-1.**

**Test results are attached under documentation G-3.**

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<sup>1-3</sup> Documentation for GAP audit question 1-3



# **This is a Grower Self Test for a GAP audit**

# **Field Harvest and Field Packing Activities Part 2**

## **Field Harvest and Field Packing Activities (Part 2) Questions (2-1 to 2-17, 130 possible points)**

**2-1. The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.**

If applicable, this is done. (This section applies to an agriculture establishment with 11 or more employees on any given day.)

Y/N 10/0

**2-2. If field sanitation units are not used and not required by applicable state or federal regulations, a toilet facility is readily available for all workers.**

I have adequate toilet facilities.

Y/N 15/0

**2-3. Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.**

This is done.

Y/N 10/0

**2-4. In the event of a major spill or leak of field sanitation units or toilet facility, a response plan is in place, and field sanitation units or toilet facilities are directly accessible for the response team.**

I have a written policy that states this. DOCUMENTATION REQUIRED

Y/N 10/0

**2-5. All harvesting containers (including bulk hauling vehicles) that come in direct contact with product are cleaned and/or sanitized prior to use and kept as clean as practicable.**

I have a written policy that states this. DOCUMENTATION REQUIRED

Y/N 5/0.

**2-6. All hand harvesting implements (knives, pruners, machetes, etc...) are kept as clean as practical and are disinfected on a scheduled basis.**

I have a written policy that states this. DOCUMENTATION REQUIRED

Y/N 5/0.

**2-7. Damaged containers are properly repaired or disposed of.**

I have a written policy that states this.

Y/N 5/0

**2-8. Harvesting equipment and/or machinery which comes into contact with product is in good repair.**

I have a written policy that states this.

Y/N 10/0

**2-9. Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.**

I have a written policy that states this.

Y/N 10/0

**2-10. There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.**

I have a written policy on this. **DOCUMENTATION REQUIRED**

Y/N 5/0

**2-11. There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.**

I have a written policy on this. **DOCUMENTATION REQUIRED**

Y/N 5/0

**2-12. Measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.**

I have a written policy on this.

Y/N 5/0

**2-13. Harvesting containers, totes, etc. are not used for carrying or storing non- produce items during the harvest season, and farm workers are instructed in this policy.**

I have a written policy that states no hazardous material containers are used for contact with produce and soiled containers are cleaned. **DOCUMENTATION**

**REQUIRED**

Y/N 5/0

**2-14. Water applied to harvested product is potable.**

I have 6-month old or less well test documentation for all wells indicating the water is potable. **DOCUMENTATION REQUIRED**

Y/N 10/0

**2-15. Efforts have been made to remove excessive dirt and mud from product and/or containers before packing.**

I remove as much dirt and mud as practical outside the packing facility.

Y/N 5/0

**2-16. Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.**

I have a written policy on this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**2-17. There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered.**

I have a written policy on this. **DOCUMENTATION REQUIRED**

Y/N 5/0

Your totals for Field Harvest and Field Packing Activities Questions 2-1 to 2-17: \_\_\_\_\_

Harvest and Field Packing Activities Questions 2-1 to 2-17:

Total possible 130

Minus N/A \_\_\_\_\_

Subtotal \_\_\_\_\_

Subtotal \*0 .80 \_\_\_\_\_ THIS IS THE PASSING SCORE

**This is a Grower  
Manual for  
Documentation  
for a USDA GAP  
audit  
Part 2  
(Field Harvest and  
Field Packing  
Activities  
Questions 2-1 to 2-17)**

**This farming operation has a written policy that describes procedures in the event of a spill or leak of a field sanitation unit.<sup>2-4</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-4</sup> Documentation for GAP audit question 2-4

**This farming operation has a written policy that describes policy for cleaning and sanitizing tables, baskets, totes and all other harvesting containers (including bulk hauling vehicles) prior to use and kept as clean as practicable.<sup>2-5</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-5</sup> Documentation for GAP audit question 2-5

**This farming operation has a written policy that describes policy for keeping all hand harvesting implements (knives, pruners, machetes, etc...) as clean as practical and disinfected on a scheduled basis.<sup>2-6</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

Disinfestation schedule for all hand harvesting implants:

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<sup>2-6</sup> Documentation for GAP audit question 2-6

**This farming operation has a written policy that describes procedures in the event of glass/plastic breakage and possible contamination during harvesting operations.<sup>2-10</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-10</sup> Documentation for GAP audit question 2-10

**This farming operation has a written policy that describes procedures in the event of product contamination by chemicals, petroleum, pesticides or other contaminating factors.<sup>2-11</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-11</sup> Documentation for GAP audit question 2-11

**This farming operation has a written policy that describes procedures that harvesting containers, totes, etc. are not to be used for carrying or storing non-produce items during the harvest season.<sup>2-13</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-13</sup> Documentation for GAP audit question 2-13

**This farming operation has a written policy that describes policy for using only potable water applied to the harvested product.<sup>2-14</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

**Well test documentation is attached under documentation 1-3.**

---

<sup>2-14</sup> Documentation for GAP audit question 2-14

**This farming operation has a written policy that describes policy for transportation equipment used to move product from field to packing operation or storage areas to processing plant and which comes into contact with produce is to be washed before put into service and is kept clean and in good repair during service.<sup>2-16</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-16</sup> Documentation for GAP audit question 2-16

**This farming operation has a written policy that describes the harvested product being moved from field to storage areas or processing plants are to be covered.<sup>2-17</sup> This is included as part of the food safety and security program of this farming operation.**

**The food safety and security program of this farming operation is attached under documentation G-1.**

---

<sup>2-17</sup> Documentation for GAP audit question 2-17

# **This is a Grower Self Test for a GAP audit**

## **Packing House Facility Part 3**

**3-1. Product being moved to staging area prior to packing or processing shall be protected from possible contamination.**

I have a written policy that states the product is covered if coming from a building other than the one containing the packing shed.

Y/N 5/0

**3-2. Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.**

I have a written policy that states this.

Y/N 5/0

**3-3. Source water used in the packing operation is potable.**

I have a written policy that states that the water being used on this farming operation is potable. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-4. If applicable, the temperature of processing water used in dump tanks, flumes, etc... is monitored and is kept at temperatures appropriate for the commodity.**

I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-5. Processing water is sufficiently treated to reduce microbial contamination.**

I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-6. Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.**

I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-7. Water treatment (strength levels and pH) and exposure time is monitored and is appropriate for product.**

I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-8. Food contact surfaces are clean and in good condition.**

They are in good condition.

Y/N 10/0

**3-9. Product flow zones are protected from sources of contamination.**

Flow zones are protected from sources of contamination.

Y/N 10/0

**3-10. The water used for cooling/ice is potable.**

Water being used on this farming operation is potable. I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-11. Manufacturing, storage and transportation facilities used in making and delivering ice used for cooling the product are sanitized on a scheduled basis.**

The facilities used to store, manufacture or transport ice is sanitized on a regular schedule. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-12. Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.**

I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 10/0

**3-13. Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.**

Employee facilities are located away from packing areas.

Y/N 10/0

**3-14 Employees and visitors follow a written policy regarding the use of hair nets/ beard nets in the production area.**

I have a written policy that states this. **DOCUMENTATION REQUIRED**

Y/N 5/0

**3-15. Employees and visitors follow a written policy regarding the wearing of jewelry in the production area.**

I have a written policy that states this. DOCUMENTATION REQUIRED

Y/N 5/0

**3-16. Only food grade approved and labeled lubricants are used in the packing equipment/machinery.**

I have a written policy that states this. DOCUMENTATION REQUIRED

Y/N 10/0

**3-17. Chemicals not approved for use on product are stored and segregated away from packing area.**

I have a written policy that states this.

Y/N 10/0

**3-18. The plant grounds are reasonably free of litter and debris.**

The grounds are neat and orderly.

Y/N 5/0

**3-19. The plant grounds are reasonably free of standing water.**

There is no standing water.

Y/N 5/0

**3-20. Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.**

The grounds are neat and orderly.

Y/N 5/0

**3-21. Packing facilities are enclosed.**

The packing facilities are enclosed.

Y/N 5/0

**3-22. The packing facility interior is clean and maintained in an orderly manner.**

The interior is neat and orderly.

Y/N 5/0

**3-23. Floor drains appear to be free of obstructions.**

They are.  
Y/N 5/0

**3-24. Pipes, ducts, fans and ceilings which are over food handling operations are clean.**

They are.  
Y/N 5/0

**3-25. Glass materials above product flow zones are contained in case of breakage.**

They are.  
Y/N 10/0

**3-26. Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains or a sufficient distance.**

This is being done.  
Y/N 5/0

**3-27. Measures are taken to exclude animals or pests from packing and storage facilities.**

This is being done.  
Y/N 10/0

**3-28. There is an established pest/rodent control program for the facility.**

This farming operation has an established pest control program.

**DOCUMENTATION REQUIRED**

Y/N 10/0

**3-29. Service reports for the pest/rodent control program are available for review.**

This established pest control program on farming operation has service reports available for review. **DOCUMENTATION REQUIRED**

Y/N 5/0

**3-30. Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.**

This is being done.

Y/N 5/0

**3-31. There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled or comes into contact with the floor.**

I have a written policy that states this. DOCUMENTATION REQUIRED

Y/N 15/0

Your totals for Packing House Facility Questions 3-1 to 3-31: \_\_\_\_\_

Harvest and Field Packing Activities Questions 3-1 to 3-31:

Total possible 250

Minus N/A \_\_\_\_\_

Subtotal \_\_\_\_\_

Subtotal \*0.80 \_\_\_\_\_ THIS IS THE PASSING SCORE

# **This is a Grower Manual for Documentation for a USDA GAP audit Part 3**

(Packing House  
Facility  
Questions 3-1 to 3-31)

**Attached is diagram of the floor plan of each packing shed. Included and designated are employee break areas, cull areas, restrooms, offices product storage areas and a diagram of the flow of product.**

**This farming operation has a written policy that source water used in the packing operation is potable.<sup>3-3</sup> The documentation for this is located under documentation for question G-3. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

---

<sup>3-3</sup> Documentation for USDA GAP audit question 3-3

**This farming operation has a written policy that hair nets/ beard nets are to be worn in the production area.<sup>3-14</sup> This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

---

<sup>3-14</sup> Documentation for USDA GAP audit question 3-14

**This farming operation has a written policy instructing workers to remove unsecured jewelry.<sup>3-15</sup> This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

---

<sup>3-15</sup> Documentation for USDA GAP audit question 3-15

**This farming operation has a written policy that only food grade approved and labeled lubricants are used in the packing equipment/machinery.<sup>3-16</sup> This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

**A label of the food grade approved and labeled lubricant is attached.**

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<sup>3-16</sup> Documentation for USDA GAP audit question 3-16

**This farming operation has a written policy that an organized pest control program has been established.<sup>3-28</sup> The documentation for this is located under documentation for question 4-9. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

---

<sup>3-28</sup> Documentation for USDA GAP audit question 3-28

**This farming operation has a written policy that an organized pest control program has been established<sup>3-29</sup>. The documentation for this is located under documentation for question 4-10. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

---

<sup>3-29</sup> Documentation for USDA GAP audit question 3-29

**This farming operation has a written policy that specifies handling/disposition of finished product which is opened, spilled or comes into contact with the floor.<sup>3-31</sup> This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.**

**The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.**

---

<sup>3-31</sup> Documentation for USDA GAP audit question 3-31

This is a food safety and security program addendum which incorporates USDA GAP (Good Agricultural Practices) and has been accepted and adopted by this farming operation.

Farming operation name: \_\_\_\_\_

Farming operation Address: \_\_\_\_\_

Date: \_\_\_\_\_

This food safety and security program addendum for the following produce:

- \_\_\_\_\_ Potatoes
- \_\_\_\_\_ Other (specify)
- \_\_\_\_\_ Other (specify)
- \_\_\_\_\_ Other (specify)
- \_\_\_\_\_ Other (specify)

There is a designated coordinator for implementation and oversight of the food safety and security program addendum.

Coordinator name: \_\_\_\_\_

This food safety and security program addendum is supplied to all staff and is available to all visitors.

## Hygiene

Food safety and security is very important to this farming operation. This food safety and security program states policy and is part of the overall effort of this farming operation towards producing a healthy and safe product.

Staff will receive training on proper sanitation and hygiene practices. Workers are instructed and it is required and expected that hair nets and beard nets are to be worn in order to keep stray hair from entering the food and food containers being packed.

Should this farming operation use chlorine water treatments, the pH and chlorine ppm and exposure time will be monitored and recorded. Chlorine is to be maintained at the recommended levels (200-350 ppm for potatoes, other crops may vary) for post harvest treatments with a contact time of one to two minutes. The MSDS for the sanitizer will be accessible to all employees.

Packing line belts, conveyers, and produce contact surfaces are to be washed, rinsed and sanitized at the end of each work day. Packaging materials are to be stored in a clean area.

The water-contact surfaces (dump tanks, flumes, wash tanks and hydro coolers) are cleaned and/or sanitized on a scheduled basis. In addition, the packing area is cleaned at the end of the work day.

This farming operation has a written policy that processing water, should it be reused, is sufficiently treated to reduce microbial contamination.

Water used in the packing operation is potable and is verified by testing as prescribed by USDA GAP requirements: semi annually for well water or more frequently for surface water (municipal water is tested and confirmed potable by the municipality). If applicable, the temperature of processing water used in dump tanks, flumes, and similar is to be monitored and is kept at temperatures appropriate for the commodity.

## Chemicals

This farming operation has a written policy that only food grade approved and labeled lubricants are used on the packing equipment/machinery. The label for the lubricants will be accessible to all employees. All chemicals not approved for use on the product are to be stored away from the packing area.

## Produce Handling

If coming from a building other than the one containing the packing shed, the product, if moved to staging area prior to packing or processing, is to be covered

to protect from possible contamination. Prior to packing, the product is to be properly stored indoors or covered if stored outdoors. Should the product require refrigeration before packing, proper refrigeration will be available.

Should the finished packed product become opened, spilled or come into contact with the floor, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to insure the contaminated produce does not enter the food chain. Workers are instructed and expected to report such events to their supervisors.

**Food safety and security program addendum**

**The food safety and security program coordinator was present, willing and able to answer my questions and I understood the information.**

**My signature on this form means that I have received the farming operation's food safety and security program addendum<sup>1,2</sup>.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

---

<sup>1,2</sup> Documentation for USDA GAP audit questions 1,2