

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

(General Questions P1, P2, G-1 to G-15)

Funding for this project was provided by the Northeast Center for Risk Management Education, the USDA Cooperative State Research, Education, and Extension Service, and University of Maine Cooperative Extension.



This farming operation has a food safety and security program that incorporates USDA GAP and has been accepted and by this farming operation^{P-1} and there is a designated coordinator for implementation and oversight of the food safety and security program.^{P-2}

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

Attach food safety and security program here.

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^{P-1 P-2}.

Name _____

Address _____

City _____

State _____

Zip _____

Signature _____

Date _____

^{P-1} Documentation for USDA GAP audit question P-1

^{P-2} Documentation for USDA GAP audit question P-2

This farming operation has a documented traceability program into storage.^{G-1}

Grower _____

Storage Filling Log

Storage Identifier _____ Variety _____

Date	Tuber	Temp	Field ID, Name, or number	Bin #	Culvert	Culvert	Comments
		Low			Start	Finish	
10/09/11	55	53	Sample	1	back wall	#7	very dry
High							

Post Harvest pesticide applications into storage:

Date	Product	Rate	Comments
10/09/11	Material	12.8 oz per ton	very dry

^{G-1} Documentation for USDA GAP audit question G-1

This farming operation has performed an effective mock recall in the past 6 months.^{G-2}

Farm identifier of lot to be recalled _____

Size of lot to be recalled _____

Lot description:

_____ Potatoes

_____ Other (specify)

Date of contact _____

Name of individual contacted _____

Method of contact:

_____ phone

_____ email

_____ other (specify)

Contact details _____ (email address, phone number, etc)

Amount remaining from original lot _____

Amount from original shipment that could not be effectively recalled

Disposition of original lot that could not be effectively recalled

_____ sold to customer

_____ repacked and shipped

_____ other (specify)

^{G-2} 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.^{G-3} (Municipal water sources are tested and the tests are available from the municipality; wells must have a test every 12 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**_____

Water source location_____ **Date tested**_____

Water source location_____ **Date tested**_____

Water source location_____ **Date tested**_____

Water source location_____ **Date tested**_____

Water source location_____ **Date tested**_____

Water source location_____ **Date tested**_____

Water source location_____ **Date tested**_____

^{G-3} Documentation for USDA GAP audit question G-3

Signs are posted stating that employees and all visitors are required to follow proper sanitation and hygiene practices.^{G-4}

Post the following sign inside near all entrances:

^{G-4} Documentation for USDA GAP audit question G-4

**Employees
and all
visitors are
required to
follow proper
sanitation
and hygiene
practices**^{G-4}

^{G-4} Documentation for USDA GAP audit question G-4

Hand washing is done before starting work, after each absence from work, and when hands become soiled or contaminated.^{G-5}

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.

Hand sanitizer alone is not an acceptable practice.

^{G-5} Documentation for USDA GAP audit question G-5

Hand washing procedure handout for employees^{G-5}

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.

^{G-5} Documentation for USDA GAP audit question G-5

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.^{G-5}

Name _____

Address _____

City _____

State _____

Zip _____

Signature _____

Date _____

^{G-5} Documentation for USDA GAP audit question G-5

Hygiene procedure handout for employees

Hygiene is not limited to hand washing.^{G-5} 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. Workers are instructed and expected to report such leaks or spills to their supervisors.

^{G-5} Documentation for USDA GAP audit question G-5

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.^{G-5}

Name _____

Address _____

City _____

State _____

Zip _____

Signature _____

Date _____

^{G-5} Documentation for USDA GAP audit question G-5

Signs are posted stating that employees and all visitors are required to follow proper sanitation and hygiene practices.^{G-7}

Post the following sign inside near all entrances:

^{G-7} Documentation for USDA GAP audit question G-7

Employees and all visitors are required to follow proper sanitation and hygiene practices.^{G-7}

^{G-7} Documentation for USDA GAP audit question G-7

Signs are posted instructing employees to wash their hands before beginning or returning to work in all bathrooms.^{G-9}

Number of employees_____

Number of toilet/hand washing facilities_____

Post the following sign in all bathrooms:

^{G-9} Documentation for USDA GAP audit question G-9

**Employees are
required to wash
their hands before
beginning or
returning to work^{G-9}**

^{G-9} Documentation for USDA GAP audit question G-9

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

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 _____

^{G-10} Documentation for USDA GAP audit question G-10

This farming operation has a written policy that confines smoking or eating to designated areas separate from where the product is being handled.^{G-11}

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

^{G-11} Documentation for USDA GAP audit question G-11

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.^{G-12} 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.^{G-13} 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.^{G-14} 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.

^{G-12} Documentation for USDA GAP audit question G-12

^{G-13} Documentation for USDA GAP audit question G-13

^{G-14} 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.^{G-15}

Name _____

Pesticide applicator's license number _____

Name _____

Pesticide applicator's license number _____

Name _____

Pesticide applicator's license number _____

Name _____

Pesticide applicator's license number _____

Name _____

Pesticide applicator's license number _____

Copies of WPS signatures verifying training are located: _____

^{G-15} Documentation for USDA GAP audit question G-15