This is a Grower Manual for Documentation for a USDA GAP audit
Part 2
(Field Harvest and Field Packing Activities
Questions 2-1 to 2-21)

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 performed and documented a pre-harvest assessment on the crop production areas. Risks and possible sources of crop contamination are noted and assessed.\textsuperscript{2-1}

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet and wash facilities properly located?</td>
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<tr>
<td>Is potable water available for workers?</td>
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<tr>
<td>Are harvest containers available, clean and in good condition?</td>
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<tr>
<td>Is harvest equipment available and in good condition?</td>
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<tr>
<td>Is there evidence of unauthorized entry into the crop area and if so, has it been investigated?</td>
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<tr>
<td>Is there evidence of domestic or wild animal crop damage?</td>
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<tr>
<td>Is there evidence of physical contamination of the crop areas?</td>
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<tr>
<td>Are fuel or chemicals which might contaminate the area isolated?</td>
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<td>If areas are contaminated, are the isolated for “no harvest?”</td>
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<tr>
<td>Are the any other notable sources of biological or physical contamination such as dump sites, manure, burning debris, water than may affect food safety?</td>
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<tr>
<td>Is transportation equipment clean and available?</td>
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</table>

Date of assessment

Projected harvest date

Signature of person doing the assessment

\textsuperscript{2-1} Documentation for GAP audit question 2-1
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.2-2

Number of employees_______

Number of toilet/hand washing facilities___________________

Post the following sign in all bathrooms:

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2-2 Documentation for USDA GAP audit question 2.2
Employees are required to wash their hands before beginning or returning to work.
This farming operation has a response plan in place for the event of a major spill or leak of field sanitation units or toilet facilities. This is included as part of the food safety and security program of this farming operation. 2-5

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

2-5 Documentation for GAP audit question 2-5
This farming operation strives to insure that 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. 

Cleaning and/or sanitizing schedule:

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____________________________________________

____________________________________________

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____________________________________________

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____________________________________________

2-6 Documentation for GAP audit question 2-6
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.\textsuperscript{2-7} 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 P-1.

Disinfestation schedule for all hand harvesting implements:

\textsuperscript{2-7} Documentation for GAP audit question 2-7
This farming operation has a written policy that describes procedures in the event of glass/plastic breakage and possible contamination during harvesting operations.\textsuperscript{2-11} 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 P-1.

\textsuperscript{2-11} Documentation for GAP audit question 2-11
This farming operation has a written policy that describes procedures in the event of product contamination by chemicals, petroleum, pesticides or other contaminating factors\textsuperscript{2-12} 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 P-1.

\textsuperscript{2-12} Documentation for GAP audit question 2-12
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. 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 P-1.

Documentation for GAP audit question 2-14
This farming operation has a written policy that describes policy to insure that water applied to harvested product is microbially safe. 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 P-1.

Well test documentation is attached under documentation 1-3.

I have well test documentation

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2-15 Documentation for GAP audit question 2-15
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.\textsuperscript{2-18} 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 P-1.

\textsuperscript{2-18} Documentation for GAP audit question 2-18
This farming operation has a written policy that prescribes only new or sanitized containers will be used for packing the product.\textsuperscript{2-19} 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 P-1.

Attach documentation of new or sanitized containers for packing the product.

\textsuperscript{2-19} Documentation for GAP audit question 2-19
This farming operation uniquely identifies product moving out of the field to enable traceability. 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 P-1.

Documentation for this can be found under G1.

2-21 Documentation for GAP audit question 2-21