

# Good Agricultural Practices Food Safety Plan

for

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*Name of Farm or Orchard*

The information in this document is a true representation of the food safety conditions and practices followed at this location.

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*Owner or manager  
responsible for food  
safety*

*Signature*

*Date*

# Grower Information

<b>Business name and mailing address</b>

<b>Site location (if different from above)</b>

<b>Person responsible for food safety program at this location:</b>		
<b>Name/ Position</b>		<b>Address</b>
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail</b>

<b>Agricultural activities conducted at this site:</b>		
<input type="checkbox"/> Crop production only	<input type="checkbox"/> Both crop <i>and</i> animal production	<input type="checkbox"/> Permanent or temporary living facilities

<b>Crop(s) grown on this property:</b> (list acres owned, leased/rented, contracted, and/or consigned for each crop):	
<b>Crop(s)</b>	<b>Area currently under cultivation (acres)</b>
1)	
2)	
3)	
<b>Total area under cultivation:</b>	
Additional crops documented on separate sheet if necessary. Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Adjacent Properties</b> (check all that apply)			
<input type="checkbox"/> Crop production	<input type="checkbox"/> Dairy or livestock operation	<input type="checkbox"/> Watershed (river, stream, pond, lake)	<input type="checkbox"/> Manure dumping, storage, or handling
<input type="checkbox"/> Municipal or private l dumping site	<input type="checkbox"/> Residential with operating septic system	<input type="checkbox"/> Commercial or industrial development	<input type="checkbox"/> Golf course

<b>Previous Land Use</b> (check all that apply for area under cultivation)		
<input type="checkbox"/> Current crop(s) grown at this location for LESS THAN 5 years	<input type="checkbox"/> Current crop(s) grown at this location for MORE THAN 5 years	Any expansion into previously unused land within the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Water Use and Source</b> (check all that apply)			
<b>Use\Source</b>	<b>Municipal</b>	<b>Private Well</b>	<b>Surface water</b>
Drinking	<input type="checkbox"/>	<input type="checkbox"/>	Not permitted
Hand Washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
Cleaning food contact surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation: <input type="checkbox"/> None <input type="checkbox"/> Overhead sprinkler <input type="checkbox"/> Furrow <input type="checkbox"/> Drip <input type="checkbox"/> Flood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fertilizer application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pesticide / Fungicide application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Water used for hand washing in field sanitation units is not required to meet EPA potability standards if chlorine or other acceptable agents are added to reduce the possibility of microbial contamination.

<b>Manure and Biosolids</b>		
<b>Soil Amendments used at this location</b> (check all that apply)		
<input type="checkbox"/> No manure or municipal biosolids are applied to soil	<input type="checkbox"/> Raw manure is applied to soil	<input type="checkbox"/> Composted manure or municipal biosolids are applied to soil
<b>Manure handling and storage</b>		
<input type="checkbox"/> No manure or municipal biosolids of any kind are stored on the premises	<input type="checkbox"/> No manure or municipal biosolids of any kind are stored on the premises	<input type="checkbox"/> No manure or municipal biosolids of any kind are stored on the premises
<b>Sewage Treatment (check all that apply)</b>		
<input type="checkbox"/> Municipal	<input type="checkbox"/> Septic System	<input type="checkbox"/> Portable containment system

<b>Toilet Facilities (check all that apply)</b>		
<input type="checkbox"/> Indoor facilities	<input type="checkbox"/> Portable units	<input type="checkbox"/> None on site
<b>Cleaning and Maintenance of Toilets</b>		
<input type="checkbox"/> Performed by grower	<input type="checkbox"/> Contracted service	
<b>Availability of Field Sanitation Units</b>		
Maximum number of employees on site at any one time	Number of toilet facilities within ¼ mile walk	Ratio of employees to toilet facilities
Number _____	Number _____	Ratio _____

# Field Map

Production, field packing, and staging areas, field sanitation units, active wells, surface water sources, regular or recent flooding areas, manure storage sites, and septic systems on audited land and adjacent properties

A large grid for drawing a field map, consisting of 20 columns and 20 rows of squares.

# Water Quality

**Policy:** Water used for drinking, that contacts harvested produce, or that contacts containers used to hold harvested produce meets the potable water quality standards prescribed by the US Environmental Protection Agency. If water used for hand washing does not meet EPA potability standards, it has been made safe by addition of chlorine or other acceptable agents.

Potable water is used for chemical or irrigation applications that come in direct contact with the edible portion of the crop.

**Testing requirements:**

- **Municipal water:** Test results are acquired from the local water authority annually.
- **Well water:** Water is tested biannually (twice each year) and the well is treated if fecal coliforms are present. Wells are monitored to make sure casings are secure and well-maintained and that livestock and manure storage areas are excluded from the well recharge and pumping area.
- **Surface water:** Water is tested three (3) times during the growing season – first at planting, second at peak use, third at or near harvest.

**Applicable documentation:** (Check all that apply)

**Water testing documentation:** (Check all that apply):

<input type="checkbox"/> Municipal water	<input type="checkbox"/> Annual water bill
	<input type="checkbox"/> Laboratory analysis
<input type="checkbox"/> Private well water	<input type="checkbox"/> Laboratory analysis
	<input type="checkbox"/> Monitoring checklist
<input type="checkbox"/> Surface water	<input type="checkbox"/> Laboratory analysis
	<input type="checkbox"/> Treatment procedure and schedule

**Well condition and maintenance documentation**

<input type="checkbox"/> Verification checklist
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## Manure and Municipal Biosolids

If no animal manures or biosolids are used as soil amendments, check the box below. No further action is needed and this section may be skipped.

Raw or composted animal manure IS NOT used as a soil amendment at this site.

**Policy:** Whenever raw manure is used, it is applied to soil at least 120 days before harvest. Whenever treated or composted manure or biosolids are use, they are treated, composted, or exposed to the environment in a manner that reduces pathogens to safe levels.

Analysis reports document that the composted manure or treated biosolids are safe to use.

**Actual practice at this site** (Check all that apply):

- Raw animal manure is used as a soil amendment at this site
- Animal manure is composted at this site using an *active* process
- Animal manure is composted at this site using a *passive* process
- Municipal biosolids are applied to soil at this site

**Applicable documentation:** (Check all that apply)

- Verification checklist (for safe storage and handling practices)
- Raw manure application procedures (date, source, timing, rate)
- Onsite compost preparation procedures (composition, temp, time, duration)
- Compost / biosolids certificate of analysis (if purchased from outside vendor)
- Map indicating location of manure/biosolids storage and/or composting areas, manure lagoons, livestock/dairy facilities on this property

## Worker Health, Hygiene, and Sanitary Practices

**Policy:** Employees who handle harvested produce are required to follow proper sanitation and hygiene practices including washing their hands at the following times:

1. Before beginning or returning to work
2. After using the toilet
3. After eating and smoking
4. After handling contaminated materials

Workers are instructed to understand where the toilet facilities are located and how to use them so they do not contribute to product contamination. Workers are encouraged to use the toilet facilities and are given reasonable access to them throughout the harvesting period.

Workers are instructed to drink or eat food only in designated areas that are sufficiently far enough away from growing areas to prevent contamination (see map for location). A continuous supply of potable drinking water and single serving cups or bottled water in unbreakable, capped containers made available to workers at these areas.

Workers are instructed that they may carry and use water in growing areas if the containers are unbreakable and capable of being capped as long as they are careful not to spill onto the harvested products.

Workers with a diarrheal disease or symptoms of other infectious disease are instructed to report this to their supervisor and are assigned to non-produce handling areas.

**Applicable documentation:** (Check all that apply):

- Verification checklist (for compliance with hand washing and other appropriate hygiene practices)
- Training log (for proper procedure and frequency of hand washing)

# Toilet and Hand Washing Facilities

**Policy:** Sanitary facilities are provided to reduce the potential for produce contamination and ensure that employees and consumers are protected from foodborne diseases.

**(1) Hand washing facilities:**

- A basin, container, or outlet with an adequate supply of potable water, soap, and single-use towels are provided for each toilet facility. Each station has a sign, written in a language(s) that all employees can understand that reminds them when and how to wash their hands.

**(2) Toilet and hand washing facilities.**

- One toilet facility and one hand washing facility is provided for each twenty (20) employees. Toilet and hand washing facilities are accessible and located in close proximity to each other and within a one-quarter-mile walk of each hand laborer's place of work in the field. Where due to terrain or it is not feasible to locate facilities as required above, the facilities are located at the point closest to vehicular access and workers are provided reasonable access throughout the day.
- Toilet facilities are adequately ventilated, appropriately screened, have self-closing doors that can be closed and latched from the inside and are constructed to insure privacy.
- Where employees who perform field work for a period of three (3) hours or less (including transportation time to and from the field) during the day, toilet and hand washing facilities are available at alternative sites.

**(3) Maintenance:** The following maintenance procedures are followed:

- Toilet and hand washing facilities are regularly maintained and supplied as necessary to keep them clean, sanitary, and functional.
- Water for drinking and hand washing is continuously supplied.
- Wastes are regularly disposed of so that unsanitary conditions do not occur.
- If a major spill or leak of field sanitation units or toilet facilities occurs, access to the facility and the affected area around it is blocked off until clean up occurs. The facility cannot be used by workers until a supervisor has inspected the site for cleanliness.

**(4) Reasonable use:** Employees are notified of the location of the sanitary facilities and water and are allowed reasonable opportunities to use them.

**Applicable documentation:** (Check all that apply):

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Grower information sheet (for number of toilet facilities)                 |
| <input type="checkbox"/> | Verification checklist (for condition, maintenance, use by workers)        |
| <input type="checkbox"/> | Map indicating location of field sanitation units and handwashing stations |
| <input type="checkbox"/> | Field sanitation service and cleaning contract / service report            |
| <input type="checkbox"/> | Training log (for notification of reasonable access and proper use)        |

## Adjacent and Previous Land Use

**Policy:** Potential hazards due to previous land use and/or adjacent property activities including regular or recent flooding, manure handling and storage areas, cattle/dairy operations, or surface water sources have been identified. When adjacent or previous land use history indicates a possibility of contamination, preventative measures have been taken to minimize the known risks.

Previous land use:

- If the land was used as a dairy or feedlot within the last three (3) years or as a waste site at any time in the past, soil tests have been conducted to assure that crops will not become contaminated.
- Land where annual crops are grown and that have recently been subjected to flooding must be tested for potential microbial hazards.

Adjacent land use:

- Crop production areas are sufficiently separated from dairy, livestock, or fowl production facilities, manure lagoons, or other sources of contamination to minimize opportunities for wind and/or water contamination from occurring.
- Entry of domestic animals into growing areas is forbidden.
- Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land. If there are signs that deer, or other large wild animals have entered growing areas, all reasonable measures are taken prevent reentry.

**Applicable documentation:** (Check all that apply):

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Grower information sheet (for previous and adjacent land use)  |
| <input type="checkbox"/> | Map indicating adjacent properties presence of manure/biosolids storage areas, manure lagoons, livestock/dairy facilities, grazing areas, and flooding areas |
| <input type="checkbox"/> | Verification checklist (for evidence of flooding, presence of domestic or wild animals)  |
| <input type="checkbox"/> | Soil chemical and/or microbiological test results (if previous land use indicates potential hazards)   |

# Harvesting, Field Packing, and Transportation

**Policy:** Measures are taken to prevent microbial and chemical contamination of crops during harvesting, handling, and field packing operations.

## 1) Harvesting and Field Packing

- All harvesting containers that come in direct contact with product are cleaned and/or sanitized prior to use and kept as clean as practical.
- Harvesting containers, totes, etc. are not be used for carrying or storing non-produce items during the harvest season.

## 2) Transportation:

- Transportation equipment that comes into contact with harvested produce must be clean and in good repair.
- Vehicles used to transport containers of harvested crops are kept clean.
- As harvested product is moved from field to storage areas or to packing or processing areas, it is protected from sources of contamination.

## 3) Product contamination policies

**Hazardous chemicals.** Workers are instructed to throw away any product that has become contaminated by toxic chemicals such as fuel, pesticides, or other harmful substances during harvesting operations and to report the incident to their supervisor. Supervisors are to determine the cause of the incident and to correct procedures and conditions if necessary.

**Glass, metal, hard plastic policy.** Workers are instructed to throw away any product that has become contaminated by glass, metal fragments, and hard plastics or other harmful foreign objects not normally found in fresh produce and to report any incidents to their supervisor. Supervisors are to determine the cause of the incident and to correct procedures and conditions if necessary.

**Bodily fluids.** Workers are instructed to dispose of any product that has been contaminated with bodily fluids (blood, saliva, sweat, mucus) and to report this promptly to their supervisor. Workers are instructed to sneeze or cough away from the product or into the inside of their shirt to prevent product contamination. If hands are used to cover a cough or sneeze, they are to be properly washed before continuing work. If a food contact surface (e.g. utensils, containers, tables, conveyers) has become contaminated with bodily fluids, supervisors are required to make sure it is cleaned and sanitized before it is used again.

**Applicable documentation:** (Check all that apply):

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Grower information sheet (for previous and adjacent land use)                                 |
| <input type="checkbox"/> | Verification checklist (for evidence of safe harvest, handling, and transportation practices) |
| <input type="checkbox"/> | Training policy and log (sanitary harvesting and handling instructions)                       |

# Training

**Policy:** Training on proper sanitation and hygiene practices is provided to all harvesters and handlers at least once each season before harvesting begins. If a worker does not follow acceptable sanitary practices, he/she is verbally corrected and retrained if needed. Repeated lapses in good sanitary and hygienic practices are grounds for dismissal.

**1) All workers who handle harvested product are trained in the following knowledge areas**

- When and how to correctly wash hands
- Requirement to wear reasonably clean clothes that protect the product from bodily sources of contamination
- Prohibition from handling produce if symptoms of an infectious disease exist
- Knowledge and proper use of pre-harvest and/or post harvest application materials
- Prohibition of use of harvest containers for carrying or storing non-produce items during the harvest season
- Requirement to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries
- Requirement to dispose of produce that has come into contact with blood or other body fluids and to report this to a supervisor
- Requirement to report product contamination by chemicals, petroleum, pesticides, glass, a major spill or leak of field sanitation units or toilet facilities, or other contaminating factors

**2) Training records are kept on file for the duration of the growing season and include:**

- When training occurred
- Who attended each training session
- What topics were covered

**Applicable documentation:** (Check all that apply):

- Verification checklist (to document that all food handlers have been trained)
- Training log

# Pre-Harvest Checklist

To be conducted before harvesting begins

Shaded boxes indicate that a N/A response is not permitted

## General Questions

Implementation of a Food Safety Program				
	Yes	No	N/A	Comments (required for No or N/A responses)
A documented food safety program that incorporates Good Agricultural and Handling Practices has been implemented	<input type="checkbox"/>	<input type="checkbox"/> *		
The operation has designated someone to implement and oversee an established food safety program	<input type="checkbox"/>	<input type="checkbox"/> *		

\*Answering "No" to this question will result in failure of the audit

Worker Health & Hygiene Procedures				
	Yes	No	NA	Comments (required for No or N/A responses)
Potable water is available to all workers for drinking and hand washing	<input type="checkbox"/>	<input type="checkbox"/> *		
Training on proper sanitation and hygiene practices is provided to all staff	<input type="checkbox"/>	<input type="checkbox"/>		
Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	
Employees are trained, or will be trained prior to harvesting, to wash their hands before beginning or returning to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	
All employees and visitors to the location are trained, or will be trained prior to harvesting, to follow and regularly practice proper sanitation and hygiene practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All toilet/restroom/field sanitation facilities will be kept clean, properly supplied with single use towels, toilet paper, and hand soap or antibacterial soap and potable water for hand washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	
Arrangements have been made to have all toilet/restroom/field sanitation facilities serviced and cleaned on a scheduled basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workers will be trained, or will be trained prior to harvesting, that smoking and eating are confined to designated areas separate from where product is handled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a policy in place that requires workers with diarrheal disease or symptoms of other infectious disease to be prohibited from handling fresh produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a policy in place that describes procedures which specify handling/ disposition of produce or food contact surfaces that have come into contact with blood or other body fluids	<input type="checkbox"/>	<input type="checkbox"/>		
Workers are trained, or will be trained prior to harvesting, on the necessity for seeking prompt treatment of injuries	<input type="checkbox"/>	<input type="checkbox"/>		
Company personnel who apply pre-harvest and/or post harvest materials are trained on their proper use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All applicable Local, State and Federal training and licensing requirements are met by persons applying pesticides and other regulated materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Water used for hand washing in field sanitation units is not required to meet EPA potability standards if chlorine or other acceptable agents are added to reduce the possibility of microbial contamination.

\*\* This question can only be answered N/A when toilet facilities are not required

## Part 1 – Farm Review

<b>Water Quality and Safety Risks</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
It has been established through laboratory testing that water quality is adequate for the crop irrigation(s) and/or fertigation method(s) used and crop being irrigated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All private wells on the property have been inspected to ensure that well casings are secure and well-maintained, and that livestock and manure storage areas are excluded from well recharge and pumping areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, steps have been taken to protect irrigation water from potential direct and nonpoint source contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Sewage Treatment</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	
The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If municipal or commercial sewage treatment facilities or waste material landfills are adjacent to the farm, control measures are in place to prevent crop contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Animals/Wildlife/Livestock</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
If crop production areas are located near or adjacent to dairy, livestock, or fowl production facilities, control measures have been taken to prevent crop contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If manure lagoons are located near or adjacent to crop production areas, they are maintained to prevent leaking or overflowing and measures have been taken to stop runoff from contaminating crop production areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All possible measures have been taken to restrict access of livestock to the source or delivery system of crop irrigation water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Measures are taken to reduce the opportunity for wild and/or domestic animals to enter crop production areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crop production areas are regularly monitored for the presence or signs of wild or domestic animals entering the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Manure and Municipal Biosolids</b>				
	<b>Yes</b>	<b>No</b>		
<b>Raw manure is used</b>	<input type="checkbox"/>	<input type="checkbox"/>		If no, skip this section
<b>Composted manure and/or treated biosolids are used</b>	<input type="checkbox"/>	<input type="checkbox"/>		If no, skip this section
<b>Raw manure practices</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Raw manure is not used on commodities that are harvested within 120 days of planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a combination of raw and treated manure is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

used, the treated manure is properly treated, composted or exposed to reduce the expected levels of pathogens to safe levels				
Untreated manure is properly stored prior to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Composted manure or treated biosolids practices</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Only composted manure and/or treated biosolids are used as a soil amendment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Analysis reports are available for composted manure/treated biosolids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Soils</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Previous land use history indicates that there is a minimum risk of produce contamination or measures have been taken to reduce risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If previous land use history indicates a possibility of contamination or recent flooding, soils have been tested for contaminants and preventative measures have been taken to reduce known risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Part 2 - Field Harvest and Field Packing Activities

<b>Worker Sanitation and Hygiene</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
Field sanitation units are located so that the potential risk for product contamination is minimized and they are directly accessible for servicing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
If field sanitation units are not used because they are not required by applicable state or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

federal regulations, a toilet facility is readily available for all workers.				
A response plan is in place In the event of a major spill or leak of field sanitation units or toilet facilities and field sanitation units or toilet facilities are directly accessible for the response team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* This question can only be answered N/A when toilet facilities are not required

<b>Field Harvesting and Transportation</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Procedures are in place for appropriately cleaning and sanitizing harvesting containers (including bulk hauling vehicles) that come in direct contact with product	<input type="checkbox"/>	<input type="checkbox"/>		
Procedures are in place and workers will be trained prior to harvest on keeping hand harvesting implements (knives, pruners, machetes, etc.) as clean as practical and regularly disinfected, if needed, on a scheduled basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place and workers will be trained prior to harvest to not use damaged containers for harvesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Harvesting equipment and/or machinery which comes into contact with product is in good repair	<input type="checkbox"/>	<input type="checkbox"/>		
Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place and workers will be trained prior to harvest on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place and workers will be trained prior to harvest on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place and workers will be trained prior to harvest to inspect for and remove foreign objects from harvested product such as glass, metal, rocks, or other dangerous/toxic items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place and workers will be trained prior to harvest that harvesting	<input type="checkbox"/>	<input type="checkbox"/>		

containers, totes, etc. should not be used for carrying or storing non- produce items				
It has been established that water that is to be applied to harvested product is potable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
Procedures are in place and workers will be trained prior to harvest to remove excessive dirt and mud from product and/or containers during harvest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place and workers will be trained prior to harvest to keep food contact transportation equipment used to move product from field to storage areas or storage areas to processing plant clean and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained keep harvested crops protected as it is moved from field to storage areas or processing plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* This statement can only be answered as N/A when water is not applied to field harvested product.

# Harvest Checklist

To be conducted at least once during active harvesting times  
 Shaded boxes indicate that a N/A response is not permitted

<b>Conditions for Automatic Failure</b> (A "No" answer can be expected to result in immediate failure of an audit)		
	<b>Yes</b>	<b>No</b>
Is there a documented food safety program in place that incorporates GAP and/or GHP principles?	<input type="checkbox"/>	<input type="checkbox"/>
Has someone within the operation been designated to implement and oversee the established food safety program?	<input type="checkbox"/>	<input type="checkbox"/>
Is the operation free from any immediate food safety risks during growing, packing, or storing that would cause produce to become unsafe to eat?	<input type="checkbox"/>	<input type="checkbox"/>
Are produce growing and handling areas free of rodents, excessive amounts of insects, or other pests that might represent a food safety risk?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees following proper personal or hygienic practices that could jeopardize the safety of the produce?	<input type="checkbox"/>	<input type="checkbox"/>
Have all required documents been honestly recorded with no indication of deceit or falsification?	<input type="checkbox"/>	<input type="checkbox"/>

## General Conditions

<b>Worker Health &amp; Hygiene Procedures</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Potable water is available to all workers for drinking and hand washing	<input type="checkbox"/>	<input type="checkbox"/>		
All workers who handle produce have been trained on proper personal hygiene practices	<input type="checkbox"/>	<input type="checkbox"/>		
Each hand washing facility has a sign, written in a language(s) that all employees can understand, that reminds them when and how to wash their hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
All toilet/restroom/field sanitation facilities are maintained so that they are properly supplied with <ul style="list-style-type: none"> <li>• single use towels,</li> <li>• toilet paper,</li> <li>• soap, and</li> <li>• potable water for hand washing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	
All toilet/restroom/field sanitation facilities are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

serviced and cleaned on a scheduled basis				
Smoking and eating occurs only in designated areas separate from where product is handled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who handle produce do not have an infectious disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who handle produce do not have unprotected wounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* This question can only be answered N/A when toilet facilities are not required. Water used for hand washing in field sanitation units is not required to meet EPA potability standards if chlorine or other acceptable agents are added to reduce the possibility of microbial contamination.

<b>Sewage Treatment</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	
If there is a farm sewage treatment system or septic system in place, it is functioning properly and there is no evidence of leaking or runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Animals/Wildlife/Livestock</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Manure lagoons located near or adjacent to crop production areas are not leaking or overflowing into production areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is no evidence that wild and/or domestic animals have entered crop production areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Manure and Municipal Biosolids</b>				
	<b>Yes</b>	<b>No</b>		
<b>Raw manure is used</b>	<input type="checkbox"/>	<input type="checkbox"/>		If no, skip this section
<b>Composted manure and/or treated biosolids are used</b>	<input type="checkbox"/>	<input type="checkbox"/>		If no, skip this section
<b>Raw manure practices</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Raw manure was incorporated into the soil at least 2 weeks prior to planting or a minimum of 120 days prior to harvest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a combination of raw and treated manure is used, the treated manure was properly treated, composted or exposed to reduce the expected levels of pathogen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Untreated manure is properly stored prior to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

prevent contamination of crops				
<b>Composted manure or treated biosolids practices</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
Composted manure and/or treated biosolids have been properly treated, composted, or exposed to environmental conditions that lower the expected level of pathogens to safe levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Soils</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
There are no signs of recent flooding that may cause crop contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Part 2 - Field Harvest and Field Packing Activities

<b>Worker Sanitation and Hygiene</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
The number, condition, and placement of field sanitation units are adequate to meet all applicable state and/or federal regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
Field sanitation units are functioning properly and do not present a risk for contamination of crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
If field sanitation units are not used because they are not required by applicable state or federal regulations, a toilet facility is readily available for all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	
There are no signs that field sanitation units are leaking or that spills have occurred during servicing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	

\* This question can only be answered N/A when toilet facilities are not required.

<b>Field Harvesting and Transportation</b>				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b> (required for No or N/A responses)
All harvesting containers (including bulk hauling vehicles) appear to be clean prior to use and are kept clean during use	<input type="checkbox"/>	<input type="checkbox"/>		
Hand harvesting implements (knives, pruners, machetes, etc.) are used in a manner that keeps them clean and sanitary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Damaged containers are not used for harvesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Harvesting equipment and/or machinery which comes into contact with product is in good repair	<input type="checkbox"/>	<input type="checkbox"/>		
There are no signs of foreign objects such as glass, metal, rocks, or other dangerous/toxic items in containers of harvested produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is no evidence that harvesting containers, totes, etc. are used for carrying or storing non-produce items	<input type="checkbox"/>	<input type="checkbox"/>		
Excessive dirt and mud from product and/or containers is removed during harvest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment used to move product from fields is clean and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Harvested product is kept covered as it is being moved from field to storage areas or processing plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Forms and Posters

In the pages that follow, forms are provided to help you document your food safety practices. You may copy them or make changes to them as necessary.

Form templates adapted from the National GAPs Program

<http://www.gaps.cornell.edu/>

# Field Sanitary Unit Service Log

Name of operation:

See the food safety plan for information on field sanitation unit service procedures.

Sanitation Unit #*	Date of Cleaning	Cleaned By (name)	Date of Servicing	Serviced By (name)	Supplies Stocked**

\* See field map for locations of each unit in fields.

\*\* Sanitation supplies are single use towels, toilet paper, hand or anti-bacterial soap, potable water for hand washing. If contracted with a sanitation company, attach service/cleaning receipt.

Reviewed by:

Title:

Date:

# Manure Applications Log

Name of operation:

See the food safety plan for manure application procedures

Date	Field Applied	Rate	Incorporated (Yes or No)	Supplier	Crop Planted (Type and Date)	Crop Harvested (Date)	Initials

Reviewed By:

Title:

Date:

# Surface Water Testing Log

Name of operation:

See the food safety plan for information on surface water testing.

Save any document providing information on laboratory test methods and results.

Date	Surface water location/name	Laboratory	Results	Corrective actions if necessary	Initials

Reviewed by:

Title:

Date:

## First Aid Kit Monitoring Log

Name of operation:

Date	Location of First Aid Kit or #	Checked & Stocked	If restocked, list added items here (band aids, ointment, etc)	Initials

Reviewed By:

Title:

Date:

# Worker Training Log

Name of operation:

Date:

Trainer:

Training Time:

Location:

Employee Name (please print)

Employee Signature

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

11. \_\_\_\_\_

\_\_\_\_\_

12. \_\_\_\_\_

\_\_\_\_\_

13. \_\_\_\_\_

\_\_\_\_\_

14. \_\_\_\_\_

\_\_\_\_\_

15. \_\_\_\_\_

\_\_\_\_\_

Reviewed by:

Title:

Date: