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All three sections: general, farm review, and field harvest questions must be audited for USDA Good Agricultural Practices (GAP) Certification.
General Questions

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

    No points given for this question, but documentation must be provided.

P-2  The operation has designated someone to implement and oversee an established food safety program.

    Name: ____________________________________________

    No points given for this question, but documentation must be provided.

NOTES:

There are three sections to a Good Agricultural Practices audit that must be completed by the auditor. The auditor can do all three at the same time: general questions, farm review and field harvesting during your harvest time.
General Questions

G-1  A documented traceability program has been established.*  

Possible score: yes = 15 points, no = 0 points
Verification requirements: documented procedure

The traceback program must provide one-step forward, one-step backward traceability for all fresh produce in the scope of the audit and handled at the facility. This includes tracking from a production area (one field or group of fields), harvest date (or group of dates), through storage and where product is sent after leaving the farm.

G-2  The operation has performed a “mock recall” that was proven to be effective.*

Possible score: yes = 10 points, no = 0 points
Verification requirements: record of mock recall

A mock recall must be done within the 6 months prior to the audit and should determine where a particular lot of product was shipped and whether or how the operation would determine how to remove it from the marketplace. Recall records should show the amount of product remaining from the original shipment, customers contacted and disposition of product that could not be effectively recalled.

*New or amended question for 2010 program.
G-3  Potable water is available to all workers.

Possible score: yes = 10 points, no = 0 points
Verification requirements: record of water tests

Water must meet the Department of Labor’s OSHA regulations (29 CFR, Part 1910) and be approved for drinking purposes. Operations may have several types and sources of water, including: municipal, well water, and surface water. Each must have documentation to show that it is in fact potable and is tested at appropriate intervals.

Municipal water sources are regulated by city and county authorities and are required to be potable. They are tested at regular intervals by the authority and tests are available from the municipality.
**General Questions**

**G-4** All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.

Possible score: yes = 15 points, no = 0 points
Verification requirements: documentation of policy

This should be stressed in the policies and procedures that are followed by the operation and should include follow-up reviews of how an operation is ensuring that those practices are being observed by both employees and visitors.

Auditors should be held to the same standard as any visitor and be required to observe all company sanitation and hygiene procedures!

For example:

<table>
<thead>
<tr>
<th>GENERAL OPERATIONAL PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Worker Health and Hygiene</strong></td>
</tr>
<tr>
<td>All employees are trained in and must follow good hygiene practices. This training takes place during orientation for new employees and before harvest season for all returning employees.</td>
</tr>
</tbody>
</table>

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed…

(See sample Farm Safety Plan.)

General Questions

G-5 Training on proper sanitation and hygiene practices is provided to all staff.

*Possible score: yes = 15 points, no = 0 points*

*Verification requirements: documentation of training and hygiene policies*

Document the good hygiene practices that are required by all employees and the training curriculum that is given to employees on hygiene. Workers and visitors should be aware of hand washing policy and have documented hand-washing guidelines.

**GENERAL OPERATIONAL PROCEDURES**

**Worker Health and Hygiene**

All employees are trained in and must follow good hygiene practices. *This training takes place during orientation for new employees and before harvest season for all returning employees.*

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed.

- *Proper Handwashing:* Hands must be washed before beginning or returning to work, and after the following activities: using the restroom, smoking or tobacco use, taking breaks, handling trash containers or disposing of trash, using the telephone, handling money, coughing and sneezing, and always before entering the work area.
- Clean work clothes.
- Clean and cut nails.
- Take a daily shower.
- Eating and tobacco are confined to designated areas.
- Do not take gloves to lunchroom or restrooms.
- Do not leave tools or part to be repaired or replaced near production areas.
- Eliminate any product that has come into contact with the floor or ground and do not pick product off the ground.
- Dangling strings and/or jewelry are prohibited.
- Glass, bottles, cans, cups, or any item made of glass will not be allowed in the production area.
- If long hair is worn, it must be tied back.
- The use of nail clippers is prohibited in the workplace.
- Do not use product containers for personal use or any non-produce items.

*(See sample Farm Safety Plan.)*
General Questions

G-6  Employees and visitors are following good hygiene/sanitation practices.

Possible score: yes = 15 points, no = 0 points
Verification requirements: auditor verification

The auditor will verify this during an audit. They may also choose to interview employees regarding their training on company health and sanitation policies.

G-7  Employees are washing their hands before beginning or returning to work.

Possible score: yes = 15 points, no = 0 points
Verification requirements: auditor verification

GAP/GHP auditor will observe employee practice during the course of their visit to the operation. Meeting this requirement also requires that employees are properly washing hands before returning to work. This means soap and single-use towels – use of hand sanitizer alone is not acceptable.

If employees and/or visitors are observed during the audit not washing their hands after using the restroom, this becomes an automatic failure.
G-8 Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor verification

Where applicable, signs should be posted in the native language of the majority of workers or graphic signage may also suffice if written language is difficult. Additionally, signs should be posted in conspicuous locations, at or near the restroom facilities.
General Questions

G-9 All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single-use towels, toilet paper, hand soap or antibacterial soap, and potable water for handwashing.

Possible score: yes = 15 points, no = 0 points
Verification requirements: auditor observation

In order to meet the requirements for proper sanitation of toilet facilities, the operation must:
1. Maintain facilities in a sanitary condition.
2. Keep facilities in good repair at all times.
3. Provide self-closing doors.
4. Provide that doors do not open into areas where food is exposed to airborne contamination.

Again, hand-washing facilities must maintain the following requirements:
1. Potable running water
2. Placed in appropriate locations at operations
3. Effective hand cleaning and sanitizing preparations.
4. Sanitary towel service or suitable drying devices.
5. Devices or fixtures designed to protect against recontamination or clean, sanitized hands.
6. Signs that remind employees to wash hands before they start work, after each absence from work and anytime their hands become soiled or contaminated.

NOTES:
All dirty toilet paper from field sanitation units at the operation must be put into a sewer/septic system or proper receptacle and cannot be disposed of in trash.

Refuse receptacles must be constructed and maintained in a manner that protects against contamination of food. Rubbish and offal must be disposed of and properly stored so as to minimize the development of odor, minimize the potentials for the waste becoming an attractant and harborage or breeding place for pests, and must protect against contamination of food, food-contact surfaces, water supplies, and ground surfaces.
General Questions

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: documentation of
policy and cleaning log

A cleaning schedule should be specified in the operation’s food safety manual
that outlines the frequency of cleaning, what duties are required and by whom.
If cleaning services are contracted outside of the company, ask the contractor
to provide a log of cleaning services for the facilities and those are usually kept
on the back of the door.

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: observation of premises

In most situations bottled water is acceptable in the work area, provided it is
stored in closed plastic containers away from food products when not being
used.

In field operations, smoking and eating must be done away from the
production area at the edge of the field. Ensure that employees do not use
receiving areas, transport trailers, or tailgates of trucks hauling produce to eat
on.

In packing or storage facilities, the operation must designate an eating and/or
smoking area that is sufficiently distant from the produce to prevent
contamination. It is recommended that an area be designated with some
significance so as to encourage employees to use it anytime they are eating or
drinking. If a painted line or tape is used, ensure that the designated area is not
in the traffic flow of other packinghouse operations and transport of produce.
General Questions

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

Possible score: yes = 15 points, no = 0 points
Verification requirements: documentation of policy

Federal law requires under 7 CFR 110.10 that, “any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination by which there is a reasonable possibility of food, food-contact surfaces, or food-packaging materials becoming contaminated, shall be excluded from any operations which may be expected to result in such contamination until the condition is corrected. Personnel shall be instructed to report such health conditions to their supervisors.”

For example:

<table>
<thead>
<tr>
<th>GENERAL OPERATIONAL PROCEDURES</th>
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<tbody>
<tr>
<td><strong>Illness and Accident Procedures</strong></td>
</tr>
<tr>
<td>Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from crop production areas and harvested produce.</td>
</tr>
</tbody>
</table>

(See sample Farm Safety Plan.)
General Questions

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

Possible score: yes = 15 points, no = 0 points
Verification requirements: documentation of policy

In some states or municipalities, blood and other bodily fluids are considered hazardous substances and must be handled specially. In any case, care should be taken to ensure that the bodily fluids do not come into contact with any food or food-contact surfaces and that any contaminated surface is properly disinfected before work can resume.

For example:

GENERAL OPERATIONAL PROCEDURES

Illness and Accident Procedures
If you have an open wound or cut it must be bandaged. If you obtain a wound, cut or have a nosebleed while working, you need to stop working immediately, contact your supervisor, and have it attended to. Make sure the area you were working in gets cleaned and disinfected as soon as possible. Discard all product that has come into contact with any blood and if any came into contact with the belt or equipment, disinfect this as soon as possible as well.

(See sample Farm Safety Plan.)
G-14  Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.

Possible score: yes = 5 points, no = 0 points
Verification requirements: documentation of policy

For example:

GENERAL OPERATIONAL PROCEDURES

Illness and Accident Procedures
All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product.

(See sample Farm Safety Plan.)

General Questions

G-15 Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.

Possible score: yes = 10 points, no = 0 points

Verification requirements: licenses where applicable and training documentation where licensing not required by other authority

Pre-harvest materials considered by auditors include pesticides, growth regulators, and fertilizers. Post-harvest materials include waxes, fumigants, and fungicides. This question may be excluded if none of the application materials are applied to the produce at a particular operation.

Any training of applicators who do not hold a license in the application of these materials must include proper training on what materials are used for, the appropriate strength, and what to do in case of mistake, spill, or improper application.

Documenting
Sanitation Standard Operating Procedures:
LOGS

General Questions Logs:  Training log
                         Restroom service log

Farm Name:________________________________________________________

______________________________________________________________

Food Safety Program Coordinator: ________________________________

This form is to verify that I have been informed and trained in the requirements of the
Food Safety Program for ____________________. The Food Safety Program
Coordinator has been identified and is available to me for any questions or concerns I
have.

I have received the Food Safety Program Manual and have been trained in Employee
Health and Hygiene.

Date of training: ______________________________

Name ____________________________  Name ____________________________
Signature _________________________  Signature _________________________

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Revised February 2010
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</table>

THIS RENTAL INCLUDES COMPLETE SERVICING. IT WILL ACCOMMODATE 10 PERSONS FOR A NORMAL WORK WEEK. EXCESSIVE USE WILL RESULT IN UNSATISFACTORY CONDITIONS BEFORE THE NEXT REGULAR SERVICING.
Farm Review Questions

WATER USAGE

1-1 What is the source of irrigation water?
Please circle all that apply: pond, stream, well, municipal, or other.

No points given for this question – simply provide information to auditor.

This list should include all types of water that is used in the farm operation, including different locations or parts of the farm that may use different sources. The source of irrigation water and the frequency of testing can affect the risk of microbial contamination of crops.

Sources of Farm Water:
- Municipal water supplies  LOW RISK
- Well/ground water       MEDIUM TO HIGH RISK
- Surface water           HIGH RISK

1-2 How are crops irrigated?
Please specify: (flood, drip, sprinkler, or other) ______________

No points given for this question – simply provide information to auditor.

Be specific and list all methods of irrigation that the farm uses and the timing of use. Including a list in your farm safety plan makes this easy to show to the auditor. For example:

GOOD AGRICULTURAL PRACTICES

IRRIGATION

1. WATER SOURCE - DEEP WELLS
2. IRRIGATION STYLE - OVERHEAD SPRINKLERS, METAL PIPES
3. TESTS - CONDUCTED BY WATERLAB CORP
4. PIPE MAINTENANCE - PIPES ARE INSPECTED SEVERAL TIMES DURING IRRIGATION SEASON
5. WELL MAINTENANCE - SEALED ENTRANCE - ABOVE FLOOD PLAIN
6. SEWAGE - NO SEWAGE OR SEWAGE TREATMENT EXPOSURE

NOTES:
First, the auditor will want to get some information about how the farm operates and uses water, a potential risk for many fruit and vegetable crops. This is also a good way for the farmer to proactively assess water contamination risks on the farm.

If you receive your water from an irrigation district, ask about water testing schedule – many irrigation districts can provide you with water quality test results for their water.
Farm Review Questions

1-3  A water quality assessment has been performed to determine the quality of water used for irrigation purposes on the crop(s) being applied. *

Possible score: yes = 15 points, no = 0 points
Verification requirements: water test results and documented assessment

The type of irrigation method used may affect your risk of microbial contamination from your water source, especially during the period right before harvest. The producer must perform an assessment of their known water quality risk and the practices they have chosen to employ to mitigate against that risk (i.e. irrigation methods, irrigation shut-off dates, etc)

Evaluate the risk of your irrigation water by looking at the following factors:
1. Knowledge of water quality – test your water source
2. Application method
   a. Drip, flood, sprinkler
   b. Does it come into direct contact with produce?
3. Inherent product risk
   a. Potatoes versus blueberries – produce that is often eaten before washing
4. Preventative practices
   a. Avoid direct contact – use drip irrigation methods
   b. Use water treatments for washing and direct contact applications

1-4  A water quality assessment has been performed to determine the quality of water used for chemical application or fertigation method. *

Possible score: yes = 15 points, no = 0 points
Verification requirements: application input methodology, and documented assessment

*New or amended question in 2010 program.
## Farm Review Questions

### Water Quality Risks – Sources, Testing, and Treatment

<table>
<thead>
<tr>
<th></th>
<th>LOW</th>
<th>LOW-MEDIUM</th>
<th>MEDIUM-HIGH</th>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water source used in irrigation or processing</strong></td>
<td>City or Regional Water District…or, apply as drip irrigation, irrigate only root crops</td>
<td>Private well 50-200 feet from pollutants* and construction meets state standards**</td>
<td>Private well 50-200 feet from pollutants* and construction meets state standards**</td>
<td>Private source less than 50 feet from pollutants*; or well construction does not meet state standards**; or unknown water source (i.e. surface water)</td>
</tr>
<tr>
<td><strong>Tests for private water quality</strong></td>
<td>Bacteria twice per month, and chemicals yearly</td>
<td>Bacterial quarterly and chemicals yearly</td>
<td>Bacteria yearly, no chemicals testing</td>
<td>No testing or unknown results of tests</td>
</tr>
<tr>
<td><strong>Private water treatment</strong></td>
<td>Maintained by certified water supply system operator and meets public water supply standards</td>
<td>Disinfection is continuous and tested daily</td>
<td>Disinfection during production only or daily testing is not consistent.</td>
<td>No disinfection equipment or no ability to test.</td>
</tr>
<tr>
<td><strong>Alternative emergency water source</strong></td>
<td>Public supply or commercially bottled water</td>
<td>Private source with continuous disinfection and daily chlorine testing</td>
<td>Private source not disinfected, but tested and found uncontaminated</td>
<td>No alternative source plan</td>
</tr>
</tbody>
</table>

*Pollutants would include: abandoned or unused wells, septic systems, waste storage/disposal sites, fuel storage, animal pens, manure piles, chemical storage and chemical mixing areas.

**Local regulations may be consulted for specifics. Generally, wellhead is 12” above ground, casing intact, sealing cap approved and properly installed. A local government sanitarian can also offer assistance in evaluating well construction.

Source: USDA.
Farm Review Questions

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

Possible score: yes = 15 points, no = 0 points
Verification requirements: auditor observation

Evaluation of surrounding land areas and potential of water source contamination is required. Surrounding land that poses a potential for contaminated runoff must be avoided by berms, swails, diversion, or other implements. Evidence of source point testing and pollution avoidance implements, including limits of animal exposure to water sources will suffice for this requirement.

1-6  The farm sewage treatment system/septic system functions properly and there is no evidence of leaking or runoff.

Possible score: yes = 15 points, no = 0 points
Verification requirements: auditor observation

You should always survey your septic system for maintenance needs. Your auditor will do a survey of the sewage treatment system, if applicable, and check for signs of dysfunction.

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

There may be no municipal or commercial sewage treatment facility located within 1/4 mile of the farm in order to receive credit for this question.
1-8 Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities, unless adequate natural or physical barriers exist.

*Possible score: yes = 15 points, no = 0 points*

*Verification requirements: auditor observation*

In general, crop production that is closer than one (1) mile to a livestock production area (i.e. CAFO or other similar operation) without any barriers to prevent cross contamination may be considered high risk and not receive credit for this question. Natural barriers may suffice if operation can show sufficient evidence that livestock or fowl feces cannot contaminate produce in the field.

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.

*Possible score: yes = 10 points, no = 0 points*

*Verification requirements: auditor observation*

If there are no adjacent dairy or livestock production facilities, this question is not applicable. However, where observed, manure lagoons demonstrate sufficiency to protect against leaking or overflowing into adjacent crop area.

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

*Possible score: yes = 10 points, no = 0 points*

*Verification requirements: auditor observation*

Any manure storage area must demonstrate sufficient construction to protect against leaching or runoff in crop areas.
Farm Review Questions

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

    Possible score: yes = 10 points, no = 0 points
    Verification requirements: auditor observation

Livestock should not have access to the source of the water supply for the produce crop. Operators should take measures to ensure that they do not come within 200 feet of the water source. If there are no livestock or livestock facilities near the operation, this question is not applicable.

1-12  Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.

    Possible score: yes = 5 points, no = 0 points
    Verification requirements: monitoring records

Operation managers should make an effort to exclude wild and domestic animals from entering produce production areas. An operations manager should be able to express the demonstrate tactics that are being used to limit access to crops by animals and keep a log of those measures. This includes dogs – operators should contain domestic pets to areas where employees can eat whenever they are brought to work.
Farm Review Questions

1-13 Measures are taken to reduce the opportunity for wild and/or domestic animals from entering the crop production areas.

Possible score: yes = 5 points, no = 0 points

Verification requirements: documentation of policy

Operations managers should be able to demonstrate how they can determine whether unwanted animals are entering into crop production areas and articulate their strategies for deterrence. In the operation’s standard operating procedures, if any action has been taken it should be recorded.

For example:

<table>
<thead>
<tr>
<th>FARM PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wildlife and Livestock</td>
</tr>
<tr>
<td>All fields are routinely monitored for unauthorized entry of wildlife or neighboring domesticated animals to the fields. In the event that unauthorized entry is discovered, the operation will take steps to isolate and eliminate the contaminated product or production areas, and the detected risk and corrective actions are documented.</td>
</tr>
</tbody>
</table>

(See sample Farm Safety Plan.)
Farm Review Questions

MANURE AND MUNICIPAL BIOSOLIDS

There are three main types of manure use on the farm. Determine which your operation falls in, and then refer to the questions that correspond to your operation’s manure use plan.

Option A. Raw manure or a combination of raw and composed manure is used as a soil amendment. Questions 1-14 – 1-17 are applicable to your operation.

Option B. Only composted manure/treated municipal biosolids are used as a soil amendment. Questions 1-18 – 1-21 are applicable to your operation.

Option C. No manure or municipal biosolids of any kind are used as a soil amendment. Only question 1-22 is applicable to your operation.

RAW MANURE

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.

Possible score: yes = 10 points, no = 0 points
Verification requirements: manure application records

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: manure application and harvest records

A manure application log is sufficient to demonstrate that raw manure is not applied to commodities that are too close to harvest time. If the crop has a short growing season and does not grow for over 120 days before harvest, the operation cannot use raw manure after planting.
Farm Review Questions

1-16 If both raw and treated manure are used, the treated manure is properly treated, composted, or exposed to reduce the expected levels of pathogens.

   Possible score: yes = 10 points, no = 0 points
   Verification requirements: manure treatment records

Manure treatment records are required for the auditor to review whether any composted manure used has been properly treated to reduce the risk of microbial contamination of produce. If no composted manure, or mixture of composted manure is used, this question is not applicable to the operation.

1-17 Manure is properly stored prior to use.

   Possible score: yes = 5 points, no = 0 points
   Verification requirements: auditor observation

All untreated manure that is stored on the farm must ensure against leaching or runoff into crop production areas. Physical containment is an effective method to reduce cross-contamination with adjacent crop production areas, especially if concrete slabs or clay-lined lagoons are used to also mitigate against leaching. All storage must also be away from irrigation sources, spray dilution or processing water sources. Operations may also need to cover manure storage from rain, as rain can cause unforeseen runoff and may spread pathogens.

NOTES:

Whether you are collecting and treating manure yourself or purchasing it, you should have an idea of how your manure has been treated and documentation to show how you know that – a log if done on farm or background from a supplier if purchased.
COMPOSTED MANURE

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: manure treatment records

Operations treating or composting their own manure should follow a procedure as outlined in their food safety plan. Operations that purchase manure should obtain a specification sheet from the manure supplier for each shipment of manure containing information about the method of treatment and any tests associated with that treatment.

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.

Possible score: yes = 10 points, no = 0 points
Verification requirements: documentation of compost methods

Compost has a specific definition based on the time, temperature and conditions in which it was treated that can effect its safe application to fresh fruits and vegetables.
Farm Review Questions

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

All manure that is stored on the farm must ensure against leaching or runoff into crop production areas. Physical containment is an effective method to reduce cross-contamination with adjacent crop production areas, especially if concrete slabs or clay-lined lagoons are used to also mitigate against leaching. All storage must also be away from irrigation sources, spray dilution or processing water sources. Operations may also need to cover manure storage from rain, as rain can cause unforeseen runoff and may spread pathogens.

Your GAP/GHP auditor may conduct a site review when manure or biosolid materials are stored at the operation, before application.

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

Possible score: yes = 5 points, no = 0 points
Verification requirements: manure treatment records

It is required that operations keep documentation of time and temperature charts, process explanations and microbial testing results for active manure treatment methods that they practice on their operation. If treated manure is purchased, accompany those shipments with similar documentation to ensure that the product is sufficiently free of pathogens for use on produce crops.
Farm Review Questions

NO MANURE/BIOSOLIDS USED

1-22 No manure or municipal biosolids are used.

Possible score: yes = 35 points, no = 0 points
Verification requirements: policy on manure application

If no manure (raw or treated) or biosolids are used on the operation, this should be included in the Farm Safety Plan.

For example:

FARM PROCEDURES

Manure and Municipal Biosolids

*ABC Farms* does not apply any manure or municipal biosolids in its crops.

(See sample Farm Safety Plan.)
**SOILS**

1-23  **A previous land use risk assessment has been performed.***

*Possible score: yes = 5 points, no = 0 points
Verification requirements: written assessment*

This question is essentially to determine whether the land was recently used as a CAFO facility or if there has been improper use of animal wastes or other hazards that may continue to contaminate the soil. An assessment would review the previous land use history, possible previous dumping or flooding on the site, old building sites and possible microbial contamination that still exists in the soil.

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.**

*Possible score: yes = 10 points, no = 0 points
Verification requirements: soil test results and/or land use history assessment*

If previous land use history indicates that the soil may have a medium to high risk of microbial contamination, steps must be taken to plant crops that carry less contact with the soil, or have the soil tested. This includes previous use as a CAFO facility, building site, waste treatment facility, dumpsite, and/or chemical storage. Include soil test results and if a high risk remains, indicate in the farm safety plan the crops that will be planted in those fields that have a high risk of contaminated soil and how long they must remain in high risk under accepted scientific principles.

*New or amended question in 2010 program.*
1-25  Crop production areas that have been subjected to flooding are tested for potential microbial hazards.

   Possible score: yes = 5 points, no = 0 points
   Verification requirements: soil test results and land use history

If a crop production area has been flooded, it must be tested prior to planting to evaluate risk of contamination. In the case of flooding, annual crops carry a much higher risk of possible contamination from flooding than perennial crops that may take several years to produce a harvest. If no flooding has occurred on the operation, this question is not applicable.

1-26  Each production area is identified or coded to enable traceability in the event of a recall.*

   Possible score: yes = 10 points, no = 0 points
   Verification requirements: field maps with identified production areas

A map or record that shows the crops grown in each field or production area should be available. The record should allow traceability of the product forward or back to the next step in the marketing chain.

*New or amended question in 2010 program.
Documenting
Sanitation Standard Operating Procedures: LOGS

Farm Questions Logs: Manure application log
Activity log

*Some farms use an activity log to document all recorded activities and we have included a sample activity log for your use as well.
### Raw Manure Application Log

<table>
<thead>
<tr>
<th>Farm Location</th>
<th>Crop(s)</th>
<th>Date applied</th>
<th>Expected Harvest Date</th>
<th>Farm Safety Program Coordinator Initials</th>
</tr>
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The operator of this farm uses applies raw manure to the following crops at least two weeks prior to planting or a minimum of 120 days prior to harvest as outlined in its food safety plan.

**Raw Manure Applications:**

- **Farm Location:**
- **Crop(s):**
- **Date applied:**
- **Expected Harvest Date:**
- **Farm Safety Program Coordinator Initials:**
FARM ACTIVITY LOG

BUSINESS NAME: ___________________________ FARM MANAGER: ___________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>LOCATION OR FIELD NO.</th>
<th>MATERIAL USED (IF ANY)</th>
<th>QUANTITY USED</th>
</tr>
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</tbody>
</table>
Field Harvest and Field Packing Questions

2-1  A documented pre-harvest assessment is made on the crop production areas. Risks and possible sources of crop contamination are noted and assessed.*

    Possible score: yes = 15 points, no = 0 points
    Verification requirements: documentation of assessment

You must do an assessment of your harvest risks, including toilet and wash facilities, harvest containers and equipment, wildlife contamination, transportation equipment, etc.

The date of the assessment and the projected date of harvest along with a signature or initials must be included. The assessment may be documented in various forms such as a self-completed audit checklist or a separate pre-harvest checklist.

*New or amended question for 2010 program.
Field Harvest and Field Packing Questions

WORKER SANITATION AND HYGIENE

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

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

OSHA defines field sanitation practices under 29 CFR 1928.110. They apply to any agricultural operation where eleven (11) or more employees are engaged on any given day in hand-labor operations in the field. If employees work less than three (3) hours a day, including travel time, the operation is exempt from providing sanitation units. Otherwise, sanitation units must be provided under the following conditions:

1. Toilet and hand washing facilities:
   a. One (1) toilet facility and one (1) hand washing facility shall be provided for each twenty (20) employees or fraction thereof.
   b. Toilet facilities shall be adequately ventilated, appropriately screened, have self-closing doors that can be closed and latched from the inside and shall be constructed to insure privacy.
   c. Toilet and hand washing facilities shall be accessibly located and in close proximity to each other. The facilities shall be located within a one-quarter-mile walk of each hand laborer’s place of work in the field.
   d. Where due to terrain it is not feasible to locate facilities as required above, the facilities shall be located at the point of closest vehicular access.

2. Maintenance. Potable drinking water and toilet hand washing facilities shall be maintained in accordance with appropriate public health sanitation practices, including the following:
   a. Toilet facilities shall be operational and maintained in clean and sanitary condition.
   b. Hand washing facilities shall be refilled with potable water as necessary to ensure an adequate supply and shall be maintained in a clean and sanitary condition.
Field Harvest and Field Packing Questions

2-3  When question 2-2 is answered “N/A” (sanitation units are not required), a toilet facility is readily available for all workers.

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

For small farm operations that employ less than eleven (11) field workers or have workers in the field for less than three (3) hours, a toilet facility must still be available for workers. If field sanitation units are used, this question in not applicable.

2-4  Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

Under OSHA defined field sanitation practices, outlined in 29 CFR 1928.110, the disposal of wastes from sanitation facilities shall not cause unsanitary conditions. This means that “grey water,” or used water from the sanitation units, cannot be in a location that could contaminate a crop production area. If the operation uses temporary, mobile units they should be located on even ground and serviced away from the production area or taken to another location for servicing. If the units are not taken away for servicing, they must be accessible for a service unit to reach them and in case of an emergency cleanup or waste spill.
Field Harvest and Field Packing Questions

2-5  A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities.

Possible score: yes = 10 points, no = 0 points
Verification requirements: documentation of policy

This procedure should include what will be done to contain the spill to prevent additional contamination, what will be done to clean it up, and what will be done with the contaminated produce.

For example:

FIELD HARVEST AND PACKING PROCEDURES

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

(See sample Farm Safety Plan.)
Field Harvest and Field Packing Questions

FIELD HARVESTING AND TRANSPORTATION

2-6 All harvesting containers and bulk hauling vehicles that come in direct contact with product are cleaned and/or sanitized on a scheduled basis and kept as clean as practicable.

Possible score: yes = 10 points, no = 0 points
Verification requirements: harvest container cleaning log and policies

A policy should be documented for scheduled cleaning and maintenance of harvest containers. Include a log with the person responsible for cleaning and check offs for completion of scheduled cleanings.

2-7 All hand harvesting equipment and implements (knives, pruners, machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.

Possible score: yes = 10 points, no = 0 points
Verification requirements: harvest equipment cleaning log and policies

A policy should be documented for scheduled cleaning and maintenance of harvest containers. Include a log with the person responsible for cleaning and check offs for completion of scheduled cleanings.
Field Harvest and Field Packing Questions

2-8 Damaged containers are properly repaired or disposed of.

Possible score: yes = 5 points, no = 0 points
Verification requirements: auditor observation

The operation should have disposal procedures for damaged or dirty containers that cannot be cleaned. If these containers are reused as refuse receptacles, they must be prominently marked for this purpose so that workers do not accidentally use them for carrying produce.

2-9 Harvesting equipment and/or machinery that comes into contact with product is in good repair.

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

Field equipment or machinery that is leaking fluids or has loose or damaged parts is not acceptable as it can cause contamination of field crops.

2-10 Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor observation

Field equipment or machinery must have covered glass fixtures in order to prevent contamination of crops from glass breakage. The fixtures can be protected by plastic or wire covers, as well as enclosed fixtures.
Field Harvest and Field Packing Questions

2-11 There is a standard operating procedure or instructions on what measures should be taken in the case of glass or plastic breakage and possible contamination during harvesting operations.

Possible score: yes = 5 points, no = 0 points
Verification requirements: documentation of policy

This is especially relevant to mechanically harvested crops where glass breakage might occur and contaminate the crop. The operation should have procedures in place to deal with an accidental glass breakage.

For example:

<table>
<thead>
<tr>
<th>FIELD HARVEST AND PACKING PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
</tr>
<tr>
<td>All bulbs or lighting on harvest equipment are covered, or protected from breakage. If glass is broken and contaminates product, all product will be properly disposed of and work will stop until equipment can be repaired and all product containers are cleaned, washed and inspected.</td>
</tr>
</tbody>
</table>

(See sample Farm Safety Plan.)
Field Harvest and Field Packing Questions

2-12 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.

Possible score: yes = 5 points, no = 0 points
Verification requirements: documentation of policy

For example:

FIELD HARVEST AND PACKING PROCEDURES

Equipment
If equipment does become contamination with oil, grease, or any other foreign substance, all contaminated product with be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

(See sample Farm Safety Plan.)

2-13 For mechanically harvested crops, measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.

Possible score: yes = 5 points, no = 0 points
Verification requirements: evidence of training/procedure

Identify a point in the harvesting process where workers or supervisors are trained to detect and remove foreign material from the harvested produce. An auditor may interview staff to evaluate their knowledge of what to do in this situation.
Field Harvest and Field Packing Questions

2-14 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.

Possible score: yes = 5 points, no = 0 points
Verification requirements: documentation of policy

Workers should be careful not to carry personal items or other non-produce items in harvest containers. Additionally, harvest containers should not be used to haul garbage, manure or other potentially contaminating items. Auditor will verify that this practice is followed during harvest time inspections and questioning of workers.

For example:

FIELD HARVEST AND PACKING PROCEDURES

Equipment
All harvesting equipment is cleaned and washed before harvest. Employees shall not use product containers for personal use or to carry any non-produce items.

(See sample Farm Safety Plan.)

2-15 Water applied to harvested product is microbiologically safe.

Possible score: yes = 15 points, no = 0 points
Verification requirements: water quality test results

This question refers to surface washing procedures for fresh produce. If crop is washed after harvesting, it is recommended that it be done with potable water that is consistent with US EPA standards for drinking water. Depending on the water source and use, water quality tests results may be required as proof of as assessment that ensures it is of “microbiologically safe” quality.
Field Harvest and Field Packing Questions

2-16 Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.

Possible score: yes = 5 points, no = 0 points
Verification requirements: auditor observation

A cleaning schedule should be specified in the operation’s food safety manual that outlines the frequency of cleaning, what duties are required and by whom. If cleaning services are contracted outside of the company, ask the contractor to provide a log of cleaning services for the facilities.

2-17 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.

Possible score: yes = 10 points, no = 0 points
Verification requirements: cleaning logs or clean truck affidavits

Often commercial trucking companies will provide you with a clean truck affidavit to ensure that the truck has been cleaned prior to use with your produce. If you use your own trucks, document cleanout procedures in a log and have available for auditor to examine.

2-18 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 during transportation.

Possible score: yes = 5 points, no = 0 points
Verification requirements: documentation of policy

Unloading and transportation may not be done under mesh awnings or covers - it must be made of sufficient cover material to reduce risk of contamination from birds, dust, etc. In many cases, placing an empty container on the top of a stack is sufficient to prevent overhead contamination of harvested product.
Field Harvest and Field Packing Questions

2-19  In ranch or field pack operations, only new or sanitized containers are used for packing the product.*

Possible score: yes = 10 points, no = 0 points
Verification requirements: cleaning log or record of new container purchase

New containers eliminate the possibility of cross contamination of produce and hazards from used containers. However, if the operation is using reusable plastic containers, they should be properly sanitized prior to each reuse in the field. Operations should document their sanitization process and keep a log to verify that it has been done.

2-20  Packaging materials used in ranch or field pack operations are properly stored from contamination.*

Possible score: yes = 10 points, no = 0 points
Verification requirements: auditor verification

Containers should be stored to protect them from rodents, insects, dirt, water, or other contaminants. Be sure that they are in a covered area or covered from rain by a tarp or other means. Using the top container in a stack as ‘cover’ is not sufficient to meet this requirement.

2-21  Product moving out of the field is uniquely identified to enable traceability in the event of a recall.*

Possible score: yes = 10 points, no = 0 points
Verification requirements: load tickets, field harvest records, bin identification, etc.

As product moves from the field to its next destination, there must be a unique identifier that can provide traceability back to the field. This could include a load ticket or a lot number identification on the field-packed containers, etc. This unique identifier should coincide with your traceability program and match the operation’s mock recall required earlier in the audit process.

*New or amended question for 2010 program.
Documenting
Sanitation Standard Operating Procedures:
LOGS

Field Harvest Questions Logs:  
Field container cleaning log  
(includes harvest bins and transport vehicles)
# Field Container Cleaning

I have cleaned the following harvest and transportation items:

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ladders</td>
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<tr>
<td></td>
<td></td>
<td>Blue Plastic buckets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Picker pails</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trailers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trucks</td>
</tr>
</tbody>
</table>

2002
SAMPLE

FARM SAFETY MANUAL: ABC FARMS

This is a sample Food Safety Program developed by the Oregon Department of Agriculture, Development and Marketing Division, for the Good Agricultural Practices Certification Program that can be modified to fit your operation.

SANITATION STANDARD OPERATING PROCEDURES

At ABC FARMS food safety is an integral part of our entire operation and taken very seriously. MR. A. BeeCee has been designated to oversee and implement our food safety program.

This food safety program of standard operating procedures addresses several areas of an agricultural operation, including land, irrigation water, manure practices, pesticides, equipment and worker health and hygiene.

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene

All employees are trained in and must follow good hygiene practices. This training takes place during orientation for new employees and before harvest season for all returning employees.

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed.

• Proper Hand washing: Hands must be washed before beginning or returning to work, and after the following activities:
  - Using the restrooms, smoking or tobacco use, taking breaks, handling trash containers or disposing of trash, using the telephone, handling money, coughing and sneezing.
• Clean work clothes.
• Clean and cut nails.
• Take a daily shower.
• Eating and tobacco are confined to designated areas.
• Do not take gloves to lunchroom or restrooms.
• Do not leave tools or part to be repaired or replaced near production areas.
• Eliminate any product that has come into contact with the floor or ground and do not pick product off the ground.
• Dangling strings and/or jewelry are prohibited.
• Glass, bottles, cans, cups, or any item made of glass will not be allowed in the production area.
• If long hair is worn, it must be tied back. Beard and hairnets are required where applicable.
• Do not use product containers for personal use or any non-produce items.
Illness and Accident Procedures
Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from crop production areas and harvested produce.

If you have an open wound or cut it must be bandaged. If you obtain a wound, cut or have a nosebleed while working, you need to stop working immediately, contact your supervisor, and have it attended to. Make sure the area you were working in gets cleaned and disinfected as soon as possible. Discard all product that has come into contact with any blood and if any came into contact with product containers or transport equipment, disinfect this as soon as possible as well.

All other possible accidents, such as leakage or damage to a restroom or sanitation facility will be attended to as soon as possible and contaminated soil around facility will be removed and properly disposed of.

All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product.

General Sanitation
Good sanitation of restroom facilities includes the following:
- Wash walls from top to bottom, as needed.
- Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
- Fill paper products and soap dispensers.
- Remove trash to dumpster.
- Record initials and date of cleaning on “Service Record” sheet when unit is serviced.
- Brushes and any other cleaning utensils used to clean the restrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

Chemicals
Become familiar with the labels of products you are handling. Handling means opening or closing, mixing, loading, and/or applying the concentrate or working solution of the product(s). Strictly adhere to all precautionary statements and mixing instructions. You need to protect yourself, the food, the equipment, and the packaging materials when you are working with chemicals.

Employees applying non-restricted use chemicals are trained in:
- Proper chemical handling, including proper disposal of containers
- Precautions of the chemical
- Required protective gear
- Application rate and how it has achieved
- Label information
Pesticide Use
Only employees licensed by the State of Oregon Department of Agriculture for pesticide application may apply restricted-use chemicals.

Only those chemicals that are lawfully registered under the Federal Insecticide, Fungicide, and Rodenticide Act and other applicable state law are used on this operation and applied according to label.

FARM PROCEDURES

Water Usage
The source of irrigation water is PRIVATE WELL AND IRRIGATION DISTRICT. Crops are irrigated by OVERHEAD SPRINKLERS.

Water quality is known to be adequate for the crop irrigation method application and this is shown by water test results in this food safety program. If necessary, steps are taken to protect irrigation water from potential contamination.

All water sources must be tested for harmful microorganisms three times per year. Public tests conducted by irrigation districts, municipal authorities, etc. are accepted and documented herein. Water testing results for all water sources, including irrigation, human consumption and post-harvest application are available for review.

All irrigation sources are inspected for unauthorized use or potential contamination with chemicals or other dangerous substances.

The farm sewage treatment is known to be functioning properly and there is no evidence of leaking or runoff. Additionally, there is no municipal/commercial sewage treatment facility adjacent to the farm.

Wildlife and Livestock
Crop production areas are not located near or adjacent to dairy or livestock production facilities. Additionally, no manure lagoons are located on or near the crop production areas.

Surface water resources are protected from livestock contamination by FENCING (OR OTHER METHOD). Domestic animals will be excluded from crop production areas during the growing and harvesting season.

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

**Manure and Municipal Biosolids**

*ABC FARM* does not use any manure or municipal biosolids in its operation.*

< *If used, please outline your operation’s manure use plan.* >

*ABC FARM* applies raw manure to its production fields at least six months prior to harvest.

OR

*ABC FARM* uses composted manure that is purchased from *DEF COMPOST*, please find the treatment documentation from the company attached herein. A manure application log is attached to this food safety plan that documents all applications, their treatment method and any supporting documentation.

**Land and Soil**

Fields known to be former dumpsites, old homesteads, barn sites, and livestock pens containing excess material or otherwise contaminated soils and are not used by *ABC FARMS* in the cultivation of *ABC COMMODITIES (PLEASE NAME)*.

There are several sites on the facility that may have a risk of prior contamination. These fields are shown on the enclosed map and those with possible contamination risk have been tested for __________________________. Please see attached map and testing results for a comprehensive review of soil contamination risk and planting plans.

During the past 5 YEARS, no domestic sewage, sewage sludge, septic waste, portable toilet waste, or other product that might contain human feces has been placed on or adjacent to any crop production areas.

During the past 5 YEARS, no flooding from creeks or rivers has occurred on any part of the land, nor have any adjacent domestic septic tank systems flooded onto the field. If flooding has occurred, areas affected are documented with maps and soil test results and contained herein.

**FIELD HARVEST AND PACKING PROCEDURES**

**Worker Sanitation and Hygiene**

No smoking, tobacco use, or eating should take place on the transload machinery, or around crop production areas or harvested produce. Food, drinks, and smoking are only allowed in the designated location.
Field sanitation units (toilet and hand-washing facilities) are provided for all workers that work more than three (3) hours and if there are more than eleven (11) workers on shift at a time. Otherwise, workers are instructed to use toilet facilities that are accessible by vehicle. There is one (1) toilet for every twenty (20) workers that are located within a 1/4 mile or 5-minute walk.

All employees and visitors must follow proper health and hygiene practices and use restroom facilities provided. They are equipped with hand-washing facilities with potable running water, single use hand towels, toilet paper and hand soap and are maintained on a scheduled basis that is indicated on the unit, or more frequently as necessary. If restroom facilities are not properly maintained, any employee or visitor should notify the onsite supervisor.

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

**Equipment**

All harvesting equipment is cleaned and washed before harvest. Employees shall not use product containers for personal use or to carry any non-produce items.

During harvest, equipment will be as clean as practical, maintained to prevent contamination from leaking oil, grease, loose parts, and any other source of foreign material contamination.

If equipment does become contamination with oil, grease, or any other foreign substance, all contaminated product with be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

All bulbs or lighting on harvest equipment are covered, or protected from breakage. If glass is broken and contaminates product, all product will be properly disposed of and work will stop until equipment can be repaired and all product containers are cleaned, washed and inspected.

**Transportation**

Vehicles transporting product have not been previously used to haul domestic sewage, manure, or hazardous material. Vehicles or containers that come into direct contact with product are not used to haul any other crops during harvest.

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