

[Change, delete, or fill-in parts in yellow, remove highlights. This template will help for either self certifying or 3<sup>rd</sup> party GAPs audit. It is usable for a “Farm Review audit” and/or Field Harvesting/Packing audit”. You may have add/revise for a Harmonized or Global GAPs audit.]

**ABC Farm**

street

city, State, zip

phone, email

## Good Agricultural Practices (GAPs)

Checked boxes indicate I have read documentation to support this

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**1. GENERAL FARM DESCRIPTION:**

**ABC FARMS**, registered with the California Department of Food and Agriculture as # \_\_\_\_\_, is engaged in direct marketing to consumers in California. At **ABC FARMS** food safety is an integral part of our entire operation and taken very seriously.

Farm Location:

Crops grown include: \_\_\_\_\_  
\_\_\_\_\_

MR./MS. **A. BeeCee** has been designated to oversee and implement our food safety program. The GAPs listed below several areas of an agricultural operation, including land, irrigation water, manure practices, pesticides, equipment and worker health and hygiene.

Total acres farmed (owned, leased/rented, contracted) is: \_\_\_\_\_

Check boxes

**2. Traceability**

A traceability program has been developed and adopted. We can track one-step forward, one-step backward for all fresh produce at our farm. This includes tracking from a production area (one field or group of fields), harvest date (or group of dates), and crop through storage and where product is sent after leaving the farm. Each container leaving the farm has our name and address, crop, size, and date harvested, except for sales made at the roadside stand.

**GENERAL OPERATING PROCEDURES**

**3. Health and Hygiene- for employees and visitors**

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. Visitors must sign in the form prior to entering any growing areas. They are not permitted to touch any harvestable crop without following the company procedures below. The following personal hygiene and safety practices are included in the training program and should be followed.

- Smoking and eating is allowed only in designated areas.
- 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. Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.
- Work clothes shall be clean.
- Fingernails should be clean and kept short.
- Daily showering is required.
- Gloves should not be taken to the lunchroom or restrooms.
- Tools or parts to be repaired or replaced should not be left near production areas.

- Dangling strings and/or jewelry are prohibited.
- Glass, bottles, cans, cups, and items made of glass are not allowed in the production area.
- If long hair is worn, it must be tied back. Beard and hairnets are required where applicable.

#### □ **4. Illness and Accident Procedures**

Any employee who is ill or appears to be ill with diarrhea or another possibly communicative disease will be sent home or assigned work away from crop production areas and harvested produce.

If an employee has an open wound or cut, it must be bandaged. A first aid kit is available on the farm for injuries. If an employee obtains a wound or cut, or has a nosebleed while working, he/she needs to stop working immediately, contact his/her supervisor, and have it attended to. The employee's work area will be cleaned and disinfected as soon as possible. All product that has come into contact with blood or other bodily fluids should be discarded off the farm. If any bodily fluids come into contact with harvest bins or transport equipment, these surfaces must be disinfected as soon as possible.

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.

#### □ **5. 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.

#### □ **6. Chemicals**

Employees must become familiar with the labels of products they are handling. Handling means opening or closing, mixing, loading, and/or applying the concentrate or working solution of the product(s). All precautionary statements and mixing instructions must be strictly adhered to. Employees need to protect themselves, the food, the equipment, and the packaging materials when working with chemicals.

Employees applying chemicals are trained in:

- Proper chemical handling, including proper disposal of containers
- Re-entry period and other use restrictions
- Required protective gear
- Application rate
- Label information

#### □ **7. Pesticide Use**

MR./MS. A. BeeCee is registered with the county ag department as a grower. The grower identification is attached.

Only employees certified by the XXX County Agricultural Commissioner 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 REVIEW**



**8. Water Usage**

The source of irrigation water is PRIVATE WELL AND IRRIGATION DISTRICT.

Crops are irrigated by Overhead sprinklers.....drip.....flood

Water quality is known to be adequate for the crop irrigation method application, and for chemical and fertigation application; 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 from wells are tested once a year by a certified laboratory and quarterly for surface water sources, if used. Municipal water is tested by the city. Potable water safe for drinking is available to workers at all times. Water testing results for all water sources, including irrigation, human consumption and postharvest application, are available for review.

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

**9. Test Criteria (could be changing with new 2013 proposed FSMA regulations)**

We test for fecal coliforms in our well water and the limit is less than 2.2 fecal coliforms/100 mL of water. The Environmental Protection Agency (EPA) established this standard for reclaimed water (treated effluent). This 2.2 fecal coliforms/100 mL limit is considered free of pathogens for nonpotable agricultural purposes by the EPA. If we ever use surface (canal) water we test for generic E coli with an upper limit of 126 MPN / 100 ml. Corrective action for wells is the addition of chlorine per instructions attached.

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|                           |                                                                |
|---------------------------|----------------------------------------------------------------|
| Drinking and hand washing | POTABLE WATER                                                  |
| Well water                | < 2.2 MPN / 100 ml total coliform <b>Pick one or the other</b> |
| Surface water, canal      | < 126 MPN / 100 ml generic E Coli <b>or</b>                    |

Water in general for irrigation <235 colony forming units (CFU) (or most probable number (MPN), as appropriate) generic E. coli per 100 ml for any single sample **or** or a rolling geometric mean (n=5) of more than 126 CFU (or MPN, as appropriate) per 100 ml of water. **These are the proposed standards as of January 2013 for the FSMA guidelines** <http://www.fda.gov/Food/FoodSafety/FSMA/ucm334552.htm#E>

**Documentation:** *Water Tests, the results and actions are documented in this manual*



### 10. Wildlife and Livestock

Crop production areas are not located near or adjacent to dairy, livestock or fowl 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 presence or signs of entry by wildlife or neighboring domesticated animals to the fields. When needed, measures will be taken to reduce entry by wild and domesticated animals--including poultry and pets--to minimize the risks of potentially contaminated product or production areas.



### 11. Manure and Municipal Biosolids

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 or landfill adjacent to the farm or within ¼ mile.

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

*\*If used, please outline your operation's manure use plan. DELETE THIS SECTION IF NO MANURE IS USED*

**ABC FARM** applies raw manure to its production fields at least two weeks before planting or 120 days prior to harvest. Prior to use, the manure is stored such that it does not leach or runoff into adjacent crop production areas.

**OR**

**ABC FARM** uses only composted manure and/or treated biosolids are used as a soil amendment. These materials are purchased from **DEF COMPOST**, and have been properly treated, composted or exposed to environmental conditions that lower the expected level of pathogens; the supplier's treatment documentation from the company is attached. A manure application log is attached to this food safety plan that documents all applications, their treatment method and any supporting documentation. These materials are properly stored and are protected to minimize recontamination.



### 12. Land and Soil

History of the land =

Fields known to be former dumpsites, old homesteads, barn sites, and livestock pens containing excess material or otherwise contaminated soils are not used by **ABC FARMS** in the cultivation of **ABC COMMODITIES (PLEASE NAME)**, nor are they within ¼ mile. This land has been farmed for the last \_\_\_\_\_ years.

**INSERT IF APPLICABLE:** 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.

## B. FIELD HARVEST AND PACKING PROCEDURES

ABC Farms conducts a pre-harvest assessment of each production area prior to harvesting any crop; risks and possible sources of crop contamination are noted and assessed.

### 13. Worker Sanitation and Hygiene

Field sanitation units (toilet and hand-washing facilities) are located within a 1/4 mile or 5-minute walk, for all workers. One toilet facility and one hand washing facility shall be provided for each twenty (20) employees or fraction thereof (working more than three hours during the day, including travel time). These sanitation units are in a location that minimizes the potential risk for product contamination. If there are fewer than eleven employees, a toilet facility must be readily available for all workers; home toilet facilities may be used.

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.

### 14. Equipment

All harvesting equipment, including hand harvesting implements, is maintained, cleaned and washed before harvest; hand implements are disinfected on a scheduled basis.

During harvest, equipment will be kept 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, pesticides or any other foreign substance, all contaminated product will 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.

For mechanically harvested product, measures are taken to inspect for and remove foreign objects, such as glass, metal, rocks, or other dangerous/toxic items. Efforts are made to remove excessive dirt from product and/or containers during harvest.

Employees shall not use product containers for personal use or to carry any non-produce items. Damaged containers are repaired or disposed of. In ranch or field pack operations, only new or sanitized containers (or new plastic liners) are used for packing product. Packaging materials are properly stored and protected from contamination.



### **15. Transportation**

Vehicles transporting product have not been previously used to haul domestic sewage, manure, or hazardous material. Harvested product is covered from the field to packing/storage site.

#### *Self-Certification:*

I certify that, at **ABC FARMS**, we comply with all of the Good Agricultural Practices (GAPs) checked off in this document; I review this material annually with my employees; and I have records of worker training.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
date

Adapted from Oregon Department of Agriculture; their revision 12/5/08

[http://www.oregon.gov/ODA/ADMD/docs/pdf/gap\\_safety\\_program.pdf](http://www.oregon.gov/ODA/ADMD/docs/pdf/gap_safety_program.pdf)

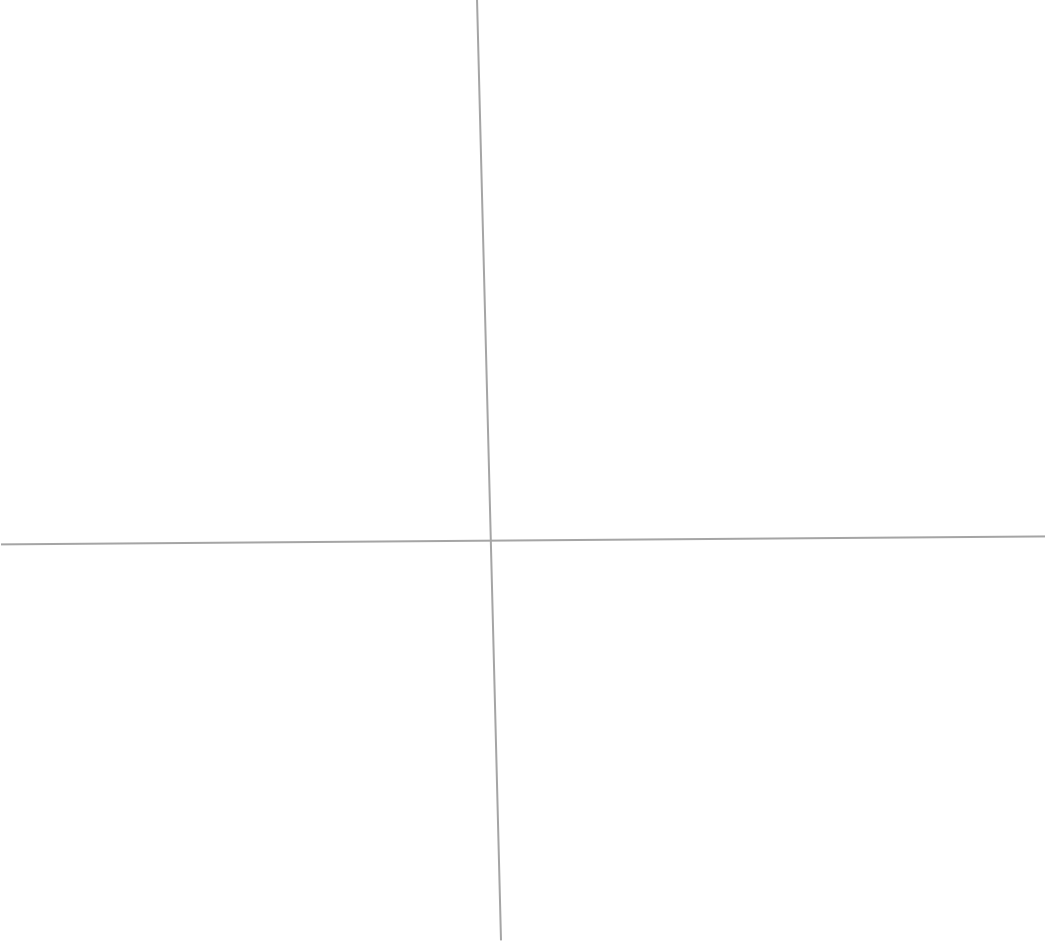
MAP of My Farm – showing wells, fields, field designations if any, packing facilities, permanent restrooms, house structures, etc.

Revised by R. Molinar, UC Cooperative Extension Fresno, December 2011, May 2012

Revised by S. Hardesty, Ag & Resource Economics, UC Davis, January 2012, April 2012. June 2012..

**Add sheet(s) - laboratory water test for well(s)**

**FARM MAP**





# WORKER TRAINING AND INSTRUCTION RECORD

| WORKER NAME | TRAINING DATES | TYPE OF TRAINING | TRAINERS |
|-------------|----------------|------------------|----------|
| 1 _____     | _____          | _____            | _____    |
| 2 _____     | _____          | _____            | _____    |
| 3 _____     | _____          | _____            | _____    |
| 4 _____     | _____          | _____            | _____    |
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| 17 _____    | _____          | _____            | _____    |
| 18 _____    | _____          | _____            | _____    |
| 19 _____    | _____          | _____            | _____    |
| 20 _____    | _____          | _____            | _____    |

# Visitor Log

Name of operation:

Please see the food safety plan for information on food safety procedures for visitors.

| Date | Enter/ Exit time | Visitor name/company | Employee initials | Reviewed Hygiene Policy (✓) |
|------|------------------|----------------------|-------------------|-----------------------------|
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