



General Questions

G-1 A documented food safety program that incorporates GAP and/or GHP standard operating procedures has been implemented.

15 points

Verification requirements: GAP/GHP Manual

In order to document that a food safety program has been implemented for the scope of GAP/GHP certification that is required, an operation must have a food safety manual, various published standard operating procedures (SOP) and documentation that the program parameters are being applied. This book and its contents constitute a documented food safety program.

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

Name: _____

15 points

Verification requirements: Designee interviewed by auditor

The food safety program manager of the operation should be available to meet with the auditor at a scheduled time and must be able to demonstrate their knowledge of the program they are responsible for as well as produce records and procedures.

FAQ's:

Q: When are the audits conducted?

A: 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. If that time is too busy, the operation can have an auditor do two audits, one of the farm review and another for the field harvesting section, but general questions must be completed each time an audit is conducted.



General Questions

G-3 Potable water is available to all workers.

10 Points

Verification Requirements: Documentation of Water tests. **D**

First, identify the source of water: _____

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.

For municipal water sources:

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.

For well water sources:

Wells are required to have a test every six (6) months to determine potability. If fecal coliforms are present, well water must be properly treated.

Please see appendix A for a list of labs to get private well water tests.

TEST REPORT

SAMPLE INFORMATION

Location: 8630 67th Ave NE well tap *Ham*
Date Sampled: 07/20/2007 Sample Type: Water
Time Sampled: 0900 Collected by: Greg

CASE NARRATIVE

The analyses were performed according to the guidelines in the WATERLAB Corp Quality Assurance Program. This report contains analytical results for the sample(s) as received by the laboratory.

WATERLAB Corp certifies that this report is in compliance with the requirements of NELAC. No unusual difficulties were experienced during analysis of this batch except as noted below or qualified with data flags on the reports.

TESTING INFORMATION

Lab #: 20070720-007
Date Received: 07/20/2007 Date Reported: 07/24/2007
Received by: AR Reported By: MS
Time Received: 1055
*Chlorine Residual: N/A Amount of Sample Used: 100 mls
Date Started: 07/20/2007 Time Started: 1200
Tech: BEM Method Code: SM 20th ED 9223 P/A Colisure

TOTAL COLIFORM BACTERIA RESULTS

Analysis shows Total Coliform Bacteria to be: **ABSENT**
Absent= Acceptable Present= Unacceptable

E.COLI COLIFORM BACTERIA RESULTS

Analysis shows E. coli Bacteria to be: **ABSENT**
E. coli is a sub-section of Total Coliform and its presence in water indicates that raw sewage is present in the water.

Explanation: When coliform bacteria are present in water, it is considered contaminated and therefore unsafe. Coliform organisms are found normally in discharges from the intestinal tract of man, animals or birds. Their presence in the water, therefore, must be considered as evidence of pollution. The laboratory examination determines the presence or absence of contamination at the time of sampling only. No definite conclusions should be drawn from a single bacterial examination.

* Chlorine Footnote: Chlorine in water will kill coliform bacteria. Presence of chlorine in a water sample should invalidate the test unless the water is from a system that is continuously chlorinated every day the water is in use.

Approved by: *fer*
ORELAP ID# OR100039

General Questions

G-4 Training on proper sanitation and hygiene practices is provided to all staff.

15 Points

Verification Requirements: Documentation in food safety manual.

D

The following list indicates all the points about personal hygiene that should be included in a training program and followed by all GAP/GHP certified operations:

1. Clean work clothes.
2. Clean and cut nails.
3. Hands must be properly washed after:
 - a. Coughing and sneezing
 - b. Using the restroom
 - c. Smoking
 - d. Taking breaks
 - e. Before entering the line or working area
 - f. Handling trash containers and disposing of trash
 - g. Handling non-food products
 - h. Using the telephone
 - i. Handling money
4. How to properly wash hands
5. Take a daily shower.
6. Mustache trimmed and proper use of beard and hair nets where applicable.
7. Glass, bottles, cans cups, or any item made of glass will not be allowed in the production or packing area.
8. Each worker is responsible for the cleanliness of his/her working area. Avoid dust, food accumulation, garbage and other causes of contamination.
9. Eliminate any product that has come into contact with the floor or ground.
10. Do not leave tools or parts to be repaired or replaced near production areas.

This list can be extended or shortened depending on the necessity of the company.

General Questions

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 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.
- The use of nail clippers is prohibited in the workplace.
- Do not use product containers for personal use or any non-produce items.

NOTE: see the sample Food Safety Program Manual.

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 _____

General Questions

G-5 Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.

10 Points

Verification Requirements: Observation of premises.

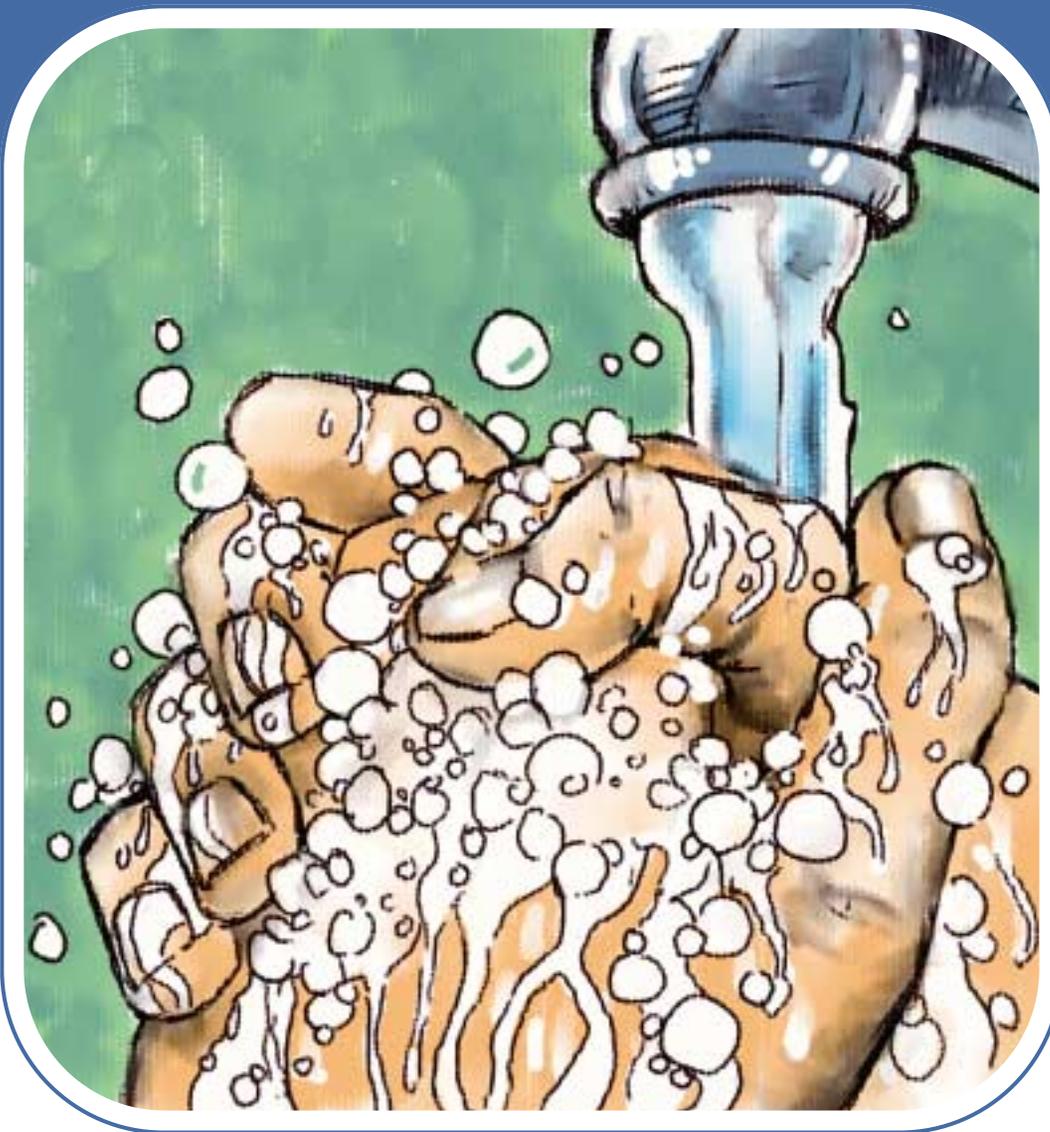
Many local health departments also require the posting of signs and free samples of those signs might be available for use. The signs must be posted near hand washing stations and must be posted in the native language of the majority of workers.

FAQ:

Q: Where do the signs need to be posted?

A: Signs must be posted at the entry point to the operation's production area or packing area, for visitors and employees. They must also be posted in or near sanitation units.

Did you wash your hands?



Use soap & water.

Rub hands for 20 seconds.

Rinse.

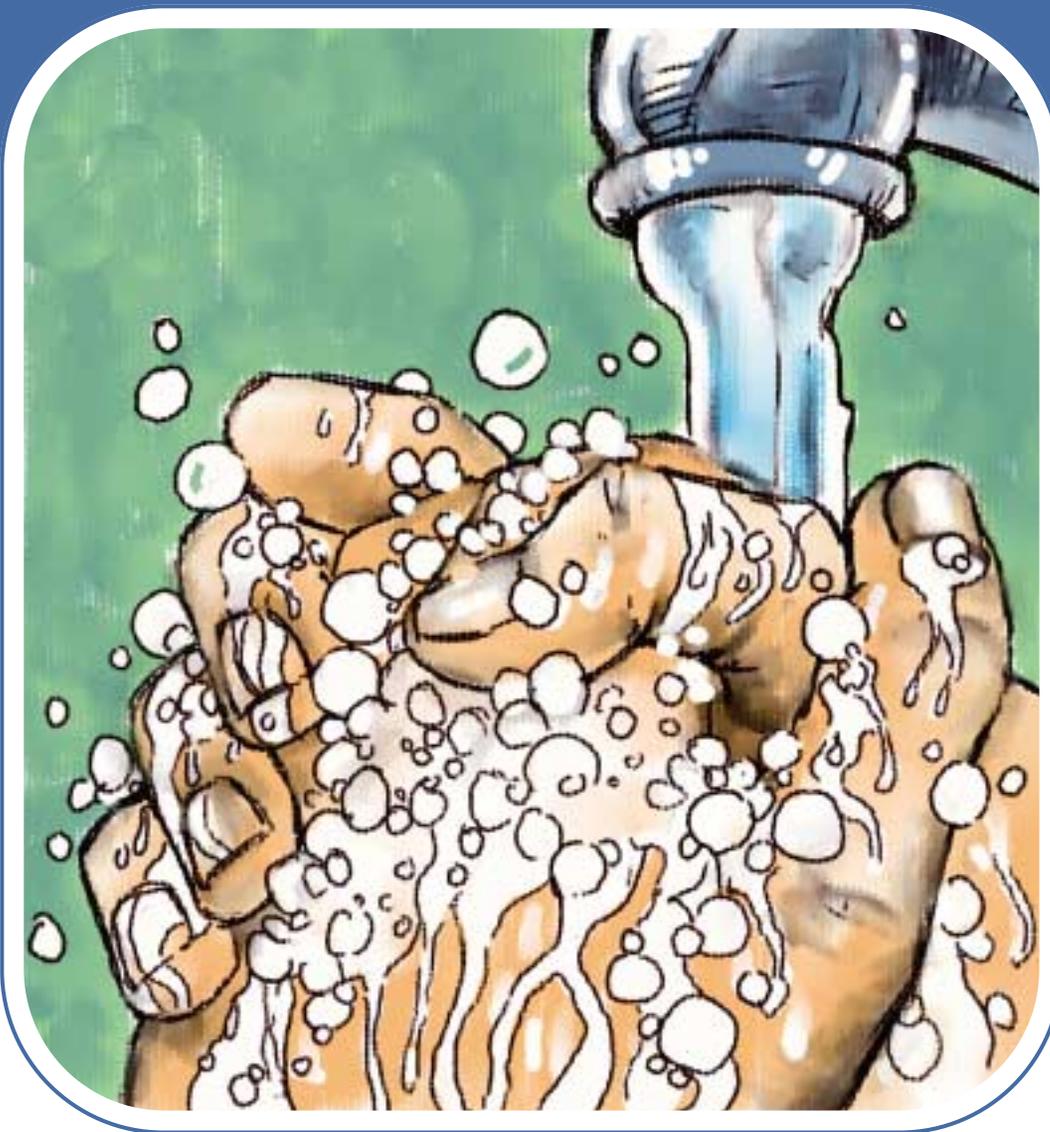
Dry with paper towel.

Use towel to turn off faucet.

clean

Your health is in your hands

¿Se lavó las manos?



Use agua y jabón.

**Refriéguese
las manos por
20 segundos.**

Enjuáguese.

**Séquese con una
toalla de papel.**

**Use la toalla para
cerrar el grifo
de agua.**

Su salud está en sus manos

limpias
^

General Questions

G-6 Employees are required to wash their hands before beginning or returning to work.

10 Points

Verification Requirements: Documentation of policy. **D**

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene

Proper Handwashing: 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

NOTE: see the sample Food Safety Program Manual.

General Questions

G-7 All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.

10 Points

Verification Requirements: Documentation of policy. **D**

Not all sanitation and hygiene practices described for food processing facilities are applicable to every operation, however operations should follow all those that apply. Hand washing applies to all operations and operations must ensure that both visitors and employees follow the procedures outlined in the food safety and security program manual.

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...

NOTE: see the sample Food Safety Program Manual.

Employees and Visitors to

**must check in with a
supervisor and follow
proper sanitation and
hygiene practices.**

General Questions

G-8 Employees and visitors are following good hygiene and sanitation practices.

15 Points

Verification Requirements: Auditor observation.

GAP/GHP Auditor will observe employee practice during the course of their visit to the operation. If employees and/or visitors are observed during the audit not washing their hands after using the restroom, this becomes an automatic failure.

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

15 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.



General Questions

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.

FAQ's:

- Q: In some locations of the country, employees are instructed to dispose of dirty or used toilet paper in a box or other receptacle in the toilet room. Is this acceptable?
- A: No, all dirty toilet paper must be flushed into a sewer or septic system.

General Questions

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

10 Points

Verification Requirements: Cleaning schedule and documentation of

policy. **D**

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.

SANITATION STANDARD OPERATING PROCEDURES

Description: Restrooms

Safety Precautions:

- * Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
- * Wear goggles when using compressed air
- * Wear gloves and rain gear or plastic covering (if needed)

Chemical Products required:

Category	Type	Product	Formulation
Rinse	Potable Water		
Cleaner	Lysol/409		Label instructions
Sanitizer *			Label instructions

*When using any sanitizer pay particular attention to the type of material the equipment is composed of. Some sanitizers are corrosive to certain metals. For instance, acid sanitizers and chlorine are very corrosive to Aluminum.

Recommended Cleaning Procedure:

Procedure:

- * Wash walls from top to bottom (as needed)
- * Sanitize toilets, urinals, door knobs 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

Note: 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.



General Questions

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

10 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 that 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 There is a policy that workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce, and it is being followed.

15 Points

Verification Requirements: Documentation of Policy. **D**

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.”

GENERAL OPERATIONAL PROCEDURES

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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.

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NOTE: see the sample Food Safety Program Manual.

General Questions

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

15 Points

Verification Requirements: Documentation of policy. **D**

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.

GENERAL OPERATIONAL PROCEDURES

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Illness and Accident Procedures

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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.

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NOTE: see the sample Food Safety Program Manual.

General Questions

G-14 Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.

5 Points

Verification Requirements: Documentation of policy. **D**

GENERAL OPERATIONAL PROCEDURES

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Illness and Accident Procedures

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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.

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NOTE: see the sample Food Safety Program Manual.

General Questions

G-15 Company personnel demonstrate knowledge and proper use of pre-harvest and/or post-harvest application materials. All applicable Local, State, and Federal training and licensing requirements are met by persons applying regulated materials.

10 Points

Verification Requirements: Licenses where applicable and training documentation where licensing is not required by other authority.

D

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.