

**USDA GAP/GHP, Harmonized GAP, Harmonized GAP Plus+, MGAP
Application Assistant**

Business name:	Date:
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Application materials:

- This “Application Assistant” (ODA Form GAP.F.1)
- “Request for audit services” (USDA Form SC-237A)
- “Agreement for participation in audit verification programs” (USDA Form SC-651)
- “Vendor Form” (USDA Form SC-430) ***Submit directly to USDA***

Initiate the application process a minimum of four weeks prior to your requested audit date.

Complete the following table for all commodities to be **GAP certified** (Field operations and Harvesting)*:

Commodity	Fields in production	Total acres	Number of harvest days	Harvest window

Complete the following table for all commodities to be **GHP certified** (Post-Harvest Operations)*:

Commodity	Start of packing season	End of packing season

**Use additional sheets as needed*

What to have in place before the audit date:

- Application materials completed and submitted to ODA (first three listed above)
- A written food safety plan with documents, policies, and records as required by the GAP/GHP checklist
- A designated person responsible for food safety
- Water test results for all applicable water sources and uses

By completing this form, applicants affirm that they have in place (or will by the date of the inspection) the elements listed above. If any of the above are missing, the audit may be cancelled or subject to automatic failure. Applicants also agree to pay certification fees regardless of the outcome of the audit. The certification fee schedule for GAP/GHP audits is as follows:

Billed by ODA:

- (a) Inspection and administrative service, charged at a rate of \$108 per hour (4 hour minimum);
- (b) Travel time, charged at the rate of \$108 per hour;
- (c) Mileage, lodging and per diem reimbursed at rates established by the Department of Administrative Services.

Billed by USDA:

- (a) Review, certification, and posting of audit results, charged at a rate of \$108 per hour (2-5 hours estimated by USDA);
- (b) GFSI certification fee, at a flat rate of \$250 for Harmonized GAP Plus+ clients only.
- (c) Upload audit report to external sites like Azzule (1 hour at \$108/hr)
- (d) Upload and input of audit report data to an external site (2 hours at \$108/hr)

Applicant name:

Initials:

Form templates and a GAP/GHP User’s Guide can be found online at oda.direct/gapghp
 Completed forms or questions can be sent to certification@oda.state.or.us To speak
 with ODA Certification Program staff, call 503-986-4620