

Application Assistant

USDA GAP/GHP, Harmonized GAP, Harmonized GAP Plus+, MGAP



Business name:

Date:

1. Application Materials (please submit at least 4 weeks prior to desired audit date):

- 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)
- New Clients - "Vendor Form" (USDA Form SC-430) ***Submit to USDA***

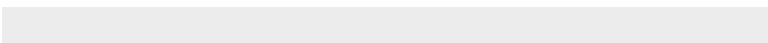
By completing this form, applicants affirm they will have by the audit date the elements in Section 2. If items are missing the audit may be canceled or subject to automatic failure. Applicants agree to pay certification fees regardless of the audit outcome.

GAP certified commodities - Complete this table (Field Operations and Harvesting)

Commodity	Fields in Production	Total Acres	Number of Harvest Days	Harvest Window
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GHP certified commodities - Complete this table (Post-Harvest Operations)

Commodity	Start of Packing Season	End of Packing Season
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2. Before your audit, please have:

- Application materials completed and submitted to ODA
- Written food safety plan with documents, policies and records as required by the GAP/GHP checklist
- Designated person responsible for food safety
- Water test results for all applicable water sources and uses

ODA Fees

- Inspection and administrative service (\$132 per hour, 4 hour minimum)
- Travel time (\$132 per hour)
- Mileage, lodging and per diem reimbursed at Department of Administrative Services rates

USDA Fees

- Review, certification, and posting of audit results, (\$132 per hour);
- GFSI certification fee (\$250 for Harmonized GAP Plus+ clients only).
- Upload audit report to external sites like Azzule (\$132/hr)
- Upload and input of audit report data to external site (\$132/hr)

Application submission: certification@oda.state.or.us

Application forms: oda.direct/gapghp

Questions: **503-986-4620**