

Application Assistant

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

Business name:

Date:

1. 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)
- New Clients - "Vendor Form" (USDA Form SC-430) ***Submit to USDA***

Initiate application process at least 4 weeks prior to your requested audit date.

By completing this form, applicants affirm they have (or will by the audit date) the elements in Section 2 below. If any items are missing the audit may be canceled or subject to automatic failure. Applicants agree to pay certification fees regardless of the audit outcome. The certification fee schedule for GAP/GHP audits is below.

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

Commodity	Fields in Production	Total Acres	Number of Harvest Days	Harvest Window
-----------	----------------------	-------------	------------------------	----------------

GHP certified commodities - Complete this table (Post-Harvest Operations)

Commodity	Start of Packing Season	End of Packing Season
-----------	-------------------------	-----------------------

2. Before your audit, please have:

- Application materials completed and submitted to ODA (first three listed above)
- 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 **Note changes in fee contract*

- Inspection and administrative service (\$108 per hour, 4 hour minimum)
- Travel time (\$108 per hour)
- Mileage, lodging and per diem reimbursed at Department of Administrative Services rates

USDA Fees

- Review, certification, and posting of audit results, (\$115 per hour, 2-5 hours estimated by USDA);
- GFSI certification fee (\$250 for Harmonized GAP Plus+ clients only).
- Upload audit report to external sites like Azzule (1 hour at \$115/hr)
- Upload and input of audit report data to external site (2 hours at \$115/hr)

Applicant name:

Initials:

Forms can be found at oda.direct/gapghp. Application submission or questions: certification@oda.state.or.us or 503-986-4620