

Food Safety Plan of Action

Prepared by: _____

Firm Name:	
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Contact Person:	
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Audit Site Address:	
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Mailing Address:	
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Town:	
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State:	
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ZIP:	
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Telephone Number:	
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FAX:	
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E-mail:	
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1.02 USDA Demographics

Demographic Farm Questions

		<i>Circle one</i>		Document Location
Did the auditee participate in GAP & GHP training?	Name: _____ has participated in several GAP/GHP continuing education workshops. Certifications of Attendance are available for workshops attended.	YES	NO	4.01, 4.02
Is there a map that accurately represents the farm operations?	Farm maps provided by FSA/ NRCS or Google Earth are included in this document that accurately represent this farm's operations.	YES	NO	4.04
Legal Description/GPS/Lat.-Longitude of Location	A map of the main farm and/or packing house is located by GPS and included in this document. GPS coordinates are as follows: Latitude: _____, Longitude: _____	YES	NO	4.05
Are all crop production areas located on this audit site?	All crop production areas are located on this farm's managed premises-either owned or rented-- as described on aerial photos listed above.	YES	NO	
Total acres farmed (Owned, leased/rented, contracted, consigned):	Farm Name: _____ owns and rents approximately ____ total acres of farm and orchard. ____ acres are presently in food crop production and ____ acres are not in food crop production at this time.	YES	NO	
Does the company have more than one packing facility?		YES	NO	

1.02 USDA Demographics

	Is there a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices?		YES	NO	4.06
	Is any product comingled prior to packing?	All of <i>Farm Name</i> : _____'s fresh produce is grown and packed on the premises managed by this grower. <u>No produce is co-mingled from other farms under different management.</u>	YES	NO	

NOTE: Conditions Under Which an Automatic "Unsatisfactory" will be Assessed

An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.

The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.

Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.

Falsification of Records

Answering Questions P1 or P2 as "No".

1.03 USDA General Questions

General Questions

Implementation of a Food Safety Program

Questions		Response	DOC				Notes
P-1	A documented food safety program that incorporates GAP/GHP has been implemented.	<p>At Farm Name: _____, food safety is an integral part of our entire operation and taken very seriously. Our food safety program of standard operating procedures addresses several areas of an agricultural operation, including: land, irrigation water, manure practices, fertilizer applications, pesticides, equipment and worker health and hygiene. This program will include a Good Agriculture Practices Plan of Action Manual that outlines specific steps taken to abide by USDA guidelines. The Manual will be reviewed on a yearly basis and updated as needed.</p> <p>The facility will be self audited by an approved GAPs self audit checklist each year.</p>	YES	NO	NA	D	<p>The contents of this manual make up the food safety program for Farm Name: _____.</p> <p>Self audits include both the Cornell GAP Farm Assessment (4.07) and also the USDA Self Audit Checklist (4.08).</p>
P-2	The operation has designated someone to implement and oversee an established food safety program.	<p>Name: _____ (Phone # _____) is the designated person to oversee the Food Safety Program. He / she will attend workshops/ continuing education regularly to assure he / she is up to date on GAP/GHP standards. All trainings will be documented. He / she is responsible for making sure that all safety procedures are being followed. In the absence of the primary designated person, Name: _____ (Phone # _____) will serve as the designated person for this farm.</p>	YES	NO	NA	D	4.01, 4.02

1.03 USDA General Questions

Traceability

Questions		Response	DOC				Notes
G-1	A documented traceability program has been established.	A farm-based produce traceability system has been established on this farm. It is based on assigning codes to all products produced on this farm and includes records showing origin and disposition of all crop production.			NA	D	2.12, 2.16, 5.01, 5.02, 5.03, 5.05
G-2	The operation has performed a "mock recall" that was proven to be effective.	A "mock recall" is scheduled annually on this farm at the completion of the first full week of crop harvest. This activity allows us to make sure that all produce is accounted for.			NA	R	2.37, 3.12, 4.20

Worker Health & Hygiene

Questions		Response	DOC				Notes
G-3	Potable water is available to all workers.	Potable water is available in coolers to all employees. A sign is posted to designate the potable water source.	YES	NO	NA	R	2.41, 4.10 or 4.11, 4.33 (if needed)
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	Farm food safety policies should be followed by everybody, including visitors. Only approved visitors are allowed into the wholesale production fields or growing areas. A log of visitors will be maintained in a document/guest book found at the employee bulletin board of the facility.	YES	NO	NA	P	2.02, 3.13, 8.13, 8.14
G-5	Training on proper sanitation and hygiene practices is provided to all staff.	All employees are trained in and must follow good hygiene practices. This training takes place during orientation of new employees and before harvest season for all returning employees. Training in Worker Protection Standards is also included. All training will be documented in a worker training log (3.01) found in this GAP POA Manual.	YES	NO	NA	D	2.32, 3.01

1.03 USDA General Questions

G-6	Employees and visitors are following good hygiene/sanitation practices	Signage has been posted where needed.	YES	NO	NA		8.13, 8.14, 8.15
G-7	Employees who handle or package produce are washing their hands before beginning or returning to work.	Hands must be washed before beginning or returning to work, and after the following activities: Using the restrooms, smoking or tobacco use, eating, handling trash containers or disposing of trash. Proper Hand washing signage and procedures are posted.	YES	NO	NA		2.02, 8.13, 8.14, 8.15
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	Bi-lingual signage has been posted instructing employees to wash their hands before beginning or returning to work.	YES	NO	NA		8.15
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.	Farm Name: _____ has procedures in place to keep either/or field sanitation facilities and restrooms clean. Facilities are monitored and cleaned on a regular basis.	YES	NO	NA		2.05, 2.30, 3.02, 4.33
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	Field sanitation units are contracted by a Commercial Service. Record initials and date of cleaning on "Service Record" sheet when unit is serviced. Restroom Facility on Farm: Standard procedure (SOP Document) is followed, record initials and date of cleaning on "Service Record" sheet when restroom is serviced.	YES	NO	NA	R	2.05, 3.02

1.03 USDA General Questions

G-11	Smoking and eating are confined to designated areas separate from where product is handled.	A designated separate smoking and eating area is located within a reasonable distance from the fields and work areas.	YES	NO	NA	P	2.13
G-12	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.	Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from harvesting operation. Any illness or accident related to workers will be recorded on DOC 3.08	YES	NO	NA	P	2.14, 3.08
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 body fluids.	A policy is in place to handle contaminated produce and clean any food contact surfaces that might come into contact with blood or other body fluids.	YES	NO	NA	P	2.04, 2.52
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	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. First Aid stations are identified with signage.	YES	NO	NA	P	2.03, 3.08, 3.09, 8.16
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.	All crop protection materials applied to food crops are recorded. Only employees licensed by the State of _____ Department of Agriculture for pesticide application may apply restricted use chemicals. Only those chemicals that are lawfully registered under FIFRA and other applicable state laws are used on this operation and applied according to label. Records of pesticide applications are maintained and readily accessible.	YES	NO	NA	R	4.09, 6.01

1.04 USDA Section 1 Farm Review

Section 1 Farm Review

Water Usage

Questions		Response	DOC				Notes
1-1	What is the source of irrigation water? (Pond, Stream, Well, Municipal, Other) Please Specify.		YES	NO	NA		
1-2	How are crops irrigated? (Flood, Drip, Sprinkler, Other) Please Specify.		YES	NO	NA		

Water Quality Risks

Questions		Response	DOC				Notes
1-3	A water quality assessment has been performed to determine the quality of water used for irrigation purpose on the crop(s) being applied.		YES	NO	NA	D	4.10, 4.11, 4.12, 4.31_4.32
1-4	A water quality assessment has been performed to determine the quality of water use for chemical application or fertigation method.	Water used for filling spray tanks is being treated as per SOP for shocking spray water source.	YES	NO	NA	D	2.01, 4.31_4.32
1-5	If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination.		YES	NO	NA		

1.04 USDA Section 1 Farm Review

Sewage Treatment

Questions		Response	DOC			Notes
1-6	The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff.	The farm sewage treatment is known to be functioning properly and there is no evidence of leaking or runoff.	YES	NO	NA	
1-7	There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm.	Additionally, there is no municipal/commercial sewage treatment facility adjacent to the farm.	YES	NO	NA	

Animals/ Wildlife/Livestock

Questions		Response	DOC			Notes
1-8	Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities unless adequate barriers exist.	All livestock grazing areas are located a safe distance and/or down slope from crop production areas. Fencing is in place and regularly maintained.	YES	NO	NA	
1-9	Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking or overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.		YES	NO	NA	
1-10	Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.		YES	NO	NA	

1.04 USDA Section 1 Farm Review

1-11	Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.		YES	NO	NA		
1-12	Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.	All fields are monitored weekly during the production season for unauthorized entry of wildlife or domesticated animals to the fields.	YES	NO	NA	R	3.27, 6.01 or Calendar
1-13	Measures are taken to reduce the opportunity for wild and/or domestic animals to enter crop production areas.	Kill permits are requested and secured from <i>State</i> : _____ Department of Game and Inland Fisheries so that they are available during crop production season.	YES	NO	NA	R	3.27, 4.19

Manure and Municipal Biosolids

Please check one of the following options as it relates to the farm operation?

Questions	Response	DOC				Notes
<input type="checkbox"/> Option A. Raw manure or a combination of raw and composted manure is used as a soil amendment.						
<input type="checkbox"/> Option B. Only composted manure/treated municipal biosolids are used as a soil amendment.						
<input type="checkbox"/> Option C. No manure or municipal biosolids of any kind are used as a soil amendment.	Option C relates to this farm operation.					

1.04 USDA Section 1 Farm Review

Only answer the following manure questions (questions 1-14 to 1-22) that are assigned to the Option chosen above.

Option A: Raw Manure

Questions		Response			DOC		Notes
1-14	When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest.		YES	NO	NA	R	3.10
1-15	Raw manure is not used on commodities that are harvested within 120 days of planting.		YES	NO	NA	R	3.10
1-16	If both raw and treated manure are used, the treated manure is properly treated, composted or exposed to reduce the expected levels of pathogens.		YES	NO	NA	R	3.28
1-17	Manure is properly stored prior to use.		YES	NO	NA		3.28

Option B: Composted Manure

Questions		Response			DOC		Notes
1-18	Only composted manure and/or treated biosolids are used as a soil amendment.		YES	NO	NA	R	4.13
1-19	Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens.		YES	NO	NA	D	3.28

1.04 USDA Section 1 Farm Review

1-20	Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination.		YES	NO	NA		
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1-21	Analysis reports are available for composted manure/treated biosolids.		YES	NO	NA	R	4.13
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Option C: No Manure/Biosolids Used

Questions		Response	DOC			Notes	
1-22	No animal manure or municipal biosolids are used.	<i>Farm Name:</i> _____ does not use animal manure or municipal biosolids on any current food crop production areas of this farm.	YES	NO	NA	P	2.15

1.04 USDA Section 1 Farm Review

Soils

Questions		Response	DOC				Notes
1-23	A previous land use assessment has been performed.	This farm has been in the possession of the <i>Name</i> : _____ family in excess of ___ years and has been used for agricultural production.	YES	NO	NA	R	4.15
1-24	When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested for contaminants and the land use is commensurate with test results.		YES	NO	NA	R	4.17
1-25	Crop production areas that have been subjected to flooding are tested for potential microbial hazards.		YES	NO	NA	R	3.11, 4.22

Traceability

Questions		Response	DOC				Notes
1-26	Each production area is identified or coded to enable traceability in the event of a recall.	Based on NRCS or aerial photos (4.04), all fields have been assigned a two digit traceability code to be used to assign the lot numbers of products.	YES	NO	NA	R	2.16, 5.03

1.05 USDA Section 2 FIELD HARVEST AND PACKING

Section 2 Field Harvest and Packing

Field Sanitation and Hygeine

	Questions	Response	DOC				Notes
2-1	A documented pre-harvest assessment is made on the crop production areas. Risks and possible sources of crop contamination are noted and assessed.		YES	NO	NA	D	4.18
2-2	The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.		YES	NO	NA		2.05
2-3	When question 2-2 is answered "NA" (sanitation units are not required), a toilet facility is readily available for all workers.		YES	NO	NA		2.05
2-4	Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.		YES	NO	NA		2.05

1.05 USDA Section 2 FIELD HARVEST AND PACKING

2-5	A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities.		YES	NO	NA	P	2.06
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Field Harvesting and Transportation

P	Questions	Response	YES	NO	NA	DOC	Notes
2-6	All harvesting containers and bulk hauling vehicles that come in direct contact with product are cleaned and/or sanitized prior to use and kept as clean as practicable.		YES	NO	NA	D	2.08, 3.15
2-7	All hand harvesting implements (knives, pruners, machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.		YES	NO	NA	D	2.19, 3.16
2-8	Damaged containers are properly repaired or disposed of.		YES	NO	NA		2.18

1.05 USDA Section 2 FIELD HARVEST AND PACKING

2-9	Harvesting equipment and/or machinery which comes into contact with product is in good repair.		YES	NO	NA		2.18
2-10	Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.		YES	NO	NA		2.07, 2.18
2-11	There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.		YES	NO	NA	P	2.07
2-12	There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.		YES	NO	NA	P	2.04

1.05 USDA Section 2 FIELD HARVEST AND PACKING

2-13	For mechanically harvested crops, measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.		YES	NO	NA		2.63
2-14	Harvesting containers, totes, etc. are not used for carrying or storing non-produce items during the harvest season, and farm workers are instructed in this policy.		YES	NO	NA	P	2.08
2-15	Water applied to harvested product is microbally safe.		YES	NO	NA	R	4.10, 4.11, 4.31_4.32
2-16	Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.		YES	NO	NA		2.08

1.05 USDA Section 2 FIELD HARVEST AND PACKING

2-17	Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.		YES	NO	NA		2.09, 2.18, 2.63
2-18	There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered during transportation.		YES	NO	NA	P	2.09
2-19	In ranch or field pack operations, only new or sanitized containers are used for packing the product.		YES	NO	NA	D	2.08, 2.50
2-20	Packaging materials used in ranch or field pack operations are properly stored and protected from contamination.		YES	NO	NA		2.5
2-21	Product moving out of the field is uniquely identified to enable traceability.		YES	NO	NA	D	2.12, 2.16, 5.05

DOC 1.14

Verification of Internal Controls



Internal Control Questions

	Questions	Response	DOC			Notes
14-1	The applicant is one of the first 20 registered with this regional organic grower group (OGG).		YES	NO	NA	Verified and assigned a grower number from AH
14-2	The applicant is located within the geographic boundaries defined for this regional organic grower group.		YES	NO	NA	Within 3 hours of Duffield or Abingdon
14-3	The applicant has designated growing acreage not to exceed 10 production acres within the farm.		YES	NO	NA	D 4.04
14-4	The applicant has selected crops designated within the guidelines of the grower group.		YES	NO	NA	D 4.53

DOC 1.14

14-5	The applicant has completed an order for seed or transplants to the designated OGG contact person.		YES	NO	NA	D	4.55
14-6	The applicant has been visited twice by both an OGG representative and a QCS organic certifier.		YES	NO	NA	D	3.13, 3.44
14-7	The applicant has attended and/or participated in training and communications with the OGG for the purpose of completing the required QCS documentation.		YES	NO	NA	D	4.01, 4.02, 9.01
14-8	The applicant has paid the required organic certification fees to the OGG representative..		YES	NO	NA	D	4.56
14-9	The applicant is aware of all rules governing the use of farm based compost and manures and is in compliance.		YES	NO	NA	D	2.15

DOC 1.14

14-10	The applicant has properly collected and submitted water samples for any water source to be used for crop production.		YES	NO	NA	D	4.10,4.11, 4.12, 4.31.4.32, 8.50
14-11	The applicant has participated in GAP/ Food Safety Training and has participated in a mock audit for their farming operation.		YES	NO	NA	D	4.01, 8.24
14-12	If the applicant utilizes plasticulture and drip irrigation, proof of removal of such materials at the end of the production season has been submitted to the OGG representative.		YES	NO	NA	D	4.54
14-13	The applicant will maintain a farm activity calendar while participating in an OGG.		YES	NO	NA	D	3.42

DOC 1.14

14-14	The applicant will develop and maintain a traceability system for their farming operation to be kept in their OGG manual.		YES	NO	NA	P, D	2.12, 2.16, 5.01, 5.02, 5.03, 5.05
14-15	The applicant is aware of the National Organic Program (NOP) and has received training from their OGG.		YES	NO	NA	D	4.02, plus access to a copy of NOP regulations
14-16	The applicant maintains a list of approved inputs allowed by QCS and the OGG and is aware of the rules governing this list.		YES	NO	NA	D	6.02, 6.04
14-17	The applicant will maintain a three ring manual with required items listed and checked in its table of contents.		YES	NO	NA	D	Appalachian Harvest OGG Manual

DOC 1.14

14-18	The applicant acknowledges that they are an integral part of a team made up of the OGG, QCS and the applicant.		YES	NO	NA	P	4.53, 9.01
14-19	As a participant of the OGG, the applicant is aware that there will not be an assessment fee/ surcharge for growers's group products.		YES	NO	NA	D	4.53
14-20	As a participant of the OGG, the applicant acknowledges and agrees that only products being sold under the regional OGG label will be considered as certified organic.		YES	NO	NA	D	4.53