1. Determine the source of water to be used for spraying.
2. Well or municipal water sources will use the 5ppm recommendation from the Chlorination Table on this SOP. Pond, stream or reservoir will use the 10ppm recommendation.
3. Wear required personal protective equipment as directed from the pesticide label that you are using.
4. Pre-fill one-fourth of the spray tank with clean water.
5. Mix into the tank the appropriate amount of chlorine bleach according to the Chlorination Table.
6. Continue to fill the tank until one-half full then proceed to mix in crop protectants according to requirements.
7. Finish filling spray tank to top and prepare to move to field.

CHLORINATION OF CROP SPRAY WATER

<table>
<thead>
<tr>
<th>Gallons of Mix</th>
<th>5.25% Bleach Solution</th>
<th>6% Bleach Solution</th>
<th>10% Bleach Solution</th>
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</table>
1. Turn on and allow water to wet the hands and wrists.
2. Use soap bar or liquid soap and apply to the hands.
3. Rub hands vigorously together for 15-20 seconds.
4. Scrub hands thoroughly including back of hands, between the fingers, around cuticles and under the wrists.
5. Under a stream of running water, rinse the hands well
6. Dry the hands with a clean towel or disposable paper towel.
7. If using a public restroom, a paper towel should be used to turn the faucet off.
8. Dispose of the towel in the proper receptacle.
1. A first aid kit is properly identified with signage and located where all employees have access to its contents.
2. If you obtain a wound or cut while working, you need to **stop working immediately**.
3. Contact your supervisor and have it attended to.
4. Here are the main steps for dealing with cuts on your body:
   a. Cleanse area thoroughly with soap and warm water, carefully washing away any dirt.
   b. Apply direct pressure to wound until bleeding stops.
   c. Apply antibacterial ointment to sterile bandage.
   d. Put sterile bandage on wound and secure with tape.
   e. If cut is deep, get to a doctor as quickly as possible.
5. Now here are the main steps for dealing with abrasions:
   a. Wash thoroughly with soap and warm water.
   b. If it bleeds or oozes, bandage it to protect it from infection.
6. Attending to a cut or abrasion fast will help prevent infection. However, sometimes an infection can still occur; here are the main signs to look for:
   a. Swelling
   b. Redness
   c. Pain
   d. May cause fever
   e. Presence of pus
7. If a wound is infected, or you just think it might be, get additional medical attention right away.
8. Record all incidents of cuts or abrasions on the Illness/Injury Reporting Log (3.08).
1. Produce contamination occurring during harvest or packing will be addressed immediately when this occurs.

2. When produce is exposed to bodily fluids related to accident or illness:
   a. Stop work immediately.
   b. Attend to injured or sick worker.
   c. Isolate all produce involved in the immediate vicinity.
   d. Remove this produce to a bin, trailer or facility designated for culled produce.
   e. This product is not to enter the packing/processing line again.
   f. Clean all affected areas as directed in SOP 2.52.

3. When produce is mechanically damaged during harvest, packing or processing:
   a. Stop work immediately.
   b. Pull all damaged product from the harvest, packing or processing operation.
   c. Dispose of product by depositing in designated culled produce area.
   d. Remove damaged containers to trash area not to be reused again.
   e. Clean area or equipment to avoid future accident or injury.
   f. This product is not to enter the packing/processing line again.
Standard Operating Procedure

Farm Name __________________________

Doc.No. 2.05
Title: Toilet, Restroom and Field Sanitation Unit Policy and Cleaning Procedures
Effective Date: ____________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. A basin, container, or outlet with an adequate supply of potable water, soap, and single-use towels are provided for each toilet facility.

2. Each station has a sign, written in a language(s) that all employees can understand that reminds them when and how to wash their hands.

3. One toilet facility and one hand washing facility is provided for each twenty (20) employees.

4. Toilet and hand washing facilities are accessible and located in close proximity to each other and within a one-quarter-mile walk of each hand laborer's place of work in the field. Where due to terrain or it is not feasible to locate facilities as required above, the facilities are located at the point closest to vehicular access and workers are provided reasonable access throughout the day.

5. Toilet facilities are adequately ventilated, appropriately screened, have self-closing doors that can be closed and latched from the inside and are constructed to insure privacy.

6. Where employees who perform field work for a period of three (3) hours or less (including transportation time to and from the field) during the day, toilet and hand washing facilities are available at alternative sites.

7. Toilet and hand washing facilities are regularly maintained and supplied as necessary to keep them clean, sanitary, and functional.
   a. Wash walls from top to bottom, as needed.
   b. Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
   c. Fill paper products and soap dispensers.
   d. Remove trash to dumpster.
   e. Record initials and date of cleaning on “Service Record” sheet when unit is serviced.
   f. 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.

8. Water for drinking and hand washing is continuously supplied.
9. If a major spill or leak of field sanitation units or toilet facilities occurs, access to the facility and the affected area around it is blocked off until clean up occurs. The facility cannot be used by workers until a supervisor has inspected the site for cleanliness.

10. Facilities are cleaned and maintained ________ times per week during the production/harvest season.
1. Any sanitary facility used by workers on the farm should be located away from any primary production area.

2. If a major spill or leak of field sanitation units or toilet facilities occurs, access to the facility and the affected area around it is blocked off until it can be inspected.

3. All affected area around the facility should be properly cleaned.

4. Have available either equipment (tractor with loader) to move soil or materials (filled sacks or bales of hay or straw) to help to contain the spill.

5. The area will be secured and contaminated soil will be removed from the affected area and properly disposed.

6. Before reusing, check the facility for leaks or cracks and have it serviced by the contractor.

   The facility cannot be used by workers until a supervisor has inspected the site for cleanliness and approves the clean-up activities.
1. When broken glass/brittle plastic is/are found anywhere in the area, put a HOLD on all activities (Anyone can do this).

2. Conduct a thorough inspection of all open, uncovered products, packaging materials, etc. in the immediate area.

3. Immediately inform the Foreman or Supervisor.

4. Wear protective disposable gloves.

5. Remove large pieces of glass or brittle plastic by hand and place in the garbage bin.

6. Sweep up the rest of the glass/brittle plastic shards in the area.

7. Wash all affected areas thoroughly with water or with a damp wipe-all.

8. Area must be checked by Foreman or Supervisor before resuming work in the area.

9. Return cleaning equipment and dispose of protective equipment

10. Wash hands before returning to work.
Standard Operating Procedure

Farm Name ____________________________

Doc.No. 2.08

Title: Maintenance and Cleaning of Harvest Containers, Lugs or Totes

Effective Date: ______________________

Reviewed by: ___________ GAP Coordinator, Date: __________

1. All harvest containers are inspected for damage and repaired before being used in the field. Un-repairable containers are taken out of use and disposed of by crushing, burning or taken to disposal facility.

2. Harvest containers are inspected on a weekly basis.

3. A cleaning/sanitation schedule is followed after each product is harvested or at the end of each daily shift whichever occurs most often.

4. Procedure:
   a. Harvest containers are flushed with potable water source.
   b. Water added to harvest containers has added detergent to dissolve field soil.
   c. Containers are agitated as they travel back to the field for next harvest.
   d. All harvested product then goes through a chlorinated washline before final packaging.

5. Cleaned and sanitized containers are only used for harvest of produce. No non produce items will be stored in harvest containers.

6. Employees are instructed to not use containers to store personal items such as clothing or lunches.

7. Cleaned harvest containers and new boxes are either stored in clean sealed area or stacked on pallet and covered with plastic until used. All harvest containers- old or new- are washed and sanitized at the beginning of each production season.
1. All produce will be harvested into clean plastic harvest containers for washing/grading or new boxes/containers in the case of field packing product.

2. All finished containers or harvest containers shall be labeled to assure traceability from the field.

3. Filled containers, finished boxes or marketable units shall be loaded on to truck or trailer with cleaned surface as per policy (SOP) for cleaning equipment.

4. The method of transport shall have either a permanent cover or temporary cover available while moving from field to storage.

5. Temperature sensitive product will be uncovered once it arrives at storage/packing facility if there is a permanent covered facility to house such vehicles.

6. No product will be parked under any area where it may be contaminated from bird, tree dropping or dust from roadways.

7. Product requiring cooling or refrigeration will be transferred to these areas within one half hour of arrival at the storage facility.
1. All products produced by the farm will be assigned a traceability code (Lot number) based on harvest date, crop, and field number (2.16)
2. Lot numbers with inventory will be recorded on crop production-disposition sheets (5.05) as product is harvested from the field.
3. Harvested product will be tagged, stamped or labeled by marketing unit (example, bin, box, pallet, bag, etc.) with the assigned lot number.
4. All product is invoiced as it is shipped from the farm.
5. Invoices include farm name and information, buyer name and information, and inventory amounts transferred/ exchanged.
6. Invoice should be signed or initialed by the customer (receiving party) when product is delivered
7. All unused/ unsold inventory is accounted for (production-disposition sheet) including quantity, date and method of disposal.
8. An annual “Mock Recall” shall be performed during the first full week of crop production each growing season (2.37).
1. No smoking is allowed in the production fields, product handling areas or break room.
2. This farm has a designated lunch and break time period.
3. Employees are responsible for bringing their own food in coolers or they are allowed to leave the farm during the lunch time period to go to purchase lunch.
4. No food or drinks except water in plastic containers are allowed to be consumed in production or product handling areas.
5. No glass containers are allowed in any produce areas of the farm.
6. A break room is available for workers to use during lunch or breaks.
   This room contains:
   a. Tables and chairs
   b. Water cooler
   c. Restroom facility that includes handwashing.
7. All employees must wash hands before returning to work or production areas.
Title: Policy for Reporting Illness or Injury

1. Any worker who becomes ill while working in production or harvest areas must report condition to the foreman or supervisor.
2. If the illness requires medical attention, the foreman or supervisor should seek either emergency attention or regular medical attention for the worker.
3. If there is an episode of blood or body fluid involved, be sure to follow procedures (2.52) for cleaning and isolating contaminated product.
4. If the worker wants to and is able to continue work, they should be moved to a non-production/handling area and assigned other types of tasks in order to avoid contaminating any produce or production area.
5. Record the illness episode on the Illness/Injury Log (3.08)
Standard Operating Procedure

Farm Name ______________________________

Doc.No. 2.15
Title: **Proper Use/Disposal of Farm Based Manures or Biosolids**
Effective Date: ____________________
Reviewed by: __________ GAP Coordinator, Date: __________

___ Option One

1. No manures are to be used on any production fields for this farm.

___ Option Two

1. Non-food crop production areas such as hay or pasture are the only areas to be utilized for spreading manure.
2. These areas are chosen so that they are not in close proximity to any food crop production areas.

___ Option Three

1. Any or all manure that may be applied is utilized during planting of fall cover crops i.e. rye, wheat, others.
2. Manure is applied and cultivated into soil seed bed.
3. Fall cover crops are seeded and grown to capture nutrients and allow decomposition of organic materials.
4. The green manure is turned under and cultivated in the spring.
5. This allows for 180+ days before planting or harvest of any food product.
1. Traceback codes will be assigned to all commercial crops produced on the farm.
2. The code will include (1) the date harvested, (2) crop and (3) field number.
3. The following protocol will be followed in assigning traceback codes:
   “On date & year, I harvested crop from field number.”
4. The three digit date will be assigned using the Julian calendar format.
5. The harvest year will be the last two digits of the current year.
6. The crop code will be a two digit number assigned by the grower based on crops grown.
7. A two digit number will be assigned to all production fields under the management of the grower (These numbers will be posted in the field.)
8. The assigned traceback code will be set up as follows: 000-00-00-00
9. The traceback code will follow that crop from time of harvest through final disposition from the farm.
10. All products will carry the assigned traceback code on boxes, pallets or designated harvest container and will be recorded on crop production/disposition sheets and invoices.
1. Tractors, trailers and other farm equipment used to harvest fresh produce will be inspected annually for any hazards related to damage or contamination of produce.

2. Inspection will include:
   a. Lights, lenses and electrical wiring
   b. All hydraulic hoses and lines
   c. Connections for implements and lubrication fittings
   d. Trailer bed and/or container surfaces
   e. Temporary, permanent or retractable covers

3. All noted deficiencies will be repaired annually and more often if noted during usage in harvest season.

4. Equipment with lights and glass lenses will be equipped with screened covering over glass lenses. They will be monitored regularly and any breakage will be repaired as soon as noted.

5. All equipment will be regularly cleaned using pressure washer, potable water and soap to remove dirt, mud or plant debris from surfaces on a monthly basis during harvest season. This procedure will occur more often when weather conditions dictate additional cleaning.

6. As regular maintenance occurs, all equipment lubricants will be transformed to food grade lubricants and grease and used thereafter.
Standard Operating Procedure

Farm Name __________________________

Doc.No. 2.19
Title: Cleaning and Sanitizing Hand Harvest Equipment
Effective Date: ____________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. Examine the condition of all harvest tools, containers, crates and pallets at the start of the season and at scheduled intervals during the season.
2. Discard any hand tools or harvest equipment if they cannot be properly cleaned or repaired.
3. Tools where handles are taped for maintenance purposes should be discarded because of concealed cracks/crevices where bacteria cannot be removed.
4. Tools used for harvest of fresh produce should be designated for this purpose only and not used for any other purpose.
5. Keep all harvest tools and equipment that comes in contact with fresh produce as clean as is practical.
6. Cleaning and sanitation should be followed for the following items:
   a. Knives and cutting tools will be dipped in sanitizer (Chlorine, Hydrogen peroxide, or Iodine) located at hand wash stations each time that hands are washed before re-entering the harvest field. (This solution will be emptied at the end of the shift and replaced at the beginning of each day.)
   b. Knives and cutting tools will be washed with soap and potable water at the end of each harvest day. They should be sprayed with a non stick cooking spray to reduce moisture and corrosion caused by sanitizing solutions during the day.
   c. Sheaths for knives or harvest tools can cause cross contamination and therefore, should not be used unless constructed of a material that can be cleaned regularly.
   d. Boots, gloves and aprons should be inspected at the end of each work day.
      e. They should be washed with soapy water, rinsed and hung to dry overnight.
7. When purchasing knives or cutting equipment to be used for harvesting, preferred materials should include handles made of materials other than wood; and metal parts of stainless steel if possible.
8. Do not use tools for harvest that have been used for maintenance or mixing of other materials.
1. **Follow the 3 C’s: Caution, Control/Contain, Clean up!**

   a. Do not expose yourself unnecessarily to chemicals.
   b. Avoid situations where you may become trapped.
   c. Wear Personal Protective Equipment (PPE), such as rubber gloves, boots, long sleeves, long pants; use additional PPE as instructed by the label.
   d. Approach the spill from a safe direction (e.g., upwind, upstream).
   e. Avoid spills that are reacting (hissing, bubbling, smoking, gassing, burning). Evacuate and call 911.
   f. If you have been contaminated, wash with running water at least 15 minutes.
   g. If others have been contaminated and are still able to walk, help them to wash. Wash yourself when you finish.
   h. If anyone has become incapacitated, call 911.

3. Control the source/Contain the spill.
   a. If possible, safely stop the spill (e.g., place a leaking container in a larger container, close a valve), immediately!
   b. Keep the spill from spreading by using absorbent material, sandbags or by digging a trench to contain fluid.
Standard Operating Procedure

Farm Name __________________________

c. If the spill is too big for one person to control and clean up, call 911 or your local emergency number.

d. Evacuate the area; set up barriers to keep people (and animals) out.

e. Stay with the spill site until someone relieves you.

4. Clean up.

a. For general spills:

   i. Spread absorbent material (fine sand, vermiculite, clay, pet litter) on the spill area.

   ii. Avoid using sawdust. Strong oxidizing chemicals can combust and be a potential fire hazard.

   iii. Sweep and scoop all material; work from the outside toward the inside to reduce further spread.

   iv. Scoop material into a steel or fiber drum lined with a heavy duty plastic bag.

   v. Repeat until the spill is soaked up.

   vi. Seal the bag. Double bag it, label it clearly and dispose of it properly.

b. Some chemicals (e.g., organophosphates) may require special handling. Check the product label for more information.

c. For spills on soil:

   i. Apply activated charcoal immediately for minor spills.

   ii. For larger spills, the top 2-3 inches of soil must be removed and properly disposed of; then cover the area with at least 2 inches of lime and fresh top soil.

* Center for Food Security and Public Health
Standard Operating Procedure

Farm Name __________________________

Doc.No. 2.22
Title: Policy for Employee Work Clothing and Personal Items
Effective Date: ____________________
Reviewed by: ________________ GAP Coordinator, Date: _________

1. Clothing
   a. Employees should wear clothing that is clean and appropriate for the workplace.
   b. Shoes that do not expose feet (no sandals) are required at all times in the workplace.

2. Jewelry
   a. Jewelry should not be worn while working. It should either be left at home or be removed and left in the worker’s vehicle. The only exception to this policy is wedding bands and small, non-dangling earrings.
   b. This farm is not responsible for lost or stolen property.

3. Hair/ hairnets
   a. The use of hairnets is considered optional on this farm.
   b. Workers with long hair are required to wear a cap or keep hair pulled back to avoid unsafe working conditions.

4. Gloves
   a. The use of gloves during harvest or packing products on this farm is considered optional.
   b. If an employee has a cut or wound, they are required to wear a glove while there is a dressing (bandaid) over the cut.

5. All personal belongings are to be kept in the break room or vehicle. Harvest containers are not to be used to store personal belongings.
This facility’s employees will have daily maintenance and cleaning responsibilities for the packing house facility. The following list will be completed and recorded before the end of the work day:

1. Floors will be swept in the packing house facility and the outside grounds will be kept free of litter and debris.

2. The floor drains will be evaluated daily and kept free from obstructions.

3. Equipment will be cleaned and sanitized in the processing area of the packing house facility.

4. Water will be removed from the floor (if needed) in the processing area. No excessive water will be left standing in this area.

5. Restrooms will be monitored daily for soap and paper replacement. Garbage cans will be monitored daily and emptied as needed. They will be cleaned on a weekly basis and the cleaning will be recorded on the log sheet located on the back of the restroom door.

6. Coolers will be cleaned as noted in the owner’s manual by employees.

7. The ice maker will be cleaned according to SOP 2.23.

8. Garbage receptacle/bins are located outside of the main parking area. They will be kept clean and maintained daily by the staff. Doors will be kept closed. Receptacles will be located away from the packing house facility’s main entrance.
Standard Operating Procedure

Farm Name ____________________________

Doc.No.  2.28
Title: **Use of Containers in Packing House Facility**
Effective Date:  _________________
Reviewed by: _____________  GAP Coordinator,  Date: __________

1. Produce is delivered to this packing facility on pallets, in bins, in boxes, etc. and logged onto the log book.

2. Produce then begins the packing house process. Depending on the commodity and the wait time (how much produce is in front of it), it may be sent to the cooler or to the wash line.

3. Once at the wash line, the produce is washed and graded.

4. After grading, the produce is packaged in a new box specifically for that commodity. This facility only uses new boxes for repacking and shipping. The produce is coded and logged for traceability.

5. Produce is then placed in the cooler or appropriate area until ship date or placed directly on a truck to be shipped immediately.
1. The packing facility staff will inspect transporting vehicles before produce is loaded from the packing facility.

2. Conveyances are required to be clean, in good physical condition, free from disagreeable odors, from obvious dirt and debris.

3. No food product/ non-food product will be mixed on transport.

4. Trucks transporting produce must maintain 35 to 40 degrees Fahrenheit during delivery. Upon inspection at shipping, temperature will be recorded.

5. Carriers will be instructed as to required temperature for specific loads. This information will be recorded on the Bill of Lading and signed by the grower/packer and the carrier.

6. This packing facility reserves the right to refuse any conveyance that does not abide by established guidelines and expectations.

7. If packing facility staff brings unsatisfactory conditions to the attention of the driver and the driver insists on transporting the produce, the load becomes the liability of the driver/carrier if produce is denied by the buyer.
When an in-home bathroom is to be used for restroom facilities during crop production and harvest, the following procedure shall be followed:

1. “In-Home” restroom usage is provided for growers and their family who participate in food crop production activities on the farm.
2. Regular inspection and cleaning shall be done a minimum of weekly-more often if/when needed.
3. The following items will be addressed:
   a. Substitute any cloth towels with single use paper towels while using as working restroom. (Replace with cloth towels when not in use as a working restroom.)
   b. Clean/ disinfect sink, commode, floor
   c. Empty trash container
   d. Replace toilet tissue
4. Wash hands after using the facility and again at designated location before returning to work.
5. Signage shall be posted between the home restroom facility and the field to remind to wash hands before returning to work.
6. Records for restroom maintenance shall be kept in the Plan of Action Manual rather than the in home restroom.
7. Maintenance records shall only be kept during time when the home restroom is used during cropping/ harvest activities.
Standard Operating Procedure

Farm Name ____________________________

Doc.No. 2.31

Title: Policy for Rodent Control in Farm Work Areas and Storage Facilities*

Effective Date: ____________________

Reviewed by: _______________ GAP Coordinator, Date: ____________

1. Our farm’s rodent control program is considered to be an ongoing process.

2. We will practice a 4 step prevention program:

   1. Elimination of harborage
      
      i. All stacked or stored materials including product, packaging and other materials will be kept on pallets.

      ii. When possible, stored materials including stored product will be stored no closer than 18 inches from adjacent walls.

      iii. Vegetation, rubbish and ornamental plants around structures will be reduced as much as possible

      iv. Any spaces under buildings will be blocked off and burrows filled in.

   2. Rodent-proofing structures

      i. Any opening that is considered a possible entry (greater than 3/8-1/2 in.) will be closed up.

      ii. This includes sealing around pipes and floor drains.

      iii. Areas where recurring burrowing has occurred, will be sealed with sheet metal or concrete.

*Washington State University Extension
3. **Elimination of food and water**
   
i. Daily facility cleaning procedures (Doc. 2.27) shall be followed and documented (Doc. 3.39).

   ii. No foods should be left in worker break rooms unless they are kept in a sealed container or refrigerator.

   iii. All culls or “grade outs” shall be removed from buildings on a daily basis and placed in closed container away from production or storage areas.

4. **Killing rodents**
   
i. All rodenticides will be used according to label directions.

   ii. Rodenticides will be used in enclosed tamper-proof bait stations placed outside of buildings (no farther than 50’ from perimeter of such buildings). No rodenticides will be used inside storage facilities or coolers when produce is present.

   iii. Bait stations will be placed so that they are located on both sides of outside corners and

   iv. Traps will be used inside of buildings and coolers when needed.

3. During harvest season when product is being cooled or stored, monitoring of traps and bait stations shall be done weekly and recorded in the Pest and Rodent Control Log (Doc. 3.05).

4. The rodent control program will be a part of the Annual Assessment of Wild and Domestic Animal Activity (Doc. 4.29)
Standard Operating Procedure

Farm Name __________________________

Doc.No. 2.32
Title: Conducting a Sanitation and Worker Protection Training Using an Oral Checklist
Effective Date: ____________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. In the event of training needed but video trainings/other materials not available, the food safety coordinator may conduct an oral training using a checklist of sanitation and worker protection items to be covered.

2. Someone (foreman, worker) is available if translation is needed for Hispanic workers.

3. Workers will sign in using DOC 3.01 to confirm attendance during training session.

4. The sanitation portion of the training shall include the following items:
   a. Potable drinking water sources- bottled and coolers.
   b. Proper handwashing procedures
   c. Sanitary facility (PortaJohn) usage
   d. Handwash station usage
   e. Notify if soap, tissue or towels are needed
   f. Handwashing required before entering or reentering the production field after using restroom, breaks, smoking, eating, handling or disposing of trash.
   g. No food items to be taken into the field/ No glass containers
   h. Glove and hair net policy if required
   i. No personal items or non-produce items stored in harvest containers
   j. Jewelry policy
   k. Sickness policy related to handling produce
   l. Contaminated produce policy related to cuts or bodily fluids
m. First aid for cuts, abrasions and injuries and location of first aid supplies

5. The worker protection portion shall include the following:
   a. Posted information related to sprayed fields and re-entry.
   b. What to do if you suspect pesticide poisoning
   c. Emergency phone numbers
   d. Personal protective equipment available and location
Standard Operating Procedure

Farm Name ____________________________

Doc.No. 2.35
Title: Protocol for Collecting Water Samples*
Effective Date: ____________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. Do not open the sampling bottle until just before taking the water sample.

2. Be careful not to contaminate the inside of the sample bottle.

3. Collect samples in sterilized bottles. If necessary, ensure the sample container contains sodium thiosulfate. Contact the laboratory for instructions.

4. Use a new pair of gloves for each sample taken.

5. The time between collection and the start of the analysis should not exceed 24 hours.

6. Sampling Procedure:
   
   a. Using the water resistant marker, record the following information on an unopened sample bottle: date, sample location and sampling time.

   b. Proceed to sample area.

   c. Put on rubber gloves before opening the sample bottle.

7. Distribution System
   
   a. If the water is to be taken from a distribution system, select a tap that is supplying water directly connected to the main system.

   b. Use an alcohol wipe to disinfect the tap.

   c. Open the tap fully and let the water run for 3-5 minutes or until the line is completely flushed.
d. Fill the container to the fill line on the sample bottle. If sodium thiosulfate is used, do not let the container overflow.

8. Rivers, Lakes, Streams, Reservoirs, etc.
   a. Do not take samples too near the bank or too far from the point of drain off, or at a depth above or below the drain off point. Samples should be representative of the water that is used as the source of supply to consumers.
   
   b. Hold the sample bottle by its base and plunge into the water source with the neck of the bottle facing down.
   
   c. Slowly turn the bottle upward allowing the bottle to fill and cap the bottle tightly.

9. Transportation
   a. Place the samples in a cooler and add a sufficient amount of gel ice packs to keep the samples cool during transportation to the laboratory.

   b. Ship the samples for overnight delivery to the laboratory, or hand deliver to laboratory within 24 hours from the time of sampling.

* Waters Agricultural Laboratories, Inc.
Standard Operating Procedure

Farm Name ____________________________

Doc.No. 2.37
Title: Conducting a Mock Recall
Effective Date: ________________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. In order to test this farm’s traceability system, a mock recall will be conducted during the first full week of harvest.

2. A lot number from the crop production disposition report (5.05) will be randomly selected.

3. The product will be traced from the field through the disposition of the total inventory to all buyers. (Direct Marketed product will be designated as such and will not go further.)

4. This activity will be recorded on form 3.12.

5. A call to each buyer will be made by the grower asking the status of the selected lot number. The buyer will verbally give the status.
   a. How much is still in inventory at their site?
   b. How much has been distributed on to retailers or other?

6. The grower will then request written confirmation of the information received related to the status of the product.

7. The written confirmation will be maintained by the grower (4.20).
Standard Operating Procedure

Farm Name  ______________________

Doc.No. 2.41
Title: Policy for Potable Water Used for Drinking and Handwashing
Effective Date: ____________________
Reviewed by: _______________ GAP Coordinator, Date: __________

1. All potable water sources must have been tested annually to maintain quality and freedom from pathogenic bacteria.

2. A municipal water source is considered potable and a test from the municipality shall be kept on record.

3. The water test must be done by an accredited laboratory.

4. Results must indicate absence of both e coli and total fecal coliform to be acceptable for drinking or handwashing.

5. If handwash stations are used where potable water is not available, the water will be shocked with household chlorine bleach (free of fragrances and additives) at a rate of 1/8 teaspoon per gallon of water. Let treated water stand for 30 minutes before using. Virginia Department of Health News Release, October, 2012

6. If handwash stations are contracted through a private contractor, the grower will request a confirmation of test and source of contractor’s water. This confirmation will be kept on record in POA manual (4.33)
Standard Operating Procedure

Farm Name __________________________

Doc.No. 2.50
Title: Selecting and Storing Packaging Materials*
Effective Date: _________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. It is the policy of this farm to only use new containers to prevent contamination of the products.

2. At no time will any product-contact container or packaging material come in contact with the ground/floor or walls. A pallet should be used as a buffer at all times to prevent contact with the floor of the facility, and workers are instructed when using mechanized transportation not to come into contact with the walls of any area of the facility.

3. Plastic, collapsible bins are built with a pallet-like bottom which raises the product portion of the bin off of the ground.

4. Procedures for Storage of Packaging Materials:
   
a. As shipments of new containers and packaging materials are received, each pallet will be individually wrapped to ensure contaminants are restricted from contact with the containers.

   b. All containers and packaging materials are stored in an enclosed location to prohibit contamination. Space is left between the stored materials to leave room for cleaning and inspection.

   c. As pallets of containers or packaging are opened, the remainder of the pallet will be re-wrapped to prevent contamination.

   d. Product-contact containers in use in the Grading/Packing/Cooling area will be covered when not in use, and all packaging materials in use will be closed up when not in use to prevent contamination.

5. Inspection of Packaging Materials & Pallets:

   a. Visual inspection of all boxes, bins, packing materials, and pallets will be done by market staff and contract employees before use.

   b. Any broken packaging or pallet will be discarded.

   c. If any foreign materials are present, the packaging or pallet may be properly cleaned and sanitized; but these products must be properly dried before use.

*Tammy Hall, Southwest Virginia Farmers Market, Hillsville, VA
Standard Operating Procedure

Farm Name ______________________________

Doc.No. 2.52
Title: Cleaning Food Contact Surfaces Exposed to Bodily Fluids
Effective Date: ____________________
Reviewed by: _____________ GAP Coordinator, Date: __________

1. If you obtain a wound, cut or have a nosebleed while working, stop working immediately and contact your supervisor to get first aid or medical attention.
2. Immediately stop all activities in the area where contamination has taken place.
3. Wear protective disposable gloves.
4. Discard all product that has come into contact with any blood.
5. Move any contaminated product containers or transport equipment to area to be washed and disinfected.
6. Ventilate room well prior to using chlorine product.
7. Soak up any fluid using disposable paper towels
   a. Cover area with towels soaked in 10,000ppm (1%) of available chlorine (e.g. Milton)
   b. Mark the container of mixture as a 1:10 Disinfectant Solution of Chlorine Bleach (This is 1 part chlorine to 10 parts water, put water in container first then add chlorine)
   c. Leave for at least 2 minutes
   d. Remove used cleaning materials to refuse container
8. Clean area with hot water and detergent.
9. Dry area using disposable paper towels
10. Dispose of protective clothing and wash hands.
1. Pumpkin and winter squash should be cut one to two weeks prior to marketing. (Curing may average up to 10 days.)

2. Ideal day temperatures for maturity are 80-85 degrees. Night temperatures should not drop below 60 degrees.

3. Pumpkins are considered mature when they have a deep orange color and hardened rind. (As long as pumpkins have started to turn color, they will ripen off the vine.) Winter squash will have very hard skins that cannot be punctured with your thumb nail. They will also have a dull-looking surface. (Note: A 10 day curing period between harvest and packing will improve keeping quality when packed. This can be accomplished by cutting from the vines and leaving in the field.)

4. Cut fruit off the vine with pruning shears (Do not pull or twist stems). Leave a 3 to 4 inch handle on the pumpkins and 1 inch stem on the winter squash. Handle Carefully. Do not carry fruit by their stems.

5. OPTIONAL: Pumpkin handles remain healthier if they are sprayed with a 100-200ppm application of chlorine/water (1 tablespoon of 5.25% chlorine bleach per gallon of water= 200 ppm). Do this after cutting and allow to dry before binning.

6. Pumpkins should be clean, solid, free from cuts and bruises, and have the color characteristic of the variety. The stem should be solid and cut off 3-4 in. long. Grade for uniform size and quality. Pack bulk by the count or weight. Temperature: 50-55 F Relative humidity: 70-75%
Standard Operating Procedure

Farm Name ____________________________

7. Be careful to avoid chilling injury to winter squash. Remove from the field if temperatures go below 50 degrees. If winter squash are subjected to chilling, these should be marketed first. They should not be used for long term storage.

8. Winter squash will be washed/dipped in a solution of 100-200 ppm chlorine/water then rinsed with potable water. Allow squash to dry before packing into boxes. Winter squash should be mature, well-formed, hard-shelled and heavy for their size. Grade for size and quality according to buyer specification. Pack in 1 1/9 bu. box. Temperature: 50-55 F Relative humidity: 50-75% Cooling: Room cooling.
In order to assure the utmost quality and cleanliness of field harvested and packed product, routine and random inspections must take place.

**Routine Inspections shall include:**

1. Checking to assure that workers are following acceptable clothing and equipment (gloves/hairnets, etc.) requirements.
2. Sanitary facilities and handwash are available to workers.
3. To further protect the produce from contamination during harvest, the crew will regularly inspect the harvested produce. Any foreign object (glass, metal, rocks or other matter not the harvested crop) will be removed.
4. Workers are instructed and expected to report such foreign matter contamination to their supervisors.
5. Any damaged or culled produce that is discarded is placed in an appropriate location.
6. Excess soil must be removed from product before packing.
7. The product should be reasonably clean when harvested if it is to go into a future washline process.
8. Any harvest containers and packing boxes stored at the site are done so as not to contaminate harvested product.
9. All packing containers are new and not re-used.
10. Harvested product has been marked correctly for traceability.
11. All harvested produce is kept from contact with ground surfaces.
12. A percentage of closed boxes of finished product are opened in the field for re-inspection.
13. Finished product is transported, stored and cooled appropriately for the type of product being harvested.
Random Inspections shall include:

1. Observation as to availability of sanitary facilities and handwash.
2. An additional random inspection of a closed box of finished product is conducted.
3. Observation and inspection of transportation and storage of finished product is noted.

All quality control inspections are documented (DOC 3.42)
1. If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or human resources. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. (DOC 8.49)

2. This farm operation is obligated to maintain a safe and secure workplace, and that includes preventing sexual harassment or discrimination.

   a. **Discrimination** – Unequal or different treatment of an individual in any personnel action on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, source of income, familial status, or physical or mental disability or other protected status in accordance with applicable law.

   b. **Harassment** – Verbal or physical conduct that is derogatory, shows hostility towards an employee because of their protected status, and/or involves unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other conduct or communication of a sexual nature.

3. **Sexual harassment** is any unwelcome sexual advance or conduct on the job that creates an intimidating, hostile or offensive workplace. Whether something is offensive is judged by asking whether a reasonable person should have to endure the conduct in question.

4. Sexual harassment can take many forms, here are some common examples:
   a. A male employee making derogatory comments about the length of a female coworker’s skirts
   b. Employees hanging out in common areas telling sexually explicit jokes
   c. One employee sending another employee an email that uses suggestive or explicit language
   d. A boss referring to his secretary in a sexist and demeaning way.
   e. A supervisor implying that to get a raise, a coworker needs to sleep with him
f. One worker groping another coworker

5. This farm is an "equal opportunity employer." We will not discriminate and we will take "affirmative action" measures to ensure against discrimination in employment, recruitment, placing advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

6. The most common expressly-prohibited forms of discrimination in employment include:

   a. Harassment on the basis of race, color, religion, sex, national origin, disability, genetic information, or age
   b. Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices
   c. Employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities, or based on myths or assumptions about an individual's genetic information
   d. Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability
   e. Denying employment opportunities to a person because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group

7. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

8. The complaint must identify the action, decision, conduct, or other basis that constitutes an alleged act or practice of unlawful or prohibited conduct and must allege that the action, decision or occurrence was taken or based on the complainants protected status as described above. In most instances, the event which is the basis for the complaint must have occurred within the past six months. An employee or job applicant does not have to file a formal complaint in order to discuss a concern about a situation they believe may involve discrimination, harassment or retaliation. If advised, then the complainant should then complete Doc 3.43 Form for Documenting a Harassment or Discrimination Incident before proceeding to the interview stage.
9. When a complaint is filed, it proceeds through two stages:

   a. Interview: The person receiving the complaint will discuss the details with the complainant to explore options for resolution.

   b. Investigation: The incident will be investigated with involved parties and witnesses. Information obtained from the complaint will not be discussed with others except as necessary to investigate and resolve the complaint.

10. The investigator will prepare a written summary (DOC 3.24 Corrective Action) of the investigation with findings that the compliant was (1) Substantiated, (2) Unsubstantiated, or (3) Unfounded. This information will then be shared with the complainant.

**NOTE:** This procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.
1. The areas (either indoor or outdoor) designated for organic transplant production must be clearly marked and labeled on the individual producer’s field map (DOC 4.04).

2. Signage (DOC. 8.51) must be posted to designate the organic transplant area.

3. The area designated for organic transplant production must either maintain a physical dividing barrier in a greenhouse or a 30 ft. buffer zone if grown outdoors. (Buffer zones must be marked on field map DOC 4.04)

4. Any surface designed to hold transplants during production—benches, tables, counters, stands, etc.- must not contain any exposed treated wood. If any surface does contain treated wood, a non-permeable barrier such as plastic sheeting cover said wood surfaces so that transplants do not make contact.

5. All plant growing surfaces must be prewashed, sanitized and rinsed with a 10% chlorine bleach solution (DOC 2.52) before use. This activity must be documented (DOC 3.42).

6. Containers for transplant production such as seed trays, web trays, cell trays, etc. must either:
   
   a. Be new with documented purchase date and receipt of purchase (DOC 4.58)

   b. Be prewashed, sanitized and rinsed using a 10% chlorine bleach solution (DOC 2.52) before use. This activity must be documented (DOC 3.42).
7. Only approved organic transplant/potting soils (DOC 6.04) may be used for organic transplant production. Documented proof of purchase/receipt should be maintained in the grower manual (DOC 4.58). Used bags should be collected for disposal but should be retained at the farm’s trash disposal area for inspector’s review.

8. Growers must use seed for transplant production that has been sourced only through Appalachian Harvest.

9. All pest management, fertility, irrigation, or other production activities for transplants must adhere to the Approved Input Matrix (DOC 6.04). These activities must be documented (DOC 3.42).

10. All transportation of transplants from growing area to field must be transported in equipment where contact surfaces have been cleaned using the established 10% chlorine bleach protocol (DOC 2.52). These activities must be documented (DOC 3.42).

11. After completion of transplant activities, reusable empty containers should be collected, washed and stored for future use. Damaged or single use cellpacks should be collected for disposal but should be retained at the farm’s trash disposal area for inspector’s review.
1. As part of the Appalachian Harvest internal controls, growers will be permitted to source their own cover crop seeds from one of the locations listed. *(Appalachian Harvest’s efforts to source commercial quantities of certified organic seeds in this region have been unsuccessful, therefore, Quality Certification Services has consented to allow farmers to individually source their own cover crop seed.)*

2. Grower determines variety and volume of cover crop seed required.

3. Grower acquires variety and volume of seed from one of the local seed sources listed. Document variety, volume and date that cover crop seed were purchased (DOC 3.42).

4. Grower documents variety, volume and date and location that cover crop seed is applied (DOC 3.42).

5. Grower must collect all discarded bags/packaging for disposal but should be retained at the farm’s trash disposal area for inspector’s review.

### COVER CROP SOURCES WITHIN THE REGION

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<thead>
<tr>
<th>VENDOR</th>
<th>USE</th>
<th>COMMERCIALY AVAILABLE</th>
<th>DATE/CONTACT</th>
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<tr>
<td>UAP/CPS, Hendersonville NC</td>
<td>Cover Crop</td>
<td>Untreated Only</td>
<td>January 4, 2016/ Mike</td>
</tr>
<tr>
<td>Broadwater Trading, Gate City, VA</td>
<td>Cover Crop</td>
<td>Untreated Only</td>
<td>January 4, 2016/ Charlie</td>
</tr>
<tr>
<td>Lee County Farmer’s Coop, Jonesville, VA</td>
<td>Cover Crop</td>
<td>Untreated Only</td>
<td>January 4, 2016/ Mark</td>
</tr>
<tr>
<td>Tractor Supply, Marion, VA</td>
<td>Cover Crop</td>
<td>Untreated Only</td>
<td>January 4, 2016/ Nicole</td>
</tr>
<tr>
<td>Southern States, Marion, VA</td>
<td>Cover Crop</td>
<td>Untreated Only</td>
<td>January 4, 2016/ Missy</td>
</tr>
<tr>
<td>SWVA Fertilizer and Seed, Smyth County, VA</td>
<td>Cover Crop</td>
<td>Untreated Only</td>
<td>January 4, 2016/ Ryan</td>
</tr>
<tr>
<td>S&amp;W Fertilizer, Wytheville, VA</td>
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<td>Untreated Only</td>
<td>January 4, 2016/ Brad</td>
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### OTHER SOURCES

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<th>COMMERCIALY AVAILABLE</th>
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<td>Champion Seed</td>
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1.