

PrimusGFS Audit

Harvest Crew

(Module 4) Guidelines

Used in conjunction with the PrimusGFS v3.0 audit

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These guidelines help interpret/support the principles, requirements and expectations of the PrimusGFS v3.0 Modules 1, 2, 3, 4, 5, 6 and 7 as noted in the Scheme normative documents. These guidelines are neither exhaustive nor exclusive and detail minimum requirements only by means of statements related to audit questions and expectations. There will be variations in applicability to an operation based on the process(es) and commodities involved. Auditors and auditees should interpret the questions and criteria in different situations, with the food safety and risk minimization being the key concerns.

The operation's practices, policies and procedures should be pertinent to the situation at hand and be able to stand up to any challenge by an auditor or other relevant interested party (including law enforcement). Where laws, customer requirements and specifications, commodity specific guidelines and/or best practice recommendations exist and are derived from a reputable source, these practices and parameters should be followed if they present a higher level of compliance than those included in the audit scheme.

Website links shown in this document are there to aid understanding and provide assistance by way of example (link listings are not exhaustive). These links are not a sign of endorsement by Azzule. Furthermore, Azzule Systems accepts no liability for the content of these links.

Please be aware that there is additional information on the PrimusGFS website including the audit checklist templates. The PrimusGFS website also has access to the official PrimusGFS General Regulations, which explain the overall scheme scoring systems and other details of the scheme.

The following is a modified excerpt from the PrimusGFS General Regulations v3.0. It is provided here as an introduction to the audit notes. For full and current text please refer to the most recent version of the PrimusGFS General Regulations at <http://www.primusgfs.com/documents.aspx>.

Audit Execution

The audit should be performed using the most recent version of the PrimusGFS normative documents. The PrimusGFS Standard is divided into **seven** Modules:

- Module 1 - Food Safety Management System
- **Module 2 - Farm**
- **Module 3 – Indoor Agriculture**
- **Module 4 – Harvest Crew**
- **Module 5 – GMP**
- **Module 6 – HACCP**
- **Module 7 – Preventive Controls**

Each Module is divided into sections, related to the specific Module and each section includes questions that detail the requirements for the specific section.

Scoring System

For **all Modules**, the amount of deficiencies and the associated risks have to be considered to assign the severity of the finding, which can be Minor Deficiency, Major Deficiency and Non-Compliance. When no deficiencies are found, a Total Compliance is given. The possible points for the questions in each Module are listed in the following table:

Scoring System for Questions				
Possible answer	Possible Points for the Question			
Total compliance	15 points	10 points	5 points	3 points
Minor deficiency	10 points	7 points	3 points	2 points
Major deficiency	5 points	3 points	1 points	1 points
Non-compliance	0 points	0 points	0 points	0 points
Not applicable	0 points	0 points	0 points	0 points

Detailed compliance requirements are noted for each question throughout this document, but some general statements are described below. These statements are superseded by the specific question compliance criteria and users should be aware that some questions do not follow the general statements below (e.g., automatic failure questions).

Compliance for Questions	
Answer	Criteria Used
Total compliance	To meet the question and/or compliance criteria in full.
Minor deficiency	To have minor deficiencies against the question and/or compliance criteria. To have single or isolated non-severe deficiencies (usually up to three) against the question and/or compliance criteria. To have covered most of the question compliance criteria, but not all.
Major deficiency	To have major deficiencies against the question and/or compliance criteria. To have numerous non-severe deficiencies (usually more than three) against the question and/or compliance criteria. To have single or isolated severe deficiencies against the question and/or compliance criteria. To have covered some of the question compliance criteria, but not most of it.
Non-compliance	To have not met the question and/or compliance criteria requirements at all. Having systematic deficiencies against the question and/or compliance criteria (severe or non-severe issues).
Not applicable	The requirement described in the question is not applicable for the operation being audited. Justification should be provided in the auditor's comments. Be aware that there are some questions that do not allow a non-applicable response.

Automatic Failure

There are some questions that if down scored will lead to an automatic failure and an overall score of 0% for the corresponding Module. On being immediately informed of the automatic failure by the auditor during the audit, the auditee has the option to have the auditor continue the audit or to have the audit halt at that point (all charges will apply).

Special Circumstances For Not Certifying

Please also note, that under special circumstances and upon finding serious food safety risks, a “not certified” decision can be given. The auditee should be immediately informed of the automatic failure by the auditor during the audit. The auditee has the option to have the auditor continue the audit or to have the audit halt at that point (all charges will apply).

There are other Special Circumstances that are not technical in nature. Examples of these include detection of deliberate illegal activities, such as deliberate mislabeling, discovery of falsified records, attempting to bribe an auditor/CB personnel, threatening behavior towards an auditor/CB personnel, etc. **Please refer to the General Regulations for further details.**

Audit Termination

Once an audit has been started, should the auditee wish to stop the audit for any reason, the auditor will complete the report for as many questions as they were able to verify. PrimusGFS audits cannot be converted into a pre-assessment audit once the audit has been started. If an audit is terminated early, questions that the auditor was unable to verify will be marked as a non-compliance and will receive a score of zero. For questions unable to be verified, the auditor will indicate that the audit was terminated at the request of the auditee before the auditor could verify whether or not the audit conformed to the compliance criteria of the question. A report will be created on the database and issued, and all charges will apply.

Documentation Requirements Organization’s Food Safety Systems:

When an Organization and its associated Operations are being audited, the auditor is checking the systems (SOP’s, policies, etc.) and the implementation of these systems **throughout the visual inspection.**

While auditees often create and implement their own systems, they can also use systems that have been created by other entities, for example, their customers’ technical manager, their consultants, etc., or a combination of resources. The Organization can create their own SOPs, or in other instances, can utilize SOP templates provided by other entities. As long as the systems meet the requirements of the PrimusGFS questions and expectations and these systems are being implemented properly, the auditee should receive full points for their efforts. The auditee is responsible for ensuring that the systems they use are reviewed, maintained and up-to-date. If the auditor detects any inconsistency, it will result in a down score.

New PrimusGFS Auditees/First-Time PrimusGFS Auditees

- In operations **that operate for more than three consecutive months throughout the year** – auditee should have at least three months of documentation (i.e. records of monitoring, training, meetings, etc.) available for review. If the auditee has less than three months of most of their documentation available for review, a pre-assessment audit is strongly advised. If the auditee has less than three months of most of their documentation available for review and decides to have a regular **scheduled** audit, they should be aware that they **cannot receive full conformance for paperwork questions relating to monitoring and that the down score will be based on the amount of paperwork available.**
- In short season operations **that operate for less than three consecutive months throughout the year** - auditee should have at least three months of documentation (i.e. records of monitoring, training, meetings, etc.) available for review (this may include last season’s documentation). Where an operation does not have three months of records available (e.g., **they are in operation for one month out of the year**), the auditee should have at least the previous season’s records available for review. If the auditee has less than three months of most of their documentation available for review and decides to have a regular **scheduled** audit, they should be aware that they **may not receive full conformance for paperwork questions relating to monitoring and that the down score will be based on the amount of paperwork available.**

Existing PrimusGFS Auditees

- In operations **that operate for more than three consecutive months throughout the year** – auditee should have documentation available from the date of the prior audit.
- In short season operations **that operate for less than three consecutive months throughout the year** – auditee should have at least three months of documentation and documentation at least since the last audit (which includes the last season). Where an operation does not have three months of records available (e.g. **they are in operation for one month out of the year**), the auditee should have at least the previous season’s records available for review.

	Operates <three months/year	Operates >three months/year
New PrimusGFS Auditee	Three months of records (may include last season’s records).	Three months of records (may include last season’s records).
Existing PrimusGFS Auditee	Records at least since the last audit (or longer) to meet the minimum requirement of three consecutive months of records.	Records since the last audit.

Visual versus Verbal Confirmation

Visual confirmation is the default method of auditing, whether on the visual inspection portion or the paperwork section. Scores and comments are assumed to have been visually confirmed, unless stated otherwise. Verbal confirmation should be the exception to the rule and, if auditing properly, these should be rarely used. If a verbal confirmation is accepted, the auditor should write this in the comments section of the **report for that specific question**.

How to Use Point Assignment Guidelines

The following sections of this guidance manual are designed to help auditors choose the right score for each question, thereby helping to ensure consistency. This document does not cover all situations and is intended to be a guideline, as opposed to a rule. Auditors are expected to follow the guidelines as much as possible, but it is understood that there will be situations where an auditor should use their discretion. If an auditor does have to make a judgment call and/or tackle a situation not covered by this manual, then the auditor should note the circumstances in the audit report with full justifications. (The auditor should also forward these details to **their Certification Body and Azzule Systems, LLC** in a separate note, so that this can be **reviewed** for **future** versions of the manual.)

In order to be consistent with the voluntary nature of requesting a third-party audit, and in order not to seem to be a legal document, the requirements within the questions are written as “should” and can be scored against. In other questions that use the term “ideally”, these statements cannot be scored against, but give the auditee an opportunity for improvement.

Notes in “red” are where the questions and/or conformance criteria have changed significantly since the previous version. Many of the changes are to improve clarification, but some are changes to the actual requirements. Please read carefully to see if these changes impact your particular situation.

Module 4: Harvest Crew

General

4.01.01: Is there a designated person responsible for the food safety program in the field?

Total compliance (10 points): There should be an appropriate person, preferably a manager, assigned responsibility for the food safety program of the harvest crew that has been trained accordingly (including to all state and federal requirements).

Minor deficiency (7 points) if:

- Single/isolated instance(s) of errors and omissions in the records showing person/persons in charge of the operation's food safety program training and/or their relevant experience in food safety.

Major deficiency (3 points) if:

- Numerous instance(s) of errors and omissions in the records showing person/persons in charge of the operation's food safety program training and/or their relevant experience in food safety.

Non-compliance (0 points) if:

- Systematic failure to document person/persons in charge of the operation's food safety program training and/or their relevant experience in food safety.
- No-one is in charge of food safety programs including food safety document control and verification of sanitation activities.

4.01.02: Does the operation have a written food safety hygiene and health policy covering at least worker and visitor hygiene and health, infants and toddlers, animal presence in growing and storage areas, fecal matter, dropped product, blood and bodily fluids?

Total compliance (15 points): There should be a written food safety policy regarding worker and visitor personal hygiene, GAPs and health requirements. The policy should cover the rules related to hygiene and health (e.g., hand washing, eating/drinking, smoking, specific clothing rules, foreign material issues, cuts/wounds, illness rules, etc.), what to do in the case of evidence of animals and/or fecal matter in the growing and/or storage areas, and what to do in the case of dropped product and if the product comes into contact with blood or other bodily fluids. All workers should be issued a list of rules in the relevant languages and confirm by signing that they understand and agree to abide. Training provided and associated records should meet all local and national regulations.

Minor deficiency (10 points) if:

- Single/isolated instance(s) of errors and omissions in the records or food safety hygiene and health policy.
- Up to three points missing off the worker and visitor personal hygiene, GAPs and health requirements listing.
- Training materials are not in the relevant language(s).
- Single/isolated instance(s) of workers and visitors not being trained or not signing a document stating that they will comply with the operations' personal hygiene and health policies.

Major deficiency (5 points) if:

- Numerous instances of errors and omissions in the records or food safety hygiene and health policy.
- Over three points missing off the visitor personal hygiene, GAPs and health requirements listing.
- Numerous cases of workers and visitors not signing a document stating that they will comply with the operations' personal hygiene and healthy policy.
- Training occurring after starting work, and within the first month. Visitor training not occurring.
- Numerous instances of workers not being trained.

Non-compliance (0 points) if:

- No records of training or workers are not being trained.
- No specific orientation given before starting work or within the first month.

- Failure to maintain records.
- The company does not have a document for workers and visitors to sign stating that they will comply with the operations' personal hygiene and health policies.
- Systematic failure of workers and visitors to sign a log stating that they will comply with the operations' personal hygiene and health policies.

Inspection

4.02.01: Is there documented evidence of the internal audits performed, detailing findings and corrective actions?

Total compliance (15 points): There should be records of the internal audits performed for each of the harvesting operations, with the frequency defined in the internal audit program. Frequency depends on type of harvesting activity and associated risk pressures but should be at least quarterly. The records should include the date of the audit, name of the internal auditor, justification for answers, detail any deficiencies found and the corrective actions taken. An audit checklist (ideally PrimusGFS) should be used that covers all areas of the PrimusGFS audit, including worker hygiene, harvest practices, on-site storage, etc. No down score if another audit checklist is used, as long as all areas are covered. See 1.04 regarding internal audit schedule.

Minor Deficiency (10 points) if:

- Single/isolated instance(s) of follow up/corrective actions not noted.
- Single/isolated instance(s) of incomplete or missing records.
- Single/isolated instance(s) of areas/issues missing on the inspection program.

Major Deficiency (5 points) if:

- Numerous instances of follow up/corrective actions not noted.
- Numerous instances of incomplete or missing records.
- Inspection frequency is not adequate relative to the type of business and the number of issues that require monitoring.
- Numerous instances of areas/issues missing on the inspection program.

Non-compliance (0 points) if:

- Systematic failure to maintain records.
- No documented internal audits have been performed.

4.02.02: Are there records of pre-harvest inspections and do they show that the current block (or coded area) is cleared for harvest?

Total compliance (5 points): A pre-harvest block inspection should have been performed and if harvesting is occurring, it should show if there are any harvesting restrictions, etc. The harvest crew might not have a copy of the actual inspection, but they should have a document indicating which blocks have been inspected and cleared for harvest. If answer No, go to 4.02.03.

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of incomplete or missing records.

Major Deficiency (1 point) if:

- Numerous instances of incomplete or missing records.

Non-compliance (0 points) if:

- No documented pre-harvest inspections have been performed.
- No evidence that the current block being harvested had been cleared for harvest.

4.02.02a: Where pre-harvest inspections have discovered issues, have buffer zones been clearly identified and at the time of the audit, are those buffer zones being respected?

Total compliance (15 points): Where pre-harvest inspections have discovered issues (e.g., flooding, animal intrusion issues), have the buffer zones been implemented (e.g., 30ft (9.1m) from flooded areas, 5ft (1.5m) from evidence of pest activity - use larger buffer zones if national and local laws are more stringent. **Not applicable if no issues have been found.**

Minor Deficiency (10 points) if:

- Single/isolated instance(s) of an issue being detected, and no corrective actions being performed prior to harvest.
- Single/isolated instance(s) of incomplete or missing records.

Major Deficiency (5 points) if:

- Numerous instances of issues being detected, and no corrective actions being performed prior to harvest.
- Numerous instances of incomplete or missing records.

Non-compliance (0 points) if:

- Systematic failure to perform corrective actions.
- A single instance of a serious issue detected during the pre-harvest inspection and no corrective actions were performed prior to harvest.

4.02.03: Is there a pre-operation inspection log?

Total compliance (10 points): Pre-operation inspections should identify potential problems with the harvesting operation, including equipment hygiene, tool hygiene, and worker hygiene. These inspections and corrective actions should be recorded. Use of ATP is an ideal practice and if used, should be recorded properly along with any required corrective actions.

Minor Deficiency (7 points) if:

- Single/isolated instance(s) of incomplete or missing records.
- Single/isolated instance(s) of a hygiene section missing from the pre-operation inspections.

Major Deficiency (3 points) if:

- Numerous instances of incomplete or missing records.
- Numerous instances of hygiene sections missing from the pre-operation inspections.

Non-compliance (0 points) if:

- Systematic failure to perform pre-operation inspections prior to starting the shift.
- No documented pre-operation inspections have been performed.

Training**4.03.01: Is there a food safety hygiene training program covering new and existing workers and are records of these training events?**

Total compliance (15 points): There should be a formal training program to inform all workers of the current policies and procedures and requirements of the company regarding hygiene. Trainings should be in the language understood by the workers, and training type and intensity should reflect the risks associated with the products/processes. Frequency should be at the start of the season and then some topics covered at least quarterly, but ideally monthly. Full annual food safety refresher training sessions are encouraged but do not replace the ongoing more frequent training. Training material covering the content of the company policies and requirements regarding food safety and hygiene should be available. These trainings should cover food safety and hygiene, the importance of detecting food safety and/or hygiene issues with co-workers and visitors, and all food safety or hygiene issues in which they are responsible. Training logs should have a clearly defined topic(s) covered, trainer(s) and material(s) used/given. Food safety training should cover at least the basic topics such as toilet use, hand washing, protective clothing (where

applicable), recognizing and reporting injury and illness, blood and other bodily fluids, jewelry, dropped product, animal intrusion, food consumption/taking breaks, foreign material requirements, food defense, etc. There should be records of workers who have attended each session.

Minor Deficiency (10 points) if:

- Single/isolated instance(s) of logs having errors or incomplete information e.g. missing one of the following: training topic, trainer or material information.
- Training has occurred but, on a few occasions, full attendance logs have not been kept and/or not all workers were covered.
- Training materials and/or company food safety policy are not in the relevant language(s).
- Training occurring, not before starting to work but within the first week.
- Single/isolated instance(s) of workers not being trained or not signing a document stating that they will comply with the operations' food safety hygiene program.

Major Deficiency (5 points) if:

- Numerous instances of logs having errors or incomplete information e.g. missing one of the following: training topic, trainer or material information.
- Training has occurred but, on many occasions, full attendance logs have not been maintained.
- Some key topics e.g. hand washing, have been omitted from the training.
- Only annual refresher training has occurred, and the operation runs for more than 3 months of the year.
- Numerous cases of workers not signing a document stating that they will comply with the operations' food safety hygiene program.
- Training occurring, not before starting to work but within the first month.
- Numerous instances of workers not being trained.

Non-compliance (0 points) if:

- Failure to maintain records. No records of training or workers not being trained.
- Many major topics have been omitted from the training program e.g. hand washing, eating/drinking rules, jewelry policy etc.
- No specific orientation given or given after the worker has been working for more than one month.
- The company does not have a document for workers to sign stating that they will comply with the operations' food safety hygiene program.
- Systematic failure of workers to sign a log stating that they will comply with the operations' food safety hygiene program.

4.03.02: Is there a documented training program with training logs for the sanitation workers, including best practices and chemical use details?

Total compliance (5 points): Sanitation training should ensure that the workers understand the importance of proper sanitation, cleaning efficacy, how to use the cleaning chemicals and how to understand Sanitation Standard Operating Procedures. Unless sanitation workers attend regular food safety trainings, sanitation training should also include elements of food safety training pertinent to sanitation operations (e.g., hand washing, restroom use, foreign material etc.). Training logs should have a clearly defined topic(s) covered, trainer(s) and material(s) used/given. Training would also ideally include worker safety issues (e.g., use of personal protective equipment, accident prevention, what to do in case of an accident, procedures for avoiding electrical hazards when cleaning, etc.). Recorded training should occur at least on a 12-month basis.

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of logs having errors or incomplete information e.g. missing one of the following: training topic, trainer or material information.
- Training has occurred, but on a few occasions full attendance logs have not been kept and/or not all workers were covered.

Major Deficiency (1 point) if:

- Numerous instances of logs having errors or incomplete information e.g. missing one of the following: training topic, trainer or material information.
- Training has occurred but, on many occasions, full attendance logs have not been maintained.

Non-compliance (0 points) if:

- No records or no training has occurred.
- Failure to maintain records.

4.03.03: Are there written and communicated procedures in place that require food handlers to report any cuts or grazes and/or if they are suffering any illnesses that might be a contamination risk to the products being produced, and return to work requirements? (In countries with health privacy/confidentiality laws, e.g. USA, auditors can check procedure/policy but not the actual records).

Total compliance (10 points): There should be documented procedures that are communicated (e.g., worker signature on a training log) to food handlers, requiring them to report any cuts, grazes and/or any illnesses that might be a food safety cross contamination risk. The procedures should indicate return to work requirements for affected workers: to whom the food handlers should report, how the issue is recorded and appropriate actions to be taken for a particular issue. Auditors should not request to review records where countries have laws covering privacy/confidentiality of health records, and therefore, a verbal confirmation should be gained.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of errors or omissions in procedure.

Major deficiency (3 points) if:

- Numerous instances of errors or omissions in the procedure.

Non-compliance (0 points) if:

- There is not a documented procedure in place.
- A procedure is in place, but it has not been communicated to food handlers.

4.03.04: Are there worker food safety non-conformance records and associated corrective actions (including retraining records)?

Total compliance (3 points): A worker non-conformance should be recorded when workers are found systematically not following food safety requirements. The auditee should have a record for worker non-compliance, corrective actions and evidence that retraining has occurred (where relevant). Auditee records might be viewed as confidential, and therefore, a verbal confirmation should be gained. There might be a tier system, which includes re-training, verbal and written disciplinary actions and allowance for immediate termination for gross misconduct.

Minor Deficiency (2 points) if:

- Option for minor down score exists but as present no known good examples exist.

Major Deficiency (1 point) if:

- Disciplinary system is not used for GAP violations.

Non-compliance (0 points) if:

- No records or no disciplinary system.

Harvesting Inspections, Policies and Training

4.04.01: Is there a documented policy, supported by worker training records, stating that when commodities are dropped on the ground they are discarded? (Non-applicable for commodities such as tubers, root crops, etc.)

Total compliance (5 points): There should be a documented policy stating that if products are dropped on ground, the products are discarded. Workers should be trained on this policy and records of training should be maintained. Not applicable for tubers and root crops (e.g., carrots, potatoes, onions, garlic).

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of incomplete or missing records.
- Single/isolated instance(s) of a worker not being trained.

Major Deficiency (1 point) if:

- Numerous instances of incomplete or missing records.
- Numerous instances of workers not being trained.

Non-compliance (0 points) if:

- There is no documented policy.
- There is no record of worker training.

4.04.02: Is there a documented policy, supported by worker training records, stating what happens when harvesters find evidence of animal intrusion (e.g., fecal material)?

Total compliance (5 points): There should be a documented and implemented policy stating what happens if harvesting workers find evidence of animal intrusion (e.g., fecal material). **Workers should be trained on this policy, including** potential corrective actions (e.g., product disposal, buffer zones, equipment cleaning) and recording of the corrective actions. **Records of training should be maintained.**

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of incomplete or missing records.
- Single/isolated instance(s) of a worker not being trained.

Major Deficiency (1 point) if:

- Numerous instances of incomplete or missing records.
- Numerous instances of workers not being trained.

Non-compliance (0 points) if:

- There is no documented policy.
- There is no record of worker training.

4.04.03: Is there a documented policy, supported by worker training records, stating that commodities are discarded after coming into contact with blood or bodily fluids?

Total compliance (5 points): There should be a documented policy stating that if product has come into contact with blood and/or bodily fluids, all affected product must be destroyed. Policy should also describe cleaning or disposition of any food contact surface that comes into contact with blood. Workers should be trained on this policy and records of training should be maintained.

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of incomplete or missing records.
- Single/isolated instance(s) of a worker not being trained.

Major Deficiency (1 point) if:

- Numerous instances of incomplete or missing records.
- Numerous instances of workers not being trained.

Non-compliance (0 points) if:

- There is no documented policy.
- There is no record of worker training.

Harvest Worker Hygiene

4.05.01: Are toilet facilities adequate in number and location? A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.

Total compliance (15 points): Toilet facilities should be available to all workers and visitors. At least one toilet per 20 workers should be provided, with separate toilet facilities provided for men and women in groups larger than 5 workers, or if more stringent, as per prevailing national/ local guidelines. Toilet facility placement should be within ¼ mile or 5 minutes walking distance of where workers are located, or if more stringent, as per prevailing national/ local guidelines. A 5-minute drive is not acceptable.

Minor deficiency (10 points) if:

- The toilet facilities are not within ¼ mile or 5 minutes walking distance.
- Single instance of there not being separate toilet facilities for men and women in groups larger than 5 workers.

Major deficiency (5 points) if:

- The operation is not meeting the 1 toilet per 20 workers criteria.
- More than one instance of there not being separate toilet facilities for men and women in groups larger than 5 workers.

Automatic failure (0 points) if:

- **There are insufficient or inadequate toilet facilities.**

4.05.01a: Are toilet facilities in a suitable location to prevent contamination to product, packaging, equipment, and growing areas?

Total compliance (15 points): Placement of toilet facilities should be in a suitable location to prevent contamination to product, packaging, equipment, water sources, and growing areas. Consideration should be given when portable units are used that they are not situated too close to the edge of the crop. If pit toilets are used, consider proximity to crop and water sources.

Minor deficiency (10 points) if:

- Option for minor down score exists but at present, no known good examples exist.

Major deficiency (5 points) if:

- Toilet facilities pose a potential risk to product, packaging and equipment areas.

Non-compliance (0 points) if:

- Toilet facilities are located too close to the growing area or water source.

4.05.01b: Are the catch basins of the toilets designed and maintained to prevent contamination (e.g., free from leaks and cracks)?

Total compliance (5 points): Catch basins from toilets must be designed and maintained properly to prevent contamination onto field, product, packaging, and equipment. Catch basins should be free of leaks, cracks and constructed of durable materials (e.g., plastic) that will not degrade or decompose (no wood). Note: pit toilets cannot be considered to be properly designed to prevent contamination.

Minor deficiency (3 points) if:

- Single observation of one the catch basin(s) not designed or maintained improperly.

Major deficiency (1 point) if:

- More than one observation of the catch basin(s) designed or maintained improperly.

Non-compliance (0 points) if:

- Catch basin(s) poses a risk of contamination to the growing area, product, packaging, and equipment, such as observing leaks or being improperly constructed.

4.05.01c: Is there a documented procedure for emptying the catch basin in a hygienic manner and also in a way that prevents product, packaging, equipment, water systems and growing area contamination?

Total compliance (5 points): If self-contained toilets are used, the toilet basins should be emptied, pumped, and cleaned in a manner to avoid contamination to product, packaging, equipment, water systems and growing area(s). Equipment used in emptying/pumping must be in good working order. A documented procedure should exist and should include a response plan for major leaks or spills, as well as indicating where pumped waste is disposed of.

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of incomplete or missing details in the procedure.

Major Deficiency (1 point) if:

- Numerous instances of incomplete or missing details in the procedure.

Non-compliance (0 points) if:

- There is no documented procedure.

4.05.01d: Are toilets constructed of materials that are easy to clean?

Total compliance (3 points): Toilet facilities should be constructed of non-porous materials that are easy to clean and sanitize. The floors, walls, ceiling, partitions and doors should be made of a finish that can be easily cleaned. Each toilet should be maintained and ventilated to outside air, and the floor and sidewalls should be watertight.

Minor Deficiency (2 points) if:

- Single/isolated instance of toilets not being constructed of non-porous materials.
- Single/isolated instance of floor and sidewalls not being watertight.

Major Deficiency (1 point) if:

- Numerous instances of toilets not being constructed of non-porous materials.
- Numerous instances of floor and sidewalls not being watertight.

Non-compliance (0 points) if:

- Toilets are not constructed of non-porous materials.

4.05.01e: Are the toilet materials constructed of a light color allowing easy evaluation of cleaning performance?

Total compliance (3 points): Toilets should be constructed of materials light in color, allowing easy evaluation of cleaning performance.

Minor Deficiency (2 points) if:

- Single/isolated instance of toilets not being constructed of light materials.

Major Deficiency (1 point) if:

- Numerous instances of toilets not being constructed of light materials.

Non-compliance (0 points) if:

- Toilets are not constructed of light materials.

4.05.01f: Are toilets supplied with toilet paper and is the toilet paper maintained properly (e.g., toilet paper rolls are not stored on the floor or in the urinals)?

Total compliance (5 points): Toilet paper should be provided in a suitable holder in each toilet facility. Toilet paper should be maintained properly (e.g., toilet paper rolls are not stored on the floor, sink or in the urinals).

Minor Deficiency (3 points) if:

- Single/isolated instance of toilet paper rolls not being maintained properly (e.g., stored on the floor, sink or in the urinals).

Major Deficiency (1 point) if:

- Numerous instances of toilet paper rolls not being maintained properly (e.g., stored on the floor, sink or in the urinals).
- One of the toilet facilities is out of toilet paper and has not been restocked.

Non-compliance (0 points) if:

- There was no toilet paper available at the time of the audit.

4.05.01g: Are the toilet facilities and hand washing stations clean and are there records showing toilet cleaning, servicing and stocking is occurring regularly?

Total compliance (10 points): Toilet facilities should be cleaned and sanitized on a regular basis. Servicing records (either contracted or in-house) should be available for review showing toilet cleaning, servicing and stocking is occurring regularly. Toilet paper should be available at each toilet location and maintained in a hygienic manner (held on rolls, not placed in urinals or on the floor). Soiled tissue should be flushed down the toilet/placed in the holding tank (not be placed in trash cans and/or on the floor).

- Toilet facility (including hand washing stations) fixtures are in good operating condition and clean.
- Cleaning and sanitizing is occurring on a regular basis.
- No soiled toilet tissue either on the floor or in trash cans.
- Trash cans are available for hand wash paper towels.
- Hand washing stations are clean and not blocked.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of non-compliance to above requirements.
- Single/isolated instance(s) of soiled toilet tissues being placed in trash can.

Major deficiency (3 points) if:

- Numerous instances of non-compliance to the above requirements.
- Systematic observation of soiled toilet tissues being placed in trash cans.

Non-compliance (0 points) if:

- Failure to properly maintain areas.
- Single instance of soiled toilet tissues being left on the floor of the toilet facility.
- No cleaning and service records available.

4.05.02: Is there evidence of human fecal contamination in the harvesting area? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): There should be no evidence of human fecal contamination in the harvesting area, area being harvested, packaging area, equipment area, or in any other area that would cause a contamination issue. If this question is answered Yes, an automatic failure of the audit will result.

Automatic Failure (0 points) if:

- There is a single incidence of human fecal matter found in the harvesting area.

4.05.03: Is hand washing signage posted appropriately?

Total compliance (5 points): Toilet facilities should have hand washing signs as a reminder to wash hands before and after eating, returning to work and after using the toilet. Signs need to be posted visibly and in

the language of the workers (visual signs are allowed). The visuals or signs should be permanent and placed in key areas where workers can easily see them.

Minor deficiency (3 points) if:

- Single/isolated instance of signage not being permanent.
- Single/isolated instance of signage not being in the language of the workers.
- Single/isolated instance of signage not posted visibly.

Major deficiency (1 point) if:

- Numerous instances of signage not being permanent.
- Numerous instances of signage not being in the language of the workers.
- Numerous instances of signage not posted visibly.

Non-compliance (0 points) if:

- There is no signage.

4.05.04: Are hand washing stations adequate in number and appropriately located for worker access and monitoring usage? A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.

Total compliance (15 points): An adequate number of hand washing stations, in working order, should be provided to ensure efficient worker flow (1 per 20 people on site), and be available to all workers and visitors. Hands free is an optimum system. Hand washing stations should be visible and located within close proximity of toilet facilities and 1/4 mile or 5 minutes walking distance of where workers are located.

United States Department of Labor 29 CFR 1910.141(c)(1)(i): Toilet Facilities

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9790

Minor deficiency (10 points) if:

- Only about 75% of needed hand washing stations are present.

Major deficiency (5 points) if:

- Only about 50% of needed hand washing stations are present.

Automatic failure (0 points) if:

- **Hand washing stations are inadequate in both number and location (less than 25% of the needed hand washing stations are provided).**
- **There are no functioning hand wash stations.**

4.05.04a: Are the hand wash stations designed and maintained properly (e.g., ability to capture or control rinse water to prevent contamination onto product, packaging, and growing area, free of clogged drains, etc.)?

Total compliance (5 points): Hand wash stations should be free of clogged drains, designed and maintained properly to capture or control rinse water that could cause contamination onto product, packaging, equipment and growing area(s).

Minor Deficiency (3 points) if:

- Single/isolated instance of hand wash stations not draining properly.

Major Deficiency (1 point) if:

- Numerous instances of hand wash stations not draining properly.

Non-compliance (0 points) if:

- Systematic failure for hand wash stations to drain properly.
- Systematic failure for hand wash stations not containing a system to catch the rinse water.

4.05.04b: Are hand wash stations clearly visible (e.g., situated outside the toilet facility) and easily accessible to workers?

Total compliance (5 points): Hand wash stations should be clearly visible (i.e. situated outside the toilet facility) **in order to verify hand washing activities**, and easily accessible to workers.

Minor Deficiency (3 points) if:

- Single/isolated instance of a hand wash station located inside a toilet facility.

Major Deficiency (1 point) if:

- Numerous instances of hand wash stations located inside the toilet facilities.

Non-compliance (0 points) if:

- All hand wash stations are located inside the toilet facilities.

4.05.04c: Are hand wash stations adequately stocked with unscented soap and paper towels?

Total compliance (5 points): All hand washing facilities should be properly stocked with liquid unscented/non-perfumed, neutral or antiseptic soap. Single use paper towels should be used, and units should be properly located. There should be an adequate stock of soap and paper towels.

Minor Deficiency (3 points) if:

- Single/isolated instance of a hand wash station out of soap and/or paper towels.

Major Deficiency (1 point) if:

- Numerous instances of hand wash stations out of soap and/or paper towels.

Non-compliance (0 points) if:

- There is no soap and/or paper towels available to workers.

4.05.04d: In the event of running out of toilet materials (e.g., water, soap, toilet tissue, hand paper towels), are there extra supplies readily available so that toilets can be restocked quickly?

Total compliance (5 points): Extra stocks of fresh water, soap, toilet paper and paper towels, etc., should be readily available in the event that replenishment is needed while harvesting is occurring.

Minor Deficiency (3 points) if:

- Single/isolated instance of extra supplies missing.

Major Deficiency (1 point) if:

- Numerous instances of extra supplies missing.

Non-compliance (0 points) if:

- No extra supplies were available.

4.05.05: Are total coliforms (TC) and generic *E. coli* tests conducted on the water used for hand washing at the required and/or expected frequency?

Total compliance (15 points): Total coliforms (TC) and generic *E. coli* testing should occur on a routine basis. All water sources used for hand washing throughout the harvesting season should be tested. One sample per water source should be collected and tested prior to use and then at least quarterly.

Minor deficiency (10 points) if:

- Single instance of water testing not occurring at the right frequency.

Major deficiency (5 points) if:

- Numerous instances of water testing not occurring at the right frequency.

Non-compliance (0 points):

- No microbiological test results are available.
- Last test was done over 12 months ago.

4.05.05a: Do written procedures (SOPs) exist covering proper sampling protocols, which include where samples should be taken and how samples should be identified?

Total compliance (10 points): There should be a documented procedure in place detailing how water samples are to be taken, including stating how samples should be identified i.e. clearly naming the location that the sample was taken, identifying the hand wash station, the water source and the date.

Minor Deficiency (7 points) if:

- Single/isolated instance(s) of incomplete or missing details in the procedure.

Major Deficiency (3 points) if:

- Numerous instances of incomplete or missing details in the procedure.

Non-compliance (0 points) if:

- There is no documented procedure.

4.05.05b: Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?

Total compliance (10 points): Written procedures (SOPs) should exist covering corrective measures, not only for the discovery of unsuitable or abnormal water testing results, but also as a preparation on how to handle such findings.

Minor Deficiency (7 points) if:

- Single/isolated instance(s) of incomplete or missing details in the procedure.

Major Deficiency (3 points) if:

- Numerous instances of incomplete or missing details in the procedure.

Non-compliance (0 points) if:

- There is no documented procedure.

4.05.05c: If unsuitable or abnormal results have been detected, have documented corrective measures been performed?

Total compliance (15 points): For total coliforms (TC) and generic *E. coli*, there should be negative or < detection limit (MPN or CFU/100mL). Where thresholds have been exceeded, there should be recorded corrective actions, including investigations and water retests.

Minor Deficiency (10 points) if:

- Single/isolated instance(s) of records showing solution abnormal test results for total coliforms without adequate documented corrective actions.

Major Deficiency (5 points) if:

- Numerous instances of records showing solution abnormal test results for total coliforms without adequate documented corrective actions.

Non-compliance (0 points) if:

- No corrective actions have been performed.
- A single out of specification result for generic *E. coli* without proper corrective actions.

4.05.06: Are workers washing and sanitizing their hands before starting work each day, after using the restroom, after breaks, before putting on gloves and whenever hands may be contaminated?

Total compliance (15 points): Worker conformance to hand washing and sanitizing procedures should be assessed, as washing hands is the first step in avoiding food contamination. Workers should be observed washing their hands prior to beginning work, after breaks, after using the toilet, before putting on gloves, and whenever hands may have become a source of contamination (e.g., after eating, after using a handkerchief or tissue, smoking, drinking, etc.).

Auditors are expected to view hand washing disciplines. Hand washing is a critical part of the food suppliers' food safety program – this should be stressed to the auditee.

Potentially useful website:

A "Safe Hands" Hand Wash Program, <http://www.hi-tm.com/Documents/Handwash-FL99.html>

Minor deficiency (10 points) if:

- Single/isolated instance(s) of a worker who is not complying with the hand washing policy.

Major deficiency (5 points) if:

- Numerous instances of workers that are not complying with the hand washing policy.

Non-compliance (0 points) if:

- Majority of or systematic failure of workers to comply with hand washing policies.

4.05.07: Are secondary hand sanitation stations (e.g., hand dips, gels or spray stations) adequate in number and location, and are the stations maintained properly?

Total compliance (5 points): Secondary hand sanitation is required for items that may be "ready-to-eat" (e.g., herbs, stone fruit, tomatoes, citrus, edible flowers, etc.). Secondary hand sanitizers are optional for root vegetable crops or a commodity that requires cooking prior to eating. Secondary hand sanitation (hand dips, gels or sprays) does not replace hand washing requirements (lack surfactant qualities). Secondary hand sanitation stations should be non-perfumed/unscented, have 60% to 95% ethanol or isopropanol and should be located near hand washing and other easily accessible areas. Hand gel / spray stations should be well stocked and tested regularly to ensure they are at the required strength - checks should be recorded. Strength checks do not need to be performed for commercially purchased sanitizers that have been purchased already mixed.

<http://www.qualityassurancemag.com/qa0612-proper-hand-sanitation-practices.aspx>

<https://www.cdc.gov/handwashing/index.html>

<https://nelsonjameson.com/learn/sanitation-maintenance/hand-hygiene/>

<http://www.hi-tm.com/Documents/Handwash-FL99.html>

<https://www.fda.gov/food/guidanceregulation/retailfoodprotection/industryandregulatoryassistanceandtrainingresources/ucm113827.htm>

Minor deficiency (3 points) if:

- Single/isolated instance(s) of secondary hand sanitation stations not in place or being empty.
- Single/isolated instance(s) of hand dips containing under-strength solutions.
- Single/isolated instance of dispensers not properly located.

Major deficiency (1 point) if:

- Numerous instances of hand secondary hand sanitation stations not in place or being empty.
- Numerous instances of hand dips containing under-strength solutions.
- Numerous instances of dispensers not properly located.
- Use of hand gel or spray sanitizer that is not approved for direct hand to food contact (e.g., USDA approved or national equivalent).

Non-compliance (0 points) if:

- There are no secondary hand sanitation stations where needed or all are empty.
- All hand dips checked found containing under-strength solutions.

4.05.08: Is it evident that corrective actions **are taken when workers fail to comply with hand washing guidelines?**

Total compliance (5 points): It should be evident that corrective actions are taken by a supervisor in charge when workers fail to comply with hand washing requirements.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of corrective actions not being taken.

Major deficiency (1 point) if:

- Numerous instances of corrective actions not being taken.

Non-compliance (0 points) if:

- Corrective actions are not taken.

4.05.09: Is there no sign of any worker with boils, sores, open wounds or exhibiting signs of foodborne illness working directly or indirectly with food?

Total compliance (10 points): Workers who have exposed boils, sores, exposed infected wounds, foodborne illness or any other source of abnormal microbial contamination should not be allowed to work in contact with the product, packaging or food contact surfaces. Workers should be requested to notify their supervisors if they have any concerning symptoms. All bandages should be covered with a non-porous covering such as non-latex or vinyl gloves.

Minor deficiency (7 points) if:

- There is no minor deficiency for this question.

Major deficiency (3 points) if:

- There is no major deficiency for this question.

Non-compliance (0 points) if:

- One or more workers are observed working in contact with food, food contact surfaces or packaging that has or have exposed boils, sores, infected wounds, showing signs of food borne illness or any other source of abnormal microbial contamination that is a hazard.

4.05.10: Is jewelry confined to a plain wedding band and watches are not worn?

Total compliance (5 points): Workers are not observed wearing jewelry (including earrings, ear gauges, necklaces, bracelets, rings with stones, rings or studs in nose, lip and eyebrow, watches) in the growing area. Plain wedding bands are the only exception. Other examples of foreign items that may be a source of foreign material contamination include studs, false finger nails and finger nail polish, false eye lashes, eye lash extensions, etc.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of a worker observed wearing jewelry or watches or any other personal item that may be a foreign contaminant.

Major deficiency (1 point) if:

- Numerous instances of workers observed wearing jewelry or watches or any other personal item that may be a foreign contaminant.

Non-compliance (0 points) if:

- Majority of workers wearing jewelry or watches or any other personal item that may be a foreign contaminant i.e. jewelry policy does not exist and/or jewelry policy exists but is not being implemented.

4.05.11: Worker personal items are not being stored in the growing area(s) or material storage area(s)?

Total compliance (5 points): Workers should have a designated area for storing personal items such as coats, shoes, purses, medication, phones, etc. Areas set aside for workers' personal items should be far enough away from growing area(s) and material storage area(s) to prevent contamination and avoid food security risks.

Minor deficiency (3 points) if:

- Single or isolated instance(s) of personal belongings, personal food, etc. being found in the growing or material storage area(s).

Major deficiency (1 point) if:

- Numerous instances of personal belongings, personal food, etc. being found in the growing or material storage area(s).

Non-compliance (0 points) if:

- Systematic failure to prevent personal belongings, personal food, etc. being taken into the growing or material storage area(s).

4.05.12: Is smoking, eating, chewing and drinking confined to designated areas, and spitting is prohibited in all areas?

Total compliance (5 points): Smoking, chewing tobacco, chewing gum, drinking and eating is permitted in designated areas that are away from growing and storage areas. Spitting should be prohibited in all areas. Smoking should not be permitted in eating and drinking areas.

21 CFR Part 110.10 <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=110.10>

29 CFR Part 1910.41

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9790

Minor deficiency (3 points) if:

- Single/isolated instance(s) are observed of non-compliance to the above (includes evidence of smoking, eating, spitting, chewing gum, improper storage of break time food or drinking containers in refuse containers located in the growing area).
- Single/isolated instance(s) of designated area not meeting appropriate GAP standards.

Major deficiency (1 point) if:

- Numerous instances are observed of non-compliance to the above (includes evidence of smoking, eating, spitting, chewing gum, improper storage of break time food or drinking containers in refuse containers located in the growing area).
- No designated smoking area (unless the site has a non-smoking policy).
- Numerous instances of designated area not meeting appropriate GAP standards.

Non-compliance (0 points) if:

- Systematic consumption of food and beverages outside of designated areas.
- Systematic evidence of smoking outside the designated area.
- Systematic evidence of using chewing tobacco in growing and storage areas.
- Designated area lacks access to a hand wash station.
- Systematic non-compliance to the above criteria.

4.05.13: Are workers wearing effective hair nets that contain all hair?

Total compliance (5 points): If the operation requires the use of hair nets, the harvest workers should be wearing appropriate hair nets that restrain all hair. Baseball caps and head coverings are allowed in the harvesting area only if they are clean and worn with a clearly visible hair net that restrains all hair (where operation requires use of hair nets).

21 CFR Part 110.10 <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=110.10>

Minor deficiency (3 points) if:

- Single/isolated instance(s) of workers observed not wearing an appropriate hair restraint or not wearing them properly.

Major deficiency (1 point) if:

- Numerous instances of workers observed not wearing an appropriate hair restraint or not wearing them properly.

Non-compliance (0 points) if:

- Hairnets and/or beard-nets are not available for workers.

4.05.14: Are all harvest workers wearing clean clothing suitable for the operation (e.g., clean clothes, smocks, aprons, sleeves and non-latex gloves)?

Total compliance (5 points): Suitable protective clothing is required for workers handling products that are potentially ready-to-eat. Foot protection should also be considered where it could lead to contamination of the product (e.g., during watermelon harvest where workers stand inside harvest bins/trailers/buses). Where dedicated protective clothing is not required/worn, it must be clear that outer street clothes are clean and not a potential source of contamination. Workers should not wear personal clothes with sequins, pom-poms, fur, etc. No sleeveless tops without an over garment.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of outer garments or gloves being taken home.
- Single/isolated instance(s) of gloves not being replaced when contaminated.
- Single/isolated instance(s) of protective garments not being worn where required.

Major deficiency (1 point) if:

- Numerous instances of outer garments or gloves being taken home.
- Numerous instances of gloves not being replaced when contaminated.
- Numerous instances of protective garments not being worn where required.

Non-compliance (0 points) if:

- Systematic failure to replace gloves when contaminated.
- Systematic failure to wear protective garments where required.
- Systematic non-compliance to the above and/or company policy.

4.05.15: Are all items removed from garment (shirt, blouse, etc.) top pockets, and unsecured items are not worn (e.g., pens, glasses on top of head, Bluetooth devices, etc.)?

Total compliance (3 points): There should be no items stored in workers' shirt, blouse and smock top pockets. Items in pockets and otherwise unsecured have the potential to fall into the product. Ideally, top pockets are sewn up or non-existent.

Minor deficiency (2 points) if:

- Single/isolated instance(s) of items observed in shirt, blouse or smock top pocket.

Major deficiency (1 point) if:

- Numerous instances of items observed in shirt, blouse or smock top pockets.

Non-compliance (0 points) if:

- Systematic use of shirts, blouse or smock top pockets.

4.05.16: Do workers remove protective outer garments (e.g., smocks, aprons, sleeves and gloves) when on break, before using the toilets and when going home at the end of their shift?

Total compliance (5 points): When worn, protective clothing (e.g., aprons, smocks, sleeves, and gloves) should be removed when workers leave the work area (e.g., when they go to the toilet facility, break areas,

etc.). Workers cannot smoke, eat, or use the restroom while wearing these garments. Hairnet removal when leaving the work area is not mandated by this audit.

Minor deficiency (3 points) if:

- Single/isolated instance(s) are observed of non-compliance to the above.

Major deficiency (1 point) if:

- Numerous instances are observed of non-compliance to the above.

Non-compliance (0 points) if:

- Systematic non-compliance to the above.

4.05.16a: Is there a designated area for workers to leave protective outer garments (e.g., smocks, aprons, sleeves, and gloves) when on break and before using the toilet?

Total compliance (5 points): There should be a designated area for workers to leave protective clothing when they are worn (e.g., aprons, smocks, sleeves, and gloves). Workers are observed using the designated area when they leave the work area (e.g., when they go to the toilet facility, break areas, etc.). Workers should not leave protective outer garments on equipment or packaging materials. Designated area should not be within the toilet facilities, break area, or any other area that might be a risk to the outer garments. Garments should not be left touching product, packaging or food contact surfaces.

Minor deficiency (3 points) if:

- Single/isolated instance(s) are observed of non-compliance to the above.

Major deficiency (1 point) if:

- Numerous instances are observed of non-compliance to the above.

Non-compliance (0 points) if:

- There is not a designated area for workers to leave aprons, sleeves and gloves when on a break.
- There is a designated area; however, no workers use this area.
- Systematic non-compliance to the above.

4.05.17: Is fresh potable drinking water readily accessible to workers?

Total compliance (10 points): Fresh potable water meeting the quality standards for drinking water should be provided and placed in locations readily accessible to all workers on-site to prevent dehydration. Water should be suitably cool and in sufficient amounts, taking into account the air temperature, humidity and the nature of the work performed, to meet the needs of all workers. The term "potable" meaning that the water is of drinking water quality (e.g., the EPA Drinking Water Standard or equivalent). Auditors should verbally verify the source of the water at the time of the audit. If water containers are used, they should be maintained in a clean condition, free from residues and contamination to ensure workers are not adversely affected by contaminated water from unclean containers.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of an unclean water container being used.

Major deficiency (3 points) if:

- Numerous instances of an unclean water containers being used.

Non-compliance (0 points) if:

- There is no water provided.
- The water provided is not potable.

4.05.17a: Are single use cups provided (unless a drinking fountain is used) and made available near the drinking water?

Total compliance (5 points): **Single use cups** should be provided so that cross contamination issues are avoided from person to person. Examples include single-use paper cups, drinking fountains, etc.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of single-use cups missing from one of the water containers.

Major deficiency (1 point) if:

- Numerous instances of single-use cups missing from the water containers.
- A drinking fountain is being used but is not in a sanitary condition.

Non-compliance (0 points) if:

- Single-use cups are not provided for the water containers.

4.05.18: Are first aid kits adequately stocked and readily available?

Total compliance (5 points): First aid kit(s) should be adequately supplied to reflect the kinds of injuries that occur (including any chemicals stored on-site) and should be stored in an area where they are readily available for emergency access. Date-coded materials should be within dates of expiration. Gloves should be worn over all band aids on hands. Auditors should verify by checking the first-aid kit(s).

Minor deficiency (3 points) if:

- Single/isolated instance(s) of first aid kit(s) not having adequate supplies, supplies out-of-date or kit not readily accessible.

Major deficiency (1 point) if:

- Numerous instances of first aid kit(s) not having adequate supplies, supplies out-of-date or kit not readily accessible.

Non-compliance (0 points) if:

- Systematic failure to provide first aid kit(s) with adequate supplies, supplies out-of-date or kit not readily accessible.

4.05.19: Are all commodities that come in contact with blood and/or other bodily fluids destroyed? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): Any commodity that comes into contact with blood and/or other bodily fluids must be destroyed. If this occurs during the time of inspection, auditor must witness that product is destroyed.

Automatic Failure (0 points) if:

- **A single incidence of a commodity coming into contact with blood and/or other bodily fluids without being destroyed.**

4.05.20: Are there adequate trash cans placed in suitable locations?

Total compliance (5 points): There should be adequate measures for trash disposal so that the growing, harvesting and storage areas are not contaminated. Containers (e.g., dumpsters, cans) should be available and placed in suitable locations for the disposal of waste and trash.

Minor deficiency (3 points) if:

- Single/isolated instance of containers not being maintained.

Major deficiency (1 point) if:

- Numerous instances of containers not being maintained.

Non-compliance (0 points) if:

- Systematic failure to maintain containers to protect against potential contamination of the crop.

4.05.21: Have any potential foreign material issues (e.g., metal, glass, plastic) contamination issues been controlled?

Total compliance (5 points): There should be no foreign material issues that are or could be potential risks to the product. Examples include, but are not limited to, glass bottles, unprotected lights on equipment, staples on wooden crates, hair pins, using “snappable” blades instead of one-piece blades, broken and brittle plastic issues on re-useable totes.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of a foreign material issue.

Major deficiency (1 point) if:

- Numerous instances of foreign material issues.

Non-compliance (0 points) if:

- Systematic failure to prevent against foreign material issues.

Harvest Practices**4.06.01: Is there evidence of animal presence and/or animal activity (wild or domestic) in the harvesting area?**

Total compliance (15 points): Animals can represent potential contamination to the harvesting area, to the crop, to the field equipment, etc., and therefore, should not be present in the operations. Evidence of animal presence can include tracks, fecal matter, feathers, etc.

Minor deficiency (10 points) if:

- Single/isolated instance of evidence of animal presence and/or animal activity.

Major deficiency (5 points) if:

- Numerous instances of evidence of animal presence and/or animal activity.

Non-compliance (0 points) if:

- Systematic failure to prevent animal presence and/or animal activity in the harvesting area.

4.06.01a: Is there any evidence of fecal matter in the harvesting area?

Total compliance (15 points): Fecal matter is a potential contaminant to the product being grown. Produce that has come into direct contact with fecal material is not to be harvested. A “no harvest zone” approximately 5ft (1.5 m) radius should be implemented unless or until adequate mitigation measures have been considered. If evidence of fecal material is found, a food safety assessment should be conducted by a qualified worker. Consideration of the maturity stage and type of crop involved is required. Any evidence of human fecal matter in the growing area is an automatic failure (scored in 4.06.01b).

Minor deficiency (10 points) if:

- Single/isolated instance of fecal matter found in the harvesting area.

Major deficiency (5 points) if:

- Numerous instances of fecal matter found throughout the harvesting area.
- A “no harvest zone” is implemented, but the radius is less than 5ft.

Non-compliance (0 points) if:

- Fecal matter is found in the audited area and a “no harvest zone” was not implemented.
- Fecal matter is found, but a food safety assessment is not conducted.

4.06.01b: Is the fecal matter found in the audited area, a systematic event (not sporadic)? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): Animal fecal matter has the potential of representing contamination to the product being grown. Produce that has come into direct contact with fecal matter is not to be harvested. A "no harvest zone" approximately 5ft (1.5 m) radius should be implemented unless or until adequate mitigation measures have been considered. If evidence of fecal matter is found, a food safety assessment should be conducted by a qualified worker. This question is "no" if the grower has already noted this issue and performed adequate corrective actions. Consideration of the maturity stage and type of crop involved is required. If this question is answered Yes, an automatic failure of the audit will result. Any evidence of human fecal matter in the growing area is an automatic failure.

Automatic Failure (0 points) if:

- Any observation of systematic fecal contamination in the audited area is an automatic failure.
- Any observation of any human fecal matter in the audited area is an automatic failure.

4.06.02: Is there evidence of infants or toddlers in the harvesting area?

Total compliance (10 points): Infants and toddlers can represent potential contamination to the growing area, to the crop, to packaging and should not be present in the operations, including chemical or equipment storage areas.

Minor deficiency (7 points) if:

- Single/isolated instance or evidence of infants or toddlers in the harvesting area.

Major deficiency (3 points) if:

- Numerous instances or evidence of infants or toddlers in the harvesting area.

Non-compliance (0 points) if:

- Systematic failure to keep infants or toddlers out of the harvesting area.

4.06.03: Are there written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the harvesting equipment?

Total compliance (10 points): Harvesting equipment should be cleaned and sanitized on a regularly scheduled basis, based on written Sanitation Standard Operating Procedures (SSOPs). Procedures should detail:

- Responsibility for cleaning with cleaning methods
- Item/area to be cleaned
- Frequency of cleaning
- Safety precautions (worker safety with respect to chemicals, etc.)
- Chemical (name, dilution and water temperature requirements, and utensils used).
- Specific preparation procedures regarding dilution (unless purchased as ready-to-use) for the specific chemicals or sanitizers being used and verification testing instructions and records (where appropriate)
- Detailed cleaning and sanitation methods, including solution temperature, water pressure, dwell times, any disassembly/reassembly instructions and cleaning verification procedures
- Following the standard order:
 1. Dry clean (note equipment used)
 2. Rinse (note equipment used)
 3. Clean (note equipment used)
 4. Rinse (note equipment used)
 5. Sanitize (note equipment used and dwell time)
 6. Rinse (if label requires)
- Special instructions with respect to cleaning
- Responsible person
- Logs/records of cleaning and responsibility for verification
- Verification procedures (visual, ATP, microbial) and acceptance criteria

http://www.extension.org/pages/27405/industry-guidelines-to-prevent-contamination-from-listeria-monocytogenes#General_plant_sanitation

Minor deficiency (7 points) if:

- Single/isolated instance(s) of errors and omissions within the SSOPs.
- Single/isolated instance(s) of omitted procedure(s) for a piece of equipment.

Major deficiency (3 points) if:

- Numerous instances of errors and omissions within the SSOPs.
- Numerous instances of omitted procedures for a piece of equipment.

Non-compliance (0 points) if:

- No written procedures have been developed.
- Procedures exist but they do not reflect what actually occurs.

4.06.03a: Are cleaning and sanitation logs on file for harvesting equipment that show what was done, when and by who?

Total compliance (10 points): Sanitation logs should include:

- Date
- List of areas/equipment that were cleaned and sanitized
- The individual accountable who signed-off for each task completed
- Verification of task completed
- Any deviations against the set SSOPs

Minor deficiency (7 points) if:

- Single/isolated instance(s) of incomplete records, discrepancies against the SSOPs or other omissions.

Major deficiency (3 points) if:

- Numerous instances of incomplete records, discrepancies against the SSOPs or other omissions.

Non-compliance (0 points) if:

- No sanitation logs.
- Sanitation logs exist but they are not reflecting what actually occurs.

4.06.04: Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?

Total compliance (15 points): Chemicals located on-site and used by the harvest operation(s) are required to be stored in a designated area. Access to chemicals needs to be controlled, so that only workers who understand the risks involved and have been trained properly are allowed to access these chemicals. The chemical storage area should be located away from any raw materials, packaging & finished food products. Spill controls should be in place for opened in use containers. All chemical containers should have legible labels of contents; this includes chemicals that have been decanted from master containers into smaller containers. Empty containers should be stored and disposed of safely.

Minor deficiency (10 points) if:

- Single/isolated instance(s) of chemicals not properly stored.
- Single/isolated instance(s) of improperly labeled or unlabeled chemical containers.
- Single/isolated instance(s) of empty containers either not being stored properly or disposed of properly.
- The chemical storage area is not marked to indicate its use.

Major deficiency (5 points) if:

- Numerous instances of improperly stored chemicals.
- Numerous instances of improperly labeled or unlabeled chemical containers.
- Chemical storage is segregated in a designated area, but not locked.
- Chemical storage area(s) has inadequate liquid containment systems.
- Spilled chemicals found in the chemical storage areas (not cleaned up properly).

- Numerous instances of empty containers either not being properly stored or disposed of properly.

Non-compliance (0 points) if:

- There is no designated area for chemicals.
- There is a designated area for chemicals, but it is not an enclosed or locked area.

4.06.05: Are "food grade" and "non-food grade" chemicals used appropriately, according to label and stored in a controlled manner?

Total compliance (10 points): All chemicals applied by the harvesting operation(s) should be approved by the prevailing authority (e.g., US: EPA/FDA, Canada: CFIA/Health Canada, Chile: SAG, Mexico: COFEPRIS) for their designated use and used according to label instructions. Only food grade lubricants should be used anywhere near product and packaging materials. "Food grade" and "non-food grade" materials should be stored in separate designated areas and adequately labeled. Grease guns and containers should be labeled adequately. Access to non-food grade materials should be limited to those entrusted with correct use of chemicals.

NSF International: Nonfood Compounds

<http://info.nsf.org/USDA/PSNCListings.asp>

http://www.ceecis.org/iodine/07_legislation/00_mainpage/codex_food_grade_salt.pdf

<http://pods.dasnr.okstate.edu/docushare/dsweb/Get/Document-963/FAPC-116web.pdf>

Minor deficiency (7 points) if:

- Single/isolated instance(s) of commingling of non-food grade with food grade chemicals.
- Single/isolated instance(s) of grease guns not being coded for food grade/non-food grade materials.
- Single/isolated instance(s) of a chemical being used contrary to label.

Major deficiency (3 points) if:

- Numerous instances of commingling of non-food grade with food grade chemicals.
- Numerous instances of grease guns not coded for food grade/non-food grade materials.
- Numerous instances of a chemical(s) being used contrary to label.

Non-compliance (0 points) if:

- No attempt to split non-food grade from food grade materials.
- Systematic used of a chemical(s) used contrary to label.

4.06.06: Are there records of microbial testing for water used for postharvest product contact (e.g., washing, re-hydrating) and product contact surfaces (e.g., cleaning grading packing tables and harvest tools) showing that there is no detectable total coliforms or generic *E. coli* in the water?

Total compliance (10 points): Where water is used for postharvest product contact and/or food contact surfaces, water should be tested at least quarterly. Results of water testing for total coliforms and *E. coli* should meet the US EPA drinking water **microbiological** specification. For total coliforms and generic *E. coli*, there should be negative or < detection limit (MPN or CFU/100mL). If out of specification results are detected, then full details of corrective actions should be noted, including investigations and water retests.

<http://www.epa.gov/safewater/mcl.html#mcls>

<https://www.epa.gov/dwstandardsregulations>

Minor deficiency (7 points) if:

- Single instance of water testing not occurring at least quarterly.

Major deficiency (3 points) if:

- Numerous instances of water testing not occurring at least quarterly.

Non-compliance (0 points):

- No microbiological test results are available.

- Last test was done over 12 months ago.

4.06.06a: Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?

Total compliance (10 points): Written procedures (SOPs) should exist covering corrective measures not only for the discovery of unsuitable or abnormal water results, but also as a preparation on how to handle such findings.

Minor Deficiency (7 points) if:

- Single/isolated instance(s) of incomplete or missing details in the procedure.

Major Deficiency (3 points) if:

- Numerous instances of incomplete or missing details in the procedure.

Non-compliance (0 points) if:

- There is no documented procedure.

4.06.06b: If unsuitable or abnormal results have been detected, have documented corrective measures been performed?

Total compliance (15 points): For total coliforms and generic *E. coli*, there should be negative or < detection limit (MPN or CFU/100mL). Where thresholds have been exceeded, there should be recorded corrective actions, including investigations, water retests and crop testing (*E. coli* O157:H7 and Salmonella < detection limits or Negative-zero tolerance).

Minor Deficiency (10 points) if:

- Single/isolated instance(s) of records showing solution abnormal test results without adequate documented corrective actions.

Major Deficiency (5 points) if:

- Numerous instances of records showing solution abnormal test results without adequate documented corrective actions.

Non-compliance (0 points) if:

- No corrective actions have been performed.

4.06.07: Is the product harvested and transported to a facility for additional handling and/or final packing?

Total points 0: This question refers to product that is harvested in the field and then taken to a facility for additional handling and/or packing.

4.06.08: Is the product packed in the final packing unit in the field?

Total points 0: This question refers to product packed in the field that is in the final unit for shipping (i.e. clamshell, wrapped products, carton boxes, etc.), that usually bypasses any selection packing lines in a facility i.e. goes to a cooling process as opposed to a packing line.

4.06.08a: Is packing material (e.g. cartons, bags, clamshells, sacks, RPCs) intended for carrying product used for that purpose only?

Total compliance (5 points): All containers intended for product are used for their intended purpose only (food contact use, not to hold nuts, bolts, trash or other miscellaneous items) and should not be re-used. If a product container is used for any other reason than the storage of product, it should be clearly differentiated as such (e.g., painted another color and labeled).

Minor deficiency (3 points) if:

- Single/isolated instance(s) of single service container used for other than intended purpose.

Major deficiency (1 point) if:

- Numerous instance(s) of single service container used for other than intended purpose.

Non-compliance (0 points) if:

- Systematic miss-use of single services container, used for other than intended purpose.

4.06.08b: Is packaging material inspected prior to use and free from handling contamination and exposure to ground?

Total compliance (10 points): Avoid stacking soiled bins on top of each other if the bottom of the bin has had direct contact with soil. Product and packing materials used in the harvesting process should be placed with protection underneath and handled in a manner to eliminate contamination from the ground or from inappropriate **human** handling, which includes commodities where it is industry practice to place the products on the ground after harvest (e.g., **celery**). Crops down scored for exposure to the ground do not include root crops that are grown underground (e.g., carrots, potatoes, **onions, garlic**, etc.) or crops that are grown on the ground. Handling contamination could also be caused using cloths or towels to remove dirt and/or debris from product. **Measures should be taken to prevent any known or reasonably foreseeable hazard (such as for *Clostridium botulinum* in mushrooms)**. Automatic failure question 4.06.09 should be used when observing evidence of product or packaging foreign material, hazardous materials or adulteration issues.

Minor Deficiency (7 points) if:

- Single/isolated instance(s) of packaging coming in direct contact with the ground.
- Single/isolated instance(s) of packaging material not being inspected prior to use.

Major Deficiency (3 points) if:

- Numerous instances of packaging coming in direct contact with the ground.
- Numerous instances of packaging material not being inspected prior to use.

Non-compliance (0 points) if:

- No inspections of packaging material are being performed prior to use.
- Systematic failure to keep packaging from directly contacting the ground.

4.06.08c: Is packing material left in the field **unattended, stored secured and protected?**

Total compliance (5 points): All containers, cartons, packing material should be stored in a protected area to reduce the risk of contamination and tampering that can occur if **packing material is left in the field unattended**.

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of packaging not being stored secure and protected.

Major Deficiency (1 point) if:

- Numerous instances of packaging not being stored secure and protected.

Non-compliance (0 points) if:

- Systematic failure to store packaging in a secured and protected manner.

4.06.08d Are finished products coded (containers, cartons and unit packaging) for the day of harvest?

Total compliance (3 points): Finished product containers, cartons or other packing material should **be lot coded** in order to ensure an effective trace back and recall program and also for inventory control. If required by buyer or legal requirements, packaging labeling should include information about recommended storage conditions and usage.

Minor deficiency (2 points) if:

- Single/isolated instance(s) of a product not having accurate or readable lot or date code information.

Major deficiency (1 point) if:

- Numerous products not having accurate or readable lot or date code information.
- Coding pallets only.

Non-compliance (0 points) if:

- No product lot coding and/or code dating on the final packaging.

4.06.09: Is the crop, harvested product, ingredients (including water), food contact packaging and food contact surfaces within accepted tolerances for spoilage and free from adulteration? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): The crop, harvested product, ingredients (including water), food contact packaging and food contact surfaces should be free from spoilage, adulteration and/or gross contamination (21 CFR 110.3g). If legislation exists, then the contamination should be viewed against this legislation (e.g., USDA Grading Standards often include decay tolerances). Spoilage and adulteration would include any physical, chemical or biological contamination including blood and bodily fluids. Measures should be taken to prevent any known or reasonably foreseeable hazard (e.g., *Clostridium botulinum* in mushrooms). This question is designed to allow an auditor to halt an audit when finding gross contamination issues. Examples might include glass, trash/litter, motor oil in products, etc. Where an issue is observed by an operator in the normal process, auditor should observe the actions of the operator before scoring. Auditors should use their discretion and decide whether the frequency of the contamination warrants an automatic failure. Examples include pieces of glass, one piece of rodent bait, paint on product or packaging, flakes of rust, etc. Is the issue systematic or a one-off issue?

CPG Sec. 555.425 Foods, Adulteration Involving hard or Sharp Foreign Objects

<https://www.fda.gov/ucm/groups/fdagov-public/@fdagov-afda-ice/documents/webcontent/ucm074554.pdf>

US FDA/CFSAN Defect Levels Handbook, The Food Defect Action Levels

<http://www.fda.gov/food/guidanceregulation/guidancedocumentsregulatoryinformation/sanitationtransportation/ucm056174.htm>

US EPA Water Quality Standards for Coastal and Great Lakes Recreation Waters

<https://www.epa.gov/beach-tech/final-water-quality-standards-bacteria-rule-coastal-and-great-lakes-recreation-waters>

Minor deficiency (10 points) if:

- There is no minor deficiency category for this question

Major deficiency (5 points) if:

- There is no major deficiency category for this question.

Automatic Failure (0 points) if:

- Numerous incidences of spoilage or adulteration of product.
- There is a single gross incidence of evidence of unacceptable limits of spoilage or adulteration in the crop, harvested product, ingredients (including water), food contact packaging or food contact surfaces.

4.06.10: Are grading and packing tables used? If No, go to 4.06.11.

Total points 0: This refers to food contact surfaces used to grade, inspect, re-pack, or pack product (e.g., picking carts, grading tables, etc.).

4.06.10a: Does the design and condition of the grading and packing tables (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood) facilitate effective cleaning and maintenance?

Total compliance (10 points): Grading and packing surfaces should be made of materials suitable for food contact that can be easily cleaned, sanitized and maintained. Equipment should be designed to allow access and easy cleaning (including hollow structures on supports, rollers, racks, etc.), with no hard to get to (debris catching) areas. Surfaces that are porous, trap debris, or are badly damaged should be replaced. Wood, for example, is porous and can trap moisture. Welds should be smooth and not "bobbly".

Minor deficiency (7 points) if:

- Single/isolated instance(s) of “bobbly” welds, rough surfaces, poorly designed equipment that traps debris.
- Single/isolated instance(s) of hard to reach areas where cleaning is made difficult.
- Single/isolated instance(s) of inferior materials e.g. porous material construction, wood, non-food grade materials).

Major deficiency (3 points) if:

- Numerous instances of “bobbly” welds, rough surfaces, poorly designed equipment that traps debris.
- Numerous instances of hard to reach areas where cleaning is made difficult.
- Numerous instances of inferior materials e.g. porous material construction, wood, non-food grade materials).

Non-compliance (0 points) if:

- Condition and/or design of equipment will not allow for effective cleaning under normal conditions.
- Systematic poor welding, rough surfaces, poorly designed equipment that traps debris.

4.06.10b: Is there a documented cleaning program, with records, for the grading and packing tables that includes the frequency of cleaning and sanitizing, the procedures used and the strength test records of anti-microbial solution used to sanitize surfaces?

Total compliance (5 points): There should be evidence of a sanitation program in place for the grading and packing tables, bins, picking carts, etc. The program should state the frequency of cleaning and sanitizing and the procedures.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of missing or incomplete records.
- Single/isolated instance(s) of information missing from the cleaning program.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete records.
- Numerous instances of information missing from the cleaning program.

Non-compliance (0 points) if:

- There is no documented cleaning program.
- Systematic failure to maintain records.

4.06.11: Are re-useable containers (e.g. buckets, field totes, lugs, bins) used in the harvesting operation? If No, go to 4.06.12.

Total points 0: This refers to any re-useable containers used in the harvesting operation (e.g., buckets, field totes, lugs, bins, gondolas, etc.) used in the harvesting operation.

4.06.11a: Does the design and condition of re-useable containers (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood, no fabric) facilitate effective cleaning and maintenance?

Total compliance (10 points): All re-useable containers (totes, bins, buckets, etc.) should be made of easy to clean, smooth seamed materials that do not flake or oxidize. Efforts should be made to eliminate wooden surfaces because of its porous nature. Where wood containers are used, they should be in a state of good repair and covered by a documented repair program.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of “bobbly” welds, rough surfaces, poorly designed equipment that traps debris.
- Single/isolated instance(s) of hard to reach areas where cleaning is made difficult.
- Single/isolated instance(s) of inferior materials e.g. porous material construction, wood, non-food grade materials).

Major deficiency (3 points) if:

- Numerous instances of “bobbly” welds, rough surfaces, poorly designed equipment that traps debris.
- Numerous instances of hard to reach areas where cleaning is made difficult.
- Numerous instances of inferior materials e.g. porous material construction, wood, non-food grade materials).

Non-compliance (0 points) if:

- Condition and/or design of equipment will not allow for effective cleaning under normal conditions.
- Systematic poor welding, rough surfaces, poorly designed equipment that traps debris.

4.06.11b: Is there a documented cleaning program, with records, for the reusable containers that includes the frequency of cleaning and sanitizing, the procedures used and the strength test records of anti-microbial solution used to sanitize surfaces?

Total compliance (5 points): There should be evidence that a sanitation program is in place for re-useable containers, **and records to verify**. The program should state the frequency of cleaning **and sanitizing** and the procedures.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of missing or incomplete records.
- Single/isolated instance(s) of information missing from the cleaning program.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete records.
- Numerous instances of information missing from the cleaning program.

Non-compliance (0 points) if:

- There is no documented cleaning program.
- Systematic failure to maintain records.

4.06.11c: Are re-useable containers free from any handling contamination?

Total compliance (10 points): Re-useable containers used in the harvesting process should be managed to eliminate contamination from inappropriate handling practices. While efforts should be made to eliminate wooden surfaces, if wood is used, it is in good repair.

Minor Deficiency (7 points) if:

- Single/isolated instance(s) of inappropriate handling practices.

Major Deficiency (3 points) if:

- Numerous instances of inappropriate handling practices.

Non-compliance (0 points) if:

- Systematic failure to prevent handling contamination.

4.06.12: Are tools (e.g. knives, clippers, scissors, etc.) used in harvesting? If No, go to 4.06.13.

Total points 0: This refers to harvest tools (e.g. knives, clippers, scissors, etc.) used in harvesting.

4.06.12a: Does the design and condition of harvest tools (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood, no fabric) facilitate effective cleaning and maintenance?

Total compliance (5 points): To prevent foreign contamination issues, harvest tools (e.g., knives, coring rings, etc.) should be constructed of easy to clean materials. Tools should be shard free, and smooth seamed so that they do not have the ability to flake or oxidize.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of “bobbly” welds, rough surfaces, poorly designed tools that trap debris.
- Single/isolated instance(s) of tools where cleaning is made difficult.

- Single/isolated instance(s) of inferior materials e.g. porous material construction, wood, non-food grade materials).

Major deficiency (1 point) if:

- Numerous instances of “bobbly” welds, rough surfaces, poorly designed tools that trap debris.
- Numerous instances of tools where cleaning is made difficult.
- Numerous instances of inferior materials e.g. porous material construction, wood, non-food grade materials).

Non-compliance (0 points) if:

- Condition and/or design of tools will not allow for effective cleaning under normal conditions.
- Systematic poor welding, rough surfaces, poorly designed tools that trap debris.

4.06.12b: Are harvest tools free from exposure to the ground and/or any handling contamination?

Total compliance (5 points): Harvest tools (e.g., knives, clippers, scissors, **coring rings, holsters**, etc.) should be free from exposure to the ground and/or any handling contamination.

Minor Deficiency (3 points) if:

- Single/isolated instance(s) of handling contamination (e.g., exposure to the ground).

Major Deficiency (1 point) if:

- Numerous instances of handling contamination (e.g., exposure to the ground).

Non-compliance (0 points) if:

- Systematic failure to prevent handling contamination.

4.06.12c: Is there a tool accountability, storage and control program for knives and similar cutting hand tools used in the harvest area when not in use?

Total compliance (5 points): There should be an accountability, storage and control program in place for knives and similar cutting hand tools to identify potential product contamination. Tool accountability should include the inspection of the cutting surfaces for wear and tear, as well as a tool inventory check at the start and end of each shift. Workers should not take tools, such as knives, from the work area and should be required to use knife scabbards that can easily be cleaned i.e. non-porous. Leather scabbards should not be used.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of errors or omissions in the tool inventory check.

Major deficiency (1 point) if:

- Numerous instances of errors or omissions in the tool inventory check.

Non-compliance (0 points) if:

- There are no records for tool accountability.
- Production hand tools do not remain under the control of the company (e.g., taken home by workers).

4.06.12d: Is there a documented cleaning program, with records, for the harvest tools that includes the frequency of cleaning and sanitizing, the procedures used and the strength test records of anti-microbial solution used to sanitize surfaces?

Total compliance (5 points): There should be evidence that a sanitation program is in place for harvesting tools, **including records to verify**. The program should state the frequency of cleaning **and sanitizing** and the procedures. Dipping of harvest tools in an anti-microbial solution during the harvesting process might also be required.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of missing or incomplete records.

- Single/isolated instance(s) of information missing from the cleaning program.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete records.
- Numerous instances of information missing from the cleaning program.

Non-compliance (0 points) if:

- There is no documented cleaning program.
- Systematic failure to maintain records.

4.06.12e: Are harvesting tool dips being maintained properly in terms of anti-microbial solution strength and are records of the solution checks being maintained? AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT.

Total compliance (5 points): There should be records to show that the knife dip solutions are being maintained on a regular basis. The strength of the sanitizers should be checked on a regular basis (e.g., hourly) and recorded, with a minimum strength for a chlorinated system of >1ppm free chlorine or >650mV. Total chlorine does not measure the "available chlorine" after the tool dip has started to be used. Auditors are instructed to require the auditee to check the strength of anti-microbial chemicals during the audit.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of strength tests not being performed at the required frequency.
- Single/isolated instance(s) of missing or incomplete records.
- Single/isolated instance(s) of corrective actions not being performed.

Major deficiency (1 point) if:

- Numerous instances of strength tests not being performed at the required frequency.
- Numerous instances of missing or incomplete records.
- Numerous instances of corrective actions not being performed.

Non-compliance (0 points) if:

- There is no strength testing being performed.
- Systematic failure to maintain records.
- Corrective actions are not being performed.

4.06.13: Is machinery used in the harvesting process? If No, go to 4.06.14.

Total points 0: This includes equipment with the potential to affect product (e.g., conveyor belts, mechanical harvesting units, field packing rigs, coring rigs and any "in-field" processing rigs). Please note that there are some more specific questions for coring rigs and any "in-field" processing rigs in a later section.

4.06.13a: Are food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?

Total compliance (15 points): Food contact surfaces on equipment should be free of flaking paint corrosion, rust, and/or unhygienic materials, as they can pose foreign material and/or microbiological hazards. Food contact surfaces should be made of non-toxic, non-porous materials. Surfaces should be maintained in good condition.

Minor deficiency (10 points) if:

- Single/isolated instance(s) of flaking paint, rust or other unhygienic materials which does not pose a threat to product or packing contamination.

Major deficiency (5 points) if:

- Single/isolated instance(s) of flaking paint, rust or other unhygienic materials which may pose a threat to product or packing contamination.
- Numerous instances of flaking paint, rust or other unhygienic materials which do not pose a threat to product or packing contamination.

Non-compliance (0 points) if:

- Inspection shows numerous areas of flaking paint, rust or other unhygienic materials, which may pose a threat to product or packing contamination.
- **Any observation of direct gross systematic contamination of product, ingredient or packaging materials (revert back to Q 4.06.09, automatic failure).**

4.06.13b: Are food contact equipment surfaces clean?

Total compliance (15 points): Unsanitary food contact surfaces can directly lead to contamination of the product. All equipment surfaces that make contact with product should be kept in a clean condition to avoid cross contamination. Food debris, bio films, excessive dust, etc., should be cleaned off equipment.

21 CFR 110.3 g Definition. Food-contact surfaces are those surfaces that contact human food and those surfaces from which drainage onto the food or onto surfaces that contact the food ordinarily occurs during the normal course of operations. "Food-contact surfaces" includes utensils and food-contact surfaces of equipment, tables, etc.

Minor deficiency (10 points) if:

- Single/isolated instance(s) of food contact surface that is unclean.

Major deficiency (5 points) if:

- Numerous instances of food contact surfaces that are unclean.
- Some equipment is not cleaned after the harvesting operation has ceased for that run time e.g. after final shift.

Non-compliance (0 points) if:

- Systematic observations of food contact surfaces that are unclean.
- Equipment is not cleaned after the harvesting operation has ceased for that run time e.g. after final shift.

4.06.13c: Are non-food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?

Total compliance (10 points): Non-food contact surfaces should be free from any potential source of contamination such as flaking paint, corrosion, rust and/or other unhygienic materials (e.g., tape, string, cardboard, etc.). The surface should be made of smooth material that can be cleaned and sanitized easily. Where possible, equipment framework is not penetrated by bolts or studs.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of flaking paint, rust or other unhygienic materials e.g. tape.

Major deficiency (3 points) if:

- Numerous instances of flaking paint, rust or other unhygienic materials e.g. tape.

Non-compliance (0 points) if:

- Systematic evidence of rusting, flaking paint, use of unhygienic materials e.g. tape.
- **Any observation of direct gross systematic contamination of product, ingredient or packaging materials (revert back to Q 4.06.09, automatic failure).**

4.06.13d: Are non-food contact equipment surfaces clean?

Total compliance (10 points): Unsanitary non-food contact surfaces can indirectly lead to contamination of the product. All equipment surfaces that do not make contact with product should be kept in a clean condition to avoid cross contamination. Food debris, bio films, excessive dust, etc., should be cleaned off non-food contact equipment.

21 CFR 110.3 g Definition. Food-contact surfaces are those surfaces that contact human food and those surfaces from which drainage onto the food or onto surfaces that contact the food ordinarily occurs during

the normal course of operations. "Food-contact surfaces" includes utensils and food-contact surfaces of equipment, tables, etc.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of a non-food contact surface that is unclean.

Major deficiency (3 points) if:

- Numerous instances of non-food contact surfaces that are unclean.
- Some equipment is not cleaned after the production has ceased for that run time e.g. after final shift.

Non-compliance (0 points) if:

- Systematic observations of food contact surfaces that are unclean.
- Equipment is not cleaned after the harvesting operation has ceased for that run time e.g. after final shift.

4.06.13e: Does the design and condition of the equipment (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood) facilitate effective cleaning, sanitation and maintenance?

Total compliance (5 points): Equipment should be made of appropriate materials that can be easily cleaned and maintained, that are not porous or toxic and can withstand the cleaning process. Equipment should be designed to allow access and easy cleaning (including hollow structures on supports, rollers, racks, etc.), with no hard to get to (debris catching) areas. Surfaces that are porous, trap debris, badly damaged should be replaced. Wood, for example, is porous and can trap moisture. Welds should be smooth and not "bobbly".

Minor deficiency (3 points) if:

- Single/isolated instance(s) of "bobbly" welds, rough surfaces, poorly designed equipment that traps debris.
- Single/isolated instance(s) of hard to reach areas where cleaning is made difficult.
- Single/isolated instance(s) of inferior materials e.g. porous material construction, wood, non-food grade materials).

Major deficiency (1 point) if:

- Numerous instances of "bobbly" welds, rough surfaces, poorly designed equipment that traps debris.
- Numerous instances of hard to reach areas where cleaning is made difficult.
- Numerous instances of inferior materials e.g. porous material construction, wood, non-food grade materials).

Non-compliance (0 points) if:

- Condition and/or design of equipment will not allow for effective cleaning under normal conditions.
- Systematic poor welding, rough surfaces, poorly designed equipment that traps debris.

4.06.13f: Is there a documented cleaning program, with records, for the harvest equipment that includes the frequency of cleaning and sanitizing, the procedures used and the strength test records of anti-microbial solution used to sanitize surfaces?

Total compliance (5 points): There should be evidence that a sanitation program is in place for harvesting equipment, with records to verify. The program should state the frequency of cleaning and sanitizing and the procedures. Frequency should reflect the type of machinery, type of harvesting practice and the risk associated with the crop involved. For "in-field" processing, clean and core, etc., at least daily cleaning should be performed.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of missing or incomplete records.
- Single/isolated instance(s) of information missing from the cleaning program.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete records.
- Numerous instances of information missing from the cleaning program.

Non-compliance (0 points) if:

- There is no documented cleaning program.
- Systematic failure to maintain records.

4.06.13g: Is equipment designed and used properly to minimize product contamination (e.g. drip pans utilized, dedicated tractor pathways)?

Total compliance (5 points): Overhead contamination from materials such as hydraulic fluid can result in product and packaging contamination, and therefore, equipment should be fitted with catch pans. **Dedicated tractor pathways should also be used to minimize product contamination.**

Minor deficiency (3 points) if:

- Single/isolated instance(s) of possible overhead contamination.

Major deficiency (1 point) if:

- Numerous instances of possible overhead contamination.

Non-compliance (0 points) if:

- No protective devices have been installed to eliminate potential contamination.

4.06.13h: Is there written documentation showing that only food grade lubricants are used on the critical parts of the harvesting machinery that have the potential to contaminate product?

Total compliance (3 points): In order to prevent or reduce contamination to product/packaging, food grade lubricants (i.e. incidental food contact compounds or H1 materials) should be used on critical areas of the equipment where product exposure exists. Proof must be available that food grade lubricants are being used.

Minor deficiency (2 points) if:

- Single/isolated instance(s) of missing or incomplete evidence.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete evidence.

Non-compliance (0 points) if:

- There is no documented evidence that food grade lubricants are being used on the critical parts of the harvest machinery.

4.06.13i: Are all glass issues on harvesting machines, in-field trucks, and tractors protected in some manner?

Total compliance (3 points): Glass located on the harvesting machinery (e.g., lights, night lights) that may pose a threat of contamination onto product, packaging, and re-useable containers should be protected. Machinery includes tractors and other equipment that may come into contact with product. There should be no evidence of cracked lenses.

Minor deficiency (2 points) if:

- Single/isolated instance(s) of unprotected glass.

Major deficiency (1 point) if:

- Numerous instances of unprotected glass.

Non-compliance (0 points) if:

- Systematic failure to control glass on harvesting machines, in-field trucks and/or tractors.

- More than one instance of a broken glass item found during the audit.

4.06.13j: Are all platforms above product, packaging, or food contact surfaces (e.g., belts) on the harvest machinery and in-field trucks fitted with protection to prevent product contamination?

Total compliance (3 points): Overhead contamination of exposed product areas can result in microbiological, chemical and/or physical contamination. Measures should be taken to eliminate or reduce potential contamination by fitting protection on exposed equipment above product, food contact surfaces, and belts.

Minor deficiency (2 points) if:

- Single/isolated instance(s) of possible overhead contamination.

Major deficiency (1 point) if:

- Numerous instances of possible overhead contamination.

Non-compliance (0 points) if:

- No protective devices have been installed to eliminate potential contamination.

4.06.14: Is water used directly on product contact (e.g. re-hydration, core in field)? If No, go to 4.06.15.

Total points 0: This refers to water that is used directly on product contact. Examples may include but are not limited to re-hydration, core in field.

4.06.14a: Are there specific Standard Operating Procedures (SOPs) for the monitoring, testing and changing of recirculated and batch water systems (e.g., dump tanks) and for monitoring water temperature?

Total compliance (10 points): There should be specific SOPs describing the process of changing the water systems and monitoring the water temperature. There should be documentation that validates the water changing frequency and water testing frequency. Minimum frequency for water changing is at least daily; records of changes are kept. Water may be used for longer if a validated regeneration system (e.g., a water pasteurization/filtration system) is being used. The water temperature should be appropriate for the products and processes being performed.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of errors or omissions within the SOPs for water changing and testing.
- Single/isolated instance(s) of errors or omissions in the validation documentation for water changing and testing.

Major deficiency (3 points) if:

- Numerous instances of errors or omissions within the SOP's for water changing and testing.
- Numerous instances of errors or omissions in the validation documentation for water changing and testing.

Non-compliance (0 points) if:

- SOPs for water changing and testing do not exist.
- SOPs do not address the frequency of water changing and/or testing.
- There is no validation documentation for water changing frequency and/or water testing frequency.

4.06.14b: Are there records of visual monitoring, testing and changing of recirculated and batch water systems (e.g., dump tanks) and water temperature checks (where relevant)?

Total compliance (5 points): There should be records of visual monitoring, testing and changing of recirculated and batch water systems and water temperature checks (where relevant). Frequency is at least daily. Water may be used for longer if a validated regeneration system (e.g., a water pasteurization/filtration system) is being used.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of omissions or incorrect data in the records.
- Single/isolated instance(s) of monitoring not taking place on a consistent basis.

Major deficiency (1 point) if:

- Numerous instances of omissions or incorrect data in the records.
- Numerous instances of monitoring not taking place on a consistent basis.

Non-compliance (0 points) if:

- No records.
- Failure to maintain records.

4.06.14c: Is there a specific Standard Operating Procedure (SOP) that clearly details the anti-microbial parameters in water systems (single pass and recirculated/batch water systems) and are they correct for the type of anti-microbial being used?

Total compliance (10 points): There should be a specific SOP describing the process of performing and recording anti-microbial strength testing in water systems. Anti-microbial standards should be indicated in an SOP and/or on the recording documentation. For chlorine, the criteria should be >1ppm free chlorine or ORP >650 mV for recirculated/batch water systems. Total chlorine records are not viewed as acceptable for recycled water systems. Single pass systems must have a stated anti-microbial level. Other anti-microbials include ozone, peracetic acid, etc.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of information missing from the SOP.

Major deficiency (3 points) if:

- Numerous instances of information missing from the SOP.

Non-compliance (0 points) if:

- There is no documented SOP.
- The anti-microbial parameters stated in the SOP are not correct for the type of anti-microbial being used.

4.06.14d: Are there records (with corrective actions) that show anti-microbial (e.g., free chlorine, ORP, peroxyacetic acid) strength testing of wash water prior to start up and throughout the run?

Total compliance (10 points): Water systems using anti-microbial agents should have records showing that the strength of the solution is within stated parameters. For "single pass" systems, this should be every batch of anti-microbial solution that is mixed. Recirculated/batch water systems should be checked hourly by measuring the "free anti-microbial" as opposed to bound microbial (e.g., testing for free chlorine (or ORP) as opposed total chlorine). Where out of specification results are recorded, there should be corrective action records, including root cause analysis and preventive actions (where relevant).

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http://edocket.access.gpo.gov/cfr_2009/aprqrtr/pdf/21cfr173.315.pdf

<http://archive.onfarmfoodsafety.org/wp-content/uploads/2011/05/Chlorination-of-Water-for-Fluming-and-Cleaning-Fresh-Fruits-and-Vegetables-and-Cleaning-Equipment.pdf>

UC Davis, <http://ucce.ucdavis.edu/files/datastore/234-406.pdf>

UC Davis, http://ucanr.edu/sites/GAP/news/Water_Disinfection/

http://www.caleafygreens.ca.gov/wp-content/uploads/2018/03/2017.08.10-CA-LGMA-Metrics_Numbered.pdf

Minor deficiency (7 points) if:

- Single/isolated instance(s) of records showing solution strength out of parameters without adequate documented corrective actions.
- Single/isolated instance(s) of errors or omission in the records.

- Single/isolated instance(s) of total chlorine being recorded when free chlorine or ORP would have more been suitable e.g. in chlorinated recycled water systems
- Single/isolated instance(s) of checks not carried out at the required frequencies.

Major deficiency (3 points) if:

- Numerous instances of records showing solution strength out of parameters without adequate documented corrective actions.
- Numerous instances of errors or omission in the records.
- Numerous instances of total chlorine being recorded when free chlorine or ORP would have more been suitable e.g. in chlorinated recycled water systems.
- Numerous instances of checks not carried out at the required frequencies.

Non-compliance (0 points) if:

- Water testing and changes are not being recorded.
- Recorded solution strengths systematically out of parameters i.e. an unstable system (even if documented corrective actions exist).
- Systematic errors and omissions in the records.
- Total chlorine has been recorded throughout the system, when free chlorine or ORP should have been recorded e.g. in chlorinated recycled water systems.
- Frequencies of checks systematically do not meet requirements of prior to start up and throughout the production runs.
- Single pass water system is in use without anti-microbial being used.
- Recycled/reused water system is in use without an anti-microbial being used.

4.06.14e: Does the operation use the appropriate test strips, test kits or test probes for verifying the concentrations of anti-microbial chemicals (e.g., postharvest product contact water, dip stations, etc.) being used, are they in operational condition and are they being used correctly?

Total compliance (15 points): The strength (concentration, pH, etc.) of anti-microbial chemicals should be checked using an appropriate method for the anti-microbial in use (e.g., chemical reaction-based test, test probe, ORP meter or as recommended by the disinfectant supplier). Any water treatment at the source (e.g., well, canal) should be monitored. Solutions that are too weak will be ineffective, while those too strong may be harmful to workers or product. Where necessary, pH of solutions should also be checked. Methods include dip sticks, test strip papers, conductivity meters, titration, color comparison methods (e.g., tintometers, etc.). All test solutions/strips should be within date code, appropriate for the concentrations used and stored correctly (especially light and temperature sensitive materials). If the ORP meter controls the pumps that are injecting the anti-microbial and/or buffer, there should be an independent calibrated ORP probe or other method (e.g., test trip papers, titration) in order to verify injector readings. Probe sensors need periodic cleaning and calibration and may become temporarily saturated by over-injection of anti-microbial or buffer. The auditor should have the auditee check the strength of anti-microbial chemicals while touring the facility.

Potentially useful websites:

- <http://postharvest.ucdavis.edu/files/260798.pdf>
- <http://anrcatalog.ucanr.edu/pdf/8149.pdf>
- <http://ucfoodsafety.ucdavis.edu/files/26414.pdf>
- <http://postharvest.tfrec.wsu.edu/pages/J411B>

Minor deficiency (10 points) if:

- Single/isolated instance(s) of a method not being used correctly.
- Single/isolated instance(s) of a testing procedure being used that is not appropriate for the concentration and/or sanitizer in use.
- Single/isolated instance(s) of out of date verifying chemicals being used.

Major deficiency (5 points) if:

- Numerous instances of a method not being used correctly.

- Numerous instances of a testing procedure being used that is not appropriate for the concentration and/or chemical in use.
- Numerous instances of out of date verifying chemicals being used.
- ORP meter used to control pumps injecting anti-microbial and or/buffer without an independent probe or other method to verify readings.

Non-compliance (0 points) if:

- Chemical concentrations are not monitored.
- Equipment to monitor anti-microbial chemical concentrations is not available or is not being used correctly.

4.06.15: Is the harvested product "in-field processed" or "in-field semi-processed" (e.g., core in field, top & tail, florets)? If No, go to 4.06.16.

Total points 0: "In-field processed" products are subject to all the questions in this audit and these extra requirements below. "In-field processed" usually refers to product having multiple cut surfaces created in the field (e.g., coring in field, topping & tailing, florets).

4.06.15a: Where harvested product is "in-field processed" or "in-field semi-processed," does the process flow, machine layout, worker control, utensil control, etc. ensure that processed products are not contaminated by unprocessed products?

Total compliance (5 points): The design, worker management, utensil management and general practice should avoid contact between processed and unprocessed product, contact surfaces and tools.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of worker/utensil/machine layout cross contamination.
- Minor process issues where processed materials come into the same area as raw materials, but the two products do not touch in any way, i.e. no potential risk of cross contamination.
- Some potential space issues where the process flow is being forced to bring finished and raw material into close proximity.

Major deficiency (1 point) if:

- Numerous instances of worker/utensil cross contamination.
- Serious process flow issues where raw material can potentially cross contaminate finished goods.
- Numerous space issues where the process flow is being forced to bring finished and raw material into close proximity.

Non-compliance (0 points) if:

- Systematic instances/issues with worker and/or utensil cross contamination.
- Process flow issues are observed to result in product raw/finished goods cross contamination.

4.06.15b: Are all plastic bin liners closed immediately after harvest to avoid contamination of the harvested product?

Total compliance (3 points): All plastic bin liners should be closed immediately and appropriately secured after harvest to avoid product contamination.

Minor deficiency (2 points) if:

- Single/isolated instance(s) of a bin liner not being closed immediately after harvest.

Major deficiency (1 point) if:

- Numerous instances of bin liners not being closed immediately after harvest.

Non-compliance (0 points) if:

- Systematic failure to close bin liners immediately after harvest.

4.06.16: Are transport vehicles (e.g., forklifts) clean, are not a source of contamination and are being used in a sanitary manner?

Total compliance (5 points): Transport vehicles (e.g., forklifts) should be part of the sanitation program, maintained clean and not allowed to be a vector of cross contamination.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of unsanitary conditions.

Major deficiency (1 point) if:

- Numerous instances of unsanitary conditions.

Non-compliance (0 points) if:

- Systematic failure to maintain the transport vehicles in a clean and sanitary condition.
- Multiple instances of cases where the failure to maintain the transport vehicles in a sanitary condition may lead to potential product contamination.

4.06.17: Is there any post-harvest treatments performed to the product in the fields? If No, go to 4.07.01.

Total points 0: This refers to any post-harvest treatments taking place in the field.

4.06.17a: Are there up to date records of all pesticides applied in the field to the harvested product? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): The operation should follow a pesticide application record keeping program for all post-harvest treatments that at least includes the following: Date and time of application, treated product, brand/product name, EPA (or equivalent) registration information, active ingredient, amount applied (rate/dosage), applicator name, restricted entry interval, and type of equipment.

Automatic failure (0 points) if:

- There are missing or no pesticide application records.

4.06.17b: Do records show that pesticides applied postharvest and their use are in compliance with all requirements of label direction, national (e.g., EPA) registration and any federal, state or local regulations and guidelines? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): Grower should have information for the pesticides registered and/or authorized by government agencies in the country of production for the target crops in the post-harvest period, in accordance with label directions. Information should at least detail: ingredients, target pest(s)/organism(s) or disease(s), application methods that are required or preferred, how much chemical should be applied, rate of application, whether there are any restrictions on use (such as temperature, time of day, season of the year, contamination of sensitive areas, exposure of non-target species, application methods that are prohibited, how often the pesticide should or may be applied, all restricted entry intervals (REIs) pertaining to existing uses, as applicable), maximum application rates per treatment and per year, pre-planting intervals (PPI's), pre-harvest intervals (PHI's) and storage and disposal guidelines. N/A is only allowed when registration/authorization information does not exist for pesticides to be used in the post-harvest period for the target crops in the country of production. Where registration information exists, and it is not available at the growing operation, then an automatic failure of the audit will result.

Automatic failure (0 points) if:

- A single instance of records demonstrating that pesticides were not used in compliance with label and federal, state and/or local regulations.

4.06.17c: For those pesticides that are registered and/or authorized by a government agency for use in the postharvest period to the target crops in the country of production or are not registered for use in the postharvest period on target crops in the country of production (if the country does not have or has a partial legislative framework to cover pesticides), can the grower show that they

have registration information, label information, MRL tolerances, etc. for the country of destination? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (15 points): Grower should be aware of the pesticides registered and/or authorized by a government agency for use in the target crops in the country of production. Where the country of production does not have or has a partial legislation covering pesticides, and if the use of pesticides that are registered for the target crop in another country (extrapolation) is not prohibited, the grower must have information for the pesticides in the country(ies) of destination. The information must show: registration for the specific crop, product labels, Maximum Residue Limit (MRL) tolerances and may also include banned chemical lists, and any other relevant guidelines or legislation). If there are no postharvest treatments being used in this situation, the question is not applicable. If there is no information available for the postharvest treatments used that are not registered in the country of production, or its use based on registration, label and other legislation of the destination country, extrapolation is prohibited by the country of production, and an automatic failure of the audit will result.

Automatic failure (0 points) if:

- The grower does not have registration information, label information, MRL tolerances, etc. for the country of destination for any of the pesticides used.

4.06.17d: Where products are destined for export, are there records showing that application rates are sufficient to meet MRL entry requirements of the country of export? Records show any non-compliant product is diverted to a market where it meets requirements. ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.

Total compliance (10 points): There are records showing that application rates are sufficient to meet MRL entry requirements for the country of export. MRL tests should be performed and the auditor should review those to verify the PHIs and application rates. Records show that any non-compliant product is diverted to a market where it meets their requirements.

Any records of pesticide chemical residue testing results show residues on products do not exceed the published Maximum Residue Limits (MRL) in the destination market(s) and if so, corrective actions have been taken and documented.

Automatic failure (0 points) if:

- The grower does not have registration information, label information, MRL tolerances, etc. for the country of destination for any of the pesticides used.

Transportation and Tracking

4.07.01: Are the vehicles transporting fresh produce from field to facility limited to this function only, maintained in proper condition, and adequate for the purpose?

Total compliance (5 points): Vehicles transporting product should be limited to this function only and should be adequate for transporting produce. Vehicles should be in a good state of repair, clean, odor free, free from personal items, and free from chemical and microbiological contamination. If loads are tied down, tarps, belts, ropes, etc., should also be in good working order, without contamination risk to product.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of an issue with a transport vehicle.

Major deficiency (1 point) if:

- Numerous instances of issues with transport vehicle(s).

Non-compliance (0 points) if:

- Systematic failure to maintain transport vehicles in good repair, in good working order and/or to prevent contamination risk to the product.

4.07.02: Is there a system in place to track product from the farm? If No, go to 4.08.01.

Total points 15: There should be a tracking system in place to ensure that product can be traced back to each exact growing location and harvest date (e.g., grower identification, farm identification, block, harvesting date, etc.).

4.07.02a: If product is being packed in the field, are the cartons, boxes, RPCs or any other packaging material used, identified with the harvesting date and growing location information? This question does not apply for raw material/bulk product destined for further handling in a packinghouse or processing facility.

Total compliance (10 points): For finished goods packed in the field, there should be date coding on each external package, as cartons, boxes, reusable plastic containers or any other. The information should be enough to identify the date of harvest and the exact location of where the product was grown. This question is not-applicable for raw material/bulk product destined for further handling in a packinghouse or processing facility.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of missing or incomplete tracking information on the packaging.

Major deficiency (3 points) if:

- Numerous instances of missing or incomplete tracking information on the packaging.

Non-compliance (0 points) if:

- Systematic failure to label packaging with complete tracking information.
- There is no labeling taking place on packaging.

4.07.02b: If product is being packed in the field and individual packing units are used (e.g., clamshells, bags, baskets or others), are these individual units identified with the harvesting date and growing location information on them? This question does not apply for raw material/bulk product destined for further handling in a packinghouse or processing facility.

Total compliance (10 points): For finished goods packed in the field, there should be date coding on each individual unit package, as clamshells, bags, baskets or others. The information should be enough to identify the date of harvest and the exact location of where the product was grown. This question is not-applicable for raw material/bulk product destined for further handling in a packinghouse or processing facility.

Minor deficiency (7 points) if:

- Single/isolated instance(s) of missing or incomplete tracking information on the individual unit package.

Major deficiency (3 points) if:

- Numerous instances of missing or incomplete tracking information on the individual unit package.

Non-compliance (0 points) if:

- Systematic failure to label individual unit package with complete tracking information.
- There is no labeling taking place on the individual unit packages.

On-site Storage**4.08.01: Is there an on-site storage for items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.)?**

Total points 0: This question refers to an on-site storage for items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.).

4.08.01a: Is on-site storage for items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.) clean and secure?

Total compliance (10 points): On-site storage (including inside vehicle storage) for items and/or equipment used in the harvesting process should be secure, clean, and maintained properly to reduce pest and foreign material contamination.

Minor deficiency (7 points) if:

- Single/isolated instance of unclean and/or unsecure storage areas.

Major deficiency (3 points) if:

- Numerous instances storage of unclean and/or unsecure storage areas.

Non-compliance (0 points) if:

- Systematic failure to maintain a clean and secure storage area.

4.08.02: Are packaging, containers, and harvesting equipment stored to prevent cross contamination (this includes RPCs, cartons, clamshells, bins, and other harvesting type of containers that are single use or reusable, etc.)?

Total compliance (5 points): Packaging, containers, etc., should be stored away from farm chemicals, sanitizers, fertilizers, etc. All packaging materials should be stored off the ground (i.e. on racks, pallets, shelves, etc.). Cartons and other packing materials should be properly protected during storage to prevent contamination.

Minor deficiency (3 points) if:

- Single/isolated instance of improper storage.

Major deficiency (1 point) if:

- Numerous instances of improper storage.

Non-compliance (0 points) if:

- Systematic failure to prevent cross contamination during storage.

4.08.03: Are there cleaning logs for the storage area(s)?

Total compliance (5 points): All storage areas should have a sanitation program in place and there should be records of the cleaning and sanitation activities performed, including areas cleaned, dates and person performing the activity.

Minor deficiency (3 points) if:

- Single/isolated instance of missing or incomplete records.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete records.

Non-compliance (0 points) if:

- Systematic failure to keep records.
- There are no records.
- There is no sanitation program in place.

4.08.04: Is there an effective pest control program in place for fixed location storage areas?

Total compliance (15 points): There should be an effective, proactive pest control program (in-house or contracted) to control rodents (also insects, reptiles and birds where necessary) and prevent infestation in all fixed (permanent/dropped in place) storage areas.

Potentially useful website:

National Pest Management Standards, Pest Management Standards for Food Plants

<http://nmpapestworld.org/default/assets/File/2016%20Pest%20Management%20Standards%20for%20Food%20Processing-Electronic.pdf>

Minor deficiency (10 points) if:

- No current examples of a minor deficiency.

Major deficiency (5 points) if:

- No current examples of a major deficiency.

Non-compliance (0 points) if:

- There is no pest control program in place for fixed location storage area(s).

4.08.04a: Are pest control devices located away from items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.), and poisonous rodent bait traps are not used inside the storage areas?

Total compliance (5 points): Pest control devices should be located away from items or equipment with food contact surfaces to prevent any physical or microbial contamination. Poisonous rodent bait traps should not be used inside any storage areas.

Care should be taken to place pest control devices in such a manner that they do not pose a threat of contaminating product, packing or raw materials. This includes the following restrictions:

- There should be no domestic fly sprays used within the storage areas.
- Block bait as opposed to grain and pellet bait should be used (except for the external use of National Organic Program approved materials).
- If used, insect light traps (ILTs), electrical fly killers (EFKs) or pheromone traps should be regularly cleaned out (kept free from a build-up of insects and debris). Sticky type ILTs should be monitored at least monthly and the sticky board replaced if ineffective. ILTs that use sticking as opposed to zapping methods (EFKs) are preferred.
- If used, insect light traps or electric fly killers should not be placed above or in close proximity (10 feet, 3 meters) to product, food contact surfaces, equipment, or packaging material.
- If used, insect light trap bulbs should be replaced at least every 12 months (this should be recorded), or as more frequently if directed by manufacturers.
- No fly swatters should be evident in the storage areas.
- No bait should be found outside of bait stations.

If used, snap traps should be placed inside a trap box and should not use allergen containing baits (e.g., peanut butter). Any snap traps inside stations should be checked at least weekly and checks recorded.

Minor deficiency: (3 points) if:

- Single/isolated instance(s) of improperly positioning or maintaining electrical fly traps or insect light traps.
- Single/isolated instance(s) of a fly swatter found in growing or storage area.
- Single/isolated instance(s) of grain or pellet baits being used in an outside bait station (external trap).
- Single can of fly spray (or other insecticide) found in the growing/storage areas (including chemical/sanitation storage).
- Snap traps being used outside the operation (not presenting risk to product or packaging) and are lacking weekly inspection logs or being used for routine monitoring (as opposed to short term eradication).
- Single/isolated instance(s) of any other issues noted on the compliance criteria.

Major deficiency (1 point) if:

- Numerous instances of improperly positioning or maintaining electrical fly traps or insect light traps.
- Numerous instances fly swatters found in growing or storage area.
- Numerous instances of grain or pellet bait being used in an outside bait station (external trap).

- More than one can of fly spray (or other insecticide) found in the growing/storage areas (including chemical/sanitation storage).
- Single instance of bait/poison found outside of a trap.
- Snap traps being used for a short-term eradication process with weekly inspection logs but using an allergenic bait.
- Numerous instance(s) of any other issues noted on the compliance criteria.

Non-compliance (0 points) if:

- More than one instance of bait/poison found outside of a trap.
- More than one major deficiency.
- Numerous (more than three snap traps) being used inside the operation and are lacking weekly inspection logs or being used for routine monitoring (as opposed to short term eradication).

4.08.04b: Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?

Total compliance (5 points): All pest control devices should be maintained **clean**, in working condition and replaced when damaged in order to accomplish their intended use. Date of inspections should be posted on the devices as well as kept on file (unless barcode scanned).

The following criteria should be met:

- If non-toxic glue boards are used, they should be located inside a trap box or PVC piping, etc., and changed frequently ensuring that the surface has a shiny glaze with no build-up of dust or debris.
- If cardboard traps are used (interior and dry areas only) they should be in good repair and marked as monitored (see below).
- If mechanical wind-up traps are used, they should be wound. Winding is checked by triggering the spring device to operate the trap. The trap should be rewound after testing.
- Approximately 10% of the traps, glue boards and bait stations should be checked by the auditor.
- Record of service verification such as stickers, cards or bar codes should be on the inside of the station and on bottom of glue boards requiring the station to be opened to record data (date and initial of inspector) or to scan. External labeling is allowed on traps with a clear window on top.
- Bait and other poisons should be controlled and applied by a licensed applicator.
- Bait in bait stations should be secured inside the bait station on a rod above the floor of the station, or the bait station is designed so bait cannot be removed by a rodent or "float away" in a heavy rain. Bait stations should be tamper resistant. A key should be made available at the time of the audit.
- No bait stations should be missing entire bait.
- No old or moldy bait observed.
- Bait stations and traps should not be fouled with weeds, dirt, and other debris.
- External pest control devices should be checked at least monthly– these checks to be recorded.
- Internal multiple-catch devices should be checked at least weekly – these checks to be recorded.
- Any snap traps inside stations should be checked weekly – these checks to be recorded.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of inspections occurring less than the required frequency.
- Single/isolated instance(s) of traps, bait stations and glue boards not working properly or adequately maintained (check cards, cleanliness, etc.)
- Single/isolated instance(s) of unsecured bait inside bait stations.
- Single/isolated instance(s) of bait stations having moldy bait.

Major deficiency (1 point) if:

- Numerous instances of inspections occurring less than the required frequency.
- Numerous instances of traps, bait stations or glue boards not working properly or adequately maintained (check cards, cleanliness, etc.)
- Numerous instances of unsecured bait inside bait station.
- Numerous instances of bait stations having moldy bait.

Non-compliance (0 points) if:

- More than one instance of bait/poison found outside of a trap.
- More than one major deficiency.

4.08.04c: Are pest control devices adequate in number and location?

Total compliance (5 points): The location of the traps should be based on a risk assessment of the storage area and surrounding area.

- Multiple catch traps or glue boards in stations or PVC pipes should be positioned between 20 to 40 feet (6 to 12 meters) intervals around the inside perimeter of all rooms. Spacing might be affected by the structure, storage and types activities occurring.
- Snap traps in stations may be used if necessary in certain areas e.g., in areas with high dust levels (e.g., potatoes, onions), covered breezeways or box mezzanines where large traps or glue boards are not practical. Snap traps in stations should be positioned between 20 to 40 feet (6 to 12 meters) intervals though spacing may be affected by the structure, storage and types activities occurring.
- Inside the storage area, traps should be placed within 6 feet (about 2 meters) of both sides of all outside exit/entry doors. This includes either side of the pedestrian doors. Effort should be made to avoid placing traps on curbing.
- Bait stations or multiple-catch traps should be positioned between 50-100 feet (15-30 meters) intervals around the exterior of the building perimeter and within 6 feet (about 2 meters) of both sides of all outside exit/entry doors, except where there is public access (public access is defined as access easily gained by the general public such as parking lots or sidewalks, school areas or areas of environmental concern). Trap placement might be affected by the structure, external storage and type of area (urban, rural etc.).
- Bait stations (where used) should be positioned within 100 feet (30 meters) of structures. This may impact fence line/property boundary baiting i.e. bait stations must be within 100 feet (30 meters) of buildings and at 50-100 feet (15-30 m) intervals. If an exterior fence line/property perimeter program is utilized at distances greater than 100 feet (30 m) from buildings, then non-bait traps (e.g. multiple-catch traps) should be positioned at 50-100 feet (15-30 m) intervals along perimeter. Auditor should check label for bait and ensure compliance to distance requirements on label.

<https://www.epa.gov/rodenticides/restrictions-rodenticide-products#types>

<http://nmpapestworld.org/default/assets/File/2016%20Pest%20Management%20Standards%20for%20Food%20Processing-Electronic.pdf>

Minor deficiency (3 points) if:

- Single/isolated instance(s) of traps positioned at longer intervals than mentioned above.
- Single/isolated instance(s) of traps missing or not within 6 feet (about 2 meters) of exit/entry doors.
- Single/isolated instance(s) of the traps not matching what was determined from the risk assessment.

Major deficiency (1 point) if:

- Numerous instances of bait stations positioned at longer intervals than mentioned above.
- Numerous instances of traps missing or not within 6 feet (about 2 meters) of exit/entry doors.
- Numerous instances of the traps not matching what was determined from the risk assessment.

Non-compliance (0 points) if:

- Trap positioning is such that the number of traps is nowhere near adequate in terms of spacing and coverage of entry points.
- Traps not located in numerous areas that should be trapped.
- There is no risk assessment.

4.08.04d: If storage areas are fully enclosed, are measures taken to prevent pest entry?

Total compliance (5 points): Fully enclosed storage buildings should have measures in place to prevent pest entry (i.e. pest proof doors, screened openings, etc.). Main doors should be kept closed unless in use.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of doors left open.
- Single/isolated instance(s) of a damaged pest proof door, screened opening or any other preventive measure taken.

Major deficiency (1 point) if:

- Numerous instances of doors left open.
- Numerous instances of damaged pest proof doors, screened openings or any other preventive measures taken.

Non-compliance (0 points) if:

- Systematic failure to prevent pest entry.

4.08.04e: Are all pest control devices identified by a number or other code (e.g., barcode)?

Total compliance (5 points): The devices are numbered and a coding system is in place to identify the type of device on a map. Auditor should check that the trap map numbering and trap positions, match reality. All internal traps should be located with wall signs (that state the trap number and also that they are trap identifier signs).

Minor deficiency (3 points) if:

- Single/isolated instance(s) pest control devices having no visible numbers on them or on the station location.
- Single/isolated instance(s) of missing wall signs.
- Wall signs are not unique i.e. not clear that they are trap identifiers e.g. just a number.

Major deficiency (1 point) if:

- The devices are marked on the map but the devices themselves are not numbered or the numbering sequence is incorrect.
- Numerous instances of pest control devices having no visible numbers on them or the station location
- Numerous instances of missing wall signs.

Non-compliance (0 points) if:

- None of the devices are numbered.

4.08.04f: Are all pest control devices effective and bait traps secured?

Total compliance (5 points): All traps should be correctly orientated with openings parallel with and closest to walls. Bait stations should be secured to minimize movement of the device and be tamper resistant, and only block bait (no pellets) should be used. Bait stations should be secured with a ground rod, chain, cable or wire, or glued to the wall/ground, or secured with a patio stone (wall signs are required if using patio stones) to prevent the bait from being removed by shaking, washed away, etc. Bait stations should be tamper resistant through the use of screws, latches, locks, or by other effective means. Note – only traps containing bait are required to be secured. Live traps used indoors are not required to be secured to the ground; auditee may use metal “sleeves” or similar solutions to prevent displacement, crushing by forklifts, etc. Glue boards should be inside a device (e.g. trap box, PVC pipe, etc.) rather than loose on the floor. Auditor discretion applies to traps placed on curbing.

Minor deficiency (3 points) if:

- Single/isolated instance(s) of bait stations not being secured.
- Single/isolated instance(s) of devices “out of position.”
- Lacking wall signs for external traps that are secured to a patio block.

Major deficiency (1 point) if:

- Numerous instances of bait stations not being secured.
- Numerous instances of devices “out of position.”

Non-compliance (0 points) if:

- Systematic failure to secure bait stations.

4.08.04g: Is there a schematic drawing/plan** of the storage area showing numbered locations of all **pest monitoring devices**, both inside and outside the storage area?**

Total compliance (5 points): A schematic drawing or trap map is on file, current and details internal and external traps. All devices should be numbered and clearly identified on the map. Map numbers should match physical placements. **The document should be accurate, dated and should show the type of device.**

Minor deficiency (3 points) if:

- The location map does not distinguish between the different types of devices.
- Single/isolated instance(s) of trap(s) being missed off the plan.
- Single/isolated instance(s) of trap(s) numbering being incorrect.

Major deficiency (1 point) if:

- Numerous instances of traps being missed off the plan.
- Numerous instances of traps numbering being incorrect.

Non-compliance (0 points) if:

- No map available for review.
- Majority of traps are not included on the map.
- Map does not represent actual physical placement of traps at all.

4.08.04h: Are service reports created for pest control checks detailing inspection records, application records, and corrective actions **of issues noted (in-house and/or contracted)?**

Total compliance (5 points): **Service reports from the contract pest control company should be available for review if pest control is contracted out. In-house inspection records should be available for review if pest control is conducted in-house. Records should include services performed, date of service, chemicals used (see below), signs of activity with corrective actions, and trend reports. Where chemicals are used, records should detail:**

- Product name of materials applied
- The EPA or product registration number (as required by law)
- Target pest
- Rate of application (percent of concentration)
- Location or site of application
- Method of application (if applicable)
- Amount of pesticide used
- Date and time of application
- Signature of applicator
- Corrective actions
- Trend reports

National Pest Management Standards, Pest Management Standards for Food Plants
<http://npmapestworld.org/default/assets/File/2016%20Pest%20Management%20Standards%20for%20Food%20Processing-Electronic.pdf>

Minor deficiency (3 points) if:

- Single/isolated instance(s) of missing or incomplete information/records e.g. pest activity, trap replacement, etc.
- Single/isolated instance(s) where contracted pest operators action points have not been acknowledged and completed.
- Single/isolated instance(s) of not noting chemical use details.

Major deficiency (1 point) if:

- Numerous instances of missing or incomplete information/records e.g. pest activity, trap replacement, etc.
- Numerous instances where contracted pest operators action points have not been acknowledged and completed.
- Numerous instances of not noting chemical use details.

Non-compliance (0 points) if:

- No service reports.
- Systematic failure to maintain service reports.
- Systematic failure to record chemical use details.