

2011 Michigan State University Extension Good Agricultural Practices (GAP) Assistance Manual

Produced on collaboration with Michigan Agricultural Cooperative Marketing Association Inc.



Explanation of Contents

This manual is meant to act as a guide for growers who are developing a food safety plan to meet the requirements of a USDA GAP Audit during 2011.

The goal of the food safety plan is to implement the objectives outlined in the United States Food and Drug Administration's "<u>Guide to</u> <u>Minimize Microbial Food Safety Hazards for Fresh Fruits and</u> <u>Vegetables</u>." In addition, the food safety plan is designed to address the guidelines in the United States Department of Agriculture Good Agricultural Practices (GAP) Audit Verification Checklist, a copy of which is included at the begging of this notebook (pages 3-32). This manual follows the format of the USDA Checklist.

This manual requires the use of a food safety training session for all farm workers. The DVD or VHS <u>"Fruits, Vegetables, and Food Safety:</u> <u>Health and Hygiene on the Farm, Worker Training Video"</u> is available in English, Spanish, and Hmong and is acceptable.

Keep in mind that this manual is meant as a guide. There may be portions that do not apply to your operation and should be removed. Conversely, you may find it necessary to include additional material to meet the standards of USDA on your farm.

If you completed a food safety plan utilizing the MACMA/MSU GAP Manual in 2010 you will need to update your plan to meet the requirements of the USDA GAP Audit for 2011. Although there are not significant changes, those of you who developed your food safety plan using the MACMA/MSU USDA GAP Manual in 2010 should have most of your materials completed. You may choose to edit or rearrange your existing food safety plan notebook to accommodate these changes and facilitate a faster and well organized audit. A list of these changes is available at the <u>NWMHRS webpage</u>.

Contact your Michigan State Extension Office or MACMA at 1-800-292-2653 for more information or clarification.

USDA Good Agricultural Practices & Good Handling Practices Audit Verification Checklist





This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables."

Firm Name:		
Contact Person:		
Audit Site(s):		
Main Address:		
City:	State:	Zip:
Telephone No:	Fax:	
E-mail:		
Auditor(s): (list all auditors with the lead listed f	first)	
USDA or Fed-State Office performing audit:		
Date & Time Arrived:	Date & Time Depar	ted:
Travel Time:	Code:	
Person(s) Interviewed: (use back of sheet if ne	ecessary to list all per	sons interviewed)
Did the auditee participate in GAP & GHP tra Yes No	ining?	
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Is there a map that accurately represents the farm operations? Yes No N/A
Legal Description/GPS/LatLong. of Location:
Are all crop production areas located on this audit site? Yes No N/A
Total acres farmed (Owned, leased/rented, contracted, consigned):
Does the company have more than one packing facility? Yes No N/A
Is there a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices? Yes N/A
Is any product commingled prior to packing? Yes No

Audit Scope: (Please check all scopes audited)

General Questions (All audits must begin with and pass this portion)
Part 1 – Farm Review
Part 2 - Field Harvesting and Field Packing Activities
Part 3 - House Packing Facility
Part 4 – Storage and Transportation
Part 5 – (Not Used)
Part 6 – Wholesale Distribution Center/Terminal Warehouses
Part 7 – Preventive Food Defense Procedures
Products:
Auditors' Signature(s):

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Conditions Under Which an Automatic "Unsatisfactory" Will be Assessed

- An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.
- The presence or evidence of rodents, an excessive amount of insects or other pests in the production area during packing, processing or storage.
- Observation of employee practices (personal or hygienic) that jeopardize or may jeopardize the safety of the produce.
- Falsification of records.
- Answering of Questions P1 or P2 as "NO".

Auditor Completion Instructions

- For clarification and guidance in answering these questions, please refer to the Good Agricultural Practices & Good Handling Practices Audit Verification Program Policy and Instruction Guide.
- Place the point value for each question in the proper column (Yes, No, or N/A).
- Gray boxes in the "N/A" column indicate that question cannot be answered "N/A".
- Any "N/A" or "No" designation must be explained in the comments section.
- The "Doc" column-
 - A "D" indicates that a document(s) is required to show conformance to the question. A document may be a combination of standard operating procedures outlining company policy as well as a record indicating that a particular action was taken.
 - A "R" indicates that a record is required to be kept showing an action was taken.
 - A "P" indicates that a policy/standard operating procedure (SOP) must be documented in the food safety plan in order to show conformance to the question.

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General Questions

Implementation of a Food Safety Program

	Questions	Points	YES	NO	N/A	Doc
P-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.					D
P-2	The operation has designated someone to implement and oversee an established food safety program. Name					D

Traceability

	Questions	Points	YES	NO	N/A	Doc
G-1	A documented traceability program has been established.	15				D
G-2	The operation has performed a "mock recall" that was proven to be effective.	10				R

Worker Health & Hygiene

	Questions	Points	YES	NO	N/A	Doc
G-3	Potable water is available to all workers.	10				R
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10				Ρ
G-5	Training on proper sanitation and hygiene practices is provided to all staff.	15				D
G-6	Employees and visitors are following good hygiene/sanitation practices.	15				
G-7	Employees are washing their hands before beginning or returning to work.	15				
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10				
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or antibacterial soap and potable water for hand washing.	15				

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	Questions	Points	YES	NO	N/A	Doc
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10				R
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10				Р
G-12	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.	15				Р
G-13	There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.	15				Р
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	5				Р
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.	10				R
COM	MENTS:					

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Total points earn Total Possible	ed for Ger = <u>180</u>	neral Questions = The total number of points possible for this section.
Subtract "N/A"		Enter the additive number of N/A points (+ points) here.
Adjusted Total	=	Subtract the N/A points from the Total possible points.
X .8 (80%)		Multiply the Adjusted Total by .8 and show it as the Passing Score.
Passing Score		
	(please c	ircle one) Pass / Fail

This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables."

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Part 1 - Farm Review

Water Usage

(1-1) What is the source of irrigation water? (Pond, Stream, Well, Municipal, Other) please specify

(1-2) How are crops irrigated? (Flood, Drip, Sprinkler, Other) please specify

Water Quality Risks

	Questions	Points	YES	NO	N/A	Doc
1-3	A water quality assessment has been performed to determine the quality of water used for irrigation purposes on the crop(s) being applied.	15				D
1-4	A water quality assessment has been performed to determine the quality of water used for chemical application or fertigation method.	15				D
1-5	If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination.	15				

Sewage Treatment

	Questions	Points	YES	NO	N/A	Doc
1-6	The farm sewage treatment system/septic system					
	functions properly and there is no evidence of	15				
	leaking or runoff.					
1-7	There is no municipal/commercial sewage					
	treatment facility or waste material landfill adjacent	10				
	to the farm.					

Animals/Wildlife/Livestock

	Questions	Points	YES	NO	N/A	Doc
1-8	Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities unless adequate natural or physical barriers exist.	15				
1-9	Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking or overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.	10				
1-10	Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.	10				

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	Questions	Points	YES	NO	N/A	Doc
1-11	Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.	10				
1-12	Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.	5				R
1-13	Measures are taken to reduce the opportunity for wild and/or domestic animals from entering the crop production areas.	5				R

Manure and Municipal Biosolids

Please choose one of the following options as it relates to the farm operation:

 Option A. Raw manure or a combination of raw and composted manure is
used as a soil amendment.

Only answer the following manure questions (questions 1-14 to 1-22) that are assigned to the Option chosen above. DO NOT answer the questions from the other two options. The points from the manure and municipal biosolids are worth 35 of a total 155 points, and answering questions from the other two options will cause the points to calculate incorrectly.

	Option A: Raw Manure	Points	YES	NO	N/A	Doc
1-14	When raw manure is applied, it is incorporated at least 2 weeks prior to planting and a minimum of 120 days prior to harvest.	10				R
1-15	Raw manure is not used on commodities that are harvested within 120 days of planting.	10				R
1-16	If both raw and treated manure are used, the treated manure is properly treated, composted or exposed to reduce the expected levels of pathogens.	10				R
1-17	Manure is properly stored prior to use.	5				

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Option B. Only composed manure/treated municipal biosolids are used as a soil amendment.

Option C. No manure or municipal biosolids of any kind are used as a soil amendment.

	Option B: Composted Manure	Points	YES	NO	N/A	Doc
1-18	Only composted manure and/or treated biosolids are used as a soil amendment.	10				R
1-19	Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens.	10				D
1-20	Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination.	10				
1-21	Analysis reports are available for composted manure/treated biosolids.	5				R
	Option C: No Manure/Biosolids Used					
1-22	No animal manure or municipal biosolids are used.	35				Ρ

Soils

	Questions	Points	YES	NO	N/A	Doc
1-23	A previous land use risk assessment has been performed.	5				R
1-24	When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested for contaminants and the land use is commensurate with test results.	10				R
1-25	Crop production areas that have been subjected to flooding are tested for potential microbial hazards.	5				R

Traceability

1				
1-26	Each production area is identified or coded to			
	enable traceability in the event of a recall.	10		R

COMMENTS:		

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Total points earn Total Possible	ed for PAF = <u>190</u>	RT I = The total number of points possible for this section.
Subtract "N/A"		Enter the additive number of N/A points (+ points) here.
Adjusted Total	=	Subtract the N/A points from the Total possible points.
X .8 (80%)		Multiply the Adjusted Total by .8 and show it as the Passing Score.
Passing Score		
	(please o	ircle one) Pass / Fail

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Part 2 - Field Harvest and Field Packing Activities

Field Sanitation and Hygiene

	Questions	Points	YES	NO	N/A	Doc
2-1	A documented pre-harvest assessment is made on the crop production areas. Risks and possible sources of crop contamination are noted and assessed.	15				D
2-2	The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.	10				
2-3	When question 2-2 is answered "N/A" (sanitation units are not required), a toilet facility is readily available for all workers.	10				
2-4	Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.	10				
2-5	A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities.	10				Ρ

Field Harvesting and Transportation

	Questions	Points	YES	NO	N/A	Doc
2-6	All harvesting containers and bulk hauling vehicles that come in direct contact with product are cleaned and/or sanitized on a scheduled basis and kept as clean as practicable.	10				D
2-7	All hand harvesting equipment and implements (knives, pruners, machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.	10				D
2-8	Damaged containers are properly repaired or disposed of.	5				
2-9	Harvesting equipment and/or machinery which comes into contact with product is in good repair.	10				
2-10	Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.	10				

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	Questions	Points	YES	NO	N/A	Doc
2-11	There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.	5				P
2-12	There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.	5				P
2-13	For mechanically harvested crops, measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.	5				
2-14	Harvesting containers, totes, etc. are not used for carrying or storing non-produce items during the harvest season; and farm workers are instructed in this policy.	5				P
2-15	Water applied to harvested product is microbially safe.	15				R
2-16	Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.	5				
2-17	Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.	10				
2-18	There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered during transportation.	5				Ρ
2-19	In ranch or field pack operations, only new or sanitized containers are used for packing the product.	10				D
2-20	Packaging materials used in ranch or field pack operations are properly stored and protected from contamination.	10				
2-21	Product moving out of the field is uniquely identified to enable traceability.	10				D

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COMMENTS:	

Total points earned for PART 2 = _____.

Total Possible	= 185	The total number of points possible for this section.
Subtract "N/A"		Enter the additive number of N/A points (+ points) here.
Adjusted Total	=	Subtract the N/A points from the Total possible points.
X .8 (80%)		Multiply the Adjusted Total by .8 and show it as the Passing Score.
Passing Score		
	(please o	ircle one) Pass / Fail

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Farm Information

Farm Location:

Legal Description/GPS/Lat-Long of Location:

Total Acres Farmed:

Crop Grown	Previous Land Use/Crop	# of Acres



INSERT FARM MAP HERE

If you're not sure how to obtain legal description of your farm it is included in your tax record, or you can contact your County Extension Office or the Conservation District.

Example of a Food Safety Plan

(*P-1* includes this section and the entire notebook)

As a supplier of produce, we are committed to delivering products that are free of contaminants that may lead to serious illness or other consequences.

All employees are required to attend training sessions on food safety, sanitation, and hygiene.

In addition, all employees are required to complete a checklist explaining farm policies in effect during their period of employment.

Agricultural operations are conducted in such a manner so as to minimize negative impacts on the environment, both on the farm, and in the surrounding community.

The Food Safety Plan will be reviewed on an annual basis. All documentation shall be retained for a minimum of two years.

The goal of the food safety plan is to implement the objectives outlined in the United States Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables." In addition, the food safety plan is designed to address the guidelines in the United States Department of Agriculture Good Agricultural Practices (GAP) Audit Verification Checklist.

Farm Information (General info and *P-1* **to** *P-2***)**

General and Contact Information

Farm Name:

Farm Owner:

Phone #:

Food Safety Coordinator or Designee (*P2*): Phone #: Farm Address:

Farm Phone #:

Fax #:

E-Mail Address:

Emergency Contact Number:

Disciplinary Policy for Food Safety Violations

If an employee is observed to be violating the established Food Safety policies for _____, he/she will be:

- Given a warning regarding the violation and reminded of proper food safety rules.
- ✓ The employee will be instructed to review the Farm Policies Form and watch the Worker Health & Hygiene DVD.

TRACEABILITY (G-1 to G-2, and 1-26)

Traceability Policy

- ✓ Each production area is identified or coded to enable traceability in the event of a recall (include these codes on you farm maps).
- ✓ All deliveries of produce to will be accompanied by a *Delivery Form* that includes the following information:

Farm/Grower Name:

Delivery Date:

Harvest Date:

Crop/ Variety:

Number of Units:

Farm Block # or Name:

Delivered by:

G-2 Reminder! Be sure to document a "mock recall". Call or e-mail your processor; tell them you are performing a mock recall and provide 2 tank/box/bin numbers that represent your produce for them to locate for the mock recall. Once they have located the produce, ask them to fax you confirmation or copies of the tags associated with the mock recall product. Develop a plan of action, will you pick up and dispose of the product or will the processor destroy/dispose of the product? Record the date, time, and whom you have interacted with. Include all written communications such as e-mails or faxes.



INSERT EXAMPLE OF BIN/TANK/CONTAINER TAG HERE

Tags should include field/block names or numbers that are precise enough for growers to trace a delivery back to reasonable vicinity. In the event of a recall, the size of the area a grower can trace back to may determine the extent of produce lost.

WORKER HEALTH AND HYGIENE (G-3 to G-15) Employee and Visitor Health and Hygiene Policy, (G-3 to G12)

- ✓ Potable water is available to all employees; see policy and log (G-3).
- ✓ Visitors are required to follow sanitation practices outlined in the policy; see policy and log below (*G*-4).
- ✓ All employees have been trained in proper sanitation and hygiene practices annually and are required to follow proper sanitation and hygiene practices; see Farm Policies forms (G-5).
- ✓ Signs are posted instructing employees to wash their hands before beginning or returning to work (*G*-8).
- Employees are required to wash their hands before beginning or returning to work.
- ✓ All field sanitation units will be equipped with single use towels, toilet paper, soap, and potable water for hand washing adequate (*G*-9).
- ✓ Toilets are cleaned and serviced on a scheduled basis (*G*-10).
- ✓ Smoking and eating are confined to designated locations outside crop production areas (*G*-11).
- ✓ Employees with diarrhea or symptoms of other infectious disease are prohibited from handling fresh produce; see policy and log (*G*-*12*).
- ✓ Employees are to notify their supervisor/designee if any commodity comes into contact with blood or other body fluids. All contaminated products are to be destroyed; see policy and log (*G*-13).
- ✓ Employees are to seek prompt treatment from their supervisor/ designee with clean first aid supplies for cuts, abrasions, and other injuries; see policy and log (*G*-14).
- ✓ All employees that apply regulated materials in the crop production areas are properly *trained and/or licensed; see policy and license/certification (G-15).*
- ✓ All unsecured jewelry or hand jewelry which cannot be sanitized is removed or covered if food is manipulated by hand.

Water Testing Policy and Log Sheet (G-3)

Water used for drinking, hand washing, and on harvested crops is potable. Potable water is available to all employees. Water used for chemical applications and irrigation is known to be adequate for its intended use.

Water Source	Name/ Location	Testing date	Testing lab	Results attached
		Spring		
		Fall		
		Spring		
		Fall		
		Spring		
		Fall		

An alternative, emergency water source is available via: (circle one) bottled water, a private source with daily disinfection and chlorine testing, a tested private source, or _____.

Field Visitor Policy and Log Sheet (G-4)

Any non-farm employee, service employee, or person(s) who frequents the farm on a regular basis, is instructed at the beginning of the season on proper health and hygiene practices and is required to sign a visitor log once. Visitors who are on the farm longer than 30 minutes will be instructed to follow proper health and hygiene practices and will be required to sign the Visitor Log

Date	Visitor Name	Company	Nature of visit

sheet.

Reminder: All toilets/restrooms/field sanitation facilities must be cleaned and maintained with supporting documents (see Cleaning Log below). All toilets/restrooms/field sanitation facilities must be properly supplied with single use towels, toilet paper, and handwash or antibacterial soap and potable water for hand washing. See appendices for facility requirements.



INSERT <u>ANNUAL</u> WATER REPORTS HERE INCLUDE ONE FOR EACH WELL OR SOURCE UTILIZED AS POTABLE WATER (G-3)

Under Department of Labor, OSHA regulation (29CFR, PART 1910), this means water that meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR part 72, or water which is approved for drinking purposes by the U.S. EPA, State or local authority having jurisdiction. See the appendix at the back of the manual for water testing services and follow water sampling guidelines.

Toilet/Restroom/Field Sanitation Cleaning Log (G-10)

Field sanitation units are placed appropriately to minimize the risk of product contamination. Field sanitation units are placed in a location that is easily accessible for cleaning and servicing. A farm employee will be responsible for checking, on a daily basis, cleaning of the sanitation facility (port-o-potty), and replacing toilet paper, single use towels, and soap as necessary. These activities include community bathrooms used by farm employees.

Date	Sanitation	<u>Supplies</u>	Signature
	checked/cleaned	checked/replaced	

Place a copy of this log at each facility. Initial each box as the task is completed then, sign and date the log.

Employee Infectious Disease Policy and Log (G-12)

Employees with diarrhea, an open lesion or other abnormal source of microbial contamination, including infectious diseases are prohibited from any tasks which may result in contamination until the condition is corrected. Employees are to notify their supervisor immediately if they are experiencing diarrhea or other infectious disease symptoms (see the Appendix for a list of pathogens and associated symptoms).

Date	Employee Name	Event Description	Action Taken	Supervisor

Product Contamination – Blood/Body Fluid Policy and Log (*G13*)

Employees are to notify their supervisor/designee if any commodity comes into contact with blood or other bodily fluid, (human or animal). The supervisor/designee is instructed to destroy/dispose of the contaminated product, clean/sanitize food contact surfaces, and complete the log sheet.

Date	Event Description	Action Taken	Supervisor

First Aid Policy and Log (G14)

Employees are instructed and encouraged to seek prompt treatment from a supervisor/designee with clean first aid supplies for cuts, abrasions, and other injuries no matter how minor. All cuts and abrasions must be properly covered before the employee returns to handling food or working around food contact surfaces.

Date	Description	Action Taken	Supervisor

Preharvest/Postharvest Material

Applicators Policy (G15)

Personnel will have a working knowledge of, and comply with proper use of pre-harvest (pesticides, growth regulators, and fertilizers) and/or postharvest application material (waxes, fumigants and pesticides). Working knowledge will include the appropriate concentration and what to do if there is a spill.

When the use of materials is being completed by licensed or trained contractors, knowledge is demonstrated as applicators are covered by Federal, State or Local laws. All applicable State, Federal, and Local training and licensing requirements will be met by persons applying regulated or restricted use materials. If no restricted use materials are being used the applicator will hold training documents that prove they have received training on proper use.

Spray records will be made available to inspector upon request.



INSERT PESTICIDE APPLICATOR LISCENSE HERE (G15)

If there are additional employees applying pesticides, make a statement that says "_____ has been trained by _____ in the proper handling of chemicals, amount of material/acre, and all other legal safety practices for application."

PART 1 - FARM REVIEW

WATER USAGE AND QUALITY RISKS (1-1 to 1-5)

WATER USAGE AND QUALITY RISKS POLICY

- ✓ The source of irrigation water is documented below (1-1) and all water sources used in crop production are tested for microbial contamination; see irrigation water reports below (1-3).
- ✓ A log sheet of irrigated crops, irrigation type, and acreage is completed below, if applicable (1-2).
- ✓ If necessary, steps are taken to protect irrigation water from contamination (1-5). Look at each production area in terms of the proximity to surrounding land uses that pose a potential for polluted runoff (livestock production, etc.) and take steps to minimize the risk of contamination of their water source.
 (✓ the following that apply and add your own):
- □ Water tests to confirm contamination has not occurred and document what you do on your farm
- □ A proper chemical mixing pad is utilized to prevent chemical contamination of the water source.
- □ Livestock is excluded from the area surrounding the water source.
- □ Water is an appropriate distance from fuel storage facilities.
- □ Water source is an appropriate distance from pesticide storage facilities.
- □ Back-flow valves are installed on chemigation/fertigation systems.
- □ When loading pesticides/herbicides, an air gap is maintained to prevent backflow and well contamination

Irrigation Water Source Log Sheet

Water	Testing	Testing Lab	Results
Source/Location	Date		Attached

Crops Irrigated:	# of Acres:	Type of Irrigation:	Water Source/ Location

Irrigated Crop Information Log Sheet (1-2)



INSERT IRRIGATION WATER REPORT(S) HERE (1-3)

The source of your water will determine the frequency of testing. **Municipal water** tests are required annually and can be acquired from the local water authority. **Well water** must be tested once annually and treated if fecal coliforms are present. **Surface water** must be tested three times annually in Michigan, at planting time, peak use and at or near harvest. See the Appendix for a list of water testing services.

Note: All water sources for farm use must be tested, including well or surface water used for irrigation, pesticide or fertilizer application, cooling, frost control or any other source use that contacts the produce. Some wells or surface water may be used for multiple applications on the farm, include a copy of the report for each section that requires it (ie. irrigation, potable, etc.)


Insert Chemigation/Fertigation Water Source Tests Here If Applicable (1-4)

SEWAGE TREATMENT (1-6 to 1-7)

SEWAGE TREATMENT POLICY AND LOG SHEET

Farm sewage treatment systems are functional and operating properly. There is no evidence of run-off or leaking (1-6). There are no municipal/commercial sewage treatment facilities or waste material landfills adjacent to the farm (1-7).

Type of Sewage Treatment	Location	
System		
	1	

ANIMAL/WILDLIFE/LIVESTOCK (1-8 to 1-13)

ANIMAL/WILDLIFE/LIVESTOCK POLICY

- ✓ In general, most crop production areas are located away from livestock production facilities. If, however, crop production areas are located near or adjacent to livestock production areas (within 1 mile) then steps to minimize the risk of contamination will be implemented if necessary (1-8). These include the proper management of manure lagoons and manure storage areas to prevent leaking, overflow, and/or run-off from contaminating crop production areas (1-9). Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops (1-10). Measures are taken to restrict livestock access to water sources used in crop production (1-11).
- ✓ Crop production areas are monitored on a scheduled basis for the presence or signs of wild or domestic animals entering the land and observations are logged; see log below (1-12).
- ✓ Wild and/or domestic animals are restricted from entering crop production areas by a variety of means including, but not limited to: fencing, audible cannons, distress calls, netting, hunting, physical repellents, scare balloons, odoriferous repellents, and human patrolling (1-13).

Animal/Wildlife/Livestock,

Monitoring/Activity Log (1-12 to 1-13)

Date	Animal Activity	Problem /Concern	Deterrent Action

MANURE AND MUNICIPAL BIOSOLIDS POLICY

For the following section, choose and answer questions *only* for the option (A-Raw Manure, B-Composted Manure, or C-No manure/Biosolids) that applies to your specific farm operation. Remove all options that are not applicable to your operations.

Option A, Raw Manure

(1-14 to 1-17)

- ✓ When raw manure is applied it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest (*1*-14).
- ✓ Raw manure is not used on commodities that are harvested within 120 days of planting (1-15).
- ✓ If a combination of raw and treated manure is used the manure is properly treated, composted or exposed to reduce the expected levels of pathogens (1-16).
- ✓ Untreated manure is properly stored to prevent leaching or runoff to adjacent crop production areas (1-17).
- ✓ Analysis reports of raw manure, or raw manure combined with treated manure, compost manure or any combination of the three are included below (1-16).
- ✓ Manure is applied in the fall of at the end of the season to all planned vegetable production ground or fruit acreage, when soils are warm, non-saturated, and cover-cropped.
- ✓ If applying manure in the spring (or start of the season), spread the manure two weeks before planting.

Date	Field	Rate	Source/Type	Crop	Date	Date
			of Manure		Planted	Harvested

Option A. Raw Manure and Treated/Compost Application Log (1-14)



INSERT RAW MANURE OR TREATED/COMPOSTED/RAW MANURE ANALYSIS HERE (1-16)

Option B, Composted Manure (1-18 to 1-21)

- ✓ Only composted manure and/or treated biosolids are used as a soil amendment (1-18).
- ✓ Composted manure and/or treated bisolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens via the following methods (✓ method(s) that apply); see treatments described below. Also see analysis and application log (1-19).
 - Passive treatment rely on the passage of time in conjunction with environmental factors that help reduce pathogens such as UV, moisture and temperature fluctuations (insert time/temperature specific methods document below).
 - □ Active treatments involve a greater level of intentional management and a greater input of resources. Includes pasteurization, heat drying, anaerobic digestion, alkali stabilization, aerobic digestion or a combination (insert analysis below).
- ✓ Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination (1-20), using:
 - Select all that apply: \Box Deprive
 - \square Barriers
 - □ Physical containment
 - □ Coverage to prevent rain leaching.
- ✓ Analysis reports are available for composted manure/ treated biosolids along with an explanation of the treatments. See supporting analysis documents below (1-21).



FOR **PASSIVE TREATMENT**: INSERT TIME/TEMPERATURE AND SPECIFIC METHODS UTILIZED (1-19)

FOR **ACTIVE TREATMENT**: INSERT COMPOSTED MANURE/TREATED BIOSOLIDS ANALYSIS HERE (1-19,1-21)

Growers purchasing manure should obtain specification sheets from the supplier for **EACH** shipment. Specification sheets should contain information about the method of treatment. Growers treating or composting their own manure should have an analysis completed and documented as well as a written composting procedure with log sheet to document the process.

Option B. Composted Manure/Treated Biosolids Application Log

Date	Field	Rate	Source/Type of Manure	Crop	Date Planted	Date Harvested

MANURE AND MUNICIPAL BIOSOLIDS POLICY

Option C; No Manure/Biosolids are used

No documentation is required for Option C, simply note that no manure or biosolids are used.

No manure or municipal biosolids were used on _____ for crop year 2011.

Signature _____ Date _____

SOILS (1-23 to 1-25)

Soils and Land Use Policy

- ✓ See farm information page for previous crop history (1-23).
- ✓ Previous land use was compatible with the growing and harvesting of commodities with minimal risk of microbial or other contamination (*1-24*).
- ✓ If there was a risk of previous land use causing contamination, the site has been tested and there was no risk of microbial or other contaminants; see soil analysis below (1-24).
- ✓ Crop production areas subject to flooding or with a history of flooding have been tested for microbial hazards; see soil analysis below (1-25).



INSERT SOIL TEST(S) HERE IF NECESSARY DUE TO PREVIOUS LAND USE AND/OR FLOODING

Traceability (1-26)



INSERT FARM MAP HERE

If you're not sure how to obtain legal description of your farm it is included in your tax record, or you can contact your County Extension Office or the Conservation District.

#Include copies of farm maps that show what is grown in each field. Identify each block/growing area and include a legend (types of varieties) if it is not self explanatory.

PART 2 – FIELD HARVEST AND FIELD PACKING ACTIVITIES

FIELD SANITATION AND HYGEINE POLICY

- ✓ A preharvest assessment of the crop production areas is performed and documented. Risks are noted and assessed; see log (2-1).
- The number, condition, and placement of field sanitation units comply with OSHA standards, including:
 - One toilet and one hand washing facility is provided for each 20 or less employees.
 - Toilet facilities are adequately ventilated and have selfclosing doors that latch from the inside to ensure privacy.
 - Facilities are located within ¹/₄ mile of work site.
- ✓ Potable drinking water, toilets, and hand washing facilities are maintained and cleaned regularly; see cleaning log (2-2).
- ✓ If field sanitation units are not used and are not required by applicable state and/or federal regulations, a toilet facility is readily available for all employees or within a ¼ mile walk from the work site or a designated vehicle for transportation to a toilet facility or sanitation unit (2-3).
- ✓ Field sanitation units are placed so as to minimize the risk of product contamination (2-4).
- ✓ Field sanitation units are placed in a location that is easily accessible for cleaning and servicing.

- ✓ A response plan is in place in the event of a major spill or leak; policy and log (2-5). (2-4)
- ✓ G11 reminder! Smoking and eating are confined to designated areas separate from areas where product is handled (including production areas)!

Date	Site	Potential contaminant risks:	Mitigating Practices

Preharvest Assessment of Crop Production Areas (2-1)

Be sure to include any old oil wells, quarry or pipelines going through the orchard in your assessment of crop production areas. Also include an emergency contact in case of an event on the farm.

Toilet/Restroom/Field Sanitation Cleaning Log (*G-9*, *2-2*)

Date	Sanitation checked/cleaned	Supplies checked/replaced	Signature

Place a copy of this log at each facility. Initial each box as the task is completed then, sign and date the log.

IN THE EVENT OF A SPILL OR LEAK, IMMEDIATELYCONTACT (name)______ at (Phone #)_____(2-5).

Field Sanitation Spill/Leak Policy and Log (2-5)

In the event of a major spill or leak of a field sanitation unit or toilet facility, the contracted service provider (see contract below) or other environmentally qualified contractor will be contacted by the food safety adviser immediately to begin clean up and remediation procedures, including identification and removal and disposal of contaminated product and sanitation of the unit itself.

Date	Event Description	Action Taken	Supervisor



If you have a sanitation service agreement and clean-up is included in the agreement; please insert a copy here.

FIELD HARVESTING AND TRANSPORTATION POLICY (2-6 to 2-21)

- ✓ All harvesting containers that come in direct contact with product are cleaned or sanitized on a scheduled basis (as clean as practical). See sanitation procedure below (2-6)
- ✓ Hand harvest equipment is cleaned and disinfected on a scheduled basis under the supervision of _____(print name) or designee. See sanitation procedure below; (2-7).
- ✓ Harvest containers are inspected by ______(print name) or designee to determine if they are damaged. Damaged harvest containers are properly repaired or disposed of. (2-8).
- ✓ Harvesting equipment which comes into contact with product is in good repair. _____(print name) or designee is responsible for checking equipment every ____days (2-9).
- ✓ Light bulbs and glass on harvesting equipment is protected from breakage so as not to contaminate the produce. See Glass Breakage Policy and Log below (2-10 to 2-11).
- ✓ There is a standard operating procedure for measures that should be taken in the case of product contamination by chemicals, petroleum, pesticides, or other contaminants. See Policy and Log below (2-12).
- ✓ Harvest containers are inspected prior to use and foreign materials removed under the supervision of ______ (print name) or designee (2-13).

- ✓ Harvest containers are to be used for their original purpose, and employees are instructed in this policy (see the Farm Policies form completed by employees); (2-14).
- ✓ Water used in and/or during the harvest process is tested to be free of microbial contamination and be potable. See previously included water analysis report, unless separate well is used (2-15).
- ✓ Efforts are made to limit excessive dirt and mud from products or containers during harvest (2-16).
- Transportation equipment used in the harvest and transport of product is in clean and in good repair.
- ✓ Harvested Product being moved from field to storage areas or processing plants are covered during transportation (2-18).
- ✓ In ranch or field pack operations, only new or sanitized containers are used for packing the product (2-19).
- ✓ Packaging materials used in ranch or field pack operations are properly stored and protected from contamination (2-20).
- ✓ Product moving out of the field is uniquely identified to enable traceability; see Traceability Policy for *G*-1 and *G*-2 (2-21).



INSERT HARVESTING EQUIPMENT AND CONTAINER SANITIZING OR CLEANING PROTOCOL HERE (2-6 and 2-7)

Write up a description of the sanitizing protocol you use, include products utilized, frequency, and worker instruction. The more specific, the better. See the appendix for some ideas.

Glass Breakage/

Product Contamination Policy and Log (2-10 to 2-11)

In the event of product contamination by glass and/or brittle plastic, the contaminated product shall be destroyed/disposed of, the container will be cleaned or disposed of, and the log sheet of the event completed by the supervisor or designee.

Date	Event Description	Action Taken	Supervisor

Chemical/Oil/Other Types of Contamination

Policy and Log (2-12)

In the event of product contamination by chemicals/oils or other materials, the contaminated product shall be destroyed/disposed of, effected containers will be cleaned or disposed of, and the log sheet of the event completed by the supervisor or designee.

Date	Event Description	Action Taken	Supervisor



INSERT WATER REPORT(S) FOR WATER SOURCES USED IN, AND/OR DURING THE HARVESTING PROCESS (2-15)

If you already completed the testing of this well for a different GAP requirement, simply include an additional copy of the test here.

The following forms should be copied and distributed (in English or Spanish) to workers and visitors to document food safety training has occurred and that they agree to comply with food safety standards. It is still the responsibility of the Food Safety Supervisor to enforce these rules.

Additionally, a copy of a handwashing sign is provided in English and Spanish to be posted at all restroom facilities.

FARM POLICIES

Employee Compliance Form

I, _____ have been trained in and understand the following health, conduct, and safe food handling issues: (\checkmark each box to confirm)

Hand Washing Policy (G-7)

• All employees and visitors are required to wash their hands before beginning work, after breaks, and after using the restroom.

Eating and Smoking Policy (G-11)

• Eating and smoking are NOT permitted in the harvest area, however, it is allowed in the perimeter of the harvest area.

Sick Policy (G-12)

• Employees with diarrhea or symptoms of other infectious diseases are to report to their supervisor immediately.

<u>Product Contamination (G-13)</u>

 Employees are to notify their supervisor if any commodity comes into contact with blood or other body fluids. The supervisor is instructed to dispose of the product that has been contaminated and disinfect contact surfaces.

<u>First Aid (G-14)</u>

• Employees are instructed to seek prompt treatment from their supervisor or other designated agent with clean first aid supplies for cuts, abrasions, and other injuries.

□<u>Ground Contact</u>

• All apples that come in contact with the ground must be labeled as "drops" to eliminate the possibility of being utilized in fresh market channels.

Animal/Wildlife/Livestock Policy (1-13)

 Measures are taken to restrict wild and/or domestic animals from entering crop production areas. Measures could include, but are not limited to: fencing, audible cannons, distress calls, netting, hunting, physical repellents, odoriferous repellents, and human patrolling.

Glass Policy (2-10 to 2-12)

 Glass or brittle plastic bottles are NOT allowed in orchards under any circumstances. The standard operating procedure for product contaminated by chemicals, petroleum, pesticides, or other contaminating factors is to dispose of the product immediately.

Bin Inspection

• Employees will inspect bins during harvest to insure any foreign objects (glass, metal, rocks or other dangerous items) are removed from the bin.

Use of Harvesting Containers (2-14)

• Harvest containers will not be used for carrying or storing (old pesticide containers, coffee cups, bottles, etc.) anything other than produce during the harvest season

I have read and understand all I have checked.

Printed Name:	
Signature:	
Date:	
Supervisor:	

Make additional copies for each employee.

Farm Employee Training Log Sheet

I have watched the *Fruits, Vegetables, and Food Safety: Health and Hygiene on the Farm* DVD. I have had an opportunity to discuss and ask questions about the program.

Printed Name:	 	
Signature:	 	
Date:	 	
Supervisor:		

Make additional copies for each employee.

POLITICAS DE CULTIVO

He sido entrenado y he entendido lo siguiente salud, conducta, y seguridad en cuestiones de manejo de alimentos: (Marque con una ✓ lo siguiente)

Política de lavarse las manos (G-7)

 Todos los empleados y visitantes se les requiere que se laven las manos antes de empezar a trabajar, después de descansos, y después de usar el baño.

Política de Comer y Cigarro (G-11)

• **NO** está permitido comer o fumar en el área de trabajo, pero, es permitido fuera de los perímetros de las áreas de trabajo.

<u>Política de Enfermedad (G-12)</u>

• Empleados con diarrea o síntomas de algún otra infección deberá reportarlo a su supervisor.

Contaminación del Producto (G-13)

 Los empleados deberán notificar a su supervisor si alguna comodidad ha hecho contacto con sangre u cualquier otro liquido corporal. El supervisor será instruido para destruir cualquier producto contaminado con sangre.

Primeros Auxilios (G-14)

 Los trabajadores son instruidos para buscar el tratamiento prontamente con sus Supervisores en los primeros auxilios para cortadas, rasguños u otras heridas.

Contacto con el piso

 Todas las manzanas que tengan contacto con el piso deberán ser marcadas como "Caída" para eliminar la posibilidad de que sea usada en canales de mercados frescos.

Politica de Animales/Salvaje/Ganado (1-13)

 Esta medida es para restringir la entrada a cocechas o en contacto con el product a animales salvajes y/o domesticos. Medidas pueden incluir, y no son limitadas son: cercado, cañones audibles, llamadas de socorro, red, cacería, repelentes fisicos, repelentes de olor, y patrullaje humano.

Politica de Vidrios (2-10 to 2-12)

 Bajo ninguna circunstacia estan permitidas botellas de vidrio o plastico fragil en las cocechas. El procedimiento estándar para el producto contaminado por los productos químicos, el petróleo, los pesticidas, u otros factores contaminantes es destruir el producto inmediatamente.

<u>Inspección Contenedores</u>

 Los trabajadores deberán inspeccionar los contenedores durante la cosecha para prevenir cualquier objeto extraño (vidrio, metal, rocas, o cualquier otro objeto de peligro) estos deberán ser removidos de los contenedores previos a llenarse.

El uso de los contenedores de la cosecha (2-14)

 Los contenedores de la cosecha no deberán ser usados para cargar o almacenar (niños, tazas de café, botellas, etc.) cualquier cosa con excepción de producto. Si usted usa un contenedor con propósitos de almacenamiento este deberá ser marcado con la etiqueta de "For storage only" "Solo para almacenamiento".

He leído y entendido todo lo que he marcado.

Nombre (Letra de molde):	
Firma:	
Fecha:	
Supervisor:	

Make additional copies for each employee.

Hoja de registro del entrenamiento para el empleado de la Granja

He visto el DVD de entrenamiento acerca de *Frutas*, *Vegetales y Seguridad de los alimentos: Salud e Higiene en la Granja.* He tenido la oportunidad de discutir y preguntar mis dudas acerca del programa.

Nombre (Letra de molde):_____

Firma: _____

Fecha: ______

Supervisor: _____

Make additional copies for each employee.

Employees

<u>Must</u>

Wash Hands Before Returning To Work

Los Empleados

<u>Tienen Que</u>

Lavarse

Las Manos

Antes De Regresar

Al Trabajo

Place a copy of this sign at each hand washing facility.

APPENDIX

Additional Reference Material:

USDA GAP & GHP Audit Verification Checklist <u>www.ams.usda.gov</u>

U.S Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables"

www.cfsan.fda.gov

www.mapslive.com



Handwashing

Handwashing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and foodborne illness.

People can be a significant source of harmful microorganisms. Proper handwashing by food employees is necessary to control direct and indirect contamination of food, utensils, and equipment.

When to Wash Hands

- Before starting to work with food, utensils, or equipment
- When switching between raw foods and ready-to-eat foods
- After handling utensils and equipment that contact raw food or are soiled
- After coughing, sneezing, using a tissue, or using tobacco products
- After eating or drinking
- After touching bare human body parts other than clean hands
- After handling animals
- After using the toilet room
- At all other times as necessary during food preparation

Proper Way to Wash Hands

- Before washing hands, remove any jewelry.
- Wash hands only in the sink designated for hand washing.
- Do not wash hands in a service sink or one used for washing utensils.

Follow these five steps:

- Wet hands and exposed portion of forearms with warm water.
- 2. Using soap, work up a lather that covers hands and forearms.
- 3. Vigorously rub hands together for at least 20 seconds. Pay particular attention to the areas under the fingernails and between the fingers.
- 4. Rinse hands and forearms in clean water.
- 5. Dry hands and forearms.

Hand Sanitizers

Use of hand sanitizers is not a substitute for proper hand washing.

Note: This document is for educational purposes only and should not be considered a substitute for studying the Food Code of 1999 and Michigan Food Law of 2000. Food safety information and additional copies of this and other fact sheets are available from the Michigan Department of Agriculture's web page www.michigan.gov/mda

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Water Analysis Testing Options in Northwest Michigan

Great Lakes Water Quality

Full service water testing – State Certified Lab

www.greatlakeswaterlab.com

1.888.371.3335

P.O. Box 131

Lake Ann, MI

Pure Water Works Inc

Full service water testing – State Certified Lab

www.purewaterworks.biz

1.231.941.7873

1040 S. Garfield Ave.

Traverse City, MI

SOS Analytical

Full service water testing – State Certified Lab

www.sosanalytical.com

1.231.946.6767

4125 Cedar Run Rd.

Traverse City, MI 49684

OSHA Hand Washing Facility Guidelines for Permanent Facilities

Except as otherwise indicated in this paragraph (c)(1)(i), toilet facilities, in toilet rooms separate for each sex, shall be provided in all places of employment in accordance with table J-1 of this section. The number of facilities to be provided for each sex shall be based on the number of employees of that sex for whom the facilities are furnished. Where toilet rooms will be occupied by no more than one person at a time, can be locked from the inside, and contain at least one water closet, separate toilet rooms for each sex need not be provided. Where such single-occupancy rooms have more than one toilet facility, only one such facility in each toilet room shall be counted for the purpose of table J-1.

Number of employees	Minimum number of water closets	
1 to 15	1	
16 to 35	2	
36 to 55	3	
56 to 80	4	
81 to 110	5	
111 to 150	6	
Over 150	(2)	

Footnote(1) Where toilet facilities will not be used by women, urinals may be provided instead of water closets, except that the number of water closets in such cases shall not be reduced to less than 2/3 of the minimum specified.

Footnote(2) 1 additional fixture for each additional 40 employees.

Hand Washing Facility Guidelines for Field Locations

- One toilet facility and one hand washing facility shall be provided per 20 employees.
- Toilet and hand washing facilities shall be location within a ¹/₄ mile walk of each hand laborer's place of work.
- Where terrain prohibits the placement of facilities as required above, they should be located at the point of closest vehicular access.
- Toilet facilities are not required for employees who perform field work for a period of 3 hours or less (including transportation time to and from the field).
- Potable water shall be refilled as necessary to ensure adequate supply
- The employer or supervisor shall notify each employee of the location of the sanitation facilities and water and shall allow each employee reasonable opportunities during the workday to use them.

Symptoms of Common Illnesses of Concern

Pathogen	en Symptoms		
Hepatitis A	Fever, Jaundice		
Salmonella typhi	Fever		
Shigella species	Diarrhea, Fever, Vomiting		
Norwalk and Norwalk-like viruses	Diarrhea, Fever, Vomiting		
Staphylococcus aureus	Diarrhea, Vomiting		
Streptococcus pygenes	Fever, Sore throat with fever		

Products and Materials Used for Sanitizing Tools and Materials

Abridged from the Guide to Minimize Microbial Food Safety Hazards of Fresh-cut Fruits and Vegetables (FDA, 2008).

Area	Cleaning/ Sanitizing Method	Tools	Cleaning Materials	Frequency
Drains, trench	Clean, flood, rinse	Soft Nylon brush, 50 gallon container	Chlorine- alkaline detergent, quat or iodine based sanitizer	Daily
Grids	Brush, rinse	Nylon brush, high water pressure machine	Chlorine- alkaline detergent	Daily
Waste, dumpster areas	Foam, brush, rinse	Nylon brush, high water pressure machine	Heavy duty chlorine- based cleaner	Daily
Employee break rooms/bathro oms	Wash, rinse	Nylon brush, sanitary brushes	Chlorine- based soap or quat	Frequently throughout the day
Maintenance areas	Scrub, rinse	Nylon brush	Degreasing agent	Once/Month

- Including as part of the sanitation schedule the name of the employee (and alternate when primary employee is absent) responsible for the activity, the equipment to be cleaned and how to disassemble it, the frequency of cleaning, procedures for cleaning (including type and concentration of cleaning compound and sanitizer), time and temperature requirements, cleaning solution flow rate (pressure) if applicable, and the name of an employee responsible for verifying the program effectiveness by inspection
- Cleaning the condenser unit, drip pans, and hoses of refrigerators
- Keeping cold storage as dry as possible
- After cleaning and sanitizing, visually inspecting the area cleaned for product residue and conducting routine microbiological tests (conventional or rapid microbiological methods,

such as total count or bioluminescence) to verify effectiveness of the cleaning and sanitizing program

- When reassembling sanitized equipment, placing the equipment parts on a sanitary mat and not on the floor
- Cleaning and sanitizing all processing equipment, facility utilities (e.g., air system, water system), and food-contact surfaces after maintenance work and prior to use in production
- Cleaning and sanitizing processing equipment and food-contact surfaces between the processing of different commodities, if appropriate based on risk
- Avoiding cleaning and sanitizing equipment during processing operations to prevent contamination
- Minimizing splashing during the cleaning of floor drains by using an appropriate brush, such as a ¹/₄ inch smaller brush than the diameter of the drain opening, or a splash guard

For cleaning drains, we recommend using dedicated utensils (color coded and used for cleaning drains only) to minimize the potential for contamination. We also recommend that floor drains not be cleaned during processing operations and that the person who cleaned drains not clean fresh-cut produce food contact surfaces without changing outer garments, and washing and sanitizing his or her hands.

• Regularly inspecting tools for cutting, slicing, and shredding for damage that could impair cleaning and sanitizing them

We recommend replacing a tool if it cannot be fixed so that it can be adequately cleaned.