

Good Agricultural and Good Handling Practices Self –Assessment and Farm Plan

Farm Name _____

Farm Location _____

Person(s) Completing Plan _____

Address _____ State _____ Zip _____

Phone () _____ Alt. Phone () _____

E-mail _____ FAX () _____

Has person completing farm plan completed GAP training? No Yes

If yes, where and when _____ Attach copy of certificate

Date Completed _____

Annual reviews

DATE	PERSON CONDUCTING REVIEW

WATER Page 1 of 5 **Date Section Completed** _____

Management Area	N/A	Best practice	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is the best water quality reserved for post-harvest operations? <i>page 8</i>						
Is contact minimized between irrigation water and edible plant parts? <i>page 9</i>						
Are wells constructed optimally for water protection? <i>page 10</i>						
Is the water source protected from run-off and flooding? <i>page 11</i>						
Is water source protected from animal contamination? <i>page 11</i>						

WATER Page 2 of 5

Management Area	N/A	Best practice	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is potable water used in dust control operations? <i>page 11-12</i>						
Are wells maintained and repaired regularly? <i>page 12</i>						
Are unused wells properly shut down? <i>page 12</i>						
Are devices in place to prevent back-siphonage in all water lines? <i>page 12</i>						

WATER Page 3 of 5

Management Area	N/A	Best practice	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is the water used to deliver chemicals and other amendments to plants of post-harvest quality? <i>page 13</i>						
Is post-harvest water clean and sanitary? <i>page 13</i>						
Are standard operating procedures (SOPS) in place for changing water in post-harvest operations? <i>page 14</i>						
Is the equipment used to maintain post-harvest water quality inspected and repaired regularly? <i>page 14</i>						

WATER Page 4 of 5

Management Area	N/A	Best practice	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is the dump tank properly maintained? <i>page 14</i>						
Are appropriate wash methods used for produce? <i>page 14</i>						
Is the wash water used efficiently? <i>page 15</i>						
Are antimicrobials used properly in post-harvest water? <i>page 15</i>						
Is water reused counter to the production line?						
Are cooling temperatures maintained properly? <i>page 15</i>						

WATER Page 5 of 5

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is cooling medium maintained properly?? <i>page 16</i>						
Have any adverse water testing results been acted upon? <i>page 16</i>						

SOIL AMENDMENTS Page 1 of 2 Date Section Completed _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is the water used to deliver soil amendments sanitary? <i>page 17</i>						
Is only properly composted or adequately aged manure used on the fields? <i>page 17</i>						
Is aged manure applied only prior to planting? <i>page 17</i>						
Are only reputable compost suppliers used? <i>page 17</i>						
Are all compost applications documented? <i>page 17</i>						

SOIL AMENDMENTS Page 2 of 2

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are all compost applications documented? <i>page 17</i>						
Are the supplier's records reviewed regularly? <i>page 18</i>						
Is compost stored in an appropriate manner? <i>page 18</i>						
Is the crop considered before manure application? <i>page 18</i>						

PHYSICAL LOCATION Page 1 of 1 Date Section Completed _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Do topographical features exist near the field that might encourage run-off? <i>page 19</i>						
Does the field have a well-documented land history? <i>page 19</i>						
Do adjacent fields present microbial risks? <i>page 19</i>						
Is movement of animals controlled to prevent microbial contamination? <i>page 20</i>						
Does the area have a continual or periodic high bird population? <i>page 20</i>						

PERSONNEL Page 1 of 3 Date Section Completed _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are employees properly trained in personal hygiene and the prevention of microbial contamination of produce? <i>page 21</i>						
Do employees feel responsible of food safety? <i>page 21</i>						
Are training schedules, sanitation policies and personal hygiene policies documented and accessible to employees? <i>page 21</i>						
Are employees with illness and open wounds prohibited from handling produce? <i>page 22</i>						

PERSONNEL Page 2 of 3

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are employees trained in proper handwashing technique? <i>page 22</i>						
Are restrooms adequate and available to employees? <i>page 22</i>						
Are head coverings and hair restraints used as necessary? <i>page 22</i>						
Do employees wear clean garments every day? <i>page 22- 23</i>						
If gloves are used, are they used appropriately? <i>page 23</i>						

PERSONNEL Page 3 of 3

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Does the grower have hygiene policies in place for the fields? <i>page 23</i>						
Are field workers provided a separate area for breaks and meals? <i>page 23</i>						

SANITARY FACILITIES Page 1 of 2 Date Section Completed _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is there 1 toilet for every 20 workers of each sex, or fraction thereof? <i>page 24</i>						
Is there 1 handwashing facility with single-use towels for every 20 workers? <i>page 24</i>						
Do toilets lock from the inside? <i>page 24</i>						
Is toilet paper held on a dispenser? <i>page 24</i>						
Are toilets easily accessible and can employees use them whenever they need to? <i>page 24</i>						

SANITARY FACILITIES Page 2 of 2

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are toilet facilities maintained in a clean condition? <i>page 25</i>						
Is sewage disposed of properly? <i>page 25</i>						
Are portable toilets handled appropriately? <i>page 25</i>						
Is drinking water provided for employees? <i>page 26</i>						
Are the grower's sanitation policies documented? <i>page 26</i>						

FIELD SANITATION **Page 1 of 1** **Date Section Completed** _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are appropriate containers used? <i>page 27</i>						
Are containers inspected and replaced regularly? <i>page 27</i>						
Are containers cleaned and sanitized according to a standard procedure? <i>page 27</i>						
Is farm equipment cleaned and sanitized routinely? <i>page 27</i>						
Are storage facilities cleaned and sanitized regularly and kept free of pests? <i>page 28</i>						

PACKING SHED SANITATION Page 1 of 6 Date Section Completed _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is the building designed to prevent cross-contamination? <i>page 29</i>						
Are bins and containers inspected regularly? <i>page 29</i>						
Is this schedule documented? <i>page 29</i>						
Are bins and containers washed and sanitized regularly? <i>page 29</i>						
Are packing shed personnel trained in minimizing microbial risk? <i>page 29</i>						

PACKING SHED SANITATION Page 2 of 6

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is processing water clean and sanitary? <i>page 30</i>						
Is food protected from contamination by the equipment? <i>page 30</i>						
Is the equipment designed to be easily cleaned? <i>page 30</i>						
Are racks and forklifts inspected and cleaned regularly? <i>page 30</i>						
Is the garbage kept covered? <i>page 30</i>						

PACKING SHED SANITATION Page 3 of 6

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Is there a space of at least 18 inches between racks or pallets and the wall? <i>page 31</i>						
Is equipment cleaned and inspected according to a schedule and standard procedure? <i>page 31</i>						
Is a sanitizing step always preceded by a cleanser step? <i>page 31</i>						
Are cleaning tools cleaned and sanitized regularly? <i>page 31</i>						
Are cleaning tools kept separate according to their function? <i>page 31</i>						

PACKING SHED SANITATION Page 4 of 6

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are food-grade lubricants used? <i>page 31</i>						
Are pests properly controlled according to a schedule and SOP? <i>page 32</i>						
Is the environmental sanitation carried out according to a documented schedule? <i>page 32</i>						
Is environmental sanitation carried out according to a Standard Operating Procedure? <i>page 32</i>						

PACKING SHED SANITATION Page 5 of 6

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are samples for testing taken properly? <i>page 33</i>						
Are packaging materials stored in a sanitary manner? <i>page 33</i>						
Are cooling rooms and units cleaned and sanitized appropriately? <i>page 33</i>						
Are cooler temperatures properly maintained? <i>page 34</i>						
Is the outside property maintained in a clean condition? <i>page 34</i>						

PACKING SHED SANITATION Page 6 of 6

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Do conditions at the loading dock minimize microbial risk? <i>page 34</i>						
Are cross-contamination conditions minimized in the transport truck? <i>page 34</i>						

CLEANSERS AND SANITIZERS Page 1 of 2 Date Section Completed _____

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are appropriate water temperatures used for cleaning and sanitizing? <i>page 36</i>						
Is a surface cleanser always used before a sanitizer? <i>page 36</i>						
Is there a method to test sanitizer concentration? <i>page 36</i>						
Are employees properly trained how to use chemical cleansers and sanitizers? <i>page 36</i>						

CLEANSERS AND SANITIZERS Page 2 of 2

Management Area	N/A	Best Practices	Minor Adjustment	Concerns Exist	Action for Improvement	Person responsible
Are all chemical hazards and risk areas clearly indicated? <i>page 37</i>						
Are chemicals safely stored? <i>page 37</i>						

