

CALIFORNIA AVOCADO INDUSTRY
Good Agricultural Practices (GAP)
-Farm Review-

December 6, 2011

Pre-Audit Grower Checklist

RANCH INFORMATION

Firm Name: _____

Contact Person: _____

Audit Site(s): _____

Main Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Legal Description (APN)/GPS/Latitude-Longitude of Location:

Total Acres Farmed (Owned, leased/rented, contracted, consigned): _____

- An aerial image/map or hand drawn map must be available that shows the crops grown in each field or production area.

Explanation of Documentation Requirements

“**M**” - indicates that a document is required to show conformance to the question and is found in the CAC-GAP Manual. A document may be a combination of standard operating procedures (SOPs) outlining company policy as well as a record indicating that a particular action was taken.

“**R**” – indicates that a record is required to be kept showing an action taken. These records must be provided “*in addition*” to the CAC-GAP Manual.

GENERAL QUESTIONS

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;
- Observation of employee practices (personal or hygienic) that jeopardize or may jeopardize the safety of the produce;
- Falsification of records;
- Unable to check the following 2 boxes:

(P-1*) “M” - A documented food safety program that incorporates GAP and /or GHP has been implemented. (CAC-GAP Manual)

(P-2*) “M” - The operation has designated someone to implement and oversee an established food safety program. (CAC-GAP Manual pg. 7)

Food Safety Coordinator: _____

Phone Number: _____

TRACEABILITY

(G-1*) “M” - A documented traceability program has been established.(CAC-GAP Manual pg.8)

(G-2*) “R” - The operation has performed a “mock recall” that was proven to be effective. (CAC-GAP Manual pg. 9)

WORKER HEALTH & HYGIENE

(G-3*) “R, M” - Potable water is available to all workers. (CAC-GAP Manual pg. 15; *Provide water testing records indicating water is potable*)

(G-4*) “M” – All employees and all visitors to the location are required to follow proper sanitation and hygiene practices. (CAC-GAP Manual pg. 15)

(G-5*) “R, M” – Training on proper sanitation and hygiene practices is provided to all staff. (CAC-GAP Manual pgs. 15-20; *Provide Worker Hygiene Training Log on pg. 39*)

(G-6*) Employees & visitors are following good hygiene/sanitation practices while on the ranch. (*If applicable auditor will visually observe*)

(G-7*) Employees who handle or package produce are washing their hands before beginning or returning to work. (*If applicable auditor will visually observe*)

(G-8*) Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work. (CAC-GAP Manual, pg. 16; *Make sure signs are posted*)

**Refers to that specific question in the USDA GAP Audit Verification Checklist.*

- (G-9*) “R” – All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, hand soap or antibacterial soap, and potable water for hand washing. (*Provide water testing records indicating water is potable*)
- (G-10*) “R, M” - All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis. (CAC-GAP Manual pgs. 17-18; *Provide Toilet and Hand Washing Station Maintenance Log pg. 19*)
- (G-11*) “M” - Smoking and eating are confined to designated areas separate from where product is handled. (CAC-GAP Manual pg. 15)
- (G-12*) “M” – Workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce. (CAC-GAP Manual pgs. 20 and 40)
- (G-13*) “M” – 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 bodily fluids. (CAC-GAP Manual pg. 20)
- (G-14*) “M” – Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries. (CAC-GAP Manual pg. 20)
- (G-15*) “R, M” – 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 their proper use. (CAC-GAP Manual pg. 23; *Provide copies of Qualified Applicators License and/or Pest Control Advisor license*)

WATER USAGE

(1-1*) Source of Irrigation Water (Check all that apply):

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Reservoir |
| <input type="checkbox"/> District | <input type="checkbox"/> Canals, Rivers, Ditches |
| <input type="checkbox"/> Well | <input type="checkbox"/> Tail Water, Run Off Water |
| <input type="checkbox"/> Pond | |

(1-2*) **How are crops irrigated? (Drip, sprinkler, overhead, other)**

**Refers to that specific question in the USDA GAP Audit Verification Checklist.*

- (1-3*) “R, M” – A water quality assessment has been performed to determine the quality of water used for irrigation purposes on the crop(s) being applied. (CAC-GAP Manual pg. 24; Provide water testing records)
- (1-4*) “R, M” – A water quality assessment has been performed to determine the quality of water used for chemical application or fertigation method. (CAC-GAP Manual pg. 24; Provide water testing records)
- (1-5*) If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination. (*If applicable auditor will visually observe*)

SEWAGE TREATMENT

- (1-6*) The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff. (*If applicable auditor will visually observe*)
- (1-7*) There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm. (*If applicable auditor will visually observe*)

ANIMALS/WILDLIFE/LIVESTOCK

- (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. (*Auditor will visually observe*)
- (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. (*If applicable auditor will visually observe*)
- (1-10*) Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops. (*If applicable auditor will visually observe*)
- (1-11*) Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water. (*If applicable auditor will visually observe*)
- (1-12*) “R, M” – Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land. (CAC-GAP Manual pg. 32; Provide Animals/Wildlife/Livestock Log pg. 33) (*Auditor will visually observe*)
- (1-13*) “R, M” – Measures are taken to reduce the opportunity for wild and/or domestic animals from entering crop production areas. (CAC-GAP Manual pg. 32; Provide Animals/Wildlife/Livestock Log pg. 33)

**Refers to that specific question in the USDA GAP Audit Verification Checklist.*

MANURE AND MUNICIPAL BIOSOLIDS

- (1-22*) “M” – No composted manure and/or Class “A” biosolids are used. (*Provide documentation of policy by checking the “No composted manure and/or Class “A” biosolids are used” box in CAC-GAP Manual, pg. 27*)

If yes to this question skip to SOILS section.

- (1-18*) “R, M” – Only composted manure/treated municipal biosolids are used as soil amendments. (CAC-GAP Manual pg. 27; *Provide Analysis Reports*)
- (1-19*) “R, M” – Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens. (CAC-GAP Manual pg. 27; *Provide Analysis Reports*)
- (1-20*) Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination. (*If applicable auditor will visually observe*)
- (1-21*) “R” – Analyses reports are available for composted manure/treated biosolids.

SOILS

- (1-23*) “R, M” – A previous land use risk assessment has been performed. (CAC-GAP Manual pg.11)
- (1-24*) “R, M” – 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. (CAC-GAP Manual pg. 11)
- (1-25*) “R, M” – Crop production areas that have been subjected to flooding are tested for potential microbial hazards. (CAC-GAP Manual pg. 11)

TRACEABILITY

- (1-26*) “R, M” – Each production area is identified or coded to enable traceability in the event of a recall. (CAC-GAP Manual, pg. 8)

**Refers to that specific question in the USDA GAP Audit Verification Checklist.*