

GOOD

AGRICULTURAL

PRACTICES

SELF-AUDIT

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GOOD AGRICULTURAL PRACTICES SELF-AUDIT

This program is intended to assess your efforts to minimize the risk of fruit contamination by microbial pathogens and to ensure optimal quality.

Name: _____

Title: _____

Company Name: _____

Audit Site(s): _____

Main Address: _____

State: _____ Zip: _____ Telephone No: _____

Fax: _____ Email: _____

Date audit conducted: _____

Have you participated in Good Agricultural Practices (GAP) Training? Yes No

Is there a map that accurately represents your farm operations? Yes No

Are all crop production areas located on this audit site? Yes No

Other locations to be audited:

Total acres farmed (owned, leased, contracted, etc.): _____

List farm products: _____

Conditions under which an automatic “unsatisfactory” should be assessed:

- Produce is grown or harvested under conditions that promote or cause contamination, presenting an immediate food safety risk.
- The presence or evidence of rodents, or animal or human fecal waste in the orchard or at fruit transportation staging areas.
- Observation of employee practices (personal or hygienic) that jeopardize or may jeopardize the safety of the produce.

Note: **D** in the **DOC** column indicates documentation must be available to receive points for that item.

I. GENERAL QUESTIONS

	Implementation of a Food Safety Program	Yes	No	N/A	DOC
1	A documented fruit quality/safety program incorporating Good Agricultural Practices has been implemented.	15	0		D
2	A specific individual has been designated to implement and oversee the food safety program. Name: _____	15	0		
3	GAP self-audits are performed at least once every six months.	10	0		D
4	A third-party GAP audit is performed at least once per year. Name of auditing firm used: _____ Score and rating of last audit: _____	10	0		
5	Farm personnel are knowledgeable of the proper use of all pre-harvest chemicals.	10	0		
6	A documented employee food safety training program is in place.	10	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

	Worker Health and Hygiene	Yes	No	N/A	DOC
7	Potable (drinkable) water is available to all workers.	10	0		
8	Training on proper sanitation and hygiene is provided to all staff.	15	0		D
9	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10	0		
10	Employees are required to wash their hands before beginning or returning to work.	10	0		
11	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	15	0		
12	Employees and visitors are following good hygiene/ sanitation practices.	10	0		
13	All toilet/restroom facilities are clean and properly supplied with single-use towels, toilet paper, hand soap or anti-bacterial soap, and potable water for handwashing.	15	0		
14	Smoking and eating are confined to designated areas separate from where produce is handled.	10	0		
15	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce and from handling materials and equipment that might come in contact with fresh produce.	15	0		

	Worker Health and Hygiene	Yes	No	N/A	DOC
16	There is a written policy describing procedures for handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.	15	0		D
17	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions, and other injuries.	5	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

Comments:

Implementation of food safety program:

Worker Health & Hygiene:

Total points received for GENERAL QUESTIONS: _____

Total Possible = 200
 Less "N/A" _____
 Adjusted Total: _____
 x .7 (70%) _____ **Passing Score**
Your Score: _____

PASS: Y N

II. FARM REVIEW

	Water Usage, Sewage Treatment, and Soils	Yes	No	N/A	DOC
18	What is the source of irrigation water? (Pond, Stream, Well, Municipal, Other/Specify)				
19	How are trees irrigated? (Flood, Drip, Sprinkler, Other/Specify)				
20	Water quality is known to be adequate for irrigation method and/or chemical application.	15	0		
21	If appropriate, water quality is tested annually.	10	0		
22	If necessary, steps are taken to protect irrigation water from potential contamination.	15	0		
23	The farm sewage treatment system is functioning properly and there is no evidence of leaking or runoff.	15	0		
24	There is no municipal/commercial sewage treatment facility adjacent to the farm.	10	0		
25	Groves are not located near or adjacent to dairy or livestock production facilities.	10	0		
26	Measures are taken to restrict access of livestock to the source or delivery system of irrigation water.	5	0		
27	Measures are taken to deter wild or domestic animals from entering avocado groves.	5	0		

	Water Usage, Sewage Treatment, and Soils	Yes	No	N/A	DOC
28	Previous land use history indicates that there is a minimum risk of produce contamination.	5	0		
29	When previous land use history indicates a possibility of produce contamination, soils have been tested for contaminants and land use is commensurate with test results.	5	0		D
TOTAL POINTS RECEIVED FOR THIS SECTION:					

	Manure and Municipal Biosolids	Yes	No	N/A	DOC
30	Manure lagoons are maintained to prevent leaking or overflowing.	10	0		
31	Raw manure is not used as a soil amendment.	10	0		
32	When raw manure is applied, it is at least at least 120 days prior to harvest.	10	0		
33	Manure or biosolids are properly treated, composted or exposed to environmental conditions that lower the expected level of pathogens.	10	0		
34	Manure or biosolids are properly stored prior to use.	10	0		
35	If composted animal manure or treated biosolids are used, records are maintained showing that they are properly composted, such as certifications or Standard Operating Procedures for composting.	5	0		D

	Manure and Municipal Biosolids	Yes	No	N/A	DOC
36	Measures are taken to minimize recontamination of treated manure or biosolids.	10	0		
37	Records of organic and non-organic fertilizer applications are kept and available for review.	5	0		D
38	Controls are in place to prevent indirect contamination from raw animal manure from adjacent properties.	5	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

	Pesticide Management	Yes	No	N/A	DOC
39	Pesticide applicator number:				
40	Person responsible for permits:				
41	Pesticide application records are on file with county.	15	0		
42	All applicable county, state and federal regulations are followed for pesticide usage.	15	0		
43	Records are maintained for pesticide usage on crops.	10	0		D
44	An independent party is used to test for pesticide compliance.	5	0		
45	Employees are knowledgeable regarding proper use of restricted and/or regulated chemicals, pesticides, fungicides, etc. that are applied pre-harvest production phase.	10	0		

	Pesticide Management	Yes	No	N/A	DOC
46	Pesticides are applied by fully trained applicators.	5	0		D
47	Proper apparel for pesticide application is provided.	5	0		
48	Pesticides are used according to label instructions.	10	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

Comments:

Water Usage, Sewage Treatment, and Soils

Manure and Municipal Biosolids

Pesticide Management

Total points received for FARM REVIEW: _____

Total Possible = 245

Less "N/A" _____

Adjusted Total: _____

x .7 (70%) _____ **Passing Score**

Your Score: _____

PASS: Y N

III. FIELD HARVESTING ACTIVITIES

	Worker Sanitation and Hygiene	Yes	No	N/A	DOC
49	A management program is in place to identify potential contamination risks during the growing and harvesting season.	5	0		D
50	The farm has documented procedures to address sanitation requirements during growing and harvesting.	5	0		D
51	The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.	10	0		D
52	Field sanitation units are cleaned and serviced on a scheduled basis and at a location that minimizes the risk for product contamination.	10	0		D
53	Field sanitation units are directly accessible for spills, major leaks and servicing.	10	0		
54	A response plan is in place in the event of a major spill or leak of field sanitation units.	5	0		D
55	Field sanitation units are properly supplied with single use towels, toilet paper, hand soap or anti-bacterial soap and potable water for hand washing.	10	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

	Field Harvesting and Transportation	Yes	No	N/A	DOC
56	If pesticides were used during crop production, treatment records are checked before picking fruit to ensure that all preharvest intervals (chemical withholding periods) required by law have been adhered to.	15	0		D
57	Fruit is picked only when completely dry.	5	0		
58	Fruit that has been in direct contact with the ground (including windfalls and fruit on low-hanging branches) is handled seperately.	15	0		
59	Punctured or rodent-damaged fruit is discarded.	10	0		
60	Harvested fruit is placed directly into bins or laid on tarps. Fruit is never placed directly on the ground.	5	0		
61	If fruit is laid on tarps, tarps are sterilized or replaced frequently.	15	0		
62	Workers are instructed not to stand in field bins.	10	0		
63	Tables, totes, bins, and other harvesting containers are cleaned or sanitized prior to use.	5	0		
64	Damaged or soiled containers are repaired or disposed of.	5	0		

	Field Harvesting and Transportation	Yes	No	N/A	DOC
65	Field bins are high-pressure washed, rinsed, and sanitized before reuse.	5			
66	Clean bins that are not being used immediately are covered to prevent contamination by birds and/or animals.	5			
67	Clippers are treated with alcohol, bleach solution, or quaternary ammonium compounds during breaks.	5			
68	Harvesting equipment which comes into contact with produce is kept as clean as practicable.	5	0		
69	Farm workers are instructed not to use harvesting containers, totes, etc. for carrying or storing non-produce items.	5	0		
70	Water applied to harvested product is potable.	10	0		
71	Efforts are made to remove dirt, mud, twigs, and leaves from fruit and/or containers before sending to the packing facility.	5	0		
72	Transportation equipment used to move produce from field to packing operation or storage and which comes into contact with produce is clean.	10	0		
	TOTAL POINTS RECEIVED FOR THIS SECTION:				

Comments:

Worker Sanitation and Hygiene

Field Harvesting and Transportation

Total points received for FIELD HARVESTING ACTIVITIES:

Total Possible = 190

Less "N/A" _____

Adjusted Total: _____

x .7 (70%) _____ **Passing Score**

Your Score: _____

PASS: Y N

IV. ORCHARD MANAGEMENT

	Rot and Disease Management	Yes	No	N/A	DOC
73	Dead fruit, branches, and leaves are regularly removed from the canopy.	15	0		
74	A mechanical mulcher/chipper is used to speed the breakdown of pruning wood and windfall fruit on the orchard floor.	10	0		
75	Before planting, soil is prepared to allow for good drainage.	15	0		
76	In heavy clay soil, trees are planted on mounds or ridges to allow drainage.	10	0		
77	Only certified disease-free nursery stock is planted.	15	0		
78	Tensiometers or other tools are used to schedule irrigation.	5	0		
79	Irrigation water from reservoirs and canals is treated with chlorine to eliminate inoculum.	5	0		
80	Warning signs are placed between infected and uninfected orchards.	5	0		
81	Boxes containing copper sulfate are placed at grove entrance and all foot traffic is required to dust shoes before entering the grove.	5	0		
82	Shallow chlorinated or copper sulfate-treated water baths are placed at grove entrance for vehicles to drive through when entering the premises.	5	0		

	Rot and Disease Management	Yes	No	N/A	DOC
83	After use in a diseased orchard, all equipment (shovels, soil augers, trowels, etc.) is sanitized before reuse.	10	0		
84	Pruning, cutting and injections tools are treated with 15% bleach solution between trees.	10	0		
85	Before grafting, a lab test is run to detect sunblotch viroid in graft wood.	10	0		
86	Fruit on the ground is removed and discarded.	15	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

	Insect, Vertebrate Pest and Snail Control	Yes	No	N/A	DOC
87	A qualified Pest Control Advisor or University of California Farm Advisor is consulted before applying pesticides.	15	0		
88	Brush and woodpiles are cleared from in and around orchards.	10	0		
89	Pet food is stored in rodent-proof containers and leftover food is removed from pet dishes.	10	0		
90	Garbage containers are kept tightly covered.	10	0		
91	During first year of growth, tree trunks are protected with 1-inch mesh wire to prevent damage from deer and rabbits.	5	0		

	Insect, Vertebrate Pest and Snail Control	Yes	No	N/A	DOC
92	Groves are fenced in to keep wildlife and pets out.	10	0		
93	Brown garden snails are treated using decollate snails or chemicals (e.g., iron phosphate or metaldehyde).	5	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

	Harvesting and Field Handling	Yes	No	N/A	DOC
94	Fruit is picked only when air temperatures are below 90 °F.	15	0		
95	At temperatures near 90 °F, bins are transported to the packing facility as quickly as possible.	10	0		
96	Harvested fruit is covered with leaves or a screen (not burlap) to protect from sunburn.	10	0		
TOTAL POINTS RECEIVED FOR THIS SECTION:					

Comments:

Total points for ORCHARD MANAGEMENT:

Total Possible = 235

Less "N/A" _____

Adjusted Total: _____

x .7 (70%) _____ **Passing Score**

Your Score: _____

PASS: Y N

SECTION	PASS	SCORE	FAIL	SCHEDULED RE-TEST DATE
I. General Questions				
II. Farm Review				
III. Field Harvesting Activities				
IV. Orchard Management				

WORKSHEET 1
PATHOGEN REDUCTION CHECKLIST FOR
COMPOST*

Ask your compost supplier for the following information:

1. Percentage and physical make-up of the composted material:

2. Date the compost process was started _____
3. Daily temperature readings of 131 degrees Fahrenheit or higher? _____
4. 15 Days or longer at 131 degrees Fahrenheit for windrow composting? _____
5. Windrows turned a minimum of 5 turnings? _____
6. Microbiological testing conducted? (E. coli < 1,000 MPN/gram and Salmonella < MPN/4 grams; “MPN” means “Most Probable Number) _____

*** This form is only a sample and should be modified by the appropriate technical experts and legal advisors to meet the needs of your particular operation.**

WORKSHEET 2
FIELD SANITATION AND WORKER
HYGIENE CHECKLIST*

Ranch Name/Location: _____

Field Sanitation	Yes	Description
Condition of Field Toilets		
A. Correct number of toilet facilities for male and female workers		
B. Close proximity to employees (1/4 mile or 5 minutes)		
C. Clean and sanitary facilities		
D. Documentation of maintenance and sanitation		
1. Average number of employees per week		
2. Number of field toilets in use		
3. Frequency of cleaning		
4. Procedure for maintenance and sanitation		
E. Provisions for regularly checking toilet paper		
Worker Hygiene	Yes	Description
A. Written training procedures		
1. Frequency and content of training		
B. Document information on hand washing		
1. Daily rinse and clean of wash water tanks		
2. Daily replenishment of water		
3. Source of handwashing water		
4. Sign indicating "For Hand Washing Purposes Only"		

Worker Hygiene	Yes	Description
C. Procedure for providing and replenishing daily		
1. Clean hand washing water		
2. Soap		
3. Single purpose towels		
Drinking Water Policy	Yes	Description
A. All drinking water potable		
B. Single use cups provided		
C. Drinking water changed daily		
D. Water containers rinsed and cleaned daily		
E. Document source of water		
Medical Leave and Illness	Yes	Description
A. Written medical leave and illness reporting policy		

***This form is only a sample and should be modified by the appropriate experts and legal advisors to meet the needs of your particular operation.**

WORKSHEET 4

FIELD SANITATION HYGIENE SUPPLIES*

Grower/Ranch _____

Location: _____

Beginning Date: _____ Through End Date _____

Date	Hand-wash Water	Soap	Paper Towels	Toilet Paper	Checked By
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
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	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	
	Check/Refill	Check/Refill	Check/Refill	Check/Refill	

*This form is only a sample and should be modified by the appropriate technical experts and legal advisors to meet the needs of your particular operation.

WORKSHEET 5

HARVEST TOOL CLEANING CHECKLIST*

Ranch Location: _____ **Date:** _____

Are tools being maintained so as to remain free of damage such as ragged edges?	Yes	No
Is there a regular repair/inspection program to periodically fix or replace damaged tools?	Yes	No
Are the tools kept clean of extraneous materials such as tape?	Yes	No
Are stations available for the tools to be cleaned and dipped in sanitizing solution periodically during the day?	Yes	No
Is the sanitizer concentration verified and documented in a log?	Yes	No
Gloves are not to be used as a substitute for hand washing. Is there a handwashing program in place? Is it being followed?	Yes	No
Are gloves maintained in a clean and sanitary manner?	Yes	No
Do workers know that gloves and harvesting tools are not to be taken into the toilet facility?	Yes	No
Are gloves cleaned and rinsed periodically during the harvest day?	Yes	No
Is there a program to replace heavily soiled or damaged gloves on a routine basis?	Yes	No

*** This form is only a sample and should be modified by the appropriate technical experts and legal advisors to meet the needs of your particular operation.**

WORKSHEET 6

WATER WORKSHEET*

Grower/Ranch Location: _____

Water Source:	Irrigation Water	Pesticide & Foliar Application	Hand Washing Water	Drinking Water
Source: Capped well _____ Uncapped well _____	Yes/No	Yes/No	Yes/No	Yes/No
Open Source: canal, reservoir, pond, etc.	Yes/No	Yes/No	Yes/No	Yes/No
Source: Municipal district water	Yes/No	Yes/No	Yes/No	Yes/No
Drip irrigation	Yes/No	Yes/No	Yes/No	Yes/No
Overhead irrigation	Yes/No	Yes/No	Yes/No	Yes/No
Flood irrigation	Yes/No	Yes/No	Yes/No	Yes/No
Filtration system location (attach diagram)	Yes/No	Yes/No	Yes/No	Yes/No
List Applicable Dates for Each Category				
Capped Well Annual Test				
Uncapped water source (well, canal, reservoir) quarterly test				
Municipal District quality Report				
Corrective action & date taken (chlorinate, disinfect, filter, etc.)				
List potential risks from adjacent land (attach additional sheets as necessary)				

*** This form is only a sample and should be modified by the appropriate technical experts and legal advisors to meet the needs of your particular operation.**

WORKSHEET 8
WORKER TRAINING DOCUMENTATION*

Date: _____

Grower: _____

Topics
Discussed: _____

Trainer(s): _____

Attended by:

Attendee's Name	Attendee's Signature

***This form is only a sample and should be modified to meet the needs of your particular operation.**

WORKSHEET 10

ACKNOWLEDGEMENT OF PESTICIDE

SAFETY TRAINING*

Employee's Last Name	First Name	Middle Initial
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It is the employee's responsibility to make sure he/she understands the items discussed herein regarding pesticide safety. Your signature indicates that you have read, understand, and agree to observe all safety requirements. Applicators will be held personally responsible for violations of pesticide labeling. If you do not understand something, ask your trainer.

Trainer: List the training methods and materials used to train employees in the safe handling of pesticides. One copy must be kept in the employer's files (study guides, slides, videotapes, etc.).

Pesticide Safety information is always available to employees and is posted at:

(List specific location[s] – to be filled out by employer)

Product Label	Date	Employee Signature

Trainer's Signature

Employer's Signature

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