

# GOOD AGRICULTURAL PRACTICES CHECKLIST

These practices are adapted from the USDA Good Agricultural Practices and Good Handling Practices Audit Verification Checklist, [www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5050869](http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5050869).

## Worker Health and Hygiene

- Potable water is available to all workers.
- Employees are trained in and required to follow proper sanitation and GAPS practices.
- Signs are posted in appropriate areas to instruct employees and visitors to wash their hands.
- Restroom/field toilets are serviced and cleaned on a scheduled basis; they are supplied with paper towels, toilet paper, hand soap and potable water for hand washing.
- Eating, drinking, chewing gum and tobacco use are confined to designated areas separate from where food crops are handled. Bottled water is allowed in closed containers.
- Workers with flu-like symptoms or open wounds, or infectious conditions are prohibited from handling food crops. Any crops that have come in contact with any body fluids will be disposed of and any equipment surfaces that come in contact any body fluids will be disinfected.
- First aid kits are provided and restocked on a regular basis. All employees are instructed to seek prompt treatment if they are ill or injured, the use of first aid supplies is explained.
- Pesticide, fertilizer, or other crop and soil applications on the farm are documented and on file, including name of person applying materials, date, field/crop location and amount applied.

## Water and Sewage

- The source(s) of water used to wash produce is tested annually to determine e. coli level.
- Reasonable efforts are made to restrict irrigation water sources from excessive exposure to livestock, wildlife, and other potential pollution sources (fencing is used when herds may be near streams, scare-tactics are employed when large flocks of birds are passing through the area, etc.)
- The farm septic system is inspected annually to assure it is functioning properly.
- No sewage or sewage byproducts are used on the farm.

## Manure and compost management

- Manure lagoons located near crop production areas are maintained to prevent leaking or overflowing and measures have been taken to stop runoff into crop production areas.
- If raw manure or a combination of raw and composted manure is used as a soil amendment it is incorporated at least 2 weeks prior to planting and a minimum of 90 days prior to harvest.

- If manure is composted and applied less than two weeks before planting or less than 90 days before harvest, there is documentation that it has been thoroughly heated.
- Raw manure storage or composting operations are well-managed, with sufficient separation and runoff control to prevent possible contamination of fields where food crops are grown.

### **Field Harvest and Field Packing Activities**

- All regulations are followed regarding use of portable sanitation units, which are located to minimize the risk of contamination yet accessible for service. If a unit tips over or leaks it is promptly fixed or replaced and contaminated soil around it will be removed from the field.
- Harvest containers, bulk hauling vehicles, hand harvesting implements, washing and storage equipment and facilities that come in direct contact with harvested crops are cleaned and/or sanitized prior to use and kept as clean as practical. Any damaged containers or equipment are properly repaired or disposed of.
- If there a container breaks or there is other source of contamination from chemicals, petroleum, pesticides, etc. during harvest then the supervisor is contacted, the contaminated crop is disposed of, and the equipment and area are cleaned.
- All employees are instructed to inspect and remove foreign objects such as glass, metal, rocks, unidentified objects or other dangerous/toxic items from harvest containers or equipment.
- Harvest containers will be used solely for the carrying or storage of the intended crop and non-produce items are not be allowed in these containers during the harvest season.
- Only potable water is used to wash or cool crops or to make ice that may contact crops.
- Effort is made to remove excessive soil from harvested crops and containers during harvest.
- Pallets, boxes, totes, bags, bins, cellars, storage rooms, etc., are clean, and inspected prior to use; they are protected as much as practical from contamination by foreign material and wildlife.
- If crops need to be stored outside they are covered and protected from contamination.
- Non-food grade substances such as paints, lubricants, fertilizers, pesticides, etc., will not be stored near harvested crops or in crop washing/storage areas.
- There is a written pest control program for the washing/storage facility that includes measures to exclude animals or pests from storage facilities.
- The washing/storage facility is cleaned and maintained in an orderly manner. Refrigeration systems work properly and appropriate storage temperatures are maintained.
- Prior to loading/unloading crops, all containers and handling equipment are inspected to make sure they are clean and free from disagreeable odors and obvious dirt and/or debris; they are cleaned if necessary.
- Efforts are made to ensure minimal damage to crops during harvest, handling and transportation. Crops are not handled or transported with potentially contaminating products.