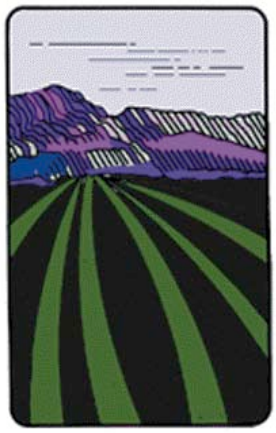

Oregon
Department
of Agriculture

Good Agricultural Practices Certification Manual

Oregon Department of Agriculture
Agricultural Development and Marketing Division
1207 NW Naito Parkway, Suite 104
Portland, Oregon 97209
Phone: (503) 872-6600

Table of Contents

This manual is for informational purposes only and demonstrates minimum requirements for beginning the Good Agricultural Practices (GAP) certification process. United States Department of Agriculture (USDA) GAP regulations are subject to change – check with the USDA or your audit authority for updates.
http://www.ams.usda.gov/fv/fpbgapghp.htm

D Indicates that documentation of a policy, procedure, or record is required for that question.

Compiled by:
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This publication is available in alternate formats upon request.

January 2008

Good Agricultural Practices Manual

Food Safety Program

This is a sample Food Safety Program developed by the Oregon Department of Agriculture, Development and Marketing Division, for the Good Agricultural Practices Certification Program that can be modified to fit your operation

Good Agricultural Practices Manual
Food Safety Program

At _____ food safety is an integral part of our entire operation and taken very seriously. _____ has been designated to oversee and implement a food safety program for _____.

This food safety program of standard operating procedures addresses several areas of an agricultural operation, including land, irrigation water, manure practices, pesticides, equipment and worker health and hygiene.

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene
All employees are trained in and must follow good hygiene practices. This training takes place during orientation for new employees and before harvest season for all returning employees.

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed.

- *Proper Handwashing:* Hands must be washed before beginning or returning to work, and after the following activities:
  Using the restrooms,
  Smoking or tobacco use,
  Taking breaks,
  Handling trash containers or disposing of trash,
  Using the telephone,
  Handling money,
  Coughing and sneezing.

:

- Clean work clothes.
- Clean and cut nails.
- Take a daily shower.
- Eating and tobacco are confined to designated areas.
- Do not take gloves to lunchroom or restrooms.
- Do not leave tools or part to be repaired or replaced near production areas.
- Eliminate any product that has come into contact with the floor or ground and do not pick product off the ground.
- Dangling strings and/or jewelry are prohibited.
- Glass, bottles, cans, cups, or any item made of glass will not be allowed in the production area.
- If long hair is worn, it must be tied back.
- The use of nail clippers is prohibited in the workplace.
- Do not use product containers for personal use or any non-produce items.

Food Safety Program

Illness and Accident Procedures
Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from crop production areas and harvested produce.

If you have an open wound or cut it must be bandaged. If you obtain a wound, cut or have a nosebleed while working, you need to stop working immediately, contact your supervisor, and have it attended to. Make sure the area you were working in gets cleaned and disinfected as soon as possible. Discard all product that has come into contact with any blood and if any came into contact with product containers or transport equipment, disinfect this as soon as possible as well.

All other possible accidents, such as leakage or damage to a restroom or sanitation facility will be attended to as soon as possible and contaminated soil around facility will be removed and properly disposed of.

All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product.

General Sanitation
Good sanitation of restroom facilities includes the following:

- Wash walls from top to bottom, as needed.
- Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
- Fill paper products and soap dispensers.
- Remove trash to dumpster.
- Record initials and date of cleaning on “Service Record” sheet when unit is serviced.
- Brushes and any other cleaning utensils used to clean the restrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

Chemicals
Become familiar with the labels of products you are handling. Handling means opening or closing, mixing, loading, and/or applying the concentrate or working solution of the product(s). Strictly adhere to all precautionary statements and mixing instructions. You need to protect yourself, the food, the equipment, and the packaging materials when you are working with chemicals.

Employees applying non-restricted use chemicals are trained in:

- Proper chemical handling, including proper disposal of containers
- Precautions of the chemical
- Required protective gear
- Application rate and how it has achieved
- Label information

Pesticide Use
Only employees licensed by the State of Oregon Department of Agriculture for pesticide application may apply restricted-use chemicals.

Only those chemicals that are lawfully registered under the Federal Insecticide, Fungicide, and Rodenticide Act and other applicable state law are used on this operation and applied according to label.

FARM PROCEDURES

Water Usage
The source of irrigation water is _____.
Crops are irrigated by _____.

Water quality is known to be adequate for the crop irrigation method application and this is shown by water test results in this food safety program. If necessary, steps are taken to protect irrigation water from potential contamination.

All water sources must be tested for harmful microorganisms twice a year. Public tests conducted by irrigation districts, municipal authorities, etc. are accepted and documented herein. Water testing results for all water sources, including irrigation, human consumption and post-harvest application are available for review.

All irrigation sources are inspected for unauthorized use or potential contamination with chemicals or other dangerous substances.

The farm sewage treatment is known to be functioning properly and there is no evidence of leaking or runoff. Additionally, there is no municipal/commercial sewage treatment facility adjacent to the farm.

Wildlife and Livestock
Crop production areas are not located near or adjacent to dairy or livestock production facilities. Additionally, no manure lagoons are located on or near the crop production areas.

Surface water resources are protected from livestock contamination by fencing (or other method). Domestic animals will be excluded from crop production areas during the growing and harvesting season.

All fields are routinely monitored for unauthorized entry of wildlife or neighboring domesticated animals to the fields. In the event that unauthorized entry is discovered, the operation will take steps to minimize the risks of potentially contaminated product or production areas, and the detected risk and corrective actions are documented.

Manure and Municipal Biosolids
_____ does not use any manure or municipal biosolids in its operation.

If used, please outline your operation's manure use plan here:

_____ applies raw manure to its production fields at least six months prior to harvest.

OR

_____ uses composted manure that is purchased from _____, please find the treatment documentation from the company attached herein. A manure application log is attached to this food safety plan that documents all applications, their treatment method and any supporting documentation.

Land and Soil
Fields known to be former dumpsites, old homesteads, barn sites, and livestock pens containing excess material or otherwise contaminated soils and are not used by _____ in the cultivation of _____.

There are several sites on the facility that may have a risk of prior contamination. These fields are shown on the enclosed map and those with possible contamination risk have been tested for _____. Please see attached map and testing results for a comprehensive review of soil contamination risk and planting plans.

During the past _____ years, no domestic sewage, sewage sludge, septic waste, portable toilet waste, or other product that might contain human feces has been placed on or adjacent to any crop production areas.

Food Safety Program

During the past _____ years, no flooding from creeks or rivers has occurred on any part of the land, nor have any adjacent domestic septic tank systems flooded onto the field. If flooding has occurred, areas affected are documented with maps and soil test results and contained herein.

FIELD HARVEST AND PACKING PROCEDURES

Worker Sanitation and Hygiene
No smoking, tobacco use, or eating should take place on the transload machinery, or around crop production areas or harvested produce. Food, drinks, and smoking are only allowed in the designated location _____.

Field sanitation units (toilet and hand-washing facilities) are provided for all workers that work more than three (3) hours and if there are more than eleven (11) workers on shift at a time. Otherwise, workers are instructed to use toilet facilities that are accessible by vehicle. There is one (1) toilet for every twenty (20) workers that are located within a 1/4 mile or 5 minute walk.

All employees and visitors must follow proper health and hygiene practices and use restroom facilities provided. They are equipped with hand-washing facilities with potable running water, single use hand towels, toilet paper and hand soap and are maintained on a scheduled basis that is indicated on the unit, or more frequently as necessary. If restroom facilities are not properly maintained, any employee or visitor should notify the onsite supervisor.

Field sanitation units are directly accessible for servicing and directly accessible in the event of a spill or major leak. In the event of a major spill or leak of field sanitation units, a response plan is in place. The area will be secured and contaminated soil will be removed from the production area and properly disposed.

Equipment
All harvesting equipment is cleaned and washed before harvest.

During harvest, equipment will be as clean as practical, maintained to prevent contamination from leaking oil, grease, loose parts, and any other source of foreign material contamination.

If equipment does become contamination with oil, grease, or any other foreign substance, all contaminated product with be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

All bulbs or lighting on harvest equipment are covered, or protected from breakage. If glass is broken and contaminates product, all product will be properly disposed of and work will stop until equipment can be repaired and all product containers are cleaned, washed and inspected.

Transportation
Vehicles transporting product have not been previously used to haul domestic sewage, manure, or hazardous material. Vehicles or containers that come into direct contact with product are not used to haul any other crops during harvest.

Product is covered from the field to packing/storage site.

Section 2

Good Agricultural Practices Manual

General Questions
(G-1 – G-15)

Explanations of General Questions that are examined during a GAP/GHP audit, including samples of documentation and records that can be modified to fit your operation.

General Questions

G-1	A documented food safety program that incorporates GAP and/or GHP standard operating procedures has been implemented. 15 points Verification requirements: GAP/GHP Manual

In order to document that a food safety program has been implemented for the scope of GAP/GHP certification that is required, an operation must have a food safety manual, various published standard operating procedures (SOP) and documentation that the program parameters are being applied. This book and its contents constitute a documented food safety program.

G-2	The Operation has designated someone to implement and oversee an established food safety program. Name: _____ 15 points Verification requirements: Designee interviewed by auditor

The food safety program manager of the operation should be available to meet with the auditor at a scheduled time and must be able to demonstrate their knowledge of the program they are responsible for as well as produce records and procedures.

FAQ's:

Q: When are the audits conducted?

A: There are three sections to a Good Agricultural Practices audit that must be completed by the auditor. The auditor can do all three at the same time: general questions, farm review and field harvesting during your harvest time. If that time is too busy, the operation can have an auditor do two audits, one of the farm review and another for the field harvesting section, but general questions must be completed each time an audit is conducted.

General Questions

G-3	Potable water is available to all workers. 10 Points Verification Requirements: Documentation of Water tests. D

First, identify the source of water: _____

Water must meet the Department of Labor's OSHA regulations (29 CFR, Part 1910) and be approved for drinking purposes. Operations may have several types and sources of water, including: municipal, well water, and surface water. Each must have documentation to show that it is in fact potable and is tested at appropriate intervals.

For municipal water sources:

Municipal water sources are regulated by city and county authorities and are required to be potable. They are tested at regular intervals by the authority and tests are available from the municipality.

For well water sources:

Wells are required to have a test every six (6) months to determine potability. If fecal coliforms are present, well water must be properly treated.

Please see appendix A for a list of labs to get private well water tests.

WATERLAB CORP.

2603 - 12th Street, SE
Salem, OR 97302
Voice: (503) 363-0473
FAX: (503) 363-8900

TEST REPORT

SAMPLE INFORMATION

Location: 8630 67th Ave NE well tap Hm

Date Sampled:	07/20/2007	Sample Type:	Water
Time Sampled:	0900	Collected by:	Greg

CASE NARRATIVE

The analyses were performed according to the guidelines in the WATERLAB Corp Quality Assurance Program. This report contains analytical results for the sample(s) as received by the laboratory.

WATERLAB Corp certifies that this report is in compliance with the requirements of NELAC. No unusual difficulties were experienced during analysis of this batch except as noted below or qualified with data flags on the reports.

TESTING INFORMATION

Lab #:	20070720-007		
Date Received:	07/20/2007	Date Reported:	07/24/2007
Received by:	AR	Reported By:	MS
Time Received:	1055		
*Chlorine Residual:	N/A	Amount of Sample Used:	100 mls
Date Started:	07/20/2007	Time Started:	1200
Tech:	BEM	Method Code:	SM 20th ED 9223 P/A Colisure

TOTAL COLIFORM BACTERIA RESULTS

Analysis shows Total Coliform Bacteria to be: **ABSENT**

Absent= Acceptable Present= Unacceptable

E.COLI COLIFORM BACTERIA RESULTS

Analysis shows E. coli Bacteria to be: **ABSENT**

E. coli is a sub-section of Total Coliform and its presence in water indicates that raw sewage is present in the water.

Explanation: When coliform bacteria are present in water, it is considered contaminated and therefore unsafe. Coliform organisms are found normally in discharges from the intestinal tract of man, animals or birds. Their presence in the water, therefore, must be considered as evidence of pollution. The laboratory examination determines the presence or absence of contamination at the time of sampling only. No definite conclusions should be drawn from a single bacterial examination.

* Chlorine Footnote: Chlorine in water will kill coliform bacteria. Presence of chlorine in a water sample should invalidate the test unless the water is from a system that is continuously chlorinated every day the water is in use.

Approved by: _____

Customer

General Questions

G-4	Training on proper sanitation and hygiene practices is provided to all staff. 15 Points Verification Requirements: Documentation in food safety manual.	D

The following list indicates all the points about personal hygiene that should be included in a training program and followed by all GAP/GHP certified operations:

1. Clean work clothes.
2. Clean and cut nails.
3. Hands must be properly washed after:
    a. Coughing and sneezing
    b. Using the restroom
    c. Smoking
    d. Taking breaks
    e. Before entering the line or working area
    f. Handling trash containers and disposing of trash
    g. Handling non-food products
    h. Using the telephone
    i. Handling money
4. How to properly wash hands
5. Take a daily shower.
6. Mustache trimmed and proper use of beard and hair nets where applicable.
7. Glass, bottles, cans cups, or any item made of glass will not be allowed in the production or packing area.
8. Each worker is responsible for the cleanliness of his/her working area. Avoid dust, food accumulation, garbage and other causes of contamination.
9. Eliminate any product that has come into contact with the floor or ground.
10. Do not leave tools or parts to be repaired or replaced near production areas.

This list can be extended or shortened depending on the necessity of the company.

General Questions

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene
All employees are trained in and must follow good hygiene practices. This training takes place during orientation for new employees and before harvest season for all returning employees.

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed.

- *Proper Handwashing:* Hands must be washed before beginning or returning to work, and after the following activities:
  Using the restrooms,
  Smoking or tobacco use,
  Taking breaks,
  Handling trash containers or disposing of trash,
  Using the telephone,
  Handling money,
  Coughing and sneezing.

:

- Clean work clothes.
- Clean and cut nails.
- Take a daily shower.
- Eating and tobacco are confined to designated areas.
- Do not take gloves to lunchroom or restrooms.
- Do not leave tools or part to be repaired or replaced near production areas.
- Eliminate any product that has come into contact with the floor or ground and do not pick product off the ground.
- Dangling strings and/or jewelry are prohibited.
- Glass, bottles, cans, cups, or any item made of glass will not be allowed in the production area.
- If long hair is worn, it must be tied back.
- The use of nail clippers is prohibited in the workplace.
- Do not use product containers for personal use or any non-produce items.

. . .

NOTE: see the sample Food Safety Program Manual.

_____
_____
_____
_____

Food Safety Program Coordinator: _____

This form is to verify that I have been informed and trained in the requirements of the Food Safety Program for _____. The Food Safety Program Coordinator has been identified and is available to me for any questions or concerns I have.

I have received the Food Safety Program Manual and have been trained in Employee Health and Hygiene.

Date of training: _____

Name _____ Name _____

Signature_____ Signature_____

Name _____ Name _____

Signature_____ Signature_____

Name _____ Name _____

Signature_____ Signature_____

Name _____ Name _____

Signature_____ Signature_____

Name _____ Name _____

Signature_____ Signature_____

Name _____ Name _____

Signature_____ Signature_____

General Questions

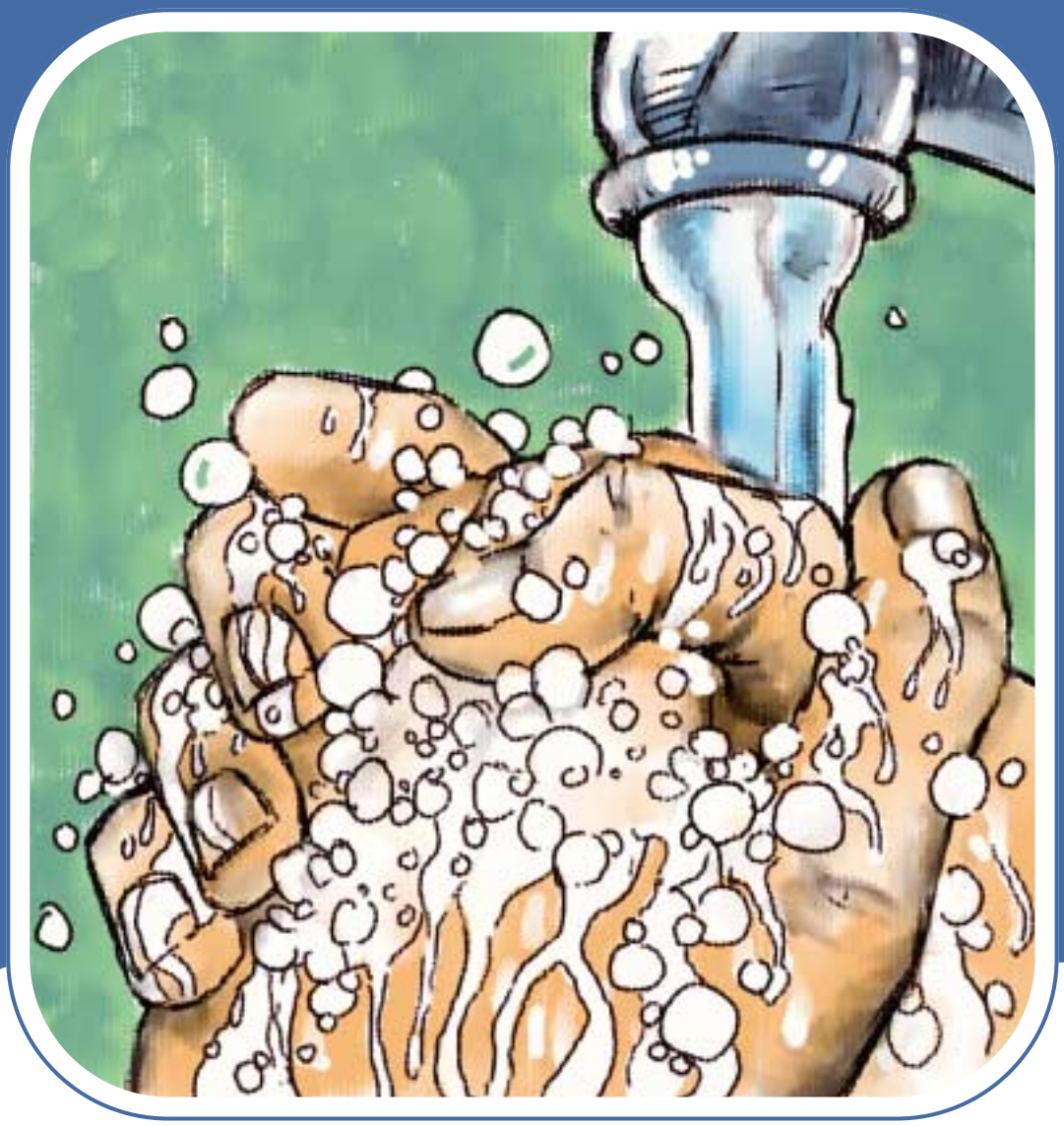
G-5	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work. 10 Points Verification Requirements: Observation of premises.

Many local health departments also require the posting of signs and free samples of those signs might be available for use. The signs must be posted near hand washing stations and must be posted in the native language of the majority of workers.

FAQ:

Q: Where do the signs need to be posted?
A: Signs must be posted at the entry point to the operation's production area or packing area, for visitors and employees. They must also be posted in or near sanitation units.

Did you wash your hands?



Use soap & water.

Rub hands for 20 seconds.

Rinse.

Dry with paper towel.

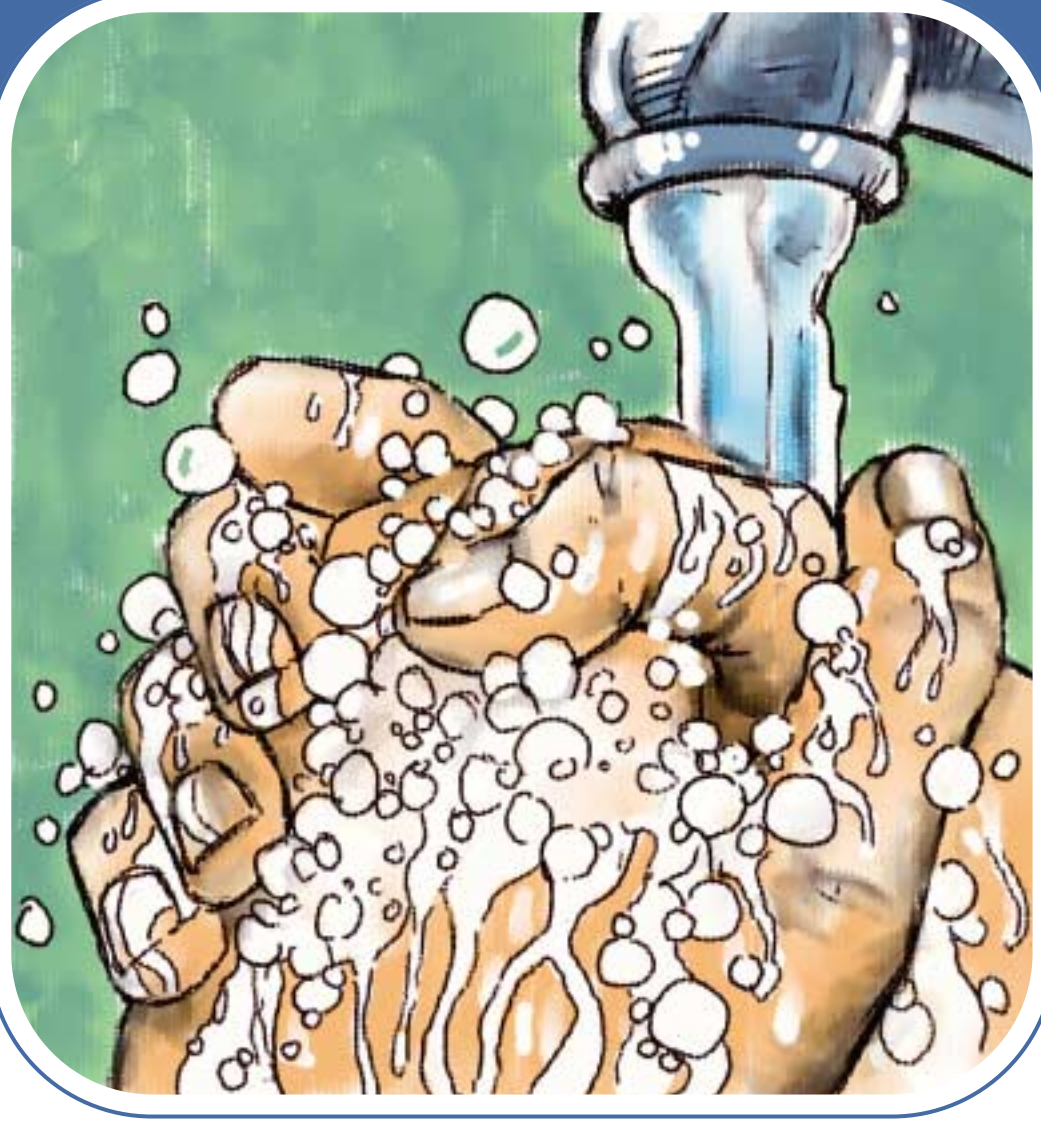
Use towel to turn off faucet.

Your health is in your clean hands

May 2004 Massachusetts Department of Public Health, Division of Epidemiology and Immunization ♻ Printed on recycled paper

For more information, please call 617.983.6800 or 888.658.2850 (toll free), or go to www.mass.gov/handwashing

¿Se lavó las manos?



Use agua y jabón.

Refriéguese las manos por 20 segundos.

Enjuáguese.

Séquese con una toalla de papel.

Use la toalla para cerrar el grifo de agua.

Su salud está en sus manos

limpias

Departamento de Salud Pública de Massachusetts, División de epidemiología e inmunización (Massachusetts Department of Public Health, Division of Epidemiology and Immunization) Mayo de 2004 ♻ Impreso en papel reciclado (Spanish)

Para más información, llame al 617.983.6800 o al 888.658.2850 (teléfono gratuito), o vaya a www.mass.gov/handwashing.

General Questions

G-6 Employees are required to wash their hands before beginning or returning to work.

10 Points

Verification Requirements: Documentation of policy. D

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene

. . .

Proper Handwashing: Hands must be washed before beginning or returning to work, and after the following activities:

Using the restrooms,
Smoking or tobacco use,
Taking breaks,
Handling trash containers or disposing of trash,
Using the telephone,
Handling money,
Coughing and sneezing

. . .

NOTE: see the sample Food Safety Program Manual.

General Questions

G-7	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices. 10 Points Verification Requirements: Documentation of policy. D

Not all sanitation and hygiene practices described for food processing facilities are applicable to every operation, however operations should follow all those that apply. Hand washing applies to all operations and operations must ensure that both visitors and employees follow the procedures outlined in the food safety and security program manual.

GENERAL OPERATIONAL PROCEDURES

Worker Health and Hygiene
All employees are trained in and must follow good hygiene practices. This training takes place during orientation for new employees and before harvest season for all returning employees.

Company food safety policies should be followed by everybody, including visitors. The following list indicates the points about personal hygiene and other practices that are included in the training program and they should be followed…

. . .

NOTE: see the sample Food Safety Program Manual.

Employees and Visitors to

---

must check in with a supervisor and follow proper sanitation and hygiene practices.

General Questions

G-8	Employees and visitors are following good hygiene and sanitation practices. 15 Points Verification Requirements: Auditor observation.

GAP/GHP Auditor will observe employee practice during the course of their visit to the operation. If employees and/or visitors are observed during the audit not washing their hands after using the restroom, this becomes an automatic failure.

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 Points Verification Requirements: Auditor observation.

In order to meet the requirements for proper sanitation of toilet facilities, the operation must:

1. Maintain facilities in a sanitary condition.
2. Keep facilities in good repair at all times.
3. Provide self-closing doors.
4. Provide that doors do not open into areas where food is exposed to airborne contamination.

Again, hand-washing facilities must maintain the following requirements:

1. Potable running water
2. Placed in appropriate locations at operations
3. Effective hand cleaning and sanitizing preparations.
4. Sanitary towel service or suitable drying devices.
5. Devices or fixtures designed to protect against recontamination or clean, sanitized hands.
6. Signs that remind employees to wash hands before they start work, after each absence from work and anytime their hands become soiled or contaminated.

General Questions

Refuse receptacles must be constructed and maintained in a manner that protects against contamination of food. Rubbish and offal must be disposed of and properly stored so as to minimize the development of odor, minimize the potentials for the waste becoming an attractant and harborage or breeding place for pests, and must protect against contamination of food, food-contact surfaces, water supplies, and ground surfaces.

FAQ's:

Q: In some locations of the country, employees are instructed to dispose of dirty or used toilet paper in a box or other receptacle in the toilet room. Is this acceptable?

A: No, all dirty toilet paper must be flushed into a sewer or septic system.

General Questions

G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis. 10 Points Verification Requirements: Cleaning schedule and documentation of policy. D

A cleaning schedule should be specified in the operation's food safety manual that outlines the frequency of cleaning, what duties are required and by whom. If cleaning services are contracted outside of the company, ask the contractor to provide a log of cleaning services for the facilities.

SANITATION STANDARD OPERATING PROCEDURES

Description: Restrooms

Safety Precautions:

* Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
* Wear goggles when using compressed air
* Wear gloves and rain gear or plastic covering (if needed)

Chemical Products required:

Category	Type	Product	Formulation
Rinse	Potable Water		
Cleaner	Lysol/409		Label instructions
Sanitizer *			Label instructions

*When using any sanitizer pay particular attention to the type of material the equipment is composed of. Some sanitizers are corrosive to certain metals. For instance, acid sanitizers and chlorine are very corrosive to Aluminum.

Recommended Cleaning Procedure:

Procedure:

* Wash walls from top to bottom (as needed)
* Sanitize toilets, urinals, door knobs and any other surface inside unit
* Fill paper products and soap dispensers
* Remove trash to dumpster
* Record initials and date of cleaning on "Service Record" sheet when unit is serviced

Note: Brushes and any other cleaning utensils used to clean the restrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

SERVICE RECORD

DATE SERVICED	DRIVER	DATE SERVICED	DRIVER

0504

ScreenTech 1-800-829-3021

THIS RENTAL INCLUDES COMPLETE SERVICING.
IT WILL ACCOMMODATE 10 PERSONS FOR A NORMAL WORK WEEK.
EXCESSIVE USE WILL RESULT IN UNSATISFACTORY CONDITIONS
BEFORE THE NEXT REGULAR SERVICING.

General Questions

G-11	Smoking and eating are confined to designated areas separate from where product is handled. 10 Points Verification Requirements: Observation of Premises.

In most situations bottled water is acceptable in the work area, provided it is stored in closed plastic containers away from food products when not being used.

In field operations, smoking and eating must be done away from the production area at the edge of the field. Ensure that employees do not use receiving areas, transport trailers, or tailgates of trucks hauling produce to eat on.

In packing or storage facilities, the operation must designate an eating and/or smoking area that is sufficiently distant from the produce to prevent contamination. It is recommended that that area be designated with some significance so as to encourage employees to use it anytime they are eating or drinking. If a painted line or tape is used, ensure that the designated area is not in the traffic flow of other packinghouse operations and transport of produce.

General Questions

G-12	There is a policy that workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce, and it is being followed. 15 Points Verification Requirements: Documentation of Policy. D

Federal law requires under 7 CFR 110.10 that, *"any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination by which there is a reasonable possibility of food, food-contact surfaces, or food-packaging materials becoming contaminated, shall be excluded from any operations which may be expected to results in such contamination until the condition is corrected. Personnel shall be instructed to report such health conditions to their supervisors."*

GENERAL OPERATIONAL PROCEDURES

. . .

Illness and Accident Procedures
Any employee who is ill or appears to be ill with a possible communicative disease will be sent home or assigned work away from crop production areas and harvested produce.

. . .

NOTE: see the sample Food Safety Program Manual.

General Questions

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 bodily fluids. 15 Points Verification Requirements: Documentation of policy. D

In some states or municipalities, blood and other bodily fluids are considered hazardous substances and must be handled specially. In any case, care should be taken to ensure that the bodily fluids do not come into contact with any food or food-contact surfaces and that any contaminated surface is properly disinfected before work can resume.

GENERAL OPERATIONAL PROCEDURES

. . .

Illness and Accident Procedures

. . .

If you have an open wound or cut it must be bandaged. If you obtain a wound, cut or have a nosebleed while working, you need to stop working immediately, contact your supervisor, and have it attended to. Make sure the area you were working in gets cleaned and disinfected as soon as possible. Discard all product that has come into contact with any blood and if any came into contact with the belt or equipment, disinfect this as soon as possible as well.

. . .

NOTE: see the sample Food Safety Program Manual.

General Questions

G-14 Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.

5 Points

Verification Requirements: Documentation of policy. D

GENERAL OPERATIONAL PROCEDURES

. . .

Illness and Accident Procedures

. . .

All workers are aware of the location of first aid supplies and what steps they should take in case of a first aid emergency to stop work and avoid bodily fluid contact with others or product.

. . .

NOTE: see the sample Food Safety Program Manual.

General Questions

G-15 Company personnel demonstrate knowledge and proper use of pre-harvest and/or post-harvest application materials. All applicable Local, State, and Federal training and licensing requirements are met by persons applying regulated materials.

10 Points
Verification Requirements: Licenses where applicable and training documentation where licensing is not required by other authority.

D

Pre-harvest materials considered by auditors include pesticides, growth regulators, and fertilizers. Post-harvest materials include waxes, fumigants, and fungicides. This question may be excluded if none of the application materials are applied to the produce at a particular operation.

Any training of applicators who do not hold a license in the application of these materials must include proper training on what materials are used for, the appropriate strength, and what to do in case of mistake, spill, or improper application.

Section 3

Good Agricultural Practices Manual

Part One: Farm Review (1-1 – 1-25)

Explanations of Part One: Farm Review questions that are examined during a GAP audit, including samples of documentation and records that can be modified to fit your operation.

Part One: Farm Review

WATER USAGE

1-1 What is the source of irrigation water?
Please specify: pond, stream, well, municipal, or other.

Informational – No Points
Verification Requirements: List and Demonstration

D

This list should include all types of water that is used in the farm operation, including different locations or parts of the farm that may use different sources. The source of irrigation water and the frequency of testing can affect the risk of microbial contamination of crops.

Sources of Farm Water:

Municipal water supplies	LOW RISK
Well/ground water	MEDIUM TO HIGH RISK
Surface water	HIGH RISK

1-2 How are the crops irrigated?
Please specify: flood, drip, sprinkler, overhead, or other.

Informational – No Points
Verification Requirements: List and Demonstration

D

Be specific and list all methods of irrigation that the farm uses and the timing of use. Including a list in your farm safety plan makes this easy to show to the auditor.

GOOD AGRICULTURAL PRACTICES

IRRIGATION

1. WATER SOURCE - DEEP WELLS

2. IRRIGATION STYLE – OVERHEAD SPRINKLERS
   METAL PIPES

3. TESTS – CONDUCTED BY WATERLAB CORP

4. PIPE MAINTENANCE – PIPES ARE INSPECTED
   SEVERAL TIMES DURING
   IRRIGATION SEASON

5. WELL MAINTENANCE – SEALED ENTRANCE –
   ABOVE FLOOD PLAIN

6. SEWAGE – NO SEWAGE OR SEWAGE TREATMENT
   EXPOSURE

Part One: Farm Review

1-3	Water quality is known to be adequate for the crop irrigation method and crop being irrigated. 10 Points Verification Source: Water test results and/or well construction specifications. D

The type of irrigation method used may affect your risk of microbial contamination from your water source, especially during the period right before harvest. Water from irrigation districts or other municipal sources is considered acceptable for all irrigation applications.

1-4	Water quality is known to be adequate for chemical application or fertigation method. 10 Points Verification Requirements: Water test results and methodology. D

The intent of this evaluation is not to require potable water in every application on the farm. However, knowledge of the quality of any spray source water is required for any chemical or irrigation applications that occur prior to the crop being harvested whenever water is coming in direct contact with an edible portion of the crop.

Evaluate the risk of your irrigation water by looking at the following factors:

1. Knowledge of water quality – test your water source
2. Application method
    a. Drip, flood, sprinkler
    b. Does it come into direct contact with produce?
3. Inherent product risk
    a. Potatoes versus blueberries – produce that is often eaten before washing
4. Preventative practices
    a. Avoid direct contact – use drip irrigation methods
    b. Use water treatments for washing and direct contact applications

Part One: Farm Review

Water Quality Risks – Sources, Testing, and Treatment

	LOW	LOW-MEDIUM	MEDIUM-HIGH	HIGH
Water source used in irrigation or processing	City or Regional Water District…or, apply as drip irrigation, irrigate only root crops	Private well 50-200 feet from pollutants* and construction meets state standards**	Private well 50-200 feet from pollutants* and construction meets state standards**	Private source less than 50 feet from pollutants*; or well construction does not meet state standards**; or unknown water source (i.e. surface water)
Tests for private water quality	Bacteria twice per month, and chemicals yearly	Bacterial quarterly and chemicals yearly	Bacteria yearly, no chemicals testing	No testing or unknown results of tests
Private water treatment	Maintained by certified water supply system operator and meets public water supply standards	Disinfection is continuous and tested daily	Disinfection during production only or daily testing is not consistent.	No disinfection equipment or no ability to test.
Alternative emergency water source	Public supply or commercially bottled water	Private source with continuous disinfection and daily chlorine testing	Private source not disinfected, but tested and found uncontaminated	No alternative source plan
*Pollutants would include: abandoned or unused wells, septic systems, waste storage/disposal sites, fuel storage, animal pens, manure piles, chemical storage and chemical mixing areas.				
**Local regulations may be consulted for specifics. Generally, wellhead is 12" above ground, casing intact, sealing cap approved and properly installed. A local government sanitarian can also offer assistance in evaluating well construction.				

Source: USDA.

WATERLAB CORP.

2603 - 12th Street, SE
Salem, OR 97302
Voice: (503) 363-0473
FAX: (503) 363-8900

TEST REPORT

SAMPLE INFORMATION

Location: 8630 67th Ave NE well tap Hm

Date Sampled:	07/20/2007	Sample Type:	Water
Time Sampled:	0900	Collected by:	Greg

CASE NARRATIVE

The analyses were performed according to the guidelines in the WATERLAB Corp Quality Assurance Program. This report contains analytical results for the sample(s) as received by the laboratory.

WATERLAB Corp certifies that this report is in compliance with the requirements of NELAC. No unusual difficulties were experienced during analysis of this batch except as noted below or qualified with data flags on the reports.

TESTING INFORMATION

Lab #:	20070720-007		
Date Received:	07/20/2007	Date Reported:	07/24/2007
Received by:	AR	Reported By:	MS
Time Received:	1055		
*Chlorine Residual:	N/A	Amount of Sample Used:	100 mls
Date Started:	07/20/2007	Time Started:	1200
Tech:	BEM	Method Code:	SM 20th ED 9223 P/A Colisure

TOTAL COLIFORM BACTERIA RESULTS

Analysis shows Total Coliform Bacteria to be: **ABSENT**

Absent= Acceptable Present= Unacceptable

E.COLI COLIFORM BACTERIA RESULTS

Analysis shows E. coli Bacteria to be: **ABSENT**

E. coli is a sub-section of Total Coliform and its presence in water indicates that raw sewage is present in the water.

Explanation: When coliform bacteria are present in water, it is considered contaminated and therefore unsafe. Coliform organisms are found normally in discharges from the intestinal tract of man, animals or birds. Their presence in the water, therefore, must be considered as evidence of pollution. The laboratory examination determines the presence or absence of contamination at the time of sampling only. No definite conclusions should be drawn from a single bacterial examination.

* Chlorine Footnote: Chlorine in water will kill coliform bacteria. Presence of chlorine in a water sample should invalidate the test unless the water is from a system that is continuously chlorinated every day the water is in use.

Approved by: _____

Customer

Part One: Farm Review

1-5	If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination. 15 Points Verification Requirements: Observation of Premises

Evaluation of surrounding land areas and potential of water source contamination is required. Surrounding land that poses a potential for contaminated runoff must be avoided by berms, swails, diversion, or other implements. Evidence of source point testing and pollution avoidance implements, including limits of animal exposure to water sources will suffice for this requirement.

1-6	The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff. 15 Points Verification Requirements: Observation of Premises.

The auditor will do a survey of the sewage treatment system, if applicable, and check for signs of dysfunction.

1-7	There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm. 10 Points Verification Requirements: Observation of Premises.

There may be no municipal or commercial sewage treatment facility located within 1/4 mile of the farm in order to receive credit for this question.

Part One: Farm Review

ANIMALS/WILDLIFE/LIVESTOCK

1-8	Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities. 15 Points Verification: Observation of Premises.

In general, crop production that is closer than one (1) mile to a livestock production area (i.e. CAFO or other similar operation) without any barriers to prevent cross contamination may be considered high risk and not receive credit for this question. Natural barriers may suffice if operation can show sufficient evidence that livestock or fowl feces cannot contaminate produce in the field.

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 Points Verification: Observation of Premises.

If there are no adjacent dairy or livestock production facilities, this question is not applicable. However, where observed, manure lagoons demonstrate sufficiency to protect against leaking or overflowing into adjacent crop area.

1-10	Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops. 10 Points Verification: Observation of Premises.

Any manure storage area must demonstrate sufficient construction to protect against leaching or runoff in crop areas.

Part One: Farm Review

1-11	Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water. 5 Points Verification: Observation of Premises.

Livestock should not have access to the source of the water supply for the produce crop. Operators should take measures to ensure that they do not come within 200 feet of the water source. If there are no livestock or livestock facilities near the operation, this question is not applicable.

1-12	Measures are taken to reduce the opportunity for wild and/or domestic animals from entering the crop production areas. 5 Points Verification: Observation of Premises.

Operation managers should make an effort to exclude wild and domestic animals from entering produce production areas. An operations manager should be able to express the demonstrate tactics that are being used to limit access to crops by animals. This includes dogs – operators should contain domestic pets to areas where employees can eat whenever they are brought to work.

Part One: Farm Review

1-13 Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.

5 Points
Verification: Documentation of policy.

D

Operations managers should be able to demonstrate how they can determine whether unwanted animals are entering into crop production areas and articulate their strategies for deterrence. In the operation's standard operating procedures, if any action has been taken it should be recorded.

FARM PROCEDURES

. . .

Wildlife and Livestock

. . .

All fields are routinely monitored for unauthorized entry of wildlife or neighboring domesticated animals to the fields. In the event that unauthorized entry is discovered, the operation will take steps to isolate and eliminate the contaminated product or production areas, and the detected risk and corrective actions are documented.

. . .

NOTE: see the sample Food Safety Program Manual.

Part One: Farm Review

MANURE AND MUNICIPAL BIOSOLIDS

There are three main types of manure use on the farm. Determine which your operation falls in, and then refer to the questions that correspond to your operation's manure use plan.

Option A. Raw Manure or a combination of raw and composed manure is used as a soil amendment. Questions 1-14 – 1-17 are applicable to your operation.

Option B. Only composted manure/treated municipal biosolids are used as a soil amendment. Questions 1-18 – 1-21 are applicable to your operation.

Option C. No manure or municipal biosolids of any kind are used as a soil amendment. Only question 1- 22 is applicable to your operation.

RAW MANURE

1-14 When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest.

10 Points
Verification: Manure application records.

D

1-15 Raw manure is not used on commodities that are harvested within 120 days of planting.

10 Points
Verification: Manure applications records.

D

A manure application log is sufficient to demonstrate that raw manure is not applied to commodities that are too close to harvest time. If the crop has a short growing season and does not grow for over 120 days before harvest, the operation cannot use raw manure after planting.

Raw Manure Application Log

_____
_____
_____
_____

_____ uses applies raw manure to the following crops at least two weeks prior to planting or a minimum of 120 days prior to harvest as outlined in its food safety plan.

Raw Manure Applications:
Farm Location: _____
Crop(s): _____
_____
_____
Date applied: _____
Expected Harvest Date: _____
Farm Safety Program Coordinator Initials: _____

Farm Location: _____
Crop(s): _____
_____
_____
Date applied: _____
Expected Harvest Date: _____
Farm Safety Program Coordinator Initials: _____

Farm Location: _____
Crop(s): _____
_____
_____
Date applied: _____
Expected Harvest Date: _____
Farm Safety Program Coordinator Initials: _____

Farm Location: _____
Crop(s): _____
_____
_____
Date applied: _____
Expected Harvest Date: _____
Farm Safety Program Coordinator Initials: _____

Part One: Farm Review

1-16	If a combination of raw and treated manure is used, the treated manure is properly treated, composted, or exposed to reduce the expected levels of pathogens. 10 Points Verification: Manure treatment records. D

Manure treatment records are required for the auditor to review whether any composted manure used has been properly treated to reduce the risk of microbial contamination of produce. If no composted manure, or mixture of composted manure is used, this question in not applicable to the operation.

Please see Question 1-19 for example of documentation required for proper manure composting procedures.

1-17	Untreated Manure is properly stored prior to use. 5 Points Verification: Observation of Premises.

All untreated manure that is stored on the farm must ensure against leaching or runoff into crop production areas. Physical containment is an effective method to reduce cross-contamination with adjacent crop production areas, especially if concrete slabs or clay-lined lagoons are used to also mitigate against leaching. All storage must also be away from irrigation sources, spray dilution or processing water sources. Operations may also need to cover manure storage from rain, as rain can cause unforeseen runoff and may spread pathogens.

Part One: Farm Review

COMPOSTED MANURE

1-18	Only composted manure and/or treated biosolids are used as a soil amendment. 10 Points Verification: Manure treatment records. D

Operations treating or composting their own manure should follow a procedure as outlined in their food safety plan. Operations that purchase manure should obtain a specification sheet from the manure supplier for each shipment of manure containing information about the method of treatment and any tests associated with that treatment.

Part One: Farm Review

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 Points Verification: Manure treatment records. D

Passive versus Active Treatments:

Passive Treatments: Passive treatments rely primarily on the passage of time, in conjunction with environmental factors, such as natural temperature and moisture fluctuations and ultraviolet (UV) irradiation, to reduce pathogens. Holding time for passive treatment varies depending on regional and seasonal climactic factors and on the type and source of manure. It is important to ensure that passively treated manure is sufficiently aged and decomposed before use and the use of a time chart that corresponds with the specific growing area can give indication of this stage.

Active Treatments: Active treatments require a greater level of intentional management and a greater input of resources to achieve treatment results. These treatments include pasteurization, heat drying, anaerobic digestion, alkali stabilization, aerobic digestion, or a combination of these. Composting is the most common form of on-farm manure treatment, which relies on microbial action to digest organic materials, either aerobically or anaerobically. The high temperature used in properly composted manure treatment can kill most pathogens in a number of days and be ready to use in the field. It is required that operations keep documentation of time and temperature charts, process explanations and microbial testing results for active manure treatment methods that they practice on their operation. If active treated manure is purchased, accompany those shipments with similar documentation to ensure that the product is sufficiently free of pathogens for use on produce crops.

Part One: Farm Review

1-20	Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination. 10 Points Verification: Observation of Premises.

All manure that is stored on the farm must ensure against leaching or runoff into crop production areas. Physical containment is an effective method to reduce cross-contamination with adjacent crop production areas, especially if concrete slabs or clay-lined lagoons are used to also mitigate against leaching. All storage must also be away from irrigation sources, spray dilution or processing water sources. Operations may also need to cover manure storage from rain, as rain can cause unforeseen runoff and may spread pathogens.

GAP will conduct a site review when manure or biosolid materials are stored at the operation, before application.

1-21	Analysis reports are available for composted manure/treated biosolids. 5 Points Verification: Manure treatment records. D

It is required that operations keep documentation of time and temperature charts, process explanations and microbial testing results for active manure treatment methods that they practice on their operation. If treated manure is purchased, accompany those shipments with similar documentation to ensure that the product is sufficiently free of pathogens for use on produce crops.

Part One: Farm Review

NO MANURE/BIOSOLIDS USED

1-22	No animal manure or municipal biosolids are used. 35 Points Verification: Documentation of Procedure.

If no manure (raw or treated) or biosolids are used on the operation, this should be included in the Farm Safety Program.

FARM PROCEDURES

. . .

Manure and Municipal Biosolids

_____ does not use any manure or municipal biosolids in its operation.

. . .

NOTE: see the sample Food Safety Program Manual.

Part One: Farm Review

SOILS

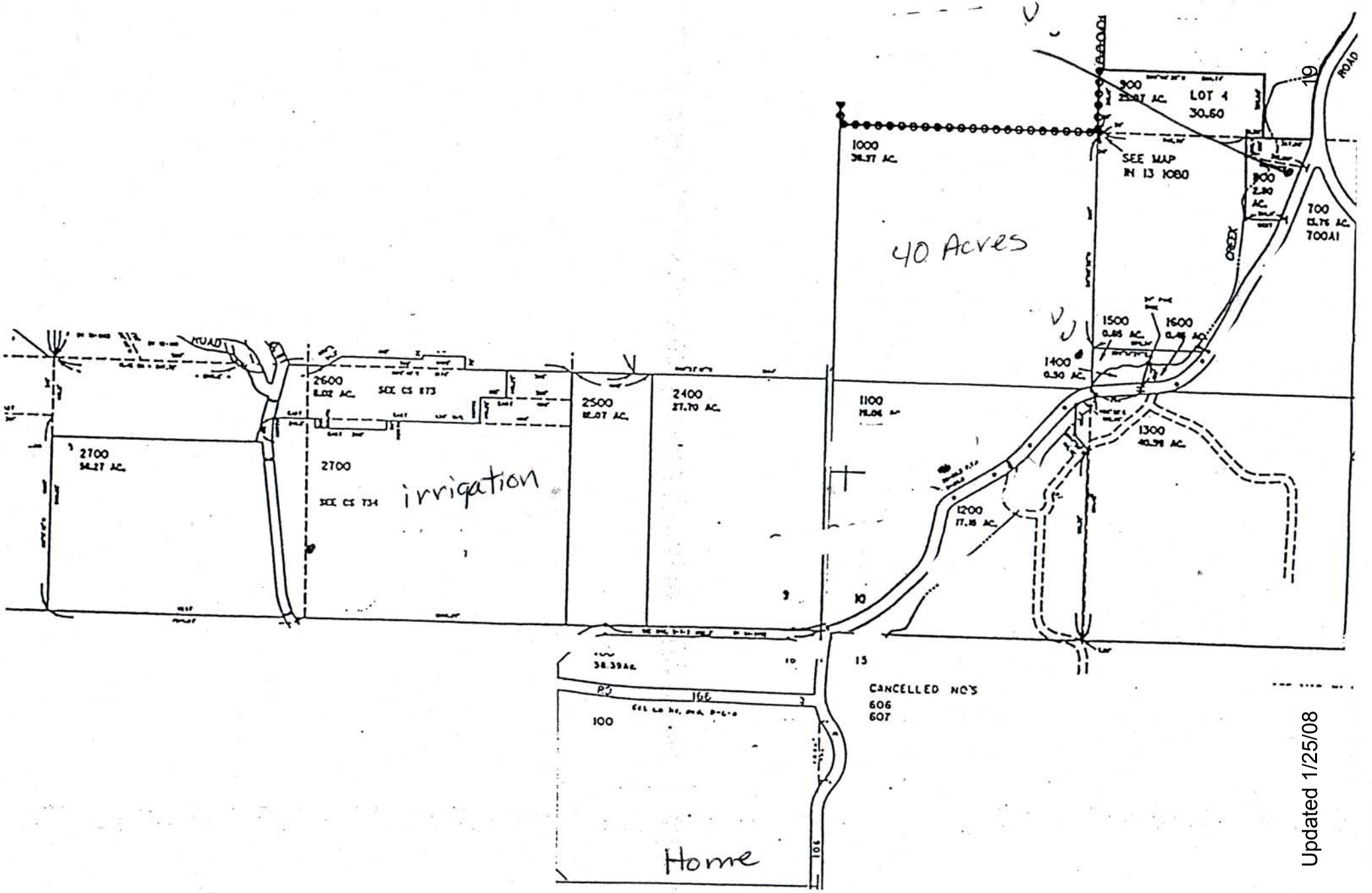
1-23	Previous land use history indicated that there is a minimum risk of produce contamination. 5 Points Verification: Land use history.

This question is to determine whether the land was recently used as a CAFO facility or if there is improper use of animal wastes that may continue to contaminate the soil. It is a good idea to have a listing of previous land use history.

PRODUCER PLANTING WORKSHEET #1
SWEET CHERRIES-PEARS

#1= ANNE, BR, VAN
#2= BING,LAMB,RAIN,LAPIN,SWEETHEART

TOWNSHIP	TRACR	FIELDS	YEAR PLANTED	ACRES PLANTED	ACRES BARE	ACRES NON PROD	TOTAL PROD ACRES	TOTAL ACRES FARMED	TREE VARI	TREES PER ACRE	TREE COUNT BY VARIETY	PLANTING PATTERN
HIGHLAND	**854**	MC- LAMBERT	1910	38			38	38	2	80	1 IN 9 RAINIER	20X20 PLANTING
MC-C		MC- BARRETT HILL	2002		11			11	2			REMOVED SPRING 02
		MD-TRIANGLE	1910	24			24	24	2	80	1 IN 9 BR	20X20 PLANTING
		MC-ANN		7.1			7.1	7.1	1	56	1 IN 9 VAN	30X30 PLANTING
MC-PEAR		R&G BART,ST&GOL BOSC		18.6				18.6				
TOTAL MC				**87.7**	**11**	**0**	**87.7**	**98.7**				
								0				
HOME								0				
		HP-BING	1970	7			7	7	2	56	1 IN 9 VAN	30FT TRIANGLE
		HP-ANN	1965	11.7			11.7	11.7	1	56	1 IN 9 VAN&BR	30FR TRIANGLE
		HP-G6 BING	2000	1		1		1	2	181	1 IN 9 VAN	12X20 PLANTING
		HP-G6 BING	1999	7		7		7	2	181	1 IN 9 VAN	12X20 PLANATING
HOME-PEAR		G BART,GOLD BOSC		12		3.2	8.8	12				
TOTAL HOME				**38.7**		**11.2**	**27.5**	**38.7**				
								0				
ION DIST	1355	IRD-BING	1965	18.6			18.6	18.6	2	56	1 IN 9 VAN	30FR TRIANGLE
		IRD-SKEENA	2002	4.5		4.5		4.5			NO POLINIZERS	20 X 20 PLANTING
TOTAL IRD				**23.1**	**0**	**4.5**	**18.6**	**23.1**				
								0				
	1355							0				
		TUCKER-BING	1965	**10.3**			**10.3**	**10.3**	2	56	1 IN 9 VAN	30FT TRIANGLE
								0				
								0				
	1357	SIX ACRES	1976	6.7			6.7	6.7	1	56	1 IN 9 VAN	30 FT TRIANGLE
		13 ACRES	1977		13.6		0	13.6				REMOVED SPRING 01
		40/FRED	1978	36.2			36.2	36.2	1	56	1 IN 9 VAN	30FT TRIANGLE
		10/RFH	1970		13.1		0	13.1				REMOVED SPRING 01
-PEARS		GOLD BOSC		4.5			4.5	4.5				
TOTAL SIX,10,13,40				**47.4**	**26.7**		**47.4**	**74.1**				
							0	0				
TOTAL FOR				**207.2**	**37.7**	**15.7**	**191.5**	**244.9**				
							0	0				
							0	0				
	1356	COP-ANN	1978	5.6		5.6	0	5.6	2	56	1 IN 9 VAN	30FT TRIANGLE
		COP-BING	1937/92/0	34.1			34.1	34.1	2	50	1 IN 9 VAN	60FT SQU,INTPLT92,01
		MAZ-BNG	2000	15.3		15.3	0	15.3	2	121	1 IN 9 VAN	18X20FT TRIANGLE
		G5-REGINA	2002	1		1	0	1	2	251	12X20RAINIER	12X20FT PLANTING
COP-PEARS			2001	2		2	0	2				
TOTAL				**58**	**0**	**23.9**	**34.1**	**58**				
							0	0				
	707	RYAN	1989	14			14	14	2	50	1 IN 9 RAINIER	25X30 PLANTING
							0	0				
							0	0				
TOTAL FOR				**72**	**0**	**23.9**	**48.1**	**72**				
							0	0				
	1316	AP	1990	69			69	69	2	56	1 IN 9 VAN	30FT TRIANGLE
			2000				0	0			ON 14 ACRES	INTER PLT G-6-BNG
		AP-G6	2000	10		10	0	10	2	247	1 IN 9 RAINIER	11X16 FT TRIANGLE
AP-PEARS		G BARTS, GOLD BOSC	1995	19	9		19	28				
TOTAL				**98**	**9**	**10**	**88**	**107**				
TOTAL ACRES CHERRIES AND PEARS				**377.2**	**46.7**	**49.6**	**327.6**	**423.9**				


40 Acres
irrigation
Home
SEE MAP IN 13 1080
LOT 4 30.60
CANCELLED NO'S
606
607
Updated 1/25/08

Part One: Farm Review

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 Points Verification: Soil Test Results and/or Land use history. D

If previous land use history indicates that the soil may have a medium to high risk of microbial contamination, steps must be taken to plant crops that carry less contact with the soil, or have the soil tested. This includes previous use as a CAFO facility, building site, waste treatment facility, dumpsite, and/or chemical storage. Include soil test results and if a high risk remains, indicate in the food safety plan the crops that will be planted in those fields that have a high risk of contaminated soil and how long they must remain in high risk under accepted scientific principles.

T SYSTEMS INTERNATIONAL

COMBINED SAP AND QUICKSOIL TEST RESULTS

2537 South Encina Street
Visalia CA 93277

Telephone: **559-392-1700**
Facsimile: **559-625-2402**
e-mail: **rblattler@t-tape.com**
Web site:
Grower:

Contact for sample enquiries:
Craig Hornung

please advise if details are incorrect

Block: onions

Recommendation for: Onion **Order no.:** 071007

Variety:	YELLOW	**Plant vigor:**		**Water stress:**	
Crop stage:	EarlyVegetative	**Irrigation type:**	Overhead	**Water stress type:**	
Age:	10 weeks	**Soil type:**		**Preferred application:**	
Fruit set:		**Soil color:**	Black	**Sample notes:**	
Still setting fruit:		**Soil drainage:**	Good		

SAP number: 1 Date entered: 10-Jul-2007

		VL	L	ML	OPTIMAL	MH	H	VH
N:	1,054							
P:	633							
K:	93							
Ca:	682							
Mg:	518							
Zn:	522							
S:	523							
Cu:	233							
Mn:	513							
Fe:	260							
B:	520							
Si:	0							

Quick soil number: 1 Date entered: 10-Jul-2007

		VL	L	ML	OPTIMAL	MH	H	VH
pH:	8							
SIL:	532							
N:	871							
K:	411							
Ca:	536							
Mg:	400							
Na:	528							
Cl:	524							

*Results have been converted from mg/kg to a normalised format, allowing all elements to fall within appropriate high/Medium/Low ranges.

Notes:
The next two weeks through the drip or until the next sample is completed.

2 units P2O5/acre/week as solution grade
5 Units/acre/week K2O as Potassium Sulfate Solution Grade

T.P.A 1-gal/A
Keep 8± /A
Cal-mag 1-gal/A

DISCLAIMER:
Results are based on analysis of the sample as received. Because of the variability of sampling procedures, environmental and managerial condit the Company does not accept liability for lack of performance based on these recommendations. Recommendations are made in good faith based on the sample and information received.

Part One: Farm Review

1-25	Crop production areas that have been subjected to flooding are tested for potential microbial hazards. 5 Points Verification: Soil test results. D

If a crop production area has been flooded, it must be tested prior to planting to evaluate risk of contamination. In the case of flooding, annual crops carry a much higher risk of possibly contamination from flooding than perennial crops that may take several years to produce a harvest. If no flooding has occurred on the operation, this question is not applicable.

Section 4

Good Agricultural Practices Manual

Part Two: Field Harvest and Field Packing (2-1 – 2-17)

Explanations of Part Two: Field Harvest and Field Packing questions that are examined during a GAP audit during harvest, including samples of documentation and records that can be modified to fit your operation.

Part Two: Field Harvest and Field Packing

WORKER SANITATION AND HYGIENE

2-1	The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations. 10 Points Verification: Observation of Premises.

OSHA defines field sanitation practices under 29 CFR 1928.110. They apply to any agricultural operation where eleven (11) or more employees are engaged on any given day in hand-labor operations in the field. If employees work less than three (3) hours a day, including travel time, the operation is exempt from providing sanitation units. Otherwise, sanitation units must be provided under the following conditions:

1. *Toilet and hand washing facilities:*
    a. *One (1) toilet facility and one (1) hand washing facility shall be provided for each twenty (20) employees or fraction thereof.*
    b. *Toilet facilities shall be adequately ventilated, appropriately screened, have self-closing doors that can be closed and latched from the inside and shall be constructed to insure privacy.*
    c. *Toilet and hand washing facilities shall be accessibly located and in close proximity to each other. The facilities shall be located within a one-quarter-mile walk of each hand laborer's place of work in the field.*
    d. *Where due to terrain it is not feasible to locate facilities as required above, the facilities shall be located at the point of closest vehicular access.*
2. *Maintenance. Potable drinking water and toilet hand washing facilities shall be maintained in accordance with appropriate public health sanitation practices, including the following:*
    a. *Toilet facilities shall be operational and maintained in clean and sanitary condition.*
    b. *Hand washing facilities shall be refilled with potable water as necessary to ensure an adequate supply and shall be maintained in a clean and sanitary condition.*

Part Two: Field Harvest and Field Packing

2-2	If field sanitation units are not used and are not required by applicable state or federal regulations, a toilet facility is readily available for all workers. 15 Points Verification: Observation of Premises.

For small farm operations that employ less than eleven (11) field workers or have workers in the field for less than three (3) hours, a toilet facility must still be available for workers. If field sanitation units are used, this question in not applicable.

FAQ's

Q: Do I always have to provide sanitation units in the field?
A: No, see the exemption above, but you do have to have a toilet facility available for workers to use, if needed, and that facility must meet sanitation and hygiene requirements as outlined above.

2-3	Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing. 10 Points Verification: Observation of the premises.

Under OSHA defined field sanitation practices, outlined in 29 CFR 1928.110, the disposal of wastes from sanitation facilities shall not cause unsanitary conditions. This means that "grey water" or used water from the sanitation units cannot be in a location that could contaminate a crop production area. If the operation uses temporary, mobile units they should be located on even ground and serviced away from the production area or taken to another location for servicing. If the units are not taken away for servicing, they must be accessible for a service unit to reach them and in case of an emergency clean-up or waste spill.

Part Two: Field Harvest and Field Packing

2-4	In the event of a major spill or leak of field sanitation units or toilet facility, a response plan is in place, and field sanitation units or toilet facilities are directly accessible for the response team. 10 Points Verification: Documentation of Policy. D

This procedure should include what will be done to contain the spill to prevent additional contamination, what will be done to clean it up, and what will be done with the contaminated produce.

Field sanitation units are directly accessible for servicing and directly accessible in the event of a spill or major leak. In the event of a major spill or leak of field sanitation units, a response plan is in place. The area will be secured and contaminated soil will be removed from the production area and properly disposed.

. . .

See page 5 of the Sample Food Safety Program.

Part Two: Field Harvest and Field Packing

FIELD HARVESTING AND TRANSPORTATION

2-5	All harvesting containers (including bulk hauling vehicles) that come in direct contact with product are cleaned and/or sanitized prior to use and kept as clean as practicable. 5 Points Verification: Harvest Container Cleaning Log	D

A policy should be documented for scheduled cleaning and maintenance of harvest containers. Include a log with the person responsible for cleaning and check offs for completion of scheduled cleanings.

2-6	All hand harvesting equipment and implements (knives, pruners, machetes, etc.) are kept clean as practical and are disinfected on a scheduled basis. 10 Points Verification: Harvest Equipment Cleaning Log	D

A policy should be documented for scheduled cleaning and maintenance of harvest containers. Include a log with the person responsible for cleaning and check offs for completion of scheduled cleanings.

Field Container Cleaning

Year_____

I have cleaned the following harvest and transportation items.

Date	Signature	Unit	
		Ladders	
		Blue Plastic buckets	
		Picker pails	
		Bins	
		Trailers	
		Trucks	
	2002		

Picker pale, buckets, Bins and ladders

Chemical products required:

Bleach water.

Recommended Cleaning Procedure

It will be the duty of each employee to maintain a clean and sanitary picking bucket. Scrub it daily with soap and water. Keep foam pad in bottom clean also.
Orchard foreman will inspect individual picker pal for sanitary condition prior to starting picking and throughout harvest.

Procedure every two weeks or end of packing season:

Inspect each bucket for breaks and broken bails. Repair. Discard un-repairable.
Pressure wash each bucket inside and out.
Place buckets in trough with bleach water. Full trough of water and 1 cup bleach.
Cleaned buckets are to be stacked bail side down in clean bin, nine stacks per bin. Keep stacks manageable in size.

Bins are to be free of debris, dirt and in good repair. Tip bin and pressure wash clean on the inside.
Broken bins must be set aside and not used. Repair before next season.

Ladders are to be cleaned yearly. Use side rails for hands to hold while climbing.

Sweep dirt and gravel off truck beds.
Do not drag forks in the dirt. Keep free of dirt, gravel and grass.

Pressure wash tractors and bin trailers every three days. Keep running boards on trailers free of produce and leaves.

Part Two: Field Harvest and Field Packing

2-7	Damaged containers are properly repaired or disposed of. 5 Points Verification: Observation of Premises.

The operation should have disposal procedures for damaged or dirty containers that cannot be cleaned. If these containers are reused as refuse receptacles, they must be prominently marked for this purpose so that workers do not accidentally use them for carrying produce.

2-8	Harvesting equipment and/or machinery that comes into contact with product is in good repair. 10 Points Verification: Observation of Premises.

Field equipment or machinery that is leaking fluids or has loose or damaged parts is not acceptable as it can cause contamination of field crops.

2-9	Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage. 10 Points Verification: Observation of Premises.

Field equipment or machinery must have covered glass fixtures in order to prevent contamination of crops from glass breakage. The fixtures can be protected by plastic or wire covers, as well as enclosed fixtures.

Part Two: Field Harvest and Field Packing

2-10	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 Points Verification: Documentation of Policy D

This is especially relevant to mechanically harvested crops where glass breakage might occur and contaminate the crop. The operation should have procedures in place to deal with an accidental glass breakage.

All bulbs or lighting on harvest equipment are covered, or protected from breakage. If glass is broken and contaminates product, all product will be properly disposed of and work will stop until equipment can be repaired and all product containers are cleaned, washed and inspected.

. . .

See page 6 of the Sample Food Safety Program.

Part Two: Field Harvest and Field Packing

2-11 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 Points
Verification: Documentation of Policy

D

If equipment does become contamination with oil, grease, or any other foreign substance, all contaminated product with be disposed of, buried, or put into covered garbage containers and work will stop until equipment can be cleaned, washed and inspected.

. . .

See page 5 of the Sample Food Safety Program.

Part Two: Field Harvest and Field Packing

2-12	Measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items. 5 Points Verification: Evidence of Training/Procedure.

Identify a point in the harvesting process where workers or supervisors are trained to detect and remove foreign material from the harvested produce.

Part Two: Field Harvest and Field Packing

2-13	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 Points Verification: Documentation of Policy. D

Workers should be careful not to carry personal items or other non-produce items in harvest containers. Additionally, harvest containers should not be used to haul garbage, manure or other potentially contaminating items. Auditor will verify that this practice is followed during harvest time inspections and questioning of workers.

Do not use product containers for personal use or any non-produce items.

. . .

See page 2 of the Sample Food Safety Program.

Part Two: Field Harvest and Field Packing

2-14	Water applied to harvested product is potable. 10 Points Verification: Water quality test results. D

This question refers to surface washing procedures for fresh produce. If crop is washed after harvesting, it must be done with potable water that is consistent with US EPA standards for drinking water. Depending on the water source, water quality tests results are required as proof of potability.

WATERLAB CORP.

2603 - 12th Street, SE
Salem, OR 97302
Voice: (503) 363-0473
FAX: (503) 363-8900

TEST REPORT

SAMPLE INFORMATION

Location: 8630 67th Ave NE well tap Hm

Date Sampled:	07/20/2007	Sample Type:	Water
Time Sampled:	0900	Collected by:	Greg

CASE NARRATIVE

The analyses were performed according to the guidelines in the WATERLAB Corp Quality Assurance Program. This report contains analytical results for the sample(s) as received by the laboratory.

WATERLAB Corp certifies that this report is in compliance with the requirements of NELAC. No unusual difficulties were experienced during analysis of this batch except as noted below or qualified with data flags on the reports.

TESTING INFORMATION

Lab #:	20070720-007		
Date Received:	07/20/2007	Date Reported:	07/24/2007
Received by:	AR	Reported By:	MS
Time Received:	1055		
*Chlorine Residual:	N/A	Amount of Sample Used:	100 mls
Date Started:	07/20/2007	Time Started:	1200
Tech:	BEM	Method Code:	SM 20th ED 9223 P/A Colisure

TOTAL COLIFORM BACTERIA RESULTS

Analysis shows Total Coliform Bacteria to be: **ABSENT**

Absent= Acceptable Present= Unacceptable

E.COLI COLIFORM BACTERIA RESULTS

Analysis shows E. coli Bacteria to be: **ABSENT**

E. coli is a sub-section of Total Coliform and its presence in water indicates that raw sewage is present in the water.

Explanation: When coliform bacteria are present in water, it is considered contaminated and therefore unsafe. Coliform organisms are found normally in discharges from the intestinal tract of man, animals or birds. Their presence in the water, therefore, must be considered as evidence of pollution. The laboratory examination determines the presence or absence of contamination at the time of sampling only. No definite conclusions should be drawn from a single bacterial examination.

* Chlorine Footnote: Chlorine in water will kill coliform bacteria. Presence of chlorine in a water sample should invalidate the test unless the water is from a system that is continuously chlorinated every day the water is in use.

Approved by: _____

Customer

Part Two: Field Harvest and Field Packing

2-15	Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest. 5 Points Verification: Observation of Premises

2-16	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 Points Verification: Cleaning logs and Observation of Premises. D

Trucks and truck beds should be should be washed and cleaned whenever they come into contact with dirty or dirty substances. Use only trucks that are used to haul produce during the harvest season, and not other non-food substances.

Field Container Cleaning

Year_____

I have cleaned the following harvest and transportation items.

Date	Signature	Unit	
		Ladders	
		Blue Plastic buckets	
		Picker pails	
		Bins	
		Trailers	
		Trucks	
	2002		

SANITATION STANDARD OPERATING PROCEDURES

Description: Harvest (Bulk) Trucks

Safety Precautions:

* Wear goggles when using compressed air
* Wear gloves and rain gear or plastic covering (if needed)

Chemical Products required:

Category	Type	Product	Formulation
Rinse	Potable Water		
Cleaner			Label instructions
Sanitizer *			Label instructions

*When using any sanitizer pay particular attention to the type of material the equipment is composed of. Some sanitizers are corrosive to certain metals. For instance, acid sanitizers and chlorine are very corrosive to Aluminum.

Recommended Cleaning Procedure:

Procedure:

* Blow dirt and debris from truck beds with air compressor
* Rinse truck beds with water (as needed)
* Work side to side and bottom to top

Part Two: Field Harvest and Field Packing

2-17	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. 5 Points Verification: Observation of premises.

Unloading may not be done under mesh awnings or roof covers, but must be made of sufficient material to reduce risk of contamination from birds, dust, etc. In many cases, placing an empty container on the top of a stack is sufficient to prevent overhead contamination of harvested product.

Section 5

Good Agricultural Practices Manual

Resources

NUTRIENT MANAGEMENT guide

EM 8677
Revised June 2006

Laboratories Serving Oregon

Soil, Water, Plant Tissue, and Feed Analysis

J. Hart

Soil testing and plant analysis aid commercial growers, gardeners, and homeowners in making decisions about fertilizing or applying soil amendments. This fertilizer guide lists a variety of laboratories serving Oregon, and provides specific information about laboratory services.

To compile this list, the OSU Extension Service requested information from labs providing services for Oregon and adjacent areas. OSU Extension Service makes no endorsement by listing a laboratory; conversely, omission of a laboratory does not indicate that it's unsuitable. Another source for locating commercial laboratories is the yellow pages of your local telephone directory.

Before submitting material to a lab, pay attention to the following guidelines:

- Be sure the test you request is the right one to answer your question. Nutrients aren't the only factor for successful crop production, so a soil test may not tell you why your plants don't grow. Ask a county Extension agent or other agriculture professional which tests you may need.
- The goal of a soil or tissue test is a fertilizer recommendation. Fertilizer recommendations are based on soil/tissue tests that follow a set procedure or recipe. For example, OSU fertilizer recommendations are based on procedures used in OSU's Central Analytical Laboratory. Many labs say they use "comparable" procedures, but they may not. A laboratory that uses a procedure different from OSU's most likely will give a different fertilizer recommendation.
- Before sending samples, call the lab to inquire about costs and shipping instructions. For example, soil samples to be tested for nitrate-nitrogen should be refrigerated or dried rather than sent moist at room temperature.
- Beware of low prices. Laboratory procedures cost money to perform. A lab quoting a low price usually analyzes a few elements and estimates the others. You do not want estimates—make sure you obtain results from analytical work.
- For information on taking soil samples, see EC 628, *Soil Sampling for Home Gardens and Small Acreages.*

This list is revised regularly. Laboratories wishing to be added to this list may contact:

John Hart, Extension soil science specialist
Department of Crop and Soil Science
Ag & Life Sciences Building 3017
Oregon State University
Corvallis, OR 97331-7306
541-737-5712

A list of laboratories approved by the Oregon Health Division for drinking water analysis can be obtained by contacting the Oregon Health Division, Drinking Water Systems, P.O. Box 14450, Portland, OR 97214-0450, or calling 503-731-4010 or 503-731-4009.

For additional copies of this publication, visit your local county office of the OSU Extension Service, or contact:

Publication Orders
Extension & Station Communications
Oregon State University
422 Kerr Administration
Corvallis, OR 97331-2119
Fax: 541-737-0817

This publication also is available on the World Wide Web (**extension.oregonstate.edu/catalog/**). Choose Agriculture, followed by Soil and Water.

John Hart, Extension soil scientist, Oregon State University. This publication replaces FG 74, *A List of Analytical Laboratories Serving Oregon.*

Revised January 2002. Revised June 2006. Updated online April 2007.

Laboratory	Area Served				Analyses								Other Services	
					Soil			Water			Plant Tissue	Feed		
	Oregon (OR)	Idaho (ID)	Washington (WA)	California (CA)	Agricultural	Environmental (heavy metals)	Environmental (pesticides, chem. cont.)	Biological (total & fecal coliform)	Chemical (pesticides)	Chemical (nitrate in drinking water)	Plant tissue	Feed	Fertilizer recomm.	Consulting
A & L Western Agricultural Laboratories ..... 1311 Woodland Ave., Suite 1, Modesto, CA 95351-4732, 209-529-4080 • FAX 209-529-4736	●	●	●		●	●	●	●	●	●	●	●	●	●
Portland office 10220 S.W. Nimbus Ave., Bldg. K-9, Portland, OR 97223, 503-968-9225 • FAX 503-598-7702, e-mail: rbutterf@al-labs-west.com, Web: al-labs-west.com														
Agri-Check, Inc. ..... 323 Sixth St. • P.O. Box 1350, Umatilla, OR 97882, 541-922-4894 or 800-537-1129, FAX: 541-922-5496, e-mail: dara@agri-check.com	●	●	●	●	●						●	●	●	●
Alexin Analytical Laboratories ..... 13035 S.W. Pacific Highway, Portland, OR 97223, 503-639-9311 • FAX 503-684-1588, e-mail: mail@alexinlabs.com, Web: www.alexinlabs.com	●					●		●		●				●
Analytical Laboratory and Consultants, Inc. ... 361 W. 5th Ave., Eugene, OR 97401, 541-485-8404 or 800-262-5973, FAX 541-484-5995, e-mail: anlabinc@rio.com	●				SC	●	SC	●	SC	●				●
Basin Agri-Serve ..... 22109 Stateline Rd. • P.O. Box R, Merrill, OR 97633, 541-798-5112 • FAX 541-798-5114, e-mail: basinagri@fireserve.net	●			●	●						●	●	●	
Best-Test Analytical Services..... 3394 Bell Rd. NE, Moses Lake, WA 98837, 509-766-7701 • FAX 509-766-7705, e-mail: besttest@atnet.net	●	●	●		●	●	●			●	●			
Bodycote FPL, Inc. ..... 12003 N.E. Ainsworth Circle, Portland, OR 97220, 503-253-9136 or 800-375-9555, FAX 503-253-9019, e-mail: fpltim@aol.com, Web: www.fplabs.com	●	●	●			●	●	●	●			●		●
Brookside Laboratories, Inc. ..... 308 S. Main St., New Knoxville, OH 45871, 419-753-2448 • FAX 419-753-2949, e-mail: mflock@blinc.com, Web: www.blinc.com	●	●	●		●	●	●	●	●	●	●	●		●
Cascade Analytical, Inc. ..... 3019 G.S. Center Rd., Wenatchee, WA 98801, 509-662-1888, e-mail: cascade@nwi.net, Web: www.cascadeanalytical.com	●	●	●		●	●		●	●	●	●			●

*SC indicates a service is subcontracted.

Laboratory	Area Served: Oregon (OR)	Idaho (ID)	Washington (WA)	California (CA)	Analyses: Soil: Agricultural	Environmental (heavy metals)	Environmental (pesticides, chem. cont.)	Water: Biological (total & fecal coliform)	Chemical (pesticides)	Chemical (nitrate in drinking water)	Plant Tissue	Feed	Other Services: Fertilizer recomm.	Consulting
Dairy One Forage Lab 730 Warren Rd., Ithaca, NY 14850 607-257-1272 • FAX 607-257-1350 e-mail: forage@dairyone.com Web: www.dairyone.com	●	●	●									●		
Dellavalle Laboratory, Inc. 1910 W. McKinley, Suite 110 Fresno, CA 93728-1298 559-233-6129 • FAX 559-268-8174 e-mail: ndellavalle@dellavallelab.com Web: www.dellavallelab.com	●	●	●		●			●	●	●	●	●	●	●
Delta Environmental Services, Inc. 36 Irving Rd., Eugene, OR 97404 541-689-3177 • FAX 541-689-5104 e-mail: contact@deltaesi.com Web: www.deltaesi.com	●	●	●	●				●	●	●				
Kuo Testing Laboratories, Inc. 337 S. 1st Ave., Othello, WA 99344 509-488-0112 • FAX 509-488-0118 e-mail: kuotest@atnet.net Web: www.kuotesting.com	●	●	●		●	●	●		●	●	●	●	●	●
Laucks Testing Laboratory 940 S. Harney St., Seattle, WA 98108 206-767-5060 • FAX 206-767-5063	●	●	●			●	●	●	●	●		●		●
MDS Harris 621 Rose St. • P.O. Box 80837 Lincoln, NE 68501 402-476-2811 • FAX 402-476-7598 e-mail: steve.frack@mdsinc.com Web: www.mdsharris.com	●	●	●			●				●	●			
Northwest Agricultural Consultants 2545 W. Falls, Kennewick, WA 99336 509-783-7450 • FAX 509-783-5305 e-mail: bob@nwag.com Web: www.nwag.com	●	●	●		●					●	●	●	●	●
OMIC USA, Inc. 3344 NW Industrial St., Portland, OR 97210 503-223-1497 • FAX 503-223-9436 e-mail: labmgr@omicusa.com Web: www.omicnet.com	●	●	●	●	●	●	●	●	●		●	●		
Oregon State University Central Analytical Laboratory Ag & Life Sciences Bldg. Rm. 3079 Corvallis, OR 97331-7306 541-737-2187 • FAX 541-737-5725	●										●		●	
Pacific Agricultural Laboratory 12505 N.W. Cornell Rd., Portland, OR 97229 503-626-7943 • FAX 503-641-0644 e-mail: sthun@pacaglab.com Web: www.pacaglab.com	●	●	●	●			●		●		●			●
Pacific Analytical Laboratory, Inc. 529 NW 5th, Corvallis, OR 97330 541-753-4946 • FAX 541-753-4994 e-mail: info@pacificanalytical.com Web: www.pacificanalytical.com	●	●	●	●				●	●	●				

Laboratory	Area Served				Analyses: Soil			Analyses: Water			Analyses: Plant Tissue	Analyses: Feed	Other Services	
	Oregon (OR)	Idaho (ID)	Washington (WA)	California (CA)	Agricultural	Environmental (heavy metals)	Environmental (pesticides, chem. cont.)	Biological (total & fecal coliform)	Chemical (pesticides)	Chemical (nitrate in drinking water)	Plant tissue	Feed	Fertilizer recomm.	Consulting
Soil & Plant Laboratory, Inc. ..... 13547 S.E. 27th Place, Suite 3B, Bellevue, WA 98005; 425-746-6665 • FAX 425-562-9531; e-mail: splabnw@flash.net; Web: www.soilandplantlaboratory.com; **Oregon** 503-557-4959 • FAX 503-557-0713; e-mail: splabor@flash.net	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Soiltest Farm Consultants, Inc. ..... 2925 Driggs Dr., Moses Lake, WA 98837; 509-765-1622 • FAX 509-765-0314; e-mail: brent@soiltestlab.com; Web: www.soiltestlab.com	●	●	●		●	●				●	●	●	●	●
Specialty Analytical ..... 19761 SW 95th Ave., Tualatin, OR 97062; 503-612-9007 • FAX 503-612-8572; e-mail: marty@specialtyanalytical.com; Web: www.specialtyanalytical.com	●	●	●			●	●	●	●	●				
Stukenholtz Laboratory, Inc. ..... 2924 Addison Ave. E. • P.O. Box 353, Twin Falls, ID 83303-0353; 208-734-3050 or 800-759-3050; FAX 208-734-3919; e-mail: stuklab@mindspring.com; Web: www.stukenholtz.com	●	●			●	●		●		●	●	●	●	●
Test America ..... 9405 SW Nimbus Ave., Beaverton, OR 97008; 503-906-9200 • FAX 503-906-9210	●	●	●	●	●	●	●	●	●	●				
Umpqua Research Company ..... P.O. Box 609—626 N.E. Division, Myrtle Creek, OR 97457; 541-863-5201 • FAX 541-863-6199; e-mail: lab@urcmail.net; Web: www.chemlab.cc	●	●	●			●	●	●	●	●				
USAg Analytical Services, Inc. ..... 1320 E. Spokane St., Pasco, WA 99301; 509-547-3838 • FAX 509-547-8645; certified NFTA	●	●	●		●					●	●	●	●	●
Waterlab Corp. ..... 2603 12th St. S.E., Salem, OR 97302; 503-363-0473 • FAX 503-363-8900	●							●		●				
Western Laboratories, Inc. ..... P.O. Box 1020, Parma, ID 83660; 208-722-6564 or 800-658-3858; FAX 208-722-6550; e-mail: john@westernlaboratories.com; Web: westernlaboratories.com	●	●	●		●	●	●	●	●	●	●	●	●	●
William F. Black Soil Testing ..... 503 Gardner • P.O. Box 317, Burlington, WA 98233; 360-757-6112; e-mail: bjlblack@verizon.net	●	●	●		●	●				●			●	●

N A T I O N A L

Good Agricultural Practices Program

Educational Materials Order Form

Name: _____ **Title:** _____

Organization: _____ **E-mail:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Please fill out this form *completely* and fax it to: (607) 254-4868 ▪ Attn: Cindy Wright
Adobe Acrobat users may e-mail this completed form to: gapsinfo@cornell.edu ▪ Subject: GAPs Order

An invoice payable in 30 days, will be enclosed with your order. We accept checks and money orders. We DO NOT accept credit cards. If you have any questions, please contact Cindy Wright at: (607) 255-8008.

Item		Price	Qty.	Cost
Food Safety Begins on the Farm A Growers' Guide	*(English)*	$2.00		
Food Safety Begins on the Farm A Growers' Guide	*(Spanish)*	$2.00		
Reduce Microbial Risks with GAPs	*(English)*	$0.25		
Reduce Microbial Risks with GAPs	*(Spanish)*	$0.25		
GAPs Presentation CD	*(English)*	$10.00		
Laminated Handwashing Poster	*(English & Spanish)*	$0.50		
Laminated Toilet Use Poster	*(English & Spanish)*	$0.50		
Laminated Toilet Paper Disposal Poster	*(English & Spanish)*	$0.50		
A Grower Self Assessment of Food Safety Risks Manual	*(English only)*	$10.00		
Fruits, Vegetables, and Food Safety: Health and Hygiene on the Farm Worker Training Video	DVD *(English & Spanish)*	$20.00		
	VHS *(English & Spanish)*	$20.00		
	DVD *(English & Hmong)*	$20.00		
Fun Fruit & Very Vegetable Tour (Coloring Book)	*(English & Spanish)*	$1.00		
Steps For Proper Handwashing (Magnet)	*(English)*	$1.00		
Steps For Proper Handwashing (Magnet)	*(Spanish)*	$1.00		
In the field, there is a need for hygiene too! (Photonovella)	*(English & Spanish)*	$1.00		
Good hygiene protects everyone! (Photonovella)	*(English & Spanish)*	$1.00		
Your kitchen could be a source of illness! (Photonovella)	*(English & Spanish)*	$2.00		
GAPs Green Tote Bag (13 inches x 13 inches)		$2.00		
		Total *(*Excludes additional shipping charges. See below).*		

Shipping cost will be added to your total and invoiced. Please select the preferred shipping options below.

- ☐ Economy (5–15 days)
- ☐ Expedited (2–5 days)
- ☐ Express/overnight (1 day)
- ☐ GAPs Shipping Carrier

OR

- ☐ My Shipping Carrier
  - Name of Carrier _____
  - My Shipping Carrier Account No. _____

Rev. 9/07