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Food Safety Management System Requirements

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FSMS – Management System

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.01.01	Is there a documented food safety policy detailing the company's commitment to food safety?	Total Compliance	5	5	Yes. General Company Policies were viewed. Food safety policy is the intention of Hinton Farms Produce to have the lowest possible occurrence of food safety issues during the day to day operations of the company.	
1.01.02	Is there a food safety manual or other documented food safety management system covering the scope of business included in this audit and procedures/instructions for all food safety processes?	Total Compliance	5	5	Yes. The food safety manual includes all of the procedures required to conduct the food safety program at the field and facility operations.	
1.01.03	Is there a detailed organizational structure chart of all employees whose activities affect food safety?	Total Compliance	3	3	Yes. Organizational structure chart detail viewed. Audra Maxwell Food Safety Manager.	
1.01.04	Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?	Total Compliance	5	5	Yes. Food safety committee was viewed. The committee meets monthly. Meetings were viewed and topics and attendees on file.	
1.01.05	Is there documented management verification of the entire food safety management system on at least an annual basis?	Total Compliance	5	5	Yes. SOP MREV management review was viewed. It is done on an annual basis. Signed on Gary Hinton on 12-13-2013. Done on management review log 12-10-2013 ,	
1.01.06	Is there a documented analysis detailing resources required to implement and improve the food safety management system processes with documented commitment from senior management to provide these resources?	Total Compliance	5	5	Yes. Food safety resource analysis form was viewed. Details sending the FS manager to attend the next available training provided by UF. Food Safety Resources Analysis Form	

FSMS – Records Requirements

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.02.01	Are all records free of "correction fluid" (white out), pencil text and erasable ink text? If using computerized records, is there a system that shows record amendments (data history) if the records are changed after initial entry?	Total Compliance	3	3	Yes. The food safety records were free of white out materials and pencil text.	
1.02.02	Are all monitoring and process control records stored for a minimum period of a year or for at least the shelf life of product if greater than a year?	Total Compliance	3	3	Yes. The company policy is to maintain the food safety records for a minimum for one year.	
1.02.03	Are the written procedures available to relevant users and is a master copy maintained in a central file?	Total Compliance	5	5	Yes. The company has written procedures available with copies for training at the various sites. The master copy is maintained in the central office.	

FSMS – Procedures and Corrective Actions

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.03.01	Are there written Standard Operating Procedures (SOPs) that detail work instructions for food safety related activities performed in the field operations?	Total Compliance	5	5	Yes. The company has SOPs for field level such as fertilization, irrigation, pesticide application, water and product sampling.	
1.03.02	Are there written Standard Operating Procedures (SOPs) that detail work instructions for food safety related activities in the facility operations?	Total Compliance	5	5	Yes. The company has SOPs on file for the activities required to maintain the food safety system at the cooling /cold storage operation.	
1.03.03	Is there a corrective action procedure that describes the requirements for follow up and prevention of future occurrences?	Total Compliance	5	5	Yes. NOUOCA form corrective action procedure was viewed. When ever a corrective action procedure then a NOUOCA form is	

filled out. Preventative measures, sanitation measures and follow up procedures are used. NUOCA was documented 1–29–2013. forklift section was pulled down from forklift curtains.

FSMS – Internal and external inspections

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.04.01	Is there a program for periodic self-inspections of the field operations covering any process impacting food safety and are records maintained detailing corrective actions? For Field (GAP option) this includes the growing and harvesting practices and all the relate documentation and records generated.	Total Compliance	10	10	Yes. Self inspections was done on 12–9–2013. The inspections were completed by the food safety manager. The records were current ad complete.	
1.04.02	Is there a program for periodic self-inspections of the facility operations covering any process impacting food safety and are records maintained detailing corrective actions? For Facility (GMP option) includes the observation of the facility practices and all the relate documentation and records generated.	Total Compliance	10	10	Yes. The internal audit checklist for GMP/process and internal audit done 3x a year. 12–9–2013 , 10–17–2013, corrective actions were attached.	
1.04.03	Are there written procedures for handling regulatory inspections?	Total Compliance	3	3	Yes. Regulatory inspections from HFP 110 was viewed. The log detail photographs, sampling, exit meeting.	
1.04.04	Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?	Total Compliance	5	5	Yes. Documented in HFP 110.	
1.04.05	Are there documented policies and/or procedures for the calibration for measuring and monitoring devices used in the field operations such as fertilizer and crop protection application equipment, and other equipment related to the safety of the product?	Total Compliance	10	10	Yes. Procedure was viewed for calibration of the crop protection application equipment.	
1.04.06	Are there documented policies and/or procedures for the calibration for measuring and monitoring devices used in the facility operations such as chemical application equipment, thermometers, metal detectors, ORP meters, pH meters and other equipment related to the safety of the product	Total Compliance	10	10	Yes. Thermometer Calibration SOP Doc HFP 114. calibration Cooler thermometers were calibration log 2–01–2013.	

FSMS – Rejection and release of product

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.05.01	Is there a written procedure for handling on hold or rejected products?	Total Compliance	10	10	Yes. Rejections, complaints, response, corrective action policy was viewed. If a complain the company will write a response to the customer and the corrective action will be taken. Buyer rejections/complaints binder located in the sales office. Material On hold and rejected SOP HFP 108.	
1.05.02	Are product release procedures implemented (e.g. lot signed out, when a product lot sample is undergoing an analysis, etc.) and are records available for review?	Total Compliance	5	5	Yes. Documented in the on hold or rejected product procedure.	
1.05.03	Is there a documented system for dealing with customer complaints and buyer food safety complaints and are those on file, along with company responses, including corrective actions?	Total Compliance	10	10	Yes.Doc COM 001 buyer and consumer complaints and feedback SOP. Scope covers both food safety and food quality complaints. Customer complaints and buyer rejections records are kept on file in sales office. REJ–200.	

FSMS – Supplier Monitoring

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.06.01	Are there current written specifications for all ingredients, materials, products and services purchased &/or provided that relate to product safety, are they easily accessed and there is a review process in place for the specifications?	Total Compliance	5	5	Yes. Written specifications for raw material specification form, grower letter of guarantee form for farmers, packaging materials from Peninsula packaging company, International paper,	
1.06.02	Is there a list of approved suppliers?	Minor Deficiency	3	5	Cleaning service is not documented on approved supplier list.	
1.06.03	Is there a written procedure detailing the selection, evaluation, approval and monitoring process of approved suppliers?	Total Compliance	5	5	Yes. SOP Doc. SAM–100 Supplier approval and monitoring sop are listed for low, medium, high risk and emergency temporary suppliers form and log sheet.	
1.06.04	Does the organization have documented evidence to ensure that raw material, processing aids and ingredients suppliers comply with specifications, regulatory requirements and best practice guidelines?	Total Compliance	15	15	Yes. Contracted growers letters of guarantee was viewed. There were annual third party independent food safety audits on file.	
1.06.05	Does the organization have documented evidence to ensure that packaging, materials and services suppliers comply with	Total Compliance	15	15	Yes. Letter of guarantee for packaging material was viewed.	

specifications, regulatory requirements and best practice guidelines?

1.06.06	Are appropriate supplier controls in place (e.g. results of pesticide multi-residue analysis) to ensure product pesticide residues of raw material/ingredients do not exceed published MRLs?	Total Compliance	5	5	Yes. A random sampling from the State of Florida is used. Copies of audits was viewed. Sampling if requested by the buyer.
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FSMS – Traceability and Recall

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.07.01	Is there a documented account that indicates how the company product tracking system works, thereby enabling trace back and trace forward to occur in the event of a potential recall issue?	Total Compliance	10	10	Yes. Produce traceback policy has each pallet will be numbered as soon as it arrives on the dock. Within each pallet, each flat or box will be stamped or stickered with this number. The grower, pack, brand, variety, and field from which the package came. SOP Doc HFP 104.	
1.07.02	Does the organization have a documented recall program including: procedures, recall team roles and contact details, external contact listings, explanation of different types (classes) of recalls?	Minor Deficiency	10	15	No external contact listings were viewed. Recall number and procedure Hinton Farms internal recall contact list, Recall product plan was viewed and current.	
1.07.03	Is testing of recall procedures (including trace back) performed and documented annually? Can the company identify where affected product was sent?	Total Compliance	10	10	Yes. Mock recall summary form was it started 11–19–2013. It started on 3:31 pm and ended on 3:38pm. The scenario was that the strawberries had been harvested to soon from pesticide. 100% of product was accounted for. Lessons learned.	
1.07.04	Is there a daily incidents report, sometimes called a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?	Total Compliance	5	5	Yes. NUOCA log was viewed. Some strips of curtains came from forklift was documented.	

FSMS – Product testing

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.08.01	Based on risk assessment, is there scheduled testing program for raw materials, work in progress, packaging and finished goods?	Total Compliance	5	5	Yes. Risk assessment to determine testing necessity details the biological, physical, chemical. Chemical testing details that random pesticide residue testing is conducted by supplier and on field level when deemed necessary by risk assessment. There is no need for this facility to test since testing is done elsewhere. Also, no customer demands.	
1.08.02	If test are necessary from the risk assessment, is there evidence of the test results for raw materials, work in progress, packaging and finished goods, at the scheduled frequencies and with follow-up for identified deviations?	N/A	0	0	N/A Score is not affected. Based on the risk assessment no product testing is done.	
1.08.03	Are testing and analysis performed by licensed/accredited laboratories (e.g. ISO 17025 or equivalent, National Regulations, State Department, etc.)?	Total Compliance	5	5	Yes. Labs performing testing accreditation was viewed.	

GAP – General GAP

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.01.01	Is there a designated person responsible for the food safety program in the field?	Yes	10	10	Yes, Audra Maxwell is responsible for overseeing that all food safety related programs are being implemented on an on going basis.	

GAP – Site Identification

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.02.01	Is the growing area(s) adequately identified or coded to enable trace back and trace forward in the event of a recall?	Yes	15	15	Yes, the growing area or blocks are identified by farm map with GPS coordinated. There is a coding system which indicates the farm identification that can be traced to the cooler and back.	

GAP – Ground History

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.03.01	Were farming area(s) used for growing food crops for human consumption last season?	Yes	0	0	Yes, rotation of human consumption crops is used.	
2.03.02	Has the growing area(s) been used for any non-agricultural functions? If No, go to 2.03.03	No	7	7	No There is no evidence that this land has been used for non-agricultural functions.	
2.03.02a	If the land had been used previously for non-agricultural functions have soil tests been conducted showing soil was negative or within an appropriate regulatory agency's approved limits for contaminants?	N/A	0	0		
2.03.03	Has the growing area(s) been used for animal husbandry or grazing land for animals? If No, go to 2.03.04	No	7	7	No, Growing area for crops hasn't had animal husbandry or grazing land on it.	
2.03.03a	If the land was used previously for animal husbandry or grazing land for livestock, has a risk evaluation been performed?	N/A	0	0		
2.03.04	Is there evidence of animal presence and/or animal activity in audited area? If answer is NO, go to 2.03.05	Yes	0	15	Birds flying overhead, tracks around the pond area.	
2.03.04a	Is the evidence of animal presence and/or animal activity found, in the form of fecal contamination? If answer is NO, go to 2.03.05	No	20	20	No fecal contamination was viewed.	
2.03.04b	Is the fecal matter found in the audited area, a systematic event (not sporadic)? IF THIS QUESTION IS ANSWERED YES, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	N/A	0	0		
2.03.05	Has flooding from uncontrolled causes occurred on the growing area(s) since the previous growing season? If No, go to 2.03.06	No	0	0	No flooding evidence observed and record were viewed that there had been no flooding since last growing season.	
2.03.05a	If the growing area(s) and product was affected from the flood waters, is there documented evidence that corrective measures were taken to affected land and product?	N/A	0	0		
2.03.05b	Have soil tests been conducted on the flooded area(s) showing soil was negative or within an appropriate regulatory agency's approved limits for contaminants?	N/A	0	0		
2.03.06	Is the growing operation under organic principles? If No , go to 2.03.07	No	0	0	No, organic crop grown under this scope.	
2.03.06a	Is current certification by an accredited organic certification organization on file and available for review?	N/A	0	0		
2.03.07	If the growing area(s) is a new purchase or lease, has a documented risk assessment been undertaken?	N/A	0	0	N/A Score is not affected. The area is not a new purchase or lease.	

GAP – Adjacent land use

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.04.01	Is the adjacent land to the growing area a possible source of contamination from intensive livestock production (e.g. feed lots, dairy operations, poultry houses, meat rendering operation)? If No, go to 2.04.02	No	10	10	No. There were no areas of potential contamination adjacent to this area.	
2.04.01a	Have appropriate measures been taken to mitigate this possible contamination source onto the growing area (e.g. buffer areas, physical barriers, foundation, fences, ditches, etc.)?	N/A	0	0		
2.04.02	Are, or is there evidence of domestic animals, wild animals, grazing lands (includes homes with hobby farms, and non commercial livestock) in proximity to growing operation? If No, go to 2.04.03	Yes	0	10	Cow, raccoon traps were on adjacent land.	
2.04.02a	Have physical measures been put in place to restrain domestic animals, grazing lands, (includes homes with hobby farms, and non commercial livestock) and their waste from entering the growing area (e.g. vegetative strips, wind breaks, physical barriers, berms, fences, diversion ditches.)?	Yes	15	15	Yes. Barbed wire fence, ditch, two buffer zones between cows and the growing area.	
2.04.02b	Is there a written policy supported by visual evidence that domestic, livestock, or wild animals are not allowed in the growing area? Note: This includes any packaging or equipment storage areas.	Yes	10	10	Yes. The company has written policy prohibiting animals from being allowed in the production fields.	
2.04.02c	Are measures in place to reduce or limit the animal intrusion (i.e., monitoring field perimeter for signs of intrusion)?	Yes	15	15	Yes. The fields are monitored daily for signs of animal intrusion.	
2.04.03	Are untreated animal manure piles, compost, biosolids, or nonsynthetic amendment stored and/or applied on adjacent land? If No, go to 2.04.04	No	10	10	No manure was observed stored or applied in the adjacent areas.	
2.04.03a	Have physical measures been taken to secure untreated animal manure piles, compost, biosolids, or nonsynthetic amendment stored and/or applied on adjacent land?	N/A	0	0		
2.04.03b	If biosolids are stored and/or applied on adjacent land, has the adjacent landowner supplied paperwork confirming the biosolids meet prevailing guidelines, governmental, or local standards?	N/A	0	0		
2.04.04	Is the growing area situated in a higher risk location where contamination could occur from nearby operations or functions (e.g. leach fields, runoff or potential flooding from sewers, toilet systems, industrial facilities, labor camps)? If No, go to 2.04.05	No	10	10	No, Adjacent land is all in agriculture production and some single family houses.	
2.04.04a	Have appropriate measures been taken to mitigate risks related to nearby operations?	N/A	0	0		
2.04.05	Is there evidence of human fecal matter in the adjacent land to the audited area? If NO, go to 2.05.01	No	15	15	No, no sign of human fecal matter in adjacent land on day of inspection.	
2.04.05a	Does the human fecal matter found in the adjacent area, represents a high risk to the crop for potential of contamination due to conditions as: lack of access controls (barriers), closeness to the growing area	N/A	0	0		

and equipment, crop type and maturity, land condition, and others?

GAP – Fertilizer/Crop Nutrition

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.07.01	Is untreated human sewage sludge used in the growing cycle? IF THIS QUESTION IS ANSWERED YES, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	No	20	20	No, refer to 2.07.07	
2.07.02	Is compost produced from animal derived materials used by the grower? If No, go to 2.07.03	No	0	0	No, refer to 2.07.07	
2.07.02a	Are compost applications incorporated into the soil prior to planting or bud burst for tree crops and not applied during the growing season?	N/A	0	0		
2.07.02b	Are there compost use records available for each growing area, including application records which shows that the interval between application and harvest was not less than 45 days?	N/A	0	0		
2.07.02c	Are there Certificate(s) of Analysis (CoA) from the compost supplier(s) that covers pathogen testing (plus any other legally/best practice required testing) and does the grower have relevant letters of guarantee regarding SOP's and logs?	N/A	0	0		
2.07.02d	Are there Certificate(s) of Analysis (COA), letters of guarantee or some other documents from the compost supplier(s) that covers heavy metal testing?	N/A	0	0		
2.07.03	Are biosolids used? If No, go to 2.07.04. NOTE: Special attention to commodity specific guidelines rules (e.g., Californian Leafy Greens) which ban the use of biosolids, see 2.07.03d	No	0	0	No, refer to 2.07.07	
2.07.03a	Are biosolids incorporated into the soil prior to planting or bud burst for tree crops and not applied during the growing season?	N/A	0	0		
2.07.03b	Are the grower's biosolids use records available for each growing area, especially application records?	N/A	0	0		
2.07.03c	Is there a Certificate(s) of Analysis (COA) from the biosolid supplier(s) certifying compliance with prevailing national/ local standards and guidelines? IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	N/A	0	0		
2.07.03d	Are there Certificate(s) of Analysis (COA), letters of guarantee or some other documents from the biosolid supplier(s) certifying compliance with prevailing national/ local standards and guidelines (heavy metal test analysis)?	N/A	0	0		
2.07.03e	Are biosolids being applied to crops where the country of production regulations/guidelines ban the use such materials e.g. Leafy Green Commodity Specific Guidelines in California? IF THIS QUESTION IS ANSWERED YES, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	N/A	0	0		
2.07.04	Is untreated animal manure used? If No, go to 2.07.05. NOTE: Special attention to commodity specific guidelines rules (e.g., Californian Leafy Green Commodity Specific Guidelines) which ban the use of untreated animal manures. See 2.07.04d	No	15	15	No, refer to 2.07.07	
2.07.04a	Is untreated animal manure incorporated into the soil prior to planting or bud burst for tree crops and not applied during the growing season?	N/A	0	0		
2.07.04b	Are there untreated animal manure records available for each growing area including application records which shows that the interval between application and harvest was not less than 120 days (unless more stringent laws or guidelines exist)?	N/A	0	0		
2.07.04c	Are there Certificate(s) of Analysis (COA), specification or some other document available for review provided by the untreated animal manure supplier stating the components of the material?	N/A	0	0		
2.07.04d	Are untreated animal manures being used where the country regulations/guidelines ban the use such materials (e.g., Californian Leafy Green Commodity Specific Guidelines)? IF THIS QUESTION IS ANSWERED YES, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	N/A	0	0		
2.07.05	Are other nonsynthetic crop treatments used (e.g. compost teas, fish emulsions, fish meal, blood meal, "bio fertilizers")? If No, go to 2.07.06	No	0	0	No, refer to 2.07.07	
2.07.05a	Are nonsynthetic treatments that contain animal products or animal manures applied to the edible portions crops?	N/A	0	0		
2.07.05b	Are nonsynthetic crop treatment records available for each growing area including application records demonstrating the interval between application and harvest was not less than 45 days?	N/A	0	0		
2.07.05c	Are there Certificate(s) of Analysis available from the nonsynthetic crop treatment suppliers that covers pathogen testing (plus any other legally/best practice required testing)?	N/A	0	0		
2.07.05d	Are there Certificate(s) of Analysis (COA), letters of guarantee or some other documents from the nonsynthetic crop treatment suppliers that covers heavy metal testing?	N/A	0	0		
2.07.06	Are any soil or substrate amendments (except inorganic nutrients/fertilizers) used that do not contain animal products and/or	No	0	0	No, No substrate or soil amendments are used on the ranch.	

	animal manures? If No, go to 2.07.07				
2.07.06a	Are the grower's soil or substrate amendment (except inorganic nutrients/fertilizers that do not contain animal products and/or animal manures) records available for review including application records?	N/A	0	0	
2.07.06b	Are there Certificate(s) of Analysis (COA) and/or letters of guarantee stating that the materials used are free from animal products and/or animal manures?	N/A	0	0	
2.07.07	Are inorganic fertilizers used? If No, go to 2.07.08	Yes	0	0	Yes,
2.07.07a	Are the grower's inorganic fertilizer records available for review including application records?	Yes	10	10	Yes. Records for inorganic fertilizer were viewed and complete.
2.07.07b	Are there Certificate(s) of Analysis (COA), letters of guarantee or some other documents from the inorganic fertilizer supplier(s) that specifies the source of all the ingredients including inert materials?	Yes	7	7	Yes, COA on file from Chemical Dynamics from June 20,2013.
2.07.08	If fertilizers and/or fertilizer containers are stored on the property, are they stored in a manner to prevent contamination to the growing area(s) or any of water sources?	Yes	3	3	Yes, Liquid fertilizer containers were stored away from the growing areas and next to the well which was enclosed.

GAP – Irrigation/Water Use

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.08.01	Does the growing operation practice dryland farming? If No, go to 2.08.02.	No	0	0	No. The growing operation does not practice dry land farming for the production of the crop.	
2.08.01a	If the growing operation practices dryland farming, are there water systems used in the growing operation to supply for crop needs such as crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 2.08.02	N/A	0	0		
2.08.01b	Are microbiological tests, including generic E.coli conducted on the water? If No, go to 2.08.01d	N/A	0	0		
2.08.01c	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0		
2.08.01d	Do written procedures (SOPs) exist covering proper sampling protocols which include where samples should be taken and how samples should be identified?	N/A	0	0		
2.08.01e	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0		
2.08.01f	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0		
2.08.02	Is the water used for the growing operation sourced from Municipal or District water pipeline systems? If No, go to 2.08.03	No	0	0	No, There is no water used at the growing operation that is supplied via municipal or district pipelines.	
2.08.02a	Are microbiological tests, including Generic E.coli conducted on water used for crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 2.08.02c	N/A	0	0		
2.08.02b	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0		
2.08.02c	Do written procedures (SOPs) exist covering proper sampling protocols which include where samples should be taken and how samples should be identified?	N/A	0	0		
2.08.02d	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0		
2.08.02e	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0		
2.08.02f	Are the crops irrigated by a micro irrigation or drip system?	N/A	0	0		
2.08.02g	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	N/A	0	0		
2.08.02h	Are the crops irrigated by flood irrigation or a furrow system?	N/A	0	0		
2.08.02i	Are the crops sub irrigated (also known as seepage irrigation)?	N/A	0	0		
2.08.03	Is the water used in the growing operation sourced from wells? If No, go to 2.08.04	Yes	0	0	Yes. There is water used for irrigation and crop protection applications at this growing operation is supplied from a well.	
2.08.03a	Are all well heads an adequate distance from untreated manure?	N/A	0	0	N/A Score is not affected. There are no untreated manure storage sits located at the growing operation. The company does not apply untreated manure to their production fields at this growing operation.	
2.08.03b	Is the well designed to prevent contamination?	Yes	10	10	Yes, The well is sealed.	
2.08.03c	Is it evident that the well(s) is free from contamination issues and are measures taken to minimize contamination of wells?	Yes	10	10	Yes. No contamination issues around or on well on the day of the audit.	
2.08.03d	Are records kept for periodic inspections and treatment of wells (if performed) available for review?	Yes	7	7	Yes, The company has records on file that support the yearly monitoring of the wells.	
2.08.03e	Are microbiological tests, including generic E.coli conducted on the water? If No, go to 2.08.03g	Yes	20	20	Yes. The well water is sampled by Southern Analytical Lab for microbiological testing. The microbiological testing includes checking for Fecal Coliforms.	
2.08.03f	Are the microbiological tests current and conducted at the required and/or expected frequencies?	Yes	15	15	Yes, The tests are conducted once a year according to the risk assessment and the SOP	

				frequency. The water test results dated 12-3-2013 were E. coli and total coliforms were 1 CFU.	
2.08.03g	Do written procedures (SOPs) exist covering proper sampling protocols which include where samples should be taken and how samples should be identified?	Yes	10	10	Yes, The sampling of the wells is conducted by an independent third party organization. The procedure used to sample the water systems was on file.
2.08.03h	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	Yes	10	10	Yes, The corrective measures include the procedures for shocking the wells with a chlorine solution. The procedures used include the diameter and depth of the wells being treated.
2.08.03i	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0	N/A Score is not affected. There have been no abnormal water test results for the water supplied by the wells to date.
2.08.03j	Are the crops irrigated by a micro irrigation or drip system?	Yes	0	0	yes, drip irrigation is used.
2.08.03k	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	Yes	0	0	Yes. Overhead is used for frost protection.
2.08.03l	Are the crops irrigated by flood irrigation or a furrow system?	N/A	0	0	N/A The final score is not affected. Refer to 2.08.03j.
2.08.03m	Are the crops sub irrigated (also known as seepage irrigation)?	N/A	0	0	N/A The final score is not affected. Refer to 2.08.03j.
2.08.04	Is the water used in the growing operation sourced from ponds, reservoirs, watersheds or other surface water source? If No, go to 2.08.05	Yes	0	0	Yes. Pond is used for frost protection.
2.08.04a	Is surface water in adequate distance from untreated manure?	N/A	0	0	N/A Score is not affected. No untreated manure available on the day of the audit.
2.08.04b	Do animals (domestic, livestock, or wild) have access to the water source?	Yes	0	7	Animals have access to the water source.
2.08.04c	Is it evident that the water source is free of contamination issues and are measures taken to minimize contamination of the water source?	No	0	10	No routine maintenance program on the pond. Pond was viewed clean on the day of the audit.
2.08.04d	Are records kept for the periodic visual inspections and disinfection treatments (if used) available for review?	No	0	7	No records for the inspections of the pond.
2.08.04e	Are microbiological tests, including generic E.coli conducted on the water? If No, go to 2.08.04g	Yes	20	20	Yes. Water testing on 10-30-2013. Fecal coliform and total coliform wa 1 col/100ml.
2.08.04f	Are the microbiological tests current and conducted at the required and/or expected frequencies?	Yes	15	15	Yes. The tests are done once a year.
2.08.04g	Do written procedures (SOPs) exist covering proper sampling protocols which include where samples should be taken and how samples should be identified?	Yes	10	10	Yes. The water SOPs for sampling protocols was viewed.
2.08.04h	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	Yes	10	10	Yes. The company follows a corrective action according to the SOP.
2.08.04i	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0	N/A Score is not affected. No abnormal results have been detected.
2.08.04j	Are the crops irrigated by a micro irrigation or drip system?	Yes	0	0	Yes.
2.08.04k	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	Yes	0	0	Yes. There is an overhead program for frost protection.
2.08.04l	Are the crops irrigated by flood irrigation or a furrow system?	N/A	0	0	N/A Score is not affected. Refer to 2.08.04j.
2.08.04m	Are the crops sub irrigated (also known as seepage irrigation)?	N/A	0	0	N/A Score is not affected. Refer to 2.08.04j.
2.08.05	Is the water used in the growing operation sourced from canals, rivers, ditches, or other open flowing water systems? If No, go to 2.08.06	No	0	0	No water is sourced from canals, rivers, ditches.
2.08.05a	Is surface water in adequate distance from untreated manure?	N/A	0	0	
2.08.05b	Is the water source under the direction of a water authority or district?	N/A	0	0	
2.08.05c	Do animals (domestic, livestock, or wild) have access to the water source?	N/A	0	0	
2.08.05d	Is it evident that the water source is free of contamination issues and are measures taken to minimize contamination of the water source?	N/A	0	0	
2.08.05e	Are records kept for periodic visual inspection and disinfection (if occurring) of the water source and available for review?	N/A	0	0	
2.08.05f	Are microbial tests, including Generic E.coli conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 2.08.05h	N/A	0	0	
2.08.05g	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0	
2.08.05h	Do written procedures (SOPs) exist covering proper sampling protocols which include where samples should be taken and how samples should be identified?	N/A	0	0	
2.08.05i	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0	
2.08.05j	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0	
2.08.05k	Are the crops irrigated by a micro irrigation or drip system?	N/A	0	0	
2.08.05l	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include	N/A	0	0	

	pre-planting or just after planting to create a stand.					
2.08.05m	Are the crops irrigated by flood irrigation or furrow system?	N/A	0	0		
2.08.05n	Are the crops sub irrigated (also known as seepage irrigation)?	N/A	0	0		
2.08.06	Is reclaimed water used in the growing operation? NOTE: This refers to wastewater that has gone through a treatment process. If No, go to 2.08.07.	No	0	0		No, The water used at the growing operation is not supplied from reclaimed water systems.
2.08.06a	Is the reclamation process under the direction of a water reclamation management or authority?	N/A	0	0		
2.08.06b	Are microbial control measures for reclaimed water utilized?	N/A	0	0		
2.08.06c	Are microbial tests, including Generic E.coli conducted on the water? If No, go to 2.08.06e	N/A	0	0		
2.08.06d	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0		
2.08.06e	Do written procedures (SOPs) exist covering proper sampling protocols which include where samples should be taken and how samples should be identified?	N/A	0	0		
2.08.06f	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0		
2.08.06g	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0		
2.08.06h	Are the crops irrigated by a micro irrigation or drip system?	N/A	0	0		
2.08.06i	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	N/A	0	0		
2.08.06j	Are the crops irrigated by flood irrigation or a furrow system?	N/A	0	0		
2.08.06k	Are the crops sub irrigated (also known as seepage irrigation)?	N/A	0	0		
2.08.07	Are tail water (run off water) systems used in the growing operation? If No, go to 2.08.08.	No	0	0		No, The water used at the growing operation is not supplied from tail water systems.
2.08.07a	Is surface water in adequate distance from untreated manure?	N/A	0	0		
2.08.07b	Do animals (domestic, livestock, or wild) have access to the tail water systems?	N/A	0	0		
2.08.07c	Is it evident that the water source is free of contamination issues and are measures taken to minimize contamination of the tail water system?	N/A	0	0		
2.08.07d	Are records kept for periodic visual inspection and disinfection (if occurring) of the water source and available for review?	N/A	0	0		
2.08.07e	Are microbial tests conducted, including Generic E.coli on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 2.08.07g	N/A	0	0		
2.08.07f	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0		
2.08.07g	Do written procedures (SOPs) exist covering proper sampling protocols and are the SOPs being implemented? NOTE: Irrespective of water source, samples for microbial testing should be taken at a point as close to the point of use as practical, so as to test both the water source and the water distribution system.	N/A	0	0		
2.08.07h	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0		
2.08.07i	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0		
2.08.07j	Are the crops irrigated by a micro irrigation or drip system?	N/A	0	0		
2.08.07k	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	N/A	0	0		
2.08.07l	Are the crops irrigated by flood irrigation or furrow system?	N/A	0	0		
2.08.07m	Are the crops sub irrigated (also known as seepage irrigation)?	N/A	0	0		
2.08.08	Are check valves, anti-siphon devices, or other back flow prevention systems in use when and where necessary?	Yes	10	10		Yes, Back flow prevention devices was observed on well.
2.08.09	Is irrigation equipment that is not in use free from pest contamination and stored clean off the ground?	N/A	0	0		N/A Score is not affected. There was no excess or surplus irrigation equipment being stored in the fields during the time of the audit.

GAP – Crop Protection

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.09.01	Is there a documented policy and/or procedures for the mixing/loading of crop protection materials?	Yes	5	5	Yes, procedure covered the mixing and loading of the ccp, pesticide usage and pest management	
2.09.01a	Is mixing, loading, or the dilution of crop protection materials performed safely and within a distance where the growing area and water sources are not affected?	N/A	0	0	N/A Score is not affected. Mixing and loading did not occur during the audit.	
2.09.02	Is there a documented policy and/or procedures for the rinsing and cleaning of crop protection equipment?	Yes	5	5	Yes, SOP states not near the field of production. The procedure includes a process for disposal of the rinse water.	
2.09.02a	Is rinsing and cleaning of crop protection equipment performed safely and within a distance where land and water sources are not	N/A	0	0	N/A Score is not affected. Rinsing and cleaning did not occur during the audit.	

	affected?				
2.09.03	Is there documentation that shows the individual(s) making decisions for crop protection are qualified?	Yes	10	10	Yes, Documentation shows the person making crop protection decision is Jonathan E. Jurnigm PV 42171, Expires Aug. 31.2017.
2.09.04	Is there documentation that shows employees who handle crop protection materials are trained or are under the supervision of a trained individual?	N/A	0	0	N/A Score is not affected. Only Jon handles the crop protection materials.
2.09.05	Does the growing operation follow a pesticide application recording program of all plant protection products (including soil and substrate pre-plant treatments)? If No, go to 2.09.06. IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	Yes	20	20	Yes, Application records were viewed. Records are placed on a posting board at the farm entrance. Other relevant WPS related material is also posted on the board per state law.
2.09.05a	Are crop protection application records up to date and available for review?	Yes	15	15	Yes. Application records were complete with application, rate, PHI, REI , area treated was a separate sheet. Ag connections computer program is used.
2.09.06	Has the growing operation got registration information available about the plant protection products registered for use for the target crops in the country of production? If N/A, go to 2.09.07. IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	Yes	20	20	Yes, MSDS and Labels were on file for all chemicals used. EPA registration numbers are used.
2.09.06a	Are crop protection applications restricted by the guidelines established by the product label, manufacturer recommendation, or by prevailing national/ local standards and guidelines? IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	Yes	20	20	Yes, All guidelines are followed and chemicals are a registered chemical to be used in the US.
2.09.06b	Where harvesting is restricted by preharvest intervals (as required on the crop protection chemical product labels, manufacturer recommendations and/or by prevailing national/local standards) is the grower adhering to these pre-harvest interval time periods? IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	Yes	20	20	Yes, Auditor checked some pre harvest intervals and the auditee is in the PHI window. The PHI was in compliance with the manufacturers labels.
2.09.07	If applicable, for those plant protection products that are not registered for use on target crops in the country of production, if the country has no or a partial legislative framework to cover plant protection products, can the grower show that they have registration information, label information, MRL tolerances, etc. for the country of destination? IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT. If N/A, go to 2.09.08.	N/A	0	0	N/A, Score is not affected. All the ppp that are applied are registered by law and have EPA numbers.
2.09.07a	Is there evidence available that the grower is taking all the necessary measures to comply with the country(ies) of destination expectations regarding plant protection products use (registration information, label information, MRL tolerances and any other guidelines applicable)? IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	N/A	0	0	
2.09.08	Are employee reentry intervals established as required by the pesticide label, manufacturer recommendation, or by prevailing national/ local standards and guidelines?	Yes	10	10	Yes. The employee reentry times are recorded in the pesticide application log. The reentry times listed in the growers pesticide application log for chemicals used in accordance with the published labels of the manufacturer.
2.09.09	When crop protection applications occur, does posting take place on area of treatment according to prevailing national/ local standards and guidelines?	Yes	10	10	Yes. The company is equipped with permanent mounted folding pesticide signs and a posting board that includes copies of the spray records. When pesticide application occur the signs are unfolded, when the REI is complete, the signs fold back up.
2.09.10	To avoid drift, are crop protection applications restricted when gusts are excessive?	N/A	0	0	N/A Score is not affected. Spraying was not observed at time of inspection.
2.09.11	If crop protection containers are stored on the property (even temporarily), are they stored in a manner to prevent contamination and disposed of responsibly?	N/A	0	0	N/A Score is not affected. According to the auditee chemicals are ordered and applied. No storage of chemicals.
2.09.12	Have documented policies and/or procedures been developed for the monitoring of crop protection application equipment (e.g. calibration procedures, inspections, replacement)?	Yes	10	10	Yes. The company has monitoring policies for the crop protection application equipment and crop protection equipment calibration procedures on file. There are records that support the calibration of the spray equipment done 10-10-2013.
2.09.12a	Is it evident that the equipment used for crop protection applications is in good working order?	N/A	0	0	N/A Score is not affected. There was no crop protection equipment observed at the growing operation during the time of the audit.

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.10.01	Does the growing operation have a documented and implemented policy for dealing with employees who appear to be physically ill, or become ill while working?	Yes	10	10	Yes. The growing operation has a written procedure for the handling of employees who appear to be ill. I did not observe any employees who appeared to be ill at the time of the audit.	
2.10.02	Does the growing operation have a documented and implemented policy regarding employees with open sores and wounds?	Yes	10	10	Yes, The growing operation as a written policy regarding employees with sores and wounds.	
2.10.03	Does the growing operation have written procedures describing the disposition of product that has come into contact with blood or other bodily fluids? IF THIS QUESTION IS ANSWERED NO, AUTOMATIC FAILURE OF THIS AUDIT WILL RESULT.	Yes	20	20	Yes, The growing operation has a written policy on file requiring that any products that come in contact with blood or other body fluids are to be destroyed. There was no product at the growing operation that had come in contact with blood during the time of the audit.	
2.10.04	Does the growing operation have documented and implemented policies prohibiting eating, drinking (including gum chewing) using tobacco in the growing area?	Yes	10	10	Yes. The growing operation has a documented policy prohibiting eating, drinking and using tobacco in the growing area. I did not observe any employees eating, drinking, or using tobacco products in the growing areas during the time of the audit.	
2.10.05	Is there a food safety hygiene training program covering new and existing employees and are there records of these training events?	Yes	15	15	Yes. There were records available for review supporting that the farm employees have received training with respect to the company's food safety hygiene policies on 10-29-2013. Video is viewed for Fruit and Vegetable , Health and Hygiene.	
2.10.06	Are there operational toilet facilities provided? If NO, go to 2.10.07 IF THIS QUESTION IS ANSWERED NO, THE AUDIT WILL RESULT IN AN AUTOMATIC FAILURE.	Yes	20	20	Yes. The growing operation furnishes toilet facilities for the employees.	
2.10.06a	Are the toilet facilities placed within ¼ mile or 5 minutes walking distance of all employees?	Yes	10	10	Yes. The toilet facilities are within 5 minutes of the employees at the growing operation.	
2.10.06b	Are toilet facilities in a suitable location to prevent contamination to product, packaging, equipment, and growing areas?	Yes	15	15	Yes. The toilet facilities were positioned in a manner that reduced the potential for contamination to the growing area.	
2.10.06c	Is a minimum of one toilet facility provided for each group of 20 employees?	Yes	5	5	Yes. There were adequate numbers of toilet facilities available for the number of employees working at the growing operation during the time of the audit.	
2.10.06d	Do toilet facilities have visuals or signs, written in the appropriate languages, reminding employees to wash their hands before returning to work?	Yes	20	20	Yes. The toilet facilities were equipped with visuals and/or signs reminding the employees to wash their hands after use of the facilities.	
2.10.06e	Are the toilets maintained in a clean and sanitary condition and are there records showing toilet cleaning, servicing and stocking is occurring regularly?	Yes	10	10	Yes. The toilet facilities were clean. The growing operation maintains records indicating cleaning and stocking.	
2.10.06f	Are the catch basins of the toilets designed and maintained to prevent contamination (e.g. free from leaks and cracks)?	Yes	5	5	Yes. The toilet facilities for the growing operation include portable catch basins. The catch basins in the portable toilet facilities were working properly to prevent the possible contamination of the growing areas.	
2.10.06g	Is there is a documented and implemented procedure for emptying the catch basin in a hygienic manner and also in a way that prevent product, packaging, equipment and water systems and growing area contamination?	Yes	5	5	Yes, sop procedure for emptying the basin	
2.10.07	Is there evidence of human fecal contamination in the growing area(s)? If this question is answered Yes, automatic failure of this audit will result.	No	20	20	No, no evidence of fecal contamination in the growing areas at the time of the audit.	
2.10.08	Are there operational hand washing facilities provided? If No, go to 2.10.09	Yes	15	15	Yes. the company provide hand washing stations at the growing operation for the employees.	
2.10.08a	Are the hand washing facilities placed within ¼ mile or 5 minutes walking distance of all employees?	Yes	10	10	Yes. The hand washing stations for the growing operation are within 5 minutes of the employees. The hand washing stations are positioned outside beside the toilet units.	
2.10.08b	Are hand wash stations clearly visible (e.g. situated outside the toilet facility) and easily accessible to workers?	Yes	5	5	Yes. The portable hand washing stations are positioned in clear view beside the toilet facilities.	
2.10.08c	Are hand wash stations properly stocked with soap, paper towels and trash can?	Yes	5	5	Yes. Single use paper towels and trash can with a lid and liner, stocked with unscented soap	
2.10.08d	Are the hand wash stations designed and being maintained to prevent contamination onto the growing area(s) (i.e. spent water does not go straight to the ground)?	Yes	5	5	Yes, Water is drained into a catch basin and disposed off properly.	
2.10.08e	Does the growing operation have a documented and implemented policy and procedure in place requiring employees to wash their hands (e.g. prior to beginning work, after breaks, after toilet use)?	Yes	10	10	Yes. The growing operation has written policies requiring the employees to wash their hands after breaks, at the start of work, and after visiting the toilet facilities.	
2.10.09	Is fresh potable drinking water provided for workers? If No, go to 2.10.10	Yes	10	10	Yes.	
2.10.09a	If used, are water containers maintained in a clean condition?	N/A	0	0	N/A Score is not affected. There were no water containers used by the farm employees that	

2.10.10	Are first-aid kits available and is the inventory maintained properly?	Yes	5	5	were available for review during the time of the audit. Yes. First aid kits are available at the growing operation. The first aid kits were adequately stocked at the time of the audit.
2.10.11	Are there trash cans available on the field placed in suitable locations?	Yes	5	5	Yes. The growing operation has trash containers positioned at appropriate locations.
2.10.12	Are there any foreign material issues observed that are or could be potential risks to the product in the growing area(s) (e.g., jewelry)?	Yes	0	5	Gold necklace on farm employee.
2.10.13	Is there a documented and implemented policy that infant or toddler aged children are not allowed in the growing area? NOTE: This includes any packaging or equipment storage areas.	Yes	10	10	Yes. The growing operation has a written policy restricting children from entering the production areas. I did not observe any infant or toddler age children in the production areas during the time of the audit.