

Good Agricultural Practices

Fresh Produce Safety Plan for Field Practices



This document was developed in workshops with North Carolina growers to provide a framework for them to develop their own food safety plans. Each grower's conditions are different. Some may find that the plan does not adequately address their specific conditions. In those cases, the plan will need to be supplemented.

Developing a food safety plan requires knowledge of farming practices and best management practices training. Don't be afraid to consult with experts. Before attempting to develop a plan, growers should obtain training in Good Agricultural Practices (GAP) offered by NC Cooperative Extension or government and trade organizations. Remember, this is just the written plan. The most important part is implementing, checking, correcting, and documenting the activities.

This plan follows the U.S. Department of Health and Human Services Food and Drug Administration Center for Food Safety and Applied Nutrition (CFSAN) Guide To Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables (October 1998) and the USDA Good Agricultural Practices & Good Handling Practices Audit Verification Matrix (May 11, 2007).

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Food Safety Plan

This plan follows the USDA Good Agricultural Practices and Good Handling Practices Client Requested Audit Verification Checklist categories of General Questions, Farm Review (Part 1); Field Harvest and Field Packing Activities (Part 2); and Traceback (Part 5). Individual questions are indicated at the beginning of each Standard Operation Procedure (SOP) section.

A. **Click here to enter farm name** Introduction

Farm name is owned by **add name**. and was started in **add year**. **Farm name** is dedicated to the agricultural activities involved in the production, packing, and marketing of **list of all commodities produced**. Currently, we are farming **add number** acres. We own **add number** acres and lease the additional **add number** acres in production. (Statement of other physical buildings operated in conjunction with this farm’s operations could be included here, such as packing house square footage). Primary water sources in production come from **water source name if applicable** . **Farm name** is committed to the production of safe and high-quality foods. We subscribe to the principle that the appropriate method to accomplish this is to minimize the microbial, chemical, and physical contamination of produce at all points of the production process. It is our goal to produce premium-quality fruit/vegetables using good agricultural practices to maximize quality and productivity. To accomplish this, the following documented food safety plan is implemented and will be followed by all employees, contractors, and visitors to **farm name** production sites and facilities (G-1). Suggestions to improve this plan are encouraged at any time. This plan will be reviewed and reapproved at least annually or at the beginning of the spring planting season.

Facility Address (Physical and Mailing)

Organizational Chart

Owners	Click here to enter text.
Manager	Click here to enter text.
Assistant Manager	Click here to enter text.
Food Safety Officer	Click here to enter text.
Packing House Manager	Click here to enter text.
Packing House Crew Manager	Click here to enter text.
Office and Bookkeeping Manager	Click here to enter text.
Shipping and Transportation	Click here to enter text.
Traceability and Documentation	Click here to enter text.
Contact Person	Click here to enter text.
Broker	Click here to enter text.

1. This plan will be considered current for one year following the date of the last review. Authorized changes will be made in writing and recorded below.

Date	Section Changed	Effective Date	Authorized by
Date	Click here to enter text.	Date	Add name
Date	Click here to enter text.	Date	Add name
Date	Click here to enter text.	Date	Add name
Date	Click here to enter text.	Date	Add name
Date	Click here to enter text.	Date	Add name
Date	Click here to enter text.	Date	Add name
Date	Click here to enter text.	Date	Add name

2. **Farm name** authorizes/designates **add name** to make changes and oversee the implementation of this established food safety plan (G-2).

3. **add name** has participated in GAP/GHP trainings. **He/She** will be responsible for training employees and is provided with the authority and resources to fully accomplish this task.

4. All required documents are to be maintained at **farm name** offices. General guidelines to ensure consistency in the development of this food safety plan include selecting a category (worker health and hygiene, site selection/land use, water usage, pesticide usage, animal/wildlife, manure usage, field harvest/packing activities, and traceback); assigning a Standard Operational Procedures (SOP) number; developing general policies and procedures; and creating the following headings: purpose, concern, contaminant introduction, preventative/corrective measures, and documentation required.

5. All documentation logs will be maintained accordingly in the appendices.

By signing this document, I agree to adhere to all that is set forth in the Good Agricultural Practices Food Safety Plan.

Signature of Owner and Operator

Date

B. Farm Name Facility Map Overview (Actual Maps located in Appendix I)

This is a comprehensive list of fields in production with field designation number, acreage, crops, and physical address. Appendix I should include all fields with acreage indicated, any facility location, landmarks that define the property, sanitary facilities, adjacent land use, and water source (including pumps).

*Field Designation Number	Crops in production	Acreage	Physical address
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text
Enter number	Enter text	Enter number	Enter text

*Field Designation Number can be the Farm Service Agency number plus the track number.

SOP 1.0 - Worker Health, Hygiene, and Field Sanitation (Answers G-3 – G-14)

SOP 1.1 General Policies and Procedures

All workers and visitors involved in the production, harvesting, transporting, and marketing of crops on **farm name** are to follow the appropriate GAP policies and procedures to maintain food safety at all levels.

Farm name *General Employee Policies*

All employees must sign and date the General Employee Policies for Food Safety found in Appendix II. All farm workers and visitors who will be directly handling fresh produce at this facility will conduct themselves according to the general policies and procedures set forth below.

Farm name *Procedures*

Farm Workers and Visitors Orientation

All employees will be trained in food safety and personal hygiene and will be provided with a brochure of food safety requirements (worker hygiene training content and brochure located in Appendix II) in the appropriate language (English or Spanish). Each employee will be required to sign a training roster signifying that they have received, understand, and will comply with these requirements.

All visitors will be required to sign in at the farm office upon entry to production areas. Visitors will be given an overview of food safety requirements (Farm worker and visitor hygiene training content and brochure located in Appendix II) in the appropriate language. By signing the log, visitors are certifying that they have received a copy of the Food Safety Procedures for Farm Workers and Visitors brochure and will comply with all policies and procedures, including proper sanitation and hygiene practices.

Worker Health

Workers with intestinal illness or infectious disease (diarrheal symptoms) should not be allowed to work in contact with fresh produce and should be assigned other duties when appropriate. Workers should promptly report any illness, cuts, abrasions, lesions, boils, sores, infected wounds, or other injury or illness to their supervisors and seek prompt attention. Produce that has come into contact with feces, blood, saliva or other body fluids will be immediately removed from the field, packing house, or storage area in accordance with the procedures in Appendix II - Emergency Procedures for Handling Produce that Has Come into Contact with Feces, Blood, Saliva, or Other Body Fluids. Once the supervisor or crew chief has been notified of any of the above conditions, he or she will take appropriate measures to assign the worker to a task that will not contaminate produce or equipment. An appropriate measure for minor cuts or open sores could be a combination of a leak-proof bandage as well as disposable nitrile gloves that completely cover the injury. The employee may return to work at the discretion of the supervisor. An adequately stocked first-aid kit should be available for immediate use.

Worker Hygiene

Workers should bathe and wear freshly laundered clothes daily. Employees must wash their hands with soap and running water before starting work, after breaks, after using the bathroom, and after touching unsafe materials (such as tools, contaminated produce or soil, and human body parts). Proper hand-washing procedure involves the following steps:

1. Wet hands with potable water, apply soap, and work up lather.
2. Rub hands together for at least 20 seconds.
3. Clean under the nails and between the fingers.
4. Rinse under the potable running water.
5. Dry hands with single use towel.

Sanitation Facilities

See SOP 8.0 - Field Harvest/Pack and Transportation

Employee Breaks

Break areas will be provided for all employees and will be separated from areas where product is handled. Potable drinking water will be provided for all employees. Drinking stations will be readily accessible and stocked with single-use cups. A first-aid kit will be accessible in a designated area during each shift. It is the responsibility of the field supervisor to ensure drinking water containers are filled with potable water and refilled at designated potable water sources.

Trabajadores Agrícolas y Orientación de Visitantes

Todos los empleados serán entrenados en seguridad de los alimentos e higiene personal y se les entregará un folleto sobre los requisitos de la seguridad de los alimentos (el folleto y el contenido sobre el entrenamiento de higiene de los trabajadores se encuentran en el Anexo II) en el idioma correspondiente (Inglés o Español). Cada empleado deberá firmar un registro del entrenamiento indicando que recibieron, entendieron y cumplirán dichos requisitos.

Todos los visitantes deberán registrarse en la oficina de la granja o finca al entrar a las zonas de producción. A los visitantes se les dará una explicación general de los requisitos de la seguridad de los alimentos (el folleto y el contenido sobre Trabajadores Agrícolas y el entrenamiento de higiene de los visitantes se encuentran en el Anexo II) en el idioma correspondiente. Al firmar el registro, los visitantes certifican que recibieron una copia del folleto de los Procedimientos de La Seguridad de los Alimentos para Trabajadores Agrícolas y Visitantes, y que cumplirán con todas las políticas y procedimientos, incluyendo las prácticas adecuadas de higiene y sanidad.

Salud del Trabajador

Los trabajadores con enfermedades intestinales o enfermedades infecciosas (síntomas de diarrea) no deben ser autorizados para trabajar en contacto con productos frescos y cuando sea apropiado, deben ser asignados a otras tareas. Los trabajadores deben informar inmediatamente a sus supervisores y buscar la atención adecuada si presentan cualquier tipo de enfermedad, cortes, abrasiones (herida superficial de la piel o mucosas por roce o raspado), lesiones, forúnculos o diviesos (infección cutánea que compromete todo el folículo piloso y el tejido que lo rodea) heridas infectadas, u otra lesión o enfermedad. De acuerdo con los procedimientos establecidos en el Anexo II - Procedimientos de Emergencia Para el Manejo de Productos que Han Entrado en Contacto con Sangre o Fluidos Corporales, los productos que han entrado en contacto con heces fecales , sangre, saliva u otros fluidos corporales serán retirados inmediatamente del campo, sitio de empaque o zona de almacenamiento. Una vez que el supervisor o jefe de equipo ha sido notificado de alguna de las condiciones antes mencionadas, él o ella deberá tomar las medidas necesarias para asignar al trabajador una tarea que no

contamine los productos o equipos. Una medida apropiada para tratar cortes pequeños o heridas abiertas podría ser la combinación de un vendaje o curita anti-goteo (en inglés: leak-proof bandage) con guantes desechables de nitrilo que cubran completamente la lesión. El empleado puede volver a trabajar a discreción del supervisor. Un botiquín de primeros auxilios, adecuadamente abastecidos, estar disponible para uso inmediato.

Higiene del Trabajador

Todos los días, los trabajadores deben bañarse y usar ropa limpia. Así mismo, deben lavarse las manos con agua potable y jabón antes de empezar a trabajar, después de los descansos, después de usar el baño, y después de tocar materiales inseguros (tales como herramientas, tierra o productos contaminados y partes del cuerpo humano). La manera adecuada de lavarse las manos incluye los siguientes pasos:

1. Mójese las manos con agua potable y aplique jabón hasta formar espuma.
2. Frótese las manos por lo menos 20 segundos.
3. Límpiense debajo de las uñas y entre los dedos.
4. Enjuáguese con agua corriente potable.
5. Séquese las manos con una toalla desechable.

Instalaciones Sanitarias

Ver SOP 8.0 - Campo de Cosecha/Empaque y Transporte

Descansos de los Empleados

Para todos los empleados, habrán áreas de descanso, las cuales estarán separadas de las áreas donde se manipulan los productos. Se proveerá agua potable para beber para todos los empleados. Además se proveerán lugares para tomar agua o bebederos de fácil acceso y equipados con vasos desechables que no deben ser usados más de una vez. Igualmente, en un área designada, durante cada turno, habrá un botiquín de primeros auxilios. Es responsabilidad del supervisor de campo asegurarse que los contenedores estén llenos con agua potable para beber, y de rellenarlos en las fuentes designadas de agua potable.

Application of pre-harvest or postharvest materials – regulated and non-regulated

See SOP 5.0 Pesticide Use for more information and documentation.

Purpose:

To address proper worker hygiene and restroom facilities practices and to reduce the potential of contamination by a worker, either by their actions, hygiene practices, health, or habits.

Concern:

All workers have direct access to the entire food supply chain on the farm and thus have the potential to contaminate or cross-contaminate produce, which may result in increased probability of adulterated produce and/or food-borne illnesses.

Contaminant Introduction:

- a. Appropriate drinking-water quality standards help ensure that contaminants are not introduced and promote employee health.
- b. Proper sanitation, health, and hygiene practices and policies teach employees and visitors to limit contamination of the work environment.

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

1. All employee policies and procedures will address personal health and hygiene training, and appropriate and expected food safety measures.
2. Bilingual signs and materials will be posted where appropriate and incorporated into training materials.
3. All visitors will follow the policies and procedures set forth in this document and sign the visitors log upon entry to production areas.
4. All employees will be provided with potable water, restroom facilities, and break areas away from production areas.
5. Sanitation and service logs and emergency response plan for spills/leaks in sanitation facilities will be documented and kept with the food safety plan.

Documentation required:

- List of approved potable water sources and applicable tests (G-3)
- Basic Food Safety Training Content(G-4 & G-6)
- Signed Employee Training Roster for Basic Food Safety Training(G-4)
- Visitor Log(G-4)
- Food Safety Farm Worker and Visitor brochure (G-4)
- General Employee Policies for Appropriate and Expected Food Safety Measures for **farm name** (G-6 & G-7 & G-12 & G-14)
- Visitor compliance sign (G-7)
- Field Supervisor's Daily Checklist (G-7)
- Servicing and Cleaning Log for Sanitation Facilities(G-10)
- Posted bilingual hand-washing signs at hand-washing facilities
- Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood, Saliva, or Other Body Fluids (G-13)

SOP 2.0 – Water Usage (Answers 1-1 – 1-5)

SOP 2.1 - General Policies and Procedures

Water source for irrigation is from **Enter text.** (pond, stream, well, municipal, or other specified) for fields **Enter text.** (field designated numbers). Crops are irrigated by **Enter text.** (overhead, drip, other specified) for fields **Enter text.** (field designation numbers). Frost protection is accomplished by **Enter text.** (overhead, other specified) for fields **Enter text.** (field designation numbers)

Purpose:

To ensure water used in the field for irrigation, frost protection, or as a carrier for pesticides and fertilizers is of adequate quality for agricultural uses and is free of microbial and chemical risks.

Concern:

Water is a vehicle by which pathogens that are associated with food-borne illnesses (such as pathogenic *E. coli* and *Salmonella*) can infect produce.

Contaminant Introduction:

- Chemicals or amendments that could pose a risk.
- Harmful pathogens that can cause food-borne illness from either point or non-point sources.

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

1. Water used for irrigation, spraying, mixing pesticides, and frost protection that comes in direct contact with plants will meet foliar-application water standards. A test documenting that the water source is potable will be kept on record for at least two years.
2. Water sources will be inspected for possible contamination daily and results recorded on the Field Supervisor's Daily Checklist (Appendix II-G). If potential contamination is found, a Notice of Unusual Events/Problems and Corrective Measures will be completed. (Appendix IV-B)
3. Water sources (wells, ponds, surface waters) will be protected from runoff, leaching, spillage, drift to water sources, and livestock or wildlife by constructing necessary measures (diversion berms, runoff control structures, vegetative buffers) to limit fecal and regulated or non-regulated contaminants.
4. Control measures like backflow prevention devices, check valves, and air-gaps in the water distribution system will be installed to prevent regulated (pesticides) and non-regulated materials (fertilizers) from contaminating water sources.
5. Sound conservation practices, such as a vegetative buffer, will limit the potential of point and non-point source contaminants.
6. Portable restroom and hand-washing facilities will be located so as to reduce the risk of water contamination from spills.
7. Water sources and irrigation methods that reduce contact between non-potable water and edible portions of produce (drip irrigation) will be used when applicable.
8. Identification of all upstream uses of surface water and any potential sources of contamination will be identified using the Land Use History and Prevention Measures document. (Appendix IV-A)

9. Irrigation water will be sampled for quality at the water source at the beginning of the growing season and then quarterly until harvest. Records for all tests will be maintained. Water testing sites will be based on the location of point and non-point sources and additional tributaries coming into the main water sources.
10. Field water samples will be collected from the water sources (and distribution systems) no more than 60 days before the beginning of each production season and continue on a scheduled basis according to the degree of risk associated with the water source:
 - a. Municipal water source – one annual test
 - b. Wells – one annual test
 - c. Surface waters/ponds – tested each month during production season
11. Microbial testing of water samples will be a quantitative analysis for generic *E.coli* using the Clean Water Act of 1972 Bacterial Water Quality Standards for Recreational Waters (Freshwater and Marine Waters) and the Leafy Greens Marketing Agreement Guidance:
 - a. Non-foliar application of water: Water with ≤ 126 MPN geometric mean of 5 samples and $< 576/100$ mL for all single samples.
 - b. Foliar application of water: Water ≤ 126 MPN geometric mean of 5 samples and $< 235/100$ mL for all single samples.

Corrective Measures:

If generic *E.coli* test samples show unacceptable amounts, the following steps will be taken:

- Stop irrigation.
- Stop harvesting.
- Identify the source of contamination and determine remediation actions (flush systems, chlorinate).
- Dispose of any adulterated product in accordance with the FDA's disposal policy (via landfill or incineration) (http://www.fsis.usda.gov/PDF/Disposal_Decontamination_Guidelines.PDF)
- Resample water sources and individual distribution systems if necessary until acceptable criteria have been reinitiated.
- Resume production activities once acceptable criteria are met.

Other possible mitigation measures:

- a. Wells
 - Shock the well with chlorine.
 - Repair casing
 - Find an alternative water source
- b. For water sources that are contaminated and no alternative water supplies are available, an automatic chlorination system is a possible mitigation measure.

Documentation Required

- Irrigation Water Quality tests documents (1-3)
- Field Supervisor's Daily Checklist
- Land Use History and Prevention Measures
- Notice of Unusual Events/Problems and Corrective Measures

SOP 3.0 – Sewage Treatment and Soils (Answers 1-6, 1-7, 1-23 – 1-25)

SOP 3.1- General Policies and Procedures

Best management practices and risk reduction methods will be employed while land is engaged for agricultural purposes.

Purpose:

To ensure that farmland and adjacent land is suitable for and does not pose imminent risks to agricultural production of commodities intended for human consumption.

Concern:

Contamination from microbial, chemical, or physical contaminants.

Contaminants Introduction:

- a. Previous land history
- b. Improper application of non-regulated soil amendments
- c. Leakage of sewage/septic effluents
- d. Flooding or unusual rain events
- e. Poor agricultural practices on adjacent land
- f. Fecal matter from sick or dead animals

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

1. Before production begins on any property, information about crops and land conditions during the past five years will be gathered to determine if any activities pose contamination risks by utilizing Land Use History and Prevention Measure document in Appendix IV-A. A buffer of three years is recommended for the transition of animal production to fresh produce production. Documents will be maintained at least 2 years.
2. Farm sewage treatment and septic systems will be visually monitored daily by the farm manager for evidence of leaking or runoff, using the Field Supervisor's Daily Checklist. (Appendix II-G)
3. In the event of a septic systems leakage, the Emergency Response Plan for Spills or Leaks in Sanitation Facilities (Appendix VIII-A) will be used to document and contain contamination.
4. Septic systems, sewage treatment facilities, and stormwater discharge areas will be located and assessed for overflow potential.
5. No produce for human consumption that is either microbiologically or chemically compromised will be sold at market and will be disposed of in an acceptable manner (landfill, incineration).
6. Flooded areas will not be harvested. If any flooding should occur, a Notice of Unusual Events/Problems and Corrective Measures will be completed. (Appendix IV-B)

Documentation Required:

- Land Use History and Prevention Measures (1-24)
- Notice of Unusual Events/Problems and Corrective Measures
- Field Supervisor's Daily Checklist
- Emergency Response Plan for Spills or Leaks in Sanitation Facilities

SOP 5.0 - Pesticide Usage (G15)

SOP 5.1 - General Policies and Procedures

All N.C. Department of Agriculture and Consumer Services (NCDA&CS) and Environmental Protection Agency (EPA) laws and regulations will be followed concerning the application of regulated pesticides on agricultural crops and lands of **farm name**. Pesticides include any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest and are not limited to herbicides, fungicides, and insecticides. Any non-regulated materials will follow prescribed recommendations for use, application rates, storage, and disposal.

Purpose:

To provide and promote proper application methods and procedures for agricultural materials, with regulated products strictly adhering to all local, state, and federal laws and regulations and non-regulated products following best management practices.

Concern:

Contaminants that adversely affect human health and the environment can be introduced to crops and production areas by using a material in a manner that is not permitted by its labeling or that is inconsistent with label directions.

Contaminants Introduction:

1. Application of non-registered product
2. Pesticide residues that exceed legal tolerances
3. Worker exposure to pesticides
4. Back siphoning of water distribution systems with chemigation
5. Drift to adjacent fields
6. Improperly cleaned tanks
7. Non-regulated materials such as waxes and fertilizers
8. Improper training or licensure of employees who apply regulated and non-regulated materials

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies:

1. All pesticide applicators will adhere to the North Carolina Pesticide Law of 1971 requirements for licensing and certifying commercial and private applicators and pest control consultants; the proper handling, transportation, storage, and disposal of pesticides; and the licensing of dealers selling restricted-use pesticides.
2. Only employees with a pesticide applicator license or under the supervision of someone holding a pesticide applicator license may apply pesticides.
3. All pesticide handlers and agricultural workers will comply with the EPA Worker Protection Standards. (<http://www.epa.gov/agriculture/twor.html>)
4. Pesticides will be applied according to the label. Only EPA-registered products will be used. All EPA application guidelines, re-entry intervals, harvest intervals, worker protection standards, storage recommendations, or other label guidelines will be observed.
5. Backflow preventers and approved NCDA chemigation apparatus will be used.

6. Measures such as adjusting spray time of day and adjusting spray boom height will be taken to avoid pesticide drift to adjacent fields.
7. Spray equipment will be inspected for wear and damage before each use and regularly serviced and maintained.
8. Proper dilution, tank cleaning, and residue disposal procedures will be followed after each application.
9. Produce that is affected by any activity (incorrect quantity, overspraying, non-registered pesticide) that is considered a risk for human consumption will be disposed of according to FDA policy (via landfill or incineration).
(http://www.fsis.usda.gov/PDF/Disposal_Decontamination_Guidelines.PDF)
10. All non-regulated materials (such as fertilizer and waxes) will be applied by trained personnel, following all label instructions for quantity, application timing, mixing, application, storage, and disposal.
11. Procedures set forth in the N.C. State publication on plasticulture will be followed when applying fertilizer (<http://www.ces.ncsu.edu/depts/hort/consumer/agpubs/ag-489.pdf>). A policy addressing spills of regulated or non-regulated materials will be followed to include the product label recommendation for clean-up or disposal, if applicable, and will be documented with the Emergency Response Plan for Spills/Leaks in Sanitation Facilities.

Documentation Required

- Field Supervisor's Daily Checklist
- Pesticide/Fertilizer Application Record
- Photocopies pesticide applicators licenses
- Photocopies of non-regulated product labels
- Notice of Unusual Events/Problems and Corrective Measures

SOP 6.0 - Animals/Wildlife (Answers 1-8 – 1-13)

SOP 6.1 - General Policies and Procedures

Best management practices will be followed in crop production areas to minimize the potential of introducing contaminants to fields located near or adjacent to dairy, livestock, or fowl production activities.

Purpose:

To ensure that best management practices are used within agricultural production fields to limit potential contamination by animal activities.

Concern:

Animal feces in agricultural production of fresh fruits and vegetables has been found to be a vehicle for pathogens associated with microbial contaminants and cross-infection.

Contaminants Introduction:

- a. Nearby manure sources and storage facilities
- b. Livestock/animal access to both crop production areas and water sources

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

1. Crop production areas and facilities will be located to prevent runoff from animal production.
2. Farm maps will identify the existing permanent animal production areas, specifically upstream and upwind animal pastures, feedlots, manure lagoons, and uncontrolled animal access to surface waters.
3. N.C. Wildlife Resource Commission guidelines will be followed for hunting, trapping, and handling animals. Go to www.ncwildlife.org and click on License Permits.
4. Non-regulated wildlife nuisances will be live-trapped and relocated, and a Notice of Unusual Events/Problems and Corrective Measures will be completed. (Appendix IV-B)
5. Domestic nuisances will be identified and owners notified or Animal Control will immediately remove animals from production areas.
6. Production areas will be visually inspected daily for broken fences and other signs that wild or domestic animals have entered the area. Water supplies will also be visually checked. Documentation will be with the Field Supervisor's Daily Checklist. (Appendix II-G)
7. When choosing new fields, the location of manure storage and treatment sites will be considered, making sure they are not contributing sources of contamination on produce fields or packing facilities.

8. Natural or physical containment barriers, including berms, buffer zones, and ditches, will be located between the manure lagoons or manure storage areas and will be designed to divert potential overflows, if found to be needed.
9. When possible, physical topography will be utilized to eliminate potential runoff or restrict access to water sources.
10. Unrestricted access by livestock to surface waters will be limited when possible.

Corrective Measures:

1. If evidence of animal waste is found, an area (5 square feet) will be quarantined to eliminate potential cross-contamination and prevent accidental harvest. Evidence will be removed and disposed of immediately.
2. All necessary measures to prevent domestic animals from re-entering crop production areas and water sources will be taken, including repairing or installing fences or ditches and advising employees to immediately report incidents.

Documentation Required:

- Field Supervisor's Daily Checklist
- Notice of Unusual Events/Problems and Corrective Measures

SOP 7.0 - Manure and Biosolids Usage (Answers 1-14 – 1-22)

SOP 7.1 - General Policies and Procedures

All soil amendments, such as manure and biosolids, will be composted properly and handled in ways consistent with best management practices for reducing the risk of contamination to crop production areas and water sources.

Purpose:

To provide effective and safe application of soil amendments while minimizing microbial hazards.

Concern:

Animal manures and other soil amendments are a potential source of human pathogens, which can contaminate the soil and persist for many years.

Contaminants Introduction:

1. Raw and composted manure and biosolid handling and application methods can introduce human pathogens.

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

1. State whether you use any of the following:
 - a. Raw: Either state *no raw compost used* or state your implemented best management practices with other applicable information, including timing of application (120 days prior to harvest), timing of incorporation, cover cropping practices, storage location, proximity to water source and likelihood of runoff, source and quality, commodity applied to, transport vehicles/equipment cleaning, and sanitation practices. All can help reduce the likelihood that contaminants can exist.
 - b. Composted manure or treated biosolids before land application: See more details below. State which methods you use and what steps you take to prevent contamination. No untreated biosolids will be used.
 - c. No manure or biosolids used: Select if you use other commercially available plant foods—a broad term that encompasses all other soil amendments used for nutrient and soil structure management.
2. Composted manure or treated manure
 - Passive – Dependent on passage of time together with environmental factors such as temperature, moisture, UV irradiation.
 - Active – Specified monitoring and requirement for composting from N.C. Department of Environment and Natural Resources rules and regulations will be followed under the section 1400 Composting (<http://www.wastenotnc.org/swhome/rules.asp>). A copy of the composting process with temperature and time will be documented.

3. When manure or biosolids are purchased, specification analysis reports and other information from the supplier will be kept for each shipment, indicating that the proper procedures were followed, if applicable.
4. Composted manure will be stored in a site away from water sources, pesticide handling sites, or other possible recontamination sources. Storage sites will also be chosen to minimize runoff.
5. All manure application will be recorded in the Manure, Biosolids, and other Commercially Available Plant Foods Usage Log (Appendix VII-A), with location, type of soil amendment, date, rate, date applied, type of plant, and planting date included.
6. All vehicles and equipment used for manure composting and spreading will be cleaned and sanitized before using.
7. No areas that have been flooded will be harvested. If any flooding should occur, a Notice of Unusual Events/Problems and Corrective Measures will be completed. (Appendix IV-B)

Documentation Required:

- Manure, Biosolids, and other Commercially Available Plant Foods Usage Log
- Analysis reports from suppliers of manure/biosolids
- Notice of Unusual Events/Problems and Corrective Measures

SOP 8.0 - Field Harvest/Pack and Transportation (Answers 2-1 – 2-17)

SOP 8.1 - General Policies and Procedures

Proper harvesting, handling, and transporting procedures will be employed to minimize the risk of introducing human pathogens to workers, harvesting equipment, and tools.

You will need written SOPs for the following:

- Glass and plastic contamination
- Remediation for product contamination
- Using harvest containers for produce items
- Applying only potable water to harvested product
- Cleaning schedule for transportation equipment
- Covering produce transported from field to other areas

Purpose:

Provide proper field and employee sanitation measures to reduce the risk of contaminated produce.

Concern:

Sanitation facilities, employee hygiene, and field packing, harvesting and transportation activities all present opportunities to introduce pathogens that contaminate production areas and compromise workers' health.

Contaminants Introduction:

- a. Contaminants can be introduced to production fields and employees by improper management of sanitation facilities.
- b. Harvesting vehicles and equipment can serve as a potential vehicle for introduction and cross-contamination of pathogens.

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

All Occupational Safety and Health Act 29CFR, 1928.110 rules will be followed where eleven (11) or more employees are engaged on any given day in hand-labor operations in the field. (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10959).

1. Sanitation facilities, including restrooms and hand-washing stations, will be located within ¼ mile or five minutes walking distance from the field.
2. One toilet and one hand-washing station will be provided for every 20 employees.
3. Toilet facilities will be easily accessible and stocked with toilet paper. Hand-washing facilities will be stocked with single-use disposable paper towels, soap, potable water, and a trash receptacle.
4. Bilingual signs requiring employees to wash hands after using the restroom will be posted.

5. Toilet facility will have a cleaning checklist located inside that indicates each time the facility has been cleaned or restocked.
6. Sanitary facilities will be directly accessible for septic truck servicing and will be located in an area where leakage or spills will not contaminate crops.
7. No waste from the sanitary facilities will be disposed of in the fields. In the event of a spill, all steps will be taken to minimize the likelihood of crop contamination. Refer to Emergency Response Plan for Spills/Leaks in Sanitation Facilities in Appendix VIII.
8. All sanitary facilities will follow NCDENR rules and regulations for Septage Management section 800 (<http://www.wastenotnc.org/swhome/rules.asp>) "Septage" includes solid waste that is a fluid mixture of untreated and partially treated sewage solids, liquids, and sludge of human or domestic origin that is removed from a wastewater system. It includes washings from the interior of septage handling containers, including pumper trucks.
9. Equipment with glass/plastic/chemicals/petroleum will be visually inspected using the Field Supervisor's Daily Checklist. (Appendix II-G) Any items presenting a risk will be noted on the Notice of Unusual Events/Problems and Corrective Measures document. (Appendix IV-B)
10. Field sanitation and worker health and hygiene issues are addressed in the policies and procedures found in SOP 1.0.

Documentation Required:

- Emergency Response Plan for Spills/Leaks in Sanitation Facilities (2-4)
- Field Supervisor's Daily Checklist
- Notice of Unusual Events/Problems and Corrective Measures
- Schedule for cleaning and sanitizing harvesting containers and harvesting equipment.
- SOP for glass or plastic contamination
- SOP for product contamination remediation
- Transportation equipment cleaning schedule
- Policy for covering produce transported from field to other areas

SOP 11.0 – Traceability (Answers 5-1 – 5-10)

SOP 11.1 - General Policies and Procedures

Farm name has instituted a traceback/traceforward system that will allow us to effectively identify and recover potentially adulterated, misbranded, or hazardous foods from trade and consumer channels.

Purpose:

To ensure that there is a system in place to track produce one step forward and one step backward within the food production chain.

Concern:

Without adequate systems to identify and recall contaminated produce, the occurrence and resultant outbreaks of food-borne illness and other health hazards will continue to be unacceptable.

Contaminants Introduction:

1. Introduction of bacterial or chemical contaminants that could have adverse health consequences.
2. Ability to quickly and accurately remove contaminated produce from food system

Preventative/Corrective Measures:

Growers should list what they are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

1. A system has been developed to uniquely identify products and trace units of produce back to the:
 - Packing facility
 - Specific grower*
 - Specific orchard/field*
 - Harvest date *
 - Packing date

*Indicate the necessary information required from field-pack operations that will go through an external packing house. The entire list of information is required of field-pack that pack their own produce.

- A. If you are a grower/packer/shipper or packer/shipper - Specifics on the Produce Traceability Initiative are available at <http://www.producetraceability.org>. Determine your Global Trade Item Number (GTIN), a 14-digit unique number formatted as below:
 - i. The first digit is the packaging indicator. A “1” is recommended for a case of produce.
 - ii. The second digit in this GTIN is a “0,” which indicates that your Company Prefix was issued by GS1 US or GS1 Canada.

- iii. The supplier in this example was issued a 6- to 9-digit UPC Company Prefix (GS1)=123456.
- iv. Because this supplier has a 6-digit UPC Company Prefix, the supplier has 5 digits left over to assign a case reference number for that product.
- v. The last digit is a single digit “check digit.”

Example: UPC Comp Case Check Prefix Ref # Digit 1 + 0 + 123456 + 00001
+ 3 = 14 digits
Putting these pieces together you get one 14-digit GTIN:
10123456000013

2. Obtain a company prefix number (GS1) at www.gs1us.org (click on BarCodes and eCom), or go to http://barcodes.gs1us.org/dnn_bcec/Default.aspx.
3. Conduct a mock recall and document its effectiveness. (More reference materials can be found at the University of Florida’s The Food Recall Manual <http://edis.ifas.ufl.edu/FS108>.)
 - Document the date and time of the practiced recall. A product should be able to be traced and accounted for within a maximum of 2 hours.
 - Create a recall team complete with names, positions, and multiple contact numbers.
 - Create a recall scenario - why the recall is occurring (example: food-borne illness, metal, poor quality)
 - Create a step-by-step procedure of the recall.
 - Write a summary of the practiced recall including the total percentage of product recalled.

Documentation Required:

- Traceability Program
- Mock recall procedure and dates tested

Appendix I – Farm/Facility Map

Appendix II: Worker Health, Hygiene, and Field Sanitation

Appendix II – A: Employee Health and Hygiene Training Content

Appendix II – B: General Employee Policies for Appropriate and Expected Food Safety Measures for **Farm name.**

Appendix II – C: Basic Food Safety, Personal Health and Hygiene Training Roster

Appendix II – D: Employee Non-Compliance Form

Appendix II – E: Brochure for Food Safety Procedures for Farm Workers and Visitors

Appendix II – F: Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood, Saliva or Other Body Fluids

Appendix II – G: Field Supervisor’s Daily Checklist for **Farm name.**

Appendix II – H: Visitor Sign

Appendix II – I: Visitor Log

Appendix II – J: Servicing and Cleaning Log for Sanitation Facilities

Appendix II-A: Employee Health and Hygiene Training Content

Resource to hand out to employees (Free download, bilingual):

National GAPs Program. Did you know? In the field, there is a need for hygiene too!
Editors Elizabeth A. Bihn, Robert B. Gravani, and Kay Embrey 2005.

English:

www.gaps.cornell.edu/Educationalmaterials/Samples/FieldPhotoNovelSampleEng.pdf

Spanish:

www.gaps.cornell.edu/Educationalmaterials/Samples/FieldPhotoNovelSampleSpa.pdf

PROMOTE WORKER HYGIENE

One of the major sources of food-borne pathogen contamination is workers' hands. The single most effective method of preventing produce contamination is proper hand washing.

Hand Washing:

- 1. Provide clean restroom facilities and stock them with soap, clean water, and single-use towels.**
- 2. Teach all workers about microbial risk and the importance of good hygiene.**
 - Poor hygiene can cause them to become sick and even die
- 3. Train all workers in proper hand-washing techniques**
 - 20 seconds of vigorous scrubbing with soap and water
 - Thoroughly dry with disposable hand towels
 - Properly wash hands after each visit to restrooms and before handling equipment, machinery, and raw produce

Restrooms and Hand-Washing Stations:

1. Restrooms will be easily accessible and stocked with disposable paper towels and soap in proper dispensers.
2. Portable restrooms will be stationed within ¼ mile or five-minutes walking distance of the work area and will be sufficient to provide one facility per 20 persons.
3. Portable restrooms will be directly accessible to the septic trucks servicing them and located in an area where leakage or spills will not contaminate crops.
4. Employees will always have the opportunity to use the facilities when they require them.
5. Management and employees will monitor all restrooms.
6. Restrooms will be cleaned, sanitized, and maintained, whenever the need arises.

Break Areas and Employee Water:

1. Break areas will be provided for all employees away from the harvest area to prevent contact with produce.
2. Cool, potable drinking water will be provided for all employees daily.
3. Drinking stations will be readily accessible and well stocked with single-use cups.

Injuries and Illnesses:

1. Do not allow workers with open wounds to work.

- Open wounds can contaminate fresh produce.
- Bandages are necessary to protect wounds but can become contaminated. Restrict workers with bandaged wounds to areas where they do not come in contact with fresh produce.
- If hand wounds are bandaged, nitrile gloves must be worn to prevent the bandages from becoming a source of contamination. Gloves can also become contaminated. Change and discard gloves periodically, and prohibit gloves with holes or tears.

2. Workers who exhibit symptoms of illnesses should not be allowed to work in direct contact with produce.

- They can transmit their sickness to others.

Hygiene and Conduct:

1. All employees must shower or bathe daily.
2. Clean clothing should be worn every day.
3. Nails must be clean and trimmed. No false nails or false eyelashes.
4. Always wash hands after coughing and sneezing; after using the restroom, smoking, and taking breaks; before entering the work area; and after using the telephone.
5. No jewelry should be worn, except a wedding band.
6. Pens, pencils, or similar items must be carried in shirt pockets.
7. No bottles, cups, glasses, or any items made of glass are allowed in the work area.
8. Running, horseplay, or improper use of forklifts, tractors, trucks or other equipment is strictly prohibited.
9. Employee policies and procedures must also be followed by visitors in contact with produce or in produce flow zone.
10. Workers are responsible for cleaning up after themselves, including using garbage cans or other trash receptacles in work areas and restroom facilities.
11. Sick or injured employees cannot work without being examined by a physician or authorized by a supervisor to continue work.
12. Open cuts, boils, lesions, or rashes must be covered by pants, sleeves, or gloves.
13. Any product or packaging material exposed to feces, saliva, blood, or other bodily fluid must be destroyed immediately.
14. Short haircuts for men are recommended, but if long hair is worn, it must be tied back in a ponytail or bun.
15. Do not leave tools or parts that need repairing in the field or in production areas.
16. Food and drink are allowed only in designated break areas.
17. Anyone under the influence of drugs or alcohol is not allowed to work.
18. Pets or other domestic animals are not allowed in the work area.
19. Employees should not walk, step, sit, or lie on raw produce, packaging material, or the contact surfaces of equipment.

20. Smoking, chewing gum or tobacco, eating, and drinking are prohibited in the work area.
21. Smoking will be allowed only in designated areas away from where product is handled.
22. Cigarette butts must be disposed of in garbage cans or other trash receptacles.
23. Urinating, defecating, spitting, and nose-blowing onto the ground is never allowed in or around the work area.

Appendix II – B: General Employee Policies for Food Safety on **Farm name.**

1. No jewelry, including rings, watches, bracelets, necklaces, pins, earrings, nose rings, hairpins, or combs, may be worn in the field. A wedding band is allowed if employees wear nitrile gloves.
2. Personal belongings, including sacks, lunch bags, and clothing not being worn, should be stored in a designated area away from the field.
3. Pets are not allowed in the field.
4. Employees should not walk, step, sit, or lie on raw produce, packaging material, or food contact surfaces of equipment.
5. Smoking, chewing gum or tobacco, eating, and drinking are prohibited in the field area where crops are growing.
6. Absolutely no urinating, defecating, spitting, or nose-blowing on the ground or around the fields is allowed. Never allow any body fluid of any kind to come into contact with produce or in any of the work environment where not specifically allowed.
7. Hands must be washed before starting work, after breaks, after using the bathroom, and after touching unsafe materials (such as tools or human body parts). Employees will be regularly observed for compliance with the requirement of washing hands.
8. Proper personal hygiene and sanitation must be practiced by all personnel. Workers should bathe daily and wear freshly laundered clothes each day.
9. Personnel must promptly report and seek treatment for any illness, lesions, boils, sores, infected wounds, or other injury. Sick or injured employees should not come to work or should check with their supervisors before starting work. All workers diagnosed with an illness or workers with diarrheal symptoms are not allowed to work in direct contact with produce or in other work environments, such as the field.
10. Supervisors and employees will be familiar with the “Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood, Saliva or Other Body Fluids” document and procedures.
11. First-aid kits will be kept by field supervisors.
12. Employees should check for appropriate pesticide warning signs before entering a field or starting work.
13. All employees must attend food safety and personal hygiene training before starting work with **Farm name**. All employees will be required to sign a roster stating that they received, understand, and will comply with these requirements.
14. A non-compliance form will be completed up to three (3) times if these policies are not followed.

By signing this document, employee agrees to adhere to all policies set forth.

Signature of Employee: _____

Signature of Supervisor: _____ Date: _____

Anexo II - B: Políticas Generales de los Empleados para la Seguridad de los Alimentos en NOMBRE DE LA GRANJA/FINCA

1. En el campo no se puede usar joyas, incluyendo anillos, relojes, pulseras, collares, broches, pendientes, aretes en la nariz, horquillas, o peines. Se permite usar un anillo de matrimonio si los empleados usan guantes de nitrilo.
2. Las pertenencias personales, como bolsas, loncheras y ropa que no esté siendo usada, deben guardarse en un área designada lejos fuera del campo.
3. No se admiten mascotas en el campo.
4. Los empleados no deben caminar, pisar, sentarse o acostarse sobre los productos frescos, materiales de empaque, o superficies de equipos que están en contacto con los alimentos.
5. Se prohíbe fumar, masticar chicle o tabaco, comer y beber en las áreas del campo donde crecen los cultivos.
6. No se permite, en lo absoluto, orinar, defecar, escupir o sonarse la nariz en el suelo o alrededor de los campos. Nunca permita que ningún fluido corporal, de cualquier tipo, entre en contacto con los productos o en cualquiera de los lugares de trabajo donde no esté específicamente permitido.
7. Las manos deben ser lavadas antes de empezar a trabajar, después de los descansos, después de usar el baño, y después de tocar materiales inseguros (tales como herramientas o partes del cuerpo humano). Los empleados serán regularmente observados para verificar el cumplimiento obligatorio del lavado de manos.
8. Todo el personal debe mantener una adecuada higiene personal y buenas condiciones de salubridad. Así mismo, todos los días, los trabajadores deben bañarse y usar ropa limpia.
9. El personal debe informar inmediatamente y buscar tratamiento para cualquier enfermedad, lesiones, forúnculos, llagas, heridas infectadas, u otras lesiones. Los empleados enfermos o heridos no deben ir a trabajar o deben consultar con sus supervisores antes de empezar a trabajar. Todos los trabajadores diagnosticados con una enfermedad o con síntomas de diarrea no se les permite trabajar en contacto directo con la producción o en otros lugares de trabajo como el campo.
10. Los supervisores y los empleados deben estar familiarizados con los documentos de “Procedimientos de Emergencia Para el Manejo de Productos que Han Entrado en Contacto con Heces Fecales, Sangre, Saliva u Otros Fluidos Corporales”.
11. Los supervisores de campo tendrán los botiquines de primeros auxilios.
12. Antes de entrar al campo o de empezar a trabajar, los empleados deben revisar las señales de advertencia de pesticidas.
13. Todos los empleados deben asistir al entrenamiento sobre la seguridad de los alimentos e higiene personal antes de empezar a trabajar en NOMBRE DE LA GRANJA/FINCA. De igual forma, deberán firmar un registro indicando que recibieron, entendieron y cumplirán estos requisitos.
14. Un formulario de incumplimiento será completado hasta tres (3) veces si estas políticas no son seguidas.

Al firmar este documento, el empleado se compromete a cumplir con todas las políticas antes mencionadas.

Firma del Empleado: _____

Firma del Supervisor: _____

Fecha: _____

Appendix II – C: Basic Food Safety, Personal Health, and Hygiene Training Roster
*Anexo II – C: Registro de Entrenamiento de Seguridad Básica de los Alimentos,
Salud e Higiene Personal*

Name of operation: **Enter text.** Date: **Enter date.**
Nombre de la operación *Fecha*

Trainer: **Enter text.**
Entrenador

Interpreter: **Enter text.**
Intérprete

Location: **Enter text.**
Lugar

I am committed to working safely to ensure the well-being and health of my family and those who eat this produce. I am informed of and will abide by these safe food-handling practices.

Me comprometo a trabajar de manera segura y responsable para garantizar el bienestar y salud de mi familia y de aquellos que comen estos productos. Yo estoy informado y voy a cumplir con estas praactias seguras de manejo de alimentos.

Employee Name (please print)
*Nombre del Empleado (por favor en letra
impresa)*

Employee Signature
Firma del Empleado

1. **Click here to enter text.**

2. **Click here to enter text.**

3. **Click here to enter text.**

4. **Click here to enter text.**

5. **Click here to enter text.**

6. Click here to enter text.

7. Click here to enter text.

8. Click here to enter text.

9. Click here to enter text.

10. Click here to enter text.

11. Click here to enter text.

12. Click here to enter text.

13. Click here to enter text.

Supervisor Signature: _____
Firma del Supervisor

*Training material found in the Good Agricultural Practice Food Safety Plan.

* *El material del entrenamiento se encuentra en el Plan de Buenas Prácticas Agrícolas de La Seguridad de los Alimentos*

Appendix II – D: Employee Non-Compliance Form
Anexo II – D: Formulario de Incumplimiento del Empleado

Date: [Click here to enter text.](#)

Fecha

Employee Name: [Click here to enter text.](#)

Nombre del Empleado

Supervisor: [Click here to enter text.](#)

Supervisor

Employee was found in violation of the following General Employee Policy (Explanation if applicable):

El empleado incumplió la siguiente Política General del Empleado (Dar explicación si es necesario)

[Click here to enter text.](#)

Clean clothing not worn

No usó ropa limpia

Hairnet (where appropriate) not worn properly

No usó correctamente la redcilla para recoger el cabello (cuando era necesario)

Gloves not worn where appropriate

No usó los guantes cuando era necesario

Violation of hand-washing policy

Incumplió la política del lavado de manos

Violation of jewelry policy

Incumplió la política del uso de joyas

Eating, drinking, smoking, or chewing tobacco

Comió, bebió, fumó, o masticó tabaco

Unsafe use of equipment

Usó inadecuadamente un equipo

Product abuse (describe)

Abusó del producto (describir)

The supervisor has notified the employee of the violation and explained the reasoning behind the regulation.

El supervisor notificó al empleado de su incumplimiento y le explicó las razones que existen detrás de esta norma.

1st Warning –Verbal (Date): [Click here to enter text.](#)

1^a Advertencia – Verbal (Fecha)

2nd Warning –Written (Date): [Click here to enter text.](#)

2^a Advertencia – Escrita (Fecha)

3rd Warning –Disciplinary (Date): [Click here to enter text.](#)

3^a Advertencia – Disciplinaria (Fecha)

Supervisor has given the appropriate warning:

El Supervisor dio la advertencia adecuada

Signature

Firma

Date

Fecha

Employee understands the significance of the violation:

El Empleado entiende la importancia de su incumplimiento

Signature

Firma

Date

Fecha

Appendix II-E: Brochure for Food Safety Procedures for Farm Workers and Visitors

Farm Name

Food Safety Procedures for Farm Workers and Visitors

This brochure recaps some important points from your orientation. Please take the time to look over it and become more familiar with its points. Do what you can to prevent contamination of produce, soil, and equipment. If you see something that needs attention, let your supervisor know.

Employee Hygiene

We are in the fresh produce business, and many of our products are going to be consumed without cooking. All employees are expected to practice personal cleanliness. There are many opportunities for food to become contaminated as it is produced and prepared. One of the major sources of food-borne pathogen contamination is worker's hands.

The single most effective method of preventing produce contamination with these organisms is proper hand washing.

We must all do our part to prevent food-borne illnesses to our customers!

Hand washing

Hand washing is the most effective way to prevent the spread of germs. Wash your hands after coughing and sneezing, using the restroom, smoking, or taking breaks, before entering the work area, and after using the telephone.

Drinking Water, Breaks, and Comfort Areas

- Water in the coolers is from safe drinking water sources and is available to you at all times. Please place cups in the receptacles provided and notify your field supervisor when the cooler needs to be refilled.
- Smoking and eating are allowed only in designated areas. Smoking and the use of tobacco and chewing gum are prohibited outside the break areas.
- Toilets are provided and are clean and properly supplied. Please notify the field supervisor if these need attention. Toilet paper is to be placed directly in the toilet bowl.

Illness

If you have an intestinal illness or symptoms of another infectious disease, you are prohibited from handling produce. Notify your supervisor and you will be assigned other responsibilities.

If You are Injured or Have an Emergency

You are required to seek prompt treatment for cuts, abrasions and other injuries. First aid kits are located at the comfort station. Notify your field supervisor.

Handling and Disposition of Produce or Surfaces that Have Come into Contact with Blood or Body Fluids

In the event of such contamination, notify your field supervisor immediately. The contaminated area should be isolated immediately. It will be the responsibility of the field supervisor to make sure contaminated produce is sealed in plastic bags and removed from the field. Equipment should be decontaminated according to procedures in the food safety plan.

Be Vigilant

Food safety depends on the attention of all employees, workers and supervisors. Be on the lookout for potential sources of contamination such as signs of animal activity and feces. Let supervisors know if there are unauthorized persons or suspicious activities in the field. Be watchful. Report failures in the food safety plan. Our customers are counting on you.

Food safety is the responsibility of every employee!



FARM NAME

Street Address
Address 2
City, ST ZIP Code
Phone:
Fax:
E-mail address



NOMBRE DE LA GRANJA/FINCA

Procedimientos de La Seguridad de los Alimentos para Trabajadores Agrícolas y Visitantes

Este folleto recapitula algunos puntos importantes de su orientación. Por favor, tómese el tiempo para revisar y estar más familiarizado con estos puntos. Haga todo lo posible para evitar la contaminación de los productos, el suelo, y los equipos. Si usted ve algo que necesita atención, avísele a su supervisor.

Higiene del Empleado

Estamos en el negocio de productos frescos y muchos de nuestros alimentos se consumirán sin ser cocinados. Se espera que todos los empleados cumplan con las prácticas de limpieza personal ya que al momento de producir y preparar los alimentos, existen muchas posibilidades de que éstos se contaminen. Las manos del trabajador son una de las principales fuentes portadoras de contaminación de alimentos.

El método más sencillo y eficaz para prevenir la contaminación de productos con estos organismos infecciosos es a través del correcto lavado de manos.

¡Todos debemos poner de nuestra parte para evitar que nuestros clientes se contagien con enfermedades transmitidas por alimentos!

El lavado de manos

Lavarse las manos es la forma más eficaz de prevenir la propagación de gérmenes. Lávese las manos después de toser y estornudar, usar el baño, fumar, o tomar descansos, antes de entrar al área de trabajo, y después de usar el teléfono.

Agua Potable, Descansos y Servicios Higiénicos

- El agua que está en los enfriadores de agua (water coolers) proviene de fuentes seguras de agua potable y está a su disposición en todo momento. Por favor, ponga los vasos en los recipientes proporcionados y notifique a su supervisor de campo cuando el enfriador de agua necesite ser vuelto a llenar.
- Se permite comer y fumar sólo en las áreas designadas. Se prohíbe fumar, masticar tabaco o chicle fuera de las áreas de descanso.
- Hay servicios higiénicos limpios y completamente equipados a su disposición. Por favor, notifique al supervisor de campo si éstos necesitan un mayor cuidado. No olvide, colocar el papel higiénico directamente en la taza del inodoro.

Enfermedades

Se prohíbe manipular los productos si usted tiene una enfermedad intestinal o síntomas de otra enfermedad infecciosa. Notifique a su supervisor y se le asignarán otras responsabilidades.

Si Usted se Lesiona o Tiene una Emergencia

Debe buscar inmediatamente tratamiento adecuado para cortes, abrasiones u otras lesiones. Los botiquines de primeros auxilios están ubicados en los servicios sanitarios. Notifique a su supervisor de campo.

Manejo y disposición de productos o superficies que han entrado en contacto con sangre o fluidos corporales.

En caso de que ocurra dicha contaminación, notifique rápidamente al supervisor de campo. El área contaminada debe ser aislada inmediatamente y será responsabilidad del supervisor de campo asegurarse que los productos contaminados estén sellados en bolsas plásticas y retirados del campo. De igual manera, los equipos deben ser descontaminados de acuerdo con los procedimientos establecidos en el plan de seguridad de los alimentos.

Esté Alerta

La seguridad de los alimentos depende de la atención que le presten todos los empleados, trabajadores y supervisores. Esté atento a las posibles fuentes de contaminación como la evidencia de actividades de animales y heces fecales. Hágale saber a los supervisores si hay personas no autorizadas o actividades sospechosas en el campo. Esté alerta. Reporte cualquier falla en el plan de seguridad de los alimentos. Nuestros clientes cuentan con usted.

¡La seguridad de los alimentos es responsabilidad de todos!



***NOMBRE DE LA
GRANJA/FINCA***

Dirección
Dirección 2
Ciudad, Estado, Código Postal
Teléfono:
Fax:
E-mail

Appendix II-F: Emergency Procedures for Handling Produce that Has Come into Contact with Feces, Blood, Saliva or Other Body Fluids

1. In the event that a worker becomes ill or injured, seek first aid immediately. Move the worker out of the field, when possible, and away from produce.
2. Clearly mark and isolate the area of the spill and keep other workers and equipment away.
3. Once the supervisor has determined that cleanup should proceed, follow the appropriate procedures listed below:

Field Contamination Procedures:

1. Use shovels to place contaminated soil and produce into doubled heavy plastic garbage bags.
2. Close the bags and move them to the designated area for disposal.
3. Place shovels in separate bags so they will not contaminate workers, soil, or produce, and move them to the designated area for later decontamination.
4. Dispose of the contaminated bags of produce and soil in a manner approved by the county environmental health department. Decontaminate and disinfect shovels in an area that will not re-infect the production area or any work environment associated with produce.

Building Contamination Procedures:

1. Use appropriate cleaning and sanitation methods for the surface involved (concrete, carpet, tile). Remember to wear gloves.
2. Remove surface materials as necessary and dispose of materials in a manner approved by the county environmental health department. Decontaminate and disinfect cleaning equipment (gloves, brushes, and the like) or dispose of properly.
3. Record the incident and cleanup activities and attach it to the Field Supervisor's Daily Checklist.

Anexo II-F: Procedimientos de Emergencia Para el Manejo de Productos que Han Entrado en Contacto con Heces Fecales, Sangre, Saliva u Otros Fluidos Corporales

1. En el caso de que un trabajador se enferme o lesione, busque inmediatamente primeros auxilios. Cuando sea posible, retire al trabajador del campo y manténgalo lejos de los productos.
2. Marque claramente y aísole el área del derrame, y mantenga alejados a otros trabajadores y equipos.
3. Una vez que el supervisor ha determinado que la limpieza debe realizarse, siga los siguientes procedimientos:

Procedimientos a seguir en un campo contaminado:

1. Use palas para poner la tierra y productos contaminados en bolsas de basura plásticas de gran resistencia.
2. Cierre las bolsas y póngalas en el área de desechos designada.
3. Ponga las palas en bolsas separadas para que no contaminen a los trabajadores, tierra, o productos, y póngalas en el área designada para luego descontaminarlas.
4. Deshágase de las bolsas de tierra y productos contaminados de manera adecuada, según lo aprobado por el departamento de salud ambiental del condado. Descontamine y desinfecte las palas en un área donde no se vuelva a infectar el área de producción o cualquier entorno de trabajo relacionado con los productos.

Procedimientos a seguir en un edificio o inmueble contaminado:

1. Use métodos de limpieza y sanidad apropiados sobre las superficie en la que se esté trabajando (concreto, alfombra, baldosas). Recuerde usar guantes.
2. Retire los materiales de la superficie cuando sea necesario y deséchelos de manera adecuada, según lo aprobado por el departamento de salud ambiental del condado. Descontamine y desinfecte los equipos de limpieza (guantes, cepillos, y demás) o deséchelos de forma adecuada.
3. Registre el incidente y las actividades de limpieza y adjúntelas a la Lista de Control Diaria del Supervisor de Campo (en inglés: Field Supervisor's Daily Checklist)

Appendix II – G: Field Supervisor’s Daily Checklist for **Farm name.**

Field Location: **Add text** Date: **Add date**

√/Date	Item	Comments / Corrections
Date	All new workers complete orientation, get brochure, and sign roster	Comments/ corrections
Date	Water containers are filled from potable drinking water.	Comments/ corrections
Date	All employees are clean. Sick or injured employees asked to report to supervisor. Sick workers reassigned.	Comments/ corrections
Date	Employees wash hands before starting work, after breaks.	Comments/ corrections
Date	Break areas designated. Restrooms are clean and fully supplied. No leaks.	Comments/ corrections
Date	First-aid kits available. Supplies for cleanup of contamination and body fluid spills available.	Comments/ corrections
Date	Visual inspection of water sources and sewage system does not indicate areas at risk for contamination.	Comments/ corrections
Date	Areas with evidence of animal activity, flooding, or other contamination have been documented with Notice of Unusual Events/Problems and Corrective Measures	Comments/ corrections
Date	Harvesting tools and containers are properly stored, clean, and in good repair.	Comments/ corrections
Date	Harvesting machinery is clean and free from excessive dirt and mud, dripping lubricants, or fuel. Light bulbs, glass, and plastic are protected to avoid contaminating produce in case of breakage.	Comments/ corrections
Date	Pesticide spray equipment visually checked for damage.	Comments/ corrections

Signature _____ Date _____

List the items needing follow up on the **Notice of Unusual Events/Problems and Corrective Measures** and attach to this document. This document is to be filed in GAPs notebook at Field Office.

Anexo II – G: Lista de Control Diaria de los Supervisores de Campo para NOMBRE DE GRANJA/FINCA

Ubicación del Campo: _____ **Fecha:** _____

√/Fecha	Asunto	Comentarios / Correcciones
Fecha	Todos los trabajadores nuevos cumplieron con la orientación, recibieron el folleto y firmaron el registro.	Comentarios / Correcciones
Fecha	Los contenedores de agua están llenos con agua potable.	Comentarios / Correcciones
Fecha	Todos los empleados están limpios. Los trabajadores enfermos o heridos se reportaron al supervisor. Los empleados enfermos fueron reasignados.	Comentarios / Correcciones
Fecha	Los empleados se lavaron las manos antes de empezar a trabajar y después de los descansos.	Comentarios / Correcciones
Fecha	Se designaron las áreas de descanso. Los baños están limpios y completamente equipados. No hay goteras ni derrames.	Comentarios / Correcciones
Fecha	Los botiquines de primeros auxilios están disponibles. Los suministros de limpieza para áreas contaminadas y derrames de fluidos corporales están disponibles.	Comentarios / Correcciones
Fecha	La inspección visual de las fuentes de agua y sistema de alcantarillado no indican que hay áreas de riesgo de contaminación.	Comentarios / Correcciones
Fecha	Las áreas con evidencia de actividades de animales, inundaciones u otros tipos de contaminación han sido documentadas en el Aviso de Eventos/Problemas Inusuales y Medidas Correctivas.	Comentarios / Correcciones
Fecha	Las herramientas de cosecha y los contenedores están limpios, en buen estado y guardados de manera adecuada.	Comentarios / Correcciones
Fecha	La maquinaria de cosecha está limpia y sin exceso de suciedad, lodo, combustible, o lubricantes. Las bombillas de luz, vidrio, y plástico están protegidos para evitar la contaminación de los productos en caso de roturas.	Comentarios / Correcciones
Fecha	Se hizo un chequeo visual del equipo rociador de pesticida para controlar cualquier daño.	Comentarios / Correcciones

Firmado por _____ Fecha _____

Enumere los asuntos que necesitan seguimiento en el **Aviso de Eventos/Problemas Inusuales y Medidas Correctivas** y adjúntelos a este documento. Este documento debe archivarse en el cuaderno de GAPs en la Oficina del Campo.

Appendix II-H: Visitor Sign



All visitors must check in with management and sign the visitor log when they arrive on the premises. Visitors must comply with all farm worker and visitor policies and procedures. Visitors must agree in writing that they will comply with all procedures including proper sanitation and hygiene practices.

**Thanks,
Farm Name**



Todos los visitantes deben registrarse en la administración y firmar el registro de visitantes al llegar al establecimiento. Los visitantes deben cumplir con todas las políticas y procedimientos de los trabajadores agrícolas y visitantes. Los visitantes deben acordar por escrito que cumplirán con todos los procedimientos, incluyendo las prácticas adecuadas de higiene y sanidad.

Gracias,
NOMBRE DE LA GRANJA/FINCA
Nombre De La Granja/Finca

Appendix II – I: Visitor Log
Anexo II - I: Registro de Visitantes

Farm name

Nombre de la Granja/Finca

By signing this visitors log, you are stating that you have been provided with a copy of the Food Safety Procedures for Farm Workers and Visitors brochure and will comply with all policies and procedures including proper sanitation and hygiene practices.

Al firmar este registro de visitantes, usted está indicando que se le entregó una copia del folleto de los Procedimientos de La Seguridad de los Alimentos para Trabajadores Agrícolas y Visitantes, y que cumplirá con todas las políticas y procedimientos, incluyendo las prácticas adecuadas de higiene y sanidad.

Date <i>Fecha</i>	Enter time <i>Hora de Entrada</i>	Visitor Name <i>Nombre del Visitante</i>	Business <i>Empresa</i>	Field/Facility Visited <i>Campo/Instalación Visitada</i>	Exit time <i>Hora de Salida</i>
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit
Date	Enter	Name	Business	Facility	Exit

Reviewed by:
 Revisado por:

Date:
 Fecha:

Appendix II – J: Servicing and Cleaning Log for Sanitation Facilities
Anexo II – J: Registro de Limpieza y Mantenimiento para Instalaciones Sanitarias

Location of operation Enter location
Lugar de operación

Please see the food safety plan for overall field sanitation unit service procedures.

Por favor refiérase al plan de seguridad de los alimentos para ver los procedimientos generales de servicio para unidades sanitarias

Sanitation Unit #*	Date of Cleaning	Cleaned By (name)	Date of Servicing	Serviced By (name)	Supplies Stocked**
<i>Unidad Sanitaria #*</i>	<i>Fecha de Limpieza</i>	<i>Limpieza por (nombre)</i>	<i>Fecha de Mantenimiento</i>	<i>Mantenimiento brindado por (nombre)</i>	<i>Suministros Almacenados**</i>
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies
Unit #	Date	Name	Date	Name	Supplies

* See field map for locations of each unit in fields.

* *Vea el mapa del campo para ubicar cada unidad en los campos.*

** Sanitation supplies are single-use towels, toilet paper, hand- or anti-bacterial soap, potable water for hand washing.

** *Los suministros de sanidad son las toallas desechables para ser usadas solo una vez, papel higiénico, jabón de manos o jabón anti-bacterial, agua potable para lavarse las manos.*

If contracted with sanitation company, attach service/cleaning receipt.

Si se contrató una empresa de sanidad, adjuntar el recibo de servicio/limpieza.

Reviewed by: Reviewed by
Revisado por Revisado por

Title: Title
Cargo Cargo

Date: Date
Fecha Fecha

Appendix III: Water Usage

Appendix III – A: Water Sampling Monitoring Log *Anexo III – A: Registro de Control de Muestreo de Agua*

Water Sampling Monitoring Log <i>Registro de Control de Muestreo de Agua</i>				
Date <i>Fecha</i>	Sample Description <i>Descripción de la Muestra</i>	Requested Analysis <i>Análisis Solicitado</i>	Results <i>Resultados</i>	Initials <i>Iniciales</i>
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials
Date	Enter text	Enter text	Enter text	Initials

Appendix IV: Sewage Treatment and Soils

Appendix IV – A: Land Use History and Prevention Measures

Appendix IV – B: Notice of Unusual Events/Problems and Corrective Measures

Appendix IV – A: Land Use History and Prevention Measures

Property Description (location and acreage): **Enter text**

Date of site evaluation: **Enter text**

Evaluation done by: **Enter text**

1. Agricultural activities conducted on this site for last 5 years:		Check applicable, indicate years
	<input type="checkbox"/>	Crop production only
	<input type="checkbox"/>	Both crops and animal production
	<input type="checkbox"/>	Permanent or temporary living facilities
	<input type="checkbox"/>	Fallow
2. Crops grown on this site previously:		Specify crops
		Enter text
3. Adjacent properties		Check all that apply and proximity (feet) to land
	<input type="checkbox"/>	Crop production
	<input type="checkbox"/>	Dairy/livestock/poultry operation
	<input type="checkbox"/>	Watershed (indicate river, stream, pond, lake, municipality, well, other)
	<input type="checkbox"/>	Organic/Synthetic Fertilizer/Manure - dumping, storage, or handling
	<input type="checkbox"/>	Municipal or private dumping site
	<input type="checkbox"/>	Residential with septic systems
	<input type="checkbox"/>	Commercial or industrial development
	<input type="checkbox"/>	Golf course
	<input type="checkbox"/>	Other operations that might present a risk(specify)
4. Has land been flooded in the past 60 days?		
	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
5. Application of manure/biosolids?		Indicate date Date
	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
6. Evidence of animal risks?		Please indicate
	<input type="checkbox"/>	Downed fencing, tracks, feeding?
	<input type="checkbox"/>	Other

7. Upon visual inspection of site, are there any potential food safety concerns? (for instance, recent dumping, evidence of old septic systems, upstream activities)

Enter text

8. If any of the above creates a risk, are there pre-existing mitigation factors that should be considered? Examples include: topographical change/slopes, buffers, barriers, ditches, fences, distances to septic fields, inspection for leaks of septic system. (Please explain.)

Enter text

9. Please explain any steps you will be taking to mitigate the risks addressed above. For instance, if fences need mending, or if flooding occurred within the last 60 days, indicate pathogen testing and documentation.

Enter text

10. If applicable, try to obtain property owner's signature attesting to above evaluation.
Property Owners Signature: _____

Date Date

Site Evaluator Signature: _____

Date

Date

Appendix IV – B: Notice of Unusual Events/Problems and Corrective Measures
Anexo IV – B: Aviso de Eventos/Problemas Inusuales y Medidas Correctivas

Date: **Date**
Fecha

Time of Event (Approximate): **Time**
Hora (aproximada) del Evento

Description of unusual events/or problems that could cause risk:
Descripción de eventos o problemas inusuales que podrían causar riesgo
Enter text

Live trap location and release location:
Ubicación de las trampas de animales y lugar donde se liberaron a los animales
Enter text

Corrective measures to reduce risk:
Medidas correctivas para disminuir el riesgo
Enter text

Reported By: **Enter name**
Reportado por

Supervisor on Duty: **Enter name**
Supervisor de Turno

Appendix V: Pesticide Usage

Appendix V-A: Pesticide/Fertilizer Application Record

Appendix V-B: Photocopies of Pesticide Sprayers Licenses

Appendix V-A: Pesticide/Fertilizer Application Record

Pesticide/Fertilizer Application Record						
Farm Name:						
Licensed Applicator In Charge:						
Applicator License Number:						
	1	2	3	4	5	6
Brand Name of Pesticide/Fertilizer						
Application (Time & Date)						
Crop						
Location of Treated Area (Field Number)						
# of Units or Acres						
Total Amount Applied (lbs,L or G)						
EPA Registration Code Number						
Active Ingredient Code (Common/Chemical Name)						
Equipment OK? (No Leaks, Good Working Order)	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES/NO
Restricted-Entry Interval						
DO NOT ENTER UNTIL (Time & Date)						
Practical Treatment/Antidote (Code)						
Pre-harvest Interval (Code)						
OK to Harvest (Time & Date)						
Applied by: (Signature)						

Appendix VI: Animals/Wildlife/Livestock

Growers will need to develop the pertinent paperwork supporting individual wildlife management activities.

Appendix VII: Manure and Biosolids Usage

Appendix VII-A: Manure, Biosolids, and other Commercially Available Plant Foods Usage Log

Appendix VII-A: Manure, Biosolids, and Other Commercially Available Plant Foods Usage Log

<i>Location of Manure/Biosolids Application Applicator Initials</i>	<i>Type of Soil Amendment *</i>	<i>Date of Application</i>	<i>Rate of application</i>	<i>Incorporation Date</i>	<i>Type of Plant</i>	<i>Planting Date</i>
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date
Enter text	Enter text	Date	Enter text	Date	Type	Date

*R= Raw Manure, C= Composted Manure, B= Treated Biosolids and O=Other Commercially available plant foods

Appendix VIII: Field Harvest/Pack and Transportation

Appendix VIII - A: Emergency Response Plan for Spills/Leaks in Sanitation Facilities

Appendix VIII-A: Emergency Response Plan for Spills or Leaks in Sanitation Facilities
Anexo VIII-A: Plan de Respuesta a Emergencias por Goteras o Derrames en Instalaciones de Sanidad.

Location: **Location**
Lugar

Date: **Date**
Fecha

Explain spill/leak event:
Explique el evento que causó la gotera o el de derrame
Enter text

Response Plan for remediation:
Plan de Respuesta para la rehabilitación de la gotera o derrame:

1. **Assess the situation** for any additional immediate hazards to field, employees, and water sources. If immediate hazards are assessed, call 911 or other emergency services that can deal effectively with spills. If water sources are affected, call NCDENR Waste Management Division to assess the situation and determine procedures.

*1. **Evalúe la situación** en caso de que hayan otros peligros adicionales e inmediatos para el campo campo, empleados, y fuentes de agua. Si se determinan peligros inmediatos, llame al 911 u otros servicios de emergencia que puedan responder eficazmente a los derrames. Si las fuentes de agua se ven afectadas, llame a NCDENR Waste Management Division (División de Manejo de Residuos de Carolina del Norte) para evaluar la situación y determinar los procedimientos a seguir.*

2. **Contain and control the spill.** Your first priority is to protect yourself and others, then stop the leak by righting the sanitary unit if possible. Confine the spill if possible by shoveling a ditch around it to prevent runoff.

*2. **Detenga y controle el derrame.** Su primera prioridad es protegerse a usted mismo y a los demás; luego, si es posible, detenga la fuga y repare la unidad sanitaria. De igual forma, si le es posible, cerque el derrame usando una pala para crear una zanja alrededor de éste y así evitar su propagación.*

3. **Clean up the spill.** Call sanitary facility service provider to immediately respond to this spill. Provide location and time of spill. Service provider will clean up the site.

*3. **Limpie el derrame.** Llame al proveedor de servicios de instalaciones sanitarias para que responda inmediatamente al derrame y proporcione la hora y el lugar en que ocurrió el mismo. El proveedor de servicios se encargará de la limpieza del sitio.*

Appendix IX: Traceability

Appendix IX-A: Traceability Program

Appendix IX-B: Mock Recall Establishment and Dates of Mock Recalls

Growers will need to develop the pertinent paperwork supporting individual traceability programs.

Resources

1. USDA. Good Agricultural Practices & Good Handling Practices Audit Verification Checklist, May 11, 2007 version.
<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5050869>
2. Westside Produce Good Agricultural Practices
http://www.westsideproduce.com/Food_Safety/GAP.pdf
3. Penn State University Department of Food Science. Good Agricultural Practices Food Safety Plan, March 2009. http://foodsafety.psu.edu/gaps/PSU_USDA_GAPs_Plan_2009.pdf
4. Georgia's Good Agricultural Practices Food Safety Program. Georgia Fruit & Vegetable Growers Association. March 2008.
5. Primus Labs Field Audit Manual. <http://intranet.primuslabs.com/igap/default.asp>
6. Commodity Specific Food Safety Guidelines for the Production and Harvest of Lettuce and Leafy Greens Matrix. October 16, 2007 version.
7. National GAPs Program. Did you Know? In the field, there is a need for hygiene too! Editors Elizabeth A. Bihn, Robert B. Gravani, and Kay Embrey 2005.
<http://www.gaps.cornell.edu/Educationalmaterials/Samples/FieldPhotoNovelSampleEng.pdf>
8. N.C. Fresh Produce Safety Web site: www.ncfreshproducesafety.org

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