General Questions

IMPLEMENTATION OF A FOOD SAFETY PROGRAM

- **Did the auditee participate in GAP&GHP training?** Yes No

GAP&GHP training for producers could include Cooperative Extension Service training, formalized classes attended, Good Agricultural or Manufacturing Practices seminars or other professional training that may include Water, Manure/Biosolids, Worker Health & Hygiene, Sanitary Facilities, Field Sanitation, Packing Facility Sanitation and/or Transportation issues.

- **Is there a map that accurately represents the farm operations?** Yes No NA

Producers should have some type of map showing their growing areas. Large operations will have several maps of their operations. In many cases, the maps will show products being grown in specific locations. This information is always required when the scope covers Farm Review and Field Harvest & Field Packing Activities (Parts 1 & 2). It is also important to have accurate information available when reviewing Traceback.

- ***Legal Description/GPS/Lat.-Long.* Of *Location:* _____**

A legal description, such as a County issued parcel number (APN) or a Township and Range, may be available for the operation(s). If the audit site is different from the main address listed on the front of the scoresheet, the address of the audit site(s) shall be listed here. It may be useful to research for information about wells, locations of former landfills near or on the property, for future audits or for producer record for a particular audit.

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

Crop production areas mayor may not be located on contiguous or adjacent acreage. This information is required in order to properly assess questions under Farm Review (Part 1) and Field Harvest and Field Packing Activities (Part 2). Sites which are separate will have to be separately visited in order to verify all aspects of the audit scope at each location. When the

operation has production areas other than on the audit site, the auditor must review farming and/or harvesting practices and determine if different practices are followed at different sites. One site which fails to meet minimum audit requirements would be enough to disqualify the entire operation.

- **Total acres farmed (Owned, leased/rented, contracted, consigned): _____**

This information is only required when the audit covers or includes Farm Review (Part 1). Knowing this information provides the auditor with information to determine what will need to be personally reviewed. This would include all acreage coming under the use of the company being audited.

- **Does the company have more than one packing facility?** Yes No NA

Multiple packing facilities under the same name can be reviewed separately or all as one audit. The auditee must designate how they want to be audited prior to the start of the audit. However, where the audit covers all facilities, one failing facility would cause the remainder to fail. When separate audits cover each of the facilities, a problem in one facility would not affect the final audit of the other facilities. When listing the separate locations under multiple reports/audits, the normal street address or a different name must be used as the separating reference. This would include multiple growers or grower locations that may be contracted under an individual packing facility.

- **Is there a floor plan of the packing house facility indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices?** Yes No NA

A floor plan of the facility will be useful for the auditor to locate and identify such areas listed and to help point out problem areas. This information should be obtained when the scope covers House Packing Facility (Part 3) and/or the Storage Facility (Part 4).

- **Is any product commingled prior to packing?** Yes No

It is common in some produce facilities and in some commodity programs to commingle product from different growers. This may occur at the storage level prior to packing, during a pre-grading and pre-sizing process or at the time of packing. The knowledge of commingling is important in order to properly answer

questions regarding Traceback.

Questions P-1 and P-2 must be answered YES in order to continue, if the questions cannot be answered YES, the audit will be reported as an "automatic unsatisfactory."

Questions		Points	YES	NO	N/A	Doc
P-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.					D
P-2	The operation has designated someone to implement and oversee an established food program. Name _____					D

Question P-1 requires that the auditor review documentation which indicates that, at a minimum, a GAP & GHP program has been established for the scope or scopes of the audit being completed. Documentation may include a Food Safety Manual or plan, various published Standard Operating Procedures (SOP's), and/or documentation that a program is implemented and being followed. It may also contain information or references pertaining to internal or self audits of the program (not a requirement). Other similar documentation may also be applicable and acceptable if it indicates that a formally established program is in place.

Question P-2 indicates that there is a person in the operation that will implement and oversee a food safety program. Operations which are serious about following established food safety programs will have a designated person whom is responsible for ensuring that the program is being followed.

Auditors should interview the designee in order to determine their knowledge of the program. Designees should be able to show procedures and records and knowledgeably answer questions about the program they are responsible for.

Traceability

Traceback is the ability to track food items back to their source. A system to identify the source of fresh produce cannot prevent the occurrence of a microbiological hazard that may lead to an initial outbreak of food borne disease. However, the ability to identify the source of a product through traceback can serve as an important complement to good agricultural and management practices intended to prevent the occurrence of food safety problems. Information gained from a trace back investigation may also be useful in identifying and eliminating a hazardous pathway.

The Guide also recommends that producers have the ability to track product forward throughout the marketing chain. This would include through retail channels to the consumer. Auditors should consider any and all reliable methods that an operation may use to track product.

It is common practice in some commodity groups to commingle various growers' product prior to the time it is packed. This may occur with tree fruit, tomatoes and potatoes, etc. When comingling occurs, auditors should assess whether or not the product can be traced to a reasonably sized group of growers and/or harvest dates. For these groups, reasonably sized would be considered approximately 5 to 8 tree fruit growers or 3 to 5 vegetable growers. A group of harvest dates is considered reasonable when the interval is no longer than seven days.

Questions		Points	YES	NO	N/A	Doc
G-1	A documented traceability program has been established.	15				D

All facilities or operations shall have a traceability program that, at a minimum, allows a traceback investigation to follow the product both forward and backward at least to the next level in the marketing chain. The program shall be used for all fresh produce listed in the audit and handled at the facility or operation. Documents may be paper or electronic and must be accessible both during the

audit and in case of a traceback investigation. There are many commercially available traceability programs that auditees may utilize for their traceability program.

On the farm:

- The operation shall be able to track the product to grower and the production area from which it came.
- The production area may be one, or a group of orchards or fields.
- There must also be records for crops that are held in storage before packing. · Production records shall have the grower, production area and year.
- Harvest dates (or group of dates) must be documented.
- If a product is comingled during or after harvest, all growers, production areas and dates regarding the comingled product shall be included in the traceability program.
- Crop production records, farm maps, transportation bills, weight tickets and storage records may provide documentation.
- The traceability program must also provide documentation regarding where a product has been sent once it leaves the facility.

At the packing stage and forward in the marketing chain:

- The product and/or packages and containers shall have markings that allow them to be traced to a packing house. In most cases, the company label or other identification will allow tracking.
- If a company has multiple packing facilities, the product or container must be uniquely marked identifying the packing facility the product originated from.
- All packed containers must be identified with a date of pack. This may be imbedded into a lot code or unique 10 number and does not need to appear as 10/1/09 or August 13, 2009, etc. In the case of wholesale or master containers the pack date may be on the outer container and mayor may not appear on the individual consumer unit.
- The pack, date should correspond to the farm traceback information.

Product or container markings must be reliably applied and easily read or deciphered up and down the marketing chain. A method of identification that can only be deciphered by one part of the marketing chain will not meet the requirements of a traceability program. This question cannot be answered N/A.

	Questions	Points	YES	NO	N/A	Doc
G-2	The operation has performed a "mock recall" that was proven to be effective.	10				R

The guide indicates that all facilities should work with their suppliers and customers to track the path the product takes from the farm to the consumer. This will provide a readily available trail in case there is a need to determine where product originates and to where it was shipped.

A "recall" is a means to return marketed product to its origin; to remove it from the market place. A "mock recall" is a practice exercise that is used to determine where product is shipped and whether or not it can be returned to the origin or removed from the marketing chain.

Operations must have some documented evidence of completing at least one mock recall within the 6 months prior to the audit. Documents must indicate the customers contacted, the amount of product remaining from the original shipment and the disposition of product which could not be effectively recalled. Such disposition may include sales to customers, reshipment to a subsequent customer that could be contacted if a recall were necessary, or destruction of product. The auditor must review recall records and assess the practice. This question cannot be answered *N/A.*

Worker Health and Hygiene

Any question with a shaded box in the "NO" column must be answered "YES." If the question cannot be answered "YES" then the audit will be reported as an "automatic unsatisfactory. "

Questions		Points	YES	NO	N/A	Doc
G-3	Potable water is available to all workers.	10				R

It is intended that this question applies to water being used in the operation by workers to drink and wash hands or other body parts in order to reduce contamination. It will be necessary for auditors to review documentation, such as testing records, in order to verify that the water is potable.

Potable water is clean water that is safe to drink. Under the Department of Labor, OSHA regulations (29 CFR, Part 1910), this means water which meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR Part 72, or water which is approved for drinking purposes by the US Environmental Protection Agency, State or local authority having jurisdiction.

Municipal water supplies are regulated by law and are required to be potable. Well water may or may not be potable. Auditors should consider that if the company tests their well water, the results would definitely indicate whether or not the water is potable. Surface water is subject to various uncontrollable influences and should not be considered potable without further testing or treatment to show that the water is potable.

In some instances, operations may add chlorine or other acceptable agents to potable water in order to further reduce the possibility of contamination during hand washing. Although this water may not be suitable for drinking, it shall be acceptable for hand washing. This question cannot be answered N/A.

Questions		Points	YES	NO	N/A	Doc
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10				P

Proper sanitation and hygiene practices for food processing establishments are described as GMP's under 21 CFR 110.10. Not all such GMP's under 21 CFR 1-10.10 may be appropriate in every operation, however operations should establish and follow those that apply. Fresh produce handling operations should stress that both visitors and employees must follow the established sanitation and

hygiene practices, including hand washing.

For visitors, establishments may require them to check-in and enter the premises through a specific door or through the office. There may be signs posted indicating that visitors must follow a specific policy or policies. Some companies may ask visitors to sign-in before entering. Each of these is an indication that the facility requires certain hygiene and sanitation policies.

In addition, requirements must be continually stressed through periodic reviews of employee/visitor habits, training sessions, required attire/uniform dress code or other means. A minimal statement by company management at orientation, in an employee handbook or posting of signs in various locations and no continual review or follow-up will not be sufficient to be considered as a "required process."

Auditors should review company procedures and policies to determine whether or not there is an established policy and what the policy covers. Auditors must be held to the same standard as a visitor. They should be asked to go through the same procedures that are required of other visitors. If they are not, this is a good indication that such practices are not required or are not stressed. This question cannot be answered N/A.

	Questions	Points	YES	NO	N/A	Doc
G-5	Training on proper sanitation and hygiene practices is provided to all staff.	15				D

All personnel should understand the impact of poor personal cleanliness and unsanitary practices on food safety. Good hygiene not only protects the worker from illness, but it reduces the potential for contaminating fresh produce which, if consumed by the public, could cause a large number of illnesses. In 21 CFR, Part 110.10, subparagraphs B (1 through 9), there is information about GMP's which may be applicable to various situations in fresh produce packing operations.

Excerpts from Good Manufacturing Practices for food processing establishments from 21 CFR 110.10 state:

(b) Cleanliness. *All persons working in direct contact with food, food-contact surfaces, and food-packaging materials shall conform to hygienic practices while on duty to the extent necessary to protect against contamination of food. The methods for maintaining cleanliness include, but are not limited to:*

(1) Wearing outer garments suitable to the operation in a *manner that protects against the contamination of food, food-contact surfaces, or food-packaging materials.*

(2) Maintaining adequate personal cleanliness.

(3) Washing hands thoroughly (and sanitizing if necessary to protect against contamination with undesirable microorganisms) in an adequate hand-washing facility before starting work, after each absence from the work station, and at any other time when the hands may have become soiled or contaminated.

(4) Removing all unsecured jewelry and other objects that might fall into food, equipment, or containers, and removing hand jewelry that cannot be adequately sanitized during periods in which food is manipulated by hand. If such hand

jewelry cannot be removed, it may be covered by material which can be maintained in an intact, clean, and sanitary condition and which effectively protects against the contamination by these objects of the food, food-contact surfaces, or food-packaging materials.

(5) Maintaining gloves, if they are used in food handling, in an intact, clean, and sanitary condition. The gloves should be of an impermeable material.

(6) Wearing, where appropriate, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints.

(7) Storing clothing or other personal belongings in areas other than where food is exposed or where equipment or utensils are washed.

(8) Confining the following to areas other than where food may be exposed or where equipment or utensils are washed: eating food, chewing gum, drinking beverages, or using

tobacco.

(9) Taking any other necessary precautions to protect against contamination of food, food-contact surfaces, or food-packaging materials with microorganisms or foreign substances including, but not limited to, perspiration, hair, cosmetics, tobacco, chemicals, and medicines applied to the skin.

(c) Education and training. *Personnel responsible for identifying sanitation failures or food contamination should have* a *background* of *education or experience, or* a *combination thereof, to provide* a *level* of *competency necessary for production* of *clean and safe food. Food handlers and supervisors should receive appropriate training in proper food handling techniques and food protection principles and should be informed* of *the danger* of *poor personal hygiene and insanitary practices.*

(d) Supervision. *Responsibility for assuring compliance by all personnel with all requirements* of *this part shall be clearly assigned to competent supervisory personnel.*

Each operator should develop a sanitation training program for their employees. Depending on the situation, formal presentations, one-on-one instruction, or demonstrations (example, hand washing) may be appropriate. Depending on the workers' job requirements, periodic refresher or follow-up training sessions may be needed.

It is the auditee's responsibility to train and educate their employees about GAP's & GHP's. They may wish to design and implement their own program or to contract such a program from some other party. Auditors should review records of training, when it occurred, whether or not there have been any follow-ups and whether or not all employees handling the produce attended the training.

Adequate training would include documentation and be sufficiently suitable for the number, experience and job of the employees. There must be a positive attempt to provide training.

A simple statement to the employees at the beginning of the season that they should follow safe food handling practices is not sufficient. A written company policy in an employee orientation or policy manual is not sufficient.

Auditors should question auditee employees and staff, observe any training being completed at the time of the audit and review documentation and/or records in order to determine that adequate training is being completed. This question cannot be answered N/A.

	Questions	Points	YES	NO	N/A	Doc
G-6	Employees and visitors are following good hygiene/sanitation practices.	15				

This statement relates to the previous two statements. Auditors must observe various visitor and employee practices throughout the course of the audit. Observations can only be made on those people present at the site during the audit. Everyone must be following the acceptable or company required practices in order that this question be answered YES. This question cannot be answered N/A.

Questions		points	YES	NO	N/A	Doc
G-7	Employees are washing their hands before beginning or returning to work.	15				

Thorough hand washing before commencing work with produce and after using the toilet is very important. Many of the diseases that are transmissible through food may be harbored in the employee's intestinal tract and shed in the feces. Contaminated hands, including poorly cleaned fingernails and cuticles, can also transmit infectious diseases.

Food handling operations should stress that hand washing with soap and/or other sanitizing agent(s) is required. It should be noted that sanitizer use alone is not an acceptable practice and points should not be awarded for this question if this is the case. This can be completed by regular and periodic reviews of employee habits, training sessions or other means. A minimal statement by company management at orientation, information printed in an employee

handbook or a simple company policy statement, with no continual review or follow-up will not be sufficient to be considered as a "required process."

The recommended hand washing procedure is as follows:

- Wet hands with clean, warm water, apply soap, and work up a lather.
- Rub hands together for at least 20 seconds (sing the ABC song to yourself – that takes about 20 seconds).
- Clean under the nails and between the fingers. Rub fingertips of each hand in suds on palm of opposite hand. . Rinse under clean, running water.
- Dry hands with a single-use towel.

This question may only be indicated as N/A where the workers are not working directly with the produce, such as pruning or other similar field work. In cases where a supply of toilet facilities is not mandated, hand washing facilities are required under this statement whenever employees are handling food products. This question can also not be answered NO. If a worker does not wash their hands before beginning and returning for work, and there are no immediate corrective actions taken by the auditee, this would be considered an automatic unsatisfactory condition.

Questions		Points	YES	NO	N/A	Doc
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10				

Many operations post signs in or near the bathrooms to remind/require employees to wash their hands after they use the toilet facility. Some operations post signs in various places and require washing before going/returning to work.

GMP's under 21 CFR, Part11 0.37 require the posting of sign age instructing employees handling food or food containers to wash before going to work or after any activity away from the work site. Hand washing may also be stressed as a part of the employee orientation and/or regular safety meetings.

21 CFR, Part 110.37, subparagraph *(e)* (5) reads as follows:

> *(5) Readily understandable signs directing employees handling unprotected food, unprotected food-packaging materials, of food-contact surfaces to wash and, where appropriate, sanitize their hands before they start work, after each absence from post of duty, and when their hands may have become soiled or contaminated. These signs may be posted in the processing room(s) and in all other areas where employees may handle such food, materials, or surfaces.*

Auditors should look for signs near the hand washing stations. The signs should require that employees wash hands before going to work or before returning to work from some activity (breaks, meal breaks, etc.) other than handling the produce. Where there are non-English speaking employees on the staff; signs must also be posted in the native language of the workers. However, it is not necessary that signs be posted in all the languages of the workforce at the location. Signs should be posted in the native language of the predominant number of workers. Graphic signage demonstrating and reminding workers of the requirement shall be acceptable.

Auditors should question and observe to determine whether or not this is being followed. Signs that are not posted in close proximity to the hand washing stations will not be considered as adequate. This question may only be answered N/A when there are no requirements for bathroom/toilet facilities, such as when there are less than the minimum number of workers present or in home toilets used only by family members.

Questions		Points	YES	NO	N/A	Doc
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or anti-bacterial soap and potable water for hand washing.	15				

The following statements include portions of GMP's, under 21 CFR, 110.37 which apply to horticultural production facilities:

> ***(d) Toilet facilities.*** *Each plant shall provide its employees with adequate, readily accessible toilet facilities. Compliance with this requirement may be accomplished by:*
>
> *(1) Maintaining the facilities in* a *sanitary condition.*
>
> *(2) Keeping the facilities in good repair at all times.*
>
> ***(e) Hand-washing facilities.*** *Hand-washing facilities shall be adequate and convenient and be furnished with running water at* a *suitable temperature. Compliance with this requirement may be accomplished by providing:*
>
> *(1) Hand-washing and, where appropriate, hand-sanitizing facilities at each location in the plant where good sanitary practices require employees to wash and/or sanitize their hands.*
>
> *(2) Effective hand-cleaning and sanitizing preparations.*
>
> *(3) Sanitary towel service or suitable drying devices.*
>
> *(4) Devices or fixtures, such* as *water control valves,* so *designed and constructed to protect against recontamination* of *clean, sanitized hands.*
>
> *(6) Refuse receptacles that are constructed and maintained in* a *manner that protects against contamination* of *food.*
>
> ***f) Rubbish and offal disposal.*** *Rubbish and any offal shall be* so *conveyed, stored, and disposed* of as *to minimize the development* of *odor, minimize the potential for the waste becoming an attractant and harborage or breeding place for pests, and protect against contamination* of *food, food-contact surfaces, water supplies, and ground surfaces.*

Hand washing facilities with soap and towels may be located within or outside of the toilet facility. They must be located near the toilet facility that food handling employees would have ample opportunity to wash before returning to work.

Auditors should review all toilet/restroom facilities pertinent to the operation being audited. <u>Any single toilet facility within the operation that does not meet minimum re</u>quirements would prevent this statement from being answered YES for the entire <u>operation.</u>

Toilet facilities do not need to be sparkling clean with polished sinks and water supply fixtures in order to be considered clean. Auditors must consider the number of people using a facility, the

time of day that the observation was made Oust after a break/meal period vs. at the beginning of the work period), the cleaning schedule and the overall appearance of the facility. A few pieces of paper here and there would be acceptable, whereas a pile of used paper towels spilling out of a trash receptacle onto the floor or scattered about the floor would not be acceptable.

During the audit, it may be observed that a hand washing facility has run out of drying towels or a toilet facility is out of paper. Auditors should not simply fail the operation on this one observation, as the facility may have been properly stocked before the audit began. Several hand washing stations or toilet facilities in the operation must be observed, observations might be made several times during the audit and a factual conclusion made as to whether or not there is an ongoing effort to keep the stations properly supplied.

In some locations of the country, it may be found that employees will dispose of dirty/used toilet tissue in a box or other receptacle in the toilet room. Dirty/used paper may also be observed to be disposed of on the toilet room floor. This is not an acceptable practice. Used toilet tissue that is disposed of on the toilet room floor or into a container in the toilet room causes an unsanita condition and will be cause for an automatic unsatisfactory to be issued. All dirty toilet tissue must be flushed into the sewer or septic system. However, it will be acceptable for the disposal of feminine hygiene products to be made into a lined and closed receptacle in the toilet room.

This question can only be answered N/ A when toilet facilities are not required and are not present.

	Questions	Points	YES	NO	N/A	Doc
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10				R

Records shall be examined to check the cleaning schedule of the toilet/restroom/field sanitation unit facilities. A cleaning schedule should be specified in the company's food safety

plan. Many field sanitation units are contracted out and cleaning services are part of the contract.

<u>This question can only be answered N/A when toilet facilities are not required and are not present.</u>

Questions		Points	YES	NO	N/A	Doc
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10				P

GMP's under 21 CFR, 110.10 state:

> *"Confining the following to areas other than where food may be exposed* or *where equipment* or *utensils are washed: eating food, chewing gum, drinking beverages,* or *using tobacco."*

Such activities must be separated from the area where food handling is being carried out.

Contamination of food may occur in any step of the food handling operation. In field handling activities, smoking and eating shall be confined to vehicular drive areas away from the production/growing area. This would be at the edges of the field out of the harvesting zone or in the drive areas between fields.

In a packing or storage facility, this would be a designated area separate from the packing or receiving/loading product flow zones. This could be in the general area of the packing or receiving/loading area, but would be located a sufficient distance from the flow zone area in order to minimize contamination. Such areas shall be designated and separated by painted lines or by partitions in order to encourage employees to confine the activities to the specifically designated area.

Auditors must review the activities in relation to where the food packing and storage is being completed. It is assumed that all employees may need to drink some liquid from time to time

during the work period. This would be to reduce dehydration, especially in hot, dry locations. Bottled water use is acceptable in the work area provided it is stored in closed plastic containers away from the product flow zone when not being used. Any other signs of eating, drinking, smoking or any presence of food or tobacco items in a food handling or storage area will be cause for answering this question NO.

Questions		Points	YES	NO	N/A	Doc
G-12	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.	15				P

GMP's under 21 CFR, 110.10 state:

> *"(a) Disease control. Any person who, by medical examination or supervisory observation, is shown* to *have, or appears* to *have, an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination by which there is* a *reasonable possibility of food, foodcontact surfaces, or food-packaging materials becoming contaminated, shall be excluded from any operations which may be expected* to *result in such contamination until the condition is corrected. Personnel shall be instructed* to *report such health conditions* to *their supervisors. "*

Supervisors should be familiar with the symptoms of infectious diseases so that if symptoms are evident, the supervisor can take appropriate steps. Several microbial diseases are able to readily invade and multiply in the human body and to produce severe disease. Any worker showing symptoms of an active case of illness that may be caused by such pathogens shall be excluded from work assignments that involve direct or indirect contact with fresh produce. Workers with diarrheal disease and symptoms of other infectious diseases shall not work directly with fresh produce or the sorting and packing equipment in the packing facility. Operators shall instruct employees to report any active case of illness to their supervisor before beginning work.

Auditors should pose appropriate questions to managers/supervisors to determine whether or not they show knowledge of known symptoms of the infectious diseases. Auditors must also look for indications of worker illness, such as obviously evident prescription or over the counter anti-diarrhea medications or frequent trips to the toilet facilities by individual employees. Some companies may have a written policy to follow when workers show signs of possible illness.

Auditors should question supervisory personnel in order to determine what would be done if a food handling worker showed signs of infectious disease or diarrhea. Such affected persons should not be handling food, food packages or be working around product flow zones. This question cannot be indicated as N/A.

Questions		Points	YES	NO	N/A	Doc
G-13	There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.	15				p

Blood or body fluids, regardless of the source (human or animal), are possible sources of microbial contamination. Such fluids can contain several infectious microbial organisms. In some States or localities, blood or other body fluids are considered as hazardous substances and must be handled with special equipment and procedures. All food handling operations must have a written plan to properly handle and dispose of any food products and to properly clean/sanitize food contact surfaces that come into contact with blood or other body fluids.

Auditors should review the plan and answer YES or NO as appropriate. This question cannot be answered N/A.

Questions		Points	YES	NO	N/A	Doc
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	5				P

GMP's under 21 CFR, 110.10 state:

> "(a) *Disease control. Any person who, by medical examination* or *supervisory observation, is shown to have,* or *appears to have, an illness, open lesion, including boils, sores,* or *infected wounds,* or *any other abnormal source* of *microbial contamination by which there is* a *reasonable possibility* of *food, foodcontact surfaces, or food-packaging materials becoming contaminated, shall be excluded from any operations which may be expected to result in such contamination until the condition is corrected. Personnel shall be instructed to report such health conditions to their supervisors. "*

Food handling workers that have any of the above conditions or that are injured on the job, no matter how minor, must seek first aid help. Operators must instruct and stress that workers report any conditions or injuries that could contaminate food products or containers. Minor cuts or scrapes which are incident to a food production environment are just as serious as major one. All must be properly covered before the person returns to handling food or working around food contact surfaces.

Auditors may verify this statement by reviewing company documents, questioning supervisory personnel or food handlers in what they would do. This question cannot be answered N/ A.

Questions		Points	YES	NO	N/A	Doc
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.	10				R

Pre-harvest materials include pesticides, growth regulators and fertilizers. Post harvest materials would include waxes, fumigants and fungicides. Personnel in each area being audited should have a working knowledge of the use of these materials, if they are using them. This would include what the application material would be used for (fertilizer, wax, fungicide, etc.), the appropriate strength level, and what to do if there is a spill or the strength is improperly mixed. Applicators who hold current Federal or State licenses will meet the requirements of this question. However, if there are no restricted use materials being used which require the auditee to hold a pesticide license, the auditor should review training documents that proves that the applicators have received training on the proper use of the materials. Auditors may consider the question as N/A only when no pre-harvest and/or post-harvest materials are used in the scope of the operation being audited.

Auditors must explain all questions for which a NO or N/A answer was noted. Any additional comments pertaining to individuals or to observations made during the audit should be made here. Auditors must be specific when making comments about YES answers to questions, as an additional statement here may indicate that the question might be better answered NO instead.

Total points earned for General Questions = _____.

Total Possible **= 180** *The total number of points possible for this section.*

Subtract "N/A" - ____ *Enter the additive number of N/A points (+ points) here.*

Adjusted Total = ____ *Subtract the N/A points from the Total possible points.*

X .8 (80%) *Multiply the Adjusted Total by.8 and show it* as *the Passing Score.*

Passing Score _____

(please circle one) Pass *I* Fail