

FARM NAME _____

Doc.No. **2.05**

Title: **Toilet, Restroom and Field Sanitation Unit Policy and Cleaning Procedures**

Effective Date: _____

Reviewed by: _____ GAP Coordinator, Date: _____

1. A basin, container, or outlet with an adequate supply of potable water, soap, and single-use towels are provided for each toilet facility.
2. Each station has a sign, written in a language(s) that all employees can understand that reminds them when and how to wash their hands.
3. One toilet facility and one hand washing facility is provided for each twenty (20) employees.
4. Toilet and hand washing facilities are accessible and located in close proximity to each other and within a one-quarter-mile walk of each hand laborer's place of work in the field. Where due to terrain or it is not feasible to locate facilities as required above, the facilities are located at the point closest to vehicular access and workers are provided reasonable access throughout the day.
5. Toilet facilities are adequately ventilated, appropriately screened, have self-closing doors that can be closed and latched from the inside and are constructed to insure privacy.
6. Where employees who perform field work for a period of three (3) hours or less (including transportation time to and from the field) during the day, toilet and hand washing facilities are available at alternative sites.
7. Toilet and hand washing facilities are regularly maintained and supplied as necessary to keep them clean, sanitary, and functional.
 - a. Wash walls from top to bottom, as needed.
 - b. Sanitize toilets, urinals, doorknobs, and any other surface inside unit.
 - c. Fill paper products and soap dispensers.
 - d. Remove trash to dumpster.
 - e. Record initials and date of cleaning on "Service Record" sheet when unit is serviced.
 - f. Brushes and any other cleaning utensils used to clean the restrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.
8. Water for drinking and hand washing is continuously supplied.
9. If a major spill or leak of field sanitation units or toilet facilities occurs, access to the facility and the affected area around it is blocked off until clean up occurs. The facility cannot be used by workers until a supervisor has inspected the site for cleanliness.
10. Facilities are cleaned and maintained **DAILY** during the production/harvest season.