

FARM NAME \_\_\_\_\_

**Doc. No. 2.60**

Title: **Policy for Mock Recall When Consigning to a Produce Auction**

Effective Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ GAP Coordinator, Date: \_\_\_\_\_

1. Each participating grower has been assigned a grower number by the management of the auction. This number remains the same for the entire duration of the auction season and identifies the grower on the consignment sheet.
2. All growers participating in the produce auction complete their own consignment sheets before the scheduled auction. GAP certified growers include assigned GAP traceability codes/ lot numbers for each of their qualifying products (*ex. Transplants and ornamental plants, etc. would not have lot numbers.*) when completing consignment sheets.
3. The management of the auction also assigns and maintains buyer numbers for all buyers who participate in the produce auction. Information on each buyer including contact names, complete address, phone numbers, email, etc. is maintained on a master list kept by the auction. This master list is available to all GAP certified growers upon request when conducting recall- either mock or real.
4. Each item of consigned produce that passes through the auction on a specific sale day will be assigned a buyer number and quantity based on who purchases each item or portion thereof as a part of the normal accounting procedure maintained by the auction.
5. When conducting mock recall, each GAP certified grower will be responsible for making contact with all wholesale buyers of their selected lot number/ product that passed through the auction on that particular sale day.
6. Documented letters supporting the initial contact will be requested from each wholesale buyer and kept on record in the grower's Plan of Action Manual.
7. The produce auction will be held responsible for submitting one letter of support per grower verifying all of those products/ lot numbers that go to direct market sources such as but not limited to local farmer's markets, roadside stands, community supported agriculture and direct retail sales. This may be a single letter that summarizes these sales in one letter and is also kept on record in the grower's Plan of Action Manual.
8. At such time as the produce auction becomes GAP certified as a wholesale distribution center, then the mock recall responsibility for this step of traceability will shift back to the produce auction.