

TABLE OF CONTENTS

REQUIRED

DEMOGRAPHICS	GENERAL QUESTIONS – CONT'D
1.02 USDA Demographics	3.02 Restroom/Field Sanitation Unit Service Log
4.01 Certificates of Attendance from Continuing Education Workshops	3.08 Illness/Injury Reporting Log
4.02 Certificates of Attendance from Conferences/Meetings with topics related to Food Safety	3.12 Mock Traceback Log
4.04 FSA/Google Earth/Other Farm Map Photos	3.13 Visitor Log
4.05 Google Earth Main Farm Location Photo with GPS Coordinates	4.01 Certificates of Attendance from Continuing Education Workshops
4.06 Packing Facility Floor Plan (<i>If needed.</i>)	4.02 Certificates of Attendance from Conferences/Meetings with topics related to Food Safety
GENERAL QUESTIONS	4.07 Self-Assessment – Cornell GAP “My Farm Assessment”
1.03 USDA General Questions	4.08 Self-Assessment – USDA Self Audit Checklist
2.02 Proper Handwashing Techniques for Employees and Visitors	4.09 Copy of Current Private Pesticide Applicator License
2.03 First Aid for Cuts and Abrasions	4.10 Current Municipal Water Test Results (if using municipal water source)
2.04 Handling/Disposition of Contaminated Produce	4.11 Current Well Water Test Results (if using wells for water source)
2.05 Toilet, Restroom and Field Sanitation Unit Policy and Cleaning Procedure	4.20 Return Letters from Mock Recall Activity
2.12 Product Traceability Plan	4.33 Sanitary Facility Contractor’s Water Test for Handwash Stations
2.13 Rules for Smoking, Eating and Breaks	5.01 Traceback Date Codes
2.14 Policy for Reporting Illness and Injury	5.02 Traceback Crop Codes
2.16 Assigning Traceback Codes on the Farm	5.03 Traceback Field Codes
2.30 Procedure for "In Home" Restroom Maintenance and Cleaning	5.05 Farm Production – Disposition Reports
2.32 Conducting a Worker Sanitation Training Using an Oral Checklist	6.01 Record of Crop Protection (Pesticide Recordbook)
2.37 Conducting a Mock Recall	8.13 Signage – Proper Method to Wash Hands – English
2.41 Potable Drinking Water and Handwash Policy	8.14 Signage – Proper Method to Wash Hands – Spanish
2.52 Cleaning Food Contact Surfaces Exposed to Bodily Fluids	8.15 Signage – Wash Before Returning to Work
3.01 Worker Sanitation and Worker Protection Training Log	8.16 Signage – First Aid Station

YOUR CHOICE OR BOTH

SEC 1: FARM REVIEW	SEC 2: FIELD HARVEST & PACKING
1.04 USDA Section 1 Farm Review	1.05 USDA Section 2 Field Harvest
2.01 Sanitation of Crop Spray Water Including a Chlorination Rate Table (<i>If needed.</i>)	2.04 Handling/Disposition of Contaminated Produce and Cleaning Food Contact Surfaces
2.15 Proper Use/Disposal of Farm Based Manure or Biosolids	2.05 Toilet, Restroom and Field Sanitation Unit Policy and Cleaning Procedure
3.10 Manure Applications Log (<i>If needed.</i>)	2.06 Spill or Leak Response Plan
3.11 Water Testing Log	2.07 Glass Breakage/
3.27 Domestic and Wildlife Monitoring Log	Contamination Clean-Up
3.28 Manure/Compost Treatment and Storage Record (<i>If needed</i>)	2.08 Cleaning, Sanitizing and Storing Harvest Containers, Lugs or Totes
4.10 Current Municipal Water Test Results (if using municipal water source)	2.09 Transport from Field to Packing House
4.11 Current Well Water Test Results (if using wells for water source)	2.18 Procedure for Cleaning and Maintenance of Field Harvest Equipment
4.12 Current Open Source Water Test Results (if using ponds or reservoirs for irrigation source)	2.19 Procedure for Sanitizing Hand Harvest Equipment
4.13 Copy of Manure/Biosolid Lab Test Results	2.22 Policy for Personal Items Including Jewelry, Hair, Hairnets and Gloves
4.15 Farm historical background as expressed by deed, court record or owner statement	2.50 Selecting and Storing Packaging Materials
4.17 Pre-plant Assessment of Crop Production Areas	3.15 Harvest Container Cleaning Log
4.19 Wildlife Kill Permits	4.18 Pre-harvest Assessment of Crop Production Areas
4.22 Soil Tests for Contamination (<i>If needed</i>)	5.05 Farm Production-Disposition Reports
4.31 GAP Water Quality Assessment for Irrigation Water	
4.32 GAP Water Quality Assessment for Chemical Application and Fertigation	