



**SPECIALTY CROPS INSPECTION DIVISION
REQUEST FOR AUDIT SERVICES**

(This is the only acceptable form for fax or electronic submission to USDA for audit requests)

NOTE: Fill in all appropriate blocks. Requested services may be delayed because of incomplete information. Type of service requested must be selected below. Services will be declined if the request is beyond our scope of certification. Once a request has been received, a USDA representative will make contact within 48 hours (excluding weekends and holidays) of receipt to schedule the audit.

DATE OF REQUEST:		ANTICIPATED DATE OF AUDIT:	
AUDITEE INFORMATION		FARM / FACILITY INFORMATION	
Company Name:			
Street Address:		Location(s), including non-contiguous sites and fields (Please list here or attach longer list):	
City, State & Zip:			
Phone Number:			
Fax Number:			
E-mail:		Total Acres / Total Sq. Feet to be audited:	
Contact Person:			
APPLICANT INFORMATION (responsible for payment)		Same as above <input type="checkbox"/>	
Company Name:			
Phone Number:		Commodities to be covered by the audit (Please list here or attach longer list):	
Fax Number:			
E-mail:			
Contact Person:			
BILLING ACCOUNT NUMBER:			
AUDIT PROGRAM REQUESTED (Please choose at least one)			
<input type="checkbox"/>	Harmonized GAP Audit (choose scopes below)	<input type="checkbox"/>	USDA Good Agricultural Practices (GAP) Audit (choose scopes below)
<input type="checkbox"/>	Field Operations & Harvesting	<input type="checkbox"/>	Part 1 – Farm Review
<input type="checkbox"/>	Post-harvest	<input type="checkbox"/>	Part 2 – Field Harvest and/or Field Packing Activities
<input type="checkbox"/>	Warehouse	<input type="checkbox"/>	Part 3 – House Packing Facility
<input type="checkbox"/>	Food Defense	<input type="checkbox"/>	Part 4 – Storage & Transportation
<input type="checkbox"/>	Integrated Pest Management	<input type="checkbox"/>	Part 5 – Preventive Food Defense Procedures
<input type="checkbox"/>	Tomato Audit Protocol (choose scopes below)		
<input type="checkbox"/>	Open-field Production and Harvesting		
<input type="checkbox"/>	Packinghouse	<input type="checkbox"/>	GroupGAP (also choose GAP audit service)
<input type="checkbox"/>	Greenhouse	<input type="checkbox"/>	Mushroom Specific GAP Audit (M-GAP)
<input type="checkbox"/>	Packing and Distribution	<input type="checkbox"/>	
<input type="checkbox"/>	Harmonized GAP Plus+ Audit (choose scopes below)	<input type="checkbox"/>	Non-GAP Audit Services
<input type="checkbox"/>	Field Operations & Harvesting	<input type="checkbox"/>	Food Defense
<input type="checkbox"/>	Post-harvest	<input type="checkbox"/>	Plant Systems Audit (choose scopes below)
<input type="checkbox"/>	Warehouse	<input type="checkbox"/>	Good Manufacturing Practices
<input type="checkbox"/>	Food Defense	<input type="checkbox"/>	Preventive Controls
<input type="checkbox"/>	Integrated Pest Management	<input type="checkbox"/>	Food Defense
<input type="checkbox"/>	Tomato Audit Protocol (choose scopes below)		
<input type="checkbox"/>	Open-field Production and Harvesting	<input type="checkbox"/>	Other: (please list any additional services, not included above)
<input type="checkbox"/>	Packinghouse	<input type="checkbox"/>	
<input type="checkbox"/>	Greenhouse	<input type="checkbox"/>	
<input type="checkbox"/>	Packing and Distribution	<input type="checkbox"/>	

**ADDITIONAL
REMARKS**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0125. The time required to complete this information collection is estimated average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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