

**USDA Good Agricultural Practices Good Handling Practices
Audit Verification Checklist
Commodity Specific Checklist for Mushroom Production**



This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables." Additional commodity specific guidance was provided by the American Mushroom Institute and Penn State University contained in the "Industry-wide Food Safety Standards for Fresh Mushroom Growing, Harvesting, and Shipping."

Firm Name: _____

Contact Person: _____

Audit Site Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone No: _____ **Fax:** _____

E-mail: _____

Auditor(s) (list all auditors with the lead listed first):

USDA or Fed-State Office performing audit: _____

Arrival Date: _____ **Time:** _____

Departure Date: _____ **Time:** _____

Travel Time (hours) _____

Person(s) Interviewed:

Did the auditee participate in GAP & GHP training?

Yes No

Is there a map that accurately represents the farm operations?

Yes No N/A

Legal Description/GPS/Lat.&Long. of Location: _____

Are all crop production areas located on this audit site?

Yes No N/A

Total square feet of production (Owned, leased/rented, contracted, consigned): _____

Does the auditee pack mushrooms at this location?

Yes No N/A

Is there a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices?

Yes No N/A

Is any product commingled prior to packing?

Yes No

Audit Scope: (Please check all optional scopes included in audit)

MGAP Production Checklist (Included for all MGAP Audits)

- General Questions (Audits that include Part 3 or Part 4 must pass this portion)...
- Part 3 - House Packing Facility.....
- Part 4 – Storage and Transportation.....
- Part 7 – Preventive Food Defense Procedures.....
- USDA Logo Use.....

Types of Mushrooms Produced: _____

Additional Information:

AUDITOR COMPLETION INSTRUCTIONS

Mushroom Production Checklist

The *Industry-Wide Food Safety Standards for Fresh Mushroom Growing, Harvesting, and Shipping* outline the specific agricultural best practice standards that this audit checklist is based on. Please refer to that document for specific guidelines that the mushroom industry has provided their membership for addressing specific areas.

This checklist may be used for all species of mushrooms.

This checklist is only to be used on mushroom facilities with indoor production. For operations that produce mushrooms outdoors, please refer to the USDA GAP&GHP or Harmonized Produce Safety Standard.

For clarification and guidance in answering these questions, please contact your Federal Program Manager or the Audit Services Branch Audit Program Coordinator.

Place the point value for each question in the proper column (Yes, No, or N/A).

Gray boxes in the "N/A" column indicates that question cannot be answered "N/A".

"D" in the Doc column means that documentation will be requested/reviewed by the auditor.

Any "N/A" or "No" designation must be explained in the comments section.

USDA GAP&GHP Checklist

For clarification and guidance in answering these questions, please refer to the Good Agricultural Practices & Good Handling Practices Audit Verification Program Policy and Instruction Guide.

Place the point value for each question in the proper column (Yes, No, or N/A).

Gray boxes in the "N/A" column indicate that question cannot be answered "N/A"

Any "N/A" or "No" designation must be explained in the comments section.

The "Doc" column:

A "D" indicates that a document(s) is required to show conformance to the question. A document may be a combination of standard operating procedures outlining company policy as well as a record indicating that a particular action was taken.

A "R" indicates that a record is required to be kept showing an action was taken.

A "P" indicates that a policy/standard operating procedure (SOP) must be documented in the food safety plan in order to show conformance to the question.

Conditions Under Which an Automatic "Unsatisfactory" Will be Assessed

- An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.
- The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.
- Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.
- Falsification of records.

Specific conditions for MGAP Production Checklist:

Answering "NO" to any of the following questions: (Note: other questions may reveal a finding that could lead to an automatic unsatisfactory audit)

1.1a	Does your farm have a documented food safety program in place?
1.1b	Has your farm designated an individual responsible for overall development and implementation of the food safety plan?
4.1a	Are there adequate toilet facilities for the number of employees?
6.2b	Are appropriate measures taken so that seepage and runoff from unpasteurized substrate storage and preparation areas is collected and/or diverted so that they cannot reach growing areas?
9.1a	Are all cleaners, sanitizers and disinfectants approved for use on mushroom farms, and are they applied according to label instructions?
11.1d	Are all pesticides EPA approved?
11.1e	Are all pest control devices located so as not to contaminate product, packing materials or other materials?
11.1g	If used, are poison bait stations used exclusively on the outside and never inside of buildings?
14.1a	Has a training program been developed that teaches employees their responsibility, based on their job description, in protecting food from microbial, chemical, and physical hazards and the importance of good personal hygiene practices?

Specific conditions for the USDA GAP & GHP Checklist:

Answering "NO" to Questions P1 or P2 will be an Automatic "Unsatisfactory".

MGAP Production Checklist

1 FOOD SAFETY PROGRAMS/MGAPS DEVELOPMENT

Note: Question numbers are tied to the standard number of the *Industry-Wide Food Safety Standards for Fresh Mushroom Growing, Harvesting, and Shipping* the question addresses.

Questions		Points	YES	NO	N/A	Doc
1.1a	Does the farm have a documented food safety program in place? (A "NO" answer results in an automatic unsatisfactory).	15				D
1.1b	Has your farm designated an individual for the overall development and implementation of the food safety plan? (A "NO" answer results in an automatic unsatisfactory).	15				D
Auditor Comments:						

2 SAFETY OF WATER

Questions		Points	YES	NO	N/A	Doc
2.1a	Is water tested as outlined in M-GAP standard to assure that it is adequate for its intended purpose (every 6 months at a minimum)?	10				D
2.1b	Are wells inspected as outlined in M-GAP standard and maintained to prevent them from contamination?	15				D
2.1c	Is potable drinking water available for employees?	10				
2.2a	Are back-flow prevention devices installed on lines where chemical, fertilizer or pesticide applications are made?	10				
Auditor Comments:						

3

WORKER HYGIENE & PRACTICES TO PREVENT CONTAMINATION OF MUSHROOMS

Questions		Points	YES	NO	N/A	Doc
3.1a	Are employees and visitors required and follow GAPs and proper hygienic practices?	15				
3.1b	Are employees trained to understand the importance of good personal hygiene?	15				D
3.2a	Are employees instructed in proper hand washing methods?	10				
3.2b	If gloves are used, are workers instructed to wash their hands before putting gloves on and to change the gloves in accordance with company standards?	10				
3.3a	Do harvesters and other employees in mushroom harvesting, packing, and breezeway areas wear hairnets, caps, bandanas, or other means to restrain hair?	10				
3.4a	Are harvesters and other employees in mushroom production areas who show signs of diarrheal illness, open wounds, or skin infections excluded from production areas?	15				
3.5a	Are jewelry and other personal items that can fall into the product prohibited from production areas?	5				
3.6a	Is eating food, chewing gum, drinking beverages, or using tobacco prohibited in production and handling areas?	10				
3.7a	Is movement of employees and visitors between mushroom growing areas and substrate production or staging areas controlled to prevent contamination?	10				
3.8a	Are employees trained to dispose of any mushrooms that have been exposed to blood or other body fluids?	10				D
3.8b	Is there a first aid kit available?	5				
3.8c	Is there a written company policy addressing procedures which specify handling/disposition of product or food contact surfaces or equipment that come into contact with blood or other bodily fluids?	15				D
Auditor Comments:						

4

HANDWASHING & TOILET FACILITIES

Questions		Points	YES	NO	N/A	Doc
4.1a	Are there adequate toilet facilities for the number of employees? (A "NO" answer results in an automatic unsatisfactory).	15				
4.1b	Are toilet facilities well-ventilated, have self-closing doors, have clean, running warm water and are continuously stocked with toilet paper, hand soap, disposable paper towels, and trash receptacles?	15				
4.1c	Does each toilet facility have a sign in an appropriate language that reminds employees to wash their hands before returning to work?	10				
4.2a	Are toilets cleaned and sanitized on a scheduled basis and monitored to make sure they function properly?	15				D
Auditor Comments:						

5

PRODUCT SECURITY

Questions		Points	YES	NO	N/A	Doc
5.1a	Are all employees issued identification that shall be returned upon resignation or dismissal from the company?	10				
5.1b	Are the grounds reasonably secure from unauthorized entry through fencing, lighting, or regular monitoring?	10				
5.1c	Are only authorized individuals permitted on the premises?	10				
Auditor Comments:						

6

RECEIVING & STORAGE OF RAW MATERIALS, SUBSTRATE & SUPPLIES

Questions		Points	YES	NO	N/A	Doc
6.1a	Do suppliers of raw materials provide documentation of the material purchased and date of purchase?	15				
6.1b	Do suppliers of baskets, lugs, trays, tills, and boxes provide documentation that they are made of materials approved by FDA for food contact surfaces?	10				D
6.2a	Are unpasteurized substrate preparation and storage areas adequately separated from pasteurized/sterilized substrate, casing materials and finished casing (as applicable) so that cross contamination cannot occur?	15				
6.2b	Are appropriate measures taken that seepage and runoff from unpasteurized substrate preparation and storage areas is collected and/or diverted so that they cannot reach growing areas? (A "NO" answer results in an automatic unsatisfactory) ("N/A" only if no unpasteurized substrate preparation areas are onsite)	15				
6.2c	Are receiving docks for raw materials and/or substrate located away from areas where harvest containers, packaging materials, spawn, and other sanitary supplies are received or where mushrooms are shipped?	10				
6.3a	Are records available to ensure adequate heat treatment of substrate during pasteurization or sterilization?	15				D
Auditor Comments:						

7

FARM SANITATION

Questions		Points	YES	NO	N/A	Doc
7.1a	Are grounds maintained so that they do not become a source of contamination?	5				
7.2a	Are buildings maintained to prevent entry points for pests and water and are outside entrances kept closed when not in use or have screens, plastic strip curtains, or air curtains installed?	5				
7.3a	Are building interiors clean and uncluttered with adequate space for movement of employees and equipment?	5				
7.3b	Are waste materials stored in labeled or otherwise identified containers and removed on a scheduled basis?	10				
7.4a	Is there a policy that ensures shatterproof materials or protective shielding are used to prevent glass contamination from windows, light fixtures, pest lights, and other items located in mushroom handling areas?	5				D
7.4b	Are only non-mercury thermometers used?	5				
7.4c	Are overhead light fixtures reasonably free of dust, insects and debris?	5				
7.4d	Do floors drain adequately?	5				
7.4e	Do floor drains have removable grates or plugs and flow freely?	5				
7.4f	Are pest lights placed so they do not attract pests into the building?	5				
7.5a	Are harvest baskets, lugs, barrels for soaking logs, and trays kept in good repair and maintained so they are without splinters or shards?	5				
7.5b	Are harvest baskets, lugs, barrels for soaking logs, and trays cleaned and sanitized before they are used, and stored to prevent contamination?	5				
7.5c	Are baskets, lugs, trays, and boxes used only to contain mushrooms and not for any other purpose unless clearly marked.	5				
Auditor Comments:						

8 FIELD PACKING & PROTECTION OF HARVESTED MUSHROOMS

Questions		Points	YES	NO	N/A	Doc
8.1a	Are baskets, lugs, trays, and boxes used for harvesting placed so they do not directly contact the floor when stored or moved to the harvest area?	5				
8.1b	Are filled harvest containers moved from growing rooms to staging areas so that they do not contact the floor?	5				
8.2a	Are workers trained that product that comes in contact with the floor or ground is discarded?	10				D
8.3a	Are containers of mushrooms in staging areas protected from materials that may fall into the containers?	10				
8.4a	Are trucks used for mushroom transport clean, sanitary, free of odors, obvious dirt or other possible contaminants before loading?	10				
8.4b	Are measures in place to insure product is secure during transit from farm to packing location?	10				
Auditor Comments:						

9 CLEANING & SANITIZING

Questions		Points	YES	NO	N/A	Doc
9.1a	Are all cleaners, sanitizers and disinfectants approved for use on food contact surfaces, and are they applied according to label instructions? (A "NO" answer results in an automatic unsatisfactory).	15				
9.1b	Is harvesting equipment cleaned and sanitized on a scheduled basis?	10				
9.2a	Are effective sanitation procedures established and are workers who use cleaners and sanitizers trained in safe and effective methods?	10				D
Auditor Comments:						

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10 PROPER LABELING, USE AND STORAGE OF POTENTIALLY

Questions		Points	YES	NO	N/A	Doc
10.1a	Are original containers of chemicals clearly labeled with the name of the compound, the manufacturer's name and address, and instructions for use?	10				D
10.1b	Are working containers used to store or prepare chemicals or chemical solutions clearly marked with the common name of the chemical and instructions for proper use?	10				
10.1c	Are only approved "non-food" containers used to prepare and hold chemicals or chemical solutions?	10				
10.1d	Are Material Safety Data Sheets (MSDS) and labels kept for all chemicals and readily available?	5				D
10.2a	Are workers who use chemical compounds trained in their proper use and how to follow labeled directions?	10				D
10.3a	Are chemical compounds stored in a clean, well-organized, and dry area away from production areas?	10				
10.3b	Are chemical storage areas secured so that they are accessible only to authorized individuals?	10				
Auditor Comments:						

11 PEST CONTROL

Questions		Points	YES	NO	N/A	Doc
11.1a	Is there a documented pest control program in place that controls insects, rodents, birds, and other pests?	10				D
11.1b	Is a current dated and signed map of all pest control devices kept on file?	10				D

11.1c	Are pesticides applied only by a licensed pest control operator or someone under their direct supervision?	10				
11.1d	Are all pesticides EPA-approved? (A "NO" answer results in an automatic unsatisfactory).	15				
11.1e	Are all pest control devices located so as not to contaminate product, packing materials or other materials? (A "NO" answer results in an automatic unsatisfactory).	15				
11.1f	There is no evidence of internal or external pest activity.	10				
11.1g	If used, are poison bait stations used exclusively on the outside and never inside of buildings? (A "NO" answer results in an automatic unsatisfactory).	15				
11.1h	If used, are live traps, glue boards, or mechanical traps placed at a maximum of 30 feet apart along the inside wall of buildings and at both sides of an entrance, excluding breezeways and growing rooms?	10				
11.1i	Is there at least one pest control device inside buildings within 10 feet of each side of an outside entrance, excluding breezeways and growing rooms?	10				
11.1j	Is there a pest control log with the required elements?	10				D
Auditor Comments:						

12 TRACE-BACK & PRODUCT CONTROL

Questions		Points	YES	NO	N/A	Doc
12.1a	Is each lot of mushrooms leaving the farm tagged with the name of the farm, product, and a lot number traceable to location and date of harvest?	10				D
12.2a	Is there a program in place that assigns responsibility to individuals in the company to respond to a need for product trace-back or recalls? Are contact numbers available for all customers, excluding retail sales?	10				D

12.3a	Is a mock recall performed annually?	10				D
Auditor Comments:						

13 EQUIPMENT MAINTENANCE & CALIBRATION

Questions		Points	YES	NO	N/A	Doc
13.1a	Are temperature probes, supporting hardware and software used to monitor pasteurization and sterilization conditions maintained and calibrated on a regular basis?	10				D
13.1b	Is an equipment maintenance program in place that assures all equipment is in proper working order and does not contribute to product contamination?	10				D
13.1c	Are filters in air conditioning, ventilation, and air filtration units cleaned and replaced on an as needed basis?	10				
13.1d	Are food grade lubricants used on food surfaces and machinery with direct or indirect food contact?	10				
13.1e	Are equipment, tools, loose nuts, bolts, and old parts removed after servicing an area?	10				
Auditor Comments:						

EMPLOYEE TRAINING

Questions		Points	YES	NO	N/A	Doc
14.1a	Has a training program been developed that teaches employees their responsibility, based on their job description, in protecting food from microbial, chemical, and physical hazards and the importance of good personal hygiene practices? (A "NO" answer results in an automatic unsatisfactory).	15				D
Auditor Comments:						

Total Points earned for mGAP checklist = _____

Total Possible = _____ *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 = _____

Pass Fail **(please mark one)**

This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables." Additional commodity specific guidance was provided by the American Mushroom Institute and Penn State University contained in the "Industry-wide Food Safety Standards for Fresh Mushroom Growing, Harvesting, and Shipping."

For further information regarding the USDA GAP & GHP Audit Program, please contact:

USDA Fruit and Vegetable Program, Specialty Crops Inspection Division, Audit Services Branch at 202-720-5021, or FVAudits@ams.usda.gov



**Good Agricultural Practices & Good Handling Practices
 Mushroom Production Audit Scoresheet**
<http://www.ams.usda.gov/gapghp>



Facility Name (Print) as it should appear on Certificate:			
Street Address (Print):		City (Print):	State (Print):
e-mail Address (Print):		fax number:	Zip (Print):
Date Audit Began:		Date Audit Completed:	Date Audit Requested:
Time Audit Began:		Time Audit Completed:	Date of Previous Audit :
USDA Commodity Procurement Audit?			Check One Yes <input type="checkbox"/> No <input type="checkbox"/>

Instructions for Use: The Commodity Specific Checklist for Mushroom Production is to be used for auditing the production facilities only. If a mushroom operation requests that a packing facility, storage and transportation, Traceback, or food defense audit be performed on the non-production areas, the general USDA audit checklist with the appropriate sections will be utilized in addition to the MGAP specific checklist.

EVALUATION ELEMENTS

Scopes Requested	Element	Possible Points	Less N/A Points	Adjusted Points	Passing Score*	Facility Score	Pass Fail	Date Passed	General Questions	Reviewing Official	Unannounced
X	MGAP Audit (for production areas only)	800									
	General Questions (Only for non production areas)	180									
	USDA Audit Part 3 - House Packing Facility (Only for non production areas)	290									
	USDA Audit Part 4 - Storage and Transportation (Only for non production areas)	255									
	USDA Audit Part 7 - Preventative Food Defense	180									

*A Passing Score is 80% of the Possible Points, or the Adjusted Points if adjustments are necessary, with no "automatic unsatisfactory" conditions.

Does the audit meet the requirements for USDA logo use?		Check One	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Requested <input type="checkbox"/>
Types of Mushrooms Produced:					
Send completed GAP&GHP Certificate to: (choose one)		Inspection office: (list office)		Directly to auditee above:	

Lead Auditor Name (Print): _____ Signature & Date: _____

Duty Station: _____ All Scopes Completed: _____

For USDA HQ use:

Reviewing Official Name (Print): _____

Signature & Date: _____

To verify a company's continued good standing in the USDA GAP&GHP Program please visit <http://www.ams.usda.gov/gapghp>

DUPLICATION OF CORRECTIVE ACTION TAB INSTRUCTIONS

Any item on any checklist with a checkmark beside the Corrective Action Needed (CAN) box or the Immediate Action Required (IAR) box must be documented using a Corrective Action Report. A separate form is required for each item with either of these entities. If there is more than one form needed, follow the instructions below to duplicate the Corrective Action Report Tab:

1. Right-click the "Corrective Action Report" Tab at the bottom of Excel.
2. Click "Move or Copy."
3. Under the box titled "Before Sheet," select "(move to end)"
4. Place a check in the box beside "Create a Copy"
5. Click "Ok"

Produce GAPs Commodity Specific Checklist for Mushroom Production USDA Checklist

USDA, AMS, Fruit and Vegetable Program Produce GAPs Commodity Specific Checklist for Mushroom Production CORRECTIVE ACTION REPORT	Report #: _____ of _____
Company Name/Farm:	Date: 1/0/1900
Lead Auditor:	
Crops(s):	
Description of Non Conformity:	
Notified company staff at time of finding non-conformity (Yes or No):	
Checklist question number and/or section of auditee food safety plan associated with non-conformity:	
Corrective Action Proposed and Time Frame for Implementation: <i>(Attach separate sheet if necessary)</i>	
Company Representative Signature:	
<i>Signature affirms statements concerning Non-Conformity, Corrective Action, and Implementation are correct.</i>	
Auditor signature for acceptance of proposed corrective action and timetable for implementation:	

Top portion for AUDITOR USE ONLY; bottom portion for Company and Auditor use.

General Questions Implementation of a Food Safety Program

For MGAP audits, this checklist should only be used for auditing non-production areas.

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 safety program. Name					D

Traceability

Questions		Points	Yes	NO	N/A	Doc
G-1	A documented traceability program has been established.	15				D
G-2	The operation has performed a "mock recall" that was proven to be effective.	10				R

Worker Health & Hygiene

Questions		Points	Yes	NO	N/A	Doc
G-3	Potable water is available to all workers.	10				R
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10				P
G-5	Training on proper sanitation and hygiene practices is provided to all staff.	15				D
G-6	Employees and visitors are following good hygiene/sanitation practices.	15				
G-7	Employees who handle or package produce are washing their hands before beginning or returning to work.	15				
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10				
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, hand soap or anti-bacterial soap, and potable water for hand washing.	15				
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10				R
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10				P
G-12	Workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce.	15				P
G-13	There is a policy describing procedures which					

Total Possible	=	_____	<i>The total number of points possible for this section.</i>
Subtract "N/A"	=	_____	<i>Enter the additive number of N/A points (+points) here.</i>
Adjusted Total	=	_____	<i>Subtract the N/A points from the Total possible points</i>
X .8 (80%)		_____	<i>Score</i>
Passing Score	=	_____	

Pass

 Fail

 (please mark one)

This program is intended to assess a participant’s efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration’s “Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables,” and generally recognized good agricultural practices.

Part 3 - HOUSE PACKING FACILITY

For MGAP audits, this checklist should only be used for auditing non-production areas.

Receiving

Questions		Points	Yes	NO	N/A	Doc
3-1	Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination.	5				
3-2	Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.	5				

Washing/Packing Line

Questions		Points	Yes	NO	N/A	Doc
3-3	Source water used in the packing operation is potable.	15				R
3-4	If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity.	10				D
3-5	Processing water is sufficiently treated to reduce microbial contamination.	10				D
3-6	Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.	10				D
3-7	Water treatment (strength levels and pH) and exposure time is monitored and the facility has demonstrated it is appropriate for the product.	10				D
3-8	Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.	15				D
3-9	Product flow zones are protected from sources of contamination.	10				
3-10	The water used for cooling and/or making ice is potable.	15				R
3-11	Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	10				R

Packing House Worker Health & Hygiene

Questions		Points	Yes	NO	N/A	Doc
3-12	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.	10				
3-13	When there is a written policy regarding the use of hair nets/beard nets in the production area, it is being followed by all employees and visitors.	5				P

3-14	When there is a written policy regarding the wearing of jewelry in the production area, it is being followed by all employees and visitors.	5				P
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Packing House General Housekeeping

Questions		Points	Yes	NO	N/A	Doc
3-15	Only food grade approved and labeled lubricants are used in the packing equipment/machinery.	10				R
3-16	Chemicals not approved for use on product are stored and segregated away from packing area.	10				
3-17	The plant grounds are reasonably free of litter and debris.	5				
3-18	The plant grounds are reasonably free of standing water.	5				
3-19	Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.	5				
3-20	Packing facilities are enclosed.	5				
3-21	The packing facility interior is clean and maintained in an orderly manner.	5				
3-22	Floor drains appear to be free of obstructions.	5				
3-23	Pipes, ducts, fans and ceilings which are over food handling operations, are clean.	5				
3-24	Glass materials above product flow zones are contained in case of breakage.	10				
3-25	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance.	10				
3-26	There is a policy describing procedures which specify handling/disposition of finished product that is opened, spilled, or comes into contact with the floor.	15				P
3-27	Only new or sanitized containers are used for packing the product.	10				D
3-28	Pallets and containers are clean and in good condition.	5				
3-29	Packing containers are properly stored and protected from contamination (birds, rodents, and other pests).	10				

Total Points earned for House Packing Facility = _____

Total Possible = _____ *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 = _____

Pass

Fail

(please mark one)

This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables," and generally recognized good agricultural practices.

Part 4 - STORAGE AND TRANSPORTATION

Product, Containers & Pallets

For MGAP audits, this checklist should only be used for auditing non-production areas.

Questions		Points	Yes	NO	N/A	Doc
4-1	The storage facility is cleaned and maintained in an orderly manner.	5				
4-2	Bulk storage facilities are inspected for foreign material prior to use and records are maintained.	5				R
4-3	Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated and are protected from external contamination.	10				
4-4	Storage grounds are reasonably free of litter and debris.	5				
4-5	Floors in storage areas are reasonably free of standing water.	5				
4-6	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or sufficient distance.	10				
4-7	There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.	15				P
4-8	Packing containers are properly stored and sufficiently sealed, to be protected from contamination (birds, rodents, pests, and other contaminants).	10				
4-9	Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.	5				
4-10	Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.	10				
4-11	Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	10				
4-12	Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.	5				D

Pest Control

Questions		Points	Yes	NO	N/A	Doc
4-13	Measures are taken to exclude animals or pests from storage facilities.	10				D
4-14	There is an established pest control program for the facility.	10				D
4-15	Service reports for the pest control program are available for review.	5				R

4-16	Interior walls, floors, and ceilings are well-maintained and are free of major cracks and crevices.	5				
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Ice & Refrigeration

Questions		Points	Yes	NO	N/A	Doc
4-17	The water used for cooling and/or making ice is potable.	15				R
4-18	Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	10				R
4-19	Climate-controlled rooms are monitored for temperature and logs are maintained.	5				D
4-20	Thermometer(s) are checked for accuracy and records are available for review.	5				D
4-21	Refrigeration system condensation does not come in contact with produce.	10				
4-22	Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	10				D
4-23	Iced product does not drip on pallets of produce stored below.	10				

Transportation

Questions		Points	Yes	NO	N/A	Doc
4-24	Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors, and from obvious dirt/debris.	10				P
4-25	Produce items are not loaded with potentially contaminating products.	10				P
4-26	Company has a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	10				P
4-27	Conveyances are loaded to minimize damage to product.	5				P

Worker Health and Personal Hygiene

Questions		Points	Yes	NO	N/A	Doc
4-28	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping, and receiving areas.	10				
4-29	When there is a written policy regarding the use of hair/beard nets in the storage and transportation areas, it is being followed by all affected employees and visitors.	5				P
4-30	When there is a written policy restricting the wearing of jewelry in the storage and transportation areas, it is being followed by all affected employees and visitors.	5				P

Part 7 - Preventive Food Defense Procedures

Based on the U.S. Food and Drug Administration's Food Producers, Processors, and Transporters:

Food Security Preventive Measure Guidance for Industry.

For MGAP audits, this checklist should only be used for auditing non-production areas.

Secure Employee/Visitor Procedures

Questions		Points	Yes	NO	N/A	Doc
7-1	The company has a documented food defense plan and a person has been designated to oversee it. Name: _____	5				D
7-2	Food defense training has been provided to all employees.	5				D
7-3	Employees are aware of whom in management they should contact about potential security problems/issues. Name of management representative: _____	5				
7-4	Visitors are required to check in (showing proof of identity) and out, when entering/leaving the facility.	5				D
7-5	The purpose of visitation to site is verified before admittance to the facility.	5				D
7-6	Visitors are prohibited from the packing/storage areas unless accompanied by an employee.	5				D
7-7	Incoming and outgoing employee and visitor vehicles to and from the site are subject to inspection.	5				D
7-8	Parked vehicles belonging to employees and visitors display a decal or placard issued by the facility.	5				
7-9	Staff is prohibited from bringing personal items into the handling or storage areas.	5				D
7-10	Staff access in the facility is limited to the area of their job function and unrestricted areas.	5				D
7-11	Management is aware of which employee should be on the premises, and the area they are assigned to.	5				D
7-12	A system of positive identification of employees has been established and is enforced.	5				

Secure Facility Procedures

Questions		Points	Yes	NO	N/A	Doc
7-13	Uniforms, name tags, or identification badges are collected from employees prior to the termination of employment.	5				D
7-14	The mailroom is located away from the packing/storage facilities.	5				
7-15	Computer access is restricted to specific personnel.	5				D
7-16	A system of traceability of computer transactions has been established.	5				
7-17	A minimum level of background checks has been established for all employees.	5				D
7-18	Routine security checks of the premises are performed for signs of tampering, criminal or terrorist activity.	5				D
7-19	Perimeter of facility is secured by fencing or other deterrent.	5				
7-20	Checklists are used to verify the security of doors, windows, and other points of entry.	5				D
7-21	All keys to the establishment are accounted for.	5				D
7-22	The facility has an emergency lighting system.	5				
7-23	The facility is enclosed.	5				
7-24	Storage or vehicles/containers/trailers/railcars that are not being used are kept locked.	5				
7-25	Delivery schedules have been established.	5				
7-26	The off-loading of incoming materials is supervised.	5				
7-27	The organization has an established policy for rejecting deliveries.	5				D
7-28	Unauthorized deliveries are not accepted.	5				D
7-29	The company does not accept returned (empty) containers for packing of product unless they are sanitized containers intended for reuse.	5				D
7-30	The facility has a program in place to inspect product returned to the facility for tampering.	5				D
7-31	The company has identified the individual(s), with at least one backup, who are responsible for recalling the product.	5				D
7-32	The company has performed a successful mock recall of product to the facility.	5				D

USDA LOGO USE ADDENDUM

Note: An official identification logo has been developed in conjunction with the USDA GAP&GHP program which may be used to indicate participation in the program. Participants may use the logo, provided they meet the requirements of the USDA logo use .

The USDA Logo Use Addendum acceptance criteria is as follows:

1. No questions are assessed as an immediate food safety risk
2. No falsification of records
3. All questions not answered as "N/A" are answered "Yes"

Additional questions required for operations approved to use the USDA GAP&GHP Logo

Active and Effective Traceability and Recall Program

	Questions	Yes	NO	N/A	Doc
LU-1	Questions about traceability and recall program have all been scored as "Yes".				P, R
LU-2	The operation uses the USDA GAP&GHP logo only on packages, containers, or consumer units which are traceable.				P

Approved Suppliers

	Questions	Yes	NO	N/A	Doc
LU-3	The operation has supplied a list of approved suppliers to the local Federal or State auditor's office.				R
LU-4	All suppliers currently in use by the operation are listed on the supplied list of approved suppliers				P, R
LU-5	All suppliers have successfully completed and met the requirements of a USDA approved GAP & GHP audit (USDA GAP&GHP, Commodity Specific, or Produce GAPs Harmonized audit performed by the USDA).				R

Food Safety Plan or Quality Manual

	Questions	Yes	NO	N/A	Doc
LU-6	The operation's food safety plan or quality manual contains procedures on how the USDA GAP&GHP logo will be used.				P

Containers or Labels with GAP&GHP Logo

	Questions	Yes	NO	N/A	Doc
LU-7	All containers or labels which bear the GAP&GHP logo are accountable items.				P, R
LU-8	The operation's inventory list of these containers or labels is maintained and current.				R

COMMENTS:

