

This is a Grower Manual for Documentation for a USDA GAP audit Part 3 (Packing House Facility Questions 3-1 to 3-34)

Funding for this project was provided by the Northeast Center for Risk Management Education, the USDA Cooperative State Research, Education, and Extension Service, and University of Maine Cooperative Extension.



Attached is diagram of the floor plan of each packing shed. Included and designated are employee break areas, cull areas, restrooms, offices product storage areas and a diagram of the flow of product.

This farming operation has a written policy that source water used in the packing operation is potable.³⁻³ The documentation for this is located under documentation for question G-3. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻³ Documentation for USDA GAP audit question 3-3

If applicable, the temperature of processing water used in dump tanks, flumes, etc is monitored and is kept at temperatures appropriate for the commodity.³⁻⁴ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

Processing water area identifier _____

Date _____

Temperature _____

Processing water area identifier _____

Date _____

Temperature _____

Processing water area identifier _____

Date _____

Temperature _____

Processing water area identifier _____

Date _____

Temperature _____

³⁻⁴ Documentation for USDA GAP audit question 3-4

This farming operation has a written policy that processing water, should it be reused, is sufficiently treated to reduce microbial contamination.³⁻⁵ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

Processing water area identifier _____

Date _____

Treatment _____

Processing water area identifier _____

Date _____

Treatment _____

Processing water area identifier _____

Date _____

Treatment _____

Processing water area identifier _____

Date _____

Treatment _____

³⁻⁵ Documentation for USDA GAP audit question 3-5

This farming operation has a written policy that the water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.³⁻⁶ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

Cleaning log:

Date: _____
water-contact surface: _____

Date: _____
water-contact surface: _____

Date: _____
water-contact surface: _____

Date: _____
water-contact surface: _____

Date: _____
water-contact surface: _____

Date: _____
water-contact surface: _____

Date: _____
water-contact surface: _____

³⁻⁶ Documentation for USDA GAP audit question 3-6

This farming operation has a written policy that the water treatment (Strength levels and pH) and exposure time is monitored and is appropriate for product.³⁻⁷ Chlorine is maintained at the recommended levels (200-350 ppm for potatoes, other crops may vary) for post harvest treatments with a contact time of one to two minutes. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation G-1.

Water treatment log:

Date: _____
Chlorine level (ppm): _____
pH: _____

Date: _____
Chlorine level (ppm): _____
pH: _____

Date: _____
Chlorine level (ppm): _____
pH: _____

Date: _____
Chlorine level (ppm): _____
pH: _____

Date: _____
Chlorine level (ppm): _____
pH: _____

Date: _____
Chlorine level (ppm): _____
pH: _____

MSDS for the sanitizer used is attached.

³⁻⁷ Documentation for USDA GAP audit question 3-7

This farming operation has a written policy that food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.³⁻⁸ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

Cleaning log:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

³⁻⁸ Documentation for USDA GAP audit question 3-8

This farming operation has a written policy that the water used for cooling/ice is potable.³⁻¹⁰ The documentation for this is located under documentation for question G-3. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻¹⁰ Documentation for USDA GAP audit question 3-10

This farming operation has a written policy that any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.³⁻¹¹ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

Inspection log:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

³⁻¹¹ Documentation for USDA GAP audit question 3-11

Should this his farming operation have a written policy regarding the wearing of hair nets/beard nets in the storage and transportation areas, it is being followed by all employees and visitors.³⁻¹³ This is included as part of the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻¹³ Documentation for USDA GAP audit question 3-13

Should this his farming operation have a written policy regarding the wearing of unsecured jewelry in the storage and transportation areas, it is being followed by all employees and visitors.³⁻¹⁴ This is included as part of the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻¹⁴ Documentation for USDA GAP audit question 3-14

This farming operation has a written policy that only food grade approved and labeled lubricants are used in the packing equipment/machinery.³⁻¹⁵ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

A label of the food grade approved and labeled lubricant is attached.

³⁻¹⁵ Documentation for USDA GAP audit question 3-15

This farming operation has a written policy that specifies handling/disposition of finished product which is opened, spilled or comes into contact with the floor.³⁻²⁶ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻²⁶ Documentation for USDA GAP audit question 3-26

This farming operation has a written policy that prescribes only new or sanitized containers for packing the product.³⁻²⁷ This is included as part of the food safety and security program of this farming operation.

The food safety and security program of this farming operation and the food safety and security program of this farming operation are attached under documentation P-1.

Attach documentation of new or sanitized containers for packing the product.

³⁻²⁷ Documentation for GAP audit question 3-27

This farming operation has a written policy describing measures taken to exclude animals or pests from packing and storage facilities.³⁻³⁰ This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

Measure taken _____

Date _____

Measure taken _____

Date _____

Measure taken _____

Date _____

Measure taken _____

Date _____

³⁻³⁰ Documentation for USDA GAP audit question 3-30

This farming operation has a written policy that an organized pest control program has been established.³⁻³¹ The documentation for this is located under documentation for question 4-14. This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻³¹ Documentation for USDA GAP audit question 3-31

This farming operation has a written policy that an organized pest control program has been established.³⁻³² This is included as part of the food safety and security program or the food safety and security program addendum of this farming operation.

Service reports are available under documentation 4-14. The food safety and security program of this farming operation is attached under documentation P-1.

The food safety and security program of this farming operation and the food safety and security program addendum of this farming operation are attached under documentation P-1.

³⁻³² Documentation for USDA GAP audit question 3-32

This farming operation records the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.³⁻³⁴ This is included as part of the food safety and security program of this farming operation.

The food safety and security program of this farming operation is attached under documentation P-1.

Documentation for this can be found under G1.

³⁻³⁴ Documentation for USDA GAP audit question 3-34