



MDA Good Agricultural Practices (GAPs) Inspection Report

Review Date _____

Farm Name			
Location Address			
City, State, Zip			
Person Responsible for Overseeing GAPs			
What crops are grown on-farm?			
Does the farm have a written GAP/GHPs plan that addresses the requirements of the program?	Yes	No	
<p>Documentation: Note that audit points 1, 9, 12, 13, 15, 19, 21(optional), 30, 33, 34, 35, 41, and 42 require documentation. This is shown as "Doc" in bold on the audit. The type of documentation required is explained under each corresponding statement. Example logs can be found on the Cornell National GAPs website (www.gaps.cornell.edu).</p> <p>Workers</p>			
1. The person responsible for food safety activities has taken an MDA approved Good Agricultural Practices (MDA issued certificate of attendance) course?	Yes	No	Doc
2. Training on proper sanitation and hygiene practices is given to all staff including family workers. <i>Showing the Cornell Health and Hygiene video, and having workers sign a log after seeing it will be adequate.</i>	Yes	No	Doc
3. Employees are following good hygiene/sanitation practices, including washing hands after eating and when using the bathroom, and before or when returning to work.	Yes	No	
4. Signs are posted in bathrooms to remind workers of hand-washing and sanitation practices.	Yes	No	
5. All toilet/restroom facilities are cleaned on a scheduled basis. They are supplied with paper towels, toilet paper, hand soap, and microbially safe water.	Yes	No	
6. Smoking and eating are done in designated areas, separate from where food is grown and handled.	Yes	No	
7. Sick workers (with diarrheal disease or symptoms of other infectious diseases) are kept from handling fresh produce.	Yes	No	



8. There are procedures in place for dealing with produce or food contact surfaces that have come into contact with bodily fluids. All workers follow these procedures.	Yes	No
9. Workers are required to seek treatment for cuts, abrasions, and other injuries.	Yes	No
10. Workers with duties related to food safety are trained to perform those duties.	Yes	No Doc
11. Pesticide applicators applying restricted materials must have a pesticide applicator's license or work under the supervision of a licensed applicator. Doc (Copy of pesticide applicator's license)	Yes	No N/A
12. If field sanitation units (ex: porta-potties) are used, they are placed in a location accessible to workers, and are not placed in crop production areas, and measures are taken to reduce the possibility of contamination. <i>An example distance would be having porta-potties placed at least 30 feet from fields.</i>	Yes	No N/A
13. Procedures are in place in the event of a spill or leak of field sanitation units or toilet facilities.	Yes	No
Worker Section Comments:		

Water – Irrigation and Pesticide Application

Water test results should be attached. Irrigation water does not have to be tested for turbidity and nitrates. Mitigation steps such as UV filter, allowing time barrier between the application of water and harvesting crop, shocking the well, using chlorine injectors or using a different irrigation method must be documented. Water used post harvest must be tested for total coliforms, turbidity and nitrates.

Water testing guidelines

- ❖ Water testing frequency:
 - Surface water source test: 3 times a season (at first use, peak use, harvest).
 - Well water tests: once a season (at first use).
 - Municipal: at least once a season, records obtained from county.
- ❖ Water test results:
 - Contact water (includes irrigation methods where water will touch the crop, such as sprinkler/overhead irrigation, frost protection, etc.)
 - Average should be less than 126 cfu/100ml water.
 - One sample is allowed to be 235 cfu/100ml water.
 - Noncontact water (includes irrigation methods where water does not touch the crop, such as drip/furrow irrigation.)
 - Average should be less than 126 cfu/100 ml water.
 - One sample is allowed to be 576 cfu/100ml water.
 - Post Harvest Water
 - Water test must indicate potable or safe for drinking.
 - Total Coliform Bacteria – Absent or “0”
 - Turbidity <10 NTU
 - Nitrates <10 mg/L

14. Water tests for generic <i>E. coli</i> for most pre harvest activities; total coliforms, nitrates and turbidity for post harvest have been completed for each water source. If water sources do not meet the requirements above, sufficient mitigation steps have been taken.	Yes	No
---	-----	----





Water Sources for Field Use/Post Harvest Use

15. Describe each water source (ex. Well 1, Pond 3, etc.) and indicate use (ex. Overhead irrigation, drip irrigation, frost protection, pesticide application, dump tank, rinsing harvested produce, washing, etc.) If mitigation steps are in place, describe. Water tests for post harvest use should be documented in this section. Additional questions on water use are in the post harvest section. Attach copy of water tests or document results on inspection report.

Source Name	Use	Water Tested	Water Test Results Available	Results Attached or Documented:	Mitigation Steps Required	Mitigation Steps Implemented	Mitigation Steps Description



<p>16. Potable water is available to all workers. (Must be tested for generic <i>E. coli</i> or total <i>coliforms</i>, turbidity and nitrates and meet the standard of undetectable cfu <i>E. coli</i>, <10 NTU turbidity and <10 mg/L nitrates in order to be safe for drinking. Use of bottled water is acceptable without testing) <i>Indicate water source used for workers and results of water tests. There should be one a minimum of one test done at the beginning of each year.</i></p>	Yes	No	Doc
<p>17. A water quality assessment has been performed to determine the quality of water used for irrigation purposes and frost/heat protection on the crops being applied. <i>The water quality assessment should address type of irrigation used, water source, and risks associated with each practice.</i></p>	Yes	No	N/A
<p>18. Microbially safe water is used for the application of pesticides and other chemical materials on crops or application dates are sufficiently prior to harvest to minimize contamination risk. Doc</p>	Yes	No	N/A
<p>19. Steps are taken to prevent the contamination of irrigation water (from direct or indirect sources). <i>These steps may include preventing runoff with fecal matter to water sources in low-lying areas, having the septic system and wells located a reasonable distance from each other, ensuring that the well casing and cap are in good repair and secure, backflow protection.</i></p>	Yes	No	
<p>20. The Food Safety plan addresses risks, disposal of adulterated produce, and evaluation of safety of produce and replanting from contamination by flood waters. <i>Flooding is the flowing or overflowing of a field with water outside a grower's control. Pooled water after a rainfall or irrigation is not considered flood water. According to the FDA, flood waters cause significant risk of contamination from mycotoxins, heavy metals, pesticides, pcbs, and/or microbiological human pathogens. For these reasons, FDA considers the edible portion of produce that has been in contact with flood waters "adulterated" and it must be thrown out. If the flood waters did not contact the edible portions of the crops, the following factors must be considered to determine safety of the produce: upstream contributors of human pathogens and/or chemical contaminants, type of crop and stage of growth, volume of flood waters, conditions created by flood waters, testing of the produce for contaminants. Prior to replanting, the following should be evaluated: field history and crop selection; time interval between flooding event, crop planting and crop harvest; source of flood waters; drying and reworking of soil; and soil samples to determine presence of contaminants.</i></p> <p>Water Sources and Use Section Comments:</p> <p><u>Animals</u></p>	Yes	No	
<p>21. Workers are trained in policies and procedures to follow to minimize contamination of produce from animals. (<i>Animal intrusion, flagging areas that shouldn't be harvested, not harvesting produce with fecal matter on them, not harvesting drops, etc.</i>)</p>	Yes	No	Doc
<p>22. Crop production areas are not located near manure lagoons, manure storage or animal production areas. If so, barriers exist to prevent contamination from those areas. <i>Barriers may include a grass buffer strip, keeping crop fields/packinghouses uphill from animals, keeping animal production areas a distance from crop fields, and not planting high-risk crops near these areas. Describe barriers.</i></p>	Yes	No	N/A
<p>23. Crop production areas and agricultural water sources are monitored for signs and presence of wild and domestic animals. Reasonable measures are taken to prevent animals from entering the fields and water sources.</p>	Yes	No	Doc



Keep a log of animal (both domestic and wild) activity seen in fields. Negative reporting is required to verify that monitoring is taking place. Reasonable measures of animal prevention include traps, kill permits, propane canons, etc.

24. If animal feces are found in fields, steps are taken to reduce contamination.
This may include walking the fields before harvest and flagging fecal contamination. During harvest, crops are not picked within a specified radius of fecal matter.

Yes No

Animal Section Comments:

Fertilizer

25. Treated biological soil amendments or compost containing animal byproducts or table waste are used.

Yes No

If composting on farm, a log needs to be kept of date, temperature, and how often compost is turned. If there are no records of compost meeting these requirements it is considered raw manure. Example of scientifically valid composting includes: Carbon to Nitrogen ratio of 25:1 – 40:1; Compost reaching temperatures between 131°F -- 170°F for at least 15 days; and turned 5 times during the process.

Doc (certificate of conformance with scientifically valid composting process or heat treatment; records of composting temperatures, turning and initial carbon to nitrogen ratio are available; purchase from MDE licensed compost facility; or other documentation that verifies composting process)

26. Composted manure is properly stored so that contamination to fields is minimized.

Yes No

27. Synthetic fertilizers/Minerals/Lime are used. *(No restrictions)*

Yes No

28. Green manure or compost that doesn't contain animal by products or table waste is used. *(No food safety restrictions)*

Yes No

29. Manure that has received an approved heat treatment is used. *(Agri pellets, etc. that have been heated sufficiently during production to reduce pathogens. No food safety restrictions)*

Yes No

30. Raw manure is used. If Yes, answer *a* through *e* below:

Yes No

a. Raw manure is incorporated into the soil at least 2 weeks before planting.

Yes No

b. Raw manure is applied at least 120 days before harvest.

Yes No

c. Documentation for manure application is kept. *Attach or complete the table below:*

Yes No

Application Date:	First Harvest Date

d. List the crops planted in fields where raw manure was used:



<p>e. Manure is stored properly prior to use, with efforts made to reduce contamination into crop production areas.</p> <p>Fertilizer Section Comments:</p>	Yes	No
<p><u>Field Harvesting and Transportation</u></p>		
<p>31. If the farm history has been something other than agricultural for the past 3 years, it is explained in the plan. Previous potential land-use risks have been assessed and mitigated.</p>	Yes	No N/A
<p>32. All harvesting containers and bulk hauling vehicles that have direct contact with crops are cleaned/sanitized and dried on a scheduled basis or are one time use.</p>	Yes	No Doc
<p>33. Damaged or excessively dirty (fecal matter, insects, mud) containers are properly repaired/cleaned or disposed of.</p>	Yes	No
<p>34. All hand harvesting equipment and implements (such as knives, pruners, etc) are kept as clean as practical and are disinfected on a scheduled basis.</p>	Yes	No N/A
<p>35. Harvesting equipment and/or machinery that comes into contact with the product is in good repair.</p>	Yes	No N/A
<p>36. Light bulbs and glass on harvesting equipment are protected, so that produce is not contaminated if one breaks. If anything breaks, a procedure is set for cleanup and disposal.</p>	Yes	No N/A
<p>37. If crop contamination by chemicals, petroleum, or pesticides occurs, there is a cleanup procedure.</p>	Yes	No
<p>38. If crops are mechanically harvested, the crop is inspected at harvest for glass, metal, rocks, and other foreign items.</p>	Yes	No N/A
<p>39. Harvesting containers and baskets are not used for carrying/storing non-produce items.</p>	Yes	No
<p>40. Transportation equipment for moving crops is clean and in good repair.</p>	Yes	No
<p>41. Containers used in field pack operations are stored under cover and are protected from contamination.</p>	Yes	No N/A
<p>Field Harvest/Transportation Section Comments:</p>		
<p><u>Post Harvest</u></p>		
<p>42. List Crops Field Packed Only:</p>		



43. List Crops Hand Packed from Harvest Containers to consumer and/or bulk containers:			
44. List Crops mechanical dry grader/packer/packing line used:			
45. List Crops dump tank, Flume, Hydro cooling, etc. used:			
46. List Crops washed:			
47. Any water and ice used Post Harvest or for storage is potable/safe for drinking. <i>Records may already be included. If the ice was purchased, include a receipt. Water source/tests should be verified in The Water Sources/Use Section.</i>	Yes	No	N/A
Doc			
48. If dump tanks or flumes are used, or water is reused, the water is treated to reduce microbial cross contamination. <i>This may include treating with bleach at a rate of 50-200ppm (Organic production requires the discharge water to contain no more than 4ppm chlorine). Any sanitizers used must be labeled for contact with fruits and vegetables and the labeled instructions must be followed. The concentration of the sanitizer must be monitored and recorded as well as any other variables required by the labeled instructions. For example, chlorine-based sanitizers require monitoring the pH and temperature of the water to ensure maximum effectiveness of the sanitizer. The addition of sanitizers post harvest creates waste water and the disposal of the waste water may be regulated by MDE.</i>	Yes	No	N/A
a. If No, alternative mitigation steps are in place.	Yes	No	
b. Documentation of water treatment and/or mitigation steps is kept.	Yes	No	N/A
49. Any surfaces that contact water or the crop during packing, storage, and transport (packing lines, dump tanks, flumes, coolers, trucks, etc.), are cleaned and sanitized on a scheduled basis.	Yes	No	Doc
50. Packing lines, trucks, etc. are dried after cleaning and sanitizing prior to contact with produce.	Yes	No	
51. Product flow zones are protected from contamination. Any glass materials over product are contained, and pipes, fans, and the ceiling above product are clean.	Yes	No	
52. Only food-grade materials and chemicals are used on the packing equipment.	Yes	No	N/A
53. Chemicals not approved are stored away from the packing area.	Yes	No	N/A
54. The packing house and storage area is reasonably clean, free of litter and standing water.	Yes	No	
55. Worker's break facilities are located away from the product and packing area.	Yes	No	
56. No eating, smoking, etc. are done at the packing line.	Yes	No	
57. Pallets and containers are cleaned on a scheduled basis.	Yes	No	



58. Measures are taken to exclude animals and pests (such as flies, pets, rodents, and birds) from storage and packing facilities.	Yes	No	
<i>Various measures can be taken to control pests: mouse traps (sticky, snap traps, and reusable claw traps), live traps, sticky fly traps, and bird deterrents. Poison traps may only be used on the outside of the packinghouse, where contamination to produce cannot occur.</i>			
59. The pest control program is explained in the food safety plan.	Yes	No	
60. A log is kept for pest sightings and kills.	Yes	No	
<i>Negative sightings must be recorded to verify monitoring is being conducted.</i>			
61. The temperature of any climate-controlled rooms and areas (such as coolers) are monitored and recorded on a scheduled basis.	Yes	No	N/A
<i>Refrigeration is not required, however if it is included as part of the food safety plan temperatures must meet the requirements of the food safety plan</i>			
Doc (A log should be kept with the date and cooler temperature.)			
62. Produce is not loaded or stored with potentially contaminating products.	Yes	No	
63. Trucks and any means of transportation are thoroughly cleaned before hauling produce.	Yes	No	
Post-Harvest Comments:			



Audit Summary

Immediate Action Required

The following conditions will result in an **automatic failure**. In order to pass, the grower will correct the unsatisfactory points and have the auditor come out at a later date.

- ❖ Having no documented and written food safety program that incorporates Good Agricultural Practices.
- ❖ The presence of rodents, an excessive amount of insects and other pests during packing, processing, or storage, and/or other gross unsanitary practices.

- ❖ Having a “No” answer for any of the following audit points:
 - Training on proper sanitation and hygiene practices is given to all staff and family.
 - Water tests for generic *e. coli* have been completed if water is used preharvest and for coliforms, turbidity and nitrates if used post harvest and mitigation steps taken if required
 - Food Safety Plan addresses disposition of produce when flood waters have been in contact with edible portion of crop...
 - Crop production areas are not located near manure lagoons...
 - Biological soil amendments of animal origin are properly composted
 - If raw manure is used, it is incorporated into the soil....

Corrective Action Necessary

This section refers to any of the audit points not listed in the above “Immediate Actions Required” section. By themselves, a “No” answer to these audit points **does not result in an audit failure**, but may require some attention. The auditor will fill out the suggestions for compliance below.

Suggestions:

Auditor Signature: _____ Date: _____

Grower Signature: _____ Date: _____

