

Documentation for the MDA GAPs Audit

Included in this packet are sample logs that may be used for documenting compliance with the MDA GAPs audit. These exact logs do not have to be used, they are provided as samples.

Note that this does not cover all documentation; records are still required for the following audit points:

9. Pesticide applicators license.

13, 15, 30, 33. Water quality test results.

*The logs and records in this packet have been adapted from the Cornell National GAPs program.

Worker Training Log

Name of operation:

Date:

Trainer:

Training material (Please attach any written materials to this log with a staple):
Please see the food safety plan for overall Worker Training procedures.

Employee Name (please print)	Employee Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Reviewed by:

Title:

Date:

***Pertains to Question 1 on the MDA audit.**

Surface Water Testing Log

Name of operation:

Please see the food safety plan for overall information on surface water testing.
Save any document providing information on test methods and test results from your laboratory.

Date	Surface water location/name	Laboratory	Results	Corrective actions if necessary	Initials

Reviewed by:

Title:

Date:

***Pertains to Question 12 in the MDA audit.**

Field Pest Monitoring Log

(examples may include deer, groundhogs, birds, rodents, rabbits, etc.)

Date	Field	Crop Grown	Type and # of Animals	Control Taken

***Pertains to Question 19 on the MDA GAPs audit.**

Manure Applications log

Name of operation:

Please see the food safety plan for overall manure application procedures.

Date	Field Applied	Rate	Manure Type	Incorporated (Yes or No)	Supplier	Crop Planted (Type and Date)	Crop Harvested (Date)	Initials

Reviewed By:

Title:

Date:

***Pertains to Question 21, option B, a. in the MDA audit.**

Packinghouse Water Treatment Log

Name of operation:

Please see the food safety plan for overall water treatment procedures.

Date	Water pH Level	Type of Chemical Used	Amount Added	Type of Produce Being Run	Initials

Reviewed by:

Title:

Date:

*Pertains to Question 34 on the MDA audit.

Processing / Packing Line Log

Name of operation:

Please see the food safety plan for overall processing/packing line water control procedures.

Date	Cleaning List (check each)					Date Cleaned	Treatment	Cleaned By (name)
	Contact Surface	Dump Tanks	Flumes	Wash Tanks	Hydro Cooler			

Reviewed by:

Title:

Date:

*** Pertains to Question 35 on the MDA audit.**

Pest/Rodent Control Log (in the Packinghouse)

Name of operation:

Please see the food safety plan for overall Pest/Rodent control procedures.

Company Used* or self	Date of Service or action taken	Type of Pest	Type of Control**	Location of Traps	Traps Checked (date)	Checked by (name)	Disposal means

*If using a company for service, attach report or receipt of service for each of their visits.

**List type of control methods used such as exclusion, traps, poison, repellants, etc.

Reviewed by:

Title:

Date:

***Pertains to Question 41 on the MDA audit.**

Cooler Temperature Log

Name of operation:

Date of Thermometer Calibration:

Cooler number:

Thermometer number:

Please see the food safety plan for overall temperature control procedures and thermometer calibration instructions

Date	Thermometer calibrated date	Recorded temperature		Corrective actions if necessary:	Result of corrective actions and date accomplished	Initials
		AM	PM			

Reviewed by:

Title:

Date:

***Pertains to Question 42 on the MDA audit.**

A note on calibration of your thermometer

This information on thermometer calibration is brought from “Food Store Sanitation”, 1998, Sixth Edition, Gravani, Robert B., Rishoi, Don C., Cornell University Food Industry Management Distance Education Program, Lebharr-Friedman Books, Chain Store Publishing Corp.

Melting point of ice method

1. Place ice in a container and let it melt.
2. Stir to make sure that the temperature in the ice/water mixture is uniform throughout the container.
3. When the ice is partially melted and the container is filled with a 50/50 ice and water solution, insert the thermometer and wait until the needle indicator stabilizes. The thermometer should be 32°F (0°C).
4. If the thermometer is not reading 32°F (0°C), it should be adjusted by holding the head of the thermometer firmly and using a small wrench to turn the calibration (hex) nut under the head until the indicator reads 32°F (0°C).

An important item to remember as you are calibrating your thermometer using the melting point of ice method is to never add tap water to ice because this will *not* be 32°F (0°C) but will be at a higher temperature. The calibration will be much more accurate if you use melting ice.