



# 2018

An internationally recognized Global Food Safety Initiative (GFSI) food safety audit scheme

## QUESTIONS & EXPECTATIONS

### PrimusGFS v3.0

## MODULE 2

### FARM

Good Agricultural Practices Requirements



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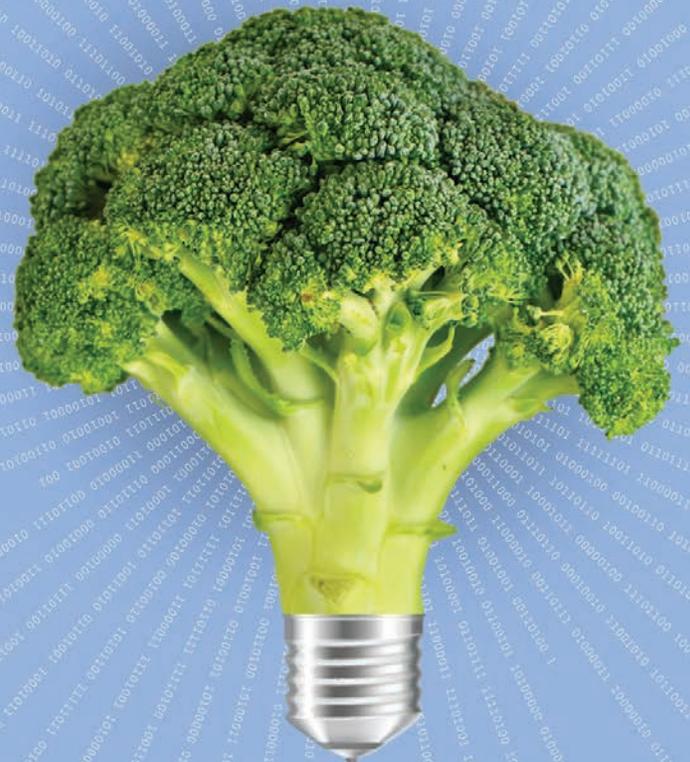
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# PrimusGFS v3.0

# Questions & Expectations

## **MODULE 2: FARM**

*GAP Option (Sections 2.01 to 2.10)*

### **GOOD AGRICULTURAL PRACTICES REQUIREMENTS**

This Module should be completed for each one of the **farm** operations in the scope of the organization's application.

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GENERAL			
Question No.	Question	Total Points	Expectation
2.01.01	Is there a designated person responsible for the operation's food safety program?	10	There should be a designated person/persons responsible for the operation's food safety program that has been trained accordingly (including to all state and federal requirements).
2.01.02 (New Question)	If the operation is growing under organic principles, is there written documentation of current certification by an accredited organic certification organization?	10	Current certification by an accredited organic certification organization (national/local) should cover the audited crops, be on file and available for review. N/A if not growing under organic principles.
2.01.03 (New Question)	Does the operation have a written food safety hygiene and health policy covering at least worker and visitor hygiene and health, infants and toddlers, animal presence in growing and storage areas, fecal matter, dropped product, blood and bodily fluids?	15	There should be written food safety policy rules regarding worker and visitor personal hygiene, GAPs and health requirements. All workers should be issued a list of rules in the relevant languages and confirm by signing they understand and agree to abide. Training provided and associated records should meet local and national regulations.
2.01.04	Are the necessary food defense controls implemented in the operation?	5	The operation should have implemented the necessary controls for preventing intentional contamination. These measures should be based on the risk(s) associated with the operation, as is detailed in the food defense plan (1.08.02). Some high risk areas could be water sources, storage areas for chemicals, equipment, packaging, utensils or other items used, personnel, visitors, etc.

SITE			
2.02.01	Is there a map that accurately shows all aspects of the operation, including water sources and fixtures used to deliver water used in the operation?	5	There is a map or similar document (photograph, drawing) that accurately shows the growing area(s), location of permanent water fixtures and the flow of the water system, including any holding tanks and water captured for re-use. Permanent fixtures include wells, gates, reservoirs, returns and other above ground features. Septic systems, effluent lagoons or ponds, surface water bodies are also identified. Document should enable location of the water sources and the production blocks they serve.
2.02.02	Are growing areas adequately identified or coded to enable trace back and trace forward in the event of a recall?	15	Coding details (e.g. farm name or reference code, blocks of the growing area(s)) should be in sufficient detail to enable trace back and trace forward through the distribution system. Details of the coding need to be tied to the record keeping system (e.g., pesticide, fertilizer records, microbiological testing reports). There should be field maps available demonstrating the coding details used in the operation(s).

SITE (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.02.03	Is the exterior area immediately outside the growing area, including roads, yards and parking areas, free of litter, weeds and standing water?	5	Litter, waste, refuse, uncut weeds or grass and standing water within the immediate vicinity of the growing area may constitute an attractant or breeding place for rodents, insects or other pests, as well as microorganisms that may cause contamination.
2.02.04	Are control measures being implemented for the outside storage of equipment, pallets, tires, etc. (i.e. out of the mud, stacked to prevent pest harborage, away from the growing area)?	5	Incorrectly stored pallets and equipment can provide areas for pest harborage and/or cross contamination. Equipment should be stored at least 4" (10 cm) off the ground. Growers should check the stored equipment (e.g., irrigation pipes) periodically to ensure that it has not become a pest harborage area or dirty due to rains. Inventory checks should occur in order to ensure that these storage areas do not become full of unnecessary items.
2.02.05	Are garbage receptacles and dumpsters kept covered or closed?	5	All dumpsters and garbage receptacles should have a cover and be kept covered to prevent the attraction of insects, rodents and other pests. Fine mesh lids are acceptable. Just having the lids is not acceptable i.e. when not in use, the dumpsters and garbage receptacles should be closed. Dumpsters that are only used for dry non-food waste (e.g., paper, cardboard, etc.) are exempt from this requirement.
2.02.06	Where soil, substrates or fertilizer (e.g., compost) are stored or handled, are measures in place to ensure seepage and runoff is collected or diverted and does not reach growing areas, product, or any of the water sources? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	Soil, substrates and fertilizer (e.g., compost) are stored in a covered area to protect from pests and prevent run-off. Where run-off exists, there are barriers, soil berms, pits or lagoons to divert or collect run-off. This includes bulk containers. Any observation of runoff reaching the growing area is an automatic failure.
2.02.07	Where there are fill stations for fuel or pesticides, is it evident that the location and/or use is not a risk of contamination to the product, water sources, growing areas, equipment, packaging materials, etc.?	15	Fill station area is not a risk of contamination to the product, water sources, production areas, equipment, packaging materials, etc.
2.02.08	Is there evidence of animal presence and/or animal activity (wild or domestic) in the audited area?	15	Animals can represent potential contamination to the growing area, to the crop, to the field equipment, etc., and therefore, should not be present in the operations. Evidence of animal presence can include tracks, fecal matter, feathers, etc. Note: This includes any packaging or equipment storage areas.

SITE (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.02.08a	Is there any evidence of fecal matter in the audited area?	15	Fecal matter is a potential contaminant to the product being grown. Produce that has come into direct contact with fecal matter is not to be harvested. A "no harvest zone" of approximately 5ft (1.5 m) radius should be implemented unless or until adequate mitigation measures have been considered. If evidence of fecal matter is found, a food safety assessment should be conducted by qualified workers. Consideration of the maturity stage and type of crop involved is required. Any evidence of human fecal matter in the growing area is an automatic failure.
2.02.08b	Is the fecal matter found in the audited area, a systematic event (not sporadic)? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	Animal fecal matter has the potential of representing contamination to the product being grown. Produce that has come into direct contact with fecal matter is not to be harvested. A "no harvest zone" approximately 5ft (1.5 m) radius should be implemented unless or until adequate mitigation measures have been considered. If evidence of fecal matter is found, a food safety assessment should be conducted by a qualified worker. This question is "no" if the grower has already noted this issue and performed adequate corrective actions. Consideration of the maturity stage and type of crop involved is required. If this question is answered Yes, automatic failure of this audit will result. Any evidence of human fecal matter in the growing area is an automatic failure.
2.02.09	Is there evidence of infants or toddlers in the audited area?	10	Infants and toddlers can represent potential contamination to the growing area, to the crop, to packaging and should not be present in the operations, including chemical or equipment storage areas.

GROUND HISTORY			
2.03.01	Were growing area(s) used for growing food crops for human consumption last season?	0	Land should be purchased or leased that has previously been successfully utilized for growing produce for human consumption, without incidence.
2.03.02	Has the growing area(s) been used for any non-agricultural functions? If No, go to 2.03.03.	0	Information gathering question. Purchase or lease of ground previously used for non-agricultural functions (e.g., toxic waste site, landfill, mining, extraction of oil or natural gas) should be avoided. Land should be purchased or leased that has previously been successfully utilized for growing produce for human consumption without incidence. <a href="http://www.epa.gov/superfund/health/index.htm">http://www.epa.gov/superfund/health/index.htm</a> .

GROUND HISTORY (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.03.02a	If the <b>growing area</b> been used previously for non-agricultural functions, have soil tests been conducted showing soil was negative or within an appropriate regulatory agency's approved limits for contaminants?	15	If the land had been used previously used for non-agricultural functions soil testing should be conducted to determine if the soil is free of contaminants (e.g. heavy metals, residues of persistent organic contaminants) that may still be present in the soil.
2.03.03	Has the growing area(s) been used for animal husbandry or grazing land for animals? If No, go to <b>2.03.04</b> .	0	<b>Information gathering question.</b> If the land was used previously for animal husbandry or grazing land for livestock, there should be a sufficient buffer time before growing a crop for human consumption.
2.03.03a	If the land was used previously for animal husbandry or grazing land for livestock, has a risk <b>assessment</b> been performed?	10	A risk <b>assessment</b> should be documented that includes recording the details of the animal grazing (commercial or domestic) and any risk reduction steps.
<b>2.03.04</b>	Has flooding from uncontrolled causes occurred on the growing area(s) since the previous growing season? If No, go to <b>2.03.05</b> .	0	<b>Information gathering question.</b> This would be the case of: the flowing or overflowing of a field with water outside a grower's control that is reasonably likely to contain microorganisms of significant public health concern and is reasonably likely to cause adulteration of edible portions of fresh produce in that field.
<b>2.03.04a</b>	If the growing area(s) and product was affected from the flood waters, is there documented evidence that corrective measures were taken to affected land and product?	15	If the growing area and/or product <b>were</b> affected from the flood waters, there <b>should be</b> documented evidence (archived for 2 years) that corrective measures were taken with affected land and/or product (e.g., photographs, sketched maps, etc.). <b>There</b> should be proof that affected product and product within approximately 30ft (9.1m) of the flooding should not have been harvested for human consumption and that replanting on formerly flooded production ground has not occurred for approximately 60 days if the ground has dried out, unless testing as noted in 2.03.04b has occurred.
<b>2.03.04b</b>	Have <b>product and/or</b> soil tests been conducted on the flooded area(s) showing <b>the product and/or</b> soil was negative or within an appropriate regulatory agency's approved limits for contaminants?	15	If flooding has occurred <b>on the farm</b> , soil clearance testing <b>should</b> be conducted <b>to ensure the product is safe for human consumption</b> or prior to planting. <b>Soil</b> testing <b>should</b> indicate soil levels of microorganisms lower than the standards for processed compost. Suitable representative samples should be collected for the entire area suspected to have been exposed. If results indicate no issues, then the replanting time line can be reduced from approximately 60 days to approximately 30 days.

GROUND HISTORY (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.03.04c	If septic or sewage systems adjacent to the growing area were affected by the flood waters, is there a documented inspection after flooding to insure they are functioning properly and are not a source of contamination?	10	There should be records of inspecting the sewage/septic systems after flooding, showing that they are functioning properly and are not a source of contamination.
2.03.05	Has a documented risk assessment been conducted at least annually for the operation?	10	A documented risk assessment of the growing area and surrounding areas should be performed and documented annually, and when any changes are made to the growing area or adjacent land. This should detail known or reasonable foreseeable risks/hazards, specific microbial, chemical and physical risks and their severity and likelihood of occurring in the following areas: previous use of the growing area, adjacent land use, water sources (chemical hazards e.g. heavy metals, perchlorate, etc. and microbial hazards e.g. <i>E. coli</i> ), water use, fertilizers, crop protection chemicals, worker health and hygiene, equipment and tools used for harvest, storage, transportation and any other applicable areas.
2.03.05a	If any risk is identified, have corrective actions and/or preventative measures been documented and implemented?	10	For any risks identified in the assessment, the operation should detail what practice is being done to minimize identified risk/hazard, how to measure/monitor the effectiveness of the practice, how often to measure, and how it is verified and recorded.

ADJACENT LAND USE			
2.04.01	Is the adjacent land to the growing area a possible source of contamination from intensive livestock production (e.g., feed lots, dairy operations, poultry houses, meat rendering operation)? If No, go to 2.04.02.	10	Adjacent refers to all parcels of land next to the growing operation, or within a distance where the crop in question may be affected. Intensive livestock production involves large numbers of animals on limited land. Examples of intensive livestock production are confined animal feeding operations (CAFO), cattle feed lots, dairy operations, poultry houses, etc. Consideration should be made for the topography of the land for runoff, potential flooding issues, and prevailing winds for manure related dust issues.

ADJACENT LAND USE (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.04.01a	Where there is intensive livestock production on the adjacent land, have appropriate measures been taken to mitigate this possible contamination source onto the growing area (e.g., buffer areas, physical barriers, foundation, fences, ditches, etc.)?	15	Animal or potential contaminant movement should be restricted with acceptable buffer zones, proper fencing and/or other physical barriers. A buffer zone of approximately 400 ft. (122 m) from the edge of the growing area which may increase or decrease depending on the risk variables i.e., topography (uphill from the crop or downhill from the crop) is needed. Rain induced runoff of animal waste should be diverted by trenching or similar land preparation. Leaking animal waste should be diverted by trenching or similar land preparation.
2.04.02	Is there evidence of domestic animals, wild animals, grazing lands (includes homes with hobby farms, and non-commercial livestock) in proximity to the growing operation? If No, go to 2.04.03.	10	This includes all non-intensive livestock production. Other examples include chicken coops, dogs, horses, homes with hobby farms, wild pigs etc. Auditor must consider the maturity stage and type of crop involved. For example, pig activity around a ground level berry crop is different from a high level tree crop.
2.04.02a	Have physical measures been put in place to restrain domestic and wild animals, grazing lands (includes homes with hobby farms, and non-commercial livestock) and their waste from entering the growing area (e.g., vegetative strips, wind breaks, physical barriers, berms, fences, diversion ditches)?	15	Mitigating measures should include a buffer area of approximately 30 ft. (9.1m) from the edge of the crop which may increase or decrease depending on the risk variables e.g. topography (uphill from the crop or downhill from the crop). Other measures may be used such as vegetative strips, wind breaks, physical barriers, berms, fences, diversion ditches to prevent or control runoff, mitigate particulates, etc.
2.04.03	Are untreated animal manure piles, compost, biosolids, or non-synthetic amendment stored and/or applied on adjacent land? If No, go to 2.04.04.	10	Adjacent refers to all parcels of land next to the growing operation or within a distance where the crop in question may be affected by untreated animal manure piles, compost, biosolids, or nonsynthetic amendment stored and/or applied on adjacent land.
2.04.03a	Where present, have physical measures been taken to secure untreated animal manure piles, compost, biosolids, or non-synthetic amendment stored and/or applied on adjacent land?	15	Mitigating measures should include a buffer area of approximately 400 ft. (122 m) from the edge of the crop which may increase or decrease depending on the risk variables e.g. topography (uphill from the crop or downhill from the crop). Other measures may include tarping systems, physical barriers, fences, ditches, etc. Implementing systems to redirect run off that may contain untreated manure, compost, or biosolids.
2.04.03b	If biosolids are stored and/or applied on adjacent land, has the adjacent landowner supplied paperwork confirming the biosolids meet prevailing guidelines, governmental, or local standards?	10	The adjacent landowner of where the biosolids are applied or stored should supply paperwork detailing sufficient information regarding the class of biosolids (e.g., Class AA, A, B): Information should be available that would make it possible to trace back to the source if needed. Information should be available to prove the materials meet prevailing guidelines, governmental, or local standards. Biosolid applications should be timed to avoid conflicts with growing schedules in adjacent fields.

ADJACENT LAND USE (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.04.04	Is the growing area situated in a higher risk location where contamination could occur from nearby operations or functions (e.g., leach fields, runoff or potential flooding from sewers, toilet systems, industrial facilities, labor camps, etc.)? If No, go to 2.04.05.	10	"Higher risk" refers to any nearby activities or operations that could pose a threat to the growing area or facility(s). These might include chemical, microbiological, or physical contamination or pollution. Examples include, but are not limited to, runoff or potential flooding from <b>septic systems</b> , sewers, toilet systems, industrial facilities, labor camps (issues of trash).
2.04.04a	Where the growing area is situated in a higher risk location, have appropriate measures been taken to mitigate risks related to nearby operations?	15	Mitigating measures should include a buffer area around the crop. For example with a properly designed leach field a buffer zone of approximately 30 ft. (9 m). Very high risk issues should consider approximately 400ft (122 m) or higher buffer zones. Buffer zone distances should be determined by considering the risk variables (e.g. topography, type of crop). Other mitigating measures may include physical barriers, fences, ditches, etc.
2.04.05 (New Question)	Are there any other potential risks in the adjacent land that could potentially lead to contamination of the growing area?	10	If there are any other potential sources of contamination to the growing area, this question is designed to allow the auditor to underline potential risks that are not covered by other more specific questions within the audit.
2.04.05a (New Question)	Have appropriate measures been taken to mitigate risks related to nearby operations?	15	If there are any other potential sources of contamination to the growing area, there should be mitigating measures to prevent contamination.
2.04.06	Is there evidence of human fecal matter in the adjacent land to the audited area? If No, go to 2.05.01.	15	If the fecal matter found combines with conditions that can increase the potential of contamination to the growing area, the crop or the field equipment, this represents a high risk situation that has to be addressed. Evidence of human fecal matter represents potential of contamination to the growing area, the crop and field equipment. If No, go to 2.05.01.
2.04.06a	Where there is evidence of human fecal matter in the adjacent land, are there adequate controls in place to mitigate risk (e.g., access controls (barriers), distance from the growing area and equipment, crop type and maturity, land condition, etc.)?	15	If human fecal matter is found in the adjacent land, there should be adequate controls in place, and records of any corrective or preventive actions taken.

INSPECTION			
Question No.	Question	Total Points	Expectation
2.05.01	Is there documented evidence of the internal audits performed, detailing findings and corrective actions?	15	There should be records of the internal audits <b>performed, meeting</b> the frequency defined in the program. The records should include <b>the</b> date of the audit, name of the internal auditor, justification for answers, detail any deficiencies found and the corrective actions taken. An audit checklist ( <b>ideally PrimusGFS</b> ) should be used <b>that covers all areas of the PrimusGFS audit, including growing area, storage area, worker amenities, external areas, worker practices, etc.</b> No downscore if another audit checklist is used, as long as all areas are covered. See 1.04 regarding internal audit schedule.
2.05.02	Are there chemical inventory logs for chemicals, including pesticides and fertilizers?	3	Chemicals within the scope of this question include pesticides, fertilizers, cleaners and sanitizers i.e. sanitation chemicals and food contact chemicals, such as chlorine, etc. Primary information in the product inventory includes: the product or chemical names, container volumes, number on hand, and location of containers. Inventory by storage area/type of chemical is optimal. The inventory should take into account the arrival of new stocks and any discrepancies should be explained. Minimum frequency for inventory checks should be monthly and a copy should be maintained separate from the chemical storage location(s).
2.05.03	Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	15	Chemicals are required to be stored in a designated area. The chemical storage area to be located away from any raw materials, packaging & finished food products. Spill controls should be in place for opened in use containers.
2.05.04	Are "food grade" and "non-food grade" chemicals used appropriately, according to the label and stored in a controlled manner?	10	All chemicals applied should be approved by the prevailing authority for their designated use and used according to label instructions. Only food grade lubricants should be used anywhere near product and packaging materials. "Food grade" and "non-food grade" materials should be stored in separate designated areas and adequately labeled. Grease guns and containers should be labeled adequately. Access to non-food grade materials should be limited to those entrusted with the correct use of chemicals.

INSPECTION (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.05.05	Are the crop, ingredients (including water), food contact packaging and food contact surfaces within accepted tolerances for spoilage and free from adulteration? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	The crop, ingredients (including water), food contact packaging and food contact surfaces should be free from spoilage, adulteration and/or gross contamination (21 CFR 110.3g). If legislation exists, then the contamination should be viewed against this legislation (e.g., USDA Grading Standards often include decay tolerances). Spoilage and adulteration would include any physical, chemical or biological contamination including blood and bodily fluids. Measures should be taken to prevent any known or reasonably foreseeable hazard (e.g., Clostridium botulinum in mushrooms). This question is designed to allow an auditor to halt an audit when finding gross contamination issues.

TRAINING			
Question No.	Question	Total Points	Expectation
2.06.01	Is there a food safety hygiene training program covering new and existing workers and are there records of these training events?	15	There should be a formal training program to inform workers of the current policies and requirements of the company regarding hygiene. Training should be in the language understood by the workers, and training type and intensity should reflect the risks associated with the products/processes. Frequency should be at the start of the season and then at some topics covered at least quarterly, but ideally monthly. These trainings should cover food safety and hygiene, the importance of detecting food safety and/or hygiene issues with co-workers and visitors, and all food safety or hygiene issues in which they are responsible. Training logs should have a clearly defined topic(s) covered, trainer(s) and material(s) used/given. Topics include, but not limited to, hand washing, protective clothing (where applicable), recognizing and reporting injury and illness, blood and bodily fluids, jewelry, dropped product, animal intrusion, food defense. There should be records of workers who have attended each session.
2.06.02	Are there written and communicated procedures in place that require food handlers to report any cuts or grazes and/or if they are suffering from any illnesses that might be a contamination risk to the products being produced, and return to work requirements? (In countries with health privacy/confidentiality laws, e.g. USA, auditors can check procedure/policy but not actual records).	10	There should be documented procedures that are communicated to food handlers (e.g., worker signature on a training log) to food handlers, requiring them to report any cuts, grazes and/or any illnesses that might be a food safety cross contamination risk. Procedures to note return to work requirements for affected workers. Procedures should cover recording requirements, but auditors should not request to review records where countries have laws covering privacy/confidentiality of health records.

TRAINING (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.06.03	Are there worker food safety non-conformance records and associated corrective actions (including retraining records)?	3	There should be records covering when workers are found systematically not following food safety requirements. These records should also show corrective actions and evidence that retraining has occurred (where relevant).

FIELD WORKER HYGIENE (APPLIES TO ON-THE-FARM WORKERS, NOT THE HARVESTING WORKERS)			
2.07.01	Are toilet facilities adequate in number and location? <b>A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	At least one toilet per 20 workers should be provided, or if more stringent, as per prevailing national/local guidelines, and should be within 1/4 mile or 5 minutes walking distance of where workers are located. Toilet facilities should be available to all workers and visitors. Automatic failure if there are insufficient or inadequate toilet facilities.
2.07.01a	Are toilet facilities in a suitable location to prevent contamination to product, packaging, equipment, and growing areas?	15	Placement of toilet facilities should be in a suitable location to prevent contamination to product, packaging, equipment, water sources, and growing areas. Consideration should be given when portable units are used so that they are not parked (if on trailers) too close to the edge of the crop.
2.07.01b	Are the catch basins of the toilets designed and maintained to prevent contamination (e.g., free from leaks and cracks)?	5	Catch basins from toilets must be designed and maintained properly to prevent contamination onto field, product, packaging and equipment. Catch basins should be free of leaks, cracks and constructed of durable materials that will not degrade or decompose, such as wood.
2.07.01c	Is there a documented procedure for emptying the catch basin in a hygienic manner and also in a way that prevents product, packaging, equipment, water systems and growing area contamination?	5	If self contained toilets are used, the toilet basins should be emptied, pumped, and cleaned in a manner to avoid contamination to product, packaging, equipment, water systems and growing area(s). Equipment used in emptying/pumping must be in good working order. A documented policy should exist and should include a response plan for major leaks or spills.
2.07.01d	Are toilets constructed of materials that are easy to clean?	3	Toilet facilities should be constructed of non-porous materials that are easy to clean and sanitize.
2.07.01e	Are the toilet materials constructed of a light color allowing easy evaluation of cleaning performance?	3	Toilets should be constructed of materials light in color, allowing easy evaluation of cleaning performance.

FIELD WORKER HYGIENE (APPLIES TO ON-THE-FARM WORKERS, NOT THE HARVESTING WORKERS) (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.07.01f	Are toilets supplied with toilet paper and is the toilet paper maintained properly (e.g., toilet paper rolls are not stored on the floor or in the urinals)?	5	Toilet paper should be provided in a suitable holder in each toilet facility. Toilet paper should be maintained properly (e.g., toilet paper rolls are not stored on the floor or in the urinals).
2.07.01g	Are the toilet facilities and hand washing stations clean and are there records showing toilet cleaning, servicing and stocking is occurring regularly?	10	Toilet facilities and hand washing stations should be cleaned and sanitized on a regular basis. Servicing records (either contracted or in-house) should be available for review showing toilet cleaning, servicing and stocking is occurring regularly. Toilet paper should be available at each toilet location and maintained in a hygienic manner (held on rolls, not placed in urinals or on the floor). Soiled tissue should be flushed down the toilet/placed in the holding tank (not placed in trash cans and/or on the floor).
2.07.02	Is hand washing signage posted appropriately?	5	Toilet facilities should have hand washing signs as a reminder to wash hands before and after eating, returning to work and after using the toilet. Signs need to be posted and in the language of the workers (visual signs are allowed). The visuals or signs should be permanent and placed in key areas where workers can easily see them.
2.07.03	Are hand washing stations adequate in number and appropriately located for worker access and monitoring usage? <b>A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	Enough hand washing stations, in working order, should be provided to ensure efficient worker flow (1 per 20 people on site), and be available to all workers and visitors. Hands free is an optimum system. Hand washing stations should be located within close proximity of toilet facilities and 1/4 mile or 5 minutes walking distance of where workers are located.
2.07.03a	Are the hand wash stations designed and maintained properly (e.g., ability to capture or control rinse water to prevent contamination onto product, packaging, and growing area, free of clogged drains, etc.)?	5	Hand wash stations should be free of clogged drains, designed and maintained properly to capture or control rinse water that could cause contamination onto product, packaging, equipment and growing area(s).
2.07.03b	Are hand wash stations clearly visible (e.g., situated outside the toilet facility) and easily accessible to workers?	5	Hand wash stations should be clearly visible (i.e. situated outside the toilet facility) in order to verify hand washing activities, and easily accessible to workers.
2.07.03c	Are hand wash stations adequately stocked with unscented soap and paper towels?	5	All hand washing facilities should be properly stocked with liquid non-perfumed, neutral or antiseptic soap. Single use paper towels should be used and units properly located. There should be an adequate stock of soap and paper towels.

FIELD WORKER HYGIENE (APPLIES TO ON-THE-FARM WORKERS, NOT THE HARVESTING WORKERS) (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.07.04	Are workers washing and sanitizing their hands before starting work each day, after using the restroom, after breaks, before putting on gloves and whenever hands may be contaminated?	15	Worker conformance to hand washing and sanitizing procedures should be assessed as washing hands is the first step in avoiding food contamination. Workers should be observed washing their hands prior to beginning work, after breaks, after using the toilets, before putting on gloves, and whenever hands may have become a source of contamination (e.g., after eating, after using a handkerchief or tissue, smoking, drinking, etc.).
2.07.05	Is there no sign of any worker with boils, sores, open wounds or exhibiting signs of foodborne illness working directly or indirectly with food?	10	Workers who have exposed boils, sores, exposed infected wounds, foodborne illness or any other source of abnormal microbial contamination should not be allowed to work in contact with the product, packaging or food contact surfaces.
2.07.06	Is jewelry confined to a plain wedding band and watches are not worn?	5	Workers are not observed wearing jewelry (including earrings, ear gages, necklaces, bracelets, rings with stones, rings or studs in nose, lip and eyebrow, watches) in the growing area. Plain wedding bands are the only exception. Other examples of foreign items maybe a source of foreign material contamination include studs, false finger nails and finger nail polish, false eye lashes, eye lash extensions and badges.
2.07.07 (New Question)	Worker personal items are not being stored in the growing area(s) or material storage area(s)?	5	Workers should have a designated area for storing personal items such as coats, shoes, purses, medication, phones, etc. Areas set aside for workers' personal items should be far enough away from growing area(s) and material storage area(s) to prevent contamination and avoid food security risks.
2.07.08	Is smoking, eating, chewing and drinking confined to designated areas, and spitting is prohibited in all areas?	5	Smoking, chewing tobacco, chewing gum, drinking and eating is permitted in designated areas that are away from growing and storage areas. Spitting should be prohibited in all areas. Smoking should not be permitted in eating and drinking areas. Potable water should be provided for drinking, following local and national laws.
2.07.09	Is fresh potable drinking water readily accessible to workers?	10	Fresh potable water meeting the quality standards for drinking water should be available for workers on-site to prevent dehydration. The term "potable" meaning that the water is of drinking water quality (e.g., the EPA Drinking Water Standard or equivalent). If water containers are used, they should be maintained in a clean condition, free from residues and contamination to ensure workers are not adversely affected by contaminated water from unclean containers.
2.07.09a (New Question)	Are single use cups provided (unless a drinking fountain is used) and made available near the drinking water?	5	Single use cups should be provided so that cross contamination issues are avoided from person to person. Examples include single-use paper cups, drinking fountains, etc.

<b>FIELD WORKER HYGIENE</b> (APPLIES TO ON-THE-FARM WORKERS, NOT THE HARVESTING WORKERS) (CONTINUED)			
Question No.	Question	Total Points	Expectation
2.07.10	Are first aid kits <b>adequately stocked and readily</b> available?	5	First aid kit(s) should be adequately supplied to reflect the kinds of injuries that occur (including any chemicals stored on-site) and should be stored in an area where they are readily available for emergency access. Date-coded materials should be within dates of expiration. Gloves should be worn over all band aids on hands.
2.07.11	Are there <b>adequate</b> trash cans placed in suitable locations?	5	There should be adequate measures for trash disposal so that the growing and storage areas are not contaminated. Containers (e.g. dumpsters, cans) should be available and placed in suitable locations for the disposal of waste and trash.
2.07.12	Have any potential foreign material issues (e.g., metal, glass, plastic) contamination issues been controlled?	5	There should be no foreign material issues that are or could be potential risks to the product. Examples include, but are not limited to, glass bottles, unprotected lights on equipment, staples on wooden crates, hair pins, using “snappable” blades instead of one piece blades, broken and brittle plastic issues on re-useable totes.

SEE FERTILIZER, WATER & PESTICIDE TABLES FOR THOSE SECTIONS

WHERE LAWS, COMMODITY SPECIFIC GUIDELINES AND/OR BEST PRACTICE RECOMMENDATIONS EXIST AND ARE DERIVED FROM A REPUTABLE SOURCE, THEN THESE PRACTICES AND PARAMETERS SHOULD BE USED. AUDIT USERS SHOULD ALLOW A DEGREE OF RISK ASSOCIATION IF LAWS, GUIDELINES, BEST PRACTICES, ETC., HAVE NOT BEEN DOCUMENTED.