Maryland
Department of Agriculture

MDA Good Agricultural Practices (GAPs) Inspection Report

Review Date _____

Farm Name
Location Address
City, State, Zip
Person Responsible for Overseeing GAPs

What high-risk crops are grown on your farm?
Leafy greens, tomatoes, berries and melons are considered to be the high-risk crops. Other uncooked crops can also pose a risk.

_____

_____

Does the farm have a written GAP/GHPs plan that addresses the requirements of the program?

☐ Yes ☐ No

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).*

Farm and Field Section

Workers

1. Training on proper sanitation and hygiene practices is given to all staff including family workers.
   ☐ Yes ☐ No ☐ **Doc**

   Showing the Cornell Health and Hygiene video, and having workers sign a log after seeing it will be adequate.

2. 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

3. Signs are posted in bathrooms to remind workers of hand-washing and sanitation practices.
   □ Yes □ No

4. All toilet/restroom facilities are cleaned on a scheduled basis. They are supplied with paper towels, toilet paper, hand soap, and potable water.
   □ Yes □ No

5. Smoking and eating are done in designated areas, separate from where food is grown and handled.
   □ Yes □ No

6. Sick workers (with diarrheal disease or symptoms of other infectious diseases) are kept from handling fresh produce.
   □ Yes □ No

7. 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

8. Workers are required to seek treatment for cuts, abrasions, and other injuries.
   □ Yes □ No

9. Pesticide applicators applying restricted materials must have a pesticide applicator's license or work under the supervision of a licensed applicator.
   □ Yes □ No □ **Doc (Copy of pesticide applicator's license)** □ N/A, we do not use restricted materials.

10. 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.
    □ Yes □ No □ N/A, we do not use portable toilets.

    An example distance would be having porta-potties placed at least 30 feet from fields.

11. Procedures are in place in the event of a spill or leak of field sanitation units or toilet facilities.
    □ Yes □ No

Water

12. Water tests for *coliform* have been completed for each water source. If test results are undesirable, sufficient mitigation tests have been taken.
    □ Yes □ No □ **Doc**

    Water test results should be attached. Mitigation steps include treating pond with potassium permanganate, using sand filters, allowing time barrier between the application of water and harvesting crop, shocking the well, using chlorine injectors or using a different irrigation method.

    List the water sources and type of irrigation you use on your crops, and what crops they are used on:

    _____

    _____

    _____

    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: Average should be less than 126 cfu/100ml water.
    One sample is allowed to be 235 cfu/100ml water.
    Contact water includes irrigation methods where water will touch the crop, such as sprinkler/overhead irrigation, frost protection, etc.

    Noncontact water: Average should be less than 126 cfu/100 ml water.

One sample is allowed to be 576 cfu/100ml water.

Noncontact water includes irrigation methods where water does not touch the crop, such as drip/furrow irrigation.

13. Potable (drinkable) water is available to all workers.
    □ Yes □ No □ **Doc**

    Include a copy of any water tests for potable water sources. There should be one test done at the beginning of each year.

14. 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.
    □ Yes □ No

    The water quality assessment should address type of irrigation used, water source, and risks associated with each practice.

15. Potable water is used for the application of pesticides and other chemical materials on crops.
    □ Yes □ No □ **Doc** □ N/A, pesticides and chemicals are not applied

16. Steps are taken to prevent the contamination of irrigation water (from direct or indirect sources).
    □ Yes □ No

    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, and ensuring that the well casing and cap are secure, among others.

17. If land has been flooded with potential fecal contamination, the field is considered adulterated and is not harvested.
    □ Yes □ No □ N/A, land has not been contaminated or flooded.

    According to the FDA, produce flooded with fecal contamination is "adulterated", and must be thrown out. Any later plantings are fine (for example, if a field is flooded in July, a fall crop can still be planted and is considered fine).

Animals

18. 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.
    □ Yes □ No □ N/A, we have no manure lagoons, manure storage, or animal areas.

    Barriers may include a grasser 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.

19. 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.
    □ Yes □ No □ **Doc**

    Keep a log of animal (both domestic and wild) activity seen in fields. Reasonable measures of animal prevention include traps, kill permits, propane canons, etc.

20. If animal feces are found in fields, steps are taken to reduce contamination.
    □ Yes □ No

    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.

21. **Fertilizer Type (check the option that applies, then answer questions under that option)**

□ *Option A: No Manure/Compost is Used*

a. No manure or compost is used.
   □ Yes □ No

b. Only synthetic fertilizers are used.
   □ Yes □ No

□ *Option B: Raw manure*

a. If raw manure is used, it is incorporated into the soil at least 2 weeks before planting and is applied 120 days before harvest (90 days for crops that do not touch the ground).
   □ Yes □ No □ **Doc**

b. Manure is stored properly prior to use, with efforts made to reduce contamination into crop production areas.
□ Yes □ No

□ *Option C: Composted Manure*

a. Only composted manure is used as a soil amendment.
□ Yes □ No

b. Composted manure is properly treated and composted.
□ Yes □ No □ **Doc**

A log needs to be kept of date, temperature, and how often compost is turned.
Proper composting includes: Carbon to Nitrogen ratio of 25:1 – 40:1.
Compost reaching temperatures between 131°F -- 170°F for at least 15 days.
Turned 5 times during the process.

c. Composted manure is properly stored, so that contamination to fields is minimized.
□ Yes □ No

d. If compost or treated manure was bought, a certificate of compliance is included from the manufacturer.
□ Yes □ No □ **Doc** □ N/A, compost was not bought.

Field Harvesting and Transportation

22. 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.
□ Yes □ No □ N/A, the farm has been agricultural for over 3 years.

23. All harvesting containers and bulk hauling vehicles that have direct contact with crops are cleaned and/or sanitized on a scheduled basis. Measures are taken to remove excess dirt and mud from produce and containers during harvest. Damaged containers are properly repaired or disposed of.
□ Yes □ No

24. All hand harvesting equipment and implements (such as knives, pruners, etc) are kept as clean as practical and are disinfected on a scheduled basis.

□ Yes □ No □ N/A, no hand harvesting equipment is used.

25. Harvesting equipment and/or machinery that comes into contact with the product is in good repair.
□ Yes □ No □ N/A, no machinery comes into contact with the product.

26. 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.
□ Yes □ No □ N/A, no light bulbs or glass are over the produce.

27. If crop contamination by chemicals, petroleum, or pesticides occurs, there is a cleanup procedure.
□ Yes □ No

28. If crops are mechanically harvested, the crop is inspected at harvest for glass, metal, rocks, and other foreign items.
□ Yes □ No □ N/A, crops are not mechanically harvested.

29. Harvesting containers and baskets are not used for carrying/storing non-produce items.
□ Yes □ No

30. Water applied to the harvested product is potable.
□ Yes □ No □ **Doc** □, N/A, no water is applied to the harvested product.

Records for this water source may already be included, if source is used for drinking water or irrigation. Water used post harvest must meet the drinking water standard which includes testing for nitrates.

31. Transportation equipment for moving crops is clean and in good repair.
□ Yes □ No

32. Containers used in field pack operations are stored under cover and are protected from contamination.
□ Yes □ No

Packing House and/or Storage Area

33. Any water and ice used in the packinghouse or for storage is potable.
    □ Yes □ No □ **Doc** □ N/A, no water or ice are used in the packinghouse or for storage.

    Records may already be included. If the ice was purchased, include a receipt.

34. If dump tanks are used, or water is reused, the water needs to be treated to reduce microbial contamination. If not, alternative mitigation steps are in place.
    □ Yes □ No □ **Doc** □ N/A, dump tanks are not used.

    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). If a sanitizer is used, the ppm, water temperature, and water pH (between 6 -7.5) must be monitored and recorded. This allows for maximum effectiveness of the sanitizer in reducing microbes.

35. 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**

    Maintain a log of when cleanings occur.

36. 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

37. Only food-grade materials and chemicals are used on the packing equipment. Chemicals not approved are stored away from the packing area.
    □ Yes □ No □ N/A, no chemicals are used on the packing equipment.

38. The packing house and storage area is reasonably clean, free of litter and standing water.
    □ Yes □ No

39. Worker's break facilities are located away from the product and packing area. No eating, smoking, etc. are done at the packing line.
    □ Yes □ No

40. Pallets and containers are cleaned on a scheduled basis.
    □ Yes □ No

41. Measures are taken to exclude animals and pests (such as flies, pets, rodents, and birds) from storage and packing facilities. The pest control program is explained in the food safety plan, and a log is kept for pest sightings and kills.
    □ Yes □ No □ **Doc**

    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.

42. The temperature of any climate-controlled rooms and areas (such as coolers) are monitored and recorded on a scheduled basis.
    □ Yes □ No □ **Doc** □ N/A, we have no climate-controlled rooms.

    A log should be kept with the date and cooler temperature.

43. Produce is not loaded or stored with potentially contaminating products. Trucks and any means of transportation are thoroughly cleaned before hauling produce.
    □ Yes □ No

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:
  - 1. Training on proper sanitation and hygiene practices is given to all staff and family.
  - 12. Water tests for *coliform* have been completed if water is used for crops…
  - 17. If land has been flooded with potential fecal contamination…
  - 18. Crop production areas are not located near manure lagoons…
  - 21. Option A, a.: If raw manure is used, it is incorporated into the soil….
  - 21. Option B, b.: Composted manure is properly treated and composted.

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: _____