**UPFE Group GAP Checklist**

The following checklist is a list of the items in the UPFE Food Safety Manual that require you to write in policies and procedures specific to your farm. Please change the template to fit the needs of your operation as necessary. Your food safety plan will be considered incomplete if these items are not completed.

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| **Page #** | **Food Safety Requirement** | **Completed?** |
| 2 | **Farm Maps**  Have maps of your farm on file. Include crop production areas, wash/pack areas, break areas, pest control traps, and areas adjacent to the farm. Indicate a general product flow pattern. Uniquely label fields for your traceability plan. Label all structures on property. |  |
| 3 | **Crop list**  List all crops you intend to become certified through GAP. Focus on the crops that you’ll be selling beyond direct to market. |  |
| 4-5 | **Traceability Plan and Mock Recall**  Come up with a way to uniquely identify every product that comes off of your farm and test your plan with a mock recall. Complete the log. *NOTE: traceability comes up many times throughout the audit, so this one is worth a lot of points!* |  |
| 6 | **Water Quality Assessment**  Test your water source(s). Note what each source is used for. Implement any corrective actions if risk of contamination exists. |  |
| 7 | **Sanitation and Hygiene Practices**  Write down how often you clean your toilet/restrooms/field sanitation units and fill out the corresponding log when you do |  |
| 9 | **Preharvest/Postharvest Material**  Obtain copies of Material Safety Data Sheets for any pesticides, purchased fertilizers, herbicides, sanitizers, etc., even if the materials are organic (ie: neem oil, Bt, etc.). Indicate any contracted activity on your farm. None? Check the box |  |
| 10 | **Animal Monitoring and Soil Amendment Policy**  Indicate how often you monitor for animal activity on your farm-fill out the corresponding log.  Select the manure/compost policy that fits your farm. If using compost, make sure to fill out the compost time and temperature log or have documentation on file proving that it was properly treated |  |
| 11 | **Previous Land Use Risk Assessment**  Fill out the form, and implement any corrective actions as necessary. |  |
| 12 | **Harvest Containers**  Write in policy for covering your produce between harvest and packing. Describe process for cleaning/sanitizing harvesting containers |  |
| 13 | **Packing Materials**  Describe what your farm uses to pack products |  |
| 14 | **Packing Area**  Describe how you wash your produce. Make sure to mention how you ensure that high risk crops (i.e., cut leafy greens), are not contaminated when being washed. Mention how food contact surfaces are treated. If using wash water sanitizers, note them here. |  |
| 15 | **Rodent and Pest Control**  Outline your pest control program here. Make sure to include how often you monitor. |  |
| 16 | **Storage and Refrigeration**  Write in your cleaning schedule for your storage area and refrigeration area. Describe your thermometer calibration procedure. |  |
| 17 | **Transportation**  Describe how you maintain appropriate temperatures for crops during transportation. List said temps for each crop. *Note: USDA guidance says that cut leafy greens need to be at or below 41°F when they arrive at their destination.* |  |
| 22 | **Worker Training**  Sign here that you’ve been trained. Have any other farm workers sign this. |  |