



# **2016-2017 Global GAP Manual Version 5.0**



# **2016-2017 Global GAP Manual Version 5.0**

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**(Farm Name)**

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## Introduction

Food safety at Dole Berry Company is our top priority. To achieve the highest level of overall food safety, adherence to Good Agricultural Practices (GAP's) on the farm and Good Management Practices (GMP's) in the packinghouses and coolers are standard. Key issues concerning grower responsibility, environmental stewardship and worker protection that Dole growers meet and exceed according to the Global GAP ([www.globalgap.org](http://www.globalgap.org)) standards of production. These standards include:

- **Monitoring of Water Microbiology:** All water sources for Dole berry suppliers and affiliated packinghouses are closely monitored including pesticide application water, irrigation water, handwash water, drinking water, cold protection water sources and facility water sources. At a minimum, annual water tests are conducted to ensure no cross contamination from water to product.
- **Pesticide Residue Testing:** Dole fruit is tested prior to packing for pesticide residues and as necessary for supply to international markets. Any fruit which does not meet our standards shall not be marketed by Dole.
- **Training Procedures:** All employees for Dole berry suppliers must be trained in proper hygiene, worker safety, equipment safety and pesticide safety. Hygiene training includes worker procedures such as hand washing and proper work attire, correct practices for packing and procedures concerning product contamination prevention. Fields must be free of all trash and debris which might attract animals and ultimately lead to food safety contamination risk. Workers are trained on pesticide Re Entry Intervals (REI's) and Pre Harvest Intervals (PHI's), proper equipment usage as necessary and emergency procedures among other things.
- **Product Traceability:** Dole is able to trace product back to the farm and identify date and location of a harvested berry in a time efficient manner, regardless of whether that berry was grown in the US or abroad.

The ultimate goal of these standards, the GAP's and GMP's and the procedures that support them is to guarantee the delivery of a safe and reliable supply of quality berries.

To ensure the Dole Berry growers uniformly adhere to food safety requirements, our farms are audited by an independent third party. The third party auditor has no stake in the outcome of the audits. The auditor's mandate is to assess the compliance of our growers or packing facilities with the set standards seen in this manual and throughout the food safety program. Through the use of third party audits and a comprehensive food safety program, marketers and consumers can have an increased level of confidence in the integrity of the supply chain of Dole products.



Scott Prospect  
Food Safety Manager

## Section A - Introduction

The reasons for adhering to Global G.A.P. standards are:

1. Maintain consumer confidence in food quality and safety.
2. Minimize detrimental impact to the environment while conserving nature and wildlife.
3. Reduce the use of agrichemicals.
4. Improve the efficiency of natural resource usage.
5. Ensure a responsible attitude toward worker health and safety.

Growers who adopt Global G.A.P. greatly increase their level of food safety.

Production of consistently high quality berries using Good Agricultural Practices and Good Management Practices while embracing a responsibility for environmental stewardship and worker health and safety is the future of the berry industry. Dole embraces this philosophy and continues to set standards for the industry in health and food safety programs.

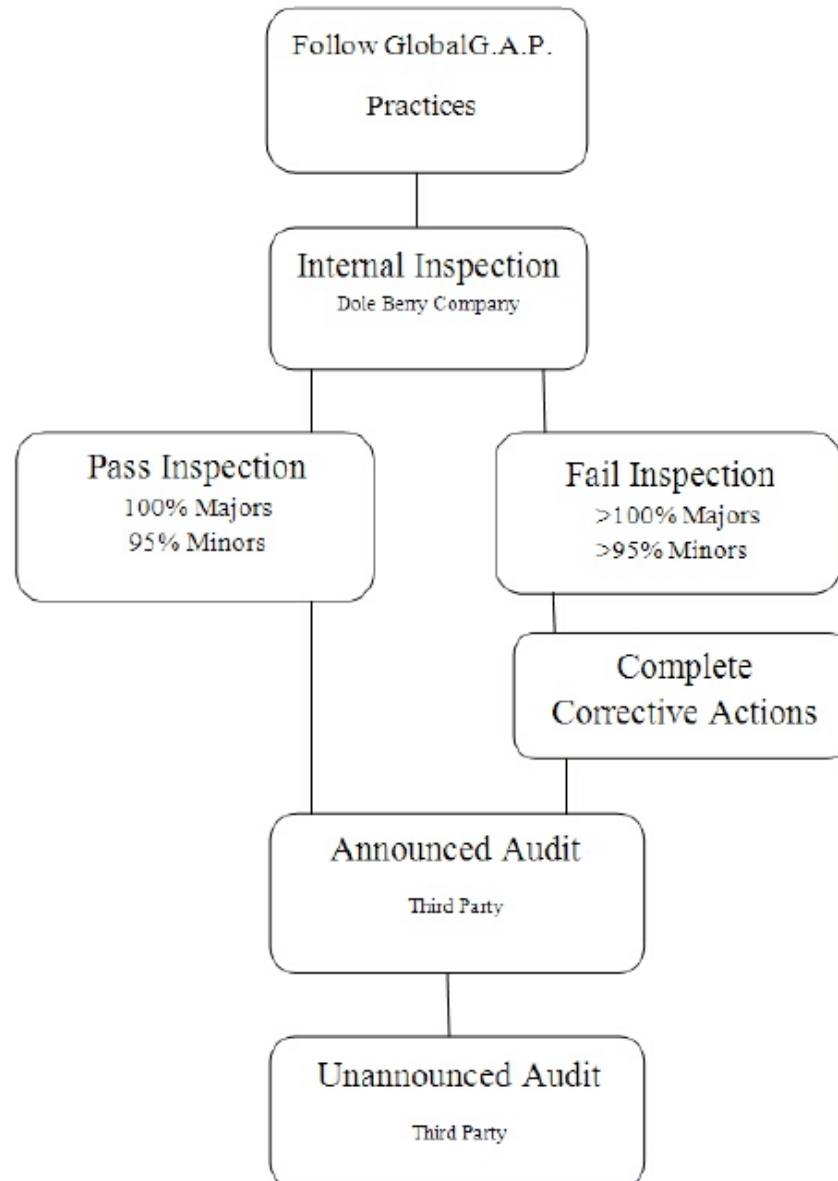
## Section B - The Process

Information contained within this book should be used to bring farms into compliance with Global G.A.P standards. Dole Berry Company will provide assistance with information as necessary. If you need assistance contact Jonathan Bentley at 863-514-5986, Sandra Stratton at 863-837-1279, or Scott Prospect at 863-991-2928.

Once your farm is ready for compliance with Global G.A.P. standards, an internal audit will be conducted. After the internal audit is finished, growers make corrective actions on any area that was found to be deficient. Once corrective actions are received and determined to be acceptable, grower is approved. Approved growers will be subject to third party audits by an independent auditing company. A portion of growers are randomly selected for these third party audits. It is necessary for all growers to fully cooperate for Dole to maintain its Global GAP certificate.

## How Global G.A.P. Auditing Works

### How Global G.A.P. Auditing Works



## All Farm Base

# Part



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## All Farm Base

## AF 1 Site History and Site Management

It is company policy of

\_\_\_\_\_  
(Farm Name)

that the following control points will be maintained:

AF 1.1.1 A complete farm map that identifies all fields, water sources, fertilizer storage, chemical storage handling locations, ponds and any on farm product storage cooling.

AF 1.1.2 A recording system be established for each field. This recording system will be a record of all agronomic and horticultural activities implemented in these areas. All fields will be identified to ensure practices can be related back to individual areas.

AF 1.2.1 An annually reviewed Site Risk Assessment for all production areas including any new sites.

AF 1.2.2 A developed management plan that establishes strategies to minimize the risks identified in the risk assessment for the site (AF 1.2.1).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

(Insert maps in this section)

## AF 1.2.1 Introduction to Risk Assessments

### Introduction to Risk Assessment

In the GLOBAL G.A.P. IFA Standard a number of risk assessments are required in order to facilitate food safety, workers health and safety, and environmental protection. This guidance document provides assistance to producers.

### Five Steps to Risk Assessment

A risk assessment is an important step in protecting the products, workers and business, as well as complying with GLOBAL G.A.P. requirements and the law. A risk assessment helps you to focus on those risks that really matter in the workplace – the ones with the potential to cause real harm. In many instances, straightforward simple, effective, and inexpensive measures can readily control risks (e.g. ensuring spillages are cleaned up promptly so product cannot be contaminated).

It is not expected that you eliminate all risks, but you are expected and required to protect your products and workers as far as is 'reasonably practicable'.

This is not the only way to do a risk assessment; there are other methods that work well, particularly for more complex risks and/or circumstances. However, we believe this method provides a straightforward approach for most producers. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures. Accidents and ill health can ruin lives and affect the business too if output is lost or you have to go to court. Producers are legally required to assess the risks in their workplace so that a plan to control the risks can be put in place.

### What is Risk Assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to the product, environment and/or workers, so that you can evaluate whether or not you have taken sufficient precautions or should do more to prevent harm.

**Don't over-complicate** the process. In many enterprises, the risks are well known and the necessary control measures are easy to apply. Check that you have taken reasonable precautions to avoid contamination and/or injury.

When thinking about your risk assessment, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders etc.;
- the **risk** is the frequency, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### How to Assess the Risks in Your Enterprise

Step 1: Identify the hazards.

Step 2: Decide who/what might be harmed and how.

Step 3: Evaluate the risks and decide on precautions.

Step 4: Record the work plan/findings and implement them.

Step 5: Review the assessment and update if necessary.

### Step 1 Identify the Hazards

First, you need to identify how product, environment, and/or workers could be harmed. Here are some tips to help identify the ones that matter:

- Walk around the workplace and look at what could reasonably be expected to cause harm (e.g. situations, equipment, products, practices, etc.).
- Ask the workers (if applicable) or their representatives what they think. They may have noticed things that are not immediately obvious to you.
- Check manufacturer's instructions or data sheets for chemicals and equipment as they can be very helpful in identifying the hazards and putting them in their true perspective.
- Review prior incidence and accident records – as these often help to identify less obvious hazards. Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as (food) safety hazards.



**Step 2 Decide Who/What Might Be Harmed and How**

For each hazard, you need to be clear about who or what might be harmed; this will help to identify the best way of managing the risk.

Remember:

- Some activities have particular requirements (e.g. harvesting).
- Extra thought will be needed for some hazards, especially in situations where individuals (e.g. cleaners, visitors, contractors, maintenance workers, etc.) may not be in the workplace all the time.

**Step 3 Evaluate the Risks and Decide on Precautions**

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what is being done against what is already defined as good practice.

So first, look at what you are already doing, think about what controls you have in place and how the work is organized. Then compare that with the good practices and see if there's more you should be doing to bring yourself up to standard. During your evaluation process, consider the following:

- Can I get rid of the hazard altogether?
- If not, how can I manage the risks so that harm is unlikely?

When managing risks, if possible, apply the principles below in the following order:

- Try a less risky option (e.g. switch to using a less hazardous chemical);
- Prevent access to the hazard (e.g. by guarding);
- Organize the work/tasks to reduce exposure to the hazard ;
- Issue personal protective equipment (e.g. clothing, footwear, goggles, etc.);
- Provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Involve staff (if applicable), so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

**Step 4 Record the Findings and Implement Them**

Putting the results of the risk assessment into practice will make a difference when looking after food safety, workers health and safety, and your business.

Writing down the results of the risk assessment, and sharing them with your staff, encourages you to complete the implementation.

When writing down the results, keep it simple (e.g. contamination at harvest: hand-washing facilities at the field).

It is not expected that the risk assessment be perfect, but it must be suitable and sufficient. You need to be able to show that:

- A proper check was made;
- You asked who or what might be affected;
- You dealt with all the significant hazards,
- The precautions are reasonable and the remaining risk is low; and
- You involved your staff or their representatives (where applicable) in the process.

A good plan of action often includes a mixture of different responses such as:

- Temporary solution until more reliable controls can be put in place;
- Long-term solutions to those risks most likely to cause accidents or ill health;
- Long-term solutions to those risks with the worst potential consequences;
- Arrangements for training employees on the primary risks that remain and how these risks are to be controlled;
- Regular checks to make sure that the control measures stay in place;
- Clearly defined responsibilities – who will lead on what action and by when.

Remember, prioritize and address the most important things first. As you complete each action, check it off your work plan.

#### **Step 5 Review the Risk Assessment and Update if Necessary**

Few enterprises stay the same. Sooner or later, you will bring in new equipment, substances and/or procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year, formally review where you are with respect to recognized good practices, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again:

- Have there been any changes?
- Are there improvements you still need to make?
- Have your workers spotted problems?
- Have you learned anything from incidences or near misses?

#### **Make sure your risk assessment stays up to date.**

When you are running a business, it's all too easy to forget about reviewing your risk assessment – until something has gone wrong and it's too late. Why not set a review date for this risk assessment now? Write it down and note it in your calendar as an annual event.

During the year, if there is a significant change, don't wait. Check the risk assessment and, where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning a change – that way there is more flexibility.

Source: Five Steps to Risk Assessment, Health and Safety Executive; [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

## AF 1.2.1 Risk Assessment for Site

**Factors to consider (note: this is not an exhaustive list of factors):**

**Legislation:**

Local regulations should be checked first to verify legal compliance.

**Prior Use of Land:**

**1. Previous crops:** for example, cotton production typically involves heavy use of residual herbicides that can have long-term effects on cereal and other vegetable crops.

**2. Industrial or military use:** for example, former vehicle parks may have considerable petroleum contamination.

**3. Landfill or mining sites:** may have unacceptable waste in their subsoil that can contaminate subsequent crops which may be subject to sudden subsidence endangering persons working on the land.

**4. Natural vegetation:** might harbor pests, diseases, and/or weeds.

**5. Adjacent land use:** How is the land surrounding your farm being utilized? Grazing, residential, other field crops, native woodlands, cow calf operation, animal husbandry, waste dump sites.

**Soil:** The risk assessment should cover structural suitability for intended use, structural susceptibility to erosion; and chemical suitability for intended crops.

**Erosion:** The risk assessment should determine if there are, or could be, losses of topsoil by water/wind that may affect crop yields, and/or affect land and water downstream.

**Drainage patterns:** Liability to flooding and/or erosion

**Wind exposure:** Excessive wind speeds can cause crop losses

**Water:**

**Water quality:**

1. To be determined by the local authority to be fit for purpose or if there is no local standard, then results from appropriate laboratories, capable of performing chemical and/or microbiological analyses up to ISO 17025 level, or equivalent standard, must be available to show that irrigation water quality complies with the criteria as set out in Table 3, p39 of the WHO Health Guideline for the use of wastewater in Agriculture and Aquaculture. (see WHO Technical Report Series 778, 1989 Table 3 at end of document).

2. Drinking water quality: WHO Guidelines for Drinking-water Quality; 3<sup>rd</sup> Ed, Incorporating the first and second addenda, Vol. 1 2008 (see Table 7.7 Guideline values for verification of microbial quality at the end of the document).

**Availability:** Adequacy throughout the year, or at least the proposed growing season.

**Authorization to use:**

1. Assurance of the predicted quantities required by the crop;
2. Rights of other users; i.e. local laws or customs may recognize other users whose needs may pre-empt agricultural use at times;
3. Environmental impact; i.e. some extraction rates could adversely affect flora and fauna associated with or dependent on the water source.

**Flooding:** unintentional flooding – microbiological and chemical contamination.

**Other impacts:**

1. Dust, smoke and noise problems caused by operation of agricultural machinery
2. Contamination of downstream sites by silt-laden or chemical-laden runoff
3. Spray drift
4. Insects attracted by crops, waste products and/or operations using manure
5. Depredations by pests from nearby natural or conservation areas
6. Smoke, fumes and/or dust from nearby industrial or transport installations including roads with heavy traffic
7. Theft by inhabitants of nearby communities
8. Adjacent farming activities
9. Availability of adequate transport to markets
10. Availability of adequate labor
11. Availability of inputs
12. Flooding

## RISK ASSESSMENT EXISTING SITES

| What are the Hazards?                  | Who/what might be harmed? | Risk | Precautions Taken   | Further Action needed?  | Action by Whom? | Date Completed? |
|--|---------------------------|------|---|---|-----------------|-----------------|
| Spray Drift from adjacent citrus grove | Bees and fruit            | low  | <ul style="list-style-type: none"> <li>• obtain spray schedule from grove owner</li> <li>• built a windbreak between adjacent grove and field.</li> </ul> | <ul style="list-style-type: none"> <li>• Protect bees when a toxic chemical is scheduled for spray</li> </ul> | Farm Manager    | 2/15/10         |
|  |                           |      |   |   |                 |                 |
|  |                           |      |   |   |                 |                 |
|  |                           |      |   |   |                 |                 |
|  |                           |      |   |   |                 |                 |
|  |                           |      |   |   |                 |                 |

### AF 1.2.1a Risk Assessment For New Agriculture Sites

When looking at new agriculture sites for berries outside of

\_\_\_\_\_  
(Farm Name)

several factors and criteria are investigated. These factors include soil types or series, pH of soil, drainage, organic matter, prior land use, adjacent land use, soil erosion and water sources. The factors and tools to examine them below must be used for new agricultural sites.

Tools that would be used to evaluate the factors are as follows:

1. **Soil Type or Series** – National Resource Conservation Service Soil Map for county involved.
2. **pH, organic matter, and nutrient content of soil** – Soil sample are collected and sent to a certified laboratory including an organic matter test to determine % O.M. in soil.
3. **Soil Erosion and Drainage** – National Conservation Resource Service soil profile manual to determine depth to clay, water table and permeability and drainage classifications.
4. **Water Sources** – Identification of wells and open water sources (ponds, lakes, streams etc) for irrigation, crop protection, sprays, and any other sources of water that comes in contact with product or is used for human consumption are tested for E. coli. Potential sources of contamination are identified and mitigated. Open water sources that come into contact with product are treated using an appropriate water treatment.
5. **Prior Land Use** – Prior land use including but not limited to consideration of previous crops, industrial or military use, landfill sites, mining sites, or natural vegetation are identified and assessed. The local tax office can be used to identify previous land use.
6. **Adjacent Land Use** - Adjacent land use including but not limited to animal husbandry, cow/calf operation, concentrated animal farming, waste sites and any risks visually observed should be assessed.

This risk assessment will be followed by \_\_\_\_\_  
(Farm Name)

to ensure new agriculture sites meet the demands and criteria on being sound, safe and environmentally friendly before new plantings would be considered.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

| Initial all that apply                | Risks                                       | Preventative measures  | Critical Control Point | Critical Limit                                  | Follow-up Procedures                                     | Corrective Action                                    |
|---------------------------------------|---|--|------------------------|---|--|--|
| <b>Site selection and preparation</b> |   |  |                        |   |  |  |
|                                       | Contamination by pesticides                 | Do not use land known to contain pesticide residues              | No                     | Comply with requirements for new site selection | Collect and check site data. Evaluate previous land use. | Soil analysis prior to planting (if necessary).      |
|                                       | Contamination by heavy metals               | Do not use land known to contain heavy metals                    | No                     | Comply with requirements for new site selection | Collect and check data                                   | Soil and water analysis                              |
|                                       | Contamination by waste water                | Do not use land that has been used to dispose of waste water     | No                     | Comply with requirements for new site selection | Evaluate site history                                    | Soil analysis and correction of irrigation practices |
|                                       | Contamination of water bodies by floodwater | Reduce possibility of contamination of floodwater reaching crops | No                     | Comply with requirements for new site selection | Evaluate onsite risk of flooding                         | Drainage ditches constructed to divert excess water. |

## RISK ASSESSMENT NEW SITES

| What are the Hazards?                  | Who/what might be harmed? | Risk | Precautions Taken   | Further Action needed?  | Action by Whom? | Date Completed |
|--|---------------------------|------|---|---|-----------------|----------------|
| Spray Drift from adjacent citrus grove | Bees and fruit            | low  | <ul style="list-style-type: none"> <li>• obtain spray schedule from grove owner</li> <li>• built a windbreak between adjacent grove and field.</li> </ul> | <ul style="list-style-type: none"> <li>• Protect bees when a toxic chemical is scheduled for spray</li> </ul> | Farm Manager    | 2/15/10        |
|  |                           |      |   |   |                 |                |
|  |                           |      |   |   |                 |                |
|  |                           |      |   |   |                 |                |
|  |                           |      |   |   |                 |                |
|  |                           |      |   |   |                 |                |

**AF 1.2.1b Site History**

\_\_\_\_\_  
(Farm Name)

To Whom It May Concern:

This letter is in regards to the property located at: \_\_\_\_\_

In the county of \_\_\_\_\_ USA, owned by:

\_\_\_\_\_ operated

by: \_\_\_\_\_. To the best of my

knowledge, there has been no previous land use that would render this property unsuitable for agriculture. Also this property has never been used for a landfill, feedlot, or for any industrial purpose that may have created biological or other toxic waste, and it has either been fallow or used for the production of food crops for the past \_\_\_\_\_ years.

**\*\* For more than one property or legal entity, please see attached**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_



### **AF 1.2.2 Management Plan for Site**

AF 1.2.2 In this section, describe a management plan that covers the risks identified in the Risk Assessment for Site (AF 1.2.1). Describe the strategies to justify that the site in question is suitable for production.

## **AF 2 Record Keeping and Internal Inspection**

AF 2.1.1 Insert Audit records for a minimum period of two years in this section. Records must be readily

accessible on day of audit.

AF 2.1.2 Insert your internal self-assessment (Global GAP pre-audit) in this section. Completed annually.

AF 2.1.3 Insert documentation of your corrective actions in this section. (All items which you answer NO will be the corrective actions that will need to be completed before the final audit. These need to be recorded and documented separately from the pre-audit form with compliance date recorded on when the action will be in compliance).

## Global GAP Version 5.0-Checklist



# INTEGRATED FARM ASSURANCE

## ALL FARM BASE | CROPS BASE | FRUIT AND VEGETABLES

### CHECKLIST

ENGLISH VERSION 5.0  
EDITION 5.0-2

OBLIGATORY FROM: 1 JULY 2016

| Nº            | Control Point  | Level      | Yes | No | N/A | Justification |
|---------------|--|------------|-----|----|-----|---------------|
| <b>AF</b>     | <b>ALL FARM BASE</b>   |            |     |    |     |               |
|               | <i>Control points in this module are applicable to all producers seeking certification, as it covers issues relevant to all farming businesses.</i>  |            |     |    |     |               |
| <b>AF 1</b>   | <b>SITE HISTORY AND SITE MANAGEMENT</b>  |            |     |    |     |               |
|               | <i>One of the key features of sustainable farming is the continuous integration of site-specific knowledge and practical experiences into future management planning and practices. This section is intended to ensure that the land, buildings and other facilities, which constitute the fabric of the farm, are properly managed to ensure the safe production of food and protection of the environment.</i> |            |     |    |     |               |
| <b>AF 1.1</b> | <b>Site History</b>  |            |     |    |     |               |
| AF 1.1.1      | Is there a reference system for each field, orchard, greenhouse, yard, plot, livestock building/pen, and/or other area/location used in production?  | Major Must |     |    |     |               |
| AF 1.1.2      | Is a recording system established for each unit of production or other area/location to provide a record of the livestock/aquaculture production and/or agronomic activities undertaken at those locations?  | Major Must |     |    |     |               |
| <b>AF 1.2</b> | <b>Site Management</b>   |            |     |    |     |               |

|             |   |            |  |  |  |  |
|-------------|---|------------|--|--|--|--|
| AF 1.2.1    | Is there a risk assessment available for all sites registered for certification (this includes rented land, structures and equipment) and does this risk assessment show that the site in question is suitable for production, with regards to food safety, the environment, and health and welfare of animals in the scope of the livestock and aquaculture certification where applicable?  | Major Must |  |  |  |  |
| AF 1.2.2    | Has a management plan that establishes strategies to minimize the risks identified in the risk assessment (AF 1.2.1) been developed and implemented?  | Major Must |  |  |  |  |
| <b>AF 2</b> | <b>RECORD KEEPING AND INTERNAL SELF-ASSESSMENT/INTERNAL INSPECTION</b>  |            |  |  |  |  |
|             | <i>Important details of farming practices shall be recorded and records kept.</i>   |            |  |  |  |  |
| AF 2.1      | Are all records requested during the external inspection accessible and kept for a minimum period of two years, unless a longer requirement is stated in specific control points?   | Major Must |  |  |  |  |
| AF 2.2      | Does the producer take responsibility to conduct a minimum of one internal self-assessment per year against the GLOBALG.A.P. Standard?  | Major Must |  |  |  |  |
| AF 2.3      | Have effective corrective actions been taken as a result of non-conformances detected during the internal self-assessment or internal producer group inspections?   | Major Must |  |  |  |  |
| <b>AF 3</b> | <b>HYGIENE</b>  |            |  |  |  |  |
|             | <i>People are key to the prevention of product contamination. Farm staff and contractors as well as producers themselves stand for the quality and safety of the product. Education and training will support progress toward safe production. This section is intended to ensure good practices to diminish hygiene risks to the product and that all workers understand the requirements and are competent to perform their duties. Further hygiene requirements, specific to certain activities such as harvest and product handling, are defined in the applicable Standard module.</i> |            |  |  |  |  |
| AF 3.1      | Does the farm have a written risk assessment for hygiene?   | Minor Must |  |  |  |  |
| AF 3.2      | Does the farm have a documented hygiene procedure and visibly displayed hygiene instructions for all workers and visitors to the site whose activities might pose a risk to food safety?  | Minor Must |  |  |  |  |
| AF 3.3      | Have all persons working on the farm received annual hygiene training appropriate to their activities and according to the hygiene instructions in AF 3.2?  | Minor Must |  |  |  |  |

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| AF 3.4        | Are the farm's hygiene procedures implemented?   | Major Must |  |  |  |  |
| <b>AF 4</b>   | <b>WORKERS' HEALTH, SAFETY AND WELFARE</b>   |            |  |  |  |  |
|               | <i>People are key to the safe and efficient operation of any farm. Farm staff and contractors as well as producers themselves stand for the quality of the produce and for environmental protection. Education and training will help progress towards sustainability and build on social capital. This section is intended to ensure safe practices in the work place and that all workers both understand, and are competent to perform their duties; are provided with proper equipment to allow them to work safely; and that, in the event of accidents, can obtain proper and timely assistance.</i> |            |  |  |  |  |
| <b>AF 4.1</b> | <b>Health and Safety</b>   |            |  |  |  |  |
| AF 4.1.1      | Does the producer have a written risk assessment for hazards to workers' health and safety?  | Minor Must |  |  |  |  |
| AF 4.1.2      | Does the farm have written health and safety procedures addressing issues identified in the risk assessment of AF 4.1.1?   | Minor Must |  |  |  |  |
| AF 4.1.3      | Have all people working on the farm received health and safety training according to the risk assessment in AF 4.1.1?  | Minor Must |  |  |  |  |
| <b>AF 4.2</b> | <b>Training</b>  |            |  |  |  |  |
| AF 4.2.1      | Is there a record kept for training activities and attendees?  | Minor Must |  |  |  |  |
| AF 4.2.2      | Do all workers handling and/or administering veterinary medicines, chemicals, disinfectants, plant protection products, biocides and/or other hazardous substances and all workers operating dangerous or complex equipment as defined in the risk analysis in AF 4.1.1 have evidence of competence or details of other such qualifications?   | Major Must |  |  |  |  |
| <b>AF 4.3</b> | <b>Hazards and First Aid</b>   |            |  |  |  |  |
| AF 4.3.1      | Do accident and emergency procedures exist? Are they visually displayed, and are they communicated to all persons associated with the farm activities, including subcontractors and visitors?  | Minor Must |  |  |  |  |
| AF 4.3.2      | Are potential hazards clearly identified by warning signs?   | Minor Must |  |  |  |  |
| AF 4.3.3      | Is safety advice for substances hazardous to workers' health available/accessible?   | Minor Must |  |  |  |  |
| AF 4.3.4      | Are first aid kits available at all permanent sites and in the vicinity of fieldwork?  | Minor Must |  |  |  |  |

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| AF 4.3.5      | Are there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out?   | Minor Must |  |  |  |  |
| <b>AF 4.4</b> | <b>Protective Clothing/Equipment</b>   |            |  |  |  |  |
| AF 4.4.1      | Are workers, visitors and subcontractors equipped with suitable protective clothing in accordance with legal requirements and/or label instructions and/or as authorized by a competent authority?                   | Major Must |  |  |  |  |
| AF 4.4.2      | Is protective clothing cleaned after use and stored in such a way as to prevent contamination of personal clothing?  | Major Must |  |  |  |  |
| <b>AF 4.5</b> | <b>Worker Welfare</b>  |            |  |  |  |  |
| AF 4.5.1      | Is a member of management clearly identifiable as responsible for the workers' health, safety and welfare?   | Major Must |  |  |  |  |
| AF 4.5.2      | Does regular two-way communication take place between management and workers on issues related to workers' health, safety and welfare? Is there evidence of actions taken from such communication?                   | Minor Must |  |  |  |  |
| AF 4.5.3      | Do workers have access to clean food storage areas, designated rest areas, hand-washing facilities, and drinking water?  | Major Must |  |  |  |  |
| AF 4.5.4      | Are on-site living quarters habitable and have the basic services and facilities?  | Major Must |  |  |  |  |
| AF 4.5.5      | Is transport for workers (on-farm, to and from fields/orchard) as provided by the producer safe and compliant with national regulations when used to transport workers on public roads?                              | Minor Must |  |  |  |  |
| <b>AF 5</b>   | <b>SUBCONTRACTORS</b>  |            |  |  |  |  |
|               | <i>A subcontractor is the entity furnishing labor, equipment and/or materials to perform specific farm operation(s) under contract with the producer (e.g. custom grain harvesting, fruit spraying and picking).</i> |            |  |  |  |  |
| AF 5.1        | When the producer makes use of subcontractors, does he/she oversee their activities in order to ensure that those activities relevant to GLOBALG.A.P. CPCCs comply with the corresponding requirements?              | Major Must |  |  |  |  |
| <b>AF 6</b>   | <b>WASTE AND POLLUTION MANAGEMENT, RECYCLING AND RE-USE</b>  |            |  |  |  |  |
|               | <i>Waste minimization shall include review of current practices, avoidance of waste, reduction of waste, re-use of waste, and recycling of waste.</i>  |            |  |  |  |  |

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| <b>AF 6.1</b> | <b>Identification of Waste and Pollutants</b>  |            |  |  |  |  |
| AF 6.1.1      | Have possible waste products and sources of pollution been identified in all areas of the farm?  | Minor Must |  |  |  |  |
| <b>AF 6.2</b> | <b>Waste and Pollution Action Plan</b>   |            |  |  |  |  |
| AF 6.2.1      | Is there a documented farm waste management plan to avoid and/or minimize wastage and pollution to the extent possible, and does the waste management plan include adequate provisions for waste disposal?   | Minor Must |  |  |  |  |
| AF 6.2.2      | Is the site kept in a tidy and orderly condition?  | Major Must |  |  |  |  |
| AF 6.2.3      | Are holding areas for diesel and other fuel oil tanks environmentally safe?  | Minor Must |  |  |  |  |
| AF 6.2.4      | Provided there is no risk of pest, disease and weed carry-over, are organic wastes composted on the farm and recycled?   | Recom.     |  |  |  |  |
| AF 6.2.5      | Is the water used for washing and cleaning purposes disposed of in a manner that ensures the minimum health and safety risks and environmental impact?   | Recom      |  |  |  |  |
| <b>AF 7</b>   | <b>CONSERVATION</b>  |            |  |  |  |  |
|               | <i>Farming and the environment are inseparably linked. Managing wildlife and landscape is of great importance. The abundance and diversity of flora and fauna benefits the enhancement of species and the structural diversity of land and landscape features.</i>                     |            |  |  |  |  |
| <b>AF 7.1</b> | <b>Impact of Farming on the Environment and Biodiversity (Cross-reference with AB.9 Aquaculture Module)</b>  |            |  |  |  |  |
| AF 7.1.1      | Does each producer have a wildlife management and conservation plan for the farm business that acknowledges the impact of farming activities on the environment?   | Minor Must |  |  |  |  |
| AF 7.1.2      | Has the producer considered how to enhance the environment for the benefit of the local community and flora and fauna? Is this policy compatible with sustainable commercial agricultural production and does it strive to minimize environmental impact of the agricultural activity? | Recom.     |  |  |  |  |
| <b>AF 7.2</b> | <b>Ecological Upgrading of Unproductive Sites</b>  |            |  |  |  |  |
| AF 7.2.1      | Has consideration been given to the conversion of unproductive sites (e.g. low-lying wet areas, woodlands, headland strips, or areas of impoverished soil, etc.) to ecological focus areas for the encouragement of natural flora and fauna?   | Recom.     |  |  |  |  |

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| <b>AF 7.3</b> | <b>Energy Efficiency</b>   |            |  |  |  |  |
|               | <i>Farming equipment shall be selected and maintained for optimum energy efficiency. The use of renewable energy sources should be encouraged.</i>   |            |  |  |  |  |
| AF 7.3.1      | Can the producer show monitoring of on-farm energy use?  | Minor Must |  |  |  |  |
| AF 7.3.2      | Based on the result of the monitoring, is there a plan to improve energy efficiency on the farm?   | Recom.     |  |  |  |  |
| AF 7.3.3      | Does the plan to improve energy efficiency consider minimizing the use of non-renewable energy?  | Recom.     |  |  |  |  |
| <b>AF 7.4</b> | <b>Water Collection/Recycling</b>  |            |  |  |  |  |
| AF 7.4.1      | Where feasible, have measures been implemented to collect water and, where appropriate, to recycle taking into consideration all food safety aspects?  | Recom.     |  |  |  |  |
| <b>AF 8</b>   | <b>COMPLAINTS</b>  |            |  |  |  |  |
|               | <i>Management of complaints will lead to an overall better production system.</i>  |            |  |  |  |  |
| AF 8.1        | Is there a complaint procedure available relating to both internal and external issues covered by the GLOBALG.A.P. Standard and does this procedure ensure that complaints are adequately recorded, studied, and followed up, including a record of actions taken? | Major Must |  |  |  |  |
| <b>AF 9</b>   | <b>RECALL/WITHDRAWAL PROCEDURE</b>   |            |  |  |  |  |
| AF 9.1        | Does the producer have documented procedures on how to manage/initiate the withdrawal/recall of certified products from the marketplace and are these procedures tested annually?  | Major Must |  |  |  |  |
| <b>AF 10</b>  | <b>FOOD DEFENSE (not applicable for Flowers and Ornamentals and Plant Propagation Material)</b>  |            |  |  |  |  |
| AF 10.1       | Is there a risk assessment for food defense and are procedures in place to address identified food defense risks?  | Major Must |  |  |  |  |
| <b>AF 11</b>  | <b>GLOBALG.A.P. STATUS</b>   |            |  |  |  |  |
| AF 11.1       | Does all transaction documentation include reference to the GLOBALG.A.P. status and the GGN?   | Major Must |  |  |  |  |
| <b>AF 12</b>  | <b>LOGO USE</b>  |            |  |  |  |  |



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| AF 12.1      | Is the GLOBALG.A.P. word, trademark, GLOBALG.A.P. QR code or logo and the GGN (GLOBALG.A.P. Number) used according to the GLOBALG.A.P. General Regulations and according to the Sublicense and Certification Agreement?  | Major Must |  |  |  |  |
| <b>AF 13</b> | <b>TRACEABILITY AND SEGREGATION</b>  |            |  |  |  |  |
|              | <i>Chapter 13 is applicable to all producers who need to register for parallel production/ownership and to those who buy from other producers (certified or not), the same products they also certify. It is not applicable to producers who certify 100% of the product in their GLOBALG.A.P. Scope and do not buy of those products from other producers (certified or not).</i> |            |  |  |  |  |
| AF 13.1      | Is there an effective system in place to identify and segregate all GLOBALG.A.P. certified and non-certified products?   | Major Must |  |  |  |  |
| AF 13.2      | In the case of producers registered for parallel production/ownership (where certified and non-certified products are produced and/or owned by one legal entity), is there a system to ensure that all final products originating from a certified production process are correctly identified?  | Major Must |  |  |  |  |
| AF 13.3      | Is there a final check to ensure the correct product dispatch of certified and non-certified products?   | Major Must |  |  |  |  |
| AF 13.4      | Are appropriate identification procedures in place and records for identifying products purchased from different sources available for all registered products?  | Major Must |  |  |  |  |
| <b>AF 14</b> | <b>MASS BALANCE</b>  |            |  |  |  |  |
|              | <i>Chapter 14 is applicable to all GLOBALG.A.P. producers. In the case of producer group members, this information may sometimes be covered under the QMS of the group.</i>  |            |  |  |  |  |
| AF 14.1      | Are sales records available for all quantities sold and all registered products?   | Major Must |  |  |  |  |
| AF 14.2      | Are quantities (produced, stored and/or purchased) recorded and summarized for all products?   | Major Must |  |  |  |  |
| AF 14.3      | Are conversion ratios and/or loss (input-output calculations of a given production process) during handling calculated and controlled?   | Major Must |  |  |  |  |
| <b>AF 15</b> | <b>FOOD SAFETY POLICY DECLARATION (not applicable for Flowers and Ornamentals)</b>   |            |  |  |  |  |
|              | <i>The Food Safety Policy Declaration reflects in an unambiguous manner the commitment of the producer to ensure that food safety is implemented and maintained throughout the production processes.</i>   |            |  |  |  |  |

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| AF 15.1       | Has the producer completed and signed the Food Safety Policy Declaration included in the IFA checklist?   | Major Must |  |  |  |  |
| <b>AF 16</b>  | <b>FOOD FRAUD MITIGATION (not applicable for Flowers and Ornamentals)</b>   |            |  |  |  |  |
|               | <i>Food fraud may occur on primary production when suppliers provide input products/materials that do not match the specifications (e.g. counterfeit PPP or propagation material, non-food grade packaging material). This may cause public health crises, and therefore producers should take measures to mitigate these risks.</i>  |            |  |  |  |  |
| AF. 16.1      | Does the producer have a food fraud vulnerability risk assessment?  | Recom.     |  |  |  |  |
| AF. 16.2      | Does the producer have a food fraud mitigation plan and has it been implemented?  | Recom.     |  |  |  |  |
| <b>CB</b>     | <b>CROPS BASE</b>   |            |  |  |  |  |
| <b>CB 1</b>   | <b>TRACEABILITY</b>   |            |  |  |  |  |
|               | <i>Traceability facilitates the recall/withdrawal of foods and flowers and ornamentals and enables customers to be provided with targeted and accurate information concerning implicated products.</i>  |            |  |  |  |  |
| CB 1.1        | Is GLOBALG.A.P. registered product traceable back to and trackable from the registered farm (and other relevant registered areas) where it has been produced and, if applicable, handled?   | Major Must |  |  |  |  |
| <b>CB 2</b>   | <b>PROPAGATION MATERIAL</b>   |            |  |  |  |  |
|               | <i>The choice of propagation material plays an important role in the production process and, by using the appropriate varieties, can help to reduce the number of fertilizer and plant protection product applications. The choice of propagation material is a precondition of good plant growth and product quality.</i>  |            |  |  |  |  |
| <b>CB 2.1</b> | <b>Quality and Health</b>   |            |  |  |  |  |
|               | <i>The purpose of variety registration is to provide growers, processors, retailers and government a means of oversight to ensure that health and safety requirements are met and that information related to the identity of the variety is available to regulators to prevent fraud. Variety registration aims at protecting the buyer of the seed/young plants/harvested material by providing the basic assurance that the starting material used conforms to the official variety description.</i> |            |  |  |  |  |
| CB 2.1.1      | When seeds or propagation material have been purchased in the past 24 months, is there evidence that guarantees they have been obtained in compliance with variety registration laws (in the case mandatory variety registration exists in the respective country)?   | Minor Must |  |  |  |  |
| CB 2.1.2      | Has the propagation material used been obtained in accordance to applicable intellectual property laws?   | Minor Must |  |  |  |  |
| CB 2.1.3      | Are plant health quality control systems operational for in-house nursery propagation?  | Minor Must |  |  |  |  |
| <b>CB 2.2</b> | <b>Chemical Treatments and Dressings</b>  |            |  |  |  |  |

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| CB 2.2.1      | Is the purchased propagation material (seed, rootstocks, seedlings, plantlets, cuttings) accompanied by information of chemical treatments done by the supplier?  | Minor Must |  |  |  |  |
| CB 2.2.2      | Are plant protection product treatments recorded for in-house nursery propagation materials applied during the plant propagation period?  | Minor Must |  |  |  |  |
| <b>CB 2.3</b> | <b>Genetically Modified Organisms (N/A if no genetically modified varieties are used)</b>   |            |  |  |  |  |
| CB 2.3.1      | Does the planting of or trials with GMOs comply with all applicable legislation in the country of production?   | Major Must |  |  |  |  |
| CB 2.3.2      | Is there documentation available of when the producer grows genetically modified organisms?   | Minor Must |  |  |  |  |
| CB 2.3.3      | Have the producer's direct clients been informed of the GMO status of the product?  | Major Must |  |  |  |  |
| CB 2.3.4      | Is there a plan for handling GM material (i.e. crops and trials) identifying strategies to minimize contamination risks (e.g. such as accidental mixing of adjacent non-GM crops) and maintaining product integrity?                  | Minor Must |  |  |  |  |
| CB 2.3.5      | Are GMO crops stored separately from other crops to avoid adventitious mixing?  | Major Must |  |  |  |  |
| <b>CB 3</b>   | <b>SOIL MANAGEMENT AND CONSERVATION</b>   |            |  |  |  |  |
|               | <i>Good soil husbandry ensures the long-term fertility of the soil, aids yield, and contributes to profitability. Not applicable in the case of crops that are not grown directly on the soil (e.g. hydroponic or potted plants).</i> |            |  |  |  |  |
| CB 3.1        | Does the producer have a soil management plan?  | Minor Must |  |  |  |  |
| CB 3.2        | Have soil maps been prepared for the farm?  | Recom.     |  |  |  |  |
| CB 3.3        | Is there, where feasible, crop rotation for annual crops?   | Minor Must |  |  |  |  |
| CB 3.4        | Have techniques been used to improve or maintain soil structure and avoid soil compaction?  | Minor Must |  |  |  |  |
| CB 3.5        | Does the producer use techniques to reduce the possibility of soil erosion?   | Minor Must |  |  |  |  |
| CB 3.6        | Has the producer taken into account the nutrient contribution of organic fertilizer applications?   | Minor Must |  |  |  |  |
| CB 3.7        | Does the producer keep records on seed/planting rate, sowing/planting date?   | Minor Must |  |  |  |  |

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| <b>CB 4</b>   | <b>FERTILIZER APPLICATION</b>  |            |  |  |  |  |
|               | <i>The fertilization decision-making process involves consideration of crop demands. Nutrients shall be available for crops in the growing substrate or soil and fertilization is often necessary. Correct application to optimize use and storage procedures to avoid loss and contamination shall be followed.</i> |            |  |  |  |  |
| <b>CB 4.1</b> | <b>Advice on Quantity and Type of Fertilizer</b>   |            |  |  |  |  |
| CB 4.1.1      | Are recommendations for the application of fertilizers (organic or inorganic) provided by competent and qualified persons?   | Minor Must |  |  |  |  |
| <b>CB 4.2</b> | <b>Records of Application</b>  |            |  |  |  |  |
|               | <b>4.2.1 to 4.2.6: Do records of all applications of soil and foliar fertilizers, both organic and inorganic, include the following criteria:</b>  |            |  |  |  |  |
| CB 4.2.1      | Field, orchard or greenhouse reference and crop?   | Minor Must |  |  |  |  |
| CB 4.2.2      | Application dates?   | Minor Must |  |  |  |  |
| CB 4.2.3      | Applied fertilizer types?  | Minor Must |  |  |  |  |
| CB 4.2.4      | Applied quantities?  | Minor Must |  |  |  |  |
| CB 4.2.5      | Method of application?   | Minor Must |  |  |  |  |
| CB 4.2.6      | Operator details?  | Minor Must |  |  |  |  |
| <b>CB 4.3</b> | <b>Fertilizer Storage</b>  |            |  |  |  |  |
|               | <b>4.3.1 to 4.3.7: Are all fertilizers stored:</b>   |            |  |  |  |  |
| CB 4.3.1      | Separately from plant protection products?   | Minor Must |  |  |  |  |
| CB 4.3.2      | In a covered area?   | Minor Must |  |  |  |  |
| CB 4.3.3      | In a clean area?   | Minor Must |  |  |  |  |
| CB 4.3.4      | In a dry area?   | Minor Must |  |  |  |  |
| CB 4.3.5      | In an appropriate manner that reduces the risk of contamination of water sources?  | Minor Must |  |  |  |  |
| CB 4.3.6      | Not together with harvested products?  | Major Must |  |  |  |  |
| CB 4.3.7      | Is there an up-to-date fertilizer stock inventory or stock calculation listing incoming fertilizer and records of use available?   | Minor Must |  |  |  |  |
| <b>CB 4.4</b> | <b>Organic Fertilizer</b>  |            |  |  |  |  |
| CB 4.4.1      | Does the producer prevent the use of human sewage sludge on the farm?  | Major Must |  |  |  |  |
| CB 4.4.2      | Has a risk assessment been carried out for organic fertilizer, which, prior to application, considers its source, characteristics and intended use?  | Minor Must |  |  |  |  |
| CB 4.4.3      | Is organic fertilizer stored in an appropriate manner that reduces the risk of contamination of the environment?   | Minor Must |  |  |  |  |

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| <b>CB 4.5</b> | <b>Nutrient Content of Inorganic Fertilizers</b>  |  |  |  |  |  |
| CB 4.5.1      | Is the content of major nutrients (NPK) of applied fertilizers known?   | Minor Must   |  |  |  |  |
| CB 4.5.2      | Are purchased inorganic fertilizers accompanied by documented evidence of chemical content, which includes heavy metals?  | Recom.   |  |  |  |  |
| <b>CB 5</b>   | <b>WATER MANAGEMENT</b>   |  |  |  |  |  |
|               | <i>Water is a scarce natural resource and irrigation should be designed and planned by appropriate forecasting and/or by technical equipment allowing for the efficient use of irrigation water. For information about responsible water use, see Annex CB 1.</i> |  |  |  |  |  |
| <b>CB 5.1</b> | <b>Predicting Irrigation Requirements</b>   |  |  |  |  |  |
| CB 5.1.1      | Are tools used routinely to calculate and optimize the crop irrigation requirements?  | Minor Must   |  |  |  |  |
| <b>CB 5.2</b> | <b>Efficient Water Use on Farm</b>  |  |  |  |  |  |
| CB 5.2.1      | Has a risk assessment been undertaken that evaluates environmental issues for water management on the farm and has it been reviewed by the management within the previous 12 months?  | Minor Must<br>(Will become Major Must as of 1 July 2017) |  |  |  |  |
| CB 5.2.2      | Is there a water management plan available that identifies water sources and measures to ensure the efficiency of application and which management has approved within the previous 12 months?  | Minor Must<br>(Will become Major Must as of 1 July 2017) |  |  |  |  |
| CB 5.2.3      | Are records for crop irrigation/fertigation water usage and for the previous individual crop cycle/s with total application volumes maintained?   | Minor Must   |  |  |  |  |
| <b>CB 5.3</b> | <b>Water Quality</b>  |  |  |  |  |  |
| CB 5.3.1      | Is the use of treated sewage water in pre-harvest activities justified according to a risk assessment?  | Major Must   |  |  |  |  |
| CB 5.3.2      | Has a risk assessment on physical and chemical pollution of water used on pre-harvest activities (e.g. irrigation/fertigation, washings, spraying) been completed and has it been reviewed by the management within the last 12 months?                           | Minor Must   |  |  |  |  |
| CB 5.3.3      | Is water used on pre-harvest activities analyzed at a frequency in line with the risk assessment (CB 5.3.2) taking into account current sector specific standards?  | Minor Must   |  |  |  |  |

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| CB 5.3.4      | According to the risk assessment in CB 5.3.2 and current sector specific standards, does the laboratory analysis consider chemical and physical contamination, and is the laboratory accredited against ISO17025 or by competent national authorities for testing water?   | Minor Must |  |  |  |  |
| CB 5.3.5      | Are corrective actions taken based on adverse results from the risk assessment before the next harvest cycle?  | Minor Must |  |  |  |  |
| <b>CB 5.4</b> | <b>Supply of Irrigation/Fertigation Water</b>  |            |  |  |  |  |
| CB 5.4.1      | Where legally required, are there valid permits/licenses available for all farm water extraction, water storage infrastructure, on-farm usage and, where appropriate, any subsequent water discharge?  | Minor Must |  |  |  |  |
| CB 5.4.2      | Where the water permits/licenses indicate specific restrictions, do the water usage and discharge records confirm that the management has complied with these?   | Major Must |  |  |  |  |
| <b>CB 5.5</b> | <b>Water Storage Facilities</b>  |            |  |  |  |  |
| CB 5.5.1      | Are water storage facilities present and well maintained to take advantage of periods of maximum water availability?   | Recom.     |  |  |  |  |
| <b>CB 6</b>   | <b>INTEGRATED PEST MANAGEMENT</b>  |            |  |  |  |  |
|               | <i>Integrated Pest Management (IPM) involves the careful consideration of all available pest control techniques and the subsequent integration of appropriate measures that discourage the development of pest populations, and keeps plant protection products and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. An IPM Toolbox (Annex CB 2) has been developed to provide alternative actions for the application of IPM techniques in the commercial production of agricultural and horticultural crops. Given the natural variation on pest development for the different crops and areas, any IPM system shall be implemented in the context of local physical (climatic, topographical etc.), biological (pest complex, natural enemy complex, etc.), and economical conditions.</i> |            |  |  |  |  |
| CB 6.1        | Has assistance with the implementation of IPM systems been obtained through training or advice?  | Minor Must |  |  |  |  |
|               | <b>CB 6.2 to 6.5:</b> Can the producer show evidence of implementing activities that fall under the category of:   |            |  |  |  |  |
| CB 6.2        | "Prevention"?  | Major Must |  |  |  |  |
| CB 6.3        | "Observation and Monitoring"?  | Major Must |  |  |  |  |
| CB 6.4        | "Intervention"?  | Major Must |  |  |  |  |

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| CB 6.5          | Have anti-resistance recommendations, either on the label or other sources, been followed to maintain the effectiveness of available plant protection products?   | Minor Must |  |  |  |  |
| <b>CB 7</b>     | <b>PLANT PROTECTION PRODUCTS</b>  |            |  |  |  |  |
|                 | <i>In situations where a pest attack will adversely affect the economic value of a crop, it may be necessary to intervene using specific pest control methods, including plant protection products (PPP). The correct use, handling and storage of plant protection products are essential.</i> |            |  |  |  |  |
| <b>CB 7.1</b>   | <b>Choice of Plant Protection Products</b>  |            |  |  |  |  |
| CB 7.1.1        | Is a current list kept of plant protection products that are authorized in the country of production for use on crops being grown?  | Minor Must |  |  |  |  |
| CB 7.1.2        | Does the producer only use plant protection products that are currently authorized in the country of use for the target crop (i.e. where such an official registration scheme exists)?  | Major Must |  |  |  |  |
| CB 7.1.3        | Is the plant protection product that has been applied appropriate for the target as recommended on the product label?   | Major Must |  |  |  |  |
| CB 7.1.4        | Are invoices of plant protection products kept?   | Minor Must |  |  |  |  |
| <b>CB 7.2</b>   | <b>Advice on Quantity and Type of Plant Protection Products</b>   |            |  |  |  |  |
| CB 7.2.1        | Are the persons selecting the plant protection products competent to make that choice?  | Major Must |  |  |  |  |
| <b>CB 7.3</b>   | <b>Records of Application</b>   |            |  |  |  |  |
| CB 7.3.1        | Are records of all plant protection product applications kept and do they include the following minimum criteria:<br>- Crop name and/or variety<br>- Application location<br>- Date and end time of application<br>- Product trade name and active ingredient<br>- Pre-harvest interval         | Major Must |  |  |  |  |
|                 | 7.3.2 to 7.3.7: Are records of all plant protection product applications kept and do they also include the following criteria:  |            |  |  |  |  |
| <b>CB 7.3.2</b> | <b>Operator?</b>  | Minor Must |  |  |  |  |
| <b>CB 7.3.3</b> | <b>Justification for application?</b>   | Minor Must |  |  |  |  |
| CB 7.3.4        | Technical authorization for application?  | Minor Must |  |  |  |  |
| <b>CB 7.3.5</b> | <b>Product quantity applied?</b>  | Minor Must |  |  |  |  |
| <b>CB 7.3.6</b> | <b>Application machinery used?</b>  | Minor Must |  |  |  |  |

|               |  |            |  |  |  |  |
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| CB 7.3.7      | Weather conditions at time of application?   | Minor Must |  |  |  |  |
| CB 7.3.8      | Does the producer take active measures to prevent pesticide drift to neighboring plots?  | Minor Must |  |  |  |  |
| CB 7.3.9      | Does the producer take active measures to prevent pesticide drift from neighboring plots?  | Recom.     |  |  |  |  |
| <b>CB 7.4</b> | <b>Pre-Harvest Interval (Not Applicable for Flowers and Ornamentals)</b>   |            |  |  |  |  |
| CB 7.4.1      | Have the registered pre-harvest intervals been complied with?  | Major Must |  |  |  |  |
| <b>CB 7.5</b> | <b>Disposal of Surplus Application Mix</b>   |            |  |  |  |  |
| CB 7.5.1      | Is surplus application mix or tank washings disposed of in a way that does not compromise food safety and the environment?   | Minor Must |  |  |  |  |
| <b>CB 7.6</b> | <b>Plant Protection Product Residue Analysis (N/A for Flowers and Ornamental Production)</b>   |            |  |  |  |  |
| CB 7.6.1      | Can the producer demonstrate that information regarding the Maximum Residue Levels (MRLs) of the country(ies) of destination (i.e. market(s) in which the producer intends to trade) is available? | Major Must |  |  |  |  |
| CB 7.6.2      | Has action been taken to meet the MRLs of the market in which the producer is intending to trade the produce?  | Major Must |  |  |  |  |
| CB 7.6.3      | Has the producer completed a risk assessment covering all registered crops to determine if the products will be compliant with the MRLs in the country of destination?                             | Major Must |  |  |  |  |
| CB 7.6.4      | Is there evidence of residue tests, based on the results of the risk assessment?   | Major Must |  |  |  |  |
|               | 7.6.5 to 7.6.7 When the risk assessment determines that it is necessary to carry out residue analysis, is there evidence that:   |            |  |  |  |  |
| CB 7.6.5      | Correct sampling procedures are followed?  | Minor Must |  |  |  |  |
| CB 7.6.6      | The laboratory used for residue testing is accredited by a competent national authority to ISO 17025 or equivalent standard?   | Minor Must |  |  |  |  |
| CB 7.6.7      | An action plan is in place in the event of an MRL is exceeded?   | Major Must |  |  |  |  |
| <b>CB 7.7</b> | <b>Plant Protection Product Storage</b>  |            |  |  |  |  |
|               | <b>The plant protection product store must comply with basic rules to ensure safe storage and use.</b>   |            |  |  |  |  |



|   |   |            |  |  |  |  |
|---|---|------------|--|--|--|--|
| CB 7.7.1  | Are plant protection products stored in accordance with local regulations in a secure place with sufficient facilities for measuring and mixing them, and are they kept in their original package?          | Major Must |  |  |  |  |
| 7.7.2 to 7.7.6: Are plant protection products stored in a location that is: |   |            |  |  |  |  |
| CB 7.7.2  | Sound?  | Minor Must |  |  |  |  |
| CB 7.7.3  | Appropriate to the temperature conditions?  | Minor Must |  |  |  |  |
| CB 7.7.4  | Well ventilated (in the case of walk-in storage)?   | Minor Must |  |  |  |  |
| CB 7.7.5  | Well lit?   | Minor Must |  |  |  |  |
| CB 7.7.6  | Located away from other materials?  | Minor Must |  |  |  |  |
| CB 7.7.7  | Is all plant protection product storage shelving made of non-absorbent material?  | Minor Must |  |  |  |  |
| CB 7.7.8  | Is the plant protection product storage facility able to retain spillage?   | Minor Must |  |  |  |  |
| CB 7.7.9  | Are there facilities to deal with spillage?   | Minor Must |  |  |  |  |
| CB 7.7.10   | Are keys and access to the plant protection product storage facility limited to workers with formal training in the handling of plant protection products?  | Minor Must |  |  |  |  |
| CB 7.7.11   | Are plant protection products approved for use on the crops registered for GLOBALG.A.P. Certification stored separately within the storage facility from plant protection products used for other purposes? | Minor Must |  |  |  |  |
| CB 7.7.12   | Are liquids not stored on shelves above powders?  | Minor Must |  |  |  |  |
| CB 7.7.13   | Is there an up-to-date plant protection product stock inventory or calculation of stock with incoming PPPs and records of use available?  | Minor Must |  |  |  |  |
| CB 7.7.14   | Is the accident procedure visible and accessible within 10 meters of the plant protection product/chemical storage facilities?  | Minor Must |  |  |  |  |
| CB 7.7.15   | Are there facilities to deal with accidental operator contamination?  | Minor Must |  |  |  |  |
| CB 7.8  | <b>Plant Protection Product Handling</b> (N/A if no Plant Protection Product Handling)  |            |  |  |  |  |

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| CB 7.8.1       | Does the producer offer all workers who have contact with plant protection products the possibility to be submitted to annual health checks or with a frequency according to a risk assessment that considers their exposure and toxicity of products used?  | Minor Must |  |  |  |  |
| CB 7.8.2       | Are there procedures dealing with re-entry times on the farm?  | Major Must |  |  |  |  |
| CB 7.8.3       | If concentrate plant protection products are transported on and between farms, are they transported in a safe and secure manner?   | Minor Must |  |  |  |  |
| CB 7.8.4       | When mixing plant protection products, are the correct handling and filling procedures followed as stated on the label?  | Minor Must |  |  |  |  |
| <b>CB 7.9</b>  | <b>Empty Plant Protection Product Containers</b>   |            |  |  |  |  |
| CB 7.9.1       | Are empty containers rinsed either via the use of an integrated pressure-rinsing device on the application equipment or at least three times with water before storage and disposal, and is the rinsate from empty containers returned to the application equipment tank or disposed of in accordance with CB 7.5.1? | Major Must |  |  |  |  |
| CB 7.9.2       | Is re-use of empty plant protection product containers for purposes other than containing and transporting the identical product being avoided?  | Minor Must |  |  |  |  |
| CB 7.9.3       | Are empty containers kept secure until disposal is possible?   | Minor Must |  |  |  |  |
| CB 7.9.4       | Does disposal of empty plant protection product containers occur in a manner that avoids exposure to humans and contamination of the environment?  | Minor Must |  |  |  |  |
| CB 7.9.5       | Are official collection and disposal systems used when available, and in that case are the empty containers adequately stored, labeled, and handled according to the rules of a collection system?   | Minor Must |  |  |  |  |
| CB 7.9.6       | Are all local regulations regarding disposal or destruction of containers observed?  | Major Must |  |  |  |  |
| <b>CB 7.10</b> | <b>Obsolete Plant Protection Products</b>  |            |  |  |  |  |

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| CB 7.10.1      | Are obsolete plant protection products securely maintained and identified and disposed of by authorized or approved channels?   | Minor Must |  |  |  |  |
| <b>CB 7.11</b> | <b>Application of Substances other than Fertilizer and Plant Protection Products</b>  |            |  |  |  |  |
| CB 7.11.1      | Are records available if substances are used on crops and/or soil that are not covered under the section Fertilizer and Plant Protection Products?  | Minor Must |  |  |  |  |
| <b>CB 8</b>    | <b>EQUIPMENT</b>  |            |  |  |  |  |
| CB 8.1         | Is equipment sensitive to food safety (e.g. plant protection product sprayers, irrigation/fertigation equipment, post-harvest product application equipment) maintained in a good state of repair, routinely verified and, where applicable, calibrated at least annually, and are records of measures taken within the previous 12 months available? | Minor Must |  |  |  |  |
| CB 8.2         | Is equipment sensitive to the environment and other equipment used on the farming activities (e.g. fertilizer spreaders, equipment used for weighing and temperature control) routinely verified and, where applicable, calibrated at least annually?   | Minor Must |  |  |  |  |
| CB 8.3         | Is the producer involved in an independent calibration-certification scheme, where available?   | Recom.     |  |  |  |  |
| CB 8.4         | Is the plant protection product equipment stored in such a way as to prevent product contamination?   | Minor Must |  |  |  |  |
| <b>FV</b>      | <b>FRUIT AND VEGETABLES</b>   |            |  |  |  |  |
| <b>FV 1</b>    | <b>SITE MANAGEMENT</b>  |            |  |  |  |  |
| <b>FV 1.1</b>  | <b>Risk Assessment</b>  |            |  |  |  |  |
| FV 1.1.1       | Does the risk assessment for the farm site carried out as identified in AF 1.2.1. make particular reference to microbial contamination?   | Major Must |  |  |  |  |
| FV 1.1.2       | Has a management plan that establishes and implements strategies to minimize the risks identified in FV 1.1.1. been developed and implemented?  | Major Must |  |  |  |  |
| <b>FV 2</b>    | <b>SOIL MANAGEMENT</b> (N/A if no soil fumigation is practiced)   |            |  |  |  |  |
| <b>FV 2.1</b>  | <b>Soil Fumigation</b> (N/A if no soil fumigation)  |            |  |  |  |  |
| FV 2.1.1       | Is there a written justification for the use of soil fumigants?   | Minor Must |  |  |  |  |

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| FV 2.1.2      | Is any pre-planting interval complied with prior to planting?   | Minor Must   |  |  |  |  |
| <b>FV 3</b>   | <b>SUBSTRATES</b> (N/A if substrates are not used)  |  |  |  |  |  |
| FV 3.1        | Does the producer participate in substrate recycling programs for substrates where available?   | Recom.   |  |  |  |  |
| FV 3.2        | If chemicals are used to sterilize substrates for reuse, have the location, the date of sterilization, type of chemical, method of sterilization, name of the operator and pre-planting interval been recorded?   | Major Must   |  |  |  |  |
| FV 3.3        | If a substrate of natural origin is used, can it be demonstrated that it does not come from designated conservation areas?  | Minor Must   |  |  |  |  |
| <b>FV 4</b>   | <b>PRE-HARVEST (Refer to Annex FV 1 GLOBALG.A.P. Guideline - Microbiological Hazards)</b>   |  |  |  |  |  |
| <b>FV 4.1</b> | <b>Quality of Water Used on Pre-Harvest Activities</b> (this applies to water used on all farm activities and on the product itself before it is harvested).  |  |  |  |  |  |
| FV 4.1.1      | Is there evidence of a risk assessment covering the microbiological quality of the water used in all pre-harvest operations?  | Major Must   |  |  |  |  |
| FV 4.1.2      | Is water used on pre-harvest activities analyzed as part of the risk assessment and at a frequency in line with that risk assessment (FV 4.1.1.) and no less than indicated in Annex FV1?   | Major Must for leafy greens (also called potherbs, greens, vegetable greens, leafy greens, or salad greens).<br><br>Minor Must will become a Major Must as soon as additional guidance by GLOBALG.A.P. for other crops is published. |  |  |  |  |
| FV 4.1.3      | In the case the risk assessment or the water tests require it, has the producer implemented adequate actions to prevent product contamination?  | Major Must   |  |  |  |  |
| FV 4.1.4      | According to the risk assessment, FV 4.1.1, and current sector specific standards, does the laboratory analysis consider microbiological contamination, and is the laboratory accredited against ISO17025 or by competent national authorities for testing water? | Minor Must   |  |  |  |  |
| <b>FV 4.2</b> | <b>Application of Organic Fertilizer of Animal Origin</b>   |  |  |  |  |  |
| FV 4.2.1      | Does the interval between the application of organic fertilizer and the product harvest not compromise food safety?   | Major Must   |  |  |  |  |
| <b>FV 4.3</b> | <b>Pre-Harvest Check</b>  |  |  |  |  |  |

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| FV 4.3.1      | Is there lack of evidence of excessive animal activity in the crop production area that is a potential food safety risk?   | Minor Must |  |  |  |  |
| <b>FV 5</b>   | <b>HARVEST AND POST-HARVEST (PRODUCT HANDLING) ACTIVITIES</b><br>Control points covered in FV 5.1.1. to FV 5.8.10 may be applicable during harvest and/or handling at the point of harvest (on field) and/or handling in packinghouse (facility) and/or during storage/cooling. All these points shall be evaluated in all cases when and where applicable.  |            |  |  |  |  |
|               | <i>Four main activities may take place after the growing season: <b>harvest, handling at the point of harvest (on field), handling in a packinghouse (in facility), and storage/cooling.</b> Although not all of these activities are carried out on every farm, the need to follow the appropriate hygiene principles and to maintain the tools, equipment and facilities are common and equally important for all these activities with regard to food safety. Producers shall evaluate the requirements aggregated in this section considering all the applicable activities on the farm.</i> |            |  |  |  |  |
| <b>FV 5.1</b> | <b>Principles of Hygiene (Refer to Annex FV 1 GLOBALG.A.P. Guideline - Microbiological Hazards)</b>  |            |  |  |  |  |
| FV 5.1.1      | Has a hygiene risk assessment been performed for the harvest, pre-farm gate transport process, and post-harvest activities including product handling?   | Major Must |  |  |  |  |
| FV 5.1.2      | Are there documented hygiene procedures and instructions for the harvest and post-harvest processes including product handling (also when they take place directly on the field, orchard or greenhouse) designed to prevent contamination of crop, crop production areas, food contact surfaces and harvested product?   | Major Must |  |  |  |  |
| FV 5.1.3      | Are the hygiene procedures and instructions for the harvest and post-harvest activities, including product handling, implemented?  | Major Must |  |  |  |  |
| FV 5.1.4      | Have workers received specific training in hygiene before harvesting and handling produce?   | Major Must |  |  |  |  |
| FV 5.1.5      | Are signs that communicate the primary hygiene instructions to workers and visitors, including at least instructions to workers, to wash their hands before returning to work clearly displayed?   | Major Must |  |  |  |  |
| FV 5.1.6      | Are smoking, eating, chewing and drinking confined to designated areas segregated from growing areas and products?   | Major Must |  |  |  |  |
| <b>FV 5.2</b> | <b>Sanitary Facilities</b>   |            |  |  |  |  |
| FV 5.2.1      | Do harvest workers who come into direct contact with the crops have access to appropriate hand-washing equipment and make use of it?   | Major Must |  |  |  |  |
| FV 5.2.2      | Do harvest workers have access to clean toilets in the vicinity of their work?   | Minor Must |  |  |  |  |

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|---------------|--|------------|--|--|--|--|
| FV 5.2.3      | Do workers handling the product on the field or in a facility have access to clean toilets and hand-washing facilities in the vicinity of their work?  | Major Must |  |  |  |  |
| FV 5.2.4      | Are the harvest containers used exclusively for produce and are these containers, the tools used for harvesting and the harvest equipment appropriate for their intended use and cleaned, maintained and able to protect the product from contamination? | Major Must |  |  |  |  |
| FV 5.2.5      | Are there suitable changing facilities for the workers?  | Recom.     |  |  |  |  |
| FV 5.2.6      | Are vehicles used for pre-farm gate transport of harvested produce and any equipment used for loading cleaned and maintained where necessary according to risk?  | Major Must |  |  |  |  |
| <b>FV 5.3</b> | <b>Water Quality</b>   |            |  |  |  |  |
| FV 5.3.1      | If ice (or water) is used during any operations relating to harvest or cooling, does it meet the microbial standards for drinking water, and is it handled under sanitary conditions to prevent produce contamination?                                   | Major Must |  |  |  |  |
| <b>FV 5.4</b> | <b>Packing and Storage Areas (N/A when there is no product packing and/or storing)</b>   |            |  |  |  |  |
| FV 5.4.1      | Is harvested produce protected from contamination?   | Major Must |  |  |  |  |
| FV 5.4.2      | Are all collection/storage/distribution points of packed produce, also those in the field, maintained in clean and hygienic conditions?  | Major Must |  |  |  |  |
| FV 5.4.3      | Are packing materials appropriate for use, and are they used and stored in clean and hygienic conditions so as to prevent them from becoming a source of contamination?  | Major Must |  |  |  |  |
| FV 5.4.4      | Are bits of packaging material and other non-produce waste removed from the field?   | Minor Must |  |  |  |  |
| FV 5.4.5      | Are cleaning agents, lubricants, etc. stored to prevent chemical contamination of produce?   | Minor Must |  |  |  |  |
| FV 5.4.6      | Are cleaning agents, lubricants etc. that may come into contact with produce approved for application in the food industry? Are label instructions followed correctly?   | Minor Must |  |  |  |  |

|               |  |            |  |  |  |  |
|---------------|--|------------|--|--|--|--|
| FV 5.4.7      | Are all forklifts and other driven transport trolleys clean and well maintained and of a suitable type to avoid contamination through emissions?                             | Recom.     |  |  |  |  |
| FV 5.4.8      | Is rejected and contaminated produce not introduced in the supply chain and is waste material effectively controlled in a way that it does not pose a risk of contamination? | Major Must |  |  |  |  |
| FV 5.4.9      | Are breakage safe lamps and/or lamps with a protective cap used above the sorting, weighing and storage area?  | Major Must |  |  |  |  |
| FV 5.4.10     | Are there written procedures for handling glass and clear hard plastic in place?   | Minor Must |  |  |  |  |
| <b>FV 5.5</b> | <b>Temperature and Humidity Control</b>  |            |  |  |  |  |
| FV 5.5.1      | Are temperature and humidity controls (where applicable) maintained and documented?  | Minor Must |  |  |  |  |
| <b>FV 5.6</b> | <b>Pest Control</b>  |            |  |  |  |  |
| FV 5.6.1      | Is there a system for monitoring and correcting pest populations in the packing and storing areas?   | Major Must |  |  |  |  |
| FV 5.6.2      | Is there visual evidence that the pest monitoring and correcting process are effective?  | Major Must |  |  |  |  |
| FV 5.6.3      | Are detailed records kept of pest control inspections and necessary actions taken?   | Minor Must |  |  |  |  |
| <b>FV 5.7</b> | <b>Post-Harvest Washing (N/A when no post-harvest washing)</b>   |            |  |  |  |  |
| FV 5.7.1      | Is the source of water used for final product washing potable or declared suitable by the competent authorities?   | Major Must |  |  |  |  |
| FV 5.7.2      | If water is re-circulated for final product washing, has this water been filtered and are pH, concentration and exposure levels to disinfectant routinely monitored?         | Major Must |  |  |  |  |
| FV 5.7.3      | Is the laboratory carrying out the water analysis a suitable one?  | Recom.     |  |  |  |  |
| <b>FV 5.8</b> | <b>Post-Harvest Treatments (N/A when no post-harvest treatments)</b>   |            |  |  |  |  |
| FV 5.8.1      | Are all label instructions observed?   | Major Must |  |  |  |  |
| FV 5.8.2      | Are all the biocides, waxes and plant protection products used for post-harvest protection of the harvested crop officially registered in the country of use?                | Major Must |  |  |  |  |

|  |   |            |  |  |  |  |
|--|---|------------|--|--|--|--|
| FV 5.8.3   | Is an up-to-date list maintained of post-harvest plant protection products that are used, and approved for use, on crops being grown?   | Minor Must |  |  |  |  |
| FV 5.8.4   | Is the technically responsible person for the application of post-harvest plant protection products able to demonstrate competence and knowledge with regard to the application of biocides, waxes and plant protection products?   | Major Must |  |  |  |  |
| FV 5.8.5   | Is the source of water used for post-harvest treatments potable or declared suitable by the competent authorities?  | Major Must |  |  |  |  |
| FV 5.8.6   | Are the biocides, waxes and plant protection products used for post-harvest treatment stored away from produce and other materials?   | Major Must |  |  |  |  |
| FV 5.8.7   | Are all records of post-harvest treatments maintained and do they include the minimum criteria listed below?<br><br>- Identity of harvested crops (i.e. lot or batch of produce);<br>- Location<br>- Application dates<br>- Type of treatment<br>- Product trade name and active ingredient<br>- Product quantity | Major Must |  |  |  |  |
| Are records of all post-harvest treatments kept and do they also include the following criteria: |   |            |  |  |  |  |
| FV 5.8.8   | Name of the operator?   | Minor Must |  |  |  |  |
| FV 5.8.9   | Justification for application?-   | Minor Must |  |  |  |  |
| FV 5.8.10  | Are all of the post-harvest plant protection product applications also considered under points CB 7.6?  | Major Must |  |  |  |  |



## Costco Growing Area Addendum



### Costco Produce Addendum for Growing Area Audits

|   | Question  | Full | Minor | Major | Non-Compliance | N/A         | Auto Re-Audit | Explanation  |
|---|---|------|-------|-------|----------------|-------------|---------------|--|
| 1 | Has the grower developed A Good Agricultural Practice manual that includes all aspects of their growing areas?  | 10   | 7     | 3     | 0              | Not allowed | Y             | A GAP manual has been developed for each growing area detailing, at a minimum, all aspects of the growing operation, including ground history, adjacent land, crop nutrition, water use, crop protection and employee hygiene practices.<br><b>If question answered non-compliance, an automatic failure will occur.</b>   |
| 2 | Is each growing area/commodity/ commodity group covered under a third-party food safety audit during all growing seasons?   | 10   | 7     | 3     | 0              | Allowed     | N             | The growing areas for all produce supplied to Costco must be covered under a third-party food safety audit, during each growing season. If an operation grows more than one commodity, separate audits will be required, if growing practices are not similar. An example of this would be if the operation grows apples and cherries. If this is the first third-party audit, the entity/supplier is not to be penalized for lacking previous audits. |
| 3 | If the audit being done is a group/multi-site audit, are 25% of the individual members/sites being audited? Effective 01/01/17, the Costco requirement for Group/Multi-Site audits will be for 35% of the individual members/sites to be audited. | 10   | 7     | 3     | 0              | Allowed     | Y             | <b>If the audit being done is a group or multi-site audit, 25% of the individual members/sites must be audited. Failure to do so, will result in the need for a reaudit. Effective 01/01/17, the Costco requirement for Group/Multi-Site audits will be for 35% of the individual members/sites to be audited.</b>   |
| 4 | If the audit being done is a group/ multi-site audit and there is more than one commodity group, are the audits being divided up, as much as possible, to be representative of the different commodities/ commodity groups?                       | 10   | 7     | 3     | 0              | Allowed     | N             | If a group/multi-site audit is to certify more than one commodity group, the 25% should be equally divided over the commodity groups, as much as possible. An effort should be made by the CB to rotate through ranches and commodity groups.<br>Effective 01/01/17, the Costco requirement for Group/MultiSite audits will be for 35% of the individual members/sites to be audited.  |
| 5 | Has a pre-season risk assessment been performed?  | 10   | 7     | 3     | 0              | Not allowed | N             | There should be a management plan that addresses potential issues identified in the risk assessment. All growing areas must be covered under a pre-season risk assessment that includes an evaluation of conditions that may be likely to result in physical, chemical or biological contamination of the product. Results must be documented.   |
| 6 | When product is being grown specifically for Costco, is there a copy of the Costco product specification on-site?   | 10   | 7     | 3     | 0              | Allowed     | N             | When product is being grown specifically for Costco, a copy of the Costco product specification must be on-hand and available so the grower has full knowledge of the required specifications. Auditor will confirm that the Costco specification is available.  |
| 7 | Is the grower following all required pre-harvest interval time periods as required by crop protection, chemical labels, manufacturers recommendations and national & local standards?   | 10   | X     | X     | 0              | Not allowed | Y             | <b>Pre-harvest intervals specify the amount of time that must elapse between pesticide application and crop harvest. Intervals are established to allow sufficient time for the crop to metabolize (break down) the pesticide so residue levels (tolerances) do not exceed those established when the pesticide received its label approval.</b>   |

|    |   |    |   |   |   |             |   |   |
|----|---|----|---|---|---|-------------|---|---|
| 8  | Does the growing operation follow a pesticide application recording program?  | 10 | 7 | 3 | 0 | Not allowed | Y | The growing operation must follow a pesticide application record-keeping program that includes date of application, pesticide product trade name, active ingredient, total amount applied, size of treatment area, application location, crop name, method of application and pre-harvest interval. Records should also include the applicator's name, license/permit number, if applicable and the EPA registration number.<br>If question answered non-compliance, an automatic failure will occur.   |
| 9  | Are pesticides applied by licensed/permitted/certified application personnel as required by prevailing regulation or if no regulation exists, then by properly trained applicators?   | 10 | 7 | 3 | 0 | Not allowed | Y | The operation maintains records demonstrating that all personnel responsible for pesticide applications are licensed and/or trained, in compliance with prevailing regulation. If an External Application Company is used, the operation will maintain a copy of each applicator's license as well as copies of spray records.<br>If question answered non-compliance, an automatic failure will occur.   |
| 10 | Is there evidence of fecal contamination in close proximity to the growing area or any storage area? This refers to a single account of human or domestic animal fecal matter and/or systemic evidence of wild animal fecal matter.   | 10 | X | X | 0 | Not allowed | Y | There must be no evidence of systemic fecal contamination by wild animals and/or a single account of human or domestic animal fecal matter in the growing area, close to the growing area or in any storage area.   |
| 11 | If a grower ships their product to more than one packer/shipper, do they adequately perform product trace back and trace forward exercises or a mock recall, specific to their operation, at a minimum of once a year, within a two hour time frame? If a grower ships all of their product to one packer/shipper and is covered under a Corporate Recall Program, at minimum do they have the following: A copy of a recent mock recall (initiated and provided by the packer/shipper, not necessarily from their operation) and a copy of the Corporate Recall Program? | 10 | 7 | 3 | 0 | Allowed     | N | If a grower ships their product to more than one packer/shipper, they must have a traceability program established that enables reconciliation of product one step forward and one step back. Contents and retention of records must be consistent with applicable regulations. The grower must retain a copy on site for auditor review. If a grower ships all of their product to one packer/shipper and is covered under a Corporate Recall Program, at minimum they must have the following: A copy of a recent mock recall (initiated and provided by the packer/shipper, not necessarily from their operation) and a copy of the Corporate Recall Program.  |
| 12 | Is microbial testing conducted to verify the adequacy of water used for irrigation, pesticide and fertilization applications, frost/freeze protection and heat stress? Is testing conducted according to the risk assessment for the operation, for microbial pathogens of concern and standard indicators of fecal contamination? (Generic E. coli and/or fecal coliforms).  | 10 | 7 | 3 | 0 | Not allowed | Y | Microbial water testing must occur during the production and harvest season. The frequency of testing and point of water sampling shall be determined based on the risk assessment and current industry standards for commodities being grown. (Testing must have occurred at a minimum within the last 12 months). The type of test and acceptance criteria must also be determined based on the risk assessment but should include microbial pathogens of concern and standard indicators of fecal contamination (generic E. coli and/or fecal coliforms). If testing does not meet the acceptance criteria, corrective actions are required and may include retesting or demonstrate mitigating actions. If all agricultural water is sourced from a municipal source, the testing must be done at the source where the water is used. Note: If mitigating actions taken are not sufficient to protect product to be harvested, Costco reserves the right to require applicable microbiological product testing. If question answered non-compliance, an |



## Costco Harvest Crew Addendum



### Costco Produce Addendum for Harvest Crew Audits

|   | Question   | Full | Minor | Major | Non-Compliance | N/A         | Auto Re-Audit | Explanation   |
|---|--|------|-------|-------|----------------|-------------|---------------|---|
| 1 | Has a pre-harvest risk assessment been performed on each growing area within seven days of the beginning of harvest?   | 10   | 7     | 3     | 0              | Not allowed | N             | Each growing area must have a pre-harvest risk assessment that includes an evaluation of conditions that may be likely to result in physical, chemical or biological contamination of product. Results must be documented. A management plan addresses food safety risks identified in the risk assessment.   |
| 2 | Does the harvest crew have a third-party food safety audit during each growing season?<br>If an operation grows more than one commodity, separate audits will be required, if harvesting practices are not similar.  | 10   | 7     | 3     | 0              | Not allowed | N             | All crews harvesting product supplied to Costco must have at least one third-party Harvest Crew food safety audit, during each growing season. If an operation grows more than one commodity, separate audits will be required, if harvesting practices are not similar. If this is the first third-party audit, the entity/supplier is not to be penalized for lacking previous audits. Group audits must be requested in writing, prior to the audit taking place and may be allowed.                 |
| 3 | Is there a documented food safety training program for all personnel, that includes new, temporary and existing employees and are records kept?  | 10   | 7     | 3     | 0              | Not allowed | N             | All employees receive training in the food safety policy & plan, food safety procedures, sanitation and personal hygiene, appropriate to their job responsibilities. Employees receive training at hire and refresher training at prescribed frequencies. Documentation of training is available.   |
| 4 | Is there an adequate number of field sanitation units, a minimum of 1 for each group of 20 workers?  | 10   | 7     | 3     | 0              | Not allowed | Y             | A minimum of 1 field sanitation unit, to include a toilet and hand wash station, is provided for each group of 20 workers. Hand sanitizer must not take the place of hand washing with soap and water.<br>If question answered non-compliance, an automatic failure will occur.   |
| 5 | Are toilet facilities maintained in a clean and sanitary manner, adequately stocked with supplies and within a 5 minute walk for all employees?  | 10   | 7     | 3     | 0              | Not allowed | N             | Field sanitation units are designed, constructed and located in a manner that minimizes the potential risk for product contamination and are easily accessible for employees and servicing. They are adequately stocked with supplies.  |
| 6 | Are functioning hand wash stations maintained in a clean and sanitary manner, adequately stocked with supplies and within a 5 minute walk for all employees?   | 10   | 7     | 3     | 0              | Not allowed | Y             | Hand wash stations are supplied with water that meets the microbial standard for drinking water, hand soap, disposable towels, a covered trash receptacle and a tank that captures used water for disposal. There should be evidence that water meets the EPA microbiological drink water standards (e.g. water test, guarantee letter from contractor, etc.) If question answered non-compliance, an automatic failure will occur.   |
| 7 | Are hand wash stations located outside restroom facilities, in order for hand washing activities to be observed by supervisors?  | 10   | 7     | 3     | 0              | Not allowed | N             | Since hand washing is such an important part of a food safety program, it is important that this activity take place in full view of a supervisor. Auditors must make an effort to observe workers washing their hands during the audit.  |
| 8 | Is hand washing required before starting work, after breaks, after using restrooms and at any other time hands become contaminated?  | 10   | 7     | 3     | 0              | Not allowed | N             | Employees are required to wash their hands before starting work, after each visit to the toilet, using a handkerchief or tissue, handling contaminated material, smoking, eating, drinking, breaks and prior to returning to work when their hands may have become a source of contamination. The auditor must verify the written procedures for hand washing and observe a sampling of employees washing their hands, to verify it is being done correctly, as per the operation's written procedures. |
| 9 | Does the operation have a written policy stating that employees are prohibited from wearing and/or bringing items such as, but not limited to the following, which could be a source of product contamination: jewelry, watches, clothing with sequins or studs, bobby pins, false eyelashes and eyelash extensions, long nails, false nails, and nail polish? | 10   | 7     | 3     | 0              | Not allowed | N             | The operation has a written policy stating that employees are prohibited from wearing and/or bringing items such as, but not limited to the following, which could be a source of product contamination: jewelry, watches, clothing with sequins or studs, bobby pins, false eyelashes and eyelash extensions, long nails, false nails, and nail polish. Workers are observed to be in compliance with the policy.  |

|    |  |    |   |   |   |             |   |  |
|----|--|----|---|---|---|-------------|---|--|
| 10 | Are employees with obvious sores, infected wounds or infectious illnesses prohibited from having direct contact with exposed food products or food contact packaging? Is this a written policy?  | 10 | 7 | 3 | 0 | Not allowed | Y | There is a written policy stating that employees with exposed boils, sores, infected wounds or any source of abnormal contamination are prohibited from contact with product and food contact packaging. Bandages must be covered with a non-porous covering such as a plastic glove. If labor is supplied by a contracted company, a copy of this policy must be available. If question answered non-compliance, an automatic failure will occur. |
| 11 | Is there a written policy stating that smoking, eating, spitting, chewing gum or tobacco, drinking (other than water), urinating and defecating is not permitted in any growing or storage area?   | 10 | 7 | 3 | 0 | Not allowed | N | The operation has a written policy prohibiting smoking, eating, spitting, chewing gum or tobacco and drinking, other than water, except in designated areas. Such areas are designated so as not to provide a source of contamination. The operation has a policy prohibiting urinating and defecating in any growing or storage area.   |
| 12 | Is there a written policy stating that if any commodity comes in contact with blood or other bodily fluids, they will be destroyed?  | 10 | 7 | 3 | 0 | Not allowed | V | There must be a written policy specifying the procedures for the handling and disposition of food or product contact surfaces that have been in contact with blood or other bodily fluids.   |
| 13 | Is there evidence of fecal contamination in proximity to the growing area or any storage area? This refers to a single account of human or domestic animal fecal matter and/or systemic evidence of wild animal fecal matter.  | 10 | 7 | 3 | 0 | Not allowed | Y | There must be no evidence of systemic fecal contamination by wild animals and/or a single account of human or domestic fecal matter in the growing area, close to the growing area or in any storage area. If question answered non-compliance, an automatic failure will occur.   |
| 14 | If gloves are used, are they provided by the grower/harvest company and not Latex or powder-free Latex?  | 10 | 7 | 3 | 0 | Not allowed | N | If gloves are used, Costco requires that they are provided by the grower/harvest company and prohibits the use of Latex and powder-free Latex gloves. Workers may not supply their own gloves.   |
| 15 | Are picking bags, picking carts and stands, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees covered under equipment storage and control procedures and on a written cleaning schedule and records kept?  | 10 | 7 | 3 | 0 | Not allowed | N | The operation has a policy detailing the control, storage and cleaning of picking bags, carts, stands, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees. All items are covered under a written cleaning policy and records are kept.  |
| 16 | Are picking bags, picking carts and stands, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees kept clean and in good repair?   | 10 | 7 | 3 | 0 | Allowed     | N | Picking bags, carts, stands, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees are clean and in good repair.   |
| 17 | Does the operation have a written pest control program, to cover storage areas for product and packaging?  | 10 | 7 | 3 | 0 | Allowed     | Y | A written pest control program that covers storage areas for product and packaging areas is in place. Pest control devices are located away from exposed food products, packaging and raw materials. Bait stations and other pesticides are only used outside. Records are kept. NA allowed only if no product or packaging is stored on site. If question answered non-compliance, an automatic failure will occur.                               |
| 18 | Are product and packaging free of insects, rodents, birds, reptiles and mammals or any evidence of them?   | 10 | X | X | 0 | Not allowed | Y | All product and packaging is free of insects, rodents, birds, reptiles and mammals and any evidence of them. Inspection records are kept.  |
| 19 | Does the operation have a written pest control program to cover harvest equipment storage areas?   | 10 | 7 | 3 | 0 | Allowed     | N | A written pest control program that covers harvest equipment storage areas is in place. Bait stations and other pesticides are only used outside. Records are kept.  |
| 20 | Is harvest equipment free of insects, rodents, birds, reptiles and mammals or any evidence of them?  | 10 | 7 | 3 | 0 | Allowed     | Y | Harvest equipment is free of insects, rodents, birds, reptiles and mammals and any evidence of them. Inspection records are kept. If question answered non-compliance, an automatic failure will occur.  |
| 21 | For field packed product, are finished product sell units marked with a use-by, sell-by or packed-on date or code that can be used for traceability/ recall purposes? Auditors must review Costco item specifications, for field packed product, provided by Costco buyers, which are to be available on-site. | 10 | 7 | 3 | 0 | Allowed     | N | Costco requires finished product sell units, packed in the field, to be marked with a use-by, sell-by or packed-on date or code that can be used for traceability/ recall purposes. For field packed product, auditors must review the Costco item specifications, provided by Costco buyers, which are to be available on-site.   |
| 22 | If reusable containers are used in the operation, are they made of food grade materials?   | 10 | 7 | 3 | 0 | Allowed     | N | The operation has written product specifications from the manufacturer for all reusable containers stating that they are manufactured from food grade materials.   |
| 23 | If reusable containers are used in the operation, are they on a written cleaning program?  | 10 | 7 | 3 | 0 | Allowed     | N | Reusable containers must be on a written cleaning program that states frequency and procedures for cleaning. Records are kept.   |
| 24 | For commodities where using wood bins is the industry standard, are written cleaning and repair programs in place? If possible, efforts must be made to reduce the use of wood bins.   | 10 | 7 | 3 | 0 | Allowed     | N | If wooden bins are used in an operation, written cleaning and repair programs must be in place. Records are kept.  |

|    |  |    |   |   |   |             |   |  |
|----|--|----|---|---|---|-------------|---|--|
| 25 | Are all surfaces that produce comes in contact with accessible and cleanable?<br>Question is for all countries; CFR applies only to U.S..<br>(U.S. only) Please refer to 21CFR Part 174-178, for a list of approved materials.   | 10 | 7 | 3 | 0 | Allowed     | N | With the exception of commodities where using wooden bins is the industry standard, produce must not come in contact with surfaces which are not food grade, not accessible, cannot be cleaned, including but not limited to the following: foam rubber, any type of carpet, non food-grade plastic, tape, etc.<br>Question is for all countries; CFR applies only to U.S.. (US Only) Please refer to 21CFR Part 174-178, for a list of approved materials.  |
| 26 | Is harvesting equipment on a written cleaning and sanitizing program and records kept?   | 10 | 7 | 3 | 0 | Allowed     | N | Harvesting equipment must be on a written cleaning and sanitizing program. Records are kept.   |
| 27 | Is product free from contamination/adulteration?   | 10 | X | X | 0 | Not allowed | Y | Harvest procedures include measures to inspect for and remove physical hazards.  |
| 28 | Is product free from mishandling by workers, such as, but not limited to, using cloths or towels to remove dirt and/or debris from product?  | 10 | 7 | 3 | 0 | Not allowed | Y | Cloths, towels and other cleaning materials that pose a risk of contamination and/or adulteration are not used to remove dirt and debris from product. Workers are not observed handling product in anyway that might cause contamination and/or adulteration.<br>If question answered non-compliance, an automatic failure will occur.  |
| 29 | Are primary (food contact) packaging suppliers required to have documented monitoring programs in place that check compliance to specifications, legal requirements and lot coding? Is there a requirement for a third-party audit? Do primary packaging suppliers perform a trace forward and trace back exercise at least twice per year? Primary packaging suppliers can either be overseen by the Grower or the Packinghouse, depending on which is most appropriate for the operation. If product is field-packed, it makes more sense for the grower or ranch to have the oversight.<br>Question is for all countries. Below is only for Costco U.S. Costco U.S. will accept a Letter of Guarantee through 12/16. Effective 01/17, Costco U.S. will require that all primary packaging suppliers have a third-party food safety audit. | 10 | 7 | 3 | 0 | Allowed     | N | Primary (food contact) packaging suppliers adhere to specifications, legal requirements and include lot coding on all items. A third-party audit must be maintained on-site for auditor review. Primary packaging suppliers perform a trace forward and trace back exercise at least twice per year. In the event a shipper purchases and delivers packaging on behalf of the grower or harvest company, the entity/supplier being audited must obtain supporting documentation from the shipper to receive full compliance.<br>Question is for all countries. Below is only for Costco U.S. Costco U.S. will accept a Letter of Guarantee through 12/16. Effective 01/17, Costco U.S. will require that all primary packaging suppliers have a third-party food safety audit. |

**AF 2.3 Corrective Action for 2011 Global G.A.P. Pre Audit**

\_\_\_\_\_  
(Farm Name)

Below is a listing of all the corrective actions, compliance dates, and corrective measures taken as determined by the Global G.A.P. internal audit conducted on

\_\_\_\_\_  
Date

| Level       | Section | Control Point | Action Required | Compliance Date | Completed Date |
|-------------|---------|---------------|-----------------|-----------------|----------------|
| Major Must  |         |               |                 |                 |                |
| Minor Must  |         |               |                 |                 |                |
| Recommended |         |               |                 |                 |                |

## AF 3 Hygiene

### AF 3.1 Hygiene Risk Assessment

| What are the Hazards ?                                       | Who/what might be harmed? | Risk | Precautions Taken   | Further Action needed? | Action by Whom? | Date Completed? |
|--|---------------------------|------|---|------------------------|-----------------|-----------------|
| Biological contamination from harvest crew                   | product/consumer          | Low  | <ul style="list-style-type: none"> <li>All workers are trained on good personal hygiene and hand washing in an appropriate language.</li> <li>Workers are required to report illness to their supervisor. Employees with obvious sores, infected wounds or other infectious illnesses are not allowed to have direct contact with exposed food products, production, equipment or storage areas. If available, supervisors will reassign workers to non-food contact job.</li> <li>Key personnel are designated as trainers and act as a role model by practicing proper hand washing. They will be trained in recognizing signs of illness in workers.</li> <li>Signs are posted instructing workers to properly wash their hands after using the toilet, eating and smoking.</li> </ul>   |                        |                 |                 |
| Biological contamination from toilet/hand washing facilities | product/consumer          | Low  | <ul style="list-style-type: none"> <li>An adequate number of clean toilets and hand washing facilities are provided according to local law (one toilet for every 20 workers and one hand washing station for every 40 workers).</li> <li>Toilets and hand washing facilities are monitored daily during harvest season for cleanliness, soap, water, paper towels and toilet paper.</li> <li>Toilets are conveniently located or within a 1/4 mile walk.</li> <li>Toilets are located out of the produce crop field and should be kept at a minimum of 20 feet between unit and production field.</li> <li>Grey water should be collected at field hand washing facilities</li> <li>There are written SOP's for all aspects of toilet and hand washing facilities maintenance and sanitation. Records are kept documenting implementation of SOP's.</li> <li>All handwash water is verified as potable water</li> </ul> |                        |                 |                 |
| Contamination from jewelry, clothing or foreign matter,      | product/consumer          | Low  | <ul style="list-style-type: none"> <li>All workers are trained in proper work attire. Any type of clothing that could be a source of product contamination, including, but not limited to bobby pins, studs and sequins.</li> <li>Signs are posted that state no jewelry or glass is allowed in the field.</li> <li>Language and signs are appropriate for workers.</li> </ul>  |                        |                 |                 |



|  |                      |     |   |  |  |  |
|--|----------------------|-----|---|--|--|--|
|  |                      |     | <ul style="list-style-type: none"> <li>• Nails are to be clean, short, free of nail polish and false nails.</li> </ul>  |  |  |  |
| Contamin<br>ation<br>from<br>dirty<br>packing<br>materials | product/<br>consumer | Low | <ul style="list-style-type: none"> <li>• Containers used for packing and shipping produce are stored in an area that is covered, and preferably isolated from the packing area, to insure that bins are not exposed to rodents, dust or condensation.</li> <li>• All packing materials come from approved suppliers who follow GMPs and have supplied letters of guarantee.</li> <li>• Packing materials are always new, never reused, or used for anything other than produce harvesting.</li> <li>• Rejected materials are separated and clearly marked.</li> </ul> |  |  |  |
| Contamin<br>ation<br>from<br>transport<br>equipmen<br>t    | product/<br>consumer | Low | <ul style="list-style-type: none"> <li>• SOP's are in place and written for hygiene policies on transport equipment.</li> <li>• Records are kept documenting implementation of these SOP's.</li> <li>• Workers are trained in hygiene policies on transport equipment.</li> </ul>   |  |  |  |

## AF 3.2 Written Policy for Health and Safety

It is company policy of

\_\_\_\_\_  
(Farm Name)

### Safe Structures and Buildings

- Ensure buildings are sound and in good condition.
- Ensure areas are kept clean and free from debris and litter.
- Ensure work and movement areas are well lit.
- Hazardous chemicals and equipment is stored securely.

### Pesticide Storage and Handling at Farm

- Any person who handles and applies PPP is properly trained in safe chemical handling principles.
- All PPP applicators have access to and wear proper safety equipment for applying PPP.
- The PPP storage area is locked or fenced and used only for PPP.
- Pesticides are stored on impermeable shelves over an impermeable floor with the ability to contain leaks or spills.
- Signs are posted stating pesticide applications. Workers are prevented from re-entry to fields until the re-entry period has expired.
- Spray equipment is cleaned after each use and the wash liquid disposed on designated fallow ground.
- PPP containers are triple rinsed and rinsate is applied to the spray tank.
- Stage a decontamination area near the mixing station and stock well with supplies to wash off chemicals if an accident occurs.

### Machinery and Equipment

- Any person who operates machinery will be properly trained on safe operating policy. (e.g. tractors, forklifts)
- Hazard signs will be placed near dangerous equipment to notify visitors and workers of the dangers. (e.g. moving parts, flammable, poison)

### Facility Worker Safety

- According to job task all workers are trained on proper protective equipment and appropriate safety measures.
- Management will provide workers access to protective equipment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## AF 3.2a Global G.A.P. Farm Signage Requirements

There are two main types of signage that are required for this audit.

1. Farm name and field identification
2. Food safety and employee hygiene rules and regulations  
(Examples of signage follow this page)

Farm name and field identification

1. The sign will contain the following:
  - a. Name of farm
  - b. Farm owner or manager with phone number
  - c. Emergency contact with phone number
  - d. Statement: "All visitors must sign in before entering the field"
  - e. Statement: "Please obey all posted rules"
2. Sign must be put at main entrance to your field or farm.
3. As long as the farm is contiguous to a central area you only need one main farm sign.  
Example: If John Doe Blueberry Farm has four fields, then one main sign is required at the main entrance and the other three fields would be coded and identified. (i.e. Field 2: Field 3, Field 4)
4. If John Doe has farms that are not contiguous to a central area then each farm would require a main sign at its entrance and other fields identified and coded as above.
5. It is suggested that the sign state that you are GlobalGAP certified.
6. Sign can be constructed of any material of choice as long as above information is included and visible to all visitors and workers.

### **Food safety and employee hygiene rules and regulations:**

**Note: It is suggested that these rules be written in English and Spanish.**

1. Visitors must sign in visitor registration log and health declaration before entering the field.
2. Employees must wash their hands before they begin work and after any contaminants touches their hands.
3. If you are feeling ill, or have an open cut or wound or lesion of any type or any discharge from your eyes, nose, or mouth please report to your supervisor before you begin work.
4. All injuries must be reported immediately to your supervisor. Accident procedures for the farm will be implemented.
5. Any product which comes in contact with blood should be reported to your supervisor immediately for proper disposal. Any harvesting equipment which comes in contact with blood will be cleaned and sanitized before its reuse.
6. Any product which comes in contact with the soil or other foreign material should be reported to your supervisor immediately for proper disposal.
7. No smoking or the use of tobacco products is allowed in the field. Smoking is allowed only in designated areas.
8. No eating, drinking, chewing gum, or glass items are allowed in the field, except for designated areas.
9. No children are allowed in the field during working operations and hours.
10. No pets or livestock are allowed in the field.
11. Employees must remove their jewelry before they begin work.
12. Place all trash in the receptacles provided.
13. All visitors and employees must use restrooms provided in the field.
14. All visitors and employees must abide by farm rules and hygiene requirements.

### REGLAS DE CAMPO

1. Los invitados deben firmar el registro de invitados y la declaración de salud antes de entrar al campo.
2. Los empleados deben lavar sus manos antes de que ellos comiencen el trabajo y después de que cualquier contaminante toca sus manos.
3. Si usted se siente enfermo, o tiene una cortada abierta, herida o lesiones de algún tipo, por favor infórmele a su supervisor antes de que usted comience el trabajo.
4. Todas las heridas deben ser relatadas inmediatamente a su supervisor. Los procedimientos de accidente de la granja serán puestos en práctica.
5. Cualquier producto que entra en contacto con la sangre debería ser relatado a su supervisor inmediatamente para la disposición apropiada.
6. Cualquier producto que entra en contacto con el suelo u otros materiales extranjeros debería ser relatado a su supervisor inmediatamente para la disposición apropiada.
7. Prohibido fumar o uso de productos de tabaco en el campo.
8. Ninguna comida, bebida, chicle o artículos de vidrio son permitidos en el campo excepto en áreas designadas.
9. No permiten a ningunos niños en el campo durante operaciones de trabajo.
10. No permiten ningunos animales domésticos o ganado en el campo.
11. Los empleados deben quitar sus joyas antes de que comiencen el trabajo.
12. Colocar toda la basura en el receptáculo proporcionado.
13. Todos los invitados y los empleados deben usar servicios proporcionados en los campos.
14. Todos los empleados y los invitados deben cumplir con reglas del campo y exigencias de higiene.

EL SIGNO DEBE INCLUIR NOMBRE DE CAMPO, SECCIÓN Y NÚMEROS DE TELÉFONO.

| FARM MGR:(NUMBER HERE)   | (FARM NAME HERE)  | EMERGENCY:(NUMBER HERE) |
|--|---|-------------------------|
| EMPLOYEES MUST WASH THEIR HANDS BEFORE THEY BEGIN WORK & AFTER ANY CONTAMINANT TOUCHES THEIR HANDS.<br>IF YOU ARE FEELING ILL, OR HAVE AN OPEN CUT, WOUND OR LESIONS OF ANY TYPE, PLEASE REPORT TO YOUR SUPERVISOR BEFORE YOU BEGIN WORK.<br>ALL INJURIES MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR. ACCIDENT PROCEDURES FOR THE FARM WILL BE IMPLEMENTED.<br>ANY PRODUCT WHICH COMES IN CONTACT WITH BLOOD SHOULD BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY FOR PROPER DISPOSAL.<br>NO SMOKING OR USE OF TOBACCO PRODUCTS IS ALLOWED IN THE FIELD.<br>NO EATING, DRINKING, CHEWING GUM OR GLASS ITEMS ARE ALLOWED IN THE FIELD EXCEPT FOR DESIGNATED AREAS.  | NO CHILDREN ARE ALLOWED IN THE FIELD DURING WORKING OPERATIONS.<br>NO PETS OR LIVESTOCK ARE ALLOWED IN THE FIELD.<br>EMPLOYEES MUST REMOVE THEIR JEWELRY BEFORE THEY BEGIN WORK.<br>PLACE ALL TRASH IN THE RECEPTACLE PROVIDED.<br>ALL VISITORS & EMPLOYEES MUST USE RESTROOMS PROVIDED IN THE FIELDS.<br>ALL EMPLOYEES & VISITORS MUST ABIDE BY FARM RULES AND HYGIENE REQUIREMENTS.   |                         |
| LOS EMPLEADOS DEBEN LAVAR SUS MANOS ANTES QUE ELLOS COMIENCEN EL TRABAJO Y DESPUÉS DE QUE CUALQUIER CONTAMINANTE TOCA SUS MANOS.<br>SI USTED SE SIENTE ENFERMO, O TIENE UNA CORTADA ABIERTA, HERIDA O LESIONES DE ALGÚN TIPO, POR FAVOR INFÓRMELE A SU SUPERVISOR ANTES QUE USTED COMIENCE EL TRABAJO.<br>TODAS LAS HERIDAS DEBEN SER RELATADAS INMEDIATAMENTE A SU SUPERVISOR. LOS PROCEDIMIENTOS DE ACCIDENTE DE EL CAMPO SERÁN PUESTOS EN PRÁCTICA.<br>CUALQUIER PRODUCTO QUE ENTRA EN CONTACTO CON LA SANGRE DEBERÍA SER RELATADO A SU SUPERVISOR INMEDIATAMENTE PARA LA DISPOSICIÓN APROPIADA.<br>PROHIBIDO FUMAR O USO DE PRODUCTOS DE TABACO EN EL CAMPO.<br>NINGUNA COMIDA, BEBIDA, CHICLE O ARTÍCULOS DE VIDRIO SON PERMITIDOS EN EL CAMPO EXCEPTO EN ÁREAS DESIGNADAS. | NO SE PERMITEN NIÑOS EN EL CAMPO DURANTE OPERACIONES DE TRABAJO.<br>NO PERMITEN NINGUNOS ANIMALES DOMÉSTICOS O GANADO EN EL CAMPO.<br>LOS EMPLEADOS DEBEN QUITAR SU JOYERÍA ANTES DE QUE COMIENCEN EL TRABAJO.<br>COLOCAR TODA LA BASURA EN EL RECEPTÁCULO PROPORCIONADO.<br>TODO LOS INVITADOS Y LOS EMPLEADOS DEBEN USAR SERVICIOS PROPORCIONADOS EN LOS CAMPOS.<br>TODOS LOS EMPLEADOS Y LOS INVITADOS DEBEN CUMPLIR CON REGLAS DEL CAMPO Y EXIGENCIAS DE HIGIENE. |                         |

**Global GAP Farm & Rules Sign** (required to meet GAP Certification requirements)

<ftp://ftp.sunnyridge.com/ftpuser> (You must use Internet Explorer)

Username: ftpuser

Password: tbcj6!

In this folder you will find the signage template for the GAP rules sign as well as the Farm ID sign. The PDF is for your viewing. The Adobe Illustrator (.ai) file is for your signage company.

Production instructions for the sign are as follows:

*Most signage is printed in process color on a single piece of vinyl, then mounted onto the sign surface. This is the preferred execution. This will also eliminate issues with the light blue background behind the logo.*

*If for some reason the sign vendor is not able to produce the entire sign in process color, then the following solid PMS equivalents may be used Light Blue PMS 656; Dark Blue PMS 653. The PMS equivalents are only to be used as a last resort as they are NOT an exact match to our branded colors.*

*Pre-printed color vinyl should NOT be used.*

*Font style, weight, and size should not be changed from that displayed on the original file.*

*The signage attached is the approved format for design and layout of specific information that must appear on the farm and farm rules signage to comply with Global GAP requirements.*

*Farm signage may be scaled proportionately to a smaller size but should not be printed smaller than 2' x 4'. As a cost saving measure a process color vinyl banner may be produced.*

**Florida Signage Companies**

- **Extreme Graphics**  
US 27 near Kokomo Rd., Haines City  
Lisa or Barrett  
(863) 438-8612

**Department of Labor signage details**

To help our growers with their Department of Labor compliance below you will find information on two resources that can help make the process simple and easy. These two vendors are National HR Resource companies that specialize in providing this information in an easy poster format and offer an Automatic Update Service (separate subscription) that will send you updated posters for one year based on any federal or state posting requirement changes.

Just a reminder that you will need to obtain both the English and Spanish versions of the posters and they will need to be posted in a common area where they can be seen by all employees.

**Vendors**

- **J.J. Keller** (National)  
[www.jjkeller.com](http://www.jjkeller.com) (select “Human Resources.” Then select “Federal & State Labor Law Posters” on the right hand side)  
800-843-3174
- **G. Neil Poster Guard** (National)  
[www.posterguard.com](http://www.posterguard.com)  
1-866-463-4574

Should you have questions, please contact Jesse Dominguez, Corporate Human Resources Manager at 863.294.8856 x 4049 or [jesse.dominguez@dole.com](mailto:jesse.dominguez@dole.com)

## AF 3.2b Wash Hands Sign

**LOS EMPLEADOS  
DEBEN LAVARSE LAS  
MANOS ANTES DE  
VOLVER A TRABAJAR.**

.....

...

**EMPLOYEES MUST  
WASH HANDS BEFORE  
RETURNING TO  
WORK.**

Must be posted in all toilet, eating, and smoking facilities.

### AF 3.3 Hygiene Training

Place in this section your records for training of workers on hygiene.

Training must include the following:

1. the need for hand cleaning
2. the covering of skin cuts
3. limitation on smoking, eating and drinking to certain areas
4. notification of any relevant infections or conditions
5. the use of suitable protective clothing and clean clothes with no beads, sequins or metal studs.
6. clean well maintain nails

UF IFAS offers a DVD *Worker Health and Hygiene Program for the Produce Industry* which can be purchased through the IFAS Bookstore by calling 1-800-226-1764 or visiting the website: <http://ifasbooks.ifas.ufl.edu>



### AF 3.3a Supervisors Training Food Handling Dos and Don'ts

**Supervisors should be aware of the following information and should be able to recognize actions that are against company policy.**

Each crew leader or person of authority should read and sign that they understand the following:

#### **Microorganisms and Food Handling**

- The microorganisms that cause illnesses are much too small to see.
- These tiny bacteria and parasites can be transferred to foods from dirty hands or blood, especially from employees who did not wash their hands after using the toilet. Ensure employees wash their hands after using the toilet.
- Food can make people sick if it has been touched by someone else who is sick or does not have clean hands.
- Do not allow employees to eat food or chew tobacco or gum while working with produce. Food from our mouths can transfer bacteria or parasites to food and make others sick.

#### **Worker Hygiene**

- Employees must keep nails clean, short, free of nail polish and false nails.
- No smoking eating spitting chewing gum or tobacco, drinking (other than water), urinating or defecating in any growing, packing, cooling or storage area.
- Employees are prohibited from wearing jewelry or any type of clothing that could be a source of product contamination, including, but not limited to bobby pins, sequins and studs.

#### **Illness Reporting**

- Observe employees regularly. Do not allow employees to work if they display signs of diarrhea, vomiting, fever or nausea. Ask them to inform you of any signs of these symptoms.
- Ask employees to report lesions on their body such as infected wounds, draining wounds, boils or wounds seeping pus that may come in contact with the produce. Do not allow them to work with wounds described here.
- Be familiar with symptoms of infectious diseases such as diarrhea, runny noses, yellow skin or eyes, coughs or fever.

#### **Hand Washing**

- Thorough hand washing before beginning work with produce and after using the toilet is very important. All employees must wash their hands with soap and water. Failure to do so may be grounds for disciplinary actions and eventual dismissal.
- Teach proper hand washing techniques which include the following:
  - Hand washing with water. Warm water is more effective than cold water for washing hands.
  - Use soap.
  - Thorough scrubbing for 20 seconds (including cleaning under fingernails and between fingers), rinsing, and drying of the hands, common or shared towels should not be used.

#### **Bleeding Incidence**

- Educate food handlers that any cuts or scrapes that cause the loss of blood must be reported to the supervisor immediately.
- All products that come in contact with blood during an incident must be destroyed.
- All equipment that has come in contact with blood during the incident must be cleaned and sanitized.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### AF 3.3b Food Borne Illness Training for Supervisors

There are four main food borne illness organisms that are known to be able to contaminate food via infected food handlers. Supervisors should be aware of the symptoms of these food borne illnesses so that they can recognize them in workers. If any food handlers appear to exhibit symptoms of any of these illnesses, they should be sent to the doctor for diagnosis and should, under no circumstances, be allowed to continue to work in contact with food until a negative diagnosis has been returned or the symptoms abate.

#### **Salmonella:**

Associated foods: Raw meats, poultry, eggs, milk, and dairy products, fish, shrimp, frog legs, yeast, coconut, sauces, and salad dressing, cake mixes, cream-filled desserts, and toppings, dried gelatin, peanut butter, cocoa, and chocolate. Out breaks on melons, tomatoes, alfalfa sprouts, orange juice (probably due to use of manure in field).

Where it comes from: Fecal contamination, contact with infected workers, contaminated water, or manure.

Infectious dose: As few as 15-20 cells; depends upon age and health of host, and strain differences among the members of the genus. It is estimated that from 2 to 4 million cases of salmonellosis occur in the U.S. annually.

Target Populations: All age groups are susceptible, but symptoms are most severe in the elderly, infants, and the infirm. AIDS patients suffer salmonellosis frequently (estimated 20-fold more than general population) and suffer from recurrent episodes.

Nature of Disease: Acute symptoms – Nausea, vomiting, abdominal cramps, minimal diarrhea, fever, and headache. Chronic consequences – arthritic symptoms may follow 3-4 weeks after onset of acute symptoms. Onset time - 6-48 hours.

#### **E. coli:**

Associated foods: Undercooked or raw hamburger (ground beef) has been implicated in nearly all documented outbreaks and in other sporadic cases. Raw milk was the vehicle in a school outbreak in Canada. Un-pasteurized apple juice. Other meats may contain *E. coli* 0157:H7

Where it comes from: *E. coli* is a normal inhabitant of the intestines of all animals, including humans. When aerobic culture methods are used, *E. coli* is the dominant species found in feces. Normally *E. coli* serves a useful function in the body by suppressing the growth of harmful bacterial species and by synthesizing appreciable amounts of vitamins. A minority of *E. coli* strains are capable of causing human illness by several different mechanisms. *E. coli* serotype 0157:H7 is a rare variety of *E. coli* that produces large quantities of one or more related, potent toxins that cause severe damage to the lining of the intestine. A recent outbreak in apple juice was probably from apples picked up off the ground with fecal contamination. Also has been found on melons, iceberg lettuce, red cabbage, leaf lettuce, Mesclun mix, carrots (maybe). Strain (0157:H7) is usually associated with meat. When found on produce it is probably from cross contamination in the kitchen or from manure or animals in the field.

Infectious does: Unknown, but from a compilation of outbreak data, including the organism's ability to be passed person-to-person in the day-care setting and nursing homes, the dose may be similar to that of *Shigella* spp. (10 organisms).

Target Populations: All people are believed to be susceptible to hemorrhagic colitis, but larger outbreaks have occurred in institutional settings.

Nature of Disease: The illness is characterized by severe cramping (abdominal pain) and diarrhea, which is initially watery but becomes grossly bloody. Occasionally vomiting occurs.

Fever is either low-grade or absent. The illness is usually self-limited and lasts for an average of 8 days. Some individuals exhibit watery diarrhea only.

### **Shigella:**

Associated Foods: Salads (potato, tuna, shrimp, macaroni, and chicken), raw vegetables, milk, dairy products, and poultry. Contamination of these foods is usually through the fecal-oral route. Fecally contaminated water and unsanitary handling by food handlers are the most common causes of contaminated raw materials, probably in the field. Has been found on scallions, perhaps through use of non-potable water.

How it gets around: Most often through contaminated food handlers or contaminated water.

Infectious does: As few as 10 cells depending on age and condition of host. The *Shigella* spp. is highly infectious agents that are transmitted by the fecal-oral route.

Relative Frequency of Disease: An estimated 300,000 cases of shigellosis occur annually in the U.S. The number attributable to food is unknown, but given the low infectious dose, it is probably substantial.

Target Populations: Infants, the elderly, and the infirm are susceptible to the severest symptoms of disease, but all humans are susceptible to some degree. Shigellosis is a very common malady suffered by individuals with acquired immune deficiency syndrome (AIDS) and AIDS-related complex, as well as non-AIDS homosexual men.

Symptoms: Abdominal pain, cramps, diarrhea, fever, vomiting, blood, pus, or mucus in stools. Onset time – 12-50 hours.

### **Hepatitis A:**

Associated Foods: HAV is excreted in feces of infected people and can produce clinical disease when susceptible individuals consume contaminated water or foods. Cold cuts and sandwiches, fruits and fruit juices, milk and milk products, vegetables, salads, shellfish, and iced drinks are commonly implicated in outbreaks. Water, shellfish, and salads are the most frequent sources. Contamination of foods by infected workers in food processing plants and restaurants is common.

How it gets around: Contaminated water, sewage, infected food handlers; Hepatitis A has a worldwide distribution occurring in both epidemic and sporadic fashions. About 22,700 cases of hepatitis A representing 38% of all hepatitis cases (5-year average from all routes of transmission) are reported annually in the U.S. In 1988 an estimated 7.3% cases were foodborne or waterborne. HAV is primarily transmitted by person-to-person contact through fecal contamination, but common-source epidemics from contaminated food and water also occur. Poor sanitation and crowding facilitate transmission. Most individuals 18 and older demonstrate an immunity that provides lifelong protection against reinfection. In the U.S. the percentages of adults with immunity increase with age (10% for those 18-19 years of age to 65% for those 50). The increased number of susceptible individuals allows common source epidemics to evolve rapidly.

Target Population: All people who ingest the virus and are immunologically unprotected are susceptible infection. Disease however, is more common in adults than in children.

Nature of Disease: Hepatitis A is usually a mild illness characterized by sudden onset of fever, malaise, nausea, anorexia, and abdominal discomfort, followed in several days by jaundice. The infectious dose is unknown but presumably in 10-100 virus particles.

#### **Discharges from the Eyes, Nose, and Mouth.**

Discharges from the eyes, nose, or mouth through persistent sneezing or coughing by food employees can directly contaminate exposed food, equipment, utensils, linens, and single-service and single-use articles. When these poor hygienic practices cannot be controlled, the employee must be assigned to duties that minimize the potential for contaminating food and surrounding surfaces and objects.

Source: U.S. Food & Drug Administration, Center for Food Safety & Applied Nutrition, Foodborne Pathogenic Microorganisms, and Natural Toxins Handbook. Bad Bug Book.  
[www.fda.gov](http://www.fda.gov).

I have read and understand the cause and symptoms of the four diseases described above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **AF 3.3c Entrenamiento para Supervisores Como Manejar La Comida Lo Que Se Debe Y No Se Debe Hacer**

**Los Supervisores tienen que estar consientes a la siguiente información y deben de tener la habilidad para reconocer las acciones que están en contra de la póliza de la compañía.**

#### **Microorganismos y manejos de Alimento**

- Los microorganismos que causan enfermedades son demasiado pequeños para poder ver a plena vista.
- Estas diminutas bacterias y parásitos pueden ser transferidas a los alimentos por medio de manos sucias o por sangre, especialmente por empleados que no se lavan las manos después de usar el baño. Asegurase que todos los empleados se laven las manos después de usar el baño.
- Si los alimentos han sido tocada por alguien que esta enfermo o no tiene las manos limpias, estos alimentos ya están infectados y puede enfermar a otras personas.
- No permita que ningún empleado mastique tabaco, chicles o coma comida mientras trabaja con el producto.

#### **Higiene de los Trabajadores**

- Los empleados deben mantener las uñas limpias, cortas, libres de uñas uñas y uñas postizas.
- No fumar comer escupir el chicle o tabaco, beber (excepto agua), orinar o defecar en cualquier cultivo, empaque, refrigeración o el área de almacenamiento.
- Los empleados tienen prohibido usar joyas o cualquier tipo de ropa que podría ser una fuente de contaminación del producto, incluyendo, pero no limitado a, bobby pins, lentejuelas y tachuelas.  
Partículas de alimento de nuestras bocas pueden transferir bacterias o parásitos y enfermar a más personas.

#### **Reporte de Enfermedades**

- Observe con regularidad a todos los empleados. No permita a ningún empleado que trabaje si tiene alguna señal de diarreas, vómitos, fiebre o nauseas. Pídale a los empleados que le informe si tienen cualquiera de estos síntomas.
- Pídale al empleado que reporte cualquier herida en cualquier parte del cuerpo tales como heridas infectadas, heridas con pus o ampollas que puedan estar en contacto con el producto. No permita a ningún empleado trabajar si tiene algunas heridas descritas aquí.
- Tenga familiaridad con síntomas de cualquier enfermedad contagiosa tales como la diarrea, resfriado, la piel o ojos amarillos, tos o fiebre.

#### **Lavado de Manos**

- Es bien importante lavarse bien las manos y desinfectarlas antes de empezar a trabajar con el producto y después de usar el baño. Todo empleado debe lavarse las manos con agua y jabón. La falta en el cumplimiento puede dar motivo a acciones disciplinarias y eventualmente despido.
- Enseñe la manera adecuada y las técnicas apropiadas para lavarse las manos las cuales incluyen estas:
  - Lavar las manos con agua. El agua tibia es más efectiva y recomendable que la fría para lavarse las manos.
  - Use jabón.
  - Es bien importante que se restregué las manos por lo menos 20 segundos (incluyendo limpiar debajo de las unas y entremedio de los dedos), enjuague, y seque sus manos con toallas desechables. Toallas comunes o compartidas no deben de usarse.

**Casos de Sangramiento**

- Eduquen a tratantes de alimento que cualquier corte o raspaduras que cause la pérdida de sangre deba ser informada al supervisor inmediatamente.
- Todos los productos que entren en contacto con sangre durante un incidente deben ser destruidos.
- Todos equipos que entren en contacto con sangre durante el incidente deben ser limpiados y deben ser desinfectados.

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Firma de Supervisor

---

Fecha

## AF 3.3d Entrenamiento de Enfermedades Causadas por Productos Combustibles

### Capacitación de los Supervisores



**Davis Fresh Technologies**

|                    |      |
|--------------------|------|
| Davis Office:      | Aptc |
| 423 E Street       | 8 Se |
| Davis, CA 95616    | Aptc |
| Tel: 530.756.2720  | Tel: |
| Fax: 530.756.4174  | Fax: |
| www.davisfreshtech | Ema  |
| com                | .com |

## Entrenamiento de Enfermedades Causadas por Alimentos

Existen cuatro organismos principales que pueden causar enfermedades en alimentos y que pueden ser transmitidos por los empleados que entran en contacto con el producto.

Los supervisores deben conocer los síntomas de estas enfermedades para poder reconocerlas en los trabajadores. Si un empleado muestra cualquier síntomas de estas enfermedades, se le debe mandar inmediatamente a un doctor para que sea diagnosticado y bajo ninguna circunstancia debe de seguir trabajando en contacto con los alimentos hasta que se haga un diagnostico negativo o los síntomas cesen.

### **Salmonella:**

**Alimentos Asociados:** Carne cruda, pollo, huevos, leche y productos lácteos, pescado, camarones, pernas de rana, levadura, coco, salsas y aliño, masa de pastel, postres con crema, gelatinas, crema de cacahuete, cocoa, y chocolate. También se han registrado epidemias en melones, tomates, col de alfalfa, y jugo de naranja. (Probablemente estos fueron causados por el uso de estiércol en el crecimiento de estos cultivos).

**De Donde Proviene:** Contaminación por excremento, contacto con empleados que ya están infectados, agua contaminada, estiércol.

**Dosis Infecciosa:** Con menos de 15-20 células; dependiendo de la edad y la salud de la víctima y de las diferentes rezas dentro de este género. Se calcula que entre 2 y 4 millones de casos de salmonelosis ocurren en los Estados Unidos anualmente.

**Población en Riesgo:** Todas las edades son sensibles, pero los síntomas son más graves entre los mayores, niños y los más débiles. Pacientes con el SIDA sufren de salmonelosis más frecuentemente (se calcula que hasta 20 veces más seguido, que la población general) y sufren de episodios repetidos.

**Síntomas de la Enfermedad:** Síntomas graves son – nausea, vómito, dolor de estómago, diarrea, calentura, y dolor de cabeza. En casos crónicos síntomas de artritis pueden presentarse a los 3-4 meses después de los síntomas graves. Tiempo de reacción 6-48 horas.

**E. Coli:**

**Alimentos Asociados:** Carne molida que no está bien cocida o cruda ha sido la causa en casi todos los casos y epidemias de esta enfermedad. Leche cruda también fue la causa en una epidemia escalas en Canadá. Jugo de manzana sin pasteurizar. Otros tipos de carne pueden contener *E. coli* 0157:H7.

**De Donde Proviene:** *E. Coli* se encuentra en los intestinos de todos los animales, incluyendo humanos. Cuando se usan métodos de cultivo aeróbico en excremento. *E. coli* es el organismo más dominante. Normalmente, *E. coli* sirve una función útil del cuerpo humano, en suprimir el crecimiento de especies de bacteria dañinos y sintetiza cantidades considerables de vitaminas. Algunas rezas de *E. coli* pueden causar cantidades considerables de vitaminas. Algunas razas de *E. coli* pueden causar enfermedades en los humanos. La raza 0157:H7 de *E. coli* es una variedad un muy común que produce grandes cantidades de una o más toxinas potentes y pueden causar daño grave a las paredes de los intestinos. Una epidemia reciente que sucedió en jugo de manzana probablemente fue causada por manzanas recogidas del suelo que estaban contaminadas con excremento. Casos de *E. coli* en melones, lechuga, repollo, ensaladas empacadas y zanahorias. 0157:H7 frecuentemente es asociada con carne. Cuando se encuentra en productos agrícolas, es debido a contaminación cruzada en la cocina, o contaminación por estiércol o animales en el campo.

**Dosis Para Infectar:** Es desconocido, pero investigando datos de epidemias, y tomando en cuenta la habilidad del organismo de pasar de una persona a otra en guarderías y clínicas de reposo, la dosis puede ser similar a la de *Shigella* spp. (10 organismos). Población en Riesgo: Se cree que cualquier persona es sensible a la colitis hemorrágica, pero epidemias grandes han ocurrido en lugares institucionales  
Síntomas de la Enfermedad: La enfermedad es caracterizada per dolor grave en el estómago y diarrea, que empieza liquida pero después se hace sanguinolenta. Ocasionalmente ocurre el vómito. No hay fiebre o es mínima. La enfermedad normalmente no es contagiosa y dura un promedio de 8 días. Algunos enfermos sólo presentan diarrea húmeda.

**Shigella:**

**Alimentos Asociados:** Ensaladas (de papa, atún, camarones, macarrón, y pollo), vegetales crudos, leche y productos lácteos, y pollo. La contaminación de estos productos sucede por medio de excremento y entran el cuerpo por la boca. Agua contaminada por excremento y falta de cuidado higiénico entre personas que están en contacto con el producto son las causas más comunes. Epidemias en lechuga, suceden cuando el producto se contamina en el campo. Este organismo también se ha encontrado en cebollitas, probablemente debido al uso de agua no-potable.

**Como Se Transmite:** Casi siempre por medio de personas contaminadas o agua contaminada.

**Dosis Infecciosa:** Con lo menos 10 células, dependiendo en la edad y condición de lo víctima. Los organismos de *Shigella* spp. Son muy infecciosos.



**Frecuencia de la Enfermedad:** Un promedio 300,000 casos de shigelosis ocurren cada año en los Estados Unidos. La cantidad de estas enfermedades causadas por comida contaminada no es conocida pero se piensa que es alto debido a que la dosis infecciosa es mínima.

**Población en Riesgo:** Niños. Ancianos y personas débiles son más sensibles a la enfermedad pero todos los humanos pueden ser sensibles hasta cierto punto. Shigelosis es un mal común entre personas que tienen el SIDA y entre hombres homosexuales que no tienen el SIDA.

**Síntomas de la Enfermedad:** Dolor de estómago, calambres, diarrea, fiebre, vómito, sangre, pus, o mocos en el excremento. Tiempo de reacción – 12 a 540 horas.

### **Hepatitis A:**

**Alimentos Asociados:** HAV proviene del excremento de personas infectadas y puede causar enfermedad cuando una persona consume comida o agua contaminada con esto. Sándwiches, frutas, jugos, leche y productos lácteos, vegetales, ensaladas, mariscos, y refrescos con hielo son comunes en muchas epidemias. Agua, mariscos y ensaladas son las fuentes más comunes. La contaminación de la comida por trabajadores infectados en empaques, plantas procesadoras, y restaurantes es común.

**Como Se Transmite:** Agua contaminada, aguas negras, y trabajadores infectados. Hepatitis A ocurre por todo el mundo en forma epidémica o en casos aislados. Unos 22,700 casos de Hepatitis A (38% del total mundial) son reportados en los Estados Unidos. En 1988, se estima que un 7.3% de los casos fueron causados por comida o agua. HAV se trasmite por el contacto de persona a persona y por medio de contaminación per excremento, peor también existen casos de epidemias causadas por comida y agua. Falta de cuidado higiénico y las aglomeraciones facilitan la transmisión. La mayoría de personas mayores de 18 años han demostrado una inmunidad contra reinfección el resto de sus vida. En los Estados Unidos, el porcentaje de adultos con esta inmunidad sube con la edad (10% para personas de 18-19 años y 65% para personas mayor de 50 años). El crecimiento de personas sensibles causa que epidemias sean más comunes y se diseminen más rápido.

**Población en Riesgo:** Todas las personas que ingieren el virus y que no son protegidos inmunológicamente son susceptibles de infección, pero la enfermedad es más común entre adultos que en niños.

**Síntomas de la Enfermedad:** Hepatitis A es normalmente una enfermedad leve caracterizada por fiebre repentina, malestar, náusea, anorexia, y dolor de estómago, seguido por varios días de ictericia. La dosis infecciosa no es conocida pero se piensa que es entre 10 a 100 organismos de virus.

**Descarga de los ojo, nariz, y boca.**

La descarga de los ojos, nariz, y boca por medio de estornudar o toser por empleados pueden contaminar directamente los productos comestibles, equipo, y otras herramientas y productos. Cuando no se puede controlar estas malas prácticas higiénicas, los empleados deben de ser designados a otros trabajos que elimine el potencial de contaminar los productos comestibles y otros objetos y superficies.

Fuente: EE.UU. Administración de Alimentos y Drogas, Centro para la Inocuidad de los Alimentos y Nutrición Aplicada, microorganismos patógenos transmitidos por los alimentos y las toxinas naturales manual. Bad Bug Book. [www.fda.gov](http://www.fda.gov).

E leído y entiendo las causas y síntomas de las cuatro enfermedades descritas en este documento:

---

Nombre

---

Firma

---

Fecha

## **AF 3.3e Manejo De Alimentos: Deberes Y Cuidados**

### **Microorganismos y Manejo de Alimentos**

- Los Microorganismos causantes de enfermedades son invisibles a la vista
- Estas pequeñas bacterias y parásitos pueden ser transferidos a los alimentos por manos sucias o sangre, especialmente de personas que no se lavaron los monos después de usar el baño
- Todos comemos frutas y hortalizas y podemos enfermarnos si nuestro alimento ha sido tocado por alguien que está enfermo o no tiene las manos limpias.
- No se debe comer alimentos o mascar tabaco o goma de mascar mientras se trabaja con frutas y hortalizas. Partículas de alimento de nuestras bocas pueden transferir bacterias o parásitos a otros alimentos y enfermar a más personas.

### **Higiene de los Trabajadores**

- Los empleados deben mantener las uñas limpias, cortas, libres de uñas uñas y uñas postizas.
- No fumar comer escupir el chicle o tabaco, beber (excepto agua), orinar o defecar en cualquier cultivo, empaque, refrigeración o el área de almacenamiento.
- Los empleados tienen prohibido usar joyas o cualquier tipo de ropa que podría ser una fuente de contaminación del producto, incluyendo, pero no limitado a, horquillas, lentejuelas y tachuelas

### **Reporte de Enfermedades**

- Reportar cualquier caso activo de enfermedad al supervisor antes de comenzar a trabajar. Esto incluye diarrea, vómitos, fiebre o náusea. ¡Buscar atención médica y NO manipular frutas u hortalizas!
- Reportar lesiones en el cuerpo tales como heridas infectadas, sangrantes, furúnculos o heridas con pus que podrían entrar en contacto con el producto. ¡Obtener guantes para cubrir la herida o NO manipular el producto!
- Familiarizarse con los síntomas de enfermedades infecciosas de manera de que si estos son evidentes el supervisor pueda tomar las medidas apropiadas.
- Síntomas incluyen diarrea, secreción nasal, ojos o piel amarilla, tos o fiebre.

### **Uso del Baño/Toilette**

- Todos los empleados deben utilizar las instalaciones de baño provistas que estén conectadas a un sistema de alcantarillado o con recipientes contenidos para su posterior disposición.
- El no uso de las instalaciones provistas puede dar motivo a despidos.

### **Lavado de Monos**

- Todos los empleados deben lavarse los monos con jabón y agua después de usar la toilette y al comienzo de la jornada laboral. La falta en el cumplimiento puede dar motivo a acciones disciplinarias y eventualmente despido.
- Lavan las manos un mínimo de 20 segundos.
- Si se utilizan guantes reutilizables para manejar el producto, entonces estos deben ser lavados con agua y jabino después que los empleados utilizan los baños y al comienzo de la jornada laboral.

**Casos de Sangramiento**

- Cualquier corte o raspado que cause pérdida de sangre debe ser reportada al supervisor en forma inmediata.
- Todo producto que pueda haber entrado en contacto con sangre durante un incidente debe ser destruido.
- Todo equipo que haya entrado en contacto con sangre durante un incidente debe ser limpiado y sanitizado.

## **AF 4 Workers' Health, Safety, and Welfare**

AF 4.1.3 All people working on the farm, including subcontractors, have received health and safety training.

AF 4.5.1 The following person \_\_\_\_\_ is identified to be responsible for the workers' health, safety and welfare.

AF 4.5.2 Records must demonstrate that the concerns of workers about Health, Safety, and Welfare are being recorded in meetings planned at least once a year between management and workers.

AF 4.5.3 Workers must have access to clean food storage areas, designated rest areas, hand washing facilities and drinking water.

AF 4.5.4 On-site living quarters must be habitable and have the basic services and facilities. This includes basic services such as a sound roof, windows and doors, adequate lighting, running water, toilets and drains.

AF 4.5.5 If transportation to and from fields is provided by producer, are they safe and compliant with national regulations when used on public roadways.

## AF 4.1.1 Workers' Health, Safety, and Welfare

| What are the Hazards?                            | Who/what might be harmed?    | Risk | Precautions Taken   | Further Action needed? | Action by Whom? | Date Completed? |
|--|------------------------------|------|---|------------------------|-----------------|-----------------|
| Unsafe structures or buildings                   | Workers and visitors on farm | Low  | <ul style="list-style-type: none"> <li>• Ensure buildings are sound and in good condition.</li> <li>• Ensure areas are kept clean and free from debris and litter.</li> <li>• Ensure work and movement areas are well lit.</li> <li>• Hazardous chemicals and equipment is stored securely.</li> </ul>  |                        |                 |                 |
| Contamination by Plant Protection Products (PPP) | Workers and visitors on farm | Low  | <ul style="list-style-type: none"> <li>• Any person who handles and applies PPP is properly trained in safe chemical handling principles.</li> <li>• All PPP applicators have access to and wear proper safety equipment for applying PPP.</li> <li>• The PPP storage area is locked or fenced and used only for PPP.</li> <li>• Pesticides are stored on impermeable shelves over an impermeable floor with the ability to contain leaks or spills.</li> <li>• Signs are posted stating pesticide applications. Workers are prevented from re-entry to fields until the re-entry period has expired.</li> <li>• Spray equipment is cleaned after each use and the wash liquid disposed on designated fallow ground.</li> <li>• PPP containers are triple rinsed and rinsate is applied to the spray tank.</li> <li>• Stage a decontamination area near the mixing station and stock well with supplies wash off chemicals if an accident occurs including an eye wash source and an adequate source of water.</li> </ul> |                        |                 |                 |
| Dangerous Machinery                              | Workers and visitors on farm | Low  | <ul style="list-style-type: none"> <li>• Any person who operates machinery will be properly trained on safe operating policy. (e.g. tractors, forklifts)</li> <li>• Hazard signs will be placed near dangerous equipment to notify visitors and workers of the dangers.</li> <li>• Equipment is kept off steep slopes, maintained in good repair.</li> </ul>  |                        |                 |                 |
| Unauthorized Persons                             | Workers and visitors on farm | Low  | <ul style="list-style-type: none"> <li>• Children are not permitted in working areas according to local law.</li> <li>• No unauthorized persons allowed on farm or in buildings.</li> </ul>   |                        |                 |                 |

## AF 4.1.2 Written Procedure for Health and Safety

It is company policy of

\_\_\_\_\_  
(Farm Name)

### Safe Structures and Buildings

- Ensure buildings are sound and in good condition.
- Ensure areas are kept clean and free from debris and litter.
- Ensure work and movement areas are well lit.
- Hazardous chemicals and equipment is stored securely.

### Pesticide Storage and Handling at Farm

- Any person who handles and applies PPP is properly trained in safe chemical handling principles.
- All PPP applicators have access to and wear proper safety equipment for applying PPP.
- The PPP storage area is locked or fenced and used only for PPP.
- Pesticides are stored on impermeable shelves over an impermeable floor with the ability to contain leaks or spills.
- Signs are posted stating pesticide applications. Workers are prevented from re-entry to fields until the re-entry period has expired.
- Spray equipment is cleaned after each use and the wash liquid disposed on designated fallow ground.
- PPP containers are triple rinsed and rinsate is applied to the spray tank.
- Stage a decontamination area near the mixing station and stock well with supplies to wash off chemicals if an accident occurs.

### Machinery and Equipment

- Any person who operates machinery will be properly trained on safe operating policy. (e.g. tractors, forklifts)
- Hazard signs will be placed near dangerous equipment to notify visitors and workers of the dangers. (e.g. moving parts, flammable, poison)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **AF 4.2 Subcontractors and Visitor Policy**

### **THE FOLLOWING RULES WILL APPLY TO ALL CONTRACTORS WHILE IN the FIELD or PACKING FACILITY:**

1. Hair nets, beard nets, and aprons must be worn if working in the packing facility.
2. No tobacco products are allowed in the field or packing facility.
3. No eating, drinking (other than water), spitting, chewing gum, urinating, or defecating in the field or packing facility.
4. No working above exposed food products. (Packing House)
5. Food contact surfaces must be covered in work areas.
6. Work areas must be segregated by plastic, tarps, or other means from production areas.
7. Hands must be washed before starting work, after breaks, after using the restroom, and any other time hands become contaminated.
8. Movement is restricted to the work area only.
9. Construction tools and materials must be picked up and kept orderly on a daily basis.
10. All construction debris must be put in a trash container or hauled away on a daily basis.
11. No jewelry is allowed in the production area (including; watches, earrings, necklaces, rings with stones, pins, etc.) Medical alert tags and plain wedding bands without stones are permissible.
12. Shirts and tops must be close fitting. No sleeveless shirts are allowed and shirt bottoms must be tucked in. No shorts are allowed and pants must be in good condition (no frays or holes). Any type of clothing that could be a source of product contamination, including, but not limited to, bobby pins, sequins, and studs. No open shoes or sandals. Socks must be worn at all times.
13. All lubricants on food contact machinery must be food grade.
14. Work area must be cleaned free of excess grease, lubricants etc.

I understand the rules listed above and agree to abide by them.

Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_





**AF 4.2.2 Worker Identification and Certificates**

List below employees who mix, spray or have access to Plant Protection Products (PPP).

| Employee Name | Job Title/ Job Description |
|---------------|----------------------------|
|               |                            |
|               |                            |
|               |                            |
|               |                            |
|               |                            |
|               |                            |
|               |                            |
|               |                            |
|               |                            |

List below those employees who operate or come into contact with farm equipment.

| Employee Name | Job Title | Farm Equipment |
|---------------|-----------|----------------|
|               |           |                |
|               |           |                |
|               |           |                |
|               |           |                |
|               |           |                |
|               |           |                |
|               |           |                |
|               |           |                |
|               |           |                |

Safe Chemical Use Training and Correct Operating Methods of Farm Equipment Training can be found in section AF 3.2.

### AF 4.3 Hazard and First Aid

AF 4.3.2 Permanent and legible signs must indicate potential hazards, e.g. waste pits, fuel tanks, workshops, access doors of the PPP/fertilizer/chemical storage facilities. Warning signs must be present.

Examples of correct signs:



#### AF 4.3.3 Safety Advice for Hazardous Substances

SDS Sheets can be found at a search-able database <http://www.agrian.com/home/> or <http://www.cdms.net/Label-Database>

SDS (Safety Data Sheets) for any chemicals found on the farm are centrally located at:

---

#### AF 4.3.4 First Aid

##### First Aid Requirements

At least one person per 50 employees must be trained in first aid on the farm minimum every five years.

Visit <http://www.redcross.org> to find a local first aid training course near you or visit <http://www.ecprcertification.com> for online certification.

#### AF 4.3.5

**Please have available or insert Certificate of First Aid Training.**

### AF 4.3.1 Accident and Emergency Procedures For

\_\_\_\_\_  
(Farm Name)

**The health, safety and welfare of the employees on this farm are a major concern. Because this environment is a working farm, accidents and injuries may periodically occur.**

**Proper procedures and protocol need to be followed if and when accidents or injuries occur. Below are guidelines to follow:**

1. All employees will be trained on safety issues and proper accident procedures at time of hire or before their seasonal work begins. Training documents will be kept on file.
2. All emergency phone numbers will be posted in the field, at the pesticide storage area, in the main office and at the nursery operation for easy access in case of an emergency.
3. If an employee is injured while on the job the immediate supervisor and/or farm manager should be contacted immediately. In case of a major injury, call 911 or the emergency numbers posted in the previously mentioned designated areas and then contact your immediate supervisor and/or farm manager.
4. If you are working around the pesticide storage area and you come in contact with a pesticide, wash the contact area off with soap and water and notify the immediate supervisor and/or farm manager. A water supply and an eyewash station are located at the pesticide storage building.
5. If you become ill during the day, report your illness to your supervisor and/or farm manager.
6. If an injury or illness occurs and the immediate supervisor or farm manager cannot be located, report to the Safety and Health Director or to one of the supervisors listed phone numbers in the designated areas.
7. All injuries and illnesses must be documented on the "Injury/Sickness Log" which is kept on file in \_\_\_\_\_'s office.

| Emergency Contact Name | Job Title | Phone Number |
|------------------------|-----------|--------------|
|                        |           |              |
|                        |           |              |
|                        |           |              |
|                        |           |              |
|                        |           |              |
|                        |           |              |

## AF 4.3.4 Requirements for First Aid Kits



### First Aid 29 CFR 1910.151 and Summary of Z308.1-1998

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In 1998 the Medical Services and First Aid regulation, 29 CFR 1910-151, was revised. The revision states, *"in the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available."* The revised regulation eliminated the statement, *"... first aid supplies approved by the consulting physician shall be readily available."* In addition to the regulation was Appendix A—a non-mandatory guideline. This appendix demonstrates an example of the minimal contents of generic first aid kits according to the American National Standards Institute (ANSI) Z308.1-1978, Minimum Requirements for Industrial Unit-Type First Aid Kits. \* The contents listed in Z308.1-1978 should be adequate for small worksites. The employer is responsible for determining the need for additional first-aid kits, quantities and the types of supplies at the worksite for large/larger worksites.

\*Note: The new non-mandatory Appendix A refers to ANSI Z308.1-1978 "Minimum Requirements for Industrial Unit-type First-aid Kits". Since Appendix A was added, ANSI has updated Z308.1-1978 to the 1998 standard. OSHA is expected to revise Appendix A to reference the updated ANSI Z308.1-1998 after determining that it is as effective as the earlier standard.

#### Classification of First-Aid Kits

Under the new ANSI standard, Z308.1-1998 kits are divided into three different categories or classifications. Kits must also meet the requirements, the performance and testing requirements set by the standard.

#### Type I:

Intended for use in stationary, indoor applications where kit contents have minimal potential for damage. These kits are not intended to be portable and should have a means for mounting in a fixed position. Some applications for Type I first aid kits are: general indoor use, office use or in a light manufacturing facility. First aid cabinets would fall into this classification.

#### Type II:

Intended for use in portable indoor applications. Kit contents should have minimal potential for damage. These kits should be equipped with carrying handle(s) and be subjected to a drop test (See ANSI Z308.1-1998 for drop test information). Some applications for Type II first aid kits are: general indoor use, office or manufacturing environments.

#### Type III:

Intended for portable use in mobile industries and/or outdoor applications. Kits should be moisture resistant, equipped with a carrying handle, have the means for being mounted in a fixed position, and should also be corrosion resistant. Type III kits must meet specific performance requirements, (Please see Section 5.4.4 of ANSI Z308.1-1998 for testing requirements). Typical applications for Type III first aid kits would be the transportation industry or construction jobsites.

#### Basic Fill Contents for Type I, II and III Kits

| Item and Minimum Size or Volume                          | Minimum Quantity |
|--|------------------|
| Absorbent Compress, 32 sq. in. (No side smaller than 4") | 1                |
| Adhesive Bandages, 1" x 3"                               | 16               |
| Adhesive Tape, 5 yd.                                     | 1                |
| Antiseptic, .5g application                              | 10               |
| Burn Treatment, .5g application                          | 6                |
| Medical Exam Gloves                                      | 2 pr.            |
| Sterile Pads, 3" x 3"                                    | 4                |
| Triangular bandage, 40" x 40" x 56"                      | 1                |

**Note:** In addition to the above minimum contents, a kit should have optional items added, based upon specific workplace hazards. The selection of additional supplies should be made by consulting with a health care professional or a person competent in first aid who is knowledgeable of the hazards found in that specific workplace. The optional items shall meet specifications stated in Section 5.3 of ANSI Z308.1-1998.

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## First Aid 29 CFR 1910.151 and Summary of Z308.1-1998

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### Marking and Labeling

All first aid contents meeting the "Minimum Requirements of Basic Fill Contents" shall be marked with, at the least, ANSI Z308.1-1998 designation. Each complete first aid kit meeting the requirements of ANSI Z308.1-1998 must have a label on the back or outside of the kit with the information listed in the box below. All labeling should be legible and permanent and should be written with, at the least, a six-point font.

| ANSI Z308.1-1998 Type I, II or III  |  |
|---|--|
| Caution: This kit meets ANSI Z308.1-1998 only when the minimum is maintained with first aid products marked "ANSI Z308.1-1998." |  |
| Required Minimum Fill   |  |
| Qty.  | Description                              |
| 1 ea.   | Absorbent Compress, 4" x 8" min.         |
| 16 ea.  | Adhesive Bandages 1" x 3"                |
| 5 yd.   | Adhesive Tape                            |
| 10 ea.  | Antiseptic Applications, 0.5g ea.        |
| 6 ea.   | Burn Treatment Applications, 0.5g ea.    |
| 4 ea.   | Sterile Pads, 3" x 3" min.               |
| 2 pr.   | Medical Exam Gloves                      |
| 1 ea.   | Triangular Bandage, 40" x 40" x 56" min. |

### Minimum Requirements for Unit First Aid Kits

Section 6 of the ANSI Z308.1-1998 standard discusses minimum requirements of unit first aid kits. Unit first aid kits are kits in which the contents are packaged in uniform-size boxes that contain one or more applications of first aid supplies. In unitized First Aid Kits, packaging must meet the specific requirements for dimensions, physical stability, marking and labeling. Please see ANSI Z308.1-1998 for packaging requirements. Packages must also be color coded, using the following guidelines: **Blue:** Antiseptic; **Yellow:** Bandages; **Red:** Burn Treatment; **Orange:** Personal Protective Equipment; **Green:** Miscellaneous

### Common Questions

- Q.** Is a consulting physician required to approve first aid supplies?
- A.** No. According to 29 CFR 1910.151, first aid supplies do not need to be approved by a consulting physician. They should, however, be selected by a person competent in first aid and knowledgeable of the hazards found in the specific workplace.
- Q.** Is it required that first aid kits be regularly inspected to ensure that contents are complete and up-to-date?

**A.** No, but first aid kits should be regularly inspected to ensure that they are full, in good condition and have not expired. The contents list for the first aid kits should be periodically reviewed to ensure that it meets the needs of the workplace hazards at all times.

**Q.** Can over-the-counter medicine be put in first aid kits?

**A.** Over-the-counter medicine can be put in first aid kits if packaged in single dose, tamper-evident packaging and labeled as required by FDA regulations. Over-the-counter drug products should not contain ingredients which are known to cause drowsiness.

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**AF 4.4 Protective Clothing/Equipment**

It is company policy of

\_\_\_\_\_  
(Farm Name)

AF 4.4.2 That all protective clothing/equipment (i.e. boots, overalls, goggles, gloves, mask) is cleaned regularly according to a schedule adapted to the type of use and degree of soiling. Single use items (i.e. gloves, overalls, etc.) are disposed of after one use. All protective clothing/equipment including replacement filters are stored apart and physically separated from chemicals and other products which might cause contamination of clothing/equipment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## AF 5- Subcontractors

Who is a subcontractor?

A subcontractor is anyone that is hired to come on the farm that is not a permanent employee or paid by farm employer/farm owner that could potentially contaminate product intended for marketing. Examples include subcontracted harvesting, bee keeper, certified crop advisors, aerial/ground pesticide applicators, and portable bathroom company representatives among others.

In order to protect the integrity of product supply, it is imperative that these subcontractors are made aware of the food safety rules pertaining to the farm.

Subcontractors should be made aware of farm rules and rules that are applicable in the field and surrounding the field.

i.e. All portable restroom companies should minimize the potential for contamination by portable restrooms by placing the restrooms on the edge of the field and minimally driving on the farm. In addition, not placing the port o potties uphill from the bushes in the case of a leak issue.

## AF 5.1 Subcontractor Assessment

Subcontractor Assessment for PPP Applicator

Applicator Company: \_\_\_\_\_

Audit Conducted by: \_\_\_\_\_

Date Audit Conducted: \_\_\_\_\_.

| Nº       | Control Point  | Level      | Yes | No | N/A | Justification |
|----------|--|------------|-----|----|-----|---------------|
| AF 3.3   | Have all persons working on the farm received annual hygiene training appropriate to their activities and according to the hygiene instructions in AF 3.2?   | Minor Must |     |    |     |               |
| AF 4.2.1 | Is there a record kept for training activities and attendees?  | Minor Must |     |    |     |               |
| AF 4.2.2 | Do all workers handling and/or administering veterinary medicines, chemicals, disinfectants, plant protection products, biocides and/or other hazardous substances and all workers operating dangerous or complex equipment as defined in the risk analysis in AF 4.1.1 have evidence of competence or details of other such qualifications? | Major Must |     |    |     |               |
| AF 4.3.1 | Do accident and emergency procedures exist? Are they visually displayed, and are they communicated to all persons associated with the farm activities, including subcontractors and visitors?  | Minor Must |     |    |     |               |
| AF 4.3.2 | Are potential hazards clearly identified by warning signs?   | Minor Must |     |    |     |               |
| AF 4.3.3 | Is safety advice for substances hazardous to workers' health available/accessible?   | Minor Must |     |    |     |               |
| AF 4.3.4 | Are first aid kits available at all permanent sites and in the vicinity of fieldwork?  | Minor Must |     |    |     |               |
| AF 4.3.5 | Are there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out?   | Minor Must |     |    |     |               |

|          |  |               |  |  |  |  |
|----------|--|---------------|--|--|--|--|
| AF 4.4.1 | Are workers, visitors and subcontractors equipped with suitable protective clothing in accordance with legal requirements and/or label instructions and/or as authorized by a competent authority?   | Major<br>Must |  |  |  |  |
| AF 4.4.2 | Is protective clothing cleaned after use and stored in such a way as to prevent contamination of personal clothing?  | Major<br>Must |  |  |  |  |
| CB 5.3.3 | Is water used on pre-harvest activities analyzed at a frequency in line with the risk assessment (CB 5.3.2) taking into account current sector specific standards?   | Minor<br>Must |  |  |  |  |
| CB 5.3.4 | According to the risk assessment in CB 5.3.2 and current sector specific standards, does the laboratory analysis consider chemical and physical contamination, and is the laboratory accredited against ISO17025 or by competent national authorities for testing water? | Minor<br>Must |  |  |  |  |
| CB 5.3.5 | Are corrective actions taken based on adverse results from the risk assessment before the next harvest cycle?  | Minor<br>Must |  |  |  |  |
| CB 7.5.1 | Is surplus application mix or tank washings disposed of in a way that does not compromise food safety and the environment?   | Minor<br>Must |  |  |  |  |
| CB 7.7.1 | Are plant protection products stored in accordance with local regulations in a secure place with sufficient facilities for measuring and mixing them, and are they kept in their original package?   | Major<br>Must |  |  |  |  |
| CB 7.7.2 | Sound?   | Minor<br>Must |  |  |  |  |
| CB 7.7.3 | Appropriate to the temperature conditions?   | Minor<br>Must |  |  |  |  |
| CB 7.7.4 | Well ventilated (in the case of walk-in storage)?  | Minor<br>Must |  |  |  |  |
| CB 7.7.5 | Well lit?  | Minor<br>Must |  |  |  |  |
| CB 7.7.6 | Located away from other materials?   | Minor<br>Must |  |  |  |  |
| CB 7.7.7 | Is all plant protection product storage shelving made of non-  | Minor<br>Must |  |  |  |  |

|           |   |               |  |  |  |  |
|-----------|---|---------------|--|--|--|--|
|           | absorbent material?   |               |  |  |  |  |
| CB 7.7.8  | Is the plant protection product storage facility able to retain spillage?   | Minor<br>Must |  |  |  |  |
| CB 7.7.9  | Are there facilities to deal with spillage?   | Minor<br>Must |  |  |  |  |
| CB 7.7.10 | Are keys and access to the plant protection product storage facility limited to workers with formal training in the handling of plant protection products?  | Minor<br>Must |  |  |  |  |
| CB 7.7.11 | Are plant protection products approved for use on the crops registered for GLOBALG.A.P. Certification stored separately within the storage facility from plant protection products used for other purposes?   | Minor<br>Must |  |  |  |  |
| CB 7.7.12 | Are liquids not stored on shelves above powders?  | Minor<br>Must |  |  |  |  |
| CB 7.7.14 | Is the accident procedure visible and accessible within 10 meters of the plant protection product/chemical storage facilities?  | Minor<br>Must |  |  |  |  |
| CB 7.7.15 | Are there facilities to deal with accidental operator contamination?  | Minor<br>Must |  |  |  |  |
| CB 7.8.1  | Does the producer offer all workers who have contact with plant protection products the possibility to be submitted to annual health checks or with a frequency according to a risk assessment that considers their exposure and toxicity of products used?         | Minor<br>Must |  |  |  |  |
| CB 7.8.3  | If concentrate plant protection products are transported on and between farms, are they transported in a safe and secure manner?  | Minor<br>Must |  |  |  |  |
| CB 7.8.4  | When mixing plant protection products, are the correct handling and filling procedures followed as stated on the label?   | Minor<br>Must |  |  |  |  |
| CB 7.9.1  | Are empty containers rinsed either via the use of an integrated pressure-rinsing device on the application equipment or at least three times with water before storage and disposal, and is the rinsate from empty containers returned to the application equipment | Major<br>Must |  |  |  |  |

|           |   |               |  |  |  |  |
|-----------|---|---------------|--|--|--|--|
|           | tank or disposed of in accordance with CB 7.5.1?  |               |  |  |  |  |
| CB 7.9.2  | Is re-use of empty plant protection product containers for purposes other than containing and transporting the identical product being avoided?   | Minor<br>Must |  |  |  |  |
| CB 7.9.3  | Are empty containers kept secure until disposal is possible?  | Minor<br>Must |  |  |  |  |
| CB 7.9.4  | Does disposal of empty plant protection product containers occur in a manner that avoids exposure to humans and contamination of the environment?   | Minor<br>Must |  |  |  |  |
| CB 7.9.5  | Are official collection and disposal systems used when available, and in that case are the empty containers adequately stored, labeled, and handled according to the rules of a collection system?  | Minor<br>Must |  |  |  |  |
| CB 7.9.6  | Are all local regulations regarding disposal or destruction of containers observed?   | Major<br>Must |  |  |  |  |
| CB 7.10.1 | Are obsolete plant protection products securely maintained and identified and disposed of by authorized or approved channels?   | Minor<br>Must |  |  |  |  |
| CB 8.1    | Is equipment sensitive to food safety (e.g. plant protection product sprayers, irrigation/fertigation equipment, post-harvest product application equipment) maintained in a good state of repair, routinely verified and, where applicable, calibrated at least annually, and are records of measures taken within the previous 12 months available? | Minor<br>Must |  |  |  |  |

|        |   |               |  |  |  |  |
|--------|---|---------------|--|--|--|--|
| CB 8.2 | Is equipment sensitive to the environment and other equipment used on the farming activities (e.g. fertilizer spreaders, equipment used for weighing and temperature control) routinely verified and, where applicable, calibrated at least annually? | Minor<br>Must |  |  |  |  |
| CB 8.3 | Is the producer involved in an independent calibration-certification scheme, where available?   | Recom.        |  |  |  |  |
| CB 8.4 | Is the plant protection product equipment stored in such a way as to prevent product contamination?   | Minor<br>Must |  |  |  |  |

## Subcontractor Assessment for Harvesting Crew

Company Name: \_\_\_\_\_

Audit Conducted by: \_\_\_\_\_

Date Audit Conducted: \_\_\_\_\_

| Nº       | Control Point  | Level      | Yes | No | N/A | Justification |
|----------|--|------------|-----|----|-----|---------------|
| AF 3.3   | Have all persons working on the farm received annual hygiene training appropriate to their activities and according to the hygiene instructions in AF 3.2?   | Minor Must |     |    |     |               |
| AF 4.3.4 | Are first aid kits available at all permanent sites and in the vicinity of fieldwork?  | Minor Must |     |    |     |               |
| AF 4.3.5 | Are there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out?   | Minor Must |     |    |     |               |
| AF 4.5.3 | Do workers have access to clean food storage areas, designated rest areas, hand-washing facilities, and drinking water?  | Major Must |     |    |     |               |
| AF 4.5.5 | Is transport for workers (on-farm, to and from fields/orchard) as provided by the producer safe and compliant with national regulations when used to transport workers on public roads?  | Minor Must |     |    |     |               |
| FV 5.2.1 | Do harvest workers who come into direct contact with the crops have access to appropriate hand-washing equipment and make use of it?   | Major Must |     |    |     |               |
| FV 5.2.2 | Do harvest workers have access to clean toilets in the vicinity of their work?   | Minor Must |     |    |     |               |
| FV 5.2.3 | Do workers handling the product on the field or in a facility have access to clean toilets and hand-washing facilities in the vicinity of their work?  | Major Must |     |    |     |               |
| FV 5.2.4 | Are the harvest containers used exclusively for produce and are these containers, the tools used for harvesting and the harvest equipment appropriate for their intended use and cleaned, maintained and able to protect the product from contamination? | Major Must |     |    |     |               |
| FV 5.2.5 | Are there suitable changing facilities for the workers?  | Recom.     |     |    |     |               |

|          |  |            |  |  |  |  |
|----------|--|------------|--|--|--|--|
| FV 5.2.6 | Are vehicles used for pre-farm gate transport of harvested produce and any equipment used for loading cleaned and maintained where necessary according to risk?              | Major Must |  |  |  |  |
| FV 5.4.1 | Is harvested produce protected from contamination?   | Major Must |  |  |  |  |
| FV 5.4.2 | Are all collection/storage/distribution points of packed produce, also those in the field, maintained in clean and hygienic conditions?                                      | Major Must |  |  |  |  |
| FV 5.4.3 | Are packing materials appropriate for use, and are they used and stored in clean and hygienic conditions so as to prevent them from becoming a source of contamination?      | Major Must |  |  |  |  |
| FV 5.4.4 | Are bits of packaging material and other non-produce waste removed from the field?   | Minor Must |  |  |  |  |
| FV 5.4.8 | Is rejected and contaminated produce not introduced in the supply chain and is waste material effectively controlled in a way that it does not pose a risk of contamination? | Major Must |  |  |  |  |



Subcontractor Assessment for Bee Keepers, Certified Crop Advisers, Portable Bathroom Companies and others

Company Name: \_\_\_\_\_

Audit Conducted by: \_\_\_\_\_

Date Audit Conducted: \_\_\_\_\_

| Nº       | Control Point  | Level      | Yes | No | N/A | Justification |
|----------|--|------------|-----|----|-----|---------------|
| AF 3.3   | Have all persons working on the farm received annual hygiene training appropriate to their activities and according to the hygiene instructions in AF 3.2?           | Minor Must |     |    |     |               |
| AF 4.3.4 | Are first aid kits available at all permanent sites and in the vicinity of fieldwork?  | Minor Must |     |    |     |               |
| AF 4.3.5 | Are there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out? | Minor Must |     |    |     |               |
| AF 4.5.3 | Do workers have access to clean food storage areas, designated rest areas, hand-washing facilities, and drinking water?  | Major Must |     |    |     |               |

## AF 6 Waste and Pollution Management

AF 6.1.1 List all possible waste products (such as paper, cardboard, plastic, oil, etc.) and sources of pollution (e.g. fertilizer excess, oil, fuel, noise, chemicals, etc) produced by the farm for identification.

AF 6.2.1 It is recommended that you have a comprehensive, current, documented plan that covers wastage reduction and pollution and waste recycling. Air, soil and water contamination must be considered.

[illegible]

## AF 7 Conservation

It is company policy of

\_\_\_\_\_  
(Farm Name)

to follow the Water Quality/Quantity Best Management Practices for Florida Vegetable and Agronomic Crops, written and developed by the Florida Department of Agriculture and Consumer Services or a similar document applicable to appropriate growing region. Key components of conservation plan include establishing practices that lesson the impact farming has on the environment.

The conservation plans covers key ways to prevent pollution through

- a. Nutrient Management
- b. Irrigation Management
- c. Sediment and Erosion Control
- d. Stormwater Management
- e. Water Resources Protection
- f. Integrated Pest Managment

The farm wildlife policy is to protect natural habitat of local species as long as the animal does not present an animal intrusion issue resulting in a potential contamination issue for Dole product. Extra consideration is given to keystone species, endangered species or threatened species.

An example of manual with a can be found online:

[http://www.floridaagwaterpolicy.com/PDF/Bmps/Bmp\\_FloridaSpecialtyFruitNut2011.pdf](http://www.floridaagwaterpolicy.com/PDF/Bmps/Bmp_FloridaSpecialtyFruitNut2011.pdf).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## **AF 8 Complaints**

Corporate Complaint procedures in place.

## **AF 9 Recall/Withdrawl Procedures**

Refer to corporate recall (Dole Recall Manual)

## AF 10 Food Defense

### AF 10.1 Food Defense Risk Assessment

| What are the Hazards?                            | Who/what might be harmed?    | Risk | Precautions Taken   | Further Action needed? | Action by Whom? | Date Completed? |
|--|------------------------------|------|---|------------------------|-----------------|-----------------|
| Unauthorized people on the property              | Workers and product          | Med  | <ul style="list-style-type: none"> <li>When financially or logistically feasible, fence the property.</li> <li>Post no trespassing signs and signs that direct visitors to sign the visitor log.</li> <li>Have visitors announce their presence on the property by signing a visitor's log.</li> <li>Post rule signs on property where visitors can read them.</li> </ul>   |                        |                 |                 |
| Contamination by Plant Protection Products (PPP) | Workers and visitors on farm | Low  | <ul style="list-style-type: none"> <li>The PPP storage area is locked or fenced and used only for PPP.</li> <li>Signs are posted stating pesticide applications. Workers and visitors are prevented from re-entry to fields until the re-entry period has expired.</li> <li>Stage a decontamination area near the mixing station and stock well with supplies wash off chemicals if an accident occurs.</li> </ul>  |                        |                 |                 |
| Receive contaminated product at the facility     | Consumers                    | Med  | <ul style="list-style-type: none"> <li>Only received product from approved suppliers.</li> <li>When receiving international product check the containers for intact seals.</li> <li>Inspect the containers upon arrival for any damage or foreign materials such as rodents, insects, debris, unusual smells, etc. Immediately report anything unusual to your supervisor.</li> </ul>   |                        |                 |                 |
| Dangerous Machinery                              | Workers and visitors on farm | High | <ul style="list-style-type: none"> <li>Any person who operates machinery will be properly trained on safe operating policy. (e.g. tractors, forklifts)</li> <li>Hazard signs will be placed near dangerous equipment to notify visitors and workers of the dangers.</li> <li>Only designated personnel will have access to equipment or equipment keys.</li> <li>Establish procedures for issuing, tracking, and retrieving keys to your facility and equipment.</li> </ul> |                        |                 |                 |
| Unauthorized                                     | Workers                      | Med  | <ul style="list-style-type: none"> <li>Post rule signs in facility where</li> </ul>   |                        |                 |                 |

|                        |             |  |   |  |  |  |
|------------------------|-------------|--|---|--|--|--|
| people in the facility | and product |  | <p>visitors can read them.</p> <ul style="list-style-type: none"><li>• Have visitors sign in and wear a visitors badge. While in the facility they must be accompanied during their visit by an assigned employee.</li><li>• Entrances and exits of facility should be kept closed and monitored to prevent unauthorized entry. When financially feasible install self-locking doors and/or alarms at all exits.</li><li>• Establish procedures for issuing, tracking, and retrieving keys to your facility and equipment.</li><li>• Any personnel working in the facility should be trained to be aware of their surroundings and to recognize, respond to and report any suspicious individuals, activities, vehicles, packages, and objects.</li></ul> |  |  |  |
|------------------------|-------------|--|---|--|--|--|

**AF 10.1a Food Defense Farm Policy**

It is company policy of

\_\_\_\_\_  
(Farm Name)

All visitors must sign in and notify the farm manager of their presence on the farm.

All chemicals will be stored in a locked room. The keys to the chemical storage room will be kept only by designated farm personnel who have been trained in safe chemical handling.

All workers must check in before beginning their work duties at the beginning of the day.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## Visitor Log Registration

(Farm Name) (Nombre de la Granja)

Please Observe all Signage and Rules  
Por favor Observe toda las Señales y Reglas

| Date<br>Fecha | Name<br>Nombre | Company Name<br>Nombre de Compan a | Address<br>Direccion | Reason for Visit<br>Razon de Visita |
|---------------|----------------|------------------------------------|----------------------|-------------------------------------|
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
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|               |                |                                    |                      |                                     |
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|               |                |                                    |                      |                                     |
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|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |
|               |                |                                    |                      |                                     |

## AF 11 GLOBALG.A.P Status

## AF 12 Logo Use

**AF 11.1 Logo Use Policy**

It is company policy of

\_\_\_\_\_  
(Farm Name)

that the use of the GLOBALG.A.P word, trademark or logo and the GGN (GLOBALG.A.P number) will be used according to the Sublicense and Certification Agreement. The GLOBALG.A.P word trademark or logo shall never appear on the product, on the consumer packaging or at the point of sale, but can be used by the certificate holder in business-to business communication.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## **AF 13 Traceability and Segregation**

**Below, As seen in the Domestic Blueberry Season Handbook given to growers at the Blueberry Kickoff Meeting.**

**Food Safety, Materials, Traceability, and Documentation are discussed.**



## DOLE BERRY COMPANY

### FOOD SAFETY

#### Food Safety at Dole

The Dole Berry Company will have all producers supplying fresh fruit to the company to meet or exceed GlobalGAP standards. We understand that this move is a journey and will provide documentation and technical help to make certification as easy as possible. Information on what is required can be found in your food safety manual.

#### Requirements & Records

To assist in the supplying of healthy, great tasting berries, it is required that all growers/packers for the Dole Berry Company supply the pesticide application records upon request.

When requested, please submit information in person, by mail, fax or email to:

Attn: Food Safety  
Dole Berry Company  
P.O. Box 3036  
Winter Haven, FL 33885 USA  
863.595.4095  
na.dfv.dbc.food.safety@dole.com

#### Chemical Usage Do's and Don'ts

The U.S. Food and Drug Administration have been given broader powers by Congress. Increased inspections of produce handling facilities and testing of fresh produce will begin immediately. Therefore, the Dole Berry Company will be randomly testing incoming fruit prior to the start of the season for pesticide contamination and as necessary throughout the season to help avoid any unnecessary governmental problems. Any fruit that exceeds the USDA stated maximum residue level will be removed from the supply chain.

As producers you should apply only those chemicals that are labeled for use in the U.S. This list can be found at:

<http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2014/BlueberrySprayGuide11252013.pdf>

We also request that you follow the spray guide provided to you by the Dole Berry Company. If you are uncertain of a chemical's regulation, please contact the food safety department.

2014  
Blueberry  
SEASON

## DOLE BERRY COMPANY MATERIALS

### Ability to Recall Product at Dole Berry Company

Dole Berry Company has taken many steps to help our growers and our retailers in the unfortunate event of a product recall or market withdrawal. Below you will find details on how various label components help pinpoint the affected product in stores without forcing a mass recall of all blueberries, all pints, etc.



#### **Company Specific UPC:**

Dole/SunnyRidge product features company specific UPCs on its labels. Should there be a recall, this again limits the scope and impact on Dole Berry as well as its growers and retailers. In the event that another company initiates a recall causing a generic UPC to be blocked in the retailers check-out system, this UPC will allow Dole/SunnyRidge product to continue to be purchased during the recall.



#### **Locally Grown Denotation:**

In the event of a recall, this notation helps limit the scope of the recall to the specific growing region affected. This logo can easily be identified on the shelves, making it easy to remove only the affected product.



## DOLE BERRY COMPANY MATERIALS

### Harvest Lugs

Dole Berry Company provides Ropack 30# "Type 1" harvest lugs for exchange only. This is a one for one exchange that is designed to provide growers with lugs while their fruit is awaiting packing. It is the grower's responsibility to maintain at least enough lugs to harvest for 2 full days at peak production. Dole Berry Company and grower purchased lugs enter a "pool" for all to use. Both new and serviceable used lugs will be returned to the grower at the end of season.

We will make every effort to remove unserviceable lugs from the "pool" during the cleaning process. When lugs are picked up from the facility, notify personnel if any defective lugs are being issued. They will be replaced immediately. Growers will not be credited for unserviceable lugs when delivered with bulk or returned at the end of season.

Lugs will be cleaned and sanitized before they are issued to growers. We will make every attempt to ensure they are dry. Periodically, short turn-around times and weather conditions may prevent this.

When lug exchanges or returns occur, the grower representative (driver) must ensure the correct quantity is noted on the Grower Receipt. This is your record of the transaction. We will reconcile these transactions periodically during season as well at the end to determine if lugs are owed to the grower or Dole Berry Company. In the event of a discrepancy, these records will be used as the determining factor.

**Please note: Any lug balances owed between your farm and Dole must be resolved within one week of your final pick for the season. Please contact Materials as soon as your season is complete to confirm the ending lug balance.**







## DOLE BERRY COMPANY MATERIALS

### Blueberry Packing Sizes & Clamshells

Based on conversations with our customers and planning of their domestic season needs, Dole Berry anticipates utilizing the following pack sizes this season:

- 4-40Z
- 6oz
- Pint
- 11oz – special pack
- 18oz – special pack (8x18oz, 12x18oz, 18x18oz)
- 24oz – special pack
- 32oz – special pack

Special pack sizes are highlighted in yellow.

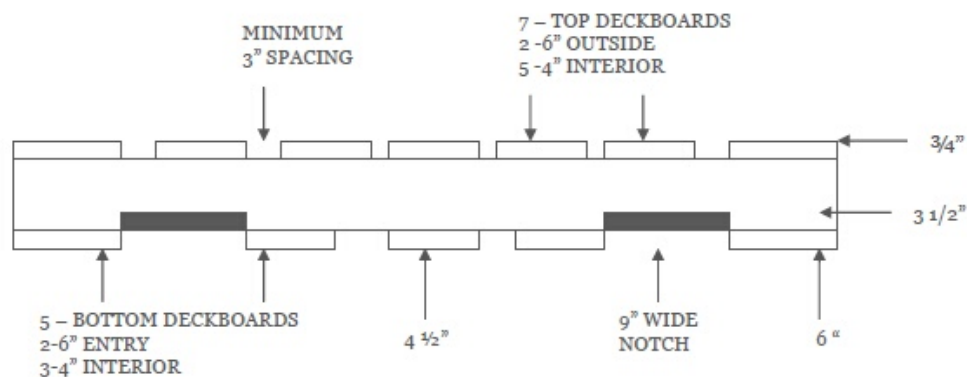
During the 2014 season, Dole-branded box art will be provided. Dole Blueberry and/or Sunny Ridge clamshell labels will be used for various pack sizes, based on marketing plans and customer requirements.

For the packing houses that are receiving materials, whether it is a direct ship from a vendor or an internal transfer, it is the packing house's responsibility to check and verify the materials being received before accepting them and signing off on the bill of lading. If it is a direct ship from a vendor, please scan the bill of lading and email to [na.dfv.dbc.materials@dole.com](mailto:na.dfv.dbc.materials@dole.com). All signed documents must be returned to the Materials department as soon as possible.

### Pallet Specifications

Dole Berry provides pallets as part of the materials cost. We ask that you inspect all the pallets to make sure that they are of good quality. If you are a non-packing grower you will receive exchange lugs on a 40" x 48" standard pallet. If you are a packing facility, you will receive block rental pallets and will be responsible for inventory until the pallets ship in Dole's system. Weekly inventories and reporting of deliveries are essential for successful tracking of block rental pallets. Lost pallets are quite costly. Please refer to the PECO/CHEP standards and inspection criteria available from the Materials department. Notify the Materials Department of a quantity discrepancy at the time of receipt or if the pallet quality does not meet PECO/CHEP standards.

### 40" x 48" GMA SPEC PALLET DIMENSIONS (BULK DELIVERIES)





## DOLE BERRY COMPANY

### TRACEABILITY

Given the ever changing requirements and regulations from all countries with whom we work, it is imperative that we can trace all fruit that is marketed by Dole Berry Company. Dole Berry Company is required by the FDA to be able to trace product within 24 hours and provide the following information at a minimum:

- Grower
- Date packed
- Date picked
- Field picked from

All special packs must be labeled with the lot number on the clam shell. All others must be labeled on the box with the lot number. The lot is composed as follows:

|      |         |       |           |
|------|---------|-------|-----------|
| 14   | 123     | 11    | 032       |
| Year | Grower# | Crew# | Date code |

A full listing of the date codes can be on **Appendix A** at the end of the Grower's Handbook. The number for the date code is the Julian Date.

Lot numbers should be filled out on the pallet tags that are placed on each pallet prior to delivering to the warehouse and should correspond on the GROWER PACKED GOODS REPORT or the BULK RECEIVING REPORT that is filled out by the grower prior to delivery. Please refer to the lot code listing for the crew number on packed product.

Each pallet of lugs containing bulk fruit or packed product must have a Dole Pallet Tag. Please see below for instruction on how to fill out the Pallet Tags.

A full listing of the date codes can be found in your Grower's Handbook.

Lot numbers should be filled out on the pallet tags that are placed on each pallet prior to delivering to the warehouse and should correspond on the GROWER PACKED GOODS REPORT or the BULK RECEIVING REPORT that is filled out by the grower prior to delivery.

Each pallet of lugs containing bulk fruit or packed product must have a Dole Berry Pallet Tag. Please see below for instruction on how to fill out the Pallet Tags.



DOLE BERRY COMPANY INC.  
DOCUMENTS



LABEL: \_\_\_\_\_

LOT #: \_\_\_\_\_

BERRY TYPE: **1**TAG #: **730162067**VARIETY: **2**QTY: **3** BALANCE: \_\_\_\_\_

BALANCE: \_\_\_\_\_

730162067



730162067



730162067



730162067



730162067

Dole Berry Company • Winter Haven, Florida • (863) 294-8956

Directions for Use:

One pallet tag on each pallet, placed on the top left corner  
(see pictures on next page)

One product size per pallet (if packed)

Complete the following information:

1. Grower Number
2. Variety
3. Number of lugs (bulk) or flats (packed)



## DOLE BERRY COMPANY INC. DOCUMENTS

### Organic Product

Dole Berry Company is excited and prepared to have Organic blueberries to market. Organic berries have to be handled differently. Organic product cannot be comingled with conventional product. Although both products can travel on the same truck, it must be on separate pallets. Organic product must be labeled with an organic pallet tag as shown below.

The image shows a green rectangular pallet tag template. At the top left is the Dole logo (a stylized sunburst) with "DOLE BERRY COMPANY" underneath. To the right of the logo are two horizontal lines for "LABEL:" and "LOT:". Below the logo is the text "BERRY TYPE:" followed by a horizontal line. In the center, "TAG #:" is followed by the large number "730200401". Below this is a horizontal line for "VARIETY:". Further down are two horizontal lines for "QTY:" and "BALANCE:". Below these is a large barcode with the number "730200401" printed underneath it. At the bottom of the tag, there are four smaller barcodes arranged in a 2x2 grid, each with the number "730200401" printed below it. At the very bottom of the tag, the text "Dole Berry Company • Winter Haven, Florida • (863) 294-8856" is printed.

**Dole**  
DOLE BERRY COMPANY

LABEL: \_\_\_\_\_  
LOT #: \_\_\_\_\_

**BERRY TYPE:** \_\_\_\_\_

TAG #: **730200401**

VARIETY: \_\_\_\_\_

QTY: \_\_\_\_\_ BALANCE: \_\_\_\_\_

BALANCE: \_\_\_\_\_

730200401

730200401 730200401  
730200401 730200401

Dole Berry Company • Winter Haven, Florida • (863) 294-8856



DOLE BERRY COMPANY INC.  
DOCUMENTS

Bulk Product



Packed Product







## DOLE BERRY COMPANY INC. DOCUMENTS

Every time fruit is received by one of our facilities, the proper and complete paperwork must be brought with it. Please date stamp your paperwork when you arrive at our Receiving Office. Below are the instructions on how to complete paperwork.

### For Bulk Fruit:

| DOLE BERRY COMPANY, LLC<br>BULK RECEIVING REPORT |  |                       |  |                      |  |
|--|--|-----------------------|--|----------------------|--|
| Grower Name: _____                               |  | Date Received: _____  |  | Lot # _____          |  |
| City: _____                                      |  | State: _____          |  | Harvest Crew # _____ |  |
| Date Code: _____                                 |  | Harvest Method: _____ |  | Gross Weight: _____  |  |
| Net Weight: _____                                |  | Gross Weight: _____   |  | Net Weight: _____    |  |
| 1.   |  |                       |  |                      |  |
| 2.   |  |                       |  |                      |  |
| 3.   |  |                       |  |                      |  |
| 4.   |  |                       |  |                      |  |
| 5.   |  |                       |  |                      |  |
| 6.   |  |                       |  |                      |  |
| 7.   |  |                       |  |                      |  |
| 8.   |  |                       |  |                      |  |
| 9.   |  |                       |  |                      |  |
| 10.  |  |                       |  |                      |  |
| 11.  |  |                       |  |                      |  |
| 12.  |  |                       |  |                      |  |
| 13.  |  |                       |  |                      |  |
| 14.  |  |                       |  |                      |  |
| 15.  |  |                       |  |                      |  |
| 16.  |  |                       |  |                      |  |
| 17.  |  |                       |  |                      |  |
| 18.  |  |                       |  |                      |  |
| 19.  |  |                       |  |                      |  |
| 20.  |  |                       |  |                      |  |
| 21.  |  |                       |  |                      |  |
| 22.  |  |                       |  |                      |  |
| 23.  |  |                       |  |                      |  |
| 24.  |  |                       |  |                      |  |
| 25.  |  |                       |  |                      |  |
| 26.  |  |                       |  |                      |  |
| 27.  |  |                       |  |                      |  |
| 28.  |  |                       |  |                      |  |

Destinations (please mark one):

☐ 13775 Unity Way, Winter Haven, FL - 888-595-4282

☐ 13501 Jm Johnson Rd, Plant City, FL - 813-441-0420

☐ 19450 East CR 147A, Newberry, FL - 352-483-4040

☐ 30 Sunnyridge Drive, Homosassa, FL - 888-491-7364

☐ 4332 Lake Marys Road, Seelye, GA - 888-491-7365

☐ Other \_\_\_\_\_

Driver: \_\_\_\_\_

Grower: \_\_\_\_\_

Other Materials Distributed: \_\_\_\_\_

|                    | IN | OUT |      | IN | OUT |
|--------------------|----|-----|------|----|-----|
| Pallets - Standard |    |     | Logs |    |     |
| Pallets - Block    |    |     |      |    |     |

DOLE BERRY COMPANY, LLC

Complete the following information:

1. Grower name, City and State
2. Date picked
3. Enter the year 14
4. Grower number
5. Crew # - 11 for Bulk , 21 for Machine Bulk
6. Date Code -- Julian Date
7. List each pallet tag
8. Quantity of lugs on each pallet
9. Variety of berry
10. Harvest method (Hand/Machine)
11. Check packing house destination box

2014  
Blueberry  
SEASON

## DOLE BERRY COMPANY INC. DOCUMENTS

For Packed Fruit:

| DOLE BERRY COMPANY, LLC<br>GROWER PACKED GOODS REPORT |           |             |       |                |     |                          |
|---|-----------|-------------|-------|----------------|-----|--------------------------|
| Grower Name: _____                                    |           | City: _____ |       | State: _____   |     | Date Shipped: _____      |
| Pallet Tag #  | Pkg. Size | Variety     | Label | Harvest Method | Qty | Temp (Refrigerator Only) |
| 1.  |           |             |       |                |     |                          |
| 2.  |           |             |       |                |     |                          |
| 3.  |           |             |       |                |     |                          |
| 4.  |           |             |       |                |     |                          |
| 5.  |           |             |       |                |     |                          |
| 6.  |           |             |       |                |     |                          |
| 7.  |           |             |       |                |     |                          |
| 8.  |           |             |       |                |     |                          |
| 9.  |           |             |       |                |     |                          |
| 10.   |           |             |       |                |     |                          |
| 11.   |           |             |       |                |     |                          |
| 12.   |           |             |       |                |     |                          |
| 13.   |           |             |       |                |     |                          |
| 14.   |           |             |       |                |     |                          |
| 15.   |           |             |       |                |     |                          |
| 16.   |           |             |       |                |     |                          |
| 17.   |           |             |       |                |     |                          |
| 18.   |           |             |       |                |     |                          |
| 19.   |           |             |       |                |     |                          |
| 20.   |           |             |       |                |     |                          |
| 21.   |           |             |       |                |     |                          |
| 22.   |           |             |       |                |     |                          |
| 23.   |           |             |       |                |     |                          |
| 24.   |           |             |       |                |     |                          |
| 25.   |           |             |       |                |     |                          |
| 26.   |           |             |       |                |     |                          |
| 27.   |           |             |       |                |     |                          |
| 28.   |           |             |       |                |     |                          |
| Total Shipped   |           |             |       |                | 12  |                          |

Destination (check one):  
☐ 1375 Unity Rd., Winter Haven, FL - 888-585-4382  
☒ 1700 3rd Ave., Road Plant, FL - 813-441-0420  
☐ 19450 East Ave., Hawthorne, FL -  
☐ 50 Sunnyside Drive, Marietta, GA - 888-491-7364  
☐ 4322 Lake Meads Road, Seaford, VA - 888-491-7365  
☐ 102 Acme Road, Lumbago, NC - 704-538-9472  
☐ Other Material Distributed

Driver: \_\_\_\_\_  
 Grower: \_\_\_\_\_

|                    |    |     |
|--------------------|----|-----|
| Pallets - Standard | IN | OUT |
| Pallets - Block    |    |     |

GP-10000-11-10-000      WARE - Accounting      MISC - Driver      PMS - Operations

Complete the following information:

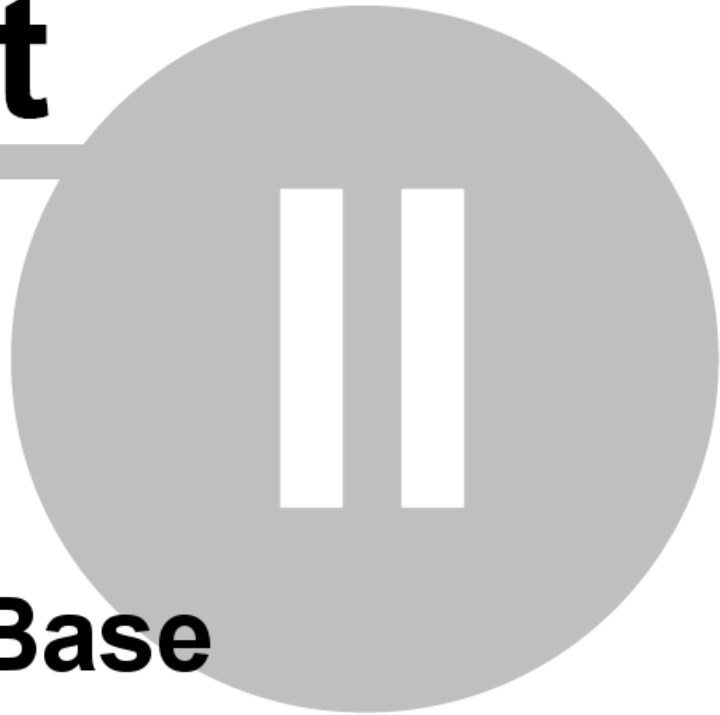
- |                                |   |
|--------------------------------|---|
| 1. Grower name, City and State | 8. List package size                    |
| 2. Date packed                 | 9. Variety of berry                     |
| 3. Enter the year 14           | 10. Label                               |
| 4. Grower number               | 11. Harvest method (Hand/Machine)       |
| 5. Crew # - 31 Prepacked       | 12. Qty. of flats per pallet            |
| 6. Date Code - Julian Date     | 13. Total number of flats               |
| 7. Pallet Tag Number           | 14. Check packing house destination box |

## Crop Base

# Part

---

# Crop Base





## CB 2 Propagation Material

is company policy of

\_\_\_\_\_  
(Farm Name)

CB 2.1.1 That all plants planted on this farm or purchased for future plantings have come or will come from reputable nurseries that are licensed and follow all the regulatory practices set up by their perspective states Department of Agriculture and or Seed Foundation.

CB 2.1.3 That a quality control system is in place that monitors the nursery for pests. All treatments that have been applied to the nursery are recorded and documented.

CB 2.2.1 That records of products used on propagation plants from third party nursery are retained.

CB 2.2.2 That records of pesticide use for in house nursery plants.

CB 2.3 That no genetically modified organisms of any kind (GMO's) are used in the production of strawberry plants on the farm. (There are no commercially available GMO strawberries).

(Insert nursery license/letter of guarantee in this section)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**CB 2.2.2 Propagation Material Treatment and Planting**

It is company policy of

\_\_\_\_\_  
(Farm Name)

That all chemical applications to transplants are recorded at the time of planting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

| Planting Date | Chemical Treatment | Variety | Location |
|---------------|--------------------|---------|----------|
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |
|               |                    |         |          |

## CB 3 Soil Management and Conservation

CB 3.2 Please place your soil maps and soil profile data for each field on your farm(s) in this section.

**(These can be obtained from your local NRCS office)**

**or**

**<http://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>**

It is company policy of

\_\_\_\_\_  
(Farm Name)

CB 3.1 That fertilization of fields is based on recommendations and rates made by specialists and other qualified personnel. Publications released by the Southern Region Small Fruit Consortium are used as guidelines for fertilizer and nutrient recommendations. The following are links to fertilizer resources in blueberry production:

[http://gcrec.ifas.http://www.smallfruits.org/SmallFruitsRegGuide/  
Guides/2016/2016BlueberrySprayGuideFINAL.pdf](http://gcrec.ifas.http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2016/2016BlueberrySprayGuideFINAL.pdf)

[http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2007/3\\_21\\_07SR\\_BlueberryHortGuide.pdf](http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2007/3_21_07SR_BlueberryHortGuide.pdf)

(If using an outside consultant, insert a copy of their CCA license or that persons resume)  
(If soil or tissue samples were taken, include in this section)

CB 3.3 That any crop rotation at strawberry farm location carefully considers the sprays and crops. Nothing shall knowingly be applied or done to create food safety risk for berry supply.

CB 3.4 That field cultivation techniques as it relates to good agricultural practices are implemented in this farm to reduce the possibilities of soil compaction and improve or maintain soil structure.

CB 3.5 That field cultivation techniques as it relates to good agricultural practices are implemented on this farm to reduce the possibilities of soil erosion. Normal drainage patterns as it relates to topography of the field/s are taken into consideration when planting and laying out rows. All measures are taken to enhance natural flow and limit soil erosion. Trees, windbreaks, leveling of fields, ditches, raised beds and plastic mulch are used as necessary to mitigate soil erosion issues.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### CB 3.1 Planting Date

[illegible]

## CB 4 Fertilizer Application

### CB 4.1.1 Competent Qualified Fertilizer Advisor

I, \_\_\_\_\_ have been farming for \_\_\_\_\_ years and am the person responsible for decisions regarding fertilizer application.

My education is as follows (list highest level of education, degrees and certifications):

---

---

---

---

I have been a grower with Sunny Ridge/Dole Berry Company for \_\_\_\_\_ years. As a grower with Dole, I use my local county extension agent \_\_\_\_\_ to ask questions as needed.

I use the following resources for advise on fertilization:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I am also a member of the following grower associations which often hold meetings throughout the year. These meetings I attend provide me with continuing education on various topics including fertilizer strategies by knowledge experts in the field.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(insert meeting agendas in this section)

## FERTILIZER APPLICATION RECORDS

## CB 4.2

**Farm Name:** \_\_\_\_\_

[illegible]

### CB 4.3 Fertilizer Storage

It is company policy of

\_\_\_\_\_  
(Farm Name)

The auditor will physically inspect your fertilizer storage area. Your fertilizer storage area should be as follows:

CB 4.3.1 Fertilizers must be stored in a separate building from crop protection products

or be stored on separately in a manner that prevents commingling with chemicals

if in the same building.

CB 4.3.2 - CB 4.3.4 Fertilizers must be stored in a clean, dry and covered area

which reduces the risk of contaminating water sources.

CB 4.3.5 Fertilizer must be stored in such a way as to minimize the risk of environmental

contamination. Fertilizer must be stored 25 meters (82 feet) from wells and

bodies of surface waters unless liquid fertilizer in totes that is used in conjunction

with drip irrigation.

CB 4.3.6 Fertilizer cannot be stored with fresh produce.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**CB 4.3.7 Quarterly Inventory of Inorganic Stored Fertilizer**

Farm Name \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Date of Inventory \_\_\_\_\_

| Trade Name of Fertilizer | Fertilizer Name/ Analysis | Solid/ Liquid | Starting Inventory/Units | Date of Purchase | Quantity Purchased / Units | Date of Use | Quantity Used/ Units | Ending Inventory/ Units |
|--------------------------|---------------------------|---------------|--------------------------|------------------|----------------------------|-------------|----------------------|-------------------------|
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |
|                          |                           |               |                          |                  |                            |             |                      |                         |

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**CB- 4.3.9** In this section insert fertilizer labels and SDS sheets.

**CB 4.4 Organic Fertilizer**

It is company policy of

\_\_\_\_\_  
(Farm Name)

CB 4.4.1 That no human sewage sludge is used in the production of strawberries on the farm.

CB 4.4.2 That all potential risks (i.e. disease transmission, weed seed content, method of composting, heavy metal content, etc.) have been considered before using organic fertilizer. The applications of organic fertilizer should be timed so as to reduce the food safety risks.

CB 4.4.3 That all organic fertilizer will be stored in such a way as to minimize the risk of environmental contamination. Fertilizer must be stored 25 meters (82 feet) from wells and bodies of surface waters unless liquid fertilizer in totes that is used in conjunction with drip irrigation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### CB 4.4.2 Organic Fertilizer Risk Assessment

| Initial all that apply       | Risks  | Preventative measures   | Critical Control Point | Critical Limit                          | Follow-up Procedures   | Corrective Action  |
|------------------------------|--|---|------------------------|---|--|--|
| <b>Fertilizer management</b> |  |   |                        |   |  |  |
|                              | Contamination from animal manure                             | Do not apply manure directly to crops. Compost to reduce microbial load. Reduce runoff and leaching from manure piles | No                     | Soil analysis                           | Use registered organic manures. Maintain application records | Use only properly composted materials. Manures must be incorporated into the soil. |
|                              | Over use of fertilizers                                      | Apply only to satisfy crop requirements following recommendations from trained and competent advisors                 | No                     | Comply with fertilizer application plan | Check recommendations for fertilization applications.        | Have and review a fertilizer plan  |
|                              | Fertilizer is stored to reduce risk of contamination         | Fertilizer is stored away from pesticides to avoid contamination  | No                     | Comply with fertilizer storage plan     | Use separate facility to store fertilizers                   | Store fertilizers separately.  |
|                              | Organic fertilizer improperly composted to remove pathogens. | Letters of guarantee from suppliers   | No                     | Only use certified materials            | Maintain records of all organic fertilizer purchases.        | Only buy certified materials and do not use fertilizers without guarantees.        |
|                              |  |   |                        |   |  |  |
|                              |  |   |                        |   |  |  |

## CB 5 Water Management

CB 5.1.1 The following tools are available for predicting water requirements:

[http://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs144p2\\_051845.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs144p2_051845.pdf)

<http://weather.uga.edu/>

[http://fawn.ifas.ufl.edu/data/latest\\_observations.php](http://fawn.ifas.ufl.edu/data/latest_observations.php)

<http://climate.ncsu.edu/cronos>

**CB 5.2 Irrigation/Fertigation Management**

It is company policy of

\_\_\_\_\_  
(Farm Name)

CB 5.2.2 That all water sources are identified and the most efficient irrigation system - as technically available and financially affordable and complies with legislation about local restrictions on water usage during certain periods be used.

Describe the irrigation system currently in use (drip, overhead). Be sure to include the source of irrigation water (pond, well, reclaimed water etc.). List ways in which efforts are being made to reduce water use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## CB 5.2.1 Irrigation Risk Assessment

| What are the Hazards?                       | Who/ what might be harmed? | Risk | Precautions Taken  | Further Action needed? | Action by Whom? | Date Completed ? |
|---|----------------------------|------|--|------------------------|-----------------|------------------|
| Microbial contamination of irrigation wells | consumer                   | Low  | <ul style="list-style-type: none"> <li>Slope ground away to prevent rain water from pooling around wellhead.</li> <li>Locate well more than 200 feet from septic drain field.</li> <li>Keep livestock manure more than 200 feet from wellhead</li> <li>Locate restroom facilities more than 200 feet from wellhead</li> <li>Do not house pets near wellhead.</li> <li>Wellhead has no holes or cracks. Cap is tightly secured.</li> <li>Water is tested annually for Generic E. Coli within 14 to 42 days of harvest. Generic E Coli must be below 126 MPN/100 ml.</li> </ul>                    |                        |                 |                  |
| Microbial contamination of irrigation ponds | consumer                   | Low  | <ul style="list-style-type: none"> <li>Locate pond more than 200 feet from septic drain field.</li> <li>Keep livestock housing and manure/compost more than 200 feet from pond.</li> <li>Locate restroom facilities more than 200 feet from wellhead.</li> <li>Do not house pets near wellhead.</li> <li>Water is tested annually for Generic E. Coli within 14 to 42 days of harvest. Generic E Coli must be below 126 MPN/100 ml.</li> <li>Water from surface sources (creeks, rivers, ponds or lakes) will be treated to reduce bacterial load and tested to verify effectiveness.</li> </ul> |                        |                 |                  |
| Microbial contamination                     | consumer                   | Low  | <ul style="list-style-type: none"> <li>When possible use drip irrigation in place of</li> </ul>  |                        |                 |                  |

|   |          |     |  |  |  |  |
|---|----------|-----|--|--|--|--|
| of crop due to overhead irrigation                  |          |     | <p>overhead irrigation.</p> <ul style="list-style-type: none"> <li>• Only use water source that has been tested for Generic E. Coli, within 14 to 42 days of harvest.</li> <li>• Generic E Coli must be below 126 MPN/100 ml.</li> <li>• Water will be treated with chlorine if any of those microbes are detected above those listed levels and the water re-tested.</li> <li>• Water will be treated if unacceptable levels of microbial contamination regardless of source. Testing will verify effectiveness of treatment.</li> <li>• Overhead irrigation will be suspended until acceptable microbial levels are achieved.</li> </ul> |  |  |  |
| Microbial contamination from crop protection sprays | consumer | low | <ul style="list-style-type: none"> <li>• Test waster source annually for Generic E. Coli, within 50 days of harvest.</li> <li>• Generic E Coli must be below 126 MPN/100 ml.</li> <li>• Water will be treated with chlorine if any of those microbes are detected above those listed levels and the water re-tested.</li> <li>• Crop protection sprays will be suspended until acceptable microbial levels are achieved.</li> <li>• Rinse and clean tanks after each use following all applicable federal and state pesticide laws and regulations regarding equipment and rinse water.</li> </ul>   |  |  |  |

**Bacterial Sampling Procedure**

For individual wells, technical advice regarding the collection of bacteriological samples may be obtained from the local health departments or from the laboratories that will examine the sample. If no technical assistance is available, the following procedure can suffice.

A sterile sample bottle, preferably one provided by the laboratory, must be used. It is extremely important that nothing except the water to be analyzed come in contact with the inside of the bottle or the cap; the water must not be allowed to flow over an object or over the hands and into the bottle while it is being filled. If the water is collected from a sample tap, turn on the tap and allow the water to flow for 2 or 3 minutes before collecting the sample. Do not rinse the sample bottle. The sample should be delivered to the laboratory as soon as possible and in no case more than 30 hours after its collection. During delivery, the sample should be kept as cool as possible (but not frozen).

**Water Disinfecting Procedure**

Disinfection of all contaminated wells is recommended to eliminate pathogenic organisms as well as organisms that can grow in wells and thereby cause clogging and affect the quality of water produced.

**Disinfection Involves Seven Steps:**

1. A chlorine solution containing at least 50 mg/l (or parts per million) available chlorine, is added to the well. The chart on the following page, lists quantities of various chlorine compounds required to dose 100 feet (30 meters) of water-filled casing at 50 mg/l for diameters ranging from 2 to 24 inches (50 to 600 millimeters)<sup>1</sup>.
2. The pump column or drop pipe shall be washed with the chlorine solution as it is lowered into the well.
3. After it has been placed into position, the pump shall be turned on and off several times (i.e., "surged") so as to thoroughly mix the disinfectant with the water in the well. Pump until the water discharged has the odor of chlorine<sup>2</sup>. Repeat this procedure several times at one-hour intervals.
4. The well shall be allowed to stand without pumping for 24 hours.
5. The water shall then be pumped to waste until the presence of chlorine is no longer detectable. The absence of chlorine is best determined by testing for available chlorine residual using a test kit designed for this purpose<sup>3</sup>.
6. A bacteriological sample shall be taken and submitted to a laboratory for examination. A chart showing compound requirements is listed on the next page
7. If the laboratory analysis shows the water is not free of bacterial contamination (e.g. fecal coliform < 2.2/100 milliliters), the disinfection procedure should be repeated. Depending on the level of contamination, it may be necessary to use a higher concentration chlorine solution (several times that is shown in the table on the next page). The water should then be retested. If repeated attempts to disinfect the well are unsuccessful, a detailed investigation to determine the cause of the contamination should be undertaken.



- <sup>1</sup> Where small individual domestic wells to be treated are of unknown depth or volume, at least one pound (0.45 kilograms) of calcium hypochlorite (70 percent available chlorine) or two gallons (7.5 liters) of household bleach (sodium hypochlorite), such as Clorox or Purex, may be used in lieu of the chemicals shown in Table 1.
- <sup>2</sup> Disposal of the waste should be away from trees, shrubs, or lawns and into storm sewers, drainage ditches, etc. Note that heavily chlorinated water should not be wasted into sewage disposal systems (septic tanks). Such strong disinfectants could neutralize the bacteria needed to stabilize the sewage and also could damage the soil absorption system.)
- <sup>3</sup> Testing for available chlorine residual is simple and inexpensive. Test kits can be obtained from chemical supply houses, swimming pool suppliers, etc.

## GROWER GUIDELINES: CHLORINE COMPOUNDS CHART

Chlorine Compound Required to Dose 100 Feet (30 Meters)  
of Water-Filled Casing at 50 Milligrams Per Liter<sup>1</sup>

| Diameter<br>of Casing<br>Inch (mm) | 70% Calcium<br>Hypochlorite <sup>2</sup><br>(Dry Weight) <sup>3</sup> | 25% Chloride<br>of Lime<br>(Dry Weight) <sup>3</sup> | 5.25% Sodium<br>Hypochlorite <sup>4</sup><br>(Liquid Measure) |
|------------------------------------|---|--|---|
| 2 (50)                             | ¼ oz (7 g)  | ½ oz (14 g)  | 2 oz (59 ml)  |
| 4 (100)                            | 1 oz (28 g)   | 2 oz (57 g)  | 9 oz (266 ml)   |
| 6 (150)                            | 2 oz (57 g)   | 4 oz (113 g)   | 20 oz (0.6 l)   |
| 8 (200)                            | 3 oz (85 g)   | 7 oz (0.2 kg)  | 2-1/8 pts (1.0 l)   |
| 10 (250)                           | 4 oz (113 g)  | 11 oz (0.3 kg)                                       | 3-1/2 pts (1.7 l)   |
| 12 (300)                           | 6 oz (0.2 kg)   | 1 lb (0.45 kg)                                       | 5 pts (2.4 l)   |
| 16 (400)                           | 10 oz (0.3 kg)  | 2 lb (0.9 kg)  | 1 gal (3.8 l)   |
| 20 (510)                           | 1 lb (0.45 kg)  | 3 lb (1.4 kg)  | 1-2/3 gal (6.3 l)   |
| 24 (610)                           | 1-1/2 lb (0.7 kg)   | 4 lb (1.8 kg)  | 2-1/3 (8.8 l)   |

<sup>1</sup> Some authorities recommend a minimum concentration of 100 mg/l. To obtain this concentration, double the amounts shown.

<sup>2</sup> HTH, Perchloron, Pittchlor, etc.

<sup>3</sup> Where dry chlorine is used, it should be mixed with water to form a chlorine solution prior to placing it into the well. Note that dry chlorine should be added to water, not vice versa. Further, the chemical should be added slowly. These precautions are necessary to lessen the possibility of a violent chemical reaction.

<sup>4</sup> Household bleaches such as Clorox, Purex, etc.

CB 5.2.3 Irrigation/Fertigation Water Use Record

Farm Name \_\_\_\_\_

| Date | Initial of<br>Maintenance<br>Personnel | Field | Method of<br>Application | Amount of<br>Water<br>Applied/<br>Acre | Comments |
|------|--|-------|--------------------------|--|----------|
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |
|      |  |       |                          |  |          |

**CB 5.3 Water Quality**

It is company policy of

---

(Farm Name)

CB 5.3.1 That untreated sewage water is not used for irrigation/fertigation on this farm site.

CB 5.3.3 To perform a water sample/test analysis for generic *E. coli* by a reputable company on an annual basis for the irrigation water used on the farm and the water which is used to mix pesticides. Acceptable standards are such that Generic *E. coli* must be < 126 MPN/100 ml.

CB 5.3.4 Lab Accreditation for biological testing of water.



## Accredited Laboratory

A2LA has accredited

### ABC RESEARCH LABORATORIES

Gainesville, FL

for technical competence in the field of

### Biological Testing

This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to [Joint ISO-ILAC-IAF Communiqué dated 8 January 2009](#)).



Presented this 27<sup>th</sup> day of August 2015.

  
President & CEO  
For the Accreditation Council  
Certificate Number 1307.01  
Valid to August 31, 2017

For the tests to which this accreditation applies, please refer to the laboratory's Biological Scope of Accreditation.



CB 5.3.5 That all water used from a surface source (creeks, rivers, ponds or lakes) that comes into direct contact with fresh fruit will be treated to reduce bacterial loads. This requirement for treatment also applies to subsurface water sources that testing has demonstrated to have unacceptable microbial quality. The treatment method must be validated to demonstrate its efficacy.

Dole's Food Safety department is available to assist in implementing this requirement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### CB 5.3.5a Water Correction Worksheet

Farm Name \_\_\_\_\_

| Date | Initial of<br>Maintenance<br>Personnel | Name of Water<br>Source | Work Performed | Comments |
|------|--|-------------------------|----------------|----------|
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |
|      |  |                         |                |          |

## CB 6 Integrated Pest Management

### What Is Integrated Pest Management?

Pesticides are powerful tools for controlling pests. However, there are also other tools available for use in pest control, many of which pose greatly reduced risk to human health and the environment than do pesticides. Integrated Pest Management (IPM) is an effective and environmentally sensitive approach that makes use of a variety of these tools. The concept-"know what the problem is before you apply pesticides"-is fundamental to planning a successful IPM program. IPM relies on a combination of common-sense practices and science-based strategies, rather than solely on pesticide spraying.

IPM programs use current, comprehensive information regarding the life cycles of pests-"which may include insects, weeds, rodents or other small mammals or wildlife, birds, or other living organisms"-and their interaction with the environment. IPM strategies make use of this information in combination with available pest control technologies to manage pests economically, and with the least possible hazard to people, property, and the environment. IPM programs take advantage of all appropriate pest management strategies, including the judicious and careful use of pesticides, when necessary.

EPA Definition [https://www3.epa.gov/pestwise/htmlpublications/ipm\\_fact\\_sheet.html](https://www3.epa.gov/pestwise/htmlpublications/ipm_fact_sheet.html):

The following website are sources for IPM assistance and education:

<http://ipm.ifas.ufl.edu/>

[http://edis.ifas.ufl.edu/topic\\_pest\\_management](http://edis.ifas.ufl.edu/topic_pest_management)

<http://entnemdept.ufl.edu/creatures/>

<http://ipm.caes.uga.edu/>

<http://www.ent.uga.edu/pest-management/>



## CB 6.1 Technically Responsible Chemical Policy

It is company policy of

\_\_\_\_\_  
(Farm Name)

That all pesticide applications are performed under the supervision and training of

\_\_\_\_\_  
(Supervisor's Name)

\_\_\_\_\_  
(Supervisor's Pesticide License Number)

(Copy of License inserted on subsequent page)

It is company policy that all pesticide application personnel are trained with either the "Pesticide Worker Protection" video from University of Idaho or an equivalent training video and the training is documented

(Documentation of training inserted on subsequent page)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## CB 6.2 Observation and Monitoring

| CB 6.3    |               | IPM Worksheet               |                   |                    |                   |                 |          |                   |     |       |                       |                     |
|-----------|---------------|-----------------------------|-------------------|--------------------|-------------------|-----------------|----------|-------------------|-----|-------|-----------------------|---------------------|
| Field     |               | Pest observed and monitored |                   |                    |                   |                 |          |                   |     |       |                       |                     |
| DATE      | Gall<br>Midge | Thrips                      | Flea Bee-<br>tles | Leafspots/<br>Rust | Stem Die-<br>back | Mummy-<br>berry | Botrytis | Phy-<br>tophthora | SWD | Other | Prevention Action     | Intervention Action |
| 6/15/2015 |               |                             |                   |                    |                   |                 |          | noticed           |     |       |                       | captan              |
| 8/11/2015 |               |                             |                   |                    |                   | old fruit       |          |                   |     |       | cultivate row middles |                     |
|           |               |                             |                   |                    |                   |                 |          |                   |     |       |                       |                     |
|           |               |                             |                   |                    |                   |                 |          |                   |     |       |                       |                     |
|           |               |                             |                   |                    |                   |                 |          |                   |     |       |                       |                     |
|           |               |                             |                   |                    |                   |                 |          |                   |     |       |                       |                     |
|           |               |                             |                   |                    |                   |                 |          |                   |     |       |                       |                     |
|           |               |                             |                   |                    |                   |                 |          |                   |     |       |                       |                     |

**CB 6.5 Chemical Mode of Action**

It is company policy of

\_\_\_\_\_  
(Farm Name)

to be knowledgeable of the chemical mode of action/anti-resistance recommendations made by the states cooperative extension service will be followed. Labels, current information and MSDS sheets are kept on file to enhance the knowledge about the mode of action.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## CB 7 Plant Protection Products

It is company policy of

\_\_\_\_\_  
(Farm Name)

CB 7.1.1 A current list of approved plant protection products for blueberries is maintained.

Please print a copy of the Approved Blueberry Chemicals file as found here:

[http://gcrec.ifas.http://www.smallfruits.org/SmallFruitsRegGuide/  
Guides/2016/2016BlueberrySprayGuideFINAL.pdf](http://gcrec.ifas.http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2016/2016BlueberrySprayGuideFINAL.pdf)

[http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2007/3\\_21\\_07SR\\_BlueberryHortGuide.pdf](http://www.smallfruits.org/SmallFruitsRegGuide/Guides/2007/3_21_07SR_BlueberryHortGuide.pdf)

CB 7.1.2 That only plant protection chemicals be used that have been approved by the Environmental Protection Agency and the chemicals are labeled for blueberries.

CB 7.1.3 That plant protection products have applied towards the appropriate for the target as recommended by the label.

CB 7.1.4 That all plant protection invoices are maintained.

CB 7.4.1 That pre-harvest intervals are recorded and adhered to in relation to harvest dates.

CB 7.5.1 That disposal of surplus application mix is: (1) applied over an untreated part of crop and records are kept to avoid exceeding recommended dosages or (2) Applied onto fallow ground where it is legally allowed and documented.

CB 7.8.2 That reentry times be monitored and documented in spray records. Warning signs shall be placed around the field stating no entry. Signs will be removed once REI has expired.

CB 7.9.1-8 That all empty Plant Protection Product containers are triple rinsed and the rinse water from the container is emptied back into the equipment tank. No containers are re-used. Once rinsed the containers are punctured and stored behind lock and key until disposal. Disposal is conducted according to local regulations.

CB 7.10.1 That obsolete plant protection products are stored behind lock and key. These products once they are determined to be obsolete will be identified and documented and disposed of according to local regulations.

[Http://www.dep.state.fl.us/waste/quick\\_topics/publications/shw/cleansweep-pesticides/  
Cleansweep-Flyer\\_2016-17.pdf](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/cleansweep-pesticides/Cleansweep-Flyer_2016-17.pdf)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

| Initial all that apply | Risks   | Preventative measures  | Critical Control Point | Critical Limit  | Follow-up Procedures   | Corrective Action   |
|------------------------|---|--|------------------------|---|--|---|
| <b>Crop protection</b> |   |  |                        |   |  |   |
|                        | Incomplete pesticide records  | All information must be kept for the last 2 years  | No                     | Up-to-date application records                        | Personnel training procedures.   | Retrain personnel. Reject produce which has no clear pesticide records.                   |
|                        | Contamination by pesticides due to poor measuring and application practices | Only trained personnel to apply pesticides under the guidance of a licensed applicator   | No                     | Personnel training and licensing records. MRL testing | MRL testing. Set up training and follow up procedures.                                 | Review MRL testing plan. Review training plan. Change personnel. Reject affected product. |
|                        | Incorrect pesticides applied to crop.                                       | Ensure availability of up to date list of approved pesticides  | No                     | List of approved pesticides available                 | Stores inspections. Check application records. Regular updates of approved pesticides. | Review pesticide lists. Personnel training. Reject any affected produce.                  |
|                        | Contamination by pesticides due to poorly calibrated sprayers.              | Conduct scheduled maintenance and calibration of equipment   | No                     | Regular calibration of sprayer                        | Check calibration and maintenance records.   | Review calibration/maintenance schedule. Reject affected produce                          |
|                        | Contamination of spray by polluted water                                    | Analyze water source for contamination   | No                     | Use clean water for spray preparation                 | Periodic water analysis  | Avoid contaminated water sources. Reject affected produce                                 |
|                        | Contamination by poor disposal of pesticide wastes                          | Stock management to minimize obsolete/expired stock. Proper disposal of excess spray material. Disposal drums for official collection for empty pesticide containers | No                     | Comply with proper disposal practices                 | Check pesticide disposal records.  | Personnel training. Enforce safe disposal regulations.                                    |

**CB 7.2 Advise on Quantity and Type of Plant Protection Production**

I, \_\_\_\_\_ have been farming for \_\_\_\_\_ years and am the person responsible for decisions regarding plant protection product application.

My education is as follows (list highest level of education, degrees and certifications):

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I have been a grower with Dole for \_\_\_\_ years. As a grower with Dole, I have the help of Certified Crop Advisors (CCA's), my local county extension agent \_\_\_\_\_ to ask questions as needed as well as experienced personnel within Dole's grower network.

I use the following resources for advise on IPM:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I am also a member of the following grower associations which often hold meetings throughout the year. These meetings I attend provide me with continuing education as well as discussions on various topics including IPM strategies by knowledgeable experts in the field.

1. Dole Berry Company Growers, Grower Kickoff meeting and Food Safety Meeting
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(insert meeting agendas in this section).

**CB 7.3 Records of Application**

Farm Name: \_\_\_\_\_

Crop Applied: \_\_\_\_\_

Field Number/Name: \_\_\_\_\_

Date Applied: \_\_\_\_\_

Brand Name and Active Ingredient: \_\_\_\_\_

Name of Applicator: \_\_\_\_\_

Target Pest: \_\_\_\_\_

Weather Conditions \_\_\_\_\_

Rate/Acre: \_\_\_\_\_ Total Acres treated: \_\_\_\_\_ Total product used: \_\_\_\_\_

Method of Application/machinery: \_\_\_\_\_

REI: \_\_\_\_\_ Date of Reentry: \_\_\_\_\_

PHI: \_\_\_\_\_ Date Pre-harvest interval expiration: \_\_\_\_\_

Disposal Amount (gal): \_\_\_\_\_

Disposal Site: \_\_\_\_\_

Technical Authorization (supervisor's signature): \_\_\_\_\_

## Pre-Harvest Intervals

### CB 7.4.1

**Farm Name:** \_\_\_\_\_

[illegible]





**CB 7.5 Disposal of Surplus Application Mix**

Date: \_\_\_\_\_

Chemical: \_\_\_\_\_

Rate or Concentration: \_\_\_\_\_

Disposal Amount in Gals: \_\_\_\_\_

**Disposal Site**

(circle one)

Fallow Ground

Untreated Crop

Acres sprayed: \_\_\_\_\_

Applicator's Initials: \_\_\_\_\_

## CB 7.6 Plant Protection Product Residue Analysis

Information on Maximum Residue Levels (MRL's)  
acceptable for strawberries

Below are websites for information on MRL's for the US, Canada and the UK.

<http://www.globalmrl.com/>

Use Internet Explorer

If you have any questions please contact:

Scott Prospect 863-991-2928

### Dole Pesticide Residue Sampling Policy

**Purpose:** The purpose of this program is to test strawberries before harvest for pesticide residues, to ensure lots which have tested are not above accepted tolerance levels for the country of intended sale, and to verify our spray programs are being properly adhered.

## CB 7.6.3 Risk Assessment of MRLs

| What are the Hazards ?               | Who/ what might be harmed ? | Risk | Precautions Taken   | Further Action needed? | Action by Whom? | Date Completed? |
|--------------------------------------|-----------------------------|------|---|------------------------|-----------------|-----------------|
| MRLs exceed the tolerance for US     | Consumer                    | Low  | <ul style="list-style-type: none"> <li>Follow production guides provided by local land grant universities</li> <li>Only use chemicals labeled for use on strawberries</li> <li>Only use chemicals permitted in the US</li> <li>Appropriately follow PPP labels and adhere to strict PHI guidelines.</li> <li>Run a multi-residue screening from an accredited laboratory on fruit prior to the beginning of the season.</li> <li>In case of an exceedance, fruit will be recalled/placed on hold and retested. Spray records will be verified and appropriate corrective measures taken.</li> <li>Corrective measures include: retraining grower on PPP labels and recalibration of equipment as necessary. Grower will be put on a probationary watch program to ensure corrective measures are being properly implemented.</li> </ul> |                        |                 |                 |
| MRLs exceed the tolerance for Canada | Consumer                    | Low  | <ul style="list-style-type: none"> <li>Follow production guides provided by local land grant universities</li> <li>Only use chemicals labeled for use on strawberries</li> <li>Only use chemicals permitted in Canada</li> <li>Appropriately follow PPP labels and adhere to strict PHI guidelines.</li> <li>Run a multi-residue screening from an accredited laboratory on fruit at the beginning of the season.</li> <li>In case of an exceedance, fruit will be recalled/placed on</li> </ul>  |                        |                 |                 |

|  |          |     |  |  |  |  |
|--|----------|-----|--|--|--|--|
|  |          |     | <p>hold. Spray records will be verified and appropriate corrective measures taken.</p> <ul style="list-style-type: none"> <li>• Corrective measures include: retraining grower on PPP labels, recalibration of equipment, restriction of specific chemicals and extension of PHIs as necessary. Grower will be put on a probationary watch program to ensure corrective measures are being properly implemented.</li> </ul>  |  |  |  |
| MRLs exceed the tolerance for European Union | Consumer | Low | <ul style="list-style-type: none"> <li>• Follow production guides provided by local land grant universities</li> <li>• Only use chemicals labeled for use on strawberries</li> <li>• Only use chemicals permitted in the European Union</li> <li>• Appropriately follow PPP labels and adhere to strict PHI guidelines.</li> <li>• Spray records will be requested from Dole if fruit has been selected for shipment to EU and will be verified before shipment with a multi-residue screening from an accredited laboratory on fruit at the beginning of the season.</li> <li>• In case of an exceedance, fruit will be recalled/placed on hold or rerouted to country of acceptable MRLs.</li> <li>• Corrective measures include: retraining grower on PPP labels, recalibration of equipment, restriction of specific chemicals and extension of PHIs as necessary. Grower will be put on a probationary watch program to ensure corrective measures are being properly implemented.</li> </ul> |  |  |  |
| MRLs exceed tolerance due to                 | Consumer | Low | <ul style="list-style-type: none"> <li>• Only spray chemicals in favorable weather conditions, ie non-windy.</li> <li>• Where necessary set up wind</li> </ul>   |  |  |  |

|                            |  |  |   |  |  |  |
|----------------------------|--|--|---|--|--|--|
| cross<br>contamin<br>ation |  |  | <p>breaks between different commodities.</p> <ul style="list-style-type: none"><li>• Properly clean equipment between sprays and keep a cleaning log.</li><li>• In case of an exceedance, fruit will be recalled/placed on hold. Spray records will be verified and appropriate corrective measures taken. Grower will be put on a probationary watch program to ensure corrective measures are being followed accordingly.</li></ul> |  |  |  |
|----------------------------|--|--|---|--|--|--|

## CB 7.6.5 Plant Protection Product Residue Analysis Procedures

### Sampling Procedure:

1. Before sampling the lot, a trained sampler shall:
  - a. Put gloves on washed hands.
  - b. Take a sample bag to the field.
2. To sample the field, a trained sample shall:
  - a. Blueberries - collect approximately 60 berries, or a cup and a half of fruit from a "Z" pattern in a sample bag.
  - b. Blackberries - collect approximately 30 berries, or a cup and a half of fruit from a "Z" pattern in a sample bag.
  - c. Strawberries - collect approximately 20 berries, or a cup and a half of fruit from a "Z" pattern in a sample bag.
3. After filling and closing the sample bag, a trained sampler shall label the bag with:
  - a. Grower Name
  - b. Date
  - c. Company Name (Sunny Ridge/Dole)
  - d. The labeled sample bag shall be put into an ice chest with cold ice packs. Samples must always be kept as cold as possible.
4. After the samples are collected, the trained sampler shall complete a lab submission form which contains:
  - a. Grower Name
  - b. Date of sampling
  - c. Name of person who collected the samples.
  - d. The commodity sampled.
5. After the sample form is complete, the trained sampler shall place the form in a sealed bag in the cooler to prevent it from getting wet during the shipping process. The cooler shall be sent overnight to the laboratory.

### Definitions:

1. MRS - Multi Residue Screening - is a test to analyse a commodity for a general panel of commonly used pesticides. The MRS will include the following chemicals: Boscalid, pyraclostrobin, Azoxystrobin, Cyprodinil, fludioxonil, phosmet, zeta-cypermethrin, malathion, and captan.

**Growers are divided into three different Residue Sampling Schedules:**

1. Conventional - US and Canadian (blueberries & blackberries)
  - a. Growers will be sampled every other year for a multi residue screening (MRS).
    - i. Randomly half of growers will be selected for a MRS one year, and the other half the next year.
  - b. Samples will be taken for testing two weeks before harvest begins.
  - c. The above sampling procedures will be followed for collection of the commodities.
  - d. If results are within tolerance, growers can harvest their field as planned.
  - e. If results are over-tolerance:
    - i. growers will be notified via email from the food safety department.
    - ii. DC supervisors will be notified via email from the food safety department of grower's temporarily flagged status, which means they cannot receive fruit from this grower.
    - iii. Spray records will be verified.
    - iv. If the grower can retest to obtain results within tolerance at a later date, the field will be re-sampled.
    - v. Grower will be released from flagged status to acceptable status once tests reveal acceptable tolerance levels.
    - vi. If in violation, the action plan outlined in section CB 8.6.7 will be followed. Grower will be tested annually.
2. Conventional - US and Canadian (strawberries)
  - a. Growers will be sampled annually for a MRS.
  - b. Samples will be collected for testing two weeks before harvest begins.
  - c. The above sampling procedures will be followed for collection of the commodities.
  - d. If results are within tolerance, growers can harvest their field as planned.
  - e. If results are over-tolerance:
    - i. growers will be notified via email from the food safety department.
    - ii. DC supervisors will be notified via email from the food safety department of grower's temporarily flagged status, which means they cannot receive fruit from this grower..
    - iii. Spray records will be verified.
    - iv. If the grower can retest to obtain results within tolerance at a later date, the field will be re-sampled.
    - v. Grower will be released from flagged status to acceptable status once tests reveal acceptable tolerance levels.
    - vi. If in violation, the action plan outlined in section CB 8.6.7 will be followed. Grower will be tested annually.



### 3. Organic - US and Canadian

- a. Growers will be sampled annually for a MRS.
- b. Samples will be collected for testing two weeks before harvest begins.
- c. The above sampling procedures will be followed for collection of the commodities.
- d. If results are within tolerance, growers can harvest their field as planned.
- e. If results are over-tolerance:
  - i. Growers will be notified via email from the food safety department.
  - ii. DC supervisors will be notified via email from the food safety department of grower's temporarily flagged status, which means they cannot receive fruit from this grower.
  - iii. Spray records will be verified.
  - iv. If the grower can retest to be within tolerance at a later date, the field will be re-sampled.
  - v. Grower will be released from flagged status to acceptable status once tests reveal acceptable tolerance levels.
  - vi. If in violation, the action plan outlined in section CB 8.6.7 will be followed. Grower will be tested annually.

### 4. Conventional - European

- a. Specific grower lots will be collected for testing prior to filling a shipment to EU.
- b. A sample will be pulled randomly from the pallet containing the specific lot selected for shipment.
- c. Spray records will be verified prior to shipping the sample for testing.
- d. If out of tolerance shipment will not be sent.

**CB 7.6.6 Laboratory Certificate**

|   |   |
|---|---|
| <b>Water Boards</b><br>STATE WATER RESOURCES CONTROL BOARD<br>REGIONAL WATER QUALITY CONTROL BOARDS   |  |
| CALIFORNIA STATE  |   |
| ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM  |   |
| <b>CERTIFICATE OF ENVIRONMENTAL ACCREDITATION</b>   |   |
| Is hereby granted to  |   |
| <b>Primus Group, Inc.</b>   |   |
| <b>DBA Primus Laboratories</b>  |   |
| 2810 Industrial Parkway   |   |
| Santa Maria, CA 93455   |   |
| Scope of the certificate is limited to the<br>"Fields of Testing"<br>which accompany this Certificate.  |   |
| Continued accredited status depends on successful completion of on-site inspection,<br>proficiency testing studies, and payment of applicable fees. |   |
| This Certificate is granted in accordance with provisions of<br>Section 100825, et seq. of the Health and Safety Code.                              |   |
| Certificate No.: 1954   |   |
| Expiration Date: 12/31/2017   |   |
| Effective Date: 1/1/2016  |   |
|    |   |
| Sacramento, California<br>subject to forfeiture or revocation   | Christine Sotelo, Chief<br>Environmental Laboratory Accreditation Program           |

**CB 7.6.7 Action Plan for Product that Exceeds MRL Values**

In the event that measured MRL values are exceeded the following steps will be followed:

1. All MRL test results are reviewed by the Dole Food Safety Department.
2. Product with measured MRL values which exceed the tolerances of the destination market to which it has been sent shall be recalled from any distribution center, final sale point and/or consumers to which it has been sent as outlined by the Dole crisis management program. This is the responsibility of the grower and Dole Crisis Management Coordinator.
3. Product with measured MRL values which exceed the tolerances established in any market that Dole Berry Company vends associated product will be rerouted to a market where measured MRL values are within tolerance. This is the responsibility of the Food Safety Team and Commodity Management.
4. If products with measured MRL values exceed the tolerances established by all markets shall be disposed of in an appropriate manner and fruit from that supplier will not be sold until a satisfactory MRL testing meets targeted market tolerances. This is the responsibility of the Food Safety Team.

**CB 7.6.7a Disposition of Product Which Exceeds Maximum Residue Limits**

If there is any reason to suspect that pesticides have been improperly applied to a crop, it is the policy of,

\_\_\_\_\_  
(Farm Name)

that samples of the fruit will be sent to a commercial testing lab

\_\_\_\_\_  
(Name and Location of Lab)

for a pesticide screening test. The product in question will not be released until the results of the test verify that residues are within allowable limits. If not, the product will be discarded.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## **CB 7.7 Plant Protection Product Storage**

The auditor will physically inspect your Pesticide storage area for the following:

CB 7.7.1 Plant Protection product storage facilities comply with current national, regional and local legislation and regulations.

CB 7.7.2-7.2.6 Products should be stored in an area which is secure, sound, temperature controlled, well ventilated, well illuminated, and away from other materials.

CB 7.7.7 Shelves should be made from impervious material.

CB 7.7.8 Facility should be able to retain all spillages.

CB 7.7.9 Facility should have available supplies to handle a spillage. i.e. sand, floor brush, dustpan, plastic bags, disposable gloves, shovel, wheelbarrow, etc.

CB 7.7.10 Storage area should be locked for limited access only to qualified personnel.

CB 7.7.11 If multiple chemicals of different crops are stored in the same area they should be stored crop specific.

CB 7.7.12 All liquid plant protection products should be stored below powder products.

CB 7.7.14 Storage area must have proper warning signage on the entrance door. Accident Procedure information must be posted within 10 meters of Plant protection product storage and mixing facilities.

CB 7.7.15 Plant Protection Product storage and mixing areas must have eye wash stations, source of clean water no more than 10 meters distant, a complete first aid kit and clear accident procedure with emergency contact telephone numbers or basic steps of primary accident care posted in case of an emergency.

CB 7.8.3 Storage area must have proper warning signage on the entrance door. Accident Procedure information must be posted within 10 meters of Plant protection product storage and mixing facilities.

CB 7.8.4 Plant Protection Product storage and mixing areas must have eye wash stations, source of clean water no more than 10 meters distant, a complete first aid kit and clear accident procedure with emergency contact telephone numbers or basic steps of primary accident care posted in case of an emergency.

## CB 7.8 Plant Protection Product Handling

**All employees that could be subjected to pesticides are encouraged to visit a health professional annually.**

CB 7.8.1 In the case of an emergency involving pesticides, the employee must follow emergency procedure previously mentioned and may voluntary visit the following location for a health check:

Healthcare clinics can be located at:

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The nearest walk in clinic is located at:

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CB 7.8.3 Storage area must have proper warning signage on the entrance door. Accident Procedure information must be posted within 10 meters of Plant Protection Product storage and mixing facilities.

CB 7.8.4 Plant Protection Product storage and mixing areas must have eye wash stations, source of clean water no more than 10 meters distant, a complete first aid kit and clear accident procedure with emergency contact telephone numbers or basic steps of primary accident care posted in case of an emergency.

## CB 8 Equipment

It is company policy of

\_\_\_\_\_  
(Farm Name)

CB 8.1 That all equipment sensitive to food safety (e.g. fertilizer spreaders, plant protection sprayers, and fertigation/irrigation equipment) is properly maintained and (where applicable) properly calibrated on an annual basis.

Back Pack Sprayer Calibration

<http://edis.ifas.ufl.edu/wg217>

Air Blast Sprayer Calibration

<http://edis.ifas.ufl.edu/ae238>

CB 8.2 That all equipment sensitive to the environment (e.g. fertilizer spreaders, equipment used for temperature control) is properly maintained and (where applicable) properly calibrated on an annual basis.

CB 8.3 That all equipment is stored to protect from contamination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**CB 8.1a Machinery Calibration and Maintenance Records**

Farm Name \_\_\_\_\_

| Date | Initial of<br>Maintenance<br>Personnel | Name of<br>Equipment | Work Performed | Comments |
|------|--|----------------------|----------------|----------|
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |
|      |  |                      |                |          |

## CB 8.1b Machinery Calibration Worksheet

### Tractor-Sprayer/Spreader Calibration Form

Date: \_\_\_\_\_

Tractor (Make/Model/ID #) \_\_\_\_\_

Sprayer/Spreader (Make/Model/ID #) \_\_\_\_\_

For: \_\_\_\_\_

Gear \_\_\_\_\_ RPMs \_\_\_\_\_ Target speed: \_\_\_\_\_

Target GPA: \_\_\_\_\_ PSI: \_\_\_\_\_ Nozzles/Side: \_\_\_\_\_

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

**Speed Test**    3 mph = 88ft/20 sec = 264 ft/1 min    2.5 mph = 88ft/24 sec = 264ft/72 sec

$$\frac{\text{Distance}}{\text{Seconds}} = \frac{\text{_____}}{\text{_____}} \times \frac{1 \text{ mile}}{5280 \text{ ft}} \times \frac{3600 \text{ sec}}{1 \text{ hour}} = \text{_____ mph}$$

### Tip Test

GPM= Run tractor and sprayer at same gear and RPMs for speed test for one timed minute. Using target GPA, you can find what your GPM should be. After the tip test, you can check your calibrations by adding this amount of water back to the tank and it should be at the same level as when you started. \*Remember to check your PSI.

$$\text{Ac/Min} = \frac{\text{swath} \times \text{speed}}{495} = \left( \frac{\text{_____}}{\text{_____}} \times \frac{\text{_____}}{\text{_____}} \right) = \text{_____}$$

$$\text{GPA} = \frac{\text{GPM}}{\text{Ac/Min}} \text{ _____ GPM} = \text{GPA} \times \text{Ac/Min} = \text{_____} \times \text{_____} = \text{_____}$$

Amount added back \_\_\_\_\_

### Acre Test

Measure out one acre and spray it at the same gear and RPMs for the speed test. After the acre test, check your calibrations by adding back your target GPA to the tank. It should be at the same level as when you started. \*Remember to check your PSI.

Target GPA \_\_\_\_\_ Amount added back \_\_\_\_\_

Completed by: \_\_\_\_\_

Back pack Sprayer Calibration

Airblast Sprayer Calibration

## CB 8.2a Verification of Scales and Measuring Glassware

To verify accuracy of scales:

1. Purchase a 1 liter bottle of water.
2. Make sure scale reads zero when you start
3. Place liter of water on scale
4. Note weight
5. Empty contents of bottle
6. Weigh bottle with cap by itself
7. Subtract weight of bottle from total weight of bottle and water together.

\*For a scale which measures in pounds and ounces the reading should be 2.2 pound, a metric scale should have a total of 1000 grams or 1 kilogram. A variance of 1% (10g or 1/3 oz is acceptable).

To verify accuracy of liquid measuring cups:

1. Make sure vessel is empty.
2. Purchase a liquid in an appropriate size to verify the volume of the vessel you are measuring
3. Pour contents of bottle into measuring cup.
4. A liter should be measured as a liter in a metric cup. A quart as a quart in US standard units and so on.
5. Determine the variation by dividing the difference between the volume in the measuring cup and the volume of purchased liquid and dividing by the volume of the purchased liquid and multiply by 100.
6. A 1% variation is acceptable.

| Date | Device | Verification wt/<br>vol | Measured<br>value | Difference | %variation | Signature |
|------|--------|-------------------------|-------------------|------------|------------|-----------|
|      |        |                         |                   |            |            |           |
|      |        |                         |                   |            |            |           |
|      |        |                         |                   |            |            |           |
|      |        |                         |                   |            |            |           |
|      |        |                         |                   |            |            |           |

## Fruits and Vegetables

# Part

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# Fruits and Vegetables

## **FV 2 Soil Management**

**FV 2.1 Soil Fumigation**

It is company policy of

\_\_\_\_\_  
(Farm Name)

that fumigation is necessary in the production of strawberries due to endemic weed (yellow and purple nutsedge), nematodes (root knot and sting) and diseases (rhizoctonia and phytophthera). These persistent problems are well documented in the literature from the University of Florida on research done by Dr. Andrew MacRae and Dr. Joseph Noling. All fumigants are applied by following the state and federal regulations governing the application of fumigants and all plant back restriction are adhered to.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**FV 2.1.2 Soil Fumigation Worksheet**

Farm Name \_\_\_\_\_

| Date | Initial of<br>Personnel | Name of<br>Equipment | Work Performed (fumigants<br>applied/crops planted) | Plant Back Restriction<br>Expiration Date |
|------|-------------------------|----------------------|---|---|
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |
|      |                         |                      |   |   |

## FV 3 Substrates

It is company policy of

\_\_\_\_\_  
(Farm Name)

FV 3.2 That no chemicals are used to sterilize recycled soil substrates or artificial components in conjunction with the production of Blueberries on the farm.

FV 3.3 The substrate material comes from a reputable company that practices Good Agricultural Practices.

(Insert Letters of Guarantee in this section)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## **FV 4 Pre-Harvest**

FV 4.1.1 Please refer to the CB 5.2.2 for risk associated with water used on product before harvest

FV 4.2.1 Please refer to section CB 4.4.2. for organic fertilizer risk assessment.

**FV 4.3.1 Pre-Harvest Checklist**

Farm Name \_\_\_\_\_

| Date | Field ID | No animal intrusion | Harvest crew washed hands | Harvest crew's clothing is clean | Harvest crew without jewelry | Packing materials are clean | initials |
|------|----------|---------------------|---------------------------|----------------------------------|------------------------------|-----------------------------|----------|
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |
|      |          |                     |                           |                                  |                              |                             |          |

**NOTES:**

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## FV 5 Harvest and Post Harvest Activities

(Farm Name)

- It is company policy that toilets will be provided according to Good Agricultural Practices guidelines. Toilets will be disinfected with an appropriate chlorine solution after each day's use. Toilets will be monitored for cleanliness on a daily basis with results being documented on appropriate form.
- It is company policy that hand washing stations will be provided according to Good Agricultural Practices guidelines. Hand washing soap, alcohol gel, and paper towels will be provided in all stations. All grey water will be claimed and discarded from field sites as appropriate to avoid pollution. Hand washing stations will be monitored for cleanliness on a daily basis with results being documented on appropriate form.
- It is company policy that signage in English and Spanish stating "Employees must wash hands before returning to work" will be placed in all toilet facilities and eating/smoking areas.
- It is company policy that supervisors will be trained on food borne illnesses using the document entitled "Food Borne Illness Training for Supervisors". Document will be provided in English and Spanish. Supervisors will sign the training material. Documentations of signatures will be kept on file.
- It is company policy that all trained supervisors will ensure that any employee having sores, exposed boils, lesions, infections, cuts, or any source of abnormal contamination are prohibited from contact with product and food contact packaging. Bandages must be covered with a non-porous covering such as a plastic glove. If labor is supplied by a contracted company, a copy of this policy must be available.
- It is company policy that all incidences of human bleeding are reported to the supervisor(s) and that any product exposed to blood is destroyed or disposed of. Any tools or harvesting equipment exposed to blood will be thoroughly cleaned and disinfected before re-use.
- It is company policy that consuming food, chewing gum or candy, spitting and/or using tobacco products are prohibited from all areas of food handling. Designated eating and smoking areas are established on the farm. Access to drinking water is permitted in designated areas.
- Employees nails must be clean, short, and free of nail polish or false nails.
- Employees are prohibited from wearing jewelry or any type of clothing that could be a source of product contamination, including but not limited to jewelry, watches, bobby pins, studs, sequins
- Employees may only use restroom in provided restrooms on farm.
- It is company policy that all employees must read and acknowledge food safety policies. Documents will be provided in English and Spanish. Documentation of signatures will be kept on file.
- It is company policy that any product suspected to have come in contact with the soil or ground will not be harvested or packed, but will be discarded. All possible steps will be taken to ensure products are free from bacterial contamination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### FV 5.1.1 Hygiene Risk Assessment

| What are the Hazards?  | Who/ what might be harmed ? | Risk | Precautions Taken  | Further Action needed? | Action by Whom? | Date Completed? |
|--|-----------------------------|------|--|------------------------|-----------------|-----------------|
| Biological contamination from harvest crew                   | product/consumer            | Low  | <ul style="list-style-type: none"> <li>• All workers are trained on good personal hygiene and hand washing. Language and materials are appropriate for workers</li> <li>• Key personnel are designated as trainers and act as a role model by practicing proper hand washing. They will be trained in recognizing signs of illness in workers.</li> <li>• Signs are posted instructing workers to properly wash their hands after using the toilet, eating and smoking.</li> <li>• Workers are required to report illness to their supervisor. If ill, supervisors will reassign workers to a non-food contact position.</li> <li>• Training records will be maintained, documenting dates, attendees and materials used.</li> </ul> |                        |                 |                 |
| Biological contamination from toilet/hand washing facilities | product/consumer            | Low  | <ul style="list-style-type: none"> <li>• Clean toilet and hand washing facilities are provided for everyone who handles fruits in the field, in processing and packing areas and in storage and shipping areas.</li> <li>• Toilets and hand washing facilities are monitored daily during harvest season for cleanliness, soap, water, paper towels and toilet</li> </ul>  |                        |                 |                 |

|  |                  |     |  |  |  |  |
|--|------------------|-----|--|--|--|--|
|  |                  |     | <p>paper.</p> <ul style="list-style-type: none"> <li>• Toilets are conveniently located or within a 1/4 mile walk.</li> <li>• Toilets are located out of the produce crop field and should be kept at a minimum of 20 feet between unit and production field.</li> <li>• Grey water should be collected at field hand washing facilities</li> <li>• There is at least one toilet for every 20 workers.</li> <li>• There is at least one hand washing station for every 40 workers.</li> <li>• There are written SOPs for all aspects of toilet and hand washing facilities maintenance and sanitation. Records are kept documenting implementation of SOPs.</li> <li>• Handwash station water is tested for potability.</li> </ul> |  |  |  |
| Contamination from jewelry, clothing or foreign matter | product/consumer | Low | <ul style="list-style-type: none"> <li>• All workers are trained in proper work attire, no beads sequins, metal studs or anything that could potentially contaminate the product.</li> <li>• Signs are posted that state no jewelry or glass is allowed in the field. Language and signs are appropriate for workers.</li> <li>• Nails are clean and well maintained with no nail polish or fake nails.</li> <li>• No fake eyelashes.</li> </ul>   |  |  |  |
| Contamination from dirty packing materials             | product/consumer | Low | <ul style="list-style-type: none"> <li>• Containers used for packing and shipping produce are stored in an area that is covered, and preferably isolated from the packing area, to insure that bins are not exposed to rodents, dust or condensation.</li> <li>• Pest control/bait stations are used to prevent pest problems.</li> <li>• All packing materials</li> </ul>   |  |  |  |

|  |                  |     |   |  |  |  |
|--|------------------|-----|---|--|--|--|
|  |                  |     | <p>come from approved suppliers who follow GMPs and have supplied letters of guarantee.</p> <ul style="list-style-type: none"> <li>• Packing materials are always new, never reused, or used for anything other than produce harvesting.</li> <li>• Rejected materials are separated and clearly marked.</li> </ul> |  |  |  |
| Contamination from transport equipment | product/consumer | Low | <ul style="list-style-type: none"> <li>• SOPs are in place and written for hygiene policies on transport equipment.</li> <li>• Records are kept documenting implementation of these SOPs.</li> <li>• Workers are trained in hygiene policies on transport equipment.</li> </ul>                                     |  |  |  |

### **FV 5.1.4 Supervisors Training Food Handling Dos and Don'ts**

1. Hand washing must occur :
  - a. Before entering the production and/or storage areas
  - b. After using the restrooms
  - c. After going on breaks
  - d. After handling anything other than the foods including but is not limited to reaching into pockets, sneezing, handling known food contact materials e.g. pallets
2. After hand washing and when hands are visibly clean between hand washing events, then use of
  - a. Antimicrobial gels/sprays/dips are required. \*Note, the use of gels, sprays, dips etc. does not replace the need for hand washing\*.
3. Any Employee handling food, food contact packaging and food contact surfaces must wear protective garments supplied by the company i.e. smocks, aprons and sleeves and protective gloves as necessary.
4. Worker attire must be clean in such a manner that it does not pose a high risk for contamination. They should have plain jewelry (one plain stone free wedding band is permitted). No watches, bobby pins, or clothing with sequins or studs are permitted. Nails must be clean, short and free from nail polish and false nails.
5. No eating, drinking, chewing gum, using tobacco products, spitting, or smoking in the production and/or storage areas.
6. All personnel entering the production areas must wear hairnet. Moustaches and beards must be covered when entering the production and storage areas.
7. Protective garments (except hairnets) are to be removed and stored in the designated area prior to going on breaks, using restrooms and leaving the facility.
8. Loose items should not be worn or stored above the waist line. This includes pens, cell phones and other items in top pockets.
9. Personal items e.g. bags, lunch boxes, etc. cannot be taken into the production areas.
10. Employees must not bring glass items into the production areas.
11. Employees must not bring unauthorized wooden items into the production areas including items such as wooden handled knives, brooms, mops and other utensils.
12. Employees must avoid using small metallic objects in the production and storage areas e.g. staples, paper clips, removable blade knives, push pins etc.
13. Employees must not use packaging materials for storage, trash, etc.
14. Employees must report to supervisors if they are feeling sick, have or have had diarrhea and vomiting, have open wounds etc.
15. Any product or packaging that comes into contact with any bodily fluids must be disposed of properly.

16. Any product that is dropped on the floor must be disposed of properly.
17. No glass items are permitted in production areas. Glass items are allowed in the break room only. In the event that glass is used for anything in the packinghouse or production areas including thermometers and light bulbs, it must be protected and recorded in the glass registry.
18. In the unlikely event of a glass breakage occurrence the following procedures must be followed to avoid contamination
  - a. The incident including any personal injury must be identified and communicated immediately with direct supervisor/ management and production halted if applicable
  - b. Product affected is isolated and a 20 foot radius buffer zone will be implemented
  - c. All contaminated product will be isolated and disposed of in safe manner
  - d. Area involved in glass breakage will be cleaned and sanitized to prevent further contamination.
  - e. NUOCA log will be created by appropriate supervisor/management personnel along with a prestart inspection of affected areas and equipment.



## Capacitación de Inocuidad sobre Higiene para el Personal

1. Lavado de Manos debe ocurrir :
  - a. Antes de entrar a áreas de producción y/o almacenamiento
  - b. Después de usar los baños
  - c. Después de salir al descanso
  - d. Después de manejar cualquier otra cosa que no sean alimentos incluyendo pero no esta limitado a objetos en los bolsillos, estornudar, o el manejo de materiales conocidos de contacto con alimentos, Ej. Tarimas
2. Después de lavarse las manos y cuando las manos están visiblemente limpias entre lavado de manos , entonces use
  - a. Antimicrobianos en Gel/atomizadores/inmersión son requeridos. \*Nota, el uso del gel, atomizadores, o de inmersión etc. no reemplazan la necesidad de lavar las manos\*.
3. Cualquier personal manejando alimentos, embalaje de alimentos y superficies de contacto con alimentos debe portar la vestimenta de protección proveída por la compañía Ej. delantales, mandiles, mangas y guantes de protección como sea necesario.
4. No comer, beber, mascar chicle, usar tabaco de mascar y escupir, joyería excesiva o fumar en áreas de producción y/o almacenamiento. Se permite la banda/anillo de matrimonio plana y libre de piedras.
5. Todo el personal entrando a áreas de producción debe portar la red para el cabello (malla). Bigotes y barba deben ser cubiertas cuando entre a áreas de producción y almacenamiento.
6. Vestimenta de Protección, (ecepto redes para cabello) deben ser removidas y almacenadas en áreas designadas antes de salir al descanso, al usar el baño o al salir de las instalaciones.
7. No se deben portar o almacenar objetos sueltos arriba de la cintura. Esto incluye lapiceros, teléfono móvil y otras cosas en los bolsillos superiores.
8. No pueden ser llevados dentro de áreas de producción objetos personales Ej. Bolsas, cajas de almuerzo, etc.
9. El personal no debe traer objetos de vidrio en las áreas de producción.
10. El personal no debe traer a las áreas de producción objetos de madera no autorizados como cuchillos con mango de madera, escobas, trapeadores y otros utensilios.
11. El personal debe evitar el uso de pequeños objetos metálicos en el área de producción y almacenamiento Ej. Grapas, clips para papel, cuchillos de navajas removibles, pernos de empuje, etc.
12. El personal no debe usar materiales de empaque para almacenamiento, basura, etc.
13. El personal debe reportar a los supervisores si se están sintiendo enfermos, han tenido o tienen diarrea y vomito, tienen heridas abiertas, etc.
14. Cualquier producto o embalaje que entre en contacto con fluidos corporales debe ser desechado apropiadamente.
15. Cualquier producto que cae al suelo debe ser desechado apropiadamente.

16. Objetos de vidrio no son permitidos en áreas de producción. Objetos de vidrio son solamente permitidos en el cuarto de descanso. En el evento de que vidrio sea usado para cualquier cosa en el empaque o áreas de producción incluyendo termómetros y focos, deben de estar protegidos y registrados en el libro de registros de vidrio.
17. En un caso improbable de que ocurra una quebradura de vidrio se deben de seguir los siguientes procedimientos para evitar contaminación
  - a. El incidente incluyendo lastimaduras personales deben ser identificadas y comunicadas inmediatamente al supervisor/gerente directo y detener la producción
  - b. El producto afectado será aislado y una barrera de 20 pies será implementada
  - c. Todo el producto contaminado será aislado y desechado de manera segura
  - d. El área involucrada en la quebradura de vidrio será limpiada y desinfectada para prevenir futura contaminación
  - e. Un registro NUOCA será creado por parte del supervisor/personal de gerencia junto con una inspección previa antes de empezar en las áreas afectadas y equipo.

**FV 5.1.4a Food Handling Dos and Don'ts**

**Please refer to AF 3.2.6 for Employee  
Food Handling Do's and Don't's Training  
in English and Spanish**

## FV 5.2.4 Harvest Equipment Policy

It is company policy of

\_\_\_\_\_  
(Farm Name)

- No re-useable buckets, field totes, bins or lugs are used in the harvesting operation of strawberries.
- No grading or packing tables are used in the harvesting operation of strawberries.
- No tools (e.g. knives, clippers, etc.) are used in the harvesting operation of strawberries, except for stem berries that use scissors. Stem berries are a specialty item that is packaged during Valentine's Day. When scissors are used, they are cleaned at the start of each day with a 1% dilute bleach solution.
  - a. Know how the harvester has been previously used. Be sure it was not previously used in a field where manure or compost was applied.
  - b. Harvesters should be in good mechanical conditions. Breakable parts like light bulbs and plastic covers must be protected and secured to prevent fruit contamination in case of breakage.
  - c. Before and after harvesting, properly clean and sanitize all surfaces that have been in contact with the fruit; catch pans, "fish scales", sway beaters, conveyor belts, etc.
  - d. Harvesting equipment should be cleaned and sanitized when moved between different strawberry fields.
  - e. Do not allow drinking, smoking or eating while operating the harvesting equipment.
- Containers used for packing and shipping produce are stored in an area that is covered, and preferably isolated from the packing area, to insure that bins are not exposed to rodents, dust or condensation
- All packing materials come from approved suppliers who follow GMPs and have supplied letters of guarantee.
- Packing materials are always new, never reused, or used for anything other than produce harvesting.
- Rejected materials are separated and clearly marked.
- No water is used directly on strawberries at the time of harvest.
- There is no "in-field processed" or "in-field semi-processed" in the harvesting operation of strawberries.

**Clean** means that food or food-contact surfaces are washed and rinsed and are visually free of dust, dirt, food residues and other debris.

**Sanitize** means to treat food or food-contact surfaces by a process that is effective in destroying or substantially reducing the numbers of microorganisms of public health concern, as well as other undesirable microorganisms, without adversely affecting the quality of the involved product or its safety for the consumer.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

| Harvest Machine Daily Inspection   |                   |                 |                   |                        |                    |                   |                    |
|--|-------------------|-----------------|-------------------|------------------------|--------------------|-------------------|--------------------|
| Date / Fecha:  |                   |                 |                   |                        |                    |                   |                    |
| Week Ending / Semana que termina:  |                   |                 |                   |                        |                    |                   |                    |
| Crew / Cuadrilla:  |                   |                 |                   |                        |                    |                   |                    |
| Check / Marque: Si esta Bien = Ok  |                   |                 |                   |                        |                    |                   |                    |
| Check / Marque: Si esta mal = X (Y cual es su comentario?)   |                   |                 |                   |                        |                    |                   |                    |
| Equipment Check: Assure the following is in good condition, complete and ready to work with / Revisión de Equipo: Asegure que lo siguiente este en buenas condiciones, completo y listos para usar   |                   |                 |                   |                        |                    |                   |                    |
| <b>Before starting engine / Antes de arrancar el motor:</b>  | Sunday<br>Domingo | Monday<br>Lunes | Tuesday<br>Martes | Wednesday<br>Miércoles | Thursday<br>Jueves | Friday<br>Viernes | Saturday<br>Sábado |
| Leaks / goteras  |                   |                 |                   |                        |                    |                   |                    |
| Loose or damaged parts / Observar partes flojas or dañadas   |                   |                 |                   |                        |                    |                   |                    |
| Worn or damaged belts / Observar bandas dañadas o desgastadas  |                   |                 |                   |                        |                    |                   |                    |
| Any changes in engine appearance / Hay algún cambio en la apariencia del motor   |                   |                 |                   |                        |                    |                   |                    |
| Wings have appropriate safety pins / Las alas de la maquina están con seguro apropiado   |                   |                 |                   |                        |                    |                   |                    |
| Loose objects from the machine / Objetos flojos de la maquina  |                   |                 |                   |                        |                    |                   |                    |
| Check air in tires / Revise el aire de las llantas   |                   |                 |                   |                        |                    |                   |                    |
| <b>Daily Inspection / Inspección diaria</b>  | Sunday<br>Domingo | Monday<br>Lunes | Tuesday<br>Martes | Wednesday<br>Miércoles | Thursday<br>Jueves | Friday<br>Viernes | Saturday<br>Sábado |
| Battery / batería  |                   |                 |                   |                        |                    |                   |                    |
| Brakes / Frenos  |                   |                 |                   |                        |                    |                   |                    |
| Hydraulic Hoses / Mangueras hidráulicas  |                   |                 |                   |                        |                    |                   |                    |
| Drive belt / Banda de motor  |                   |                 |                   |                        |                    |                   |                    |
| Air Filtré / Filtro de aire  |                   |                 |                   |                        |                    |                   |                    |
| Fuel-water separator / Separador del agua-diésel   |                   |                 |                   |                        |                    |                   |                    |
| Air in-take & exhaust System / eficacia de respiración en admisión y escape  |                   |                 |                   |                        |                    |                   |                    |
| Load holder / Detenedor de carga   |                   |                 |                   |                        |                    |                   |                    |
| <b>Comments / Comentarios:</b>   |                   |                 |                   |                        |                    |                   |                    |
| <b>Corrective Actions: Report any condition needing attention to your supervisor</b>   |                   |                 |                   |                        |                    |                   |                    |
| <b>In case of leaks, repairs or contamination clean and sanitize the machine before using</b>  |                   |                 |                   |                        |                    |                   |                    |
| <b>Mediadas Corregibles: Reporte a supervisor cualquier cosa que necesite su atención, en caso de que observe goteo, reparacion o contaminacion limpie y desinfectar la maquinaria antes de usar.</b>  |                   |                 |                   |                        |                    |                   |                    |
| Driver's name: / Nombre del conductor:   |                   |                 |                   |                        |                    |                   |                    |
| Driver's signature / Firma del conductor:  |                   |                 |                   |                        |                    |                   |                    |
| Supervisor / Mayordomo:  |                   |                 |                   |                        |                    |                   |                    |
| <b>Cleaning Instructions:</b> Daily: sweep machine and remove any packaging materials. If needed rinse the machine with potable water, apply a food grade soap, scrub with a green pad, do not allow the cleaner to dry, rinse with potable water, apply a sanitizer, allow to air dry |                   |                 |                   |                        |                    |                   |                    |
| <b>Instrucciones de limpieza:</b> Diario: maquinas de barrido y retire los materiales de embalaje. Enjuague la maquinaria con agua potable, aplique jabón de grado alimenticio, restrega con la esponja verde, y no permita que líquidos   |                   |                 |                   |                        |                    |                   |                    |

**FV 5.2.6 Transportation**

It is company policy of

\_\_\_\_\_  
(Farm Name)

All vehicles used to transport product should be clean and functional. They are not used to transport anything other than fresh produce.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## FV 5.4 Packing and Storage

It is company policy of

\_\_\_\_\_  
(Farm Name)

FV 5.4.1 Packed produce will be protected as necessary to prevent contamination.

FV 5.4.2 Collection/distribution/ storage areas will be maintained under clean and hygienic conditions.

FV 5.4.3 All packing materials will be stored so as to protect from contamination. All packing material and other wastes are removed from the field.

FV 5.4.4 Proper hygiene will be used to minimize the risk of contamination. Produce will not be left in the field overnight and will be covered to prevent contamination once packed.

FV 5.4.5 -5.4.6 Only approved and food grade cleaning agents, lubricants, etc will be used and will be stored to prevent chemical contamination of produce.

FV 5.4.7 All equipment used to transport product will maintained to prevent cross contamination.

FV 5.4.8 Produce will be inspected to ensure compliance with quality criteria, prior to entering the supply chain.

FV 5.4.9 It is company policy that all lighting (including florescent) will have protective coverings to prevent contamination of food in case of breakage.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## FV 5.6 Pest Control

It is company policy of

\_\_\_\_\_  
(Farm Name)

FV 5.6.1 That all stored equipment used for harvesting must have pest control devices, which are checked on a monthly basis.


- Equipment-Tractors, wagons, lugs, buckets, harvest machines, and any other equipment used for the harvest of product
- Lugs and buckets that are stored in any structure such as a building, trailer, or shed must use pest control devices that do not have pesticides, such as tin cats
- Outside pest control devices can be ones that use "baits" and must not be used inside any structures used to store harvest equipment

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

















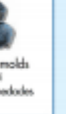

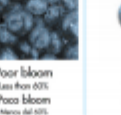

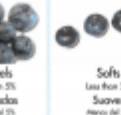




## Blueberry Photo Specifications



**Dole Berry Company**

**Blueberry Quality Specifications**

**Especificaciones de Calidad para Arándanos**

| NOT DOLE BERRY COMPANY QUALITY<br>NO Calidad de DOLE BERRY COMPANY   |  | DOLE BERRY COMPANY QUALITY<br>Calidad de DOLE BERRY COMPANY  |  |   |  |   |
|--|--|--|--|---|--|---|
| <b>PROPER LABELING</b><br>ETIQUETADO CORRECTO  |  <p>Incorrect Labeling<br/>Etiquetado Incorrecto</p>                    |  <p>Poor Placement<br/>Mala Colocación</p>                |  <p>Correct Labeling<br/>Etiquetado Correcto</p> <p><b>Label Placement Guidelines</b></p> <ul style="list-style-type: none"> <li>Label should be in the center of the berry</li> <li>Label should be clearly visible</li> <li>Label should be placed on the berry, not on the container</li> </ul> <p><b>Guía de Colocación de Etiquetas</b></p> <ul style="list-style-type: none"> <li>La etiqueta debe colocarse en el centro de la baya</li> <li>La etiqueta debe ser claramente visible</li> <li>La etiqueta debe colocarse sobre la baya, no en el envase</li> </ul> |   |  |   |
| <b>PROPER NET WEIGHT</b><br>PESO NETO ADECUADO<br><br>6 OZ. EXAMPLE<br>6 oz. ejemplo   |  <p>Underweight<br/>Bajo Peso</p>                                       |  <p>Overweight<br/>Sobrepeso</p>                          |  <p>Ideal Weight<br/>Peso Ideal</p> <p><b>Weight Guidelines</b></p> <ul style="list-style-type: none"> <li>Weight should be in the label in the center</li> <li>Weight should be clearly visible</li> <li>Weight should be placed on the berry, not on the container</li> </ul> <p><b>Guía de Peso</b></p> <ul style="list-style-type: none"> <li>El peso debe estar en la etiqueta en el centro</li> <li>El peso debe ser claramente visible</li> <li>El peso debe colocarse sobre la baya, no en el envase</li> </ul>   |   |  |   |
| <b>FRUIT SIZE</b><br>TAMAÑO DE FRUTA<br><br>Tolerancia porcentaje (base) en total (cantidad de baya)<br>Tolerancia base en porcentaje de total de cantidad de baya |  <p>Small<br/>Pequeños Menos de 12 mm</p>                             |  <p>Mixed Sizes<br/>Tamaño Variable</p>                 |  <p>Uniform Size 12 - 21 mm<br/>Tamaño Uniforme 12 - 21 mm</p> <p><b>Size Guidelines</b></p> <ul style="list-style-type: none"> <li>Using the U.S. Table 12 - 21 mm</li> <li>Acceptable berries should be in the range of 12 - 21 mm</li> <li>Size should be clearly visible</li> </ul> <p><b>Guía de Tamaño</b></p> <ul style="list-style-type: none"> <li>Usando la medida de 12 - 21 mm</li> <li>Las bayas aceptables deben estar en el rango de 12 - 21 mm</li> <li>Tamaño debe ser claramente visible</li> </ul>   |   |  |   |
| <b>RIPENESS</b><br>MADEUREZ<br><br>Tolerancia porcentaje (base) en total (cantidad de baya)<br>Tolerancia base en porcentaje de total de cantidad de baya          |  <p>Under Ripe<br/>Inmaduros Menos del 10%</p>                        |  <p>Over Ripe<br/>Muy Maduros Menos del 4%</p>          |  <p>Uniform Ripeness<br/>Maduración Uniforme</p> <p><b>Ripeness Guidelines</b></p> <ul style="list-style-type: none"> <li>Deep blue color</li> <li>Smooth skin</li> <li>Firm to touch</li> </ul> <p><b>Guía de Madurez</b></p> <ul style="list-style-type: none"> <li>Color azul profundo</li> <li>Piel suave</li> <li>Firme al tacto</li> </ul>  |   |  |   |
| <b>COLOR GUIDE</b><br>GAMA DE COLOR  |  <p>DOLE BERRY COMPANY QUALITY<br/>Calidad de Dole Berry Company</p> |  |  |   |  |   |
| <b>QUALITY &amp; COLOR ISSUES</b><br>TEMAS DE CALIDAD<br>CUESTIONES DE COLOR   |  <p>Leaking berries<br/>BERRAS GRIETANDO</p>                          |  <p>Scars<br/>Heridas secas</p>                         |  <p>Bird damage<br/>Daño de pájaro</p>  |  <p>Leaf and stems<br/>Hojas y tallos</p>               |  <p>Mummy berry<br/>Baya momificada</p>                   |  <p>Botrytis and other molds<br/>Botritis y otros hongos</p> |
|  <p>Poor bloom<br/>Poco bloom</p>   |  <p>Bruises<br/>Less than 5%<br/>Raspones Menos del 5%</p>            |  <p>Tear<br/>Less than 2%<br/>Rasgadas Menos del 2%</p> |  <p>Stirvels<br/>Less than 5%<br/>Amugadas Menos del 5%</p>  |  <p>Softs<br/>Less than 2%<br/>Suaves Menos del 2%</p> |  <p>Splits<br/>Less than 2%<br/>Partidas Menos del 2%</p> |  <p>Bugs &amp; Pests<br/>2 虫子 per 100 berries</p>            |