AGENDA

Board of Directors Meeting

Meeting Information

Date: November 10, 2026
Time: 8:00 a.m.

Physical Meeting Location:
Hilton Garden Inn Burbank Los Angeles
401 S. San Fernando Blvd.
Burbank, CA 91502

Webinar URL:
https://californiaavocado.zoom.us/j/84032459390?pwd=hbl3DoDMfeJE576bDH8JzSRAPsot4L.1
Conference Call Number: (669) 900-6833
Meeting ID: 840 3245 9390
Passcode: 850973

Meeting materials will be posted online at least 24 hours prior to the meeting at:
https://www.californiaavocadogrowers.com/commission/industry-calendar

Board Member and Alternate Attendance

Board members and alternates, please contact Stacia Kierulff at skierulff@avocado.org to confirm attendance no later than Tuesday, November 3, 2026.

Time	Item
8:00 a.m.	**1. Call to Order – Mirek Wilczek (CDFA) Presiding** a. Announce Election Results and Introduce New Members and Alternates b. Roll Call/Quorum **2. Election of Officers – Mirek Wilczek** a. Instructions on Nominations and Voting for Board Officers b. Nominations and Election of Chair **3. Chair Takes Gavel and Presides** a. Nominations and Election of Vice-Chair, Secretary, and Treasurer b. Chair's Opening Remarks **4. Opportunity for Public Comment** Persons may address the Board on subjects within the jurisdiction of the Commission. **5. Board member orientation**

Time	Item

6. **Consent Calendar**
    a. Consider approval of Board of Director's meeting minutes of October 1, 2026
    b. 2025-26 Financial update
    c. Approval of Proposed 2026-27 Meeting Schedule
    d. Consider approval of Food Safety Manual, Version 6.0 (Complies with PrimusGFS V4.0)
    e. Consider approval of Good Harvesting Practices Manual, Version 2.0 (Complies with PrimusGFS V4.0)

7. **Chair's Report**
    a. Consider recommendation of public member and alternate public member for term ending October 31, 2028
    b. Recommend Nominees to Serve on Hass Avocado Committee

8. **President's Updates**

9. **Marketing Report**
    a. 2025-26 Year-end Dashboard
    b. 2026 Consumer Tracking Study Results
    c. The Avocado Conference Update

10. **Production Research Committee Report**
    a. Consider PRC recommendations on research funding

11. **Closed Session**
    a. Closed session regarding pending and/or ongoing litigation pursuant to Government Code Section 11126(e)
    b. The Board may go into closed session to discuss and make recommendations regarding appointment, employment or dismissal of an employee

12. **Other/New Business**
    a. Agenda Items for Future Meetings

12:00 p.m. 13. **Adjourn Meeting**

Disclosures

Some agenda items may not be discussed prior to adjournment. Such items will be rescheduled for a subsequent meeting. All meetings of the Commission are open to the public and subject to the Bagley-Keene Open Meeting Act.

All agenda items are subject to discussion and possible action.

For information or a request regarding disability-related modification or accommodation for the meeting, please contact April Aymami at 949-341-1955 via email at aaymami@avocado.org. Such requests should be made at least 48 hours prior to the meeting.

This meeting schedule notice and agenda is available on the internet at https://www.californiaavocadogrowers.com/commission/meeting-agendas-minutes and http://it.cdfa.ca.gov/igov/postings/detail.aspx?type=Notices.

Contact April Aymami at aaymami@avocado.org or 949-341-1955 if you have any questions.

Summary Definition of Conflict of Interest

Commission members and alternates are responsible to determine whether they have a conflict of interest and whether to recuse themselves from discussion or vote during a meeting. The following ***Summary Definition of Conflict of Interest*** may be helpful.

A Commission *member or employee* has a conflict of interest in a decision of the Commission if it is reasonably foreseeable that the decision will have a material effect, financial or otherwise, on the member or employee or a member of his or her immediate family that is distinguishable from its effect on all persons subject to the Commission's jurisdiction.

No Commission member or employee shall make, or participate in making, any decision in which he or she knows or should know he or she has a conflict of interest.

No Commission member or employee shall, in any way, use his or her position to influence any decision in which he or she knows or should know he or she has a conflict of interest.

BOARD WRITE-UP

ITEM 6.a: Consider approval of Board of Director's meeting minutes of October 1, 2026

SUMMARY:

The minutes of the Board of Directors' regular meeting of October 1, 2026 are attached for the Board's review and approval.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Approve minutes as presented
- Amend minutes
- Take no action

STAFF RECOMMENDATION:

- Approve minutes as presented

EXHIBITS / ATTACHMENTS:

- Minutes of the Board of Directors' regular meeting of October 1, 2026

CALIFORNIA AVOCADO COMMISSION
BOARD MEETING MINUTES
October 1, 2026

A meeting of the California Avocado Commission (CAC) Board was held on Thursday, October 1, 2026 with the following people present:

MEMBERS PRESENT
John Berns
Maureen Cottingham
Robert Jackson
Ohannes Karaoghlanian
Danny Klittich
Rachael Laenen
Marty Ordman
Andy Sheaffer
Stephen Sheldon
Tina Wolferd

ALTERNATES PRESENT
None

MEMBERS ABSENT
John Dmytriw
Daryn Miller
Al Stehly

ALTERNATES ABSENT
Maddie Cook
Enrico Ferro
Adam Franscioni
Nathan Lurie
Doug O'Hara

OFFICIALLY PRESENT
Victoria Carpenter, *USDA*
Ben Kardokus, *CDFA*
George Soares, *Kahn, Soares & Conway, LLP*

STAFF PRESENT
April Aymami
Zac Benedict
Alya Hijazi
Stacia Kierulff
Ken Melban
Lori Small

GUESTS PRESENT
Dave Anderson
Carolyn Becker
Kirk Holmes
Scott McIntrye
Tim Spann

ITEM #1 CALL TO ORDER
Roll Call/Quorum – Item 1.a.
Rachael Laenen, CAC Chair, called the meeting to order at 8:00 a.m. with a quorum present.

Introductions – Item 1.b.
April Aymami, CAC director of industry affairs and operations, announced the California Department of Food and Agriculture (CDFA) and US Department of Agriculture (USDA) representatives, CAC staff and known guests participating in the meeting.

ITEM #2 OPPORTUNITY FOR PUBLIC COMMENT
Scott McIntyre, a grower in District 5, stated that avocado lace bug continues to be a concern in the northern growing areas. He noted that the higher temperatures experienced this year have created favorable conditions for increased lace bug populations, resulting in damage to avocado trees. Mr. McIntyre requested increased awareness of the issue and encouraged CAC to consider opportunities to accelerate research focused on developing effective control measures before the problem becomes more widespread. He asked for the Board's support in addressing this concern.

Robert Jackson, CAC Board member, commented on the potential formation of a CAC task force to address concerns regarding the influx of avocado imports from Mexico.

ITEM # 3 CONSENT CALENDAR
Ms. Laenen introduced the consent calendar items and asked for questions or comments.

Hearing none, the following motion was put forward:

MOTION:
The CAC Board of Directors approves the Consent Calendar, Items 3.a and 3.b. as presented.
(Klittich/Cottingham) MSC Unanimous ***MOTION 26-10-1-1***

The *Consent Calendar* is included in the October 1, 2026 Board Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Items 3.a and 3.b.

ITEM #4 CLOSED SESSION
Ms. Laenen convened a Closed Session of board members, alternates, legal counsel, and the CDFA representative at 8:06 a.m. The CAC president, Ken Melban, was subsequently called into the Closed Session.

ITEM #5 RETURN TO OPEN SESSION AND ANNOUNCE ACTION TAKEN IN CLOSED SESSION, IF ANY
Ms. Laenen returned to Open Session at 8:30 a.m. She reported that during Closed Session, the Board took action relative to compensation relating to Commission staff.

ITEM #6 CHAIR'S REPORT
Ms. Laenen commented on the Zoom participation policy and noted that the topic had been discussed at the previous meeting. She expressed appreciation for the Board's input and support for maintaining in-person Board participation while providing a forum through which growers and guests may view meetings and participate during the public comment portion. Ms. Laenen noted that the Board had discussed developing a formal written policy, but because her term as Chair is coming to an end, she did not want to establish a policy that could limit the discretion of a future Chairperson should they wish to take a different approach. She indicated that the matter could be revisited in the new year.

Ms. Laenen commented on future Board meeting agendas and noted that CAC previously included a standing agenda item for "Agenda Items for Future Meetings", which provides an opportunity for Board members to raise issues or suggest topics for consideration at future meetings. She noted that this item had inadvertently been removed from the agendas and stated that, beginning in the new year, "Agenda Items for Future Meetings" will be reinstated as a standing item on all future Board meeting agendas.

Ms. Laenen discussed the recent District Meetings and reported that she and CAC staff attended meetings in all three districts. She noted that attendance was lower than in previous years and that the meetings did not have the level of grower representation previously experienced. She stated that while the meetings were productive, she asked Ventura and San Luis Obispo attendees whether they found the meetings valuable. The overall consensus was that the meetings were beneficial, with attendees expressing appreciation for the updates provided and noting that the discussions generated valuable ideas. Ms. Laenen encouraged the Board to consider ways to increase awareness and attendance at future District Meetings.

Ms. Laenen reminded the Board that this was the final meeting of the fiscal year and that the composition of the Board would change at the November meeting. In recognition of the upcoming transition, she expressed her appreciation to the directors who will not be returning to the Board. She specifically recognized Daryn Miller for his years of service and valuable contributions to CAC and John Dmytriw for his service in the handler seat and contributions to

the Board. Ms. Laenen also acknowledged the District 1 and District 2 directors affected by the upcoming change in Board seats and expressed her sincere thanks and appreciation to all departing directors for their service and dedication to the Commission.

ITEM #7 PRESIDENT'S UPDATES

Mr. Melban provided an update on the Commission's efforts related to a potential TRQ for avocados. He noted that the Board began pursuing the issue in October 2025 and efforts have continued as circumstances and opportunities developed. Mr. Melban stated the matter remains challenging and t the Commission continues to engage with various stakeholders and decision makers. He reported CAC has communicated concerns regarding the impact of avocado imports on California growers and that these concerns have been conveyed to senior Administration officials and elected officials. Mr. Melban also noted that there are differing perspectives among agricultural organizations regarding potential changes to the USMCA, including groups that support maintaining the current agreement without additional tariffs or trade restrictions. He stated that a smaller group was working to pursue changes affecting multiple agricultural commodities, including avocados. Mr. Melban further discussed concerns raised by the California avocado industry regarding organized criminal activity in Mexico and its potential effects on avocado production, transportation, inspections, and market conditions. He reported that a letter was being developed by a group of California congressional representatives for submission to Ambassador Greer addressing concerns related to Mexican avocado trade, increased volumes entering the United States, and reported organized criminal activity. Mr. Melban noted that the letter does not specifically reference a TRQ due to differing perspectives regarding potential trade measures. He stated that CAC will continue to monitor the issue and participate in related discussions and outreach efforts.

Robert Jackson, CAC Board member, distributed a handout regarding sanctions announced by the U.S. Department of the Treasury's Office of Foreign Assets Control (OFAC) involving individuals and entities identified by the Treasury as associated with the Sinaloa Cartel. Mr. Jackson also discussed efforts to have U.S. personnel participate in the training of Mexican inspectors on phytosanitary inspection procedures and stated that access to the training had been withdrawn by the U.S. and Mexican governments. He raised concerns regarding oversight of the inspection process and discussed the potential implications for the avocado industry. Mr. Jackson encouraged individuals within the industry to communicate with their elected representatives and bring these concerns to federal policymakers. He stated that, in his view, the issue raises ethical and moral concerns and could have implications for the security of the food supply chain and the economic viability of California avocado growers. He encouraged continued engagement with legislators regarding these concerns.

The Board continued to discuss the efforts by CAC, the TRQ, communications with Mexico, handler involvement and support, inspections, APHIS, anti-dumping, MAHA, retailer involvement, USDA audits, political influencers, pest research, and marketing to educate consumers.

The *Treasury Sanctions Sinaloa Cartel Leadership and Corruption Networks Handout* is attached to the permanent copy of these Minutes and identified as EXHIBIT B.

ITEM #8 EXECUTIVE COMMITTEE REPORT

Public Member recommendations for term ending October 31, 2028 – Item 8.a.

Ms. Laenen commented that the Executive Committee met the previous day and discussed recommendations for the Public Member positions for the upcoming term. She expressed appreciation for the input and participation of the current Public Members. Ms. Laenen noted

that current Public Member Marty Ordman has expressed interest in serving another term, while current Alternate Public Member Maddie Cook has declined the opportunity to serve again. She further noted that the Commission received several additional resumes from individuals interested in serving as a Public Member. Ms. Laenen noted that the Executive Committee reviewed the resumes of all candidates and recommended Marty Ordman and Miranda Olagary for consideration as CAC's Public Members. She explained that the next step in the selection process is for the Board to interview each of the recommended candidates. Following completion of the interview process, the Board may consider recommending to the Secretary of Food and Agriculture the appointment of the selected applicants to the Public Member positions.

Ms. Laenen asked the Board if there was any further discussion. Hearing none, the following motion was put forward:

MOTION:
The CAC Board of Directors recommends applicants Marty Ordman and Miranda Olagaray for the Public Member positions.
(Karaoghlanian/Cottingham) MSC (8 Yea/1 Abstain) ***MOTION 26-10-1-2***

The *Public Member recommendations for term ending October 31, 2028* is included in the October 1, 2026 Board Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 8.

ITEM #9 PRODUCTION RESEARCH COMMITTEE REPORT
Danny Klittich, CAC production research committee chair, provided an update on the activities of the Production Research Committee. He reported that the Committee issued requests to the research community for new research proposals based on the PRC's current topic list and to-date has received nine concept proposals which had not yet been reviewed. He commented that the PRC is expected to meet within the next month to begin reviewing the concept proposals. Mr. Klittich noted that the Committee anticipates bringing recommendations on the fully developed research proposals to the Board in early 2027.

There was a request for an update on the Carmen Hass Phase 1 project with Dr. Edwin Solares, which was approved at the previous Board meeting. Dr. Tim Spann reported that a contract was initially drafted using the CAC contractor agreement and provided to Dr. Solares. Dr. Solares requested that CAC instead use the Commission's research contract agreement. Dr. Spann explained that the research contract was specifically negotiated for use with the University of California and therefore requires significant revisions for this project. The revised agreement is currently under review by CAC legal counsel before it is returned to Dr. Solares for his review and consideration.

ITEM #10 MARKETING REPORT
Zac Benedict, CAC director of marketing, presented the 2026–27 Marketing Plan Highlights. He reviewed the retail marketing objectives, including driving demand, building retailer loyalty, executing brand messaging, maintaining and expanding current retail regions, implementing retail activations, and strengthening store-level merchandising. Mr. Benedict also presented the 2026–27 marketing campaign, key insights, overall brand approach, and retail media strategy. He further reviewed the trade advertising strategy, which focuses investment on opportunities with the greatest potential to maximize brand awareness and visibility within the produce industry. The marketing program will also incorporate opportunities tied to the upcoming Olympic Games to increase consumer engagement and connect the California Avocado brand with the heightened national attention surrounding the event.

Lori Small, CAC senior marketing manager, discussed upcoming grove tours featuring influencers as part of an integrated marketing approach. She explained that Retail Marketing Directors, Dave Anderson and Carolyn Becker, work with retail partners to bring them into the groves, while the brand marketing team focuses on bringing consumers into the groves. Ms. Small highlighted a recent tour conducted with Sprouts and a local grower, which provided an opportunity to demonstrate the path of avocados from the grove to the retail store.

The Board discussed retail objectives, political influencers, fair trade, cartel activity, supply agreements, community involvement, and task force recommendations.

The *Marketing Presentation* is attached to the permanent copy of these Minutes and identified as EXHIBIT C.

ITEM #11 FINANCE COMMITTEE REPORT

Auditor's Letters of Engagement for 2025-26 Financial Audit Services – Item 11.a.

Maureen Cottingham, CAC treasurer, reported that the Finance Committee met on September 21 and reviewed the auditor engagement letters included in the board packet for the 2025-26 fiscal year. She stated that the engagement letters from Baker Tilly cover the annual financial statement audit, the USDA compliance examination, and the CDFA fiscal compliance assessment. Ms. Cottingham commented that the estimated cost for these services is $55,000 and following their review, the Finance Committee recommended that the Board approve the Baker Tilly agreements as presented.

MOTION:

The CAC Board of Directors accepts the Auditor Letters of Engagement for the 2025-26 Financial Statement Audit & Fiscal and Compliance Assessment as presented.
(Jackson/Sheaffer) MSC Unanimous ***MOTION 26-10-1-3***

The *Auditor's Letters of Engagement for 2025-26 Financial Audit Services* is included in the October 1, 2026 Board Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 11.a.

2025-26 Profit Sharing Plan Contributions – Item 11.b.

Ms. Cottingham reported that, as part of the annual review process, the CAC annual Profit Sharing Plan contributions was reviewed by the Treasurer. She informed the Board that she had reviewed the estimated profit-sharing contributions for the 2025-26 fiscal year and confirmed that the contributions are consistent with the terms of the plan and within the Board approved budget.

CAC Reserves Policy – Item 11.c.

Ms. Cottingham referred to the reserve policy included in the Board packet and reported that the Finance Committee had reviewed the policy. She commented that after discussion, the Committee determined that the current reserve level remains appropriate and provides sufficient financial stability for the organization. Ms. Cottingham stated that the Finance Committee recommended maintaining the existing reserve balance of $5 million. She noted that no Board action was required at this time.

The *CAC Reserves Policy* is included in the October 1, 2026 Board Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 11.c.

Finance Committee Recommendation on 2026-27 Budget and Assessment Rate – Item 11.d.
Ms. Cottingham stated that this item serves as a preliminary discussion of the Finance Committee's recommendation regarding the proposed 2026-27 budget and assessment rate, which is the subject of the next agenda item. She reported that the Finance Committee continued its review of the proposed budget and assessment rate and considered feedback received during the grower meetings. She explained that the proposed budget is based on a projected crop volume of 400 million pounds and an assessment rate of 1.5 cent per pound. She stated that, following its review, the Finance Committee recommended approval of the proposed business plan and budget as presented, including the assessment rate of 1.5 cent per pound.

ITEM #12 CONSIDER APROVAL OF PROPOSED 2026-27 CAC BUSINESS PLAN AND BUDGET
Ms. Laenen noted that the 2026-27 Business Plan and Budget were included in the Board packet and confirmed that the proposed budget is based on an estimated crop volume of 400 million pounds. She led a discussion regarding the projected crop size for the 2026-27 season and invited Board members to share their perspectives and observations. She reported that, based on the discussion, the Board reached a consensus that a 400 million pound crop estimate was appropriate for budgeting purposes.

The Board discussed the proposed estimated crop size, heat effect on crop, water cost, the preliminary budget, and production.

ITEM #13 ESTABLISH ASSESSMENT RATE FOR 2026-27 FISCAL YEAR
Ms. Cottingham reiterated that the Finance Committee conducted extensive discussions regarding the proposed assessment rate and budget. She noted that, while the Committee's recommendation was not unanimous, the Committee ultimately concluded that an assessment rate of 1.5 cent per pound, based on the projected 400 million pound crop, was appropriate.

It was commented that there was concern regarding ongoing reports of growers reducing irrigation due to economic pressures which could negatively affect production levels. It was also commented that production costs have increased significantly relative to grower returns and questioned whether current industry conditions support increasing the assessment rate. Concern was also expressed that, despite the projected crop volume for next year, lower fruit prices may place additional financial strain on growers.

Ms. Laenen emphasized that the proposed assessment rate should not be characterized as an increase, but rather as a reinstatement of the assessment rate to a more typical level. She explained that CAC has utilized reserve funds over the past several years and stressed the importance of accurately describing the action as a return to the prior assessment rate level. She stated that reinstating the established assessment rate will support a balanced budget while promoting the long-term financial stability and sustainability of the organization. She further noted that, while some growers continue to face significant economic challenges, new acreage is being planted and substantial investments continue to be made throughout the industry, reflecting ongoing confidence and long-term commitment to its future. She also reported that feedback received from growers in Ventura suggested that the assessment rate could be higher to support CAC's programs and long-term objectives.

It was noted that returning to the reinstated assessment rate will help avoid the need for larger assessment adjustments in future years and reduce the potential financial impact on growers over the long term. It was further recognized that preserving adequate financial resources is

important to support the industry's future needs, address emerging challenges, and ensuring CAC remains well positioned to advance and protect the interests of the California avocado industry.

Mr. Melban noted that maintaining the assessment rate below 1.5 cents per pound would not result in the use of reserve funds, as the organization is operating near a balanced financial position. He explained that, absent the reinstated assessment rate, CAC would need to identify approximately $2 million in budget reductions for the 2026-27 fiscal year.

Ms. Laenen asked the Board if there was any further discussion. Hearing none, the following motion was put forward:

MOTION:
The CAC Board of Directors moves to set the 2026-27 California Avocado Commission (CAC) Assessment Rate at 1.5 cent(s) per pound of sales for all avocado varieties during any full or partial month the Federal Hass Avocado Promotion, Research, and Information Order (Order) is in effect with a Hass Avocado Board (HAB) assessment rate of 2.50 cents per pound. Should the HAB assessment be eliminated, or should the assessment rate change from 2.50 cents per pound, the CAC assessment rate shall be adjusted to provide that the combined CAC and HAB gross assessment is 4.0 cents per pound of sales for all avocado varieties for the remainder of the CAC fiscal year.
(Cottingham/Jackson) MSC (6 Yea/3 Nay) ***MOTION 26-10-1-4***

MOTION:
The CAC Board of Directors approves the proposed 2026-27 CAC Business Plan and Budget as presented.
(Sheaffer/Jackson) MSC Unanimous ***MOTION 26-10-1-5***

The *Proposed 2026-27 CAC Business Plan and Budget* is included in the October 1, 2026 Board Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 12.

ITEM #14 GOVERNANCE COMMITTEE REPORT
Robert Jackson, CAC governance committee chair, reported that the Governance Committee met the previous day to review several governance related matters. He stated that the Committee engaged in a detailed discussion regarding redistricting procedures and noted that the law makes clear that redistricting is based primarily on production levels. Following its discussion, the Committee concluded that the matter would be more appropriately considered closer to the next redistricting cycle in five years.

Mr. Jackson stated that the Committee reviewed the current 10,000 pound producer threshold and, following discussion, recommended no changes to the existing requirement.

Mr. Jackson further reported that the Committee discussed the producer definition, with much of the discussion focused on the phrase “causing to be produced” and the participation of proxies or grove managers acting on behalf of the actual ownership entity. He noted that the Committee considered potential verification procedures for individuals representing property owners. He stated that legal counsel had previously prepared an affidavit, to be signed under penalty of perjury, authorizing an agent to vote on behalf of an owner, and that the Committee ultimately recommended no changes to the current definition.

Mr. Jackson reported that the final item considered was conflict of interest. He noted that, due to time constraints, the Committee tabled further discussion of the matter for a future meeting and recommended that potential action items be agendized for future consideration.

ADJOURN MEETING

Ms. Laenen adjourned the meeting at 11:20 a.m. The next regularly scheduled Board meeting will be held on November 10, 2026.

Respectfully submitted,

_____
Stacia Kierulff, CAC Business Relations Manager

I certify that the above is a true statement of the Minutes of October 1, 2026 approved by the CAC Board of Directors on November 10, 2026.

_____
John Berns, CAC Board Secretary

EXHIBITS ATTACHED TO THE PERMANENT COPY OF THESE MINUTES

EXHIBIT A	October 1, 2026 Board Packet
EXHIBIT B	Treasury Sanctions Sinaloa Cartel Leadership and Corruption Networks Handout
EXHIBIT C	Marketing Presentation
EXHIBIT D	October 1, 2026 Board Meeting AB 2720 Roll Call Vote Tally Summary

Exhibit D

CALIFORNIA AVOCADO COMMISSION

AB 2720 Roll Call Vote Tally Summary

To be attached to the Meeting Minutes

Meeting Name:	**Meeting Location:**	**Meeting Date:**
California Avocado Commission Regular Board Meeting	*Hilton Garden Inn Burbank 401 S San Fernando Blvd, Burbank, CA 91502*	*October 1, 2026*

Attendees Who Voted	***MOTION 26-10-1-1***	***MOTION 26-10-1-2***	***MOTION 26-10-1-3***	***MOTION 26-10-1-4***	***MOTION 26-10-1-5***
Robert Jackson	Yea	Yea	Yea	Yea	Yea
Ohannes Karaoghlanian	Yea	Yea	Yea	Nay	Yea
Tina Wolferd	Yea	Yea	Yea	Nay	Yea
Maureen Cottingham	Yea	Yea	Yea	Yea	Yea
John Berns	Yea	Yea	Yea	Nay	Yea
Rachael Laenen	Did Not Vote	Did Not Vote	Did Not Vote	Did Not Vote	Did Not Vote
Stephen Sheldon	Yea	Yea	Yea	Yea	Yea
Andy Sheaffer	Yea	Yea	Yea	Yea	Yea
Danny Klittich	Yea	Yea	Yea	Yea	Yea
Marty Ordman	Yea	Abstain	Yea	Yea	Yea
Outcome	**Unanimous**	**8 Yea/1 Abstain**	**Unanimous**	**6 Yea/3 Nay**	**Unanimous**

BOARD WRITE-UP

ITEM 6.b: 2025-26 Financial update

SUMMARY:

Attached are CAC's 2025-26 financial statements through August 2026 as prepared by management. The reports include CAC statement of financial position, statement of activity and year-to-date actual versus budget comparisons.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Discussion item only

STAFF RECOMMENDATION:

- Not applicable

EXHIBITS / ATTACHMENTS:

- 2025-26 CAC Financial Statements through the month ending August 2026

California Avocado Commission

Statement of Financial Position
As of Aug 31, 2026

	TOTAL			
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)	$ Change (PY)	% Change (PY)
Assets				
Current Assets				
Bank Accounts				
10010-000 BMO Checking (5241) - CAC (deleted)	0.00	11,039.34	-11,039.34	-100.0 %
10015-000 WAB Checking (4129) - CAC	250,000.00	230,543.28	19,456.72	8.44 %
10115-000 WAB Money Market (6144) - Collateralized	2,822,968.51	2,763,310.85	59,657.66	2.16 %
10210-000 Cash - LAIF - CAC	12,058.03	11,575.39	482.64	4.17 %
10215-000 WAB ICS Sweep Account	6,494,091.27	9,158,936.37	-2,664,845.10	-29.1 %
Total Bank Accounts	**$9,579,117.81**	**$12,175,405.23**	**-$2,596,287.42**	**-21.32 %**
Accounts Receivable				
12901-000 Misc Receivables (A/R)	81,274.19	15,250.00	66,024.19	432.95 %
Total Accounts Receivable	**$81,274.19**	**$15,250.00**	**$66,024.19**	**432.95 %**
Other Current Assets				
11001-000 CAC Assessment Receivable	371,700.00	120,000.00	251,700.00	209.75 %
11002-000 HAB Assessment Receivable	1,686,000.00	1,262,000.00	424,000.00	33.6 %
12004-000 Due from Avocado Inspection Program	0.00	1,410.36	-1,410.36	-100.0 %
12701-000 Grant Receivable	0.00	131,461.19	-131,461.19	-100.0 %
12801-000 Voluntary Life Benefit Receivable	-0.05	0.00	-0.05	
13001-000 Prepaid Deposits	4,050.00	11,352.50	-7,302.50	-64.33 %
13002-000 Prepaid Expenses	143,169.39	74,465.87	68,703.52	92.26 %
Misc Receivable (old non-AR)	0.00	0.00	0.00	
Total Other Current Assets	**$2,204,919.34**	**$1,600,689.92**	**$604,229.42**	**37.75 %**
Total Current Assets	**$11,865,311.34**	**$13,791,345.15**	**-$1,926,033.81**	**-13.97 %**
Fixed Assets				
15001-000 Furniture	26,160.00	26,160.00	0.00	0.0 %
15002-000 Accumulated Depreciation-Furniture	-26,160.00	-26,160.00	0.00	0.0 %
15101-000 Office Equipment	61,002.24	61,002.24	0.00	0.0 %
15102-000 Accumulated Depreciation-Office Equip.	-61,002.24	-61,002.24	0.00	0.0 %
15301-000 Software	15,021.62	15,021.62	0.00	0.0 %
15302-000 Accumulated Depreciation-Software	-15,021.62	-15,021.62	0.00	0.0 %
15401-000 Land Improvements	108,558.63	108,558.63	0.00	0.0 %
15402-000 Accumulated Depreciation-Land Improvements	-108,558.63	-108,558.63	0.00	0.0 %
Total Fixed Assets	**$0.00**	**$0.00**	**$0.00**	
Other Assets				
16001-000 Mauchly Office Lease	634,984.73	634,984.73	0.00	0.0 %
16002-000 Mauchly Amortization	-634,984.69	-603,758.62	-31,226.07	-5.17 %
16003-000 Pine Tree Lease	117,984.95	117,984.95	0.00	0.0 %
16004-000 Pine Tree Amortization	-57,026.13	-33,429.09	-23,597.04	-70.59 %
16101-000 Quadient Capital Lease	3,435.74	3,435.74	0.00	0.0 %
16102-000 Quadient Amortization	-3,435.77	-3,435.77	0.00	0.0 %
16103-000 CBE 2020 Sharp Capital Lease	0.00	0.00	0.00	

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	TOTAL			
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)	$ Change (PY)	% Change (PY)
16104-000 CBE 2020 Sharp Amortization	0.00	0.00	0.00	
16105-000 CBE 2022 Sharp Capital Lease	13,543.55	13,543.55	0.00	0.0 %
16106-000 CBE 2022 Sharp Amortization	-13,543.57	-10,945.04	-2,598.53	-23.74 %
16107-000 CBE 2020 Ricoh Capital Lease	0.00	0.00	0.00	
16108-000 CBE 2020 Ricoh Amortization	0.00	0.00	0.00	
16109-000 CBE 2022 Ricoh Capital Lease	13,652.62	13,652.62	0.00	0.0 %
16110-000 CBE 2022 Ricoh Amortization	-13,652.63	-11,377.19	-2,275.44	-20.0 %
17000-000 Merchandise Shop Inventory	0.00	0.00	0.00	
Total Other Assets	**$60,958.80**	**$120,655.88**	**-$59,697.08**	**-49.48 %**
Total Assets	**$11,926,270.14**	**$13,912,001.03**	**-$1,985,730.89**	**-14.27 %**
Liabilities and Equity				
Liabilities				
Current Liabilities				
Accounts Payable				
20001-000 Accounts Payable (A/P)	1,176,234.21	984,944.10	191,290.11	19.42 %
Total Accounts Payable	**$1,176,234.21**	**$984,944.10**	**$191,290.11**	**19.42 %**
Other Current Liabilities				
20002-000 Accounts Payable - Clearing	0.00	0.00	0.00	
20009-000 Miscellaneous Payable	0.00	0.00	0.00	
20101-000 Accrued Expenses	276,109.46	232,535.64	43,573.82	18.74 %
21011-000 Section 125 Payable	0.00	0.00	0.00	
21021-000 Vacation Payable - Short Term	68,336.57	69,841.16	-1,504.59	-2.15 %
21031-000 Deferred Compensation Payable	0.00	0.00	0.00	
24001-000 ST Lease Liability - LACA1	-0.01	33,464.06	-33,464.07	-100.0 %
24002-000 ST Lease Liability - CAPO1	24,416.55	22,109.66	2,306.89	10.43 %
24101-000 ST Lease Liability - MAFI1	0.00	0.00	0.00	
24102-000 ST Lease Liability - CBE 2020 Sharp	0.00	0.00	0.00	
24103-000 ST Lease Liability - CBE 2022 Sharp	0.00	2,725.96	-2,725.96	-100.0 %
24104-000 ST Lease Liability - CBE 2020 Ricoh	0.00	0.00	0.00	
24105-000 ST Lease Liability - CBE 2022 Ricoh	0.00	2,396.91	-2,396.91	-100.0 %
Total Other Current Liabilities	**$368,862.57**	**$363,073.39**	**$5,789.18**	**1.59 %**
Total Current Liabilities	**$1,545,096.78**	**$1,348,017.49**	**$197,079.29**	**14.62 %**
Long-term Liabilities				
28011-000 LT Lease Liability - CAPO1	43,657.84	68,074.36	-24,416.52	-35.87 %
28110-000 LT Lease Liability - MAFI1	0.00	0.00	0.00	
28111-000 LT Lease Liability - LACA1	0.00	0.00	0.00	
28112-000 LT Lease Liability - CBE 2022 Sharp	0.00	0.00	0.00	
28114-000 LT Lease Liability - CBE 2022 Ricoh	0.00	0.00	0.00	
Total Long-term Liabilities	**$43,657.84**	**$68,074.36**	**-$24,416.52**	**-35.87 %**
Total Liabilities	**$1,588,754.62**	**$1,416,091.85**	**$172,662.77**	**12.19 %**

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As of Aug 31, 2026

	TOTAL			
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)	$ Change (PY)	% Change (PY)
Equity				
32010-000 Net Assets	$0.00	$0.00	$0.00	
32011-000 Net Assets-Restricted for Marketing	1,973,416.08	1,605,876.68	367,539.40	22.89 %
32012-000 Net Assets-Invested in Leased Assets	-7,115.32	-214,581.59	207,466.27	96.68 %
32013-000 Net Assets-Unrestricted	1,027,529.90	1,602,535.57	-575,005.67	-35.88 %
Total for 32010-000 Net Assets	**$2,993,830.66**	**$2,993,830.66**	**$0.00**	**0.0 %**
32000-000 Retained Earnings	7,853,767.63	13,095,466.33	-5,241,698.70	-40.03 %
Net Income	-510,082.77	-3,593,387.81	3,083,305.04	85.8 %
Total Equity	**$10,337,515.52**	**$12,495,909.18**	**-$2,158,393.66**	**-17.27 %**
Total Liabilities and Equity	**$11,926,270.14**	**$13,912,001.03**	**-$1,985,730.89**	**-14.27 %**

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November, 2025-August, 2026

	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
Revenue				
40001-000 CAC Assessment Revenue-Current Year	3,067,828.82	1,340,907.99	1,726,920.83	128.79 %
40002-000 CAC Assessment Revenue-Prior Year	-63.21	609.11	-672.32	-110.38 %
40005-000 Penalties-Current Year	17.80	0.74	17.06	2305.41 %
40011-000 HAB Rebate Assess. Revenue-Current Year	6,194,810.48	5,431,325.38	763,485.10	14.06 %
40012-000 HAB Rebate Assess. Revenue-Prior Year	1,467.95	-4,761.19	6,229.14	130.83 %
42001-000 Accounting/Administration Fee Revenue (AIP)	42,000.00	40,833.31	1,166.69	2.86 %
46000-000 Grant Funding				
46022-000 USDA Grant - FAS MAP China/North Asia - Revenue	136,244.24	6,250.00	129,994.24	2079.91 %
Total for 46000-000 Grant Funding	**$136,244.24**	**$6,250.00**	**$129,994.24**	**2079.91 %**
48001-000 Interest Income	169,404.31	74,582.93	94,821.38	127.14 %
48003-000 Other - Pine Tree Ranch Crop Income	16,489.03	453,824.63	-437,335.60	-96.37 %
48009-000 Other Income - Misc	755.00	3,138.05	-2,383.05	-75.94 %
48009-118 Other Income - From the Grove	49,250.00	52,750.00	-3,500.00	-6.64 %
Total Revenue	**$9,678,204.42**	**$7,399,460.95**	**$2,278,743.47**	**30.8 %**
Cost of Goods Sold				
Gross Profit	**$9,678,204.42**	**$7,399,460.95**	**$2,278,743.47**	**30.8 %**
Expenditures				
50000-000 Marketing				
51000-000 Consumer Marketing				
51001-072 Media Planning & Buying-Curious Plot	1,257,001.37	1,709,776.58	-452,775.21	-26.48 %
51002-072 Creative Strategy, Content & Production-Curious Plot	248,488.17	637,303.85	-388,815.68	-61.01 %
51004-072 Consumer Marketing-Retail-Curious Plot	708,268.91	1,198,017.39	-489,748.48	-40.88 %
51801-072 Account Administration-Curious Plot	248,022.84	300,474.96	-52,452.12	-17.46 %
54001-072 Consumer PR-Curious Plot	332,861.32	423,036.56	-90,175.24	-21.32 %
55101-072 Consumer Email Marketing & Website-Curious Plot	105,356.53	146,298.00	-40,941.47	-27.98 %
55103-072 Social Media & Content Marketing-Curious Plot	471,478.02	480,390.85	-8,912.83	-1.86 %
57002-072 Consumer Tracking Study & Research-Curious Plot	34,980.00		34,980.00	
51002-000 Production		0.00	0.00	
52113-000 Photo Shoots (deleted)		3,252.15	-3,252.15	-100.0 %
55101-000 Email Content (deleted)		0.00	0.00	
57002-000 Consumer Research (deleted)		27,000.00	-27,000.00	-100.0 %
Total for 51000-000 Consumer Marketing	**$3,406,457.16**	**$4,925,550.34**	**-$1,519,093.18**	**-30.84 %**

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	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
52000-000 Trade - Retail				
52000-001 Trade Relations				
52001-066 Trade Advertising-Media-Fusion	107,252.77	136,123.53	-28,870.76	-21.21 %
52002-066 Trade Advertising-Production-Fusion	25,506.38	29,553.41	-4,047.03	-13.69 %
52022-000 Dues	12,572.52	12,670.74	-98.22	-0.78 %
52042-000 Conventions	55,928.62	18,261.39	37,667.23	206.27 %
52052-081 Program Admin/Strategy/Planning-PJ/PR	16,666.76	21,285.72	-4,618.96	-21.7 %
52055-081 Key Account Marketing Communications-Fees-PJ/PR	258,000.00	250,280.96	7,719.04	3.08 %
52059-081 Retail Co-Promotion-PJ/PR	15,000.00		15,000.00	
52060-000 Cross-Functional Shopper Insights Survey	-11,250.00		-11,250.00	
52060-081 Cross-Functional Shopper Insights Survey-PJ/PR	33,200.00		33,200.00	
52071-075 Key Account Coverage-TX/MW/SE-Anderson	118,285.00	96,614.08	21,670.92	22.43 %
52075-013 Key Account Coverage-SW/NW-Becker	150,000.00	140,409.08	9,590.92	6.83 %
52015-000 Trade PR Expenses (deleted)		6,939.96	-6,939.96	-100.0 %
52058-000 Retailer/Immersive Experiences-Expenses (deleted)		1,091.00	-1,091.00	-100.0 %
52058-081 Retailer/Immersive Experiences-Expenses-PJ/PR (deleted)		14,999.98	-14,999.98	-100.0 %
Total for 52000-001 Trade Relations	**$781,162.05**	**$728,229.85**	**$52,932.20**	**7.27 %**
52010-000 Retail & Consumer Promotions				
52124-000 Retail Performance Programs-Retail Promotions	815,650.44	630,067.79	185,582.65	29.45 %
52125-000 Retail Brand Awareness Programs	626,380.50	197,059.94	429,320.56	217.86 %
52128-066 Retail Trade Promotions-Fusion	27,527.75	29,432.91	-1,905.16	-6.47 %
52129-000 Retailer Social Media Advertising Support	18,101.02	12,000.00	6,101.02	50.84 %
52131-000 Retail Merchandising Services (POS Placement)	9,157.50	4,000.00	5,157.50	128.94 %
52132-000 Retail Identity Programs-Display Bins	12,727.75	90,000.00	-77,272.25	-85.86 %
52301-000 Premiums	0.00	0.00	0.00	
52303-000 Storage/Fulfillment	11,134.75	34,703.37	-23,568.62	-67.91 %
52016-000 Recipe Development (deleted)		0.00	0.00	
52302-000 POS Materials		0.00	0.00	
Total for 52010-000 Retail & Consumer Promotions	**$1,520,679.71**	**$997,264.01**	**$523,415.70**	**52.49 %**
52200-000 Data, Research & Analysis				
52202-000 Retail POS Scan Data-Circana	66,031.00	66,031.00	0.00	0.0 %
52204-066 Data Analysis & Retail Research-FUSION	85,403.40	91,331.88	-5,928.48	-6.49 %
52206-086 Inventory Reporting-AVMA	2,250.00	2,250.00	0.00	0.0 %
52211-066 California Avocado Market Analysis-Fusion	49,167.66	46,754.58	2,413.08	5.16 %
52213-066 Retail Support, Consultation, Planning, Program & Data Admin-Fusion	49,935.17	45,458.08	4,477.09	9.85 %

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	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
Total for 52200-000 Data, Research & Analysis	**$252,787.23**	**$251,825.54**	**$961.69**	**0.38 %**
52400-000 Administration & Other				
52140-098 Grower Communications-GingerRoot	3,262.50	6,880.00	-3,617.50	-52.58 %
52401-004 Travel Expenses - Splane	864.66	8,024.53	-7,159.87	-89.22 %
52401-019 Travel Expenses - Marketing Staff	15,538.34	17,779.06	-2,240.72	-12.6 %
52411-000 Office Expenses - Marketing	7,335.14	11,716.27	-4,381.13	-37.39 %
Total for 52400-000 Administration & Other	**$27,000.64**	**$44,399.86**	**-$17,399.22**	**-39.19 %**
Total for 52000-000 Trade - Retail	**$2,581,629.63**	**$2,021,719.26**	**$559,910.37**	**27.69 %**
53000-000 Trade - Foodservice				
53001-070 Media-Agency	40,300.00	53,260.00	-12,960.00	-24.33 %
53002-070 Production-Agency	20,546.25	30,407.04	-9,860.79	-32.43 %
53101-070 Public Relations-Agency	33,483.58	62,444.71	-28,961.13	-46.38 %
53103-070 Foodservice Events-Agency	107,632.77	160,673.95	-53,041.18	-33.01 %
53104-070 Chain Promotions-Agency	136,671.88	246,950.85	-110,278.97	-44.66 %
53105-070 Culinary Education Program-Agency	750.00	1,410.00	-660.00	-46.81 %
53801-070 Program Administration Fees-Agency	16,050.00	33,150.00	-17,100.00	-51.58 %
53802-070 Program Administration Expenses-Agency	704.39	1,270.61	-566.22	-44.56 %
Total for 53000-000 Trade - Foodservice	**$356,138.87**	**$589,567.16**	**-$233,428.29**	**-39.59 %**
59000-000 Marketing Activities Support				
51003-000 Buy California Marketing Agreement	20,833.34	16,666.64	4,166.70	25.0 %
51803-067 Marketing Planning/Special Projects-RoMo	37,000.00	55,000.00	-18,000.00	-32.73 %
51805-000 Marketing Personnel Expense	496,822.20	664,640.83	-167,818.63	-25.25 %
52134-000 Export Program	12,600.00	15,000.00	-2,400.00	-16.0 %
51803-000 Marketing/Planning		942.97	-942.97	-100.0 %
54001-000 Artisan Chef Program (deleted)		0.00	0.00	
Total for 59000-000 Marketing Activities Support	**$567,255.54**	**$752,250.44**	**-$184,994.90**	**-24.59 %**
Total for 50000-000 Marketing	**$6,911,481.20**	**$8,289,087.20**	**-$1,377,606.00**	**-16.62 %**
64000-000 Industry Affairs				
64000-001 Industry Statistics and Information				
64001-000 AMRIC Operation	3,345.45	2,795.88	549.57	19.66 %
64001-130 AMRIC Operation-Hooman Mohammadpour	12,300.00	11,786.45	513.55	4.36 %
64002-000 Crop Forecasting and Analysis	1,842.69	3,764.62	-1,921.93	-51.05 %
64002-104 Crop Forecasting And Analysis-Land IQ	39,436.00	38,287.50	1,148.50	3.0 %
64004-000 Grove ID GIS Project Dmnt	2,399.00		2,399.00	
64004-104 Grove ID GIS Project Dmnt-Land IQ		1,546.25	-1,546.25	-100.0 %
Total for 64000-001 Industry Statistics and Information	**$59,323.14**	**$58,180.70**	**$1,142.44**	**1.96 %**

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	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
64100-000 Grower Communications				
64105-000 Online Information	2,714.40	2,429.05	285.35	11.75 %
64105-098 Online Information-GingerRoot	13,905.00	7,940.00	5,965.00	75.13 %
64105-099 Online Information-Fishhook	4,680.00	5,000.00	-320.00	-6.4 %
64106-000 Publications	8,918.23	521.55	8,396.68	1609.95 %
64106-067 Publications-ROMO	1,125.00	1,125.00	0.00	0.0 %
64106-085 Publications-Fox Wthr	1,100.00	1,100.00	0.00	0.0 %
64106-098 Publications-GingerRoot	16,402.50	6,700.00	9,702.50	144.81 %
64106-118 Publications-Champ	43,881.64	48,790.98	-4,909.34	-10.06 %
64107-000 Annual Meeting	4,928.99	14,228.38	-9,299.39	-65.36 %
64108-098 Annual Report-GingerRoot	4,432.50	3,560.00	872.50	24.51 %
Total for 64100-000 Grower Communications	**$102,088.26**	**$91,394.96**	**$10,693.30**	**11.7 %**
64200-000 Issues Management				
64204-000 Research Program Coordination & Outreach	81,578.87	88,471.63	-6,892.76	-7.79 %
64206-000 Legislative & Regulatory Advocacy	485,412.17	352,207.99	133,204.18	37.82 %
Total for 64200-000 Issues Management	**$566,991.04**	**$440,679.62**	**$126,311.42**	**28.66 %**
64300-000 Legal & Governance				
64301-000 Elections	4,884.42	4,267.25	617.17	14.46 %
64302-000 Legal Support	214,014.68	136,318.50	77,696.18	57.0 %
64303-000 Governance Support	5,302.78	4,529.11	773.67	17.08 %
64304-000 Referendum	2,082.78		2,082.78	
64305-000 Redistricting	1,380.00		1,380.00	
Total for 64300-000 Legal & Governance	**$227,664.66**	**$145,114.86**	**$82,549.80**	**56.89 %**
64400-000 Demonstration Grove				
64401-000 Pine Tree - Rent	0.00	0.00	0.00	
64402-000 Pine Tree - Grove Management	22,994.06	69,919.80	-46,925.74	-67.11 %
64403-000 Pine Tree - Utilities	-2,259.83	-745.89	-1,513.94	-202.97 %
64404-000 Pine Tree - Property Tax & Insurance	2,257.95	2,118.65	139.30	6.57 %
64405-000 Pine Tree - Miscellaneous Expense	1,101.71	740.00	361.71	48.88 %
64406-000 Pine Tree - Crop Harvesting	7,740.73	47,285.61	-39,544.88	-83.63 %
64408-000 Pine Tree - CAC Assessment	179.59	1,145.11	-965.52	-84.32 %
64409-000 Pine Tree - HAB Assessment	449.28	5,681.93	-5,232.65	-92.09 %
Total for 64400-000 Demonstration Grove	**$32,463.49**	**$126,145.21**	**-$93,681.72**	**-74.26 %**
64500-000 Education & Outreach				
64502-000 Pine Tree Ranch Field Days	283.25	1,291.61	-1,008.36	-78.07 %
64503-000 Grower Outreach	77,896.25	212.00	77,684.25	36643.51 %

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	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
Total for 64500-000 Education & Outreach	**$78,179.50**	**$1,503.61**	**$76,675.89**	**5099.45 %**
64800-000 Other Industry Affairs				
64801-000 Coalition Dues, Sponsorships , Registrations & Rep	37,227.80	33,400.00	3,827.80	11.46 %
64801-086 Industry Reports-AVMA	400.00	400.00	0.00	0.0 %
64803-000 Travel Expenses - Industry Affairs	7,010.91	22,100.26	-15,089.35	-68.28 %
64804-000 Office Expenses - Industry Affairs	1,419.51	2,246.57	-827.06	-36.81 %
64805-000 Committee Meeting Expense	2,774.28		2,774.28	
64901-000 Misc IA Exps (Theft Reward)	203.08	3,190.51	-2,987.43	-93.63 %
Total for 64800-000 Other Industry Affairs	**$49,035.58**	**$61,337.34**	**-$12,301.76**	**-20.06 %**
Total for 64000-000 Industry Affairs	**$1,115,745.67**	**$924,356.30**	**$191,389.37**	**20.71 %**
65000-000 Production Research				
65100-000 Pest & Disease				
65133-000 Chemical Synthesis and Field Evaluation of an Enantiopure (+)-Grandisol	197,513.00		197,513.00	
65135-000 Integrating Chemical and Cultural Practices for Bot Canker Control in Avocado	6,000.00		6,000.00	
65136-000 Impact of Natural Vegetation on Insect Pollinators in Agroecosystems	3,431.00		3,431.00	
65137-000 Improve Phytophthora cinnamomi management by monitoring field populations for changes in fungicide s	75,949.00		75,949.00	
65139-000 Investigating conditional host status of GEM avocado to fruit fly	20,650.00		20,650.00	
Total for 65100-000 Pest & Disease	**$303,543.00**		**$303,543.00**	
65200-000 Breeding, Varieties & Genetics				
65218-000 CAL POLY Continued Research at the San Luis Obispo Rootstock Trial Site (2025-2027)	12,000.00		12,000.00	
65216-000 Commercial-Scale Field Testing of Advanced Rootstock (deleted)		67,221.00	-67,221.00	-100.0 %
65217-000 CAL POLY - Commercial-scale field testing and potential release of five elite advanced ro (deleted)		4,955.65	-4,955.65	-100.0 %
Total for 65200-000 Breeding, Varieties & Genetics	**$12,000.00**	**$72,176.65**	**-$60,176.65**	**-83.37 %**
65300-000 Cultural Management				
65323-000 Develop tools and info on crop water use (deleted)	0.00	27,802.00	-27,802.00	-100.0 %
65325-000 Artificial Pollination Research	31,058.00	31,360.00	-302.00	-0.96 %
65326-000 Addressing the relationship between soil characteristics and soil salinity in CA avocado groves	755.00		755.00	
65327-000 Creating a Weather Station Network to Guide Irrigation Decision of Avocados	88,375.00		88,375.00	
65328-000 Assessing irrigation management tools and strategies on avocado fruit quality and yield impacts	43,256.63		43,256.63	
65324-000 Adapting a User-friendly Online Irrigation Calculator for Avocados (deleted)		0.00	0.00	
Total for 65300-000 Cultural Management	**$163,444.63**	**$59,162.00**	**$104,282.63**	**176.27 %**

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	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
65400-000 Industry Research Support				
65403-000 FFAR Fellow Sponsor - Landesman	32,500.00	32,500.00	0.00	0.0 %
Total for 65400-000 Industry Research Support	**$32,500.00**	**$32,500.00**	**$0.00**	**0.0 %**
Total for 65000-000 Production Research	**$511,487.63**	**$163,838.65**	**$347,648.98**	**212.19 %**
66010-000 Grant Programs				
66015-000 Export Marketing				
66022-000 USDA Grant - FAS MAP China/North Asia	178,573.38	123,290.57	55,282.81	44.84 %
66021-000 USDA Grant - FAS MAP China (deleted)		8,000.00	-8,000.00	-100.0 %
Total for 66015-000 Export Marketing	**$178,573.38**	**$131,290.57**	**$47,282.81**	**36.01 %**
66100-000 Unreimbursed Grant Receivables	8,115.42	31,787.99	-23,672.57	-74.47 %
Total for 66010-000 Grant Programs	**$186,688.80**	**$163,078.56**	**$23,610.24**	**14.48 %**
70000-000 Operations				
71100-000 Office Expense				
71101-000 Office Rent - CAC Mauchly, Irvine	0.00	0.00	0.00	
71102-000 Rent-CAM, Ins, Prop Tax	1,418.71	27,242.66	-25,823.95	-94.79 %
71104-000 Rent-Offsite Storage	8,710.00	8,350.00	360.00	4.31 %
71111-000 Insurance-Liability	63,456.76	69,510.24	-6,053.48	-8.71 %
71121-000 Office Expenses - Operations	5,700.35	4,777.94	922.41	19.31 %
71122-000 Office Supplies	1,932.81	1,723.69	209.12	12.13 %
71123-000 Janitorial	489.00	5,013.87	-4,524.87	-90.25 %
71131-000 Office Utilities	265.90	9,391.08	-9,125.18	-97.17 %
71141-000 Bank & Payroll Fees	32,692.11	11,521.66	21,170.45	183.74 %
71151-000 Equipment Maintenance & Expense	215.54	6,114.44	-5,898.90	-96.47 %
71161-000 Telephone	3,242.78	6,701.45	-3,458.67	-51.61 %
71162-000 Employee Communication Expense	11,100.00	11,475.00	-375.00	-3.27 %
71181-000 Postage & Courier Service	394.55	316.44	78.11	24.68 %
Total for 71100-000 Office Expense	**$129,618.51**	**$162,138.47**	**-$32,519.96**	**-20.06 %**
71200-000 Professional Fees				
71201-000 CPA-Financial Audits	42,997.50	41,200.00	1,797.50	4.36 %
71207-000 CDFA Fiscal and Compliance Audit	10,762.50	10,290.00	472.50	4.59 %
71211-000 Calif. Department of Food & Ag.-CDFA	79,003.55	69,454.43	9,549.12	13.75 %
71221-000 Dept. of Ag-USDA/AMS	46,604.99	37,071.50	9,533.49	25.72 %
71235-000 Legal-Ballard/Rosenberg-Labor Issues	6,913.00	6,893.00	20.00	0.29 %
78301-000 Pension Adm & Legal	25,942.20	20,315.07	5,627.13	27.7 %
71203-000 CPA-Assessment Audits		0.00	0.00	
71236-000 Outsourced Accounting		21,649.98	-21,649.98	-100.0 %
Total for 71200-000 Professional Fees	**$212,223.74**	**$206,873.98**	**$5,349.76**	**2.59 %**

California Avocado Commission

MEC Statement of Activity vs. Prior Year
November, 2025-August, 2026

	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
71300-000 Personnel Expenses				
71301-000 Salaries/Wages				
71302-000 Salaries/Wages - IA & Ops	585,303.25	535,992.97	49,310.28	9.2 %
71303-000 Salaries/Wages - Marketing	65,492.13	80,120.43	-14,628.30	-18.26 %
Total for 71301-000 Salaries/Wages	**$650,795.38**	**$616,113.40**	**$34,681.98**	**5.63 %**
71311-000 Pension Expense				
71312-000 Pension Expense - IA & Ops	58,149.49	50,818.95	7,330.54	14.42 %
71313-000 Pension Expense - Marketing	5,598.88	8,114.00	-2,515.12	-31.0 %
Total for 71311-000 Pension Expense	**$63,748.37**	**$58,932.95**	**$4,815.42**	**8.17 %**
71321-000 Payroll Tax & Work Comp				
71322-000 Payroll Tax & Work Comp - IA & Ops	41,955.34	38,507.16	3,448.18	8.95 %
71323-000 Payroll Tax & Work Comp - Marketing	5,137.23	7,541.66	-2,404.43	-31.88 %
Total for 71321-000 Payroll Tax & Work Comp	**$47,092.57**	**$46,048.82**	**$1,043.75**	**2.27 %**
71331-000 Benefits		$0.00	$0.00	
71332-000 Benefits - IA & Ops	106,707.74	97,712.66	8,995.08	9.21 %
71333-000 Benefits - Marketing	11,704.02	14,122.64	-2,418.62	-17.13 %
Total for 71331-000 Benefits	**$118,411.76**	**$111,835.30**	**$6,576.46**	**5.88 %**
Total for 71300-000 Personnel Expenses	**$880,048.08**	**$832,930.47**	**$47,117.61**	**5.66 %**
71400-000 Commissioner Expenses	-$58.74		-$58.74	
71401-000 District Meetings & Expenses	327.51		327.51	
71402-000 Entertainment	1,640.30		1,640.30	
71403-000 Travel Expenses - Board Members	15,534.35	4,415.48	11,118.87	251.82 %
71404-000 Board Meeting Expenses	22,511.46	19,484.14	3,027.32	15.54 %
71405-000 HAB BOLD Participation	4,558.46	6,392.34	-1,833.88	-28.69 %
71406-000 District Designated Funds	26,832.84	8,715.49	18,117.35	207.88 %
Total for 71400-000 Commissioner Expenses	**$71,346.18**	**$39,007.45**	**$32,338.73**	**82.9 %**
73000-000 Information Technology				
73001-000 Network Maintenance	25,282.75	11,277.57	14,005.18	124.19 %
73002-000 Network Hardware, Software & Licenses	14,685.59	2,679.12	12,006.47	448.15 %
73003-000 IT Support & Consulting	14,856.00	24,013.50	-9,157.50	-38.13 %
73004-000 Accounting & Assessment System	4,325.12	6,124.70	-1,799.58	-29.38 %
73005-000 IT Services	820.00	8,200.00	-7,380.00	-90.0 %
Total for 73000-000 Information Technology	**$59,969.46**	**$52,294.89**	**$7,674.57**	**14.68 %**

California Avocado Commission

MEC Statement of Activity vs. Prior Year
November, 2025-August, 2026

	TOTAL			
	Nov 1 2025 - Aug 31 2026	Nov 1 2024 - Aug 31 2025 (PY)	$ Change (PY)	% Change (PY)
78000-000 Depreciation, Interest & Other Operations				
78101-000 Travel Expenses - Operations	29,817.82	2,604.87	27,212.95	1044.7 %
78401-000 Membership Dues & Registration	299.00	299.00	0.00	0.0 %
78501-000 Dues, Education, Training, Recruitment & Other	19,581.15	18,805.69	775.46	4.12 %
79001-000 Amortization Expense	30,072.90	132,579.14	-102,506.24	-77.32 %
79100-000 Interest Expense	3,432.05	4,954.09	-1,522.04	-30.72 %
79200-000 Fraud Loss	26,475.00		26,475.00	
Total for 78000-000 Depreciation, Interest & Other Operations	**$109,677.92**	**$159,242.79**	**-$49,564.87**	**-31.13 %**
Total for 70000-000 Operations	**$1,462,883.89**	**$1,452,488.05**	**$10,395.84**	**0.72 %**
Total Expenditures	**$10,188,287.19**	**$10,992,848.76**	**-$804,561.57**	**-7.32 %**
Net Operating Revenue	**-$510,082.77**	**-$3,593,387.81**	**$3,083,305.04**	**85.8 %**
Other Revenue				
Other Expenditures				
99999-000 Suspense	0.00		0.00	
Total Other Expenditures	**$0.00**	**$0.00**	**$0.00**	
Net Other Revenue	**$0.00**	**$0.00**	**$0.00**	
Net Income	**-$510,082.77**	**-$3,593,387.81**	**$3,083,305.04**	**85.8 %**

California Avocado Commission

Budget vs. Actuals: CAC 2025-26 Budget Amendment #2 - FY26 P&L Classes

November 2025 - August 2026

	RESTRICTED				UNRESTRICTED				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue												
40001-000 CAC Assessment Revenue-Current Year					3,067,828.82	2,925,050.00	142,778.82	104.88 %	$3,067,828.82	$2,925,050.00	$142,778.82	104.88 %
40002-000 CAC Assessment Revenue-Prior Year					-63.21		-63.21		$ -63.21	$0.00	$ -63.21	0.00%
40005-000 Penalties-Current Year					17.80		17.80		$17.80	$0.00	$17.80	0.00%
40011-000 HAB Rebate Assess. Revenue-Current Year	6,194,810.48	5,931,100.00	263,710.48	104.45 %					$6,194,810.48	$5,931,100.00	$263,710.48	104.45 %
40012-000 HAB Rebate Assess. Revenue-Prior Year	1,467.95		1,467.95						$1,467.95	$0.00	$1,467.95	0.00%
42001-000 Accounting/Administration Fee Revenue (AIP)					42,000.00	60,000.00	-18,000.00	70.00 %	$42,000.00	$60,000.00	$ -18,000.00	70.00 %
46000-000 Grant Funding									$0.00	$0.00	$0.00	0.00%
46022-000 USDA Grant - FAS MAP China/North Asia - Revenue					136,244.24	50,000.00	86,244.24	272.49 %	$136,244.24	$50,000.00	$86,244.24	272.49 %
Total 46000-000 Grant Funding					**136,244.24**	**50,000.00**	**86,244.24**	**272.49 %**	**$136,244.24**	**$50,000.00**	**$86,244.24**	**272.49 %**
48001-000 Interest Income	16,887.10	41,666.70	-24,779.60	40.53 %	152,517.21	158,333.30	-5,816.09	96.33 %	$169,404.31	$200,000.00	$ -30,595.69	84.70 %
48003-000 Other - Pine Tree Ranch Crop Income					16,489.03	31,250.00	-14,760.97	52.76 %	$16,489.03	$31,250.00	$ -14,760.97	52.76 %
48009-000 Other Income - Misc					755.00		755.00		$755.00	$0.00	$755.00	0.00%
48009-118 Other Income - From the Grove					49,250.00	45,000.00	4,250.00	109.44 %	$49,250.00	$45,000.00	$4,250.00	109.44 %
Total Revenue	**$6,213,165.53**	**$5,972,766.70**	**$240,398.83**	**104.02 %**	**$3,465,038.89**	**$3,269,633.30**	**$195,405.59**	**105.98 %**	**$9,678,204.42**	**$9,242,400.00**	**$435,804.42**	**104.72 %**
GROSS PROFIT	**$6,213,165.53**	**$5,972,766.70**	**$240,398.83**	**104.02 %**	**$3,465,038.89**	**$3,269,633.30**	**$195,405.59**	**105.98 %**	**$9,678,204.42**	**$9,242,400.00**	**$435,804.42**	**104.72 %**
Expenditures												
50000-000 Marketing									$0.00	$0.00	$0.00	0.00%
51000-000 Consumer Marketing									$0.00	$0.00	$0.00	0.00%
51001-072 Media Planning & Buying-Curious Plot	1,257,001.37	1,207,507.00	49,494.37	104.10 %					$1,257,001.37	$1,207,507.00	$49,494.37	104.10 %
51002-072 Creative Strategy, Content & Production-Curious Plot	248,488.17	250,000.00	-1,511.83	99.40 %					$248,488.17	$250,000.00	$ -1,511.83	99.40 %
51004-072 Consumer Marketing-Retail-Curious Plot	543,304.71	474,750.00	68,554.71	114.44 %	164,964.20	180,000.00	-15,035.80	91.65 %	$708,268.91	$654,750.00	$53,518.91	108.17 %
51801-072 Account Administration-Curious Plot	248,022.84	251,000.00	-2,977.16	98.81 %		3,000.00	-3,000.00		$248,022.84	$254,000.00	$ -5,977.16	97.65 %
54001-072 Consumer PR-Curious Plot	332,861.32	324,100.00	8,761.32	102.70 %	0.00		0.00		$332,861.32	$324,100.00	$8,761.32	102.70 %
55101-072 Consumer Email Marketing & Website-Curious Plot	105,356.53	146,600.00	-41,243.47	71.87 %					$105,356.53	$146,600.00	$ -41,243.47	71.87 %
55103-072 Social Media & Content Marketing-Curious Plot	237,217.60	162,000.00	75,217.60	146.43 %	234,260.42	255,000.00	-20,739.58	91.87 %	$471,478.02	$417,000.00	$54,478.02	113.06 %
57002-072 Consumer Tracking Study & Research-Curious Plot					34,980.00	35,000.00	-20.00	99.94 %	$34,980.00	$35,000.00	$ -20.00	99.94 %
Total 51000-000 Consumer Marketing	**2,972,252.54**	**2,815,957.00**	**156,295.54**	**105.55 %**	**434,204.62**	**473,000.00**	**-38,795.38**	**91.80 %**	**$3,406,457.16**	**$3,288,957.00**	**$117,500.16**	**103.57 %**
52000-000 Trade - Retail									$0.00	$0.00	$0.00	0.00%
52000-001 Trade Relations									$0.00	$0.00	$0.00	0.00%
52001-066 Trade Advertising-Media-Fusion	107,252.77	106,726.18	526.59	100.49 %					$107,252.77	$106,726.18	$526.59	100.49 %
52002-066 Trade Advertising-Production-Fusion	25,506.38	29,150.00	-3,643.62	87.50 %					$25,506.38	$29,150.00	$ -3,643.62	87.50 %
52022-000 Dues	12,572.52	11,575.00	997.52	108.62 %					$12,572.52	$11,575.00	$997.52	108.62 %

California Avocado Commission

Budget vs. Actuals: CAC 2025-26 Budget Amendment #2 - FY26 P&L Classes

November 2025 - August 2026

	RESTRICTED				UNRESTRICTED				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52042-000 Conventions	55,928.62	0.00	55,928.62						$55,928.62	$0.00	$55,928.62	0.00%
52052-081 Program Admin/Strategy/Planning-PJ/PR	16,666.76	16,668.00	-1.24	99.99 %	0.00		0.00		$16,666.76	$16,668.00	$ -1.24	99.99 %
52055-081 Key Account Marketing Communications-Fees-PJ/PR	0.00		0.00		258,000.00	258,000.00	0.00	100.00 %	$258,000.00	$258,000.00	$0.00	100.00 %
52059-081 Retail Co-Promotion-PJ/PR	15,000.00	15,000.00	0.00	100.00 %					$15,000.00	$15,000.00	$0.00	100.00 %
52060-000 Cross-Functional Shopper Insights Survey	-11,250.00	11,950.00	-23,200.00	-94.14 %					$ -11,250.00	$11,950.00	$ -23,200.00	-94.14 %
52060-081 Cross-Functional Shopper Insights Survey-PJ/PR	33,200.00	10,700.00	22,500.00	310.28 %					$33,200.00	$10,700.00	$22,500.00	310.28 %
52071-075 Key Account Coverage-TX/MW/SE-Anderson	118,285.00	117,500.00	785.00	100.67 %					$118,285.00	$117,500.00	$785.00	100.67 %
52075-013 Key Account Coverage-SW/NW-Becker	150,000.00	150,000.00	0.00	100.00 %					$150,000.00	$150,000.00	$0.00	100.00 %
Total 52000-001 Trade Relations	**523,162.05**	**469,269.18**	**53,892.87**	**111.48 %**	**258,000.00**	**258,000.00**	**0.00**	**100.00 %**	**$781,162.05**	**$727,269.18**	**$53,892.87**	**107.41 %**
52010-000 Retail & Consumer Promotions		0.00	0.00						$0.00	$0.00	$0.00	0.00%
52124-000 Retail Performance Programs-Retail Promotions	785,586.27	783,421.00	2,165.27	100.28 %	30,064.17	345,000.00	-314,935.83	8.71 %	$815,650.44	$1,128,421.00	$ -312,770.56	72.28 %
52125-000 Retail Brand Awareness Programs	626,380.50	490,000.00	136,380.50	127.83 %					$626,380.50	$490,000.00	$136,380.50	127.83 %
52128-066 Retail Trade Promotions-Fusion	27,527.75	29,450.00	-1,922.25	93.47 %					$27,527.75	$29,450.00	$ -1,922.25	93.47 %
52129-000 Retailer Social Media Advertising Support	18,000.00	37,500.00	-19,500.00	48.00 %	101.02		101.02		$18,101.02	$37,500.00	$ -19,398.98	48.27 %
52131-000 Retail Merchandising Services (POS Placement)	9,157.50	170,000.00	-160,842.50	5.39 %					$9,157.50	$170,000.00	$ -160,842.50	5.39 %
52132-000 Retail Identity Programs-Display Bins	12,727.75	191,000.00	-178,272.25	6.66 %					$12,727.75	$191,000.00	$ -178,272.25	6.66 %
52301-000 Premiums	0.00	5,000.00	-5,000.00	0.00 %					$0.00	$5,000.00	$ -5,000.00	0.00 %
52302-000 POS Materials		5,000.00	-5,000.00						$0.00	$5,000.00	$ -5,000.00	0.00%
52303-000 Storage/Fulfillment	11,134.75	27,250.00	-16,115.25	40.86 %					$11,134.75	$27,250.00	$ -16,115.25	40.86 %
Total 52010-000 Retail & Consumer Promotions	**1,490,514.52**	**1,738,621.00**	**-248,106.48**	**85.73 %**	**30,165.19**	**345,000.00**	**-314,834.81**	**8.74 %**	**$1,520,679.71**	**$2,083,621.00**	**$ -562,941.29**	**72.98 %**
52200-000 Data, Research & Analysis									$0.00	$0.00	$0.00	0.00%
52202-000 Retail POS Scan Data-Circana	66,031.00	67,000.00	-969.00	98.55 %					$66,031.00	$67,000.00	$ -969.00	98.55 %
52204-066 Data Analysis & Retail Research-FUSION	85,403.40	93,300.00	-7,896.60	91.54 %					$85,403.40	$93,300.00	$ -7,896.60	91.54 %
52206-086 Inventory Reporting-AVMA		0.00	0.00		2,250.00	2,250.00	0.00	100.00 %	$2,250.00	$2,250.00	$0.00	100.00 %
52211-066 California Avocado Market Analysis-Fusion	49,167.66	53,900.00	-4,732.34	91.22 %					$49,167.66	$53,900.00	$ -4,732.34	91.22 %
52213-066 Retail Support, Consultation, Planning, Program & Data Admin-Fusion	49,935.17	44,500.00	5,435.17	112.21 %					$49,935.17	$44,500.00	$5,435.17	112.21 %
Total 52200-000 Data, Research & Analysis	**250,537.23**	**258,700.00**	**-8,162.77**	**96.84 %**	**2,250.00**	**2,250.00**	**0.00**	**100.00 %**	**$252,787.23**	**$260,950.00**	**$ -8,162.77**	**96.87 %**
52400-000 Administration & Other									$0.00	$0.00	$0.00	0.00%
52140-098 Grower Communications-GingerRoot					3,262.50	8,720.00	-5,457.50	37.41 %	$3,262.50	$8,720.00	$ -5,457.50	37.41 %
52401-004 Travel Expenses - Splane	864.66	3,500.00	-2,635.34	24.70 %					$864.66	$3,500.00	$ -2,635.34	24.70 %
52401-019 Travel Expenses - Marketing Staff	15,538.34	15,250.00	288.34	101.89 %					$15,538.34	$15,250.00	$288.34	101.89 %
52411-000 Office Expenses - Marketing	7,035.14	15,000.00	-7,964.86	46.90 %	300.00		300.00		$7,335.14	$15,000.00	$ -7,664.86	48.90 %
Total 52400-000 Administration & Other	**23,438.14**	**33,750.00**	**-10,311.86**	**69.45 %**	**3,562.50**	**8,720.00**	**-5,157.50**	**40.85 %**	**$27,000.64**	**$42,470.00**	**$ -15,469.36**	**63.58 %**
Total 52000-000 Trade - Retail	**2,287,651.94**	**2,500,340.18**	**-212,688.24**	**91.49 %**	**293,977.69**	**613,970.00**	**-319,992.31**	**47.88 %**	**$2,581,629.63**	**$3,114,310.18**	**$ -532,680.55**	**82.90 %**

California Avocado Commission

Budget vs. Actuals: CAC 2025-26 Budget Amendment #2 - FY26 P&L Classes

November 2025 - August 2026

	RESTRICTED				UNRESTRICTED				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53000-000 Trade - Foodservice									$0.00	$0.00	$0.00	0.00%
53001-070 Media-Agency	40,300.00	76,900.00	-36,600.00	52.41 %					$40,300.00	$76,900.00	$ -36,600.00	52.41 %
53002-070 Production-Agency	20,546.25	22,000.00	-1,453.75	93.39 %					$20,546.25	$22,000.00	$ -1,453.75	93.39 %
53101-070 Public Relations-Agency	33,483.58	59,850.00	-26,366.42	55.95 %					$33,483.58	$59,850.00	$ -26,366.42	55.95 %
53103-070 Foodservice Events-Agency	107,632.77	146,300.00	-38,667.23	73.57 %					$107,632.77	$146,300.00	$ -38,667.23	73.57 %
53104-070 Chain Promotions-Agency	136,752.02	182,250.00	-45,497.98	75.04 %	-80.14		-80.14		$136,671.88	$182,250.00	$ -45,578.12	74.99 %
53105-070 Culinary Education Program-Agency	750.00	1,650.00	-900.00	45.45 %					$750.00	$1,650.00	$ -900.00	45.45 %
53801-070 Program Administration Fees-Agency	16,050.00	35,000.00	-18,950.00	45.86 %					$16,050.00	$35,000.00	$ -18,950.00	45.86 %
53802-070 Program Administration Expenses-Agency	704.39	1,500.00	-795.61	46.96 %					$704.39	$1,500.00	$ -795.61	46.96 %
Total 53000-000 Trade - Foodservice	**356,219.01**	**525,450.00**	**-169,230.99**	**67.79 %**	**-80.14**		**-80.14**		**$356,138.87**	**$525,450.00**	**$ -169,311.13**	**67.78 %**
59000-000 Marketing Activities Support									$0.00	$0.00	$0.00	0.00%
51003-000 Buy California Marketing Agreement	20,833.34	20,831.00	2.34	100.01 %					$20,833.34	$20,831.00	$2.34	100.01 %
51803-067 Marketing Planning/Special Projects-RoMo					37,000.00	37,000.00	0.00	100.00 %	$37,000.00	$37,000.00	$0.00	100.00 %
51805-000 Marketing Personnel Expense	496,822.20	625,861.00	-129,038.80	79.38 %					$496,822.20	$625,861.00	$ -129,038.80	79.38 %
52134-000 Export Program					12,600.00	15,000.00	-2,400.00	84.00 %	$12,600.00	$15,000.00	$ -2,400.00	84.00 %
Total 59000-000 Marketing Activities Support	**517,655.54**	**646,692.00**	**-129,036.46**	**80.05 %**	**49,600.00**	**52,000.00**	**-2,400.00**	**95.38 %**	**$567,255.54**	**$698,692.00**	**$ -131,436.46**	**81.19 %**
Total 50000-000 Marketing	**6,133,779.03**	**6,488,439.18**	**-354,660.15**	**94.53 %**	**777,702.17**	**1,138,970.00**	**-361,267.83**	**68.28 %**	**$6,911,481.20**	**$7,627,409.18**	**$ -715,927.98**	**90.61 %**
64000-000 Industry Affairs									$0.00	$0.00	$0.00	0.00%
64000-001 Industry Statistics and Information									$0.00	$0.00	$0.00	0.00%
64001-000 AMRIC Operation					3,345.45	3,000.00	345.45	111.52 %	$3,345.45	$3,000.00	$345.45	111.52 %
64001-130 AMRIC Operation-Hooman Mohammadpour					12,300.00	12,000.00	300.00	102.50 %	$12,300.00	$12,000.00	$300.00	102.50 %
64002-000 Crop Forecasting and Analysis					1,842.69	5,000.00	-3,157.31	36.85 %	$1,842.69	$5,000.00	$ -3,157.31	36.85 %
64002-104 Crop Forecasting And Analysis-Land IQ					39,436.00	39,500.00	-64.00	99.84 %	$39,436.00	$39,500.00	$ -64.00	99.84 %
64004-000 Grove ID GIS Project Dmnt					2,399.00	2,400.00	-1.00	99.96 %	$2,399.00	$2,400.00	$ -1.00	99.96 %
Total 64000-001 Industry Statistics and Information					**59,323.14**	**61,900.00**	**-2,576.86**	**95.84 %**	**$59,323.14**	**$61,900.00**	**$ -2,576.86**	**95.84 %**
64100-000 Grower Communications									$0.00	$0.00	$0.00	0.00%
64105-000 Online Information					2,714.40	2,500.00	214.40	108.58 %	$2,714.40	$2,500.00	$214.40	108.58 %
64105-098 Online Information-GingerRoot					13,905.00	18,000.00	-4,095.00	77.25 %	$13,905.00	$18,000.00	$ -4,095.00	77.25 %
64105-099 Online Information-Fishhook					4,680.00	3,500.00	1,180.00	133.71 %	$4,680.00	$3,500.00	$1,180.00	133.71 %
64106-000 Publications					8,918.23	2,500.00	6,418.23	356.73 %	$8,918.23	$2,500.00	$6,418.23	356.73 %
64106-067 Publications-ROMO					1,125.00	1,125.00	0.00	100.00 %	$1,125.00	$1,125.00	$0.00	100.00 %
64106-085 Publications-Fox Wthr					1,100.00	1,100.00	0.00	100.00 %	$1,100.00	$1,100.00	$0.00	100.00 %
64106-098 Publications-GingerRoot					16,402.50	13,775.00	2,627.50	119.07 %	$16,402.50	$13,775.00	$2,627.50	119.07 %
64106-118 Publications-Champ					43,881.64	54,000.00	-10,118.36	81.26 %	$43,881.64	$54,000.00	$ -10,118.36	81.26 %
64107-000 Annual Meeting					4,928.99	15,000.00	-10,071.01	32.86 %	$4,928.99	$15,000.00	$ -10,071.01	32.86 %
64108-000 Annual Report						9,000.00	-9,000.00		$0.00	$9,000.00	$ -9,000.00	0.00%

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	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
64108-098 Annual Report-GingerRoot					4,432.50	8,000.00	-3,567.50	55.41 %	$4,432.50	$8,000.00	$ -3,567.50	55.41 %
Total 64100-000 Grower Communications					**102,088.26**	**128,500.00**	**-26,411.74**	**79.45 %**	**$102,088.26**	**$128,500.00**	**$ -26,411.74**	**79.45 %**
64200-000 Issues Management									$0.00	$0.00	$0.00	0.00%
64202-000 Field/Technical Support						20,000.00	-20,000.00		$0.00	$20,000.00	$ -20,000.00	0.00%
64204-000 Research Program Coordination & Outreach					81,578.87	82,000.00	-421.13	99.49 %	$81,578.87	$82,000.00	$ -421.13	99.49 %
64206-000 Legislative & Regulatory Advocacy	0.00		0.00		485,412.17	450,000.00	35,412.17	107.87 %	$485,412.17	$450,000.00	$35,412.17	107.87 %
Total 64200-000 Issues Management	**0.00**		**0.00**		**566,991.04**	**552,000.00**	**14,991.04**	**102.72 %**	**$566,991.04**	**$552,000.00**	**$14,991.04**	**102.72 %**
64300-000 Legal & Governance									$0.00	$0.00	$0.00	0.00%
64301-000 Elections					4,884.42	5,500.00	-615.58	88.81 %	$4,884.42	$5,500.00	$ -615.58	88.81 %
64302-000 Legal Support					214,014.68	214,500.00	-485.32	99.77 %	$214,014.68	$214,500.00	$ -485.32	99.77 %
64303-000 Governance Support					5,302.78	5,000.00	302.78	106.06 %	$5,302.78	$5,000.00	$302.78	106.06 %
64304-000 Referendum					2,082.78	5,000.00	-2,917.22	41.66 %	$2,082.78	$5,000.00	$ -2,917.22	41.66 %
64305-000 Redistricting					1,380.00	3,500.00	-2,120.00	39.43 %	$1,380.00	$3,500.00	$ -2,120.00	39.43 %
Total 64300-000 Legal & Governance					**227,664.66**	**233,500.00**	**-5,835.34**	**97.50 %**	**$227,664.66**	**$233,500.00**	**$ -5,835.34**	**97.50 %**
64400-000 Demonstration Grove									$0.00	$0.00	$0.00	0.00%
64402-000 Pine Tree - Grove Management					22,994.06	52,998.00	-30,003.94	43.39 %	$22,994.06	$52,998.00	$ -30,003.94	43.39 %
64403-000 Pine Tree - Utilities					-2,259.83	4,500.00	-6,759.83	-50.22 %	$ -2,259.83	$4,500.00	$ -6,759.83	-50.22 %
64404-000 Pine Tree - Property Tax & Insurance					2,257.95	2,130.00	127.95	106.01 %	$2,257.95	$2,130.00	$127.95	106.01 %
64405-000 Pine Tree - Miscellaneous Expense					1,101.71	0.00	1,101.71		$1,101.71	$0.00	$1,101.71	0.00%
64406-000 Pine Tree - Crop Harvesting					7,740.73	6,250.00	1,490.73	123.85 %	$7,740.73	$6,250.00	$1,490.73	123.85 %
64408-000 Pine Tree - CAC Assessment					179.59	250.00	-70.41	71.84 %	$179.59	$250.00	$ -70.41	71.84 %
64409-000 Pine Tree - HAB Assessment	0.00		0.00		449.28	625.00	-175.72	71.88 %	$449.28	$625.00	$ -175.72	71.88 %
Total 64400-000 Demonstration Grove	**0.00**		**0.00**		**32,463.49**	**66,753.00**	**-34,289.51**	**48.63 %**	**$32,463.49**	**$66,753.00**	**$ -34,289.51**	**48.63 %**
64500-000 Education & Outreach									$0.00	$0.00	$0.00	0.00%
64501-000 Field Meetings, Seminars & Workshops						5,000.00	-5,000.00		$0.00	$5,000.00	$ -5,000.00	0.00%
64502-000 Pine Tree Ranch Field Days					283.25	2,000.00	-1,716.75	14.16 %	$283.25	$2,000.00	$ -1,716.75	14.16 %
64503-000 Grower Outreach					77,896.25	75,000.00	2,896.25	103.86 %	$77,896.25	$75,000.00	$2,896.25	103.86 %
Total 64500-000 Education & Outreach					**78,179.50**	**82,000.00**	**-3,820.50**	**95.34 %**	**$78,179.50**	**$82,000.00**	**$ -3,820.50**	**95.34 %**
64800-000 Other Industry Affairs						0.00	0.00		$0.00	$0.00	$0.00	0.00%
64801-000 Coalition Dues, Sponsorships , Registrations & Rep					37,227.80	37,000.00	227.80	100.62 %	$37,227.80	$37,000.00	$227.80	100.62 %
64801-086 Industry Reports-AVMA					400.00	400.00	0.00	100.00 %	$400.00	$400.00	$0.00	100.00 %
64803-000 Travel Expenses - Industry Affairs					7,010.91	17,600.00	-10,589.09	39.83 %	$7,010.91	$17,600.00	$ -10,589.09	39.83 %
64804-000 Office Expenses - Industry Affairs					1,419.51	2,500.00	-1,080.49	56.78 %	$1,419.51	$2,500.00	$ -1,080.49	56.78 %
64805-000 Committee Meeting Expense					2,774.28	4,000.00	-1,225.72	69.36 %	$2,774.28	$4,000.00	$ -1,225.72	69.36 %
64901-000 Misc IA Exps (Theft Reward)					203.08	500.00	-296.92	40.62 %	$203.08	$500.00	$ -296.92	40.62 %
Total 64800-000 Other Industry Affairs					**49,035.58**	**62,000.00**	**-12,964.42**	**79.09 %**	**$49,035.58**	**$62,000.00**	**$ -12,964.42**	**79.09 %**

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Total 64000-000 Industry Affairs	**0.00**		**0.00**		**1,115,745.67**	**1,186,653.00**	**-70,907.33**	**94.02 %**	**$1,115,745.67**	**$1,186,653.00**	**$ -70,907.33**	**94.02 %**
65000-000 Production Research									$0.00	$0.00	$0.00	0.00%
65100-000 Pest & Disease									$0.00	$0.00	$0.00	0.00%
65133-000 Chemical Synthesis and Field Evaluation of an Enantiopure (+)-Grandisol					197,513.00	197,513.00	0.00	100.00 %	$197,513.00	$197,513.00	$0.00	100.00 %
65135-000 Integrating Chemical and Cultural Practices for Bot Canker Control in Avocado					6,000.00	6,000.00	0.00	100.00 %	$6,000.00	$6,000.00	$0.00	100.00 %
65136-000 Impact of Natural Vegetation on Insect Pollinators in Agroecosystems					3,431.00	3,431.00	0.00	100.00 %	$3,431.00	$3,431.00	$0.00	100.00 %
65137-000 Improve Phytophthora cinnamomi management by monitoring field populations for changes in fungicide s					75,949.00	75,949.00	0.00	100.00 %	$75,949.00	$75,949.00	$0.00	100.00 %
65139-000 Investigating conditional host status of GEM avocado to fruit fly					20,650.00	20,650.00	0.00	100.00 %	$20,650.00	$20,650.00	$0.00	100.00 %
Total 65100-000 Pest & Disease					**303,543.00**	**303,543.00**	**0.00**	**100.00 %**	**$303,543.00**	**$303,543.00**	**$0.00**	**100.00 %**
65200-000 Breeding, Varieties & Genetics									$0.00	$0.00	$0.00	0.00%
65218-000 CAL POLY Continued Research at the San Luis Obispo Rootstock Trial Site (2025-2027)					12,000.00	21,500.00	-9,500.00	55.81 %	$12,000.00	$21,500.00	$ -9,500.00	55.81 %
Total 65200-000 Breeding, Varieties & Genetics					**12,000.00**	**21,500.00**	**-9,500.00**	**55.81 %**	**$12,000.00**	**$21,500.00**	**$ -9,500.00**	**55.81 %**
65300-000 Cultural Management									$0.00	$0.00	$0.00	0.00%
65325-000 Artificial Pollination Research					31,058.00	31,058.00	0.00	100.00 %	$31,058.00	$31,058.00	$0.00	100.00 %
65326-000 Addressing the relationship between soil characteristics and soil salinity in CA avocado groves					755.00	755.00	0.00	100.00 %	$755.00	$755.00	$0.00	100.00 %
65327-000 Creating a Weather Station Network to Guide Irrigation Decision of Avocados					88,375.00	88,375.00	0.00	100.00 %	$88,375.00	$88,375.00	$0.00	100.00 %
65328-000 Assessing irrigation management tools and strategies on avocado fruit quality and yield impacts					43,256.63	75,413.00	-32,156.37	57.36 %	$43,256.63	$75,413.00	$ -32,156.37	57.36 %
Total 65300-000 Cultural Management					**163,444.63**	**195,601.00**	**-32,156.37**	**83.56 %**	**$163,444.63**	**$195,601.00**	**$ -32,156.37**	**83.56 %**
65400-000 Industry Research Support									$0.00	$0.00	$0.00	0.00%
65403-000 FFAR Fellow Sponsor - Landesman					32,500.00	32,500.00	0.00	100.00 %	$32,500.00	$32,500.00	$0.00	100.00 %
Total 65400-000 Industry Research Support					**32,500.00**	**32,500.00**	**0.00**	**100.00 %**	**$32,500.00**	**$32,500.00**	**$0.00**	**100.00 %**
Total 65000-000 Production Research					**511,487.63**	**553,144.00**	**-41,656.37**	**92.47 %**	**$511,487.63**	**$553,144.00**	**$ -41,656.37**	**92.47 %**
66010-000 Grant Programs									$0.00	$0.00	$0.00	0.00%
66015-000 Export Marketing									$0.00	$0.00	$0.00	0.00%
66022-000 USDA Grant - FAS MAP China/North Asia					178,573.38	180,000.00	-1,426.62	99.21 %	$178,573.38	$180,000.00	$ -1,426.62	99.21 %
Total 66015-000 Export Marketing					**178,573.38**	**180,000.00**	**-1,426.62**	**99.21 %**	**$178,573.38**	**$180,000.00**	**$ -1,426.62**	**99.21 %**
66100-000 Unreimbursed Grant Receivables					8,115.42		8,115.42		$8,115.42	$0.00	$8,115.42	0.00%
Total 66010-000 Grant Programs					**186,688.80**	**180,000.00**	**6,688.80**	**103.72 %**	**$186,688.80**	**$180,000.00**	**$6,688.80**	**103.72 %**
70000-000 Operations									$0.00	$0.00	$0.00	0.00%
71100-000 Office Expense									$0.00	$0.00	$0.00	0.00%
71102-000 Rent-CAM, Ins, Prop Tax					1,418.71	4,000.00	-2,581.29	35.47 %	$1,418.71	$4,000.00	$ -2,581.29	35.47 %
71104-000 Rent-Offsite Storage					8,710.00	7,200.00	1,510.00	120.97	$8,710.00	$7,200.00	$1,510.00	120.97

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71111-000 Insurance-Liability					63,456.76	85,000.00	-21,543.24	74.66 %	$63,456.76	$85,000.00	$ -21,543.24	74.66 %
71121-000 Office Expenses - Operations					5,700.35	2,500.00	3,200.35	228.01 %	$5,700.35	$2,500.00	$3,200.35	228.01 %
71122-000 Office Supplies					1,932.81	2,500.00	-567.19	77.31 %	$1,932.81	$2,500.00	$ -567.19	77.31 %
71123-000 Janitorial					489.00	2,050.00	-1,561.00	23.85 %	$489.00	$2,050.00	$ -1,561.00	23.85 %
71131-000 Office Utilities					265.90	0.00	265.90		$265.90	$0.00	$265.90	0.00%
71141-000 Bank & Payroll Fees					32,692.11	53,250.00	-20,557.89	61.39 %	$32,692.11	$53,250.00	$ -20,557.89	61.39 %
71151-000 Equipment Maintenance & Expense					215.54	0.00	215.54		$215.54	$0.00	$215.54	0.00%
71161-000 Telephone					3,242.78	7,000.00	-3,757.22	46.33 %	$3,242.78	$7,000.00	$ -3,757.22	46.33 %
71162-000 Employee Communication Expense					11,100.00	12,000.00	-900.00	92.50 %	$11,100.00	$12,000.00	$ -900.00	92.50 %
71181-000 Postage & Courier Service					394.55	750.00	-355.45	52.61 %	$394.55	$750.00	$ -355.45	52.61 %
Total 71100-000 Office Expense					**129,618.51**	**176,250.00**	**-46,631.49**	**73.54 %**	**$129,618.51**	**$176,250.00**	**$ -46,631.49**	**73.54 %**
71200-000 Professional Fees									$0.00	$0.00	$0.00	0.00%
71201-000 CPA-Financial Audits					42,997.50	43,000.00	-2.50	99.99 %	$42,997.50	$43,000.00	$ -2.50	99.99 %
71203-000 CPA-Assessment Audits						30,000.00	-30,000.00		$0.00	$30,000.00	$ -30,000.00	0.00%
71207-000 CDFA Fiscal and Compliance Audit					10,762.50	11,000.00	-237.50	97.84 %	$10,762.50	$11,000.00	$ -237.50	97.84 %
71211-000 Calif. Department of Food & Ag.-CDFA					79,003.55	62,500.00	16,503.55	126.41 %	$79,003.55	$62,500.00	$16,503.55	126.41 %
71221-000 Dept. of Ag-USDA/AMS					46,604.99	42,000.00	4,604.99	110.96 %	$46,604.99	$42,000.00	$4,604.99	110.96 %
71235-000 Legal-Ballard/Rosenberg-Labor Issues					6,913.00	2,000.00	4,913.00	345.65 %	$6,913.00	$2,000.00	$4,913.00	345.65 %
78301-000 Pension Adm & Legal					25,942.20	22,450.00	3,492.20	115.56 %	$25,942.20	$22,450.00	$3,492.20	115.56 %
Total 71200-000 Professional Fees					**212,223.74**	**212,950.00**	**-726.26**	**99.66 %**	**$212,223.74**	**$212,950.00**	**$ -726.26**	**99.66 %**
71300-000 Personnel Expenses									$0.00	$0.00	$0.00	0.00%
71301-000 Salaries/Wages									$0.00	$0.00	$0.00	0.00%
71302-000 Salaries/Wages - IA & Ops					585,303.25	574,800.00	10,503.25	101.83 %	$585,303.25	$574,800.00	$10,503.25	101.83 %
71303-000 Salaries/Wages - Marketing					65,492.13	76,348.00	-10,855.87	85.78 %	$65,492.13	$76,348.00	$ -10,855.87	85.78 %
Total 71301-000 Salaries/Wages					**650,795.38**	**651,148.00**	**-352.62**	**99.95 %**	**$650,795.38**	**$651,148.00**	**$ -352.62**	**99.95 %**
71311-000 Pension Expense									$0.00	$0.00	$0.00	0.00%
71312-000 Pension Expense - IA & Ops					58,149.49	57,484.00	665.49	101.16 %	$58,149.49	$57,484.00	$665.49	101.16 %
71313-000 Pension Expense - Marketing					5,598.88	7,866.00	-2,267.12	71.18 %	$5,598.88	$7,866.00	$ -2,267.12	71.18 %
Total 71311-000 Pension Expense					**63,748.37**	**65,350.00**	**-1,601.63**	**97.55 %**	**$63,748.37**	**$65,350.00**	**$ -1,601.63**	**97.55 %**
71321-000 Payroll Tax & Work Comp									$0.00	$0.00	$0.00	0.00%
71322-000 Payroll Tax & Work Comp - IA & Ops					41,955.34	41,013.30	942.04	102.30 %	$41,955.34	$41,013.30	$942.04	102.30 %
71323-000 Payroll Tax & Work Comp - Marketing					5,137.23	6,528.30	-1,391.07	78.69 %	$5,137.23	$6,528.30	$ -1,391.07	78.69 %
Total 71321-000 Payroll Tax & Work Comp					**47,092.57**	**47,541.60**	**-449.03**	**99.06 %**	**$47,092.57**	**$47,541.60**	**$ -449.03**	**99.06 %**
71331-000 Benefits									$0.00	$0.00	$0.00	0.00%
71332-000 Benefits - IA & Ops					106,707.74	111,610.00	-4,902.26	95.61 %	$106,707.74	$111,610.00	$ -4,902.26	95.61 %
71333-000 Benefits - Marketing					11,704.02	17,549.00	-5,844.98	66.69 %	$11,704.02	$17,549.00	$ -5,844.98	66.69 %

California Avocado Commission

Budget vs. Actuals: CAC 2025-26 Budget Amendment #2 - FY26 P&L Classes

November 2025 - August 2026

	RESTRICTED				UNRESTRICTED				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 71331-000 Benefits					**118,411.76**	**129,159.00**	**-10,747.24**	**91.68 %**	**$118,411.76**	**$129,159.00**	**$ -10,747.24**	**91.68 %**
Total 71300-000 Personnel Expenses					**880,048.08**	**893,198.60**	**-13,150.52**	**98.53 %**	**$880,048.08**	**$893,198.60**	**$ -13,150.52**	**98.53 %**
71400-000 Commissioner Expenses					-58.74		-58.74		$ -58.74	$0.00	$ -58.74	0.00%
71401-000 District Meetings & Expenses					327.51	0.00	327.51		$327.51	$0.00	$327.51	0.00%
71402-000 Entertainment					1,640.30	2,000.00	-359.70	82.02 %	$1,640.30	$2,000.00	$ -359.70	82.02 %
71403-000 Travel Expenses - Board Members					15,534.35	40,000.00	-24,465.65	38.84 %	$15,534.35	$40,000.00	$ -24,465.65	38.84 %
71404-000 Board Meeting Expenses					22,511.46	34,250.00	-11,738.54	65.73 %	$22,511.46	$34,250.00	$ -11,738.54	65.73 %
71405-000 HAB BOLD Participation					4,558.46	4,000.00	558.46	113.96 %	$4,558.46	$4,000.00	$558.46	113.96 %
71406-000 District Designated Funds					26,832.84	27,000.00	-167.16	99.38 %	$26,832.84	$27,000.00	$ -167.16	99.38 %
Total 71400-000 Commissioner Expenses					**71,346.18**	**107,250.00**	**-35,903.82**	**66.52 %**	**$71,346.18**	**$107,250.00**	**$ -35,903.82**	**66.52 %**
73000-000 Information Technology									$0.00	$0.00	$0.00	0.00%
73001-000 Network Maintenance					25,282.75	25,100.00	182.75	100.73 %	$25,282.75	$25,100.00	$182.75	100.73 %
73002-000 Network Hardware, Software & Licenses					14,685.59	9,996.00	4,689.59	146.91 %	$14,685.59	$9,996.00	$4,689.59	146.91 %
73003-000 IT Support & Consulting					14,856.00	24,150.00	-9,294.00	61.52 %	$14,856.00	$24,150.00	$ -9,294.00	61.52 %
73004-000 Accounting & Assessment System					4,325.12	3,400.00	925.12	127.21 %	$4,325.12	$3,400.00	$925.12	127.21 %
73005-000 IT Services					820.00	3,500.00	-2,680.00	23.43 %	$820.00	$3,500.00	$ -2,680.00	23.43 %
Total 73000-000 Information Technology					**59,969.46**	**66,146.00**	**-6,176.54**	**90.66 %**	**$59,969.46**	**$66,146.00**	**$ -6,176.54**	**90.66 %**
78000-000 Depreciation, Interest & Other Operations									$0.00	$0.00	$0.00	0.00%
78101-000 Travel Expenses - Operations					29,817.82	49,500.00	-19,682.18	60.24 %	$29,817.82	$49,500.00	$ -19,682.18	60.24 %
78401-000 Membership Dues & Registration					299.00	0.00	299.00		$299.00	$0.00	$299.00	0.00%
78501-000 Dues, Education, Training, Recruitment & Other					19,581.15	32,000.00	-12,418.85	61.19 %	$19,581.15	$32,000.00	$ -12,418.85	61.19 %
79001-000 Amortization Expense					30,072.90	30,078.00	-5.10	99.98 %	$30,072.90	$30,078.00	$ -5.10	99.98 %
79100-000 Interest Expense					3,432.05	4,386.00	-953.95	78.25 %	$3,432.05	$4,386.00	$ -953.95	78.25 %
79200-000 Fraud Loss					26,475.00		26,475.00		$26,475.00	$0.00	$26,475.00	0.00%
Total 78000-000 Depreciation, Interest & Other Operations					**109,677.92**	**115,964.00**	**-6,286.08**	**94.58 %**	**$109,677.92**	**$115,964.00**	**$ -6,286.08**	**94.58 %**
Total 70000-000 Operations					**1,462,883.89**	**1,571,758.60**	**-108,874.71**	**93.07 %**	**$1,462,883.89**	**$1,571,758.60**	**$ -108,874.71**	**93.07 %**
Total Expenditures	**$6,133,779.03**	**$6,488,439.18**	**$ -354,660.15**	**94.53 %**	**$4,054,508.16**	**$4,630,525.60**	**$ -576,017.44**	**87.56 %**	**$10,188,287.19**	**$11,118,964.78**	**$ -930,677.59**	**91.63 %**
NET OPERATING REVENUE	**$79,386.50**	**$ -515,672.48**	**$595,058.98**	**-15.39 %**	**$ -589,469.27**	**$ -1,360,892.30**	**$771,423.03**	**43.31 %**	**$ -510,082.77**	**$ -1,876,564.78**	**$1,366,482.01**	**27.18 %**
NET REVENUE	**$79,386.50**	**$ -515,672.48**	**$595,058.98**	**-15.39 %**	**$ -589,469.27**	**$ -1,360,892.30**	**$771,423.03**	**43.31 %**	**$ -510,082.77**	**$ -1,876,564.78**	**$1,366,482.01**	**27.18 %**

BOARD WRITE-UP

ITEM 6.c: CONSIDER APPROVAL OF PROPOSED 2026-27 MEETING SCHEDULE

SUMMARY:

Management has reviewed the business conducted during regularly scheduled board meetings and recommends that the proposed meeting schedule provides adequate time to address business, while also meeting during key times of the fiscal year to review and provide input on marketing activities. On the attached schedule, major items of Board business across the year are included along with the meeting dates.

FISCAL ANALYSIS:

- The 2026-27 Commissioner Expense Budget, approved in October 2026, provides adequate resources for the 2026-27 meetings

BOARD OPTIONS:

- Adopt the meeting schedule as proposed by management
- Modify the meeting schedule

STAFF RECOMMENDATION:

- Staff recommends Board adoption of the proposed meeting schedule

EXHIBITS / ATTACHMENTS:

- Proposed 2026-27 Meeting Schedule

CALIFORNIA AVOCADO COMMISSION
2026-27 MEETING SCHEDULE

NOVEMBER 10, 2026: BOARD MEETING – HILTON GARDEN INN, BURBANK

- Seating of new Board members
- Election of Board officers
- Board Orientation
- HAB HAC & ASA Recommendations

DECEMBER 10, 2026: BOARD MEETING – ZOOM

- Committee appointments

FEBRUARY 18, 2027: BOARD MEETING – UNITED WATER CONSERVATION DISTRICT, OXNARD

- Fill Vacant Seats (if necessary)
- Financial Statement Audit Report
- Approval of Budget Amendment No. 1 (if necessary)
- Approval of CAC as Provider of Avocado Inspection Program Administrative services for the CDFA for the period from July 2027 through June 2028

April 13-15, 2027: CAC ANNUAL MEETINGS

- April 13, 2027 – Fallbrook Public Utility District
- April 14, 2027 – Museum of Ventura County
- April 15, 2027 – SLO Farm Bureau

JUNE 2-3, 2027: BOARD MEETING – SANTA BARBARA/PISMO

- Strategic Planning
- Recommend Members/Alternate for Avocado Inspection Committee appointment
- Review of Corporate Insurance
- 2027-28 Planning & Budget Discussion

AUGUST 5, 2027: BOARD MEETING – HILTON GARDEN INN, TEMCULA

- 2027-28 Financial / Crop Outlook
- Draft of 2027-28 Business Plan Objectives, Strategies and Tentative Budget
- Approval of Tentative 2027-28 Assessment Rate
- Approval of Preliminary 2027-28 Budget

SEPTEMBER 14-16, 2027: FALL DISTRICT GROWER MEETINGS

- September 14, 2027 – Fallbrook Public Utility District
- September 15, 2027 – Museum of Ventura County
- September 16, 2027– SLO Farm Bureau

OCTOBER 7, 2027: BOARD MEETING – HILTON GARDEN INN, BURBANK

- Approval of CPA Letter of Engagement
- Approval of 2027-28 Business Plan and Budget
- Approval of 2027-28 Assessment Rate
- President's Performance Review

BOARD WRITE-UP

ITEM 6.d: Consider approval of Food Safety Manual, Version 6.0 (Complies with PrimusGFS V4.0)

ITEM 6.e: Consider approval of Good Harvesting Practices Manual, Version 2.0 (Complies with PrimusGFS V4.0)

SUMMARY:

In 2011 CAC developed a Food Safety Manual and launched a food safety program for growers. The impetus for this effort was to assist California avocado growers in preparation for the pending Food Safety Modernization Act's (FSMA) requirements and in response to increasing buyer requests for food safety certified fruit.

The first CAC Food Safety Manual primarily supported a grower's conformance to the United States Department of Agriculture's GAP audit, and in 2014, due to changing buyer requirements, CAC modified the Food Safety Manual to V2.0 to prepare growers for certification through a Primus Ranch audit. In 2016, based on input from buyers and industry members, the decision was made to modify the CAC Food Safety Manual to support the Global Food Safety Initiative (GFSI) standard. The CAC Food Safety Manual V3.0, approved by the CAC Board in November 2016, was aligned with the PrimusGFS audit (Complies with PrimusGFS V2.1-2). In 2019 and 2022 the CAC Board approved updates to the CAC Food Safety Manual (Version 4.0 and Version 5.0) to align with changes in the Primus GFSI audit. In addition, in 2016 CAC developed the first version of a Good Harvesting Practices Manual which complied with Primus GFS audit standards.

Currently most California avocado growers pursuing food safety certification do so through Primus. Updates have been incorporated into the CAC Food Safety Manual Version 6.0 and CAC Good Harvesting Manual Version 2.0 to address changes to the Primus GFS V4.0 audit. These updated manuals best serve California's avocado farmers seeking Primus GFS V4.0 certification.

The draft CAC Food Safety Manual, Version 6.0 and Good Harvesting Practices Manual, Version 2.0 are attached for CAC Board consideration and approval.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Approve the Food Safety Manual Version 6.0 and Good Harvesting Practices Manual, Version 2.0
- Modify the Food Safety Manual, Version 6.0 and Good Harvesting Practices Manual, Version 2.0
- Take no action

STAFF RECOMMENDATION:

- Staff recommends Board approval of the Food Safety Manual Version 6.0 and Good Harvesting Practices Manual, Version 2.0

EXHIBITS / ATTACHMENTS:

- Food Safety Manual Version 6.0
- Good Harvesting Practices Manual, Version 2.0

CALIFORNIA AVOCADO COMMISSION
FOOD SAFETY MANUAL
VERSION 6.0

(Complies with PrimusGFS V4.0)

Revised July 24, 2026

Please note: This Manual is an advisory document. Growers are not mandated to comply with every requirement in this document. Rather, the various policies, mitigation/corrective-action measures and documentation listed in this Manual serve as a suite of implementation options for growers in response to food-safety risks. They may not prove applicable to all operations.

Approved by CAC Board XXXXXXXXXX**

Disclaimer and Limitation of Liability

This manual provides voluntary, recommended Good Agricultural Practices (GAPs) and Good Harvesting Practices (GHPs) relating to the production and handling of California avocados. It represents the current thinking of the California Avocado Commission (Commission). It does not create or confer any rights for or on any person. This document is to provide currently available information on production and handling practices that are consistent with existing applicable regulations, standards and guidelines. The Commission, including its directors, officers, employees and members, does not assume any responsibility for your individual responsibility to comply with applicable laws and regulations.

These voluntary, recommended practices were not designed to apply to any specific operation. Conditions at individual farms and handling operations may differ. Consequently, it is the responsibility of the owner/operator of the farm or packinghouse to determine the specific GAPs and/or GHPs applicable to their operation. It is recommended that such owner/operator consult with their own legal and technical advisors to be sure that their own practices meet all applicable requirements for their operation. Moreover, it is likely that a grower or harvest contractor who uses these GAPs and GHPs will have to take additional steps to protect the product from contamination. THE INFORMATION PROVIDED HEREIN IS OFFERED IN GOOD FAITH AND BELIEVED TO BE RELIABLE. HOWEVER, THE INFORMATION IS PROVIDED WITHOUT WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. FURTHER, THE COMMISSION, INCLUDING ITS DIRECTORS, OFFICERS, EMPLOYEES AND MEMBERS, DOES NOT MAKE ANY WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE ACCURACY, COMPLETENESS, OR UTILITY OF THE INFORMATION HEREIN. ADDITIONALLY, THE COMMISSION DOES NOT ASSUME ANY LIABILITY OR RESPONSIBILITY OF ANY KIND WHATSOEVER RESULTING FROM THE USE OR RELIANCE UPON ANY INFORMATION, MATERIAL OR PRACTICE CONTAINED HEREIN, INCLUDING, BUT NOT LIMITED TO, ANY CLAIMS FOR ANY DAMAGES, LOSS OR INJURY.

CONTENTS / DOCUMENT CONTROL REGISTER

California Avocado Commission Food Safety Manual, Version 6.0

Document #	Date Created	Date Revised	Document Title
Management System			
01	2/21/19	7/24/26	Ranch Information, Food Safety Policy, and Coordinator Information
02	7/24/26		Food Safety Culture Assessment Plan
03	2/21/19	7/24/26	Organizational Structure
04	2/21/19	7/24/26	Food Safety Committee and Management Verification
05	2/21/19	5/19/22	Food Safety Committee Log
06	2/21/19	7/24/26	Management Verification Review Food Safety & Culture Analysis
07	2/21/19	5/19/22	Training Management System
08	2/21/19	1/1/22	Documents and Records
09	2/21/19	1/1/22	Preventive and Corrective Action Procedure
09A	2/21/19	1/1/22	Notice of Unusual Occurrence and Corrective Action (NUOCA)
10	1/1/22		Employee Non-Conformance Form
11	2/21/19	5/19/22	Internal and External Inspections
12	2/21/19		Product Rejection and Release
13	2/21/19		Product Rejection and Release Form
14	2/21/19	3/14/19	Supplier Control
15	2/21/19	5/19/22	Approved Supplier List and Emergency Supplier List
16	2/21/19		Supplier Control Verification Log
17	2/21/19	1/1/22	Traceability
18	2/21/19		Mock Recall
19	2/21/19	1/1/22	Food Fraud Vulnerability Assessment
20	2/21/19	7/24/26	Food Defense Vulnerability Assessment
21	7/24/26		Crisis Management Plan
21A	7/24/26		Crisis Management Form
22	2/21/19		Visitor/Contractor Log
23	2/21/19	7/24/26	Emergency Contacts
24	2/21/19		Soils and Land Use
Field Sanitation			
25	2/21/19		Animals, Wildlife and Livestock
26	2/21/19	7/24/26	Perimeter and Water Source Monitoring Log
Agricultural Inputs			
27	2/21/19		Fertilizer and Crop Nutrition
28	2/21/19		Fertilizer Application Log
29	2/21/19	5/19/22	Water Usage
30	1/1/22	7/24/26	Crop Protection
30A	1/1/22		Sprayer Calibration Log
31	2/21/19		Chemical Inventory Log
Worker Health & Hygiene			
32	2/21/19	1/1/22	Bleeding/Bodily Fluids and In-Field Illness

CONTENTS / DOCUMENT CONTROL REGISTER

33	2/21/19	1/1/22	Worker Health and Hygiene
34	7/24/26		Allergen Control
35	2/21/19		Toilet and Hand Washing Facilities
36	2/21/19		Hand Washing Sign
37	2/21/19		Toilet and Hand Washing Station Maintenance Log
Food Safety & Security Training			
38	2/21/19	7/24/26	Food Safety and Security Training Outline
39	2/21/19		Food Borne Illness Training for Supervisors
40	2/21/19		Worker Health/Hygiene, Food Safety and Security Training Log
Audit Checklists			
41	2/21/19	7/24/26	Pre-Season Self-Assessment Checklist
42	2/21/19	7/24/26	Field Risk Assessment

MANAGEMENT SYSTEM

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Ranch Information, Food Safety Policy and Food Safety Coordinator Information

Ranch Information

Ranch Name: _____

Physical Address: _____

City: _____

State: _____

Country: _____

APN/GPS/Latitude-Longitude: _____

Commodities: _____

Number of planted acres for each commodity: _____

Total planted acres: _____

Ranch Map

An aerial image/map or hand drawn map must be available that shows the following: Location of permanent water fixtures (wells, reservoirs, ponds), flow of the water system, holding tanks, septic systems, buildings, the crops grown in each production area and the water sources that serve them, adjacent land use, and any other notable risk factors.

Food Safety Coordinator

The Food Safety Coordinator is responsible for implementing and overseeing the company's food safety program. The Food Safety Coordinator is also responsible for ensuring that the company's food safety program, review, feedback, and culture is being followed by all workers and visitors to the ranch.

Food Safety Coordinator: _____

Phone Number: _____

Alternate Food Safety Coordinator: _____

Alternate Food Safety Coordinator Phone Number: _____

****This Food Safety Policy must be posted in a public area****

Food Safety Policy

_____is committed to promoting an active and committed culture of food safety by providing a safe product to our end users and achieving continuous improvement in our growing operations. In order to accomplish this we follow food safety laws/regulations, adhere to industry food safety best practices and fulfill customer requirements.

Management is committed to providing the resources necessary to implement, maintain and improve our food safety program. Examples of these resources include worker training, equipment, supplies, and testing services. Management is committed to continued improvement of food safety culture objectives which are measured and verified by training, communicating organizational chart, feedback to management and performance measurements related to food safety.

Employees should be able to recognize food safety and/or hygiene issues with co-workers and visitors and/or correct problems and report problems to the supervisor.

The integrity of our food safety program is sustained through internal and external processes. Independent third-party audits are conducted to ensure that we are meeting or exceeding all Global Food Safety Initiative (GFSI) and Food Safety Modernization Act (FSMA) standards.

Póliza de Inocuidad Alimentaria

_____ se compromete a proporcionar un producto seguro a nuestros usuarios finales y lograr una mejora continua en nuestras operaciones del campo. Para lograr esto, seguimos las leyes/reglamentos de seguridad alimentaria, nos adherimos a las mejores prácticas de seguridad alimentaria de la industria y cumplimos con los requisitos del cliente.

La Gerencia se compromete a proporcionar los recursos necesarios para implementar, mantener y mejorar nuestro programa de inocuidad alimentaria. Algunos ejemplos de estos recursos son la capacitación de los trabajadores, el equipo, los suministros y los servicios de pruebas.

Los empleados deben ser capaces de reconocer los problemas de seguridad alimentaria y / o higiene con los compañeros de trabajo y visitantes y / o corregir problemas e informar problemas al supervisor.

La integridad de nuestro programa de inocuidad alimentaria se mantiene a través de procesos internos y externos. Se llevan a cabo auditorías independientes de terceros para garantizar que estamos cumpliendo o excediendo todas las normas de la Iniciativa Mundial de Inocuidad Alimentaria (GFSI) y la Ley de Modernización de la Inocuidad Alimentaria (FSMA).

Date: _____ Date Reviewed: _____
Name: _____ Title: _____
Signature: _____

Food Safety Culture Assessment Plan

Purpose:

The food safety culture assessment plan identifies areas for improvement and ensures growers, ranch supervisors, and field employees demonstrate consistent food safety behaviors through effective communication, training, employee feedback, and performance measurement.

Policies:

1. All personnel must follow food safety practices that protect produce from contamination during growing, harvesting, and handling by actively promoting food safety culture through communication, visible leadership, and reinforcement of proper hygiene and field practices.
2. Management must evaluate, address, and enhance the operation's food safety culture with feedback from workers in a timely manner.
3. Food safety culture assessments will be conducted annually through the Management Verification Review and Food Safety Resource & Culture Analysis and feedback will be reviewed with the Food Safety Committee quarterly in the Food Safety Committee Log.
4. Employee feedback is encouraged and will be used to improve field food safety practices.
5. Training is required for all employees at onboarding and at least annually thereafter.
6. Food safety culture expectations apply to all contractors, seasonal workers, and visitors entering production areas.

Procedures:

Feedback from Employees

1. Feedback is collected through:
    a. Verbal feedback during tailgate/training meetings
    b. Supervisor and management open-door policy
    c. Incident reporting
2. Feedback is reviewed by the Food Safety Committee at the following quarterly meeting.
3. Improvements are communicated back to employees during the following tailgate meetings.

Performance Measurement

1. Food safety culture feedback is collected, reviewed and recorded quarterly through the Food Safety Committee Log.
2. Feedback is shared by the committee members collected from their employees throughout the quarter, or additional attendees may give feedback during the Committee Meeting.
3. Food safety culture is assessed annually with the Food Safety Committee through the Management Verification Review and Food Safety Resource & Culture Analysis
4. Findings and enhancements through quarterly and/or annual review must be addressed to all personnel (training, tailgate, or incident report).

Records:

1. Management Verification Review and Food Safety Resource & Culture Analysis
2. Food Safety Committee Log
3. Worker Health/Hygiene, Food Safety and Security Training Log

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Organizational Structure

Date: _____

(Add or remove individuals to fit your organizational structure – Include all workers who have food safety related activities. One individual may cover multiple positions)

Title: _____ (i.e. Owner / Grower)

Name: _____ Alternate: _____

Title: _____ (i.e. Food Safety Coordinator)

Name: _____ Alternate: _____

Title: _____ (i.e. Manager / Foreman)

Name: _____ Alternate: _____

Title _____ (i.e. Worker)

Name: _____ Alternate: _____

Title _____ (i.e. Worker)

Name: _____ Alternate: _____

Title _____ (i.e. Worker)

Name: _____ Alternate: _____

Responsibilities of the food safety team members:

Owner / Grower / Manager / Food Safety Coordinator

- Oversees food safety and security. Responsible for food safety and security.
- Responsible for food safety paperwork upkeep and retention.
- Ensures key absences are covered.
- Performs quarterly trainings on food safety/security policies as well as pesticides, if applicable.
- Monitors fertilizer, pesticides, herbicides. Ensures they are properly reported and recorded.
- Directs and oversees pest control recommendations.
- Verifies that growing area is clean and free of contamination.
- Where applicable, verifies fencing is maintained as to not become a food safety or security issue.
- Supervises any subcontractors/harvest crews.
- Oversees the irrigation.
- Ensures suppliers have up-to-date licenses and insurance, and letters of guarantee where applicable.
- Ensures water meets appropriate microbial standards, testing is conducted at required frequencies, and corrective actions are performed where necessary.
- Oversees all farming and harvesting activities, ensures employees are following proper good agricultural/harvesting practices.

Irrigator
- Turns on/off water at proper intervals.
- Inspects irrigation lines for breaks and performs repairs where necessary.
- Adheres to all good agricultural practices.
- Reports any food safety/security hazards.
- Follows all food safety/ security policies and procedures.

Weed Sprayer
- Sprays pre-emergent, when required.
- Spot sprays weeds, when necessary.
- Follows crop protection labels.
- Adheres to all good agricultural practices.
- Reports any food safety/security hazards.
- Follows all food safety/security policies and procedures.

Pickers
- Picks avocados.
- Trained in good harvesting practices (GHPs) by food safety coordinator, ranch manager, or employer if employed by a contracted labor crew.
- Adheres to all GHPs.
- Follows all food safety/security and ranch safety/security policies and procedures.

Pruners
- Prunes trees.
- Trained in good harvesting practices (GPHs) by food safety coordinator, ranch manager, or employer if employed by contracted labor crew.
- Adheres to all GHPs.
- Follows all food safety/security and ranch safety/security policies and procedures.

Other Worker

_____

_____

_____

_____

_____

Food Safety Committee and Management Verification

Purpose:

To review food safety systems and ensure the suitability, adequacy and effectiveness of the food safety culture, procedures and policies in place.

Frequency:

Management verification meetings must be conducted on an annual basis.

Food Safety Committee meetings must be conducted quarterly.

Procedure:

1. Assemble the food safety team.
2. Members include: _____
3. Use Food Safety Committee and Management Verification form as a meeting guide.
4. Topics to be discussed include:
    a. Food Safety
        i. Animal Activity
        ii. Pesticide / Herbicide Applications
        iii. Fertilizer Applications
        iv. Water Testing
        v. Worker Training
        vi. Culture Feedback / Other
    b. Management Review
        i. Internal and External Audits
        ii. Incidents (Unusual Occurrences, Water Testing Results, Food Defense, Food Fraud, Recalls and Complaints/Feedback from customer and/or worker.)
        iii. Organizational Structure
        iv. Changes in Procedures
        v. Approved Supplier Program
        vi. Resource Analysis
5. Follow up action items as necessary.
6. Missing members must be indicated on the Food Safety Committee Log. Other attendees present must be indicated on the Food Safety Committee Log.
7. Workers are trained to present feedback and complaints at these meetings or directly to their manager assembled on the committee to discuss.
8. Resources must be made available to comply with necessary food safety regulations and policies.

Records:

1. Food Safety Committee and Management Verification Logs

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Food Safety Committee Log

To Be Completed Quarterly

Date: _____

Time: _____

Ranch: _____

I. Animal Activity

1) Describe any significant animal activity that has taken place in the past three months and any corrective/preventive actions that may be needed. _____
_____

II. Pesticide / Herbicide Application

1) Which pesticides and/or herbicides were applied in the past three months?
_____

2) Who applied them? _____

3) Are records available and included in the Food Safety binder? **YES** | **NO**
   a) If no, find / print records and place them in Food Safety binder.

4) Were proper pre-harvest intervals followed? **YES** | **NO**
   a) If no, contact your packer.

IV. Fertilizer Application

1) Which fertilizers have been applied in the past three months?
_____

2) Are records available and included in the Food Safety binder? **YES** | **NO**
   a) If no, find / print records and place them in Food Safety binder.

V. Water Testing

1) When was the last water test conducted for irrigation water? _____

2) When was the last water test conducted for hand wash water? _____

3) Are water testing records current and included in the Food Safety binder? **YES** | **NO**
   a) Water sources should be tested at least once a year for wells, district or municipal water and quarterly for reservoirs/non-flowing open water source. Water sources for hand wash water should also be tested at least once a year. However, depending on your own risk assessment/analysis, or in particular circumstances, you may have to test water sources more frequently.
   b) If no, contact lab representative to schedule water test.

VI. Worker Training

1) When was the last pesticide training? _____

2) When was the last food safety hygiene training?_____
*Pesticide training should take place at least once a year and food safety training should take place every three months.

Other Topics/Feedback:_____

List of Members and Attendees

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

Management Verification Review and Food Safety Resource & Culture

Document #6 (Revised 7/24/2026)

Analysis

Complete At Least Annually

A food safety resource analysis is conducted on an annual basis to ensure that adequate resources are available to implement and improve food safety management system processes. Culture feedback is reviewed as submitted through the Food Safety Committee Logs. Management is committed to providing these resources in a timely manner.

Area:	Review:	Verification Frequency:	Analysis:	Comments:
Internal Audits	Internal full scope audits are done once a year using the current version of the Primus GFS check list.	Annually	We have not detected the need of doing these audits more frequently. All observations made during audits are reviewed with the Food Safety Committee. Corrective actions are implemented accordantly. Food Safety Committee provides the resources for these activities to take place and to make corrective actions if needed.	
External Audits (2nd and 3rd Party and regulatory inspections)	3rd Party audits will be done annually.	Annually	All observations made during audits are reviewed with Food Safety Committee. Corrective actions are implemented accordingly. Food Safety Committee provides the resources for these activities to take place and to make corrective actions if needed.	
Analysis of feedback/ Complaints and Recall Team (Complaints/ feedback from customers and workers)	Shippers receive the customer complaints directly. Recalls are handled by shipper. Feedback from workers at the committee meetings are reviewed quarterly.	Annually for customer complaints Quarterly for worker culture feedback and improvement Recall program every six months	Shipper handles all customer complaints and recall program. Management actively evaluates and enhances the operation's food safety culture (if any feedback) during quarterly committee meetings to promote positive behaviors around food safety. Corrective actions are implemented accordantly and provided resources if needed.	

Item 6.de-19

Area:	Review:	Verification Frequency:	Analysis:	Comments:
Review of Incidents (NUOCA, foreign material issues, pest control, water testing results, food defense food fraud, allergens)	Review of incidents will be taken place at least annually.	Annually, or as needed per operation	Any incidents will be reviewed by the Food Safety Committee. Food Safety Committee provides the resources for these incidents to be resolved in a timely manner. All incidents along with corrective actions will be documented using the NUOCA log.	
Company's Objectives	Company Objective: To be in compliance with Produce Safety Rule and to keep satisfactory certification with current PrimusGFS version.	Annually	Company provides all necessary resources to meet the company's objectives set at the beginning of each year.	
Organizational Structure	Organizational chart reviewed annually. Employees as described in the Organizational Chart are crossed trained to alternate with other employees within the organization in the event of an absence.	Annually	Current organizational chart includes all the employees that have food safety responsibilities. Updates to the chart will be done when needed. The staff working is sufficient to cover all positions within the organization.	
SOP's	SOP's were reviewed to comply with current Primus GFS Version. All documents are created and approved by California Avocado Commission.	Annually	Changes to the SOP's will be done if needed.	

Item 6.de-20

Area:	Review:	Verification Frequency:	Analysis:	Comments:
Food Safety Training	Food Safety training is done quarterly for growing operations. Food safety training matrix was created to keep track of trained topics and training dates.	Quarterly	Employees are required to attend food safety training on a quarterly basis. Training materials will be provided to the employees if the training requires it.	
Equipment	First aid kits, Personal Protective Equipment.	Annually as a minimum and as needed.	The equipment provided to the employees to perform their activities is sufficient.	
Job Roles and Descriptions	Job roles and descriptions are part of the Organizational chart, however, the job roles and descriptions are not published but they are available to workers upon request.	Annually	Job descriptions are given to the employees during the hiring process. We have not detected the need of making them public. A copy of the job descriptions will be provided to the employees upon request.	
Approved Supplier/Service Provider Program	Approved suppliers program will be reviewed annually to ensure compliance.	Annually	Letter of guarantee are kept on file and reviewed annually.	
Food Safety Committee	Food Safety Committee will review and provide all resources needed to improve the Food Safety program and culture feedback.	Annually and as needed.	Food Safety Committee is committed to Food Safety and they are always looking for ways to improve the Food Safety Program & Culture. Food Safety Committee reviews and approves all changes and improvement made to the program; they are continually attending Food Safety trainings. Food Safety Committee is involved in the operation from the growing stages of the crop to the release of crop to the shippers.	

List of Members and Attendees

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

Item 6.de-22

Training Management System

Purpose:

To ensure employees receive proper training related to food safety as it applies to their job role.

Records:

Produce Safety Alliance (PSA) Training Certificate
Animal Intrusion, Food Safety and Security and Culture, Worker Health and Hygiene Training Logs
Bleeding/Bodily Fluids and In-Field Illness, and Internal and External Inspections Training Logs
Crop Protection-Pesticide Training Logs / Private Applicator License, etc.

Instructions: Fill in the names of applicable employees below and the most recent dates of their trainings completed.

Training Management System- Matrix									
Frequency		**One Time**	**Annually**	**Annually**	**Annually**	**Annually**	**Annually**	**Annually**	**Annually**
Name	**Position**	**Produce Safety Alliance Grower Training**	**Animal Intrusion** ***DOC # 23***	**Food Safety and Security & Culture** ***DOC # 2, 35***	**Worker Health and Hygiene** ***DOC # 31***	**Bleeding/ Bodily Fluids and In- Field Illness** ***DOC # 30***	**Internal and External Inspections** ***DOC # 10***	**Crop Protections- Pesticides**	**Private Application License**
	Qualified Individual								
	Food Safety Coordinator								
	Manager/ Foreman								
	Worker								
	Worker								
	Worker								
	Worker								
	Worker								
	Pesticide Applicator								

Item 6.de-23

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Purpose:

To outline the creation and control of both paper and electronic documents and records related to food safety so there is consistency among procedures and records.

Policies:

Record Retention:

1. All food safety records must be retained for a minimum of two years.
2. Records required for organic certification must be retained for five years.
3. Any records required by law to be kept longer than two years should be kept the legally mandated period of time.
4. Documents and records must be securely stored.

Record Completion:

1. Records must be completed in permanent ink. Do not use pencil, erasable ink or correction fluid.
    a. If corrections are made, they must be crossed out and initialed by the person making the change, so the original information is still legible.
2. Records and water test results must be completed in their entirety and signed off within 7 days.
3. All food safety records, and test results must be reviewed during the quarterly Food Safety Committee Meeting. The signature of the Food Safety Coordinator signifies that all documentation has been reviewed. If issues are found, corrective actions must be documented.
    a. Records include, but are not limited to: Water testing results, food safety training records, perimeter and water source monitoring logs, pesticide application records, fertilizer logs, etc.

Procedures:

Creation of Standard Operating Procedures:

1. All documents are created and approved by the California Avocado Commission.
    a. If necessary, growers can adjust policies to fit their specific growing operation.
2. All documents are part of the Food Safety Manual.
    a. The table of contents lists all the documents included in the Food Safety Manual.
3. When a new document is created it is added to the Food Safety Manual and the Table of Contents/Document Control Register is revised to reflect the addition.

Format:

1. Each document should contain the following. If any are not applicable, they may be omitted:
    a. Document number
    b. Title
    c. Purpose
    d. Policies
    e. Procedures
    f. Corrective actions
    g. Records
    h. Frequency
    i. Position responsible for carrying out task
2. Each page of the manual should contain the revision number and date.

Revision:

1. Documents are to be reviewed annually by the California Avocado Commission to ensure compliance with industry, regulatory and audit standards. Revisions are made when necessary.
2. When changes are made, the revision number on the cover of the Food Safety Manual is updated using the following format:

   Revision X

   Approved by_____on MM/DD/YYYY

3. The Food Safety Coordinator is notified of updates via email, meetings, newsletters, packinghouse, or other forms of communication.

Control:

1. No obsolete documents are to be kept in the Food Safety Manual.
2. It is the responsibility of the Food Safety Coordinator to make sure the most recent version of the Food Safety Manual is being utilized.

Preventive and Corrective Action Procedure

Purpose:

To ensure issues are corrected in a timely fashion and followed up on to ensure actions taken have solved the problem. These records will assist in limiting further reoccurrence, incidents that can lead to a major food safety concern must be corrected immediately.

Procedure:

Step	Action	Preventative Action
1	Identify or Describe the Non-Compliance (Report all incidents to supervisor or management)	Identify the potential noncompliance from: • Audit results • Lack of training • Poor communication • Regulatory requirements
2	Root Cause Investigation	Investigate the potential cause of the noncompliance.
3	Establish Plan of Action	Determine the preventative action needed to eliminate the potential cause of the noncompliance.
4	Implement Corrective and Preventive Action	Apply controls to ensure the preventative action is implemented: • Management review of changes • Personnel training • Documentation of implemented changes
5	Validation	Conduct follow up investigation to ensure actions taken have solved the problem.

Records:

Notice of Unusual Occurrence and Corrective Action (NUOCA) Form
Employee Non-Conformance Form

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NUOCA Form

Date: _____ Time of Occurrence or Observation: _____

Reported by:_____

Issue:

Root Cause:

Corrective Action (CA):

CA Completed (Circle)? Yes No **Date of CA:**

Describe Corrective Action Taken:

Preventative Action (PA):

PA Completed (Circle)? Yes No **Date of PA:**

Describe Preventative Action Taken:

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Employee Non-Conformance Form

Ranch Name/ Company: _____

Date: _____

Employee Name: _____

Supervisor: _____

Employee was found in violation of the following regulation:

_____

_____

_____

Possible Regulation Violations Include:

- Clean clothing, appropriate shoes or PPE not worn
- Eating, drinking, smoking, or chewing tobacco in the orchard
- Urinating or defecating in the orchard
- Unsafe use of equipment

The Supervisor notifies the employee of the violation and explains the reasoning behind the regulation.

Date: _____
1st Warning (Verbal):_____

_____

Date: _____
2nd Warning (Written): _____

_____

Date: _____
3rd Warning (Disciplinary): _____

_____

Supervisor Name: _____

_____ _____
Signature Date

Employee Name: _____

_____ _____
Signature Date

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Internal and External Inspections

Purpose:

To ensure proper implementation of the food safety program and to identify areas for improvement. This policy should be communicated to key personnel.

Policies:

Internal Inspections

1. Food Safety Management System internal audits must be conducted once per year using the current Food Safety Management System PrimusGFS Checklist.
2. Farm internal audits must be conducted once per year using both of the following:
    a. Current Farm PrimusGFS Checklist.
    b. Pre-Season Self-Assessment Checklist just prior to initial harvest.
3. Harvest internal audits must be conducted once per year if harvest activities are under the same organization authority using the following:
    a. Current Harvest PrimusGFS Checklist.
4. A field risk assessment must be conducted or reviewed once per year using the Field Risk Assessment.
5. Internal audits, Pre-Season Self-Assessment Checklist and Field Risk Assessment must contain:
    a. Name of person who conducted the inspection.
    b. Findings.
    c. Corrective actions, including completion date.
6. The internal audit must be conducted by members of the Food Safety Committee or by a packinghouse representative.

External/Regulatory Inspections

1. Meeting place will be identified with the auditor prior to the inspection.
2. All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch.
3. Grower must always accompany any regulatory agency on the ranch who is conducting an inspection.
    a. Regulatory agencies may include: Food and Drug Administration (FDA), United States Department of Agriculture (USDA), health department, state enforcement agencies, etc.
4. Grower must follow up with regulatory agencies after the inspection with the contact details provided by the agency in order to provide corrective actions if needed.
5. Records of regulatory inspections must be filed.
6. Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager.

Records:

1. PrimusGFS Checklist
2. Pre-Season Self-Assessment Checklist
3. Field Risk Assessment

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Product Rejection and Release

Purpose:

To ensure farm inputs do not pose a contamination risk to the growing operation and to prevent the inadvertent use or shipment of raw products that may pose a food safety risk.

Procedure:

On Hold/Rejection:

Farm Inputs (fertilizer, mulch, etc.):

1. Inputs received with damaged packaging or without proper Certificates of Analyses should be put on hold until they can be returned, proper documentation is received, or they are discarded.
2. Inputs placed on hold must be segregated and clearly labeled.
3. A Product Rejection and Release form must be completed for any inputs placed on hold or rejected.
    a. Documentation must include: Date the input was put on hold/rejected, name of person who put it on hold/rejected it, reason it was put on hold/rejected, and any information regarding how it is being segregated from acceptable inputs.
4. Inputs deemed unfit for use must be discarded.

Products (avocados):

1. Product is inspected for food safety defects as it is being harvested.
2. Product that does not meet food safety standards is separated and placed on hold until it is deemed acceptable or discarded.
3. A Product Rejection and Release form must be completed for any products placed on hold or rejected.
    a. Documentation must include: Date product was put on hold/rejected, name of person who put it on hold/rejected it, reason it was put on hold/rejected, and any information regarding how it is being segregated from acceptable product.

Release:

Farm Inputs:

1. Farm inputs may be released when they meet proper specifications.
2. Release must be documented on the Product Rejection and Release form.
    a. Documentation must include product disposition and actions taken on product.

Products:

1. Release of on hold/rejected products:
    a. The owner, manager, or Food Safety Coordinator is authorized to determine the disposition of on hold product.
    b. A Product Rejection and Release form must be filled out for the release of any item placed on hold or rejected, detailing the actions taken.
2. Release of product for shipment or sale:
    a. Product must not be released unless it meets agreed standards or order requirements.
    b. Product must not be released until all food safety evaluations have been completed.
    c. Authorized personnel must sign a release for the product which may include a field ticket, Bill of Lading, or other receipt.
    d. Product is released to the packinghouse once it is picked up from the field and a field ticket is issued.
    e. If fruit is delivered, product is released to the packinghouse once it is received at the facility.

f. If product is returned from the packinghouse to the grower for food safety issues, product must be disposed of and documented on a NUOCA log.

Customer Complaints:

1. Growers do not receive complaints directly from customers. Customer complaints are handled by the packinghouse.
2. Complaints from the packinghouse are recorded on the NUOCA form.
    a. Documentation must include: Date and time of complaint, name of person/entity who made the complaint, contact information, product description, nature of complaint, where the product was purchased, quantity of product, field ticket information, corrective and preventive actions.
3. All relevant parties must be notified of the complaint.

Records:

1. Product Rejection and Release Form
2. Field Ticket
3. NUOCA Form

Product Rejection & Release Form

On Hold/Rejection:

Date: _____ **Time:** _____

Reported By: _____

Reason for product being placed on hold/rejected:

How affected product is being segregated to ensure it is not commingled with other products or goods:

Release of Product:

Date: _____ **Time:** _____

Released By: _____

Disposition of Product:

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Supplier Control

Purpose:

To ensure suppliers of fertilizer, pest control, labor, services, etc. comply with all applicable regulations, food safety procedures and specifications as defined below and are not a potential source of contamination to the growing area.

Policies:

1. Suppliers must be approved before they are used.
2. Only suppliers who meet the specifications defined below should be used.
3. Suppliers who fail to meet Supplier Requirements are not used.

Approvals:

1. Documentation in the form of Letters of Guarantee, licenses, training records, procedures, third party audits, etc. must be obtained from suppliers proving they meet specifications listed under Supplier Requirements.
    a. Letters of Guarantee must be updated yearly, unless they state continuing.
    b. Licenses must be current, not expired.
    c. Where applicable (harvesting), third party audits must have been completed within the year.
    d. Exceptions allowed only in emergency situations. Management may give approval to new suppliers. Suppliers must meet the minimum requirements as specified in Emergency Supplier policy.

Supplier Requirements:

Suppliers who supply the following products or services must meet the following requirements:

Crop Protection

Applications:

1. Crop protection applicators must, at a minimum, comply with the requirements set forth in the Crop Protection Policies and Procedures section of this manual, which include in part:
    a. Applicator must be licensed (qualified applicator) or have training recognized by prevailing national/local standards and guidelines; or applicator must be under the supervision of a person who is licensed (qualified applicator) or has training recognized by prevailing national/local standards and guidelines.
    b. Follow product labels including pre-harvest intervals, dilutions, target organisms, etc.
    c. Water used for mixing must meet water requirements defined in the Water Usage Procedure section of this manual.
    d. Crop protection products must be registered in the country of production for the target crop.

Verification:

1. There must be verification of the duties performed by a licensed applicator conducted at least once per year. This will be verified by the Food Safety Coordinator using the Supplier Control Verification Log (Crop Protection) or the Internal Audit.

Recommendations:

1. Recommendations for the use of crop protection material must be made by a licensed Pest Control Advisor or another person with training recognized by prevailing national/local standards and guidelines.

Fertilizer and Soil Amendments

Fertilizer and soil amendments must, at a minimum, comply with the requirements set forth in the Fertilizer and Crop Nutrition Policies and Procedures section of this manual, which include in part:

Inorganic Fertilizer Usage:

1. Inorganic fertilizers and soil amendments must be free from animal products and/or animal manures and heavy metals.
2. Letter of Guarantee must be available from the supplier of the fertilizer specifying the source of inert ingredients such as substances used as "fillers" (e.g., clay pellets, granular limestone, etc.).
3. Inorganic fertilizers and soil amendments must conform to applicable California regulations.

Organic Fertilizer Usage:

Compost (Animal Derived Materials)

1. Must have a Letter of Guarantee / procedure that product is composted/heat treated and conforms to applicable California regulations.
2. Compost produced from animal derived materials must be incorporated into the soil prior to bud burst for tree crops.
3. A pre-harvest interval of 45 days must be observed for crops using compost derived from animal materials. Fertilizer application records and picking records must be available showing the pre-harvest interval has been observed.
4. Must have a Certificate(s) of Analysis (COA) stating the product is free from pathogens and heavy metals. COA must have a batch number which links to the product used in the growing operations.

Compost teas, fish emulsions, fish meal, blood meal, "biofertilizers"

1. Nonsynthetic crop treatments that contain animal products or manures must not be applied to the edible portion of the crop.
2. A pre-harvest interval of 45 days must be observed for crops using nonsynthetic crop treatments. Fertilizer application records and picking records must be available showing the pre-harvest interval has been observed.
3. Certificate(s) of Analysis detailing microbiological/heavy metal test analyses from the fertilizer supplier must be available.
4. For nonsynthetic crop treatments *that do not contain animal products or manures* (i.e. green waste), Certificate of Analysis or Letter of Guarantee must be available from the supplier stating the materials they are supplying are **free** from animal products and/or animal manures and heavy metals, and that they conform to applicable California regulations.

Labor Contractors

Harvesting:

1. Harvesting contractors must abide by Good Harvesting Practices as defined by the California Avocado Commission's Good Harvesting Practices or equivalent procedures. There must be a signed form stating that the harvest crew is abiding by these practices.

   AND/OR

2. Third party certification/documentation must be available showing harvesting crew is in compliance with Good Harvesting Practices.

Cultural Practices:

1. Workers who come on to the ranch to perform work on the ranch must be trained in food safety and security policies and procedures, which at a minimum, must include the information in the Food Safety and Security Training Outline of this manual. Documentation of compliance must be available.

Verification:

1. There must be verification of the labor contractor's practices at least once during the season. This will be performed by the Food Safety Coordinator using the Supplier Control Verification Log (Labor Contractor) or the Internal Audit.

Toilet/Hand Washing Facilities

Suppliers of toilet and handwashing facilities must, at a minimum, comply with the requirements set forth in the Worker Health and Hygiene Policies and Procedures section of this manual, which include in part:

1. Waste must be disposed of properly.
2. Facilities must be cleaned in an area which will not contaminate the growing area.
3. Procedures must be available for cleaning and restocking.
4. Servicing company must have procedures in place to deal with accidental spills.

Verification:

1. There must be verification that the contracted toilet service is following the service agreement that they provide. This is to be conducted once per year by the Food Safety Coordinator using the Supplier Control Verification Log (Toilet Service) or the Internal Audit.

Laboratory Analysis

1. Laboratories used for water analysis and pesticide residue tests must have ISO 17025 certification or equivalent.
2. Documentation must be obtained from the laboratory showing their certification.

Packinghouse

1. Mock recall from the packinghouse must be available showing packinghouse can effectively trace product one step back and one step forward.
2. Recall program from packing facility must be available.

Water (irrigation, fertigation and chemical applications)

1. Water used for irrigation must meet suitable water quality standards as outlined in the Water Usage Policies and Procedures section of this manual.

Drinking Water

1. Drinking water that is provided to workers must be potable.

Emergency Suppliers:

Emergency suppliers are to be used only when the approved suppliers cannot be used. To be considered an emergency supplier, the service and/or goods must only be used once. After being used once, they must either provide the required documentation to become an approved supplier or be discontinued as a supplier. Below are the **minimum** requirements to be approved as an emergency supplier:

Fertilizer and Soil Amendments:

Inorganic/Synthetic:

Receipt detailing the following information:

1. Material purchased.
2. Quantity purchased.
3. Salesperson/Wholesaler name.
4. If product was applied by the wholesaler.
    a. If product was applied by the wholesaler, include applicator name and information.

Organic:

Receipt detailing the following information:

1. Material purchased.
2. Quantity purchased.
3. Lot number.
4. Pathogen testing information for corresponding lot number.
5. If product was applied by the wholesaler.
    a. If product was applied by the wholesaler, include applicator name and information.

Labor Contractors:

1. Copy of liability insurance.
2. Copy of current business license.
3. Documentation showing compliance that workers have been trained in food safety and security policies and procedures prior to preforming work. Training guidelines are available in the Food Safety and security Training Outline of this manual.

Toilet/Handwashing Facilities:

Receipt detailing the following information:

1. The services that were provided.
2. The person/company who conducted these services.

Crop Protection:

1. Copy of current license(s).

Supplier Monitoring:

1. Suppliers are monitored throughout the year. If a supplier fails to meet specifications and expectations, they will be removed from the Approved Supplier List and no longer used.
2. Suppliers are evaluated during internal audits. Findings are documented on the Internal Audit Checklist.

Records:

1. Letters of Guarantee
2. Supplier Procedures
3. Third Party Audits
4. Product Labels
5. Lab Analysis
6. List of Approved Suppliers
7. Supplier Control Verification Log
8. Internal Audits

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APPROVED SUPPLIER LIST

Date Approved	Company Name	Product/Service	Specs on File? (Y/N)	Date Reviewed

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EMERGENCY SUPPLIER LIST

Date Used	Company Name	Product/Service	Justification	Minimum Requirements Met? (Y/N)	Approved By?

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SUPPLIER CONTROL VERIFICATION LOG

Conducted By: _____

Ranch Name: _____

Crop Protection				
Verification Dates		Question	Y/N	Corrective Action / NUOCA Form Filed?
Date	Date			
		Is the applicator using the proper PPE (if aerial, not applicable)?		
		Did the applicator verify that there were no workers in the grove at the time of application?		
		Did the applicator ensure that they minimized the amount of drift?		
		Are you satisfied with the service and company as a whole?		

Labor Contractor				
Verification Dates		Question	Y/N	Corrective Action / NUOCA Form Filed?
Date	Date			
		Are all of the field workers following the food safety policies?		
		Did the contractor provide toilets for their employees?		
		Are the toilets properly stocked with soap, single-use towels and toilet paper?		
		Are you satisfied with the service and company as a whole?		

Toilet Service				
Verification Dates		Question	Y/N	Corrective Action / NUOCA Form Filed?
Date	Date			
		Is the toilet service company removing the toilet from the grove prior to servicing?		
		Is the toilet service company restocking the toilet as needed?		
		Are you satisfied with the service and company as a whole?		

Signature of Food Safety Coordinator: _____

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Traceability

Policies and Procedures

Purpose:

To ensure harvested produce and agricultural inputs can be traced back to the growing area and to the supplier in the event of a food safety recall.

Policies:

1. Each grove is identified or coded to enable traceability in the event of a recall.
2. Field Receipts containing Grower Name and Number, Date Harvested, Harvest Crew, Variety of Fruit, Number of Bins Harvested, Bin Numbers, and Condition of Fruit are issued by the packinghouse to the grower upon receiving or picking up the fruit from the field.
3. Field Receipts are kept by the grower and the packinghouse.
4. In the event of a recall, the size of the area a grower can trace back to may determine the extent of produce affected. Field Receipts that include field/block names or numbers that are precise enough for growers to trace a delivery back to a lot, section or ranch is strongly encouraged as this will likely limit the overall impact of a recall.
5. Details of traceability coding must be tied to the record keeping system for pesticide, fertilizers and microbiology testing reports.

Procedures:

Grower may conduct their own mock recall or obtain it from the packinghouse.

Mock Recall:

1. Identify how much fruit was picked from the particular area where possible "issues" may have occurred.
2. Locate Field Receipt associated with the potentially "affected" fruit in question.
3. Develop a plan of action to dispose of fruit, for example: Notify the packinghouse of the particular fruit that may have been affected, do not harvest from this particular area until problem is corrected, observe pre-harvest interval, etc.
4. Complete Mock Recall Form.
5. Mock recall must be conducted every six months.

Records:

1. Mock Recall
2. Packinghouse Recall Policy

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Mock Recall

Conducted by: _____

Ranch Name: _____

Date of Recall: _____

Start Time: _____ **End Time:** _____ **Total Time Taken:** _____

Reason for Recall:

Recall Class: (Circle) **I** **II** **III** **IV**

Harvest Date	Field Receipt	Block	Bins Picked	Handler
		Total Harvested:		
		Total Recalled:		
		Total Unaccounted For:		

Notified Harvesters? **Yes** **No**

Notified Handlers? **Yes** **No**

Field Ticket Attached? **Yes** **No**

Packout Attached? **Yes** **No**

Additional Notes (Lessons Learned):

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

Mock Recall Notes:

1) See Traceability Policies and Procedures.
2) Attach copies of records to the mock recall that prove the trace back/trace forward for the given scenario showing information that indicates which packinghouse(s) and/or suppliers are involved (depending on scenario).
3) All key documents used in a mock recall must state, "Mock Recall" on them so that no party ever considers these to be documents for a real recall.
4) DO NOT contact customers or suppliers when carrying out a mock recall.
5) All product affected should be identified and located within 2 hours.

FDA Recall Class Definitions:

- Class I Recall: A situation in which there is a reasonable probability that the use of or exposure to a violative product will cause serious adverse health consequences or death.
- Class II Recall: A situation in which use of or exposure to a violative product may cause temporary or medically reversible adverse health consequences or where the probability of serious adverse health consequences is remote.
- Class III Recall: A situation in which use of or exposure to a violative product is not likely to cause adverse health consequences.
- Market Withdrawal: Occurs when a product has a minor violation that would not be subject to FDA legal action. The firm removes the product from the market or corrects the violation. For example, a product removed from the market due to tampering, without evidence of manufacturing or distribution problems, would be a market withdrawal.

(Source: http://www.fda.gov/Safety/Recalls/ucm165546.htm)

Sample Mock Recall Scenarios:

SAMPLE MOCK RECALL SCENARIO #1:

Packinghouse has contacted us to inform us that Salmonella has been detected through random testing conducted by a customer. Packinghouse is recalling all fruit from this ranch, and has asked that we stop harvesting, identify how many bins were sent to packinghouse and to contact any other packinghouses where product from this ranch may have gone (Class #1 Recall Scenario).

SAMPLE MOCK RECALL SCENARIO #2:

Packinghouse has identified pesticide residues on our product. Results from multiple labs indicate that maximum residue limits (MRLs) have been exceeded on this ranch and product sold must be recalled (Class #1 or #2 Recall Scenario).

Food Fraud Vulnerability Assessment

Where on the farm Food Fraud can occur	Type of Fraud and how it can occur	Are any potential food fraud hazards significant? (yes/no); What is the likelihood and severity that the risk could impact consumer health?	What preventative measures can be applied to prevent food fraud?
Harvest and Transportation	Substitution Product misrepresentation; Switching higher quality product with lesser quality product	Yes- Low Loss of traceability, chain of custody, food safety- possible economic loss	Supply Chain Management/ Working Training Logs/Labor Contractor Letter of Guarantee or GHP Certificates/ Field Ticket/ Packinghouses Traceability Program
Harvest and Transportation	Concealment Product blending; Adding/mixing in lower quality product with higher quality product	Yes- Low Loss of traceability, chain of custody, food safety/ product misrepresentation/ possible economic loss	Supply Chain Management/ Working Training Logs/ Labor Contractor Letter of Guarantee or GHP Certificates/ Field Ticket/ Packinghouses Traceability Program
Sales and Marketing (not within the growers control)	Counterfeiting Selling conventional product as organic to gain access to a better market; product misrepresentation	Yes- Low Loss of traceability, chain of custody, food safety- possible economic manipulation	Quality Control/ Accurate Inventory/Supply Chain Management/ Organic Certificates
Packing, Sales and Marketing (not within the growers control)	Mislabeling Product falsely identified with misinformation including weight, commodity, cultivation method (organic vs. conventional)	Yes – Low Product misrepresentation/ possible economic loss	Approved Supplier List/ Supplier Letters of Guarantee/COAs/Organic Certificates/Pack-Outs/ Visual Inspections
Incoming Goods, Irrigation and Crop Protection	Unapproved Enhancements Enhancement or contaminant added to the irrigation water, incoming goods or by crop protection application	Yes- Low Product contamination, food safety/ product misrepresentation/ adulteration/ possible economic loss	Approved Supplier List/ LOG/ COAs/ PCA or QAL Licenses/ Pesticide Use Reports/ Pesticide Training Records/Chemical Safety
Not within the growers control	Intellectual Property Rights Product misrepresentation, product names, logos, trademarks etc. being used on product and sold by unapproved sellers	Yes- Low Product misrepresentation/ possible economic loss	All exclusive trademarks are owned internationally that represent packinghouses as well as its products and services.
Production/Theft/Diversion Harvest & Transportation, Sales & Marketing (not within the growers control)	Grey Market Selling product off the book/ Product theft	Yes- Low Loss of traceability, chain of custody, food safety/ possible economic loss	Perimeter Monitoring Log/ Visitor Log/ Worker Training Logs/ Internal Audit/ Supply Chain Management

Signature of Food Safety Coordinator: _____ Reviewed on: _____

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Food Defense Vulnerability Assessment

Policies and Procedures

Purpose: To prevent and deter deliberate tampering or adulteration to food items produced on the site.

Category	Risk	Mitigation Strategies	Severity	Likelihood
Site/Building	Access by unauthorized personnel	- Where necessary, entrances to ranch roads are restricted by gates or chains that are kept locked. Measures are taken to avoid vehicle access to the growing area. - No trespassing/restricted entry signs are posted where needed. - Electronics and technology locked with password access.	Medium	Medium
Personnel	Potential intentional adulteration by internal threat	- Personal items are kept away from harvest operations. - Workers are trained on food security and educational materials related to security are made available. -Workers are encouraged to report suspicious activity to their supervisor. Where necessary, appropriate regulatory agencies, such as the sheriff, are notified.	High	Low
Visitors/Contractors	Access by unauthorized personnel	- All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch. - Visitors must be accompanied by the owner/ranch manager/designated worker while on the ranch. - Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager. - All visitors must be documented in the Visitors Log.	Low	Low

Trucks (incoming and outbound)	Access by unauthorized personnel	- All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch. - Visitors must be accompanied by the owner/ranch manager/designated worker while on the ranch. - Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager. - All visitors must be documented in the Visitors Log.	Low	Low
Water Sources	Potential intentional or unintentional tampering by internal or external threat	- Wells and other water sources are designed to prevent tampering. - Water sources are monitored for signs of tampering. Records are documented on the Perimeter and Water Source Monitoring Log. - Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary.	High	Low
Chemicals	Intentional or unintentional tampering of products from either internal or external threat	- All agricultural chemicals are kept in locked storage. - Chemicals and equipment are inspected for signs of tampering prior to use. - Chemicals (fertilizers and pesticides) must be inventoried on a monthly basis.	High	Low
Raw Materials	External threat of receiving contaminated products	- Bulk items delivered to the ranch must be inspected prior to use to ensure there are no signs of tampering.	Medium	Low

Signature of Food Safety Coordinator:_____ Reviewed On:_____

Crisis Management Plan

Policies, Procedures & Form

Purpose:

To establish a documented Crisis Management Plan that prepares growers to respond to disruptive events that may impact the safety of fruit, field operations, workers, or the ability to maintain compliance with food safety requirements. This plan outlines crisis criteria, emergency contacts, monitoring systems, and response actions for known crisis scenarios relevant to California field production.

Policies:

1. The ranch must maintain a written Crisis Management Plan that identifies potential disruptive events and outlines response procedures.
2. A Crisis Management Team (CMT) must be designated and trained annually.
    a. CMT Members: _____
3. The CMT must meet at least once annually to review, test, and verify the plan.
4. The ranch uses monitoring systems to detect early signs of crisis situations through field inspections by weather alerts, perimeter and water source monitoring, worker illness reporting, NUOCAs, equipment maintenance and chemical use logs, communication with neighboring growers, the county ag commissioner and other.
5. All employees must follow instructions issued during a crisis event.
6. Any product affected by a crisis must be evaluated, documented, and dispositioned appropriately if necessary.
7. Crisis events and responses must be documented and retained for a minimum of 2 years.

Crisis Management Team

1. Review, update and record CMT member roles and contacts at least annually.
2. Multiple roles may be filled by the same member.
    a. Team Lead / Incident Commander: _____
    b. Food Safety Lead: _____
    c. Field Operations Lead: _____
    d. Safety Officer: _____
    e. Communications Lead: _____

Emergency Contacts

1. Review, update and record emergency contacts at least annually.
    a. Local Fire Department: _____
    b. Local Sheriff's Office: _____
    c. County Agricultural Commissioner: _____
    d. Water District Contact: _____
    e. Utility Company (Power): _____
    f. Chemical Supplier Emergency: _____

Crisis Criteria

A crisis is any event that disrupts normal field operations or threatens product safety, worker safety, or regulatory compliance. Examples include;

1. Natural Events (Wildfire, earthquake, flooding, mudslides, extreme heat events, severe storms, high winds, drought-related water interruptions)
2. Man-Made Events (Chemical spill (pesticides, fertilizers, fuel), Water contamination (microbial or chemical), Vandalism or tampering, Power outage affecting irrigation or water systems, Equipment failure affecting harvest or sanitation, Labor shortages or emergency evacuations, Computer system failure affecting traceability or records
3. Food Safety-Specific Events (Contamination of fruit due to chemical drift, Contamination from adjacent land use, Illness outbreak among field workers, Discovery of foreign material in harvested fruit, Water source failure or contamination, Excessive animal or human intrusion)

Procedures:

Initial Response

1. Identify the crisis and notify the Crisis Management Team immediately.
2. Team Lead assesses severity and determines to activate the Crisis Management Plan.
3. Secure the affected area and ensure worker safety.
4. Stop harvest or field operations if product safety is at risk.
5. Document the event immediately using the NUOCA form.

Crisis Scenarios & Response Actions

1. Wildfire/Smoke Event
    a. Evacuate workers if fire is within threat distance.
    b. Contact fire authorities for guidance.
    c. Assess orchards for ash, soot, or chemical residues.
    d. Hold product until safety evaluation is complete.
    e. Document acreage affected and fruit disposition.
2. Earthquake
    a. Ensure worker safety and check for injuries.
    b. Inspect irrigation lines, chemical storage, and water sources.
    c. Evaluate fruit safety if trees or equipment were damaged.
    d. Document structural or field damage.
3. Chemical Spill (on-site or drift)
    a. Stop all field activity in affected area.
    b. Contact chemical supplier or emergency response.
    c. Flag and isolate the contaminated area.
    d. Conduct residue testing if required.
    e. Document product disposition.
4. Water Source Failure or Contamination
    a. Stop irrigation or harvest if water safety is compromised.

b. Notify water district and Food Safety Lead.
c. Switch to alternate water source if available.
d. Take necessary lab analysis. Do not use water source until in-spec results.
e. Document corrective actions and water test results.

5. Vandalism/Tampering
    a. Secure the area and notify law enforcement.
    b. Evaluate fruit, equipment, and water systems for contamination.
    c. Hold product until investigation is complete.
    d. Document findings and corrective actions.
    e. Assess food safety security measures and update if applicable.
6. Worker Illness Outbreak
    a. Remove affected workers from field duties.
    b. Increase hygiene monitoring and handwashing compliance.
    c. Evaluate any fruit handled by symptomatic workers.
    d. Document illness reports and corrective actions.
    e. Do not allow workers into the production area until cleared by a doctor.
7. Severe Weather (wind, flooding, heat)
    a. Stop harvest during unsafe conditions.
    b. Inspect fruit for physical damage or contamination.
    c. Document affected acreage and fruit disposition.
    d. Take necessary lab analysis for soil contamination.

Product Evaluation & Disposition

If fruit is affected by a crisis event:

1. Food Safety Lead conducts a risk assessment. Product may be:
    a. Released (safe)
    b. Reworked (if applicable)
    c. Diverted (e.g., animal feed)
    d. Destroyed
2. Document all product disposition stating the Lot/block number, date, crisis type, evaluation results, and final disposition decision.

Records:

1. Crisis Management Form
2. Emergency Contact List
3. NUOCA
4. Risk Assessment
5. Lab Test Results
6. Disposition Verification

Crisis Management Form

Ranch Name: _____ Conducted By: _____

CMT Participants: _____

Date of Occurrence: _____ ☐ **Actual Crisis Event** ☐ **Annual Test Scenario/ Exercise**

Type of Event: ☐ Wildfire ☐ Earthquake ☐ Flood ☐ Severe Weather ☐ Vandalism/Tampering
☐ Water Source Contamination ☐ Chemical Spill/Drift ☐ Worker Illness Outbreak ☐ Equipment Failure
☐ Adjacent Land Impact ☐ Other: _____

Description of Event:

How was the event detected? ☐ Worker Observation ☐ Weather Alert ☐ Water Monitoring Log
☐ Routine Inspection ☐ Neighboring Grower Notification ☐ Other: _____

Immediate Actions Taken:

Impact Assessment

Worker Safety	Field Impact	Product Impact	Product Disposition	Improve / Corrections
☐ None	☐ None	☐ None	☐ Released	
☐ Injury Reported	☐ Field Damage	☐ Potential affect	☐ Reworked	
☐ Evactuation Required	☐ Equipment Damage	☐ Confirmed affected product	☐ Diverted	
			☐ Destroyed	
Details:	Details:	Details:	**Verification**	
			☐ Yes	
			☐ No	

Additional Notes: _____

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

VISITOR/CONTRACTOR LOG

Ranch Name: _____

Food Safety Coordinator Name:_____Phone Number: _____

By signing below, visitor/contractor agrees to follow the operation's good agricultural practices (GAPs), food defense policies and procedures, and personal hygiene and health policies.

Date	Name	Reason for Visit	Time In	Time Out

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EMERGENCY CONTACTS

PLEASE POST

Date Updated/Reviewed: _____

FOR EMERGENCIES CALL 911

San Diego County	San Diego County Sheriff's Department	858-565-5200
	San Diego County Fire Department	858-974-5999
Riverside County	Riverside County Sheriff's Office	951-955-2400
	Riverside County Fire Department	951-940-6900
Orange County	Orange County Sheriff's Department	714-647-7000
	Orange County Fire Department	714-573-6000
Ventura County	Ventura County Sheriff's Department	805-654-9511
	Ventura County Fire Department	805-389-9710
Santa Barbara County	Santa Barbara County Sheriff's Department	805-681-4100
	Santa Barbara County Fire Station	805-681-5515
San Luis Obispo County	San Luis Obispo County Sheriff's Department	805-781-4550
	San Luis Obispo County Fire Department	805-543-4244
Utilities	San Diego Gas and Electric	800-411-7343
	So Cal Gas	800-427-2200
	Southern California Edison	800-655-4555
USDA	General Information	833-ONE-USDA
CDFA	General Information	916-654-0466
FDA	Emergency Reporting	866-300-4374
Other	Department of Pesticide Regulations	916-445-4038
	Center for Disease Control	800-232-4636
	PrimusLabs	805-922-0055
	Chemtrec	800-262-8200

Ranch Contact Information:

Address: _____ Phone: _____

Alternate Phone: _____

Packinghouse Representatives:

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

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Soils and Land Use
Policies and Procedures

Purpose:

To ensure the growing area is suitable for growing and harvesting commodities.

Policies:

A documented risk assessment must be conducted on lands that are a new purchase or lease. The following must be considered: Whether the land was previously used as a toxic waste site, as a landfill, for mining, for the extraction of oil or natural gas, for animal husbandry or if the land had previously flooded.

Prior Land Use:

Current Crop Grown	Previous Land Use/Crop	# of Acres

Ownership Statement:

Regarding property located at_____in the county of_____Parcel #/GPS_____owned by_____and farmed by_____. To the best of my knowledge there has been no previous land use that would render this property unsuitable for agriculture. This property has never been used as a landfill, feedlot, or for industrial purposes that may have created biological or toxic waste, and it has either been fallow or used for production of food crops for the past_____years.

Name: _____

Position: _____

Company: _____

Signature:_____

Date: _____

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FIELD SANITATION

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Animals, Wildlife and Livestock
Policies and Procedures

Purpose:

To ensure **high concentrations** of wildlife or domestic animals do not cause a food safety issue due to significant amounts of uncontrollable animal feces. The application of practices that can enhance food safety and that are also consistent with sustainable conservation are strongly encouraged.

THE FOLLOWING POLICIES AND PROCEDURES SHOULD NOT BE CONSTRUED TO REQUIRE THE HARMING OF ANY WILDLIFE AND/OR DOMESTIC ANIMALS (I.E., TO HARASS, PURSUE, HUNT, SHOOT, WOUND, KILL, TRAP, CAPTURE, OR COLLECT, OR TO ATTEMPT TO ENGAGE IN ANY SUCH CONDUCT).

Policies:

1. Farming operations are **never** going to be able to exclude wildlife and/or domestic animals from entering crop production areas. However, every effort should be made to limit their access to the production areas.
    a. If fecal matter becomes a systematic event, it will result in an automatic failure.
2. Domestic animals and livestock are not allowed in the growing area or the equipment storage area.
3. If adjacent land has domestic animals and/or grazing land, buffer zones should be in place at least 30 feet from the edge of crop.
4. Wildlife and/or domestic animals are restricted from entering crop production areas by a variety of means including, but not limited to the following (check all that apply):

    □ Fencing
    □ Physical Repellents
    □ Scare Balloons
    □ Odoriferous Repellents
    □ Perimeter Monitoring
    □ Berms
    □ Other _____

5. Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.
6. Measures are taken to restrict livestock access to water sources used in crop production. Produce that has come into direct contact with fecal matter is not harvested.
7. A no harvest zone with a radius of approximately five-feet should be implemented around any contamination, unless or until adequate mitigation measures have been implemented.
8. If evidence of fecal matter is found, a food safety assessment should be conducted by a qualified worker.

Procedures:

Perimeter and Water Source Monitoring:

1. Drive or walk around the growing area and water sources looking for the presence or signs of **significant, high concentrations** of wild or domestic animals, animal intrusion, cracked well heads, improper manure storage, trash, excessive plant material, or anything abnormal that may be a food safety or security risk.

2. Where appropriate, corrective measures are taken.
3. Corrective measures may include: Removing animal fecal material, disposing of crop which comes in direct contact with fecal material, repairing fences, removing dead carcasses, picking up trash, looking for signs of trespassing, etc.
4. Observations and corrective measures are logged in the Perimeter and Water Source Monitoring Log.
5. If treatment of a well and/or reservoir is required, document it on the NUOCA form.
6. If evidence of fecal matter is found, a food safety assessment should be conducted by a qualified worker.

PERIMETER AND WATER SOURCE MONITORING LOG

Ranch Name: _____

Conducted By: _____

Year: _____

Purpose: To be aware of animal populations, monitor the security of the ranch, and ensure there are no significant signs of animal intrusion in the production area or water sources that could be a food safety risk.

Frequency: Perimeter and water source monitoring should be conducted on a regular basis throughout the year.

Procedure:

1. Walk or drive the ranch and area surrounding water sources looking for anything abnormal such as broken fences, significant amounts of animal fecal matter, animal carcasses, security breaches, signs of trespassing, etc. that may be a food safety or security risk.
2. Inspect wells/reservoirs/rivers looking for signs of animal intrusion, fecal matter, cracked well heads, improper manure storage, trash, excessive plant material or anything abnormal that may be a food safety or security risk.
3. Fix anything broken or out of place, dispose of animal fecal matter that may be a food safety risk, dispose of animal carcasses, etc.
4. Document findings and corrective measures.

Week Of:

Date	✓
12/31	
1/7	
1/14	
1/21	
1/28	
2/4	
2/11	
2/18	
2/25	
3/4	
3/11	

Date	✓
3/18	
3/25	
4/1	
4/8	
4/15	
4/22	
4/29	
5/6	
5/13	
5/20	
5/27	

Date	✓
6/3	
6/10	
6/17	
6/24	
7/1	
7/8	
7/15	
7/22	
7/29	
8/5	
8/12	

Date	✓
8/19	
8/26	
9/2	
9/9	
9/16	
9/23	
9/30	
10/7	
10/14	
10/21	
10/28	

Date	✓
11/4	
11/11	
11/18	
11/25	
12/2	
12/9	
12/16	
12/23	
12/30	

Date	Findings & Corrective Measures

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AGRICULTURAL INPUTS

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Fertilizer and Crop Nutrition

Policies and Procedures

Purpose:

To ensure fertilizers and soil amendments are not a source of contamination to the crop, growing area or water sources.

Policies:

1. Records must be available for **all** fertilizer/soil amendment applications including:
    a. Date of application
    b. Type of fertilizer
    c. Amount
    d. Method of application
    e. Where it was applied
    f. Operator name
2. Records of fertilizer applications applied by contractors must also be available.
3. Untreated human sewage sludge is banned from use in growing operations.

Procedures:

Inorganic Fertilizer Usage:

1. Letter of Guarantee must be available from the supplier stating inorganic fertilizers and soil amendments are free from animal products and/or animal manures and heavy metals.
2. Letter of Guarantee must be available from the supplier of the fertilizer specifying the source of inert ingredients such as substances used as "fillers" (e.g., clay pellets, granular limestone).
3. Inorganic fertilizers and soil amendments must conform to applicable California regulations.

Organic Fertilizer Usage:

Compost (Animal Derived Materials)

1. Must have a Letter of Guarantee/procedure that product is composted/heat treated and conforms to applicable California regulations.
2. Compost produced from animal derived materials must be incorporated into the soil prior to bud burst for tree crops.
3. A pre-harvest interval of 45 days must be observed for crops using compost derived from animal materials. Fertilizer application records and picking records must be available showing the pre-harvest interval has been observed.
4. Must have a Certificate(s) of Analysis (COA) or letter of guarantee stating the product is free from heavy metals and state any inert or active ingredient substances used as "fillers."
5. Must have Certificate of Analysis (COA) that covers pathogen testing including: *Salmonella spp., Listeria monocytogenes* and *E. coli* O157:H7. COA must have a batch number which links to the product used in the growing operations.

Compost teas, fish emulsions, fish meal, blood meal, "biofertilizers"

1. Nonsynthetic crop treatments that contain animal products or manures must not be applied to the edible portion of the crop.
2. A pre-harvest interval of 45 days must be observed for crops using nonsynthetic crop treatments. Fertilizer application records and picking records must be available showing the pre-harvest interval has been observed.
3. Must have a Certificate(s) of Analysis (COA) or letter of guarantee stating the product is free from heavy metals and state any inert or active ingredient substances used as "fillers."
4. Must have Certificate of Analysis (COA) that covers pathogen testing including: *Salmonella spp., Listeria monocytogenes* and *E. coli* O157:H7. COA must have a batch number which links to the product used in the growing operations.
5. For nonsynthetic crop treatments *that do not contain animal products or manures* (i.e. green waste), Certificate of Analysis or Letter of Guarantee must be available from the supplier stating the materials they are supplying are **free** from animal products and/or animal manures and heavy metals, and that they conform to applicable California regulations.

Storage:

1. Fertilizer and fertilizer containers stored on the ranch must be stored securely to prevent contamination to the growing area or any water sources.

Records:

1. Letter of Guarantee / Certificate of Analyses from fertilizer supplier or manufacturer
2. Fertilizer application records

FERTILIZER APPLICATION LOG

Date of Application	Application Location	Type of Fertilizer (N-P-K)	Amount Used	Method of Application	Applicator Name

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Water Usage

Policies and Procedures

DOES NOT FULLY MEET THE FOOD SAFETY MODERNIZATION ACT REQUIREMENTS

Purpose:

To ensure water used for handwashing, irrigation, chemical applications and/or fertigation does not represent a likely source of biological contamination to fruit intended for human consumption.

Policies:

1. Water used for drinking and hand washing must be from a **POTABLE** water source.

Usage	Allowable Limits
Drinking and Hand Washing	Generic *E. coli* <1 CFU, Total Coliforms <1 CFU
Irrigation/Fertigation/ Foliar Applications	Cannot exceed 126 MPN, Most Probable Number, generic *E. coli* (or Colony Forming Unit, CFU)/100 mL (rolling geometric mean n=5) and <235 MPN generic *E. coli* for any single sample.

2. Water sources must be tested at the required frequency for Total Coliform (TC) and/or generic *E. coli*.

Source	Test	Testing Frequency
Municipal / District	Generic *E. coli*	At least once a year.*
Wells	Generic *E. coli*	At least once a year.*
Portable Hand Wash Water Stations	TC and Generic *E. coli*	At least once a year.*
Ponds	Generic *E. coli*	At least quarterly.*
Reservoirs	Generic *E. coli*	At least quarterly.*
Canals, Rivers, Ditches	Generic *E. coli*	At least quarterly.*

*Depending on your own risk assessment/analysis, or in particular circumstances, you may have to test these water sources more frequently.

3. Laboratory used for performing microbial analysis must be licensed/accredited (e.g. ISO 17025 or equivalent). Documentation must be obtained from laboratory showing compliance.

Procedures:

Municipal/District

1. Test, at a minimum, annually for generic *E. coli*.
2. For municipal or district water contaminated by microorganisms, a possible corrective measure would be to inspect the line, searching for any breaks where contamination may have occurred. If no possible contamination routes are found, notify the municipal or district water company.

3. If the water source cannot be treated or repaired, an alternative water source should be used.
4. Retest water to verify corrective measure has worked. Document corrective measures on the NUOCA form.

Wells

1. Test, at a minimum, annually for generic *E. coli*.
2. For wells contaminated by microorganisms, a possible corrective measure would be shocking the well with chlorine. Document corrective measure on the NUOCA form. For contamination that is caused by a damaged well casing, a possible corrective measure would be to repair the casing. Retest water before use to verify corrective measure has worked.
3. If the water source cannot be treated or repaired, an alternative water source should be used.

Open Water Sources (Pond/Reservoir/Canals/Rivers/Ditches)

1. Test at a minimum quarterly, for generic *E. coli*. However, depending on your own risk assessment/analysis, or in particular circumstances, you may have to test these water sources more frequently.
2. For surface waters contaminated by microorganisms, a possible corrective measure would be shocking the water source with chlorine or filtering the water. Document corrective measure on the NUOCA form.
3. Animals (domestic, livestock or wild) must not have access to open water sources.
4. Surface water must be approximately 100 feet away from untreated manure.
5. If the water source cannot be treated or repaired, an alternative water source should be used.
6. Retest water before use to verify corrective measure has worked.

Reclaimed Water

1. Test at a minimum annually for generic *E. coli*.
2. For reclaimed water from a municipal water company contaminated by microorganisms, a possible corrective measure would be to inspect the line searching for any breaks where contamination may have occurred. If no possible contamination routes are found, notify the municipal company.
3. If the water source cannot be treated or repaired, an alternative water source should be used.
4. Documentation must be available showing the reclamation process is conducted under the direction of a water reclamation management or authority and the frequency of said testing.

Portable Hand Wash Water Stations

1. Test at a minimum annually for total coliforms (TC) and generic *E. coli*. Quarterly for harvest.
2. For portable hand wash stations contaminated by microorganisms, notify the portable toilet company immediately for further guidance.
3. If the water source cannot be treated or repaired, an alternative water source should be used.
4. Retest water to verify corrective measure has worked. Document corrective measures on the NUOCA form.

Water Sampling

1. Sample water source at the appropriate frequencies outlined above.
2. Sampling equipment is supplied by a third-party laboratory.
3. Complete the sample collection form including sample ID information, date, time, chain of custody, etc.
4. Water taps used for sampling should be free of aerators, hose attachments, etc.
5. Samples must be taken as close to the point of use as possible where water

contacts the crop to test both the water source and the water distribution system. For hand wash water, samples should be taken from the hand wash spigot/faucet.

   a. If there are multiple sources for hand wash water, testing should account for each source used.

6. Prior to sample collection, thoroughly flush stagnant water and debris in the sample line for about 2-3 minutes. DO NOT rinse the sample bottle.
7. Fill the sterile sample bottle. Collect at least 100 mL of sample for analysis.
8. Chill sample as soon as possible to between 32– 50 degrees Fahrenheit until ready for immediate shipment.
9. Drop sample off at the lab or pack it for shipping.

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Crop Protection
Policies and Procedures

Purpose:

To ensure personnel applying pre-harvest pesticides, growth regulators, and fertilizers have working knowledge of all applicable federal, state and local laws.

Policies:

Note: *Existing Pesticide Use Reports submitted to the county are sufficient to satisfy this requirement as long as they include all points listed below.*

1. All applicable federal, state and local training and licensing requirements will be met by the persons applying regulated or restricted use materials.
2. Growing operation must follow a pesticide application recording program. Records must include:
    a. Date and time of application
    b. Crop name/commodity
    c. Treated area size and location
    d. Brand/product name,
    e. EPA (or equivalent) registration information
    f. Active ingredient
    g. Amount applied (rate/dosage)
    h. Applicator name
    i. Pre-harvest interval
    j. Restricted entry interval
    k. Type of equipment used
    l. Target pest
3. Information may be recorded on separate documents providing all information is available and consistent.
4. If no restricted use materials are being used, the applicator will hold training documents to prove they have received training on proper usage.
5. Personnel mixing/loading/applying pesticides, growth regulators and fertilizers must have a working knowledge of the materials being applied, the appropriate strength level, and what to do if there is a spill or the strength is improperly mixed.
6. Personnel mixing/loading/applying crop protection materials must be licensed (qualified applicator) or have training recognized by prevailing national/local standards and guidelines; or must be under the supervision of a person who is licensed (qualified applicator) or has training recognized by prevailing national/local standards and guidelines.
7. Safety Data Sheets must be kept on file (electronic or paper) and accessible to workers.
8. Water used for mixing must meet water requirements defined in the Water Usage Policies and Procedures section of this manual.
9. All crop protection materials must be registered in the country of use for the target crop.
10. If product is going to be exported to another country, consideration must be given to ensure crop protection materials are registered for use in the destination country.
11. If exporting product, measures must be taken to comply with the country of destination's expectations regarding crop protection products used and maximum residue level tolerances.

Procedures:

Usage:

1. Crop protection applications are restricted by guidelines established by the label, manufacturer's recommendations and prevailing local/national guidelines.
2. Only properly licensed individuals, or those who have had training recognized by prevailing national/local standards and guidelines, make decisions on crop protection usage.
3. Copies of Qualified Applicators License and/or Pest Control Advisor License/Certificate, or another form of proof of training recognized by prevailing national/local standards and guidelines, must be available for review.
4. Applications are restricted when gusts of wind are excessive.
5. All pre-harvest and re-entry intervals that are stated on the label must be observed.
6. Posting of signs or warnings must take place on the area of treatment following the label and the law.
7. Equipment is examined prior to use to ensure it is in good working order.
8. If crop protection containers are stored on the property, they must be stored in a manner to prevent contamination and disposed of properly.

Mixing:

1. Before handling pesticides, growth regulators or fertilizers, READ THE LABEL.
2. Based on the label recommendations, wear appropriate protective equipment.
3. Inspect application equipment to make sure it is in good working order.
4. Mix product in a place with good lighting and ventilation away from the growing area, food, unprotected people, and water sources so they are not affected.
5. Water used for mixing must meet water requirements defined in the Water Usage Policies and Procedures section of this manual.
6. Measure accurately based on label requirements. Ensure maximum rate is not exceeded.

Rinsing:

1. Adhere to product label and all laws and regulations.
2. Wear all required Personal Protective Equipment.
3. Fill pesticide container ¼ full of water. Close tightly and shake.
4. Pour all rinse water into mix tank.
5. Repeat steps 2 and 3 at least three additional times.
6. Rinsing and cleaning of crop protection equipment must be performed safely and within a distance where land and water sources are not affected.

Surplus:

1. Surplus mix must be applied to a labeled site at labeled rates.
2. Surplus mix must never be dumped, poured on bare ground, or disposed of in waterways, drainage ditches, or septic systems.
3. If no labeled site is available, surplus mix must be held in the tank until the next appropriate application or disposed of according to the product label and local regulations.

Spills:

1. Administer first aid, if appropriate.
2. Wear the appropriate protective clothing and Personal Protective Equipment.
3. Ventilate spill area. Stop the damaged container from leaking.
4. Cover the spill using absorbent material (i.e., soil, kitty litter, commercial products specific for spills, etc.) Do not use sawdust.
5. Clean up the absorbent material by sweeping or shoveling it into a sealable drum or other suitable container.
6. Refer to the product's Safety Data Sheet for decontamination steps or contact the manufacturer.

Storage & Transport:

1. Pesticide containers should be stored securely: Away from other materials, locked, signs posted, away from any water source, off the floor, well-ventilated and inventory kept.
2. Undiluted chemicals are securely and safely transported outside of the passenger cab.
3. Diluted chemicals have spray equipment valves closed during transport.
4. Empty pesticide containers should be kept in a secured storage area until they can be recycled or disposed properly.
5. Containers must be disposed of in accordance with label directions and the law.
6. An inventory must be maintained on a monthly basis. It must contain the following information:
   a. The product or chemical names
   b. Container volumes
   c. Number on hand
   d. Location of containers

Calibration:

1. Read the product label for calibration instructions.
2. Wear appropriate protective equipment.
3. Different types of sprayers will require different calibration techniques. Follow the calibration instructions specific to each type of equipment.
4. Record calibration information for the spray equipment and any measuring device when factors that affect the device's output change, or at least annually.

Records:

1. Pesticide Use Reports
2. Worker Training
3. Current PCA/QAL Licenses
4. PCA recommendations
5. Calibration records for spray equipment and any measuring devices
6. Letters of Guarantee from companies used to apply pesticides
7. Sprayer Calibration Log
8. Chemical Inventory Log

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Sprayer Calibration Log

Frequency: Record calibration information when factors that affect the device's output change, or at least annually.

Date	Equipment Identification	Sprayer Output in Gallons/Acre	Acceptable? Yes/ No	Initials	Corrective Action

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Chemical Inventory Log

Chemical Store Inventory System:

1. Perform a chemical inventory on a monthly basis and record the results below.
2. Note product name, pack size, container volume and where the chemical is stored.
3. Record stock on-hand.
4. Include signature of person performing inventory in "Inventory Performed By" box.

Date		Date		Date	
Product Name/Pack Size/Volume/Location	Stock on Hand	Product Name/Pack Size/Volume/Location	Stock on Hand	Product Name/Pack Size/Volume/Location	Stock on Hand
Inventory Performed By:		Inventory Performed By:		Inventory Performed By:	

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WORKER HEALTH AND HYGIENE

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Bleeding/Bodily Fluids and In-Field Illness

Policies and Procedures

Purpose:

To address the potential contamination issues caused by workers who are bleeding or appear to be injured or ill.

Policies:

Bleeding and Bodily Fluids

1. All incidences of bleeding and vomiting are to be reported to supervisors.
2. All workers must have access to first aid kits with non-expired supplies.
3. Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions or other injuries.
4. Any fruit and packaging materials contaminated with blood and/or bodily fluids must be segregated and disposed of immediately.
5. Tools and/or equipment contaminated with blood must be properly sanitized immediately.
6. Any worker having sores, cuts, boils, lesions, etc. on his/her hands shall have those areas covered with first-aid materials and latex-free disposable gloves.
7. If first aid material and latex-free disposable gloves do not fully cover the wound, the worker is not permitted to engage in working in direct contact with the fruit.

Illness

1. Workers showing symptoms of diarrhea, vomiting or symptoms of other infectious diseases are excluded from work assignments that involve direct contact with fresh produce.

Return to Work

1. Workers may return to their normal duties once they have not experienced diarrhea, vomiting, or other symptoms of infectious diseases for at least 24 hours and have checked in with their supervisor.

Procedures:

Bleeding and Bodily Fluids

1. Notify the appropriate supervisor.
2. Supervisor determines the type of injury and provides appropriate first aid. If appropriate, call 911 and report emergency.
3. Cover wound with appropriate first aid materials.
4. If an injury occurs and fruit or equipment is contaminated, cordon off the immediate area.
5. Inspect the cordoned off area looking for the presence of blood.
6. Discard any fruit that may have become contaminated.
    a. Use latex-free disposable gloves to place contaminated fruit inside disposal container.
    b. Remove gloves and place in disposal container.
    c. Wash hands with soap and water.
7. Sanitize any equipment that may have come in contact with blood.

Sangrado/fluidos corporales y enfermedades en el campo

Políticas y Procedimientos

Propósito:

Para abordar los posibles problemas de contaminación causados por los trabajadores que están sangrando o parecen estar lesionados o enfermos.

Políticas:

Sangrado y fluidos corporales

1. Todas las incidencias de sangrado y vómitos deben ser reportadas a los supervisores.
2. Todos los trabajadores deben tener acceso a botiquines de primeros auxilios con suministros no vencidos.
3. Se instruye a los trabajadores a buscar tratamiento inmediato con suministros limpios de primeros auxilios para cortes, abrasiones u otras lesiones.
4. Cualquier fruta y material de embalaje contaminado con sangre y / o fluidos corporales debe separarse y eliminarse inmediatamente.
5. Las herramientas y/o equipos contaminados con sangre deben desinfectarse adecuadamente de inmediato.
6. Todo trabajador que tenga llagas, cortes, forúnculos, lesiones, etc. en las manos deberá tener esas zonas cubiertas con materiales de primeros auxilios y guantes desechables sin látex.
7. Si el material de primeros auxilios y los guantes desechables sin látex no cubren completamente la herida, el trabajador no puede trabajar en contacto directo con la fruta.

Enfermedad

1. Los trabajadores que presenten síntomas de diarrea, vómitos o síntomas de otras enfermedades infecciosas quedan excluidos de las asignaciones de trabajo que impliquen contacto directo con productos frescos.

Regreso al trabajo

2. Los trabajadores pueden regresar a sus tareas normales una vez que no hayan experimentado diarrea, vómitos u otros síntomas de enfermedades infecciosas durante al menos 24 horas y se hayan registrado con su supervisor.

Procedimientos:

Sangrado y fluidos corporales

1. Notifique al supervisor apropiado.
2. El supervisor determina el tipo de lesión y proporciona los primeros auxilios apropiados. Si es apropiado, llame al 911 y reporte una emergencia.
3. Cubra la herida con materiales de primeros auxilios apropiados.
4. Si se produce una lesión y la fruta o el equipo están contaminados, acordone el área inmediata.
5. Inspeccione el área acordonada en busca de la presencia de sangre.
6. Deseche cualquier fruta que pueda haberse contaminado.
    a. Use guantes desechables sin látex para colocar la fruta contaminada dentro del recipiente de eliminación.
    b. Retire los guantes y colóquelo en el recipiente de eliminación.
    c. Lávese las manos con agua y jabón.
7. Desinfecte cualquier equipo que pueda haber estado en contacto con la sangre.

Worker Health and Hygiene
Policies and Procedures

Purpose:

To address correct worker hygiene practices and reduce the potential for food contamination by a worker or visitor's actions, hygiene, health or habits.

Policies:

1. Potable water is available to all workers to drink and wash hands.
2. Visitors and workers who may come in direct contact with product are required to follow all sanitation and hygiene practices.
3. First aid kits must be available in the event of an injury or emergency.
4. All workers have been trained on proper sanitation and hygiene practices quarterly and are required to follow proper sanitation and hygiene practices. New workers will receive all necessary training prior to working in the grove.
5. Workers must sign documentation that they have been trained on proper sanitation and hygiene practices.
6. Signs are posted in English and Spanish in the vicinity of the toilet facility instructing workers to wash their hands before beginning work or returning to work.
7. Infants and toddler age children are not allowed in the growing and equipment storage areas.

Procedures:

Hygiene

1. Water testing records must be available for drinking water provided to workers showing the water is potable.
2. Workers must wash hands before work, after using the restroom, after breaks, and any other time hands may become contaminated.
3. If gloves are used for food handling (this does **not** include activities such as pruning, irrigating, etc.), they must be intact, clean and in sanitary condition.
4. Eating food, chewing gum, drinking beverages (except bottled water) or using tobacco are restricted to areas outside the production area. Eating and drinking may take place at the edges of the production area, on grove roads, or in areas already harvested in the current harvest cycle.
5. Workers must remove unsecured jewelry and other objects that might fall into the product and cause potential contamination.

Hand Washing

Note: *Hand washing with soap and water is required. Sanitizer use alone is* ***NOT*** *an acceptable practice.*

1. Water testing records must be available showing the water being used for hand washing is potable.
2. All workers must wash their hands with soap and water at the beginning of the workday, after using the toilet, after eating, and after breaks.
    a. Wet hands with potable water; apply soap and work into a lather.
    b. Rub hands together.
    c. Rinse under clean water.
    d. Dry hands with a single-use towel.
    e. Dispose of towel in trash can.

Políticas y procedimientos de salud e higiene de los trabajadores

Propósito:

Abordar las prácticas correctas de higiene de los trabajadores y reducir el potencial de contaminación de los alimentos por las acciones, la higiene, la salud o los hábitos de un trabajador o visitante.

Políticas:

1. El agua potable está disponible para que todos los trabajadores beban y se laven las manos.
2. Los visitantes y trabajadores que puedan entrar en contacto directo con el producto deben seguir todas las prácticas de saneamiento e higiene.
3. Los botiquines de primeros auxilios deben estar disponibles en caso de una lesión o emergencia.
4. Todos los trabajadores han recibido capacitación trimestral sobre prácticas adecuadas de saneamiento e higiene y deben seguir prácticas adecuadas de saneamiento e higiene. Los nuevos trabajadores recibirán toda la capacitación necesaria antes de trabajar en la arboleda.
5. Los trabajadores deben firmar la documentación de que han sido capacitados sobre prácticas adecuadas de saneamiento e higiene.
6. Se colocan letreros en inglés y español en las cercanías de la instalación sanitaria que instruyen a los trabajadores a lavarse las manos antes de comenzar a trabajar o regresar al trabajo.
7. Los bebés y niños pequeños no están permitidos en las áreas de cultivo y almacenamiento de equipos.

Procedimientos:

Higiene

1. Los registros de pruebas de agua deben estar disponibles para el agua potable proporcionada a los trabajadores que demuestren que el agua es potable.
2. Los trabajadores deben lavarse las manos antes del trabajo, después de usar el baño, después de los descansos y en cualquier otro momento en que las manos puedan contaminarse.
3. Si se utilizan guantes para la manipulación de alimentos (esto **no** incluye actividades como podar, regar, etc.), deben estar intactos, limpios y en condiciones sanitarias.
4. Comer alimentos, masticar chicle, beber bebidas (excepto agua embotellada) o usar tabaco están restringidos a áreas fuera del área de producción. Comer y beber puede tener lugar en los bordes del área de producción, en caminos de arboleda o en áreas ya cosechadas en el ciclo de cosecha actual.
5. Los trabajadores deben retirar las joyas no aseguradas y otros objetos que puedan caer en el producto y causar una posible contaminación.

Lavado de manos

Nota: *Se requiere lavarse las manos con agua y jabón. El uso de desinfectante por sí solo* ***NO*** es una *práctica aceptable.*

1. Los registros de pruebas de agua deben estar disponibles que muestren que el agua que se utiliza para lavarse las manos es potable.
2. Todos los trabajadores deben lavarse las manos con agua y jabón al comienzo de la jornada laboral, después de ir al baño, después de comer y después de los descansos.
    a. Manos mojadas con agua potable; aplicar jabón y trabajar en una espuma.
    b. Frotar las manos juntas.
    c. Enjuague con agua limpia.
    d. Séquese las manos con una toalla de un solo uso.
    e. Deseche la toalla en el bote de basura.

Allergen Control
Policies and Procedures

Purpose:

All known allergens are to be eliminated from the growing areas to reduce the potential for contamination of finished product and prevent the potential for allergic reactions. A zero-tolerance policy is the best method to eliminate these risks; however, an Allergen Control Program has been established if it is not possible to eliminate allergens from production and/or adjacent areas.

Policies

1. Food and beverages are not allowed inside the growing area. Drinking water is acceptable.
2. The FDA 'Big 9' allergens are not allowed in the growing area to prevent cross-contamination;
    i. Peanuts
    ii. Tree nuts
    iii. Milk
    iv. Eggs
    v. Fish
    vi. Shellfish
    vii. Wheat
    viii. Soybeans
    ix. Sesame
3. All equipment related to growing, harvesting and processing will not be utilized for any other product other than fruit.
4. Training of the Allergen Program for all employees is conducted at onboarding and at least annually thereafter.
5. Food Safety Coordinators are responsible to approve the program, train workers, and ensure it is being implemented.
6. The allergen policies must be posted in a public area (breakroom, lunch area, office space).
7. All employees are required to wash their hands before and after handling any potential allergens.
8. All contractors and visitors must abide by the Allergen Control Program.

Procedures:

If an employee brings an allergen to work;

1. Allergens are not allowed inside the growing area. Keep personal meals in designated areas.
2. Inform the supervisor of any personal allergies.
3. If a worker brings an allergen as a part of their meal inform surrounding co-workers if they have an allergy to that food.
4. If a coworker has an allergen to the one brought, it is best to remove oneself and continue the break in another designated break area.
5. Wash hands after coming into contact with the allergen and before returning to work.

Políticas y procedimientos de Control de Alérgenos

Propósito:

Todos los alérgenos conocidos deben mantenerse fuera de las áreas de cultivo para reducir el riesgo de contaminación del producto y prevenir posibles reacciones alérgicas. Una política de "tolerancia cero" es el mejor método para eliminar estos riesgos; sin embargo, se ha establecido un Programa de Control de Alérgenos cuando no es posible eliminar los alérgenos de áreas cercanas.

Políticas:

1. No se permiten alimentos ni bebidas dentro del área de cultivo. El agua potable sí es aceptable.
2. No se permiten alérgenos en el área de cultivo para prevenir la contaminación cruzada;
    i. Cacahuates
    ii. Nueces de árbol
    iii. Leche
    iv. Huevos
    v. Pescado
    vi. Mariscos
    vii. Trigo
    viii. Soya
    ix. Ajonjolí (sésamo)
3. Todo el equipo relacionado con el cultivo, cosecha y manejo del producto solo se utilizará para fruta, y no para otros productos.
4. La capacitación del Programa de Alérgenos para todos los empleados se realiza al inicio de empleo y por lo menos una vez al año.
5. Los Coordinadores de Inocuidad Alimentaria son responsables de aprobar el programa, capacitar a los trabajadores y asegurar que se implemente correctamente.
6. Las políticas de alérgenos deben colocarse en un área pública (sala de descanso, comedor, oficina).
7. Todos los empleados deben lavarse las manos antes y después de manejar cualquier posible alérgeno.
8. Todos los contratistas y visitantes deben cumplir con el Programa de Control de Alérgenos.

Procedimientos:

Si un empleado trae un alimento que contiene alérgenos:

1. Los alérgenos no están permitidos dentro del área de cultivo. Mantenga las comidas personales en las áreas designadas.
2. Informe al supervisor si usted tiene alguna alergia alimentaria.
3. Si un trabajador trae un alimento que contiene alérgenos, debe avisar a los compañeros cercanos si alguno tiene alergia a ese alimento.
4. Si un compañero es alérgico al alimento que se trajo, es mejor retirarse y continuar el descanso en otra área designada.
5. Lávese las manos después de tocar o consumir el alimento y antes de regresar al trabajo.

Toilet and Hand Washing Facilities
Policies and Procedures

If toilet and hand washing facilities are serviced by an outside company, attach servicing company's policies and procedures regarding maintenance and sanitation of toilet and hand washing facilities.

Purpose:

To ensure that toilet and field sanitation facilities are maintained in good repair, condition, and placed so that fields and workers are not contaminated.

Policies:

Toilet and Hand Washing Facilities

1. Workers must have access to a toilet and hand washing facility that shall be properly stocked and have regularly scheduled cleaning. Toilet and hand washing facilities shall be located at a distance and in an area that minimizes risk of product contamination.
2. One toilet facility must be provided for each group of 20 workers.
3. Toilet and hand washing facilities must be placed within a quarter mile or five-minute walking distance of all workers.
    - Where there are two or less workers present and workers have transportation that is immediately available to toilets, toilets within a five-minute drive is acceptable.

Procedures:

Toilet and Hand Washing Facility Maintenance:

1. Toilet facilities must be in good repair, clean and properly stocked with toilet paper.
2. Cleaning and servicing must be done on a regularly scheduled basis and documentation of servicing must be available.
3. Field sanitation facilities must be stocked with single use towels, unscented soap, a place to dispose of trash and potable water for hand washing.

Permanent Toilet and Hand Washing Facility Cleaning

Note: *Toilets will have a service log.*

1. Clean floor, toilet, urinal, and sink.
2. Empty trash.
3. Stock facility with toilet paper, liquid unscented soap, and single use paper towels.
4. Sign and date Toilet and Hand Washing Station Maintenance log.
5. Toilet should be cleaned on an as needed basis.

Portable Toilet Facility Cleaning

Note: *Toilets will have a service log.*

1. Place toilet facilities at a distance and in an area that minimizes risk of product contamination.
2. Pump waste from the holding tank. Remove trash and other debris.
3. Clean floor, toilet, and urinal.
4. Add fresh solution to the tank as needed.
5. Replace and replenish toilet paper as needed.
6. Sign and date service log sticker in each unit. Toilets should be serviced on an as needed basis.
7. Return toilet facility to appropriate location.

Portable Hand Washing Facility Cleaning

Note: *Hand washing facilities will have a service log.*

1. Place hand washing facilities at a distance and in an area that minimizes risk of product contamination.
2. Pump waste from the holding tank.
3. Remove trash and ensure drain is fully operational.
4. Clean and scrub surfaces with appropriate brush.
5. Add fresh **POTABLE** water to tank.
6. Replace and replenish single use towels and unscented hand soap.
7. Sign and date service log sticker on each unit. Hand washing facilities should be serviced on an as needed basis.
8. Return hand washing facility to appropriate location.

Hand Washing Sign

NOTICE
WASH HANDS BEFORE RETURNING TO WORK

AVISO
LÁVESE LAS MANOS ANTES DE REGRESAR AL TRABAJO

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TOILET AND HAND WASHING STATION MAINTENANCE LOG

1. Check and restock required supplies (Paper towels, toilet paper, potable water for washing, soap).
2. Pick up trash from floor and remove trash from trash can.
3. Check for needed repairs or other maintenance (schedule as needed).
4. Record all activity on log.

Date	Time	Unit #	Item Checked												Other	Initials
			✓		✓		✓		✓		✓		✓			
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
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				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		

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Food Safety and Security Training Outline

Food Safety Policy

We are committed to promoting an active and committed culture of food safety by providing a safe product to our end users and achieving continuous improvement in our growing operations. In order to accomplish this we follow food safety laws/regulations, adhere to industry food safety best practices and fulfill customer requirements.

Management is committed to providing the resources necessary to implement, maintain and improve our food safety program. Examples of these resources include worker training, equipment, supplies, and testing services.

Employees should be able to recognize food safety and/or hygiene issues with co-workers and visitors and/or correct problems and report problems to the supervisor.

The integrity of our food safety program is sustained through internal and external processes. Independent third-party audits are conducted to ensure that we are meeting or exceeding all Global Food Safety Initiative (GFSI) and Food Safety Modernization Act (FSMA) standards.

Food Safety Training for All Workers

Microorganisms and Food Handling

1. The microorganisms that cause illness are much too small to see.
2. These tiny bacteria and parasites can be transferred to foods from dirty hands or blood, especially from people who did not wash their hands after using the toilet.
3. We all eat fruits and vegetables, and we can all be made sick if somebody else who is sick or does not have clean hands has touched our food.
4. Don't eat food, spit, chew tobacco, gum while in the growing area. Food from our mouths can transfer bacteria or parasites to food and make others sick.

Illness Reporting

1. Report any active cases of illness to your supervisor before beginning work. This includes diarrhea, vomiting, fever, or nausea. Seek medical attention and do not handle fruit.
2. Report lesions on your body such as infected wounds, draining wounds, boils or wounds seeping pus that might come in contact with produce. Obtain latex-free gloves/first aid materials to cover the wound or do NOT handle produce!
3. Be familiar with symptoms of infectious diseases so that if symptoms are evident the supervisor can take appropriate steps.
4. Symptoms include diarrhea, runny nose, yellow skin or eyes, cough or fever.

Toilet Use

1. All workers must use the toilet facilities provided which must be connected to a sewage disposal system or self-contained.
2. Failure to use provided toilet facilities is grounds for dismissal.

Hand Washing

Note: *Hand washing with soap and water is required. Sanitizer use alone is* ***NOT*** *an acceptable practice.*

1. Water testing records must be available showing the water being used for hand washing is potable.
2. All workers must wash their hands with soap and water at the beginning of the workday, after using the toilet, after eating, after breaks, any potential allergen contamination, and any other time hands may become contaminated.
    a. Wet hands with potable water; apply soap and work into a lather.
    b. Rub hands together.
    c. Rinse under clean water.
    d. Dry hands with a single-use towel.
    e. Dispose of towel in trash can.

Bleeding Incidence

1. Any cuts or scrapes that cause the loss of blood must be reported to the supervisor immediately.
2. All fresh produce that may have come in contact with blood during an incident must be destroyed.
3. All equipment that has come in contact with blood during this incident must be cleaned and sanitized.

Provide Protection from a Lesion

1. A lesion that contains pus, such as a boil or infected wound that is open or draining and that is located on parts of the body that might have contact with produce while harvesting, sorting or packaging, will be covered by first aid material.
2. If a worker has a lesion that cannot be effectively covered in such a way to prevent contact with fresh produce or related equipment, the worker will not be allowed to work in any aspect with fresh produce or related equipment.

Ensure Visitors Follow Good Hygienic Practices

1. Ensure good hygienic practices are followed by all visitors who come into contact with fresh produce in the field.

Alternative Good Hygienic Practices

1. Single-service disposable gloves can be an important and effective hygienic practice in combination with hand washing in some circumstances. If gloves are not used properly they can become another vehicle for spreading pathogens.
2. If single-service disposable gloves are used, they should be latex-free.
3. The use of gloves in no way lessens the need or importance of hand washing and proper hygienic practices.

Field Sanitation

1. Trash must be disposed of in the proper trash receptacles. Do not leave trash in the ranch.
2. Domestic and wild animals are not allowed in the growing area.
3. Evidence of animal fecal material must be buried. Fruit that comes in contact with fecal material must be thrown away.
4. Dead animals in the growing area must be removed and properly disposed of.
5. Windfallen fruit must be discarded.

6. Infants and toddlers are not allowed in the growing area.

Toilet and Hand Washing Facility Maintenance (Where Facilities Are Not Serviced By An Outside Company):

1. Toilet facilities must be in good repair, clean and properly stocked.
2. Cleaning and servicing must be done on a regularly scheduled basis and documentation of servicing must be available.
3. Field sanitation facilities must be stocked with single use towels, soap, a place to dispose of trash and potable water for hand washing.

Permanent Toilet and Hand Washing Facility Cleaning

Note: *Toilets will have a service log.*

1. Clean floor, toilet, urinal, and sink.
2. Empty trash.
3. Stock facility with toilet paper, liquid soap, and single use paper towels.
4. Sign and date Toilet and Hand Washing Station Maintenance log.
5. Toilet should be cleaned on an as needed basis.

Portable Toilet Facility Cleaning

Note: *Toilets will have a service log.*

Place toilet facilities at a distance and in an area that minimizes risk of product contamination.

1. Pump waste from the holding tank. Remove trash and other debris.
2. Clean floor, toilet, and urinal.
3. Add fresh solution to the tank as needed.
4. Replace and replenish toilet paper as needed.
5. Sign and date service log sticker in each unit. Toilets should be serviced on an as needed basis.
6. Return toilet facility to appropriate location.

Portable Hand Washing Facility Cleaning

Note: *Hand washing facilities will have a service log.*

Place hand washing facilities at a distance and in an area that minimizes risk of product contamination.

1. Pump waste from the holding tank.
2. Remove trash and ensure drain is fully operational.
3. Clean and scrub surfaces with appropriate brush.
4. Add fresh **POTABLE** water to tank.
5. Replace and replenish single use towels and hand soap.
6. Sign and date service log sticker on each unit. Hand washing facilities should be serviced on an as needed basis.
7. Return hand washing facility to appropriate location.

Food Security Training for All Workers

Ranch Security:

1. The purpose of ranch security is to prevent and deter deliberate tampering and adulteration to food items produced on the site.

2. Where necessary, entrances to ranch roads are restricted by gates or chains. Gates and chains are kept locked.

Water Source Security:

1. Wells and other water sources are designed to prevent tampering.
2. Water sources are monitored for signs of tampering. Records are documented on the Perimeter and Water Source Monitoring Log.
3. Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary.

Chemical Security:

1. All agricultural chemicals are kept in locked storage.
2. Equipment is examined for tampering prior to use.

Worker Security:

1. Personal items are kept away from harvest operations.
2. Workers are trained on food security and educational materials related to security are made available.
3. Workers are encouraged to report suspicious activity to their supervisor. Where necessary, appropriate regulatory agencies, such as the sheriff, are notified.

Visitor Security:

1. All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch.
2. Visitors must be accompanied by the owner/ranch manager/designated worker while on the ranch.
3. Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager.
4. All visitors must sign in and out when entering and exiting the property.

Food Safety Culture:

1. Employees must follow all food safety procedures and participate in training, feedback, and improvement efforts to strengthen food safety culture.
2. Employee feedback is collected through an open door policy to management. Workers are encouraged to speak openly with supervisors about any food safety concern, question, or suggestion without fear of retaliation.
3. All workers must immediately report unsafe conditions, contamination risks, illness, or improper behaviors observed in or adjacent to the growing area. 'If you see something, say something.'

Política de Seguridad Alimentaria

Estamos comprometidos a proporcionar un producto seguro a nuestros usuarios finales y lograr una mejora continua en nuestras operaciones en crecimiento. Para lograr esto, seguimos las leyes / regulaciones de seguridad alimentaria, nos adherimos a las mejores prácticas de seguridad alimentaria de la industria y cumplimos con los requisitos del cliente.

La gerencia se compromete a proporcionar los recursos necesarios para implementar, mantener y mejorar nuestro programa de seguridad alimentaria. Ejemplos de estos recursos incluyen capacitación de trabajadores, equipos, suministros y servicios de prueba.

Los empleados deben ser capaces de reconocer los problemas de seguridad alimentaria y / o higiene con los compañeros de trabajo y visitantes y / o corregir problemas e informar problemas al supervisor.

La integridad de nuestro programa de seguridad alimentaria se mantiene a través de procesos internos y externos. Se realizan auditorías independientes de terceros para garantizar que estamos cumpliendo o excediendo todos los estándares de la Iniciativa Global de Seguridad Alimentaria (GFSI) y la Ley de Modernización de la Seguridad Alimentaria (FSMA).

Capacitación en seguridad alimentaria para todos los trabajadores

Microorganismos y manipulación de alimentos

1. Los microorganismos que causan enfermedades son demasiado pequeños para verlos.
2. Estas pequeñas bacterias y parásitos pueden transferirse a los alimentos a partir de manos sucias o sangre, especialmente de personas que no se lavaron las manos después de usar el inodoro.
3. Todos comemos frutas y verduras, y todos podemos enfermarnos si alguien más que está enfermo o no tiene las manos limpias ha tocado nuestra comida.
4. No coma alimentos ni mastique tabaco o chicle mientras trabaja con fruta. Los alimentos de nuestra boca pueden transferir bacterias o parásitos a los alimentos y enfermar a otros.

Notificación de enfermedades

1. Informe cualquier caso activo de enfermedad a su supervisor antes de comenzar a trabajar. Esto incluye diarrea, vómitos, fiebre o náuseas. Busque atención médica y no manipule fruta.
2. Reporte lesiones en su cuerpo, como heridas infectadas, heridas de drenaje, forúnculos o heridas que filtran pus que podrían entrar en contacto con productos agrícolas. ¡Obtenga guantes/ materiales de primeros auxilios sin látex para cubrir la herida o NO manipule productos!
3. Familiarícese con los síntomas de las enfermedades infecciosas para que, si los síntomas son evidentes, el supervisor pueda tomar las medidas adecuadas.
4. Los síntomas incluyen diarrea, secreción nasal, piel u ojos amarillos, tos o fiebre.

Uso del inodoro

1. Todos los trabajadores deben utilizar las instalaciones sanitarias proporcionadas que deben estar conectadas a un sistema de eliminación de aguas residuales o autónomas.
2. La falta de uso de las instalaciones sanitarias proporcionadas es motivo de despido.

Lavado de manos

Nota: *Se requiere lavarse las manos con agua y jabón. El uso de desinfectante por sí solo* ***NO*** es una *práctica aceptable.*

1. Los registros de pruebas de agua deben estar disponibles que muestren que el agua que se utiliza para lavarse las manos es potable.

2. Todos los trabajadores deben lavarse las manos con agua y jabón al comienzo de la jornada laboral, después de usar el baño, después de comer, después de los descansos y en cualquier otro momento en que las manos puedan contaminarse.
    a. Manos mojadas con agua potable; aplicar jabón y trabajar en una espuma.
    b. Frotar las manos juntas.
    c. Enjuague con agua limpia.
    d. Séquese las manos con una toalla de un solo uso.
    e. Deseche la toalla en el bote de basura.

Incidencia de sangrado

1. Cualquier corte o rasguño que cause la pérdida de sangre debe ser reportado al supervisor inmediatamente.
2. Todos los productos frescos que puedan haber estado en contacto con la sangre durante un incidente deben ser destruidos.
3. Todo el equipo que ha estado en contacto con la sangre durante este incidente debe limpiarse y desinfectarse.

Proporcionar protección contra una lesión

1. Una lesión que contiene pus, como un forúnculo o una herida infectada que está abierta o drenando y que se encuentra en partes del cuerpo que podrían tener contacto con los productos durante la cosecha, clasificación o envasado, estará cubierta por material de primeros auxilios.
2. Si un trabajador tiene una lesión que no puede cubrirse eficazmente de tal manera que impida el contacto con productos frescos o equipos relacionados, no se le permitirá trabajar en ningún aspecto con productos frescos o equipos relacionados.

Asegúrese de que los visitantes sigan buenas prácticas higiénicas

1. Asegúrese de que todas las prácticas higiénicas sean seguidas por todos los visitantes que entren en contacto con productos frescos en el campo.

Buenas Prácticas Higiénicas Alternativas

1. Los guantes desechables de un solo servicio pueden ser una práctica higiénica importante y efectiva en combinación con el lavado de manos en algunas circunstancias. Si los guantes no se usan correctamente, pueden convertirse en otro vehículo para propagar patógenos.
2. Si se utilizan guantes desechables de un solo servicio, deben estar libres de látex.
3. El uso de guantes de ninguna manera disminuye la necesidad o la importancia del lavado de manos y las prácticas higiénicas adecuadas.

Saneamiento de campo

1. La basura debe desecharse en los recipientes de basura adecuados. No deje basura en el rancho.

2. Los animales domésticos y salvajes no están permitidos en el área de cultivo.
3. La evidencia de material fecal animal debe ser enterrada. La fruta que entra en contacto con la materia fecal debe desecharse.
4. Los animales muertos en la zona de cultivo deben ser retirados y eliminados adecuadamente.
5. La fruta inesperada debe desecharse.
6. Los bebés y niños pequeños no están permitidos en el área de cultivo.

Mantenimiento de instalaciones de lavado de inodoros y manos (donde las instalaciones no son atendidas por una empresa externa):

1. Las instalaciones sanitarias deben estar en buen estado, limpias y debidamente abastecidas.
2. La limpieza y el mantenimiento deben realizarse de forma regular y la documentación del servicio debe estar disponible.
3. Las instalaciones de saneamiento de campo deben estar equipadas con toallas de un solo uso, jabón, un lugar para desechar la basura y agua potable para lavarse las manos.

Limpieza permanente de inodoros e instalaciones de lavado de manos

Nota: *Los baños tendrán un registro de servicio.*

1. Piso limpio, inodoro, urinario y lavabo.
2. Vaciar la basura.
3. Instalación de stock con papel higiénico, jabón líquido y toallas de papel de un solo uso.
4. Firmar y fechar el registro de mantenimiento del inodoro y la estación de lavado de manos.
5. El inodoro debe limpiarse según sea necesario.

Limpieza de instalaciones de inodoro portátil

Nota: *Los baños tendrán un registro de servicio.*

Coloque los baños a distancia y en un área que minimice el riesgo de contaminación del producto.

1. Bombee los residuos del tanque de retención. Retire la basura y otros escombros.
2. Piso limpio, inodoro y urinario.
3. Agregue una solución fresca al tanque según sea necesario.
4. Reemplace y reponga el papel higiénico según sea necesario.
5. Firmar y fechar la etiqueta de registro de servicio en cada unidad. Los baños deben ser atendidos según sea necesario.
6. Devuelva el inodoro a la ubicación apropiada.

Limpieza portátil de instalaciones de lavado de manos

Nota: Las *instalaciones de lavado de manos tendrán un registro de servicio.*

Coloque las instalaciones para lavarse las manos a distancia y en un área que minimice el riesgo de contaminación del producto.

1. Bombee los residuos del tanque de retención.
2. Retire la basura y asegúrese de que el desagüe esté en pleno funcionamiento.
3. Limpie y frote las superficies con el cepillo adecuado.
4. Agregue agua **POTABLE** fresca al tanque.
5. Reemplace y reponga las toallas de un solo uso y el jabón de manos.

6. Firmar y fechar la etiqueta de registro de servicio en cada unidad. Las instalaciones de lavado de manos deben ser atendidas según sea necesario.
7. Devuelva la instalación de lavado de manos a la ubicación apropiada.

Capacitación en seguridad alimentaria para todos los trabajadores

Seguridad del rancho:

1. El propósito de la seguridad del rancho es prevenir y disuadir la manipulación deliberada y la adulteración de los alimentos producidos en el sitio.
2. Cuando es necesario, las entradas a los caminos de los ranchos están restringidas por puertas o cadenas. Las puertas y las cadenas se mantienen cerradas.

Seguridad de las fuentes de agua:

1. Los pozos y otras fuentes de agua están diseñados para evitar la manipulación.
2. Las fuentes de agua son monitoreadas para detectar signos de manipulación. Los registros se documentan en el Registro de Monitoreo de Perímetro y Fuente de Agua.
3. Las fuentes de agua están equipadas con válvulas de retención, dispositivos antisifón u otros sistemas de prevención de reflujo cuando y donde sea necesario.

Seguridad química:

1. Todos los productos químicos agrícolas se mantienen en un almacenamiento cerrado.
2. El equipo se examina para detectar manipulaciones antes de su uso.

Seguridad del trabajador:

1. Los artículos personales se mantienen alejados de las operaciones de cosecha.
2. Los trabajadores reciben capacitación sobre seguridad alimentaria y se proporcionan materiales educativos relacionados con la seguridad.
3. Se alienta a los trabajadores a reportar actividades sospechosas a su supervisor. Cuando sea necesario, se notifica a las agencias reguladoras apropiadas, como el sheriff.

Seguridad de los visitantes:

1. Todos los visitantes (incluidos los contratistas) deben revisar y seguir los procedimientos adecuados de higiene y seguridad cuando visiten el rancho.
2. Los visitantes deben estar acompañados por el propietario / gerente del rancho / trabajador designado mientras están en el rancho.
3. A los visitantes no se les permite tomar muestras, fotografías o videos sin el permiso del propietario / gerente del rancho.
4. Todos los visitantes deben iniciar y cerrar sesión al entrar y salir de la propiedad.

Cultura de Inocuidad Alimentaria

1. Se anima a los trabajadores a hablar abiertamente con los supervisores sobre cualquier preocupación, pregunta o sugerencia de inocuidad alimentaria sin temor a represalias
2. Todos los trabajadores deben reportar de inmediato condiciones inseguras, riesgos de contaminación, enfermedad o comportamientos inapropiados observados en o adyacentes al área de cultivo.

Food Borne Illness Training for Supervisors

Infected workers, through food or food utensils, may transmit a wide range of communicable diseases and infections to consumers. An important part of an on-going program to ensure the safety of fresh produce is to institute a system of identifying workers who present a risk of transmitting food borne pathogens to fresh produce or to other workers.

Supervisors should be aware of the symptoms of food borne illnesses so that they can recognize them in workers. If any workers appear to exhibit symptoms of any of these illnesses, they should be excluded from work assignments that involve direct contact with fresh produce.

Below is a partial list of symptoms caused by infectious and communicable diseases that are transmitted through food:

Symptoms:
Fever
Jaundice
Diarrhea
Vomiting
Sore throat

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WORKER HEALTH/HYGIENE, FOOD SAFETY AND SECURITY TRAINING LOG

Ranch:_____Address:_____

Training Topic:

_____

Instructor:_____ Date/Time:_____

Training Materials Used / Training Details:

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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16.	
17.	
18.	

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

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AUDIT CHECKLISTS

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PRE-SEASON SELF-ASSESSMENT CHECKLIST

Date: Conducted by:

Grower:

Ranch Name:

Pre-Season Self-Assessment Must be Conducted Prior to Harvesting

Issue	Yes	No	Comments / Corrective Actions & Completion Dates
Ground History			
Has the land in production been previously used for:			
Non-agricultural functions?			
Animal husbandry or grazing lands?			
Waste storage?			
Is there evidence of animal activity?			
Has flooding from uncontrolled causes occurred?			
Is the growing area a new purchase or lease?			
Adjacent Land Use			
Is adjacent land:			
Used for intensive livestock production?			
Used for manure, compost, or biosolid storage?			
Fertilizer/Crop Nutrition			
Is raw or not fully composted manure used?			
Are biosolids used?			
Is composted manure used?			
Is heat treated manure used?			
Are soil amendments not containing manure used?			
Are any non-synthetic crop treatments used?			
Are fertilizers and/or fertilizer containers stored in a manner to prevent contamination in the growing area or to any water sources?			
Irrigation/Water Use			
What are the potential sources for irrigation water?			
Municipal or district water			
Wells			
Reservoirs or ponds			
Surface water/canals			
Reclaimed			
Reused			
Are microbial tests, including generic *E. coli* conducted on water?			
Are check valves or other back flow prevention systems in use when, and where, necessary?			
Is the water delivery system in good condition?			
Have any potential risk factors been identified? If so, which ones?			

Worker Hygiene			
Are there permanent and/or portable worker toilet and hand washing facilities on the ranch?			
Are the toilet and hand washing facilities checked and cleaned regularly?			
Have workers been trained on proper hygiene, food safety and food security?			
Are first aid kit supplies up-to-date?			
For toilet and hand washing facilities that are brought onto the ranch on an as needed basis:			
Are the access roads of reasonable grade to allow safe access?			
Are toilet facilities in a suitable location to prevent contamination to the growing area?			
Have the servicing company's policies and procedures regarding toilet and hand washing facilities maintenance and sanitation been acquired?			
Necessary Records			
Current PCA/QAL license(s)			
Current letters of guarantee from suppliers			
Pesticide Use Reports			
Generic *E. coli* water tests			
Perimeter and Water Source Monitoring Log			
Restroom Maintenance Log			
Worker Health/Hygiene, Food Safety and Security Training Log (Completed Quarterly)			
Food Safety Committee Log & Feedback (Quarterly)			
Management Verification Review and Food Safety Resource & Culture Analysis (Annually)			
Fertilizer Application Log			
NUOCA (Notice of Unusual Occurrence and Corrective Action) Form(s)			
Chemical Inventory Log (Monthly)			

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

Field Risk Assessment

Person Performing Assessment:_____Date:_____
Ranch Name:_____
Grower Name:_____
Location (GPS, APN):_____ Total Acres:_____
Food Safety Coordinator:_____

Crops Grown	Acreage

Ranch Overview:

Structures on property (houses, barns, storage sheds, etc.): _____
Previous land use:_____
Has any part of the grove(s) recently been affected by a significant flood event? **Yes** | **No**
Adjacent land use (describe): _____

Potential Risks	Biological	Chemical	Physical	Justification/ Preventive Measure	Verification/ Supporting Documentation
Contamination from structures or animal activity on, or adjacent to, the property	*E. coli, Salmonella* from animals **Probability:** Low **Severity:** High	None	Trash or unwanted items from residents **Probability:** Medium **Severity:** Low	-Fences (animal enclosures) and perimeter monitoring in place to prevent unwanted intrusion of humans and animals - Product is on trees and does not contact ground	1. Field Risk Assessment 2. Internal audits 3. Perimeter and Water Source Monitoring Log 4. NUOCA log available/ corrective actions taken when necessary

Previous land use	None	None	None	-Land was previously fallow or used for other crops. All lands used for crop production have NOT been used for any activity that would render the land unsuitable for agriculture.	1. Soils and Land Use Policies and Procedures 2. Internal audits
Contamination from domestic animals, wildlife, manure storage, composting, operations, and animals of significance (pig, cattle, sheep, deer)	*E. coli, Salmonella* from animal intrusion or runoff **Probability:** Low **Severity:** High	None	None	-Fences (animal enclosures) and perimeter monitoring in place to prevent unwanted intrusion of humans and animals - Product is on trees and does not contact ground -Fields are assessed at the beginning of the season and prior to harvest for food safety risks	1. Field Risk Assessment 2. Internal audits 3. Perimeter and Water Source Monitoring Log 4. NUOCA log available/ corrective actions taken when necessary
Contamination from allergens	None	Allergen residues, materials, or foods from persons, equipment, or adjacent areas. **Probability:** Low **Severity:** High	None	-Allergens are not permitted in the growing areas -Food or beverages are not allowed in the growing areas -Product is not a 'Big 9' major allergen -Workers and visitors are trained and made known to follow all allergen policies	1. Field Risk Assessment 2. Allergen Control 3. Worker Training Logs 4. Internal audits 5. NUOCA log available/ corrective actions taken when necessary
Flood water contacting product	*E.coli, Salmonella, Listeria* contamination **Probability: Low** **Severity:** High	Heavy metal or chemical contamination **Probability:** Low **Severity:** High	Trash, rocks, other debris **Probability:** Medium **Severity:** Low	-After significant flooding, the grower must: create a documented evaluation, perform soil tests and remove any product that may have come in contact with the flood water	When applicable: 1. Flood event evaluation 2. Soil samples

Water Use

Water source(s):_____

Has a water test been conducted on each source at the required frequency? **Yes | No**

Water Source	Biological	Chemical	Physical	Justification/ Preventive Action	Supporting Documents
Well	*E.coli, Salmonella* contamination due to compromised well, cross connections, backflow, sewage, and/or septic system Contamination due to animal intrusion or runoff **Probability:** Low **Severity:** High	Chemical contamination due to improperly treated water **Probability:** Low **Severity:** Low	None	-Well is maintained in good condition and inspected regularly -Water has minimal contact with product -Outside peel of product is not consumed -Industry data (when available) -Wells are designed to prevent tampering -Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary	1. Perimeter and Water Source Monitoring Log 2. Annual water tests 3. Food Defense Policy
District or municipal water	*E.coli, Salmonella* contamination due to compromised well, cross connections, backflow, sewage, and/or septic system Contamination due to animal intrusion or runoff **Probability:** Low **Severity:** High	Chemical contamination due to improperly treated water **Probability:** Low **Severity:** Low	None	-Water is treated to acceptable standards and tested before arriving at the ranch -Water has minimal contact with product -Outside peel of product is not consumed -Industry data (when available) -Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary	1. Perimeter and Water Source Monitoring Log 2. Annual water tests 3. Food Defense Policy
Reservoir/ non-flowing open water source	*E.coli, Salmonella* contamination due to animal intrusion or runoff **Probability:** Medium **Severity:** High	Chemical contamination due to improperly treated water **Probability:** Low **Severity:** Low	Debris, fauna and flora in the open water **Probability:** Medium **Severity:** Low	-Reservoir is maintained in good condition and inspected regularly -Water has minimal contact with product -Outside peel of product is not consumed -Industry data (when available) -Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary	1. Perimeter and Water Source Monitoring Log 2. Quarterly water tests 3. Food Defense Policy

Creek/flowing open water source	*E. coli, Salmonella* contamination due to animal intrusion or runoff **Probability:** Medium **Severity:** High	Chemical contamination due to improperly treated water **Probability:** Low **Severity:** Low	Debris, fauna and flora in the open water **Probability:** Medium **Severity:** Low	-Creek is inspected regularly -Water has minimal contact with product -Outside peel of product is not consumed -Industry data (when available) -Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary	1. Perimeter and Water Source Monitoring Log 2. Quarterly water tests 3. Food Defense Policy
Reclaimed water	*E.coli, Salmonella* contamination due to compromised well, cross connections, backflow, sewage, and/or septic system Contamination due to animal intrusion or runoff **Probability:** Low **Severity:** High	Chemical contamination due to improperly treated water **Probability:** Low **Severity:** Low	None	-All water is treated to comply with EPA standards -Water lines are inspected regularly -Water has minimal contact with product -Outside peel of product is not consumed -Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary	1. Perimeter and Water Source Monitoring Log 2. Annual water tests 3. Food Defense Policy

Crop Protection, Fertilizers, and Soil Amendments

Fertilizer and soil amendment supplier(s):_____

Contact information on file for fertilizer and soil amendment suppliers? **Yes | No**

Are soil amendments containing manure or animal products used? **Yes | No**

If yes, where are they stored?_____

Pesticide supplier(s):_____

Contact information on file for pesticide suppliers? **Yes | No**

Potential Risks	Biological	Chemical	Physical	Justification/ Preventive Action	Verification/ Supporting Documentation
Contaminated synthetic fertilizer or soil amendments	None	Heavy metals that may affect human health (cadmium, arsenic, chromium, lead, mercury) **Probability:** Low **Severity:** Low	None	-Materials are sourced from reputable vendor -Letter of Guarantee and/or Certificate of Analysis is on file -Materials are stored and applied in a manner that prevents contact with fruit	1. Letters of Guarantee and/or Certificates of Analysis 2. Fertilizer Application Log 3. Internal audits

Contaminated animal manure or bio solids	*E. coli, Salmonella, Listeria monocytogenes* from animal products **Probability:** Low **Severity:** High	Heavy metals that may affect human health (cadmium, arsenic, chromium, lead, mercury) **Probability:** Low **Severity:** Low	None	-Materials are sourced from a reputable vendor - Letter of Guarantee and/or Certificate of Analysis is on file for pathogen testing and heavy metal content -Materials are stored and applied in a manner that prevents contact with fruit -Proper pre harvest intervals are followed	1. Letters of Guarantee and/or Certificates of Analysis 2. Fertilizer Application Log 3. Internal audits
Contamination from improper pesticide application	None	High residue levels of applied pesticide **Probability:** Low **Severity:** Medium	None	-Materials are regulated by local, state and federal laws and regulations -Applications are made by a licensed or trained applicator only -Label instructions are followed -Spray equipment is calibrated and cleaned -SOP for pesticide use and storage	1. Pesticide Use Reports 2. Applicator license or training records 3. Pesticide label 4. Crop Protection Policies and Procedures
Contamination from improper chemical storage	None	Chemical contamination from spilling or leaking **Probability:** Low **Severity:** Low	None	-Chemicals are stored securely and away from product -Spill containment is used as necessary -Product is not grown on the ground so contact is unlikely in the event of a spill -SOP for pesticide use and storage	1. Food Defense Policy 2. Crop Protection Policies and Procedures

Worker Health and Hygiene

What type of toilet and hand wash facilities are on site (circle)? **Permanent | Portable | N/A**

Who performs cleaning and maintenance on toilet and handwashing facilities? _____

Potential Risks	Biological	Chemical	Physical	Justification/ Preventive Action	Verification/ Supporting Documentation
Contamination of soil or fruit from toilet/handwashing facilities due to location, waste containment issues and/or cleaning	Human pathogens spread through fecal matter **Probability:** Low **Severity:** High	None	None	-Facilities comply with all local, state and federal standards -SOPs are in place for proper location, servicing, and stocking	1. Toilet and Hand Washing Station Cleaning Logs 2. Accidental spill procedure 3. Internal audits 4. NUOCA Log

Contamination of municipal handwash water in restrooms	*E. coli, Total Coliforms* contamination due to poor or improper cleaning **Probability:** Low **Severity:** High	None	None	- SOPs are in place for proper cleaning	1. Toilet and Hand Washing Station Cleaning Logs 2. Municipal water annual reports

Labor and Harvesting

Who is labor hired by (circle)? **Grower | Farming Company | Labor Contractor**

Who arranges harvest crew (circle)? **Packer | Grower | Other_____**

Is harvesting crew certified in Good Harvesting Practices? **Yes | No**

Potential Risks	Biological	Chemical	Physical	Justification/ Preventive Action	Verification/ Supporting Documentation
Worker contamination of fruit or grove due to poor health or hygiene practices	*E. coli, Salmonella, Listeria* contamination due to poor hygiene practices. Blood borne pathogen contamination from blood, bodily fluids, or employees with illnesses or open wounds. **Probability:** Low **Severity:** High	None	Trash and unwanted debris due to improper trash disposal **Probability:** Low **Severity:** Low	-Workers are trained in safe food handling, health and hygiene and food defense upon hire and quarterly -SOPs are in place to identify appropriate practices -Labor contractors and all visitors are required to follow the SOPs -Trash receptacles are in place as needed -Harvesting, and other contractors, follow the California Avocado Commission's voluntary recommended GAPs and GHPs	1. Worker Health and Hygiene Training 2. Food Safety and Security Training 3.Food Borne Illness Training for Supervisors 4. Worker Training Logs 5. Internal audits 6. GHP certificate, Letter of Guarantee, or training records from labor contractors
Contamination of soil and fruit from equipment, foreign materials	*E. coli, Salmonella, Listeria* contamination from poorly cleaned equipment **Probability:** Low **Severity:** High	Hydraulic fluid or oil from transportation vehicle. **Probability:** Low **Severity:** Low	Loose parts or small tools **Probability:** Low **Severity:** Low	-Equipment has minimal contact with product -SOPs are in place to address spills and leaks -Equipment is maintained in good condition	1. Internal audits 2. Visual inspection

Name/Title:_____Signature:_____Date:_____

Reviewed By:_____Date Reviewed:_____

CALIFORNIA AVOCADO COMMISSION
GOOD HARVESTING PRACTICES
MANUAL
VERSION 2.0

(Complies with PrimusGFS V4.0)

Revised July 24, 2026

Please note: This Manual is an advisory document. Growers are not mandated to comply with every requirement in this document. Rather, the various policies, mitigation/corrective-action measures and documentation listed in this Manual serve as a suite of implementation options for growers in response to food-safety risks. They may not prove applicable to all operations.

Approved by CAC Board XXXXXXXXX**

Disclaimer and Limitation of Liability

This manual provides voluntary, recommended Good Agricultural Practices (GAPs) and Good Harvesting Practices (GHPs) relating to the production and handling of California avocados. It represents the current thinking of the California Avocado Commission (Commission). It does not create or confer any rights for or on any person. This document is to provide currently available information on production and handling practices that are consistent with existing applicable regulations, standards and guidelines. The Commission, including its directors, officers, employees and members, does not assume any responsibility for your individual responsibility to comply with applicable laws and regulations.

These voluntary, recommended practices were not designed to apply to any specific operation. Conditions at individual farms and handling operations may differ. Consequently, it is the responsibility of the owner/operator of the farm or packinghouse to determine the specific GAPs and/or GHPs applicable to their operation. It is recommended that such owner/operator consult with their own legal and technical advisors to be sure that their own practices meet all applicable requirements for their operation. Moreover, it is likely that a grower or harvest contractor who uses these GAPs and GHPs will have to take additional steps to protect the product from contamination. THE INFORMATION PROVIDED HEREIN IS OFFERED IN GOOD FAITH AND BELIEVED TO BE RELIABLE. HOWEVER, THE INFORMATION IS PROVIDED WITHOUT WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. FURTHER, THE COMMISSION, INCLUDING ITS DIRECTORS, OFFICERS, EMPLOYEES AND MEMBERS, DOES NOT MAKE ANY WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE ACCURACY, COMPLETENESS, OR UTILITY OF THE INFORMATION HEREIN. ADDITIONALLY, THE COMMISSION DOES NOT ASSUME ANY LIABILITY OR RESPONSIBILITY OF ANY KIND WHATSOEVER RESULTING FROM THE USE OR RELIANCE UPON ANY INFORMATION, MATERIAL OR PRACTICE CONTAINED HEREIN, INCLUDING, BUT NOT LIMITED TO, ANY CLAIMS FOR ANY DAMAGES, LOSS OR INJURY.

CONTENTS / DOCUMENT CONTROL REGISTER

California Avocado Commission GHP Manual, Version 2.0

Document #	Date Created	Date Revised	Document Title
Management System			
01	2/21/19	7/24/26	Ranch Information, Food Safety Policy, and Coordinator Information
02	7/24/26		Food Safety Culture Assessment Plan
03	2/21/19	7/24/26	Organizational Structure
04	2/21/19	7/24/26	Food Safety Committee and Management Verification
05	2/21/19	7/24/26	Food Safety Committee Log
06	2/21/19	7/24/26	Management Verification Review Food Safety Resource Analysis
07	2/21/19	5/19/22	Training Management System
08	2/21/19	1/1/22	Documents and Records
09	2/21/19	1/1/22	Preventive and Corrective Action Procedure
09A	2/21/19	1/1/22	Notice of Unusual Occurrence and Corrective Action (NUOCA)
10	1/1/22		Employee Non-Conformance Form
11	2/21/19	5/19/22	Internal and External Inspections
12	2/21/19		Product Rejection and Release
13	2/21/19		Product Rejection and Release Form
14	2/21/19	3/14/19	Supplier Control
15	2/21/19	5/19/22	Approved Supplier List and Emergency Supplier List
16	2/21/19	7/24/26	Supplier Control Verification Log
17	2/21/19	1/1/22	Traceability
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19	2/21/19	1/1/22	Food Fraud Vulnerability Assessment
20	2/21/19	7/24/26	Food Defense Vulnerability Assessment
21	7/24/26		Crisis Management Plan
21A	7/24/26		Crisis Management Form
22	2/21/19		Visitor/Contractor Log
23	2/21/19	7/24/26	Emergency Contacts
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25	2/15/16	7/24/26	Harvest & Transportation
26	2/15/16	7/24/26	Contaminated Product
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29	2/15/16	7/24/26	Master Sanitation Schedule
30	2/15/16	7/24/26	Harvesting Tools Sanitation Log
31	2/15/16	7/24/26	Preventative Maintenance Program
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34	2/21/19		Chemical Inventory Log
Worker Health & Hygiene			

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California Avocado Commission GHP Manual, Version 2.0

35	2/21/19	1/1/22	Bleeding/Bodily Fluids and In-Field Illness
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37	7/24/26		Allergen Control
38	2/21/19		Toilet and Hand Washing Facilities
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Food Safety & Security Training			
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42	2/21/19	7/24/26	Food Borne Illness & Sanitation Practices Training for Supervisors
43	2/21/19		Worker Health/Hygiene, Food Safety and Security Training Log
Audit Checklists			
44	2/21/19	7/24/26	Daily Pre-Harvest, Tool Inventory and Field Sanitation Checklist
45	2/21/19	7/24/26	Pre-Season Self-Assessment Checklist
46	2/21/19	7/24/26	Risk Assessment

MANAGEMENT SYSTEM

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Harvester Information, Food Safety Policy and Food Safety Coordinator Information

Company Information

Company Name: _____

Physical Address: _____

City: _____

State: _____

Country: _____

Office Phone / Fax: _____

Commodities: _____

Number of crews: _____

Total Acres Farmed: _____

Food Safety Coordinator

The Food Safety Coordinator is responsible for implementing and overseeing the company's food safety program. The Food Safety Coordinator is also responsible for ensuring that the company's food safety program, review, feedback, and culture is being followed by all workers and visitors to the ranch.

Food Safety Coordinator: _____

Phone Number: _____

Alternate Food Safety Coordinator: _____

Alternate Food Safety Coordinator Phone Number: _____

****This Food Safety Policy must be posted in a public area****

Food Safety Policy

_____is committed to promoting an active and committed culture of food safety by providing a safe product to our end users and achieving continuous improvement in our growing operations. In order to accomplish this we follow food safety laws/regulations, adhere to industry food safety best practices and fulfill customer requirements.

Management is committed to providing the resources necessary to implement, maintain and improve our food safety program. Examples of these resources include worker training, equipment, supplies, and testing services. Management is committed to continued improvement of food safety culture objectives which are measured and verified by training, communicating organizational chart, feedback to management and performance measurements related to food safety.

Employees should be able to recognize food safety and/or hygiene issues with co-workers and visitors and/or correct problems and report problems to the supervisor.

The integrity of our food safety program is sustained through internal and external processes. Independent third-party audits are conducted to ensure that we are meeting or exceeding all Global Food Safety Initiative (GFSI) and Food Safety Modernization Act (FSMA) standards.

Póliza de Inocuidad Alimentaria

_____ se compromete a proporcionar un producto seguro a nuestros usuarios finales y lograr una mejora continua en nuestras operaciones del campo. Para lograr esto, seguimos las leyes/reglamentos de seguridad alimentaria, nos adherimos a las mejores prácticas de seguridad alimentaria de la industria y cumplimos con los requisitos del cliente.

La Gerencia se compromete a proporcionar los recursos necesarios para implementar, mantener y mejorar nuestro programa de inocuidad alimentaria. Algunos ejemplos de estos recursos son la capacitación de los trabajadores, el equipo, los suministros y los servicios de pruebas.

Los empleados deben ser capaces de reconocer los problemas de seguridad alimentaria y / o higiene con los compañeros de trabajo y visitantes y / o corregir problemas e informar problemas al supervisor.

La integridad de nuestro programa de inocuidad alimentaria se mantiene a través de procesos internos y externos. Se llevan a cabo auditorías independientes de terceros para garantizar que estamos cumpliendo o excediendo todas las normas de la Iniciativa Mundial de Inocuidad Alimentaria (GFSI) y la Ley de Modernización de la Inocuidad Alimentaria (FSMA).

Date: _____ Date Reviewed: _____
Name: _____ Title: _____
Signature: _____

Food Safety Culture Assessment Plan

Purpose:

The food safety culture assessment plan identifies areas for improvement and ensures growers, harvesters, and field employees demonstrate consistent food safety behaviors through effective communication, training, employee feedback, and performance measurement.

Policies:

1. All personnel must follow food safety practices that protect produce from contamination during growing, harvesting, and handling by actively promoting food safety culture through communication, visible leadership, and reinforcement of proper hygiene and field practices.
2. Management must evaluate, address, and enhance the operation's food safety culture with feedback from workers in a timely manner.
3. Food safety culture assessments will be conducted annually through the Management Verification Review and Food Safety Resource & Culture Analysis and feedback will be reviewed with the Food Safety Committee quarterly in the Food Safety Committee Log.
4. Employee feedback is encouraged and will be used to improve field food safety practices.
5. Training is required for all employees at onboarding and at least annually thereafter.
6. Food safety culture expectations apply to all contractors, seasonal workers, and visitors entering production areas.

Procedures:

Feedback from Employees

1. Feedback is collected through:
    a. Verbal feedback during tailgate/training meetings
    b. Supervisor and management open-door policy
    c. Incident reporting
2. Feedback is reviewed by the Food Safety Committee at the following quarterly meeting.
3. Improvements are communicated back to employees during the following tailgate meetings.

Performance Measurement

1. Food safety culture feedback is collected, reviewed and recorded quarterly through the Food Safety Committee Log.
2. Feedback is shared by the committee members collected from their employees throughout the quarter, or additional attendees may give feedback during the Committee Meeting.
3. Food safety culture is assessed annually with the Food Safety Committee through the Management Verification Review and Food Safety Resource & Culture Analysis
4. Findings and enhancements through quarterly and/or annual review must be addressed to all personnel (training, tailgate, or incident report).

Records:

1. Management Verification Review and Food Safety Resource & Culture Analysis
2. Food Safety Committee Log
3. Worker Health/Hygiene, Food Safety and Security Training Log

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Organizational Structure

Date: _____

(Add or remove individuals to fit your organizational structure – Include all workers who have food safety related activities. One individual may cover multiple positions)

Title: _____ (i.e. Owner / Grower)

Name: _____ Alternate: _____

Title: _____ (i.e. Food Safety Coordinator)

Name: _____ Alternate: _____

Title: _____ (i.e. Manager / Foreman)

Name: _____ Alternate: _____

Title _____ (i.e. Worker)

Name: _____ Alternate: _____

Title _____ (i.e. Worker)

Name: _____ Alternate: _____

Title _____ (i.e. Worker)

Name: _____ Alternate: _____

Responsibilities of the food safety team members:

Owner / Grower / Manager / Food Safety Coordinator

- Oversees food safety and security. Responsible for food safety and security.
- Responsible for food safety paperwork upkeep and retention.
- Ensures key absences are covered.
- Performs quarterly trainings on food safety/security policies as well as pesticides, if applicable.
- Monitors fertilizer, pesticides, herbicides. Ensures they are properly reported and recorded.
- Directs and oversees pest control recommendations.
- Verifies that growing area is clean and free of contamination.
- Where applicable, verifies fencing is maintained as to not become a food safety or security issue.
- Supervises any subcontractors/harvest crews.
- Oversees the irrigation.
- Ensures suppliers have up-to-date licenses and insurance, and letters of guarantee where applicable.
- Ensures water meets appropriate microbial standards, testing is conducted at required frequencies, and corrective actions are performed where necessary.
- Oversees all farming and harvesting activities, ensures employees are following proper good agricultural/harvesting practices.

Irrigator
- Turns on/off water at proper intervals.
- Inspects irrigation lines for breaks and performs repairs where necessary.
- Adheres to all good agricultural practices.
- Reports any food safety/security hazards.
- Follows all food safety/ security policies and procedures.

Weed Sprayer
- Sprays pre-emergent, when required.
- Spot sprays weeds, when necessary.
- Follows crop protection labels.
- Adheres to all good agricultural practices.
- Reports any food safety/security hazards.
- Follows all food safety/security policies and procedures.

Pickers
- Picks avocados.
- Trained in good harvesting practices (GHPs) by food safety coordinator, ranch manager, or employer if employed by a contracted labor crew.
- Adheres to all GHPs.
- Follows all food safety/security and ranch safety/security policies and procedures.

Pruners
- Prunes trees.
- Trained in good harvesting practices (GPHs) by food safety coordinator, ranch manager, or employer if employed by contracted labor crew.
- Adheres to all GHPs.
- Follows all food safety/security and ranch safety/security policies and procedures.

Other Worker

_____

_____

_____

_____

_____

Food Safety Committee and Management Verification

Purpose:

To review food safety systems and ensure the suitability, adequacy and effectiveness of the food safety culture, procedures and policies in place.

Frequency:

Management verification meetings must be conducted on an annual basis.

Food Safety Committee meetings must be conducted quarterly.

Procedure:

1. Assemble the food safety team.
2. Members include: _____
3. Use Food Safety Committee and Management Verification form as a meeting guide.
4. Topics to be discussed include:
    a. Food Safety
        i. Animal Activity
        ii. Pesticide / Herbicide Applications
        iii. Fertilizer Applications
        iv. Water Testing
        v. Worker Training
        vi. Culture Feedback / Other
    b. Management Review
        i. Internal and External Audits
        ii. Incidents (Unusual Occurrences, Water Testing Results, Food Defense, Food Fraud, Recalls and Complaints/Feedback from customer and/or worker.)
        iii. Organizational Structure
        iv. Changes in Procedures
        v. Approved Supplier Program
        vi. Resource Analysis
5. Follow up action items as necessary.
6. Missing members must be indicated on the Food Safety Committee Log. Other attendees present must be indicated on the Food Safety Committee Log.
7. Workers are trained to present feedback and complaints at these meetings or directly to their manager assembled on the committee to discuss.
8. Resources must be made available to comply with necessary food safety regulations and policies.

Records:

1. Food Safety Committee and Management Verification Logs

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Food Safety Committee Log

To Be Completed Quarterly

Date: _____

Time: _____

Ranch: _____

I. Animal Activity

1) Describe any significant animal activity that has taken place in the past three months and any corrective/preventive actions that may be needed. _____
_____

II. Sanitizer & Chemical Application

1) Which sanitizers, chemicals and/or lubricants were used in the past three months?
_____

2) Who applied them? _____

3) Are records available and included in the Food Safety binder? **YES | NO**
   a) If no, find / print records and place them in Food Safety binder.

4) Were proper pre-harvest checks followed? **YES | NO**
   a) If no, contact your foreman.

III. Preventative Maintenance

1) What annual, periodic, or daily maintenance corrections has occurred the past three months?
_____

2) Are records available and included in the Food Safety binder? **YES | NO**
   a) If no, find / print records and place them in Food Safety binder.

IV. Water Testing

1) When was the last check/cleaning of hand wash water tanks? _____

2) When was the last water test conducted for hand wash water? _____

3) Are water testing records current and included in the Food Safety binder? **YES | NO**
   a) Water sources should be tested at least once a year for wells, district or municipal water and quarterly for reservoirs/non-flowing open water source. Water sources for hand wash water should also be tested at least once a year. However, depending on your own risk assessment/analysis, or in particular circumstances, you may have to test water sources more frequently.
   b) If no, contact lab representative to schedule water test.

V. Worker Training

1) When was the last supervisor training? _____

2) When was the last food safety hygiene training?_____
*Pesticide training should take place at least once a year and food safety training should take place every three months.

Other Topics/Feedback:_____

List of Members and Attendees

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

Management Verification Review and Food Safety Resource & Culture Analysis
Complete At Least Annually
A food safety resource analysis is conducted on an annual basis to ensure that adequate resources are available to implement and improve food safety management system processes. Culture feedback is reviewed as submitted through the Food Safety Committee Logs. Management is committed to providing these resources in a timely manner.

Area:	Review:	Verification Frequency:	Analysis:	Comments:
Internal Audits	Internal full scope audits are done once a year using the current version of the Primus GFS check list.	Annually	We have not detected the need of doing these audits more frequently. All observations made during audits are reviewed with the Food Safety Committee. Corrective actions are implemented accordantly. Food Safety Committee provides the resources for these activities to take place and to make corrective actions if needed.	
External Audits (2nd and 3rd Party and regulatory inspections)	3rd Party audits will be done annually.	Annually	All observations made during audits are reviewed with Food Safety Committee. Corrective actions are implemented accordingly. Food Safety Committee provides the resources for these activities to take place and to make corrective actions if needed.	
Analysis of feedback/ Complaints and Recall Team (Complaints/ feedback from customers and workers)	Shippers receive the customer complaints directly. Recalls are handled by shipper. Feedback from workers at the committee meetings are reviewed quarterly.	Annually for customer complaints Quarterly for worker culture feedback and improvement Recall program every six months	Shipper handles all customer complaints and recall program. Management actively evaluates and enhances the operation's food safety culture (if any feedback) during quarterly committee meetings to promote positive behaviors around food safety. Corrective actions are implemented accordantly and provided resources if needed.	

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Area:	Review:	Verification Frequency:	Analysis:	Comments:
Review of Incidents (NUOCA, foreign material issues, pest control, water testing results, food defense food fraud, allergens)	Review of incidents will be taken place at least annually.	Annually, or as needed per operation	Any incidents will be reviewed by the Food Safety Committee. Food Safety Committee provides the resources for these incidents to be resolved in a timely manner. All incidents along with corrective actions will be documented using the NUOCA log.	
Company's Objectives	Company Objective: To be in compliance with Produce Safety Rule and to keep satisfactory certification with current PrimusGFS version.	Annually	Company provides all necessary resources to meet the company's objectives set at the beginning of each year.	
Organizational Structure	Organizational chart reviewed annually. Employees as described in the Organizational Chart are crossed trained to alternate with other employees within the organization in the event of an absence.	Annually	Current organizational chart includes all the employees that have food safety responsibilities. Updates to the chart will be done when needed. The staff working is sufficient to cover all positions within the organization.	
SOP's	SOP's were reviewed to comply with current Primus GFS Version. All documents are created and approved by California Avocado Commission.	Annually	Changes to the SOP's will be done if needed.	

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Area:	Review:	Verification Frequency:	Analysis:	Comments:
Food Safety Training	Food Safety training is done quarterly for growing operations. Food safety training matrix was created to keep track of trained topics and training dates.	Quarterly	Employees are required to attend food safety training on a quarterly basis. Training materials will be provided to the employees if the training requires it.	
Equipment	First aid kits, Personal Protective Equipment.	Annually as a minimum and as needed.	The equipment provided to the employees to perform their activities is sufficient.	
Job Roles and Descriptions	Job roles and descriptions are part of the Organizational chart, however, the job roles and descriptions are not published but they are available to workers upon request.	Annually	Job descriptions are given to the employees during the hiring process. We have not detected the need of making them public. A copy of the job descriptions will be provided to the employees upon request.	
Approved Supplier/Service Provider Program	Approved suppliers program will be reviewed annually to ensure compliance.	Annually	Letter of guarantee are kept on file and reviewed annually.	
Food Safety Committee	Food Safety Committee will review and provide all resources needed to improve the Food Safety program and culture feedback.	Annually and as needed.	Food Safety Committee is committed to Food Safety and they are always looking for ways to improve the Food Safety Program & Culture. Food Safety Committee reviews and approves all changes and improvement made to the program; they are continually attending Food Safety trainings. Food Safety Committee is involved in the operation from the growing stages of the crop to the release of crop to the shippers.	

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List of Members and Attendees

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

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Training Management System

Purpose:

To ensure employees receive proper training related to food safety as it applies to their job role.

Records:

Produce Safety Alliance (PSA) Training Certificate
Animal Intrusion, Food Safety and Security and Culture, Worker Health and Hygiene Training Logs
Bleeding/Bodily Fluids and In-Field Illness, and Internal and External Inspections Training Logs
Crop Protection-Pesticide Training Logs / Private Applicator License, etc.

Instructions: Fill in the names of applicable employees below and the most recent dates of their trainings completed.

Training Management System- Matrix									
Frequency		**One Time**	**Annually**	**Annually**	**Annually**	**Annually**	**Annually**	**Annually**	**Annually**
Name	**Position**	**Produce Safety Alliance Grower Training**	**Animal Intrusion** ***DOC # 23***	**Food Safety and Security & Culture** ***DOC # 2, 35***	**Worker Health and Hygiene** ***DOC # 31***	**Bleeding/ Bodily Fluids and In- Field Illness** ***DOC # 30***	**Internal and External Inspections** ***DOC # 10***	**Crop Protections- Pesticides**	**Private Application License**
	Qualified Individual								
	Food Safety Coordinator								
	Manager/ Foreman								
	Worker								
	Worker								
	Worker								
	Worker								
	Worker								
	Pesticide Applicator								

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Purpose:

To outline the creation and control of both paper and electronic documents and records related to food safety so there is consistency among procedures and records.

Policies:

Record Retention:

1. All food safety records must be retained for a minimum of two years.
2. Records required for organic certification must be retained for five years.
3. Any records required by law to be kept longer than two years should be kept the legally mandated period of time.
4. Documents and records must be securely stored.

Record Completion:

1. Records must be completed in permanent ink. Do not use pencil, erasable ink or correction fluid.
    a. If corrections are made, they must be crossed out and initialed by the person making the change, so the original information is still legible.
2. Records and water test results must be completed in their entirety and signed off within 7 days.
3. All food safety records, and test results must be reviewed during the quarterly Food Safety Committee Meeting. The signature of the Food Safety Coordinator signifies that all documentation has been reviewed. If issues are found, corrective actions must be documented.
    a. Records include, but are not limited to: Water testing results, food safety training records, perimeter and water source monitoring logs, pesticide application records, fertilizer logs, etc.

Procedures:

Creation of Standard Operating Procedures:

1. All documents are created and approved by the California Avocado Commission.
    a. If necessary, growers can adjust policies to fit their specific growing operation.
2. All documents are part of the Food Safety Manual.
    a. The table of contents lists all the documents included in the Food Safety Manual.
3. When a new document is created it is added to the Food Safety Manual and the Table of Contents/Document Control Register is revised to reflect the addition.

Format:

1. Each document should contain the following. If any are not applicable, they may be omitted:
    a. Document number
    b. Title
    c. Purpose
    d. Policies
    e. Procedures
    f. Corrective actions
    g. Records
    h. Frequency
    i. Position responsible for carrying out task
2. Each page of the manual should contain the revision number and date.

Revision:

1. Documents are to be reviewed annually by the California Avocado Commission to ensure compliance with industry, regulatory and audit standards. Revisions are made when necessary.
2. When changes are made, the revision number on the cover of the Food Safety Manual is updated using the following format:

   Revision X

   Approved by_____on MM/DD/YYYY

3. The Food Safety Coordinator is notified of updates via email, meetings, newsletters, packinghouse, or other forms of communication.

Control:

1. No obsolete documents are to be kept in the Food Safety Manual.
2. It is the responsibility of the Food Safety Coordinator to make sure the most recent version of the Food Safety Manual is being utilized.

Preventive and Corrective Action Procedure

Purpose:

To ensure issues are corrected in a timely fashion and followed up on to ensure actions taken have solved the problem. These records will assist in limiting further reoccurrence, incidents that can lead to a major food safety concern must be corrected immediately.

Procedure:

Step	Action	Preventative Action
1	Identify or Describe the Non-Compliance (Report all incidents to supervisor or management)	Identify the potential noncompliance from: • Audit results • Lack of training • Poor communication • Regulatory requirements
2	Root Cause Investigation	Investigate the potential cause of the noncompliance.
3	Establish Plan of Action	Determine the preventative action needed to eliminate the potential cause of the noncompliance.
4	Implement Corrective and Preventive Action	Apply controls to ensure the preventative action is implemented: • Management review of changes • Personnel training • Documentation of implemented changes
5	Validation	Conduct follow up investigation to ensure actions taken have solved the problem.

Records:

Notice of Unusual Occurrence and Corrective Action (NUOCA) Form
Employee Non-Conformance Form

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NUOCA Form

Date: _____ Time of Occurrence or Observation: _____

Reported by:_____

Issue:

Root Cause:

Corrective Action (CA):

CA Completed (Circle)? Yes No **Date of CA:**

Describe Corrective Action Taken:

Preventative Action (PA):

PA Completed (Circle)? Yes No **Date of PA:**

Describe Preventative Action Taken:

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Employee Non-Conformance Form

Ranch Name/ Company: _____

Date: _____

Employee Name: _____

Supervisor: _____

Employee was found in violation of the following regulation:

_____

_____

_____

Possible Regulation Violations Include:

- Clean clothing, appropriate shoes or PPE not worn
- Eating, drinking, smoking, or chewing tobacco in the orchard
- Urinating or defecating in the orchard
- Unsafe use of equipment

The Supervisor notifies the employee of the violation and explains the reasoning behind the regulation.

Date: _____
1st Warning (Verbal):_____

_____

Date: _____
2nd Warning (Written): _____

_____

Date: _____
3rd Warning (Disciplinary): _____

_____

Supervisor Name: _____

_____ _____
Signature Date

Employee Name: _____

_____ _____
Signature Date

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Internal and External Inspections

Purpose:

To ensure proper implementation of the food safety program and to identify areas for improvement. This policy should be communicated to key personnel.

Policies:

Internal Inspections

1. Food Safety Management System internal audits must be conducted once per year using the current Food Safety Management System PrimusGFS Checklist.
2. Farm internal audits must be conducted once per year using both of the following:
    a. Current Farm PrimusGFS Checklist.
    b. Pre-Season Self-Assessment Checklist just prior to initial harvest.
3. Harvest internal audits must be conducted once per year if harvest activities are under the same organization authority using the following:
    a. Current Harvest PrimusGFS Checklist.
4. A field risk assessment must be conducted or reviewed once per year using the Field Risk Assessment.
5. Internal audits, Pre-Season Self-Assessment Checklist and Field Risk Assessment must contain:
    a. Name of person who conducted the inspection.
    b. Findings.
    c. Corrective actions, including completion date.
6. The internal audit must be conducted by members of the Food Safety Committee or by a packinghouse representative.

External/Regulatory Inspections

1. Meeting place will be identified with the auditor prior to the inspection.
2. All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch.
3. Grower must always accompany any regulatory agency on the ranch who is conducting an inspection.
    a. Regulatory agencies may include: Food and Drug Administration (FDA), United States Department of Agriculture (USDA), health department, state enforcement agencies, etc.
4. Grower must follow up with regulatory agencies after the inspection with the contact details provided by the agency in order to provide corrective actions if needed.
5. Records of regulatory inspections must be filed.
6. Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager.

Records:

1. PrimusGFS Checklist
2. Pre-Season Self-Assessment Checklist
3. Field Risk Assessment

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Product Rejection and Release

Purpose:

To ensure farm inputs do not pose a contamination risk to the growing operation and to prevent the inadvertent use or shipment of raw products that may pose a food safety risk.

Procedure:

On Hold/Rejection:

Farm Inputs (fertilizer, mulch, etc.):

1. Inputs received with damaged packaging or without proper Certificates of Analyses should be put on hold until they can be returned, proper documentation is received, or they are discarded.
2. Inputs placed on hold must be segregated and clearly labeled.
3. A Product Rejection and Release form must be completed for any inputs placed on hold or rejected.
    a. Documentation must include: Date the input was put on hold/rejected, name of person who put it on hold/rejected it, reason it was put on hold/rejected, and any information regarding how it is being segregated from acceptable inputs.
4. Inputs deemed unfit for use must be discarded.

Products (avocados):

1. Product is inspected for food safety defects as it is being harvested.
2. Product that does not meet food safety standards is separated and placed on hold until it is deemed acceptable or discarded.
3. A Product Rejection and Release form must be completed for any products placed on hold or rejected.
    a. Documentation must include: Date product was put on hold/rejected, name of person who put it on hold/rejected it, reason it was put on hold/rejected, and any information regarding how it is being segregated from acceptable product.

Release:

Farm Inputs:

1. Farm inputs may be released when they meet proper specifications.
2. Release must be documented on the Product Rejection and Release form.
    a. Documentation must include product disposition and actions taken on product.

Products:

1. Release of on hold/rejected products:
    a. The owner, manager, or Food Safety Coordinator is authorized to determine the disposition of on hold product.
    b. A Product Rejection and Release form must be filled out for the release of any item placed on hold or rejected, detailing the actions taken.
2. Release of product for shipment or sale:
    a. Product must not be released unless it meets agreed standards or order requirements.
    b. Product must not be released until all food safety evaluations have been completed.
    c. Authorized personnel must sign a release for the product which may include a field ticket, Bill of Lading, or other receipt.
    d. Product is released to the packinghouse once it is picked up from the field and a field ticket is issued.
    e. If fruit is delivered, product is released to the packinghouse once it is received at the facility.

f. If product is returned from the packinghouse to the grower for food safety issues, product must be disposed of and documented on a NUOCA log.

Customer Complaints:

1. Growers do not receive complaints directly from customers. Customer complaints are handled by the packinghouse.
2. Complaints from the packinghouse are recorded on the NUOCA form.
    a. Documentation must include: Date and time of complaint, name of person/entity who made the complaint, contact information, product description, nature of complaint, where the product was purchased, quantity of product, field ticket information, corrective and preventive actions.
3. All relevant parties must be notified of the complaint.

Records:

1. Product Rejection and Release Form
2. Field Ticket
3. NUOCA Form

Product Rejection & Release Form

On Hold/Rejection:

Date: _____ **Time:** _____

Reported By: _____

Reason for product being placed on hold/rejected:

How affected product is being segregated to ensure it is not commingled with other products or goods:

Release of Product:

Date: _____ **Time:** _____

Released By: _____

Disposition of Product:

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Supplier Control

Purpose:

To ensure suppliers of fertilizer, pest control, labor, services, etc. comply with all applicable regulations, food safety procedures and specifications as defined below and are not a potential source of contamination to the growing area.

Policies:

1. Suppliers must be approved before they are used.
2. Only suppliers who meet the specifications defined below should be used.
3. Suppliers who fail to meet Supplier Requirements are not used.

Approvals:

1. Documentation in the form of Letters of Guarantee, licenses, training records, procedures, third party audits, etc. must be obtained from suppliers proving they meet specifications listed under Supplier Requirements.
    a. Letters of Guarantee must be updated yearly, unless they state continuing.
    b. Licenses must be current, not expired.
    c. Where applicable (harvesting), third party audits must have been completed within the year.
    d. Exceptions allowed only in emergency situations. Management may give approval to new suppliers. Suppliers must meet the minimum requirements as specified in Emergency Supplier policy.

Supplier Requirements:

Suppliers who supply the following products or services must meet the following requirements:

Crop Protection

Applications:

1. Crop protection applicators must, at a minimum, comply with the requirements set forth in the Crop Protection Policies and Procedures section of this manual, which include in part:
    a. Applicator must be licensed (qualified applicator) or have training recognized by prevailing national/local standards and guidelines; or applicator must be under the supervision of a person who is licensed (qualified applicator) or has training recognized by prevailing national/local standards and guidelines.
    b. Follow product labels including pre-harvest intervals, dilutions, target organisms, etc.
    c. Water used for mixing must meet water requirements defined in the Water Usage Procedure section of this manual.
    d. Crop protection products must be registered in the country of production for the target crop.

Verification:

1. There must be verification of the duties performed by a licensed applicator conducted at least once per year. This will be verified by the Food Safety Coordinator using the Supplier Control Verification Log (Crop Protection) or the Internal Audit.

Recommendations:

1. Recommendations for the use of crop protection material must be made by a licensed Pest Control Advisor or another person with training recognized by prevailing national/local standards and guidelines.

Fertilizer and Soil Amendments

Fertilizer and soil amendments must, at a minimum, comply with the requirements set forth in the Fertilizer and Crop Nutrition Policies and Procedures section of this manual, which include in part:

Inorganic Fertilizer Usage:

1. Inorganic fertilizers and soil amendments must be free from animal products and/or animal manures and heavy metals.
2. Letter of Guarantee must be available from the supplier of the fertilizer specifying the source of inert ingredients such as substances used as "fillers" (e.g., clay pellets, granular limestone, etc.).
3. Inorganic fertilizers and soil amendments must conform to applicable California regulations.

Organic Fertilizer Usage:

Compost (Animal Derived Materials)

1. Must have a Letter of Guarantee / procedure that product is composted/heat treated and conforms to applicable California regulations.
2. Compost produced from animal derived materials must be incorporated into the soil prior to bud burst for tree crops.
3. A pre-harvest interval of 45 days must be observed for crops using compost derived from animal materials. Fertilizer application records and picking records must be available showing the pre-harvest interval has been observed.
4. Must have a Certificate(s) of Analysis (COA) stating the product is free from pathogens and heavy metals. COA must have a batch number which links to the product used in the growing operations.

Compost teas, fish emulsions, fish meal, blood meal, "biofertilizers"

1. Nonsynthetic crop treatments that contain animal products or manures must not be applied to the edible portion of the crop.
2. A pre-harvest interval of 45 days must be observed for crops using nonsynthetic crop treatments. Fertilizer application records and picking records must be available showing the pre-harvest interval has been observed.
3. Certificate(s) of Analysis detailing microbiological/heavy metal test analyses from the fertilizer supplier must be available.
4. For nonsynthetic crop treatments *that do not contain animal products or manures* (i.e. green waste), Certificate of Analysis or Letter of Guarantee must be available from the supplier stating the materials they are supplying are **free** from animal products and/or animal manures and heavy metals, and that they conform to applicable California regulations.

Labor Contractors

Harvesting:

1. Harvesting contractors must abide by Good Harvesting Practices as defined by the California Avocado Commission's Good Harvesting Practices or equivalent procedures. There must be a signed form stating that the harvest crew is abiding by these practices.

   AND/OR

2. Third party certification/documentation must be available showing harvesting crew is in compliance with Good Harvesting Practices.

Cultural Practices:

1. Workers who come on to the ranch to perform work on the ranch must be trained in food safety and security policies and procedures, which at a minimum, must include the information in the Food Safety and Security Training Outline of this manual. Documentation of compliance must be available.

Verification:

1. There must be verification of the labor contractor's practices at least once during the season. This will be performed by the Food Safety Coordinator using the Supplier Control Verification Log (Labor Contractor) or the Internal Audit.

Toilet/Hand Washing Facilities

Suppliers of toilet and handwashing facilities must, at a minimum, comply with the requirements set forth in the Worker Health and Hygiene Policies and Procedures section of this manual, which include in part:

1. Waste must be disposed of properly.
2. Facilities must be cleaned in an area which will not contaminate the growing area.
3. Procedures must be available for cleaning and restocking.
4. Servicing company must have procedures in place to deal with accidental spills.

Verification:

1. There must be verification that the contracted toilet service is following the service agreement that they provide. This is to be conducted once per year by the Food Safety Coordinator using the Supplier Control Verification Log (Toilet Service) or the Internal Audit.

Laboratory Analysis

1. Laboratories used for water analysis and pesticide residue tests must have ISO 17025 certification or equivalent.
2. Documentation must be obtained from the laboratory showing their certification.

Packinghouse

1. Mock recall from the packinghouse must be available showing packinghouse can effectively trace product one step back and one step forward.
2. Recall program from packing facility must be available.

Water (irrigation, fertigation and chemical applications)

1. Water used for irrigation must meet suitable water quality standards as outlined in the Water Usage Policies and Procedures section of this manual.

Drinking Water

1. Drinking water that is provided to workers must be potable.

Emergency Suppliers:

Emergency suppliers are to be used only when the approved suppliers cannot be used. To be considered an emergency supplier, the service and/or goods must only be used once. After being used once, they must either provide the required documentation to become an approved supplier or be discontinued as a supplier. Below are the **minimum** requirements to be approved as an emergency supplier:

Fertilizer and Soil Amendments:

Inorganic/Synthetic:

Receipt detailing the following information:

1. Material purchased.
2. Quantity purchased.
3. Salesperson/Wholesaler name.
4. If product was applied by the wholesaler.
    a. If product was applied by the wholesaler, include applicator name and information.

Organic:

Receipt detailing the following information:

1. Material purchased.
2. Quantity purchased.
3. Lot number.
4. Pathogen testing information for corresponding lot number.
5. If product was applied by the wholesaler.
    a. If product was applied by the wholesaler, include applicator name and information.

Labor Contractors:

1. Copy of liability insurance.
2. Copy of current business license.
3. Documentation showing compliance that workers have been trained in food safety and security policies and procedures prior to preforming work. Training guidelines are available in the Food Safety and security Training Outline of this manual.

Toilet/Handwashing Facilities:

Receipt detailing the following information:

1. The services that were provided.
2. The person/company who conducted these services.

Crop Protection:

1. Copy of current license(s).

Supplier Monitoring:

1. Suppliers are monitored throughout the year. If a supplier fails to meet specifications and expectations, they will be removed from the Approved Supplier List and no longer used.
2. Suppliers are evaluated during internal audits. Findings are documented on the Internal Audit Checklist.

Records:

1. Letters of Guarantee
2. Supplier Procedures
3. Third Party Audits
4. Product Labels
5. Lab Analysis
6. List of Approved Suppliers
7. Supplier Control Verification Log
8. Internal Audits

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APPROVED SUPPLIER LIST

Date Approved	Company Name	Product/Service	Specs on File? (Y/N)	Date Reviewed

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EMERGENCY SUPPLIER LIST

Date Used	Company Name	Product/Service	Justification	Minimum Requirements Met? (Y/N)	Approved By?

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SUPPLIER CONTROL VERIFICATION LOG

Conducted By: _____

FLC Name: _____

Sanitation Supplier				
Verification Dates		Question	Y/N	Corrective Action / NUOCA Form Filed?
Date	Date			
		Does the supplier have adequate amounts and varieties of food-contact sanitizers?		
		Are the sanitizer concentrations continually correct and within your PPM guidelines?		
		Does the company ship your orders in a timely manner?		
		Are you satisfied with the service and company as a whole?		

Labor Contractor				
Verification Dates		Question	Y/N	Corrective Action / NUOCA Form Filed?
Date	Date			
		Are all of the field workers following the food safety policies?		
		Did the contractor provide toilets for their employees?		
		Are the toilets properly stocked with soap, single-use towels and toilet paper?		
		Are you satisfied with the service and company as a whole?		

Toilet Service				
Verification Dates		Question	Y/N	Corrective Action / NUOCA Form Filed?
Date	Date			
		Is the toilet service company removing the toilet from the grove prior to servicing?		
		Is the toilet service company restocking the toilet as needed?		
		Are you satisfied with the service and company as a whole?		

Signature of Food Safety Coordinator: _____

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Traceability

Policies and Procedures

Purpose:

To ensure harvested produce and agricultural inputs can be traced back to the growing area and to the supplier in the event of a food safety recall.

Policies:

1. Each grove is identified or coded to enable traceability in the event of a recall.
2. Field Receipts containing Grower Name and Number, Date Harvested, Harvest Crew, Variety of Fruit, Number of Bins Harvested, Bin Numbers, and Condition of Fruit are issued by the packinghouse to the grower upon receiving or picking up the fruit from the field.
3. Field Receipts are kept by the grower and the packinghouse.
4. In the event of a recall, the size of the area a grower can trace back to may determine the extent of produce affected. Field Receipts that include field/block names or numbers that are precise enough for growers to trace a delivery back to a lot, section or ranch is strongly encouraged as this will likely limit the overall impact of a recall.
5. Details of traceability coding must be tied to the record keeping system for pesticide, fertilizers and microbiology testing reports.

Procedures:

Grower may conduct their own mock recall or obtain it from the packinghouse.

Mock Recall:

1. Identify how much fruit was picked from the particular area where possible "issues" may have occurred.
2. Locate Field Receipt associated with the potentially "affected" fruit in question.
3. Develop a plan of action to dispose of fruit, for example: Notify the packinghouse of the particular fruit that may have been affected, do not harvest from this particular area until problem is corrected, observe pre-harvest interval, etc.
4. Complete Mock Recall Form.
5. Mock recall must be conducted every six months.

Records:

1. Mock Recall
2. Packinghouse Recall Policy

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Mock Recall

Conducted by: _____

Ranch Name: _____

Date of Recall: _____

Start Time: _____ **End Time:** _____ **Total Time Taken:** _____

Reason for Recall:

Recall Class: (Circle) **I** **II** **III** **IV**

Harvest Date	Field Receipt	Block	Bins Picked	Handler
		Total Harvested:		
		Total Recalled:		
		Total Unaccounted For:		

Notified Harvesters? **Yes** **No**

Notified Handlers? **Yes** **No**

Field Ticket Attached? **Yes** **No**

Packout Attached? **Yes** **No**

Additional Notes (Lessons Learned):

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

Mock Recall Notes:

1) See Traceability Policies and Procedures.
2) Attach copies of records to the mock recall that prove the trace back/trace forward for the given scenario showing information that indicates which packinghouse(s) and/or suppliers are involved (depending on scenario).
3) All key documents used in a mock recall must state, "Mock Recall" on them so that no party ever considers these to be documents for a real recall.
4) DO NOT contact customers or suppliers when carrying out a mock recall.
5) All product affected should be identified and located within 2 hours.

FDA Recall Class Definitions:

- Class I Recall: A situation in which there is a reasonable probability that the use of or exposure to a violative product will cause serious adverse health consequences or death.
- Class II Recall: A situation in which use of or exposure to a violative product may cause temporary or medically reversible adverse health consequences or where the probability of serious adverse health consequences is remote.
- Class III Recall: A situation in which use of or exposure to a violative product is not likely to cause adverse health consequences.
- Market Withdrawal: Occurs when a product has a minor violation that would not be subject to FDA legal action. The firm removes the product from the market or corrects the violation. For example, a product removed from the market due to tampering, without evidence of manufacturing or distribution problems, would be a market withdrawal.

(Source: http://www.fda.gov/Safety/Recalls/ucm165546.htm)

Sample Mock Recall Scenarios:

SAMPLE MOCK RECALL SCENARIO #1:

Packinghouse has contacted us to inform us that Salmonella has been detected through random testing conducted by a customer. Packinghouse is recalling all fruit from this ranch, and has asked that we stop harvesting, identify how many bins were sent to packinghouse and to contact any other packinghouses where product from this ranch may have gone (Class #1 Recall Scenario).

SAMPLE MOCK RECALL SCENARIO #2:

Packinghouse has identified pesticide residues on our product. Results from multiple labs indicate that maximum residue limits (MRLs) have been exceeded on this ranch and product sold must be recalled (Class #1 or #2 Recall Scenario).

Food Fraud Vulnerability Assessment

Where on the farm Food Fraud can occur	Type of Fraud and how it can occur	Are any potential food fraud hazards significant? (yes/no); What is the likelihood and severity that the risk could impact consumer health?	What preventative measures can be applied to prevent food fraud?
Harvest and Transportation	Substitution Product misrepresentation; Switching higher quality product with lesser quality product	Yes- Low Loss of traceability, chain of custody, food safety- possible economic loss	Supply Chain Management/ Working Training Logs/Labor Contractor Letter of Guarantee or GHP Certificates/ Field Ticket/ Packinghouses Traceability Program
Harvest and Transportation	Concealment Product blending; Adding/mixing in lower quality product with higher quality product	Yes- Low Loss of traceability, chain of custody, food safety/ product misrepresentation/ possible economic loss	Supply Chain Management/ Working Training Logs/ Labor Contractor Letter of Guarantee or GHP Certificates/ Field Ticket/ Packinghouses Traceability Program
Sales and Marketing (not within the growers control)	Counterfeiting Selling conventional product as organic to gain access to a better market; product misrepresentation	Yes- Low Loss of traceability, chain of custody, food safety- possible economic manipulation	Quality Control/ Accurate Inventory/Supply Chain Management/ Organic Certificates
Packing, Sales and Marketing (not within the growers control)	Mislabeling Product falsely identified with misinformation including weight, commodity, cultivation method (organic vs. conventional)	Yes – Low Product misrepresentation/ possible economic loss	Approved Supplier List/ Supplier Letters of Guarantee/COAs/Organic Certificates/Pack-Outs/ Visual Inspections
Incoming Goods, Irrigation and Crop Protection	Unapproved Enhancements Enhancement or contaminant added to the irrigation water, incoming goods or by crop protection application	Yes- Low Product contamination, food safety/ product misrepresentation/ adulteration/ possible economic loss	Approved Supplier List/ LOG/ COAs/ PCA or QAL Licenses/ Pesticide Use Reports/ Pesticide Training Records/Chemical Safety
Not within the growers control	Intellectual Property Rights Product misrepresentation, product names, logos, trademarks etc. being used on product and sold by unapproved sellers	Yes- Low Product misrepresentation/ possible economic loss	All exclusive trademarks are owned internationally that represent packinghouses as well as its products and services.
Production/Theft/Diversion Harvest & Transportation, Sales & Marketing (not within the growers control)	Grey Market Selling product off the book/ Product theft	Yes- Low Loss of traceability, chain of custody, food safety/ possible economic loss	Perimeter Monitoring Log/ Visitor Log/ Worker Training Logs/ Internal Audit/ Supply Chain Management

Signature of Food Safety Coordinator: _____ Reviewed on: _____

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Food Defense Vulnerability Assessment

Policies and Procedures

Purpose: To prevent and deter deliberate tampering or adulteration to food items produced on the site.

Category	Risk	Mitigation Strategies	Severity	Likelihood
Site/Building	Access by unauthorized personnel	- Where necessary, entrances to ranch roads are restricted by gates or chains that are kept locked. Measures are taken to avoid vehicle access to the growing area. - No trespassing/restricted entry signs are posted where needed. - Electronics and technology locked with password access.	Medium	Medium
Personnel	Potential intentional adulteration by internal threat	- Personal items are kept away from harvest operations. - Workers are trained on food security and educational materials related to security are made available. -Workers are encouraged to report suspicious activity to their supervisor. Where necessary, appropriate regulatory agencies, such as the sheriff, are notified.	High	Low
Visitors/Contractors	Access by unauthorized personnel	- All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch. - Visitors must be accompanied by the owner/ranch manager/designated worker while on the ranch. - Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager. - All visitors must be documented in the Visitors Log.	Low	Low

Trucks (incoming and outbound)	Access by unauthorized personnel	- All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch. - Visitors must be accompanied by the owner/ranch manager/designated worker while on the ranch. - Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager. - All visitors must be documented in the Visitors Log.	Low	Low
Water Sources	Potential intentional or unintentional tampering by internal or external threat	- Wells and other water sources are designed to prevent tampering. - Water sources are monitored for signs of tampering. Records are documented on the Perimeter and Water Source Monitoring Log. - Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary.	High	Low
Chemicals	Intentional or unintentional tampering of products from either internal or external threat	- All agricultural chemicals are kept in locked storage. - Chemicals and equipment are inspected for signs of tampering prior to use. - Chemicals (fertilizers and pesticides) must be inventoried on a monthly basis.	High	Low
Raw Materials	External threat of receiving contaminated products	- Bulk items delivered to the ranch must be inspected prior to use to ensure there are no signs of tampering.	Medium	Low

Signature of Food Safety Coordinator:_____ Reviewed On:_____

Crisis Management Plan

Policies, Procedures & Form

Purpose:

To establish a documented Crisis Management Plan that prepares growers to respond to disruptive events that may impact the safety of fruit, field operations, workers, or the ability to maintain compliance with food safety requirements. This plan outlines crisis criteria, emergency contacts, monitoring systems, and response actions for known crisis scenarios relevant to California field production.

Policies:

1. The ranch must maintain a written Crisis Management Plan that identifies potential disruptive events and outlines response procedures.
2. A Crisis Management Team (CMT) must be designated and trained annually.
    a. CMT Members: _____
3. The CMT must meet at least once annually to review, test, and verify the plan.
4. The ranch uses monitoring systems to detect early signs of crisis situations through field inspections by weather alerts, perimeter and water source monitoring, worker illness reporting, NUOCAs, equipment maintenance and chemical use logs, communication with neighboring growers, the county ag commissioner and other.
5. All employees must follow instructions issued during a crisis event.
6. Any product affected by a crisis must be evaluated, documented, and dispositioned appropriately if necessary.
7. Crisis events and responses must be documented and retained for a minimum of 2 years.

Crisis Management Team

1. Review, update and record CMT member roles and contacts at least annually.
2. Multiple roles may be filled by the same member.
    a. Team Lead / Incident Commander: _____
    b. Food Safety Lead: _____
    c. Field Operations Lead: _____
    d. Safety Officer: _____
    e. Communications Lead: _____

Emergency Contacts

1. Review, update and record emergency contacts at least annually.
    a. Local Fire Department: _____
    b. Local Sheriff's Office: _____
    c. County Agricultural Commissioner: _____
    d. Water District Contact: _____
    e. Utility Company (Power): _____
    f. Chemical Supplier Emergency: _____

Crisis Criteria

A crisis is any event that disrupts normal field operations or threatens product safety, worker safety, or regulatory compliance. Examples include;

1. Natural Events (Wildfire, earthquake, flooding, mudslides, extreme heat events, severe storms, high winds, drought-related water interruptions)
2. Man-Made Events (Chemical spill (pesticides, fertilizers, fuel), Water contamination (microbial or chemical), Vandalism or tampering, Power outage affecting irrigation or water systems, Equipment failure affecting harvest or sanitation, Labor shortages or emergency evacuations, Computer system failure affecting traceability or records
3. Food Safety-Specific Events (Contamination of fruit due to chemical drift, Contamination from adjacent land use, Illness outbreak among field workers, Discovery of foreign material in harvested fruit, Water source failure or contamination, Excessive animal or human intrusion)

Procedures:

Initial Response

1. Identify the crisis and notify the Crisis Management Team immediately.
2. Team Lead assesses severity and determines to activate the Crisis Management Plan.
3. Secure the affected area and ensure worker safety.
4. Stop harvest or field operations if product safety is at risk.
5. Document the event immediately using the NUOCA form.

Crisis Scenarios & Response Actions

1. Wildfire/Smoke Event
    a. Evacuate workers if fire is within threat distance.
    b. Contact fire authorities for guidance.
    c. Assess orchards for ash, soot, or chemical residues.
    d. Hold product until safety evaluation is complete.
    e. Document acreage affected and fruit disposition.
2. Earthquake
    a. Ensure worker safety and check for injuries.
    b. Inspect irrigation lines, chemical storage, and water sources.
    c. Evaluate fruit safety if trees or equipment were damaged.
    d. Document structural or field damage.
3. Chemical Spill (on-site or drift)
    a. Stop all field activity in affected area.
    b. Contact chemical supplier or emergency response.
    c. Flag and isolate the contaminated area.
    d. Conduct residue testing if required.
    e. Document product disposition.
4. Water Source Failure or Contamination
    a. Stop irrigation or harvest if water safety is compromised.

   b. Notify water district and Food Safety Lead.
   c. Switch to alternate water source if available.
   d. Take necessary lab analysis. Do not use water source until in-spec results.
   e. Document corrective actions and water test results.
5. Vandalism/Tampering
   a. Secure the area and notify law enforcement.
   b. Evaluate fruit, equipment, and water systems for contamination.
   c. Hold product until investigation is complete.
   d. Document findings and corrective actions.
   e. Assess food safety security measures and update if applicable.
6. Worker Illness Outbreak
   a. Remove affected workers from field duties.
   b. Increase hygiene monitoring and handwashing compliance.
   c. Evaluate any fruit handled by symptomatic workers.
   d. Document illness reports and corrective actions.
   e. Do not allow workers into the production area until cleared by a doctor.
7. Severe Weather (wind, flooding, heat)
   a. Stop harvest during unsafe conditions.
   b. Inspect fruit for physical damage or contamination.
   c. Document affected acreage and fruit disposition.
   d. Take necessary lab analysis for soil contamination.

Product Evaluation & Disposition

If fruit is affected by a crisis event:

1. Food Safety Lead conducts a risk assessment. Product may be:
   a. Released (safe)
   b. Reworked (if applicable)
   c. Diverted (e.g., animal feed)
   d. Destroyed
2. Document all product disposition stating the Lot/block number, date, crisis type, evaluation results, and final disposition decision.

Records:

1. Crisis Management Form
2. Emergency Contact List
3. NUOCA
4. Risk Assessment
5. Lab Test Results
6. Disposition Verification

Crisis Management Form

FLC Name: _____ **Conducted By:** _____

CMT Participants: _____

Date of Occurrence: _____ ☐ **Actual Crisis Event** ☐ **Annual Test Scenario/ Exercise**

Type of Event: ☐ Wildfire ☐ Earthquake ☐ Flood ☐ Severe Weather ☐ Vandalism/Tampering
☐ Water Source Contamination ☐ Chemical Spill/Drift ☐ Worker Illness Outbreak ☐ Equipment Failure
☐ Adjacent Land Impact ☐ Other: _____

Description of Event:

How was the event detected? ☐ Worker Observation ☐ Weather Alert ☐ Water Monitoring Log
☐ Routine Inspection ☐ Neighboring Grower Notification ☐ Other: _____

Immediate Actions Taken:

Impact Assessment

Worker Safety	Field Impact	Product Impact	Product Disposition	Improve / Corrections
☐ None	☐ None	☐ None	☐ Released	
☐ Injury Reported	☐ Field Damage	☐ Potential affect	☐ Reworked	
☐ Evactuation Required	☐ Equipment Damage	☐ Confirmed affected product	☐ Diverted	
			☐ Destroyed	
Details:	Details:	Details:	**Verification**	
			☐ Yes	
			☐ No	

Additional Notes: _____

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

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VISITOR/CONTRACTOR LOG

Ranch Name: _____

Food Safety Coordinator Name:_____Phone Number: _____

By signing below, visitor/contractor agrees to follow the operation's good agricultural practices (GAPs), food defense policies and procedures, and personal hygiene and health policies.

Date	Name	Reason for Visit	Time In	Time Out

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EMERGENCY CONTACTS

PLEASE POST

Date Updated/Reviewed: _____

FOR EMERGENCIES CALL 911

San Diego County	San Diego County Sheriff's Department	858-565-5200
	San Diego County Fire Department	858-974-5999
Riverside County	Riverside County Sheriff's Office	951-955-2400
	Riverside County Fire Department	951-940-6900
Orange County	Orange County Sheriff's Department	714-647-7000
	Orange County Fire Department	714-573-6000
Ventura County	Ventura County Sheriff's Department	805-654-9511
	Ventura County Fire Department	805-389-9710
Santa Barbara County	Santa Barbara County Sheriff's Department	805-681-4100
	Santa Barbara County Fire Station	805-681-5515
San Luis Obispo County	San Luis Obispo County Sheriff's Department	805-781-4550
	San Luis Obispo County Fire Department	805-543-4244
Utilities	San Diego Gas and Electric	800-411-7343
	So Cal Gas	800-427-2200
	Southern California Edison	800-655-4555
USDA	General Information	833-ONE-USDA
CDFA	General Information	916-654-0466
FDA	Emergency Reporting	866-300-4374
Other	Department of Pesticide Regulations	916-445-4038
	Center for Disease Control	800-232-4636
	PrimusLabs	805-922-0055
	Chemtrec	800-262-8200

FLC Contact Information:

Address: _____ Phone: _____

Alternate Phone: _____

Packinghouse Representatives:

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

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FIELD SANITATION

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Field Sanitation & Pre-Harvest

Purpose:

To ensure that risks and possible sources of crop contamination are noted, assessed, and if applicable, corrective measures are performed and documented.

Policies:

Field Sanitation

1. If a harvester finds evidence of animal intrusion they will report the evidence to an appropriate supervisor.
2. Produce that has come into direct contact with fecal matter will not be harvested and should be discarded immediately.
3. A no harvest zone of approximately five-foot radius should be implemented around the point of contamination; unless or until adequate mitigation measures have been implemented or considered.
4. Farming operations are never going to be able to exclude wildlife and/or domestic animals from entering crop production areas. However, every effort should be made to limit their access to the production areas.
5. Domestic animals and livestock are not allowed in the growing area or the equipment storage area.

Pre-Harvest

1. A daily field sanitation and pre-harvest assessment is made on the production area prior to daily harvest.
2. If any aspect of the pre-harvest assessment is compromised throughout harvest activities, workers must stop harvesting and report the issue to an appropriate supervisor.

Procedures:

1. Prior to harvest, on a daily basis, inspect the toilet and hand washing facilities, harvesting tools and equipment and inventory, chemical intervals, employee health, and condition of the harvest area including animal intrusion, making sure there are no potential food safety risks.
2. Where an issue is observed, correct the problem and document the corrective action (NUOCA) before harvest begins.
3. If necessary, buffer zones should be implemented for any food safety issues. e.g. flooded areas, evidence of pest or animal activity that is harmful to the crop.
4. An appropriate supervisor will fill out and keep a “Daily Pre-Harvest, Tool Inventory, and Field Sanitation Checklist” for the production area.

Records:

1. Daily Pre-Harvest, Tool Inventory, and Field Sanitation Checklist
2. NUOCA
3. Risk Assessment

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Harvest and Transportation

Purpose:

To ensure harvesting containers, equipment and transportation do not cause a likely source of contamination to the fruit.

Policies:

Harvesting Containers (Bins)

1. The Avocado industry standards require food grade bins to be used during harvest. Food grade bins may be made from FDA-approved materials that are nonporous, and easily cleaned and sanitized (e.g. MacroBins).
2. All harvesting containers that come in direct contact with fruit are cleaned and/or sanitized on a routine basis and kept as clean as practical. Bin cleaning procedures should be obtained from respective packing houses, and records of bin cleaning should be maintained.
3. Damaged harvesting containers are returned to the packinghouse and not used for fruit.
4. Harvesting containers (and picking bags) are not used for carrying or storing non-produce items during the harvest season. If containers are used for other than harvesting fruit, it must be labeled for its use (e.g. 'Basura'). Farm workers are instructed on this policy.
5. Efforts have been made to remove excessive dirt and mud from containers during harvest.
6. Reusable containers and bins are free from contamination from inappropriate handling practices.

Harvesting Equipment

1. All hand harvesting implements (picking bags, picking poles, clippers, etc.) have a daily inventory and are kept as clean as practical and are disinfected on a regular basis.
2. Cleaning frequency will depend on the operation's own risk assessment/ analysis and recorded in the "Master Sanitation Schedule". Cleaning noted on the "Harvesting Tools Sanitation Log."
    a. Clippers and picking poles are to be cleaned daily.
    b. Picking bags are to be inspected and/or cleaned daily or weekly.
    c. Ladders are to be cleaned weekly or as needed.
    d. Other: _____
3. All harvest tools shall be made from non-corrosive and easy to clean materials to prevent foreign contamination. Knives should be stored in scabbards that can be easily cleaned.
4. Harvest tools should have a storage area.
    a. Harvest Tool Storage Location/Address: _____
    b. Harvest Tool Storage Location Supervisor: _____
5. Where gloves are required, they must be suitable for harvesting and they must be latex free.
6. When machinery is used in the harvesting process, food contact surfaces should be free from flaking paint, corrosion, rust, etc. and should be made from non-porous, non-toxic material.
7. Food grade lubricants only shall be used in harvesting machinery where product exposure exists to ensure no contamination. Visual confirmation and proof must be available. Catch pans should also be fitted into all machinery.

Loading & Transportation

1. Personnel conducting loading and transporting activities should ensure that any potential cross contamination is prevented.
2. Sitting, standing, or walking on product, including bins, is prohibited.
3. Ensure product is protected from overhead contamination, weather, animals, and other if it poses a risk.
4. Fruit transported from the field to the packing house is properly secured and a system should allow fruit to be traceable back to a specific grove.
5. Vehicles transporting product should be limited to this function only.
6. Vehicles should be clean, odor free, free of personal items and contamination, and must be in a good state of repair.
7. Cleaning and sanitation logs should be kept on file for transport vehicles. These are provided by the third party transportation service or conducted internally using the "Transport Vehicle Cleaning & Sanitation Log".

Procedures:

Harvesting Equipment Sanitation

1. Harvesting equipment is sanitized as needed or at the stated frequency in the "Master Sanitation Schedule". Sanitation is documented on the "Harvesting Tools Sanitation Log."
2. Clippers and picking poles are to be cleaned daily. Picking bags and ladders are to be inspected and cleaned daily or weekly. Machinery will be inspected and cleaned as needed. Cleaning frequency will depend on your own risk analysis.
3. Cleaning and sanitation records must be maintained.
4. Sanitation shall be done with an anti-microbial solution. The strength of this solution should be tested and documented on a regular basis to ensure that it is the proper strength if it is not premixed or a ready-to-use product. Test strips should always be kept on hand to verify the solution strength and dilution.
5. Any clipper, picking bag or other harvesting equipment that has become contaminated with bodily fluids or chemical contaminants is replaced immediately, removed from the harvest area, and properly sanitized prior to being used again or disposed of.
6. Harvesting equipment shall not be stored on the ground.
7. Harvest equipment shall not be taken into break or restroom areas and should not be used for any other purpose.
8. Proper garbage containers should be constructed for and maintained with liner bags and lids that protects against pre and post-harvest contamination.
9. Metal, glass and plastic must be disposed of in proper containers that are located in harvest and non-harvest areas.

Loading & Transportation

1. Each individual load unit leaving the harvest area must be properly secured and needs a unique field ticket identifying the specific grove and date of harvest.
2. All transportation vehicles should be equipped with proper and efficient methods of communication such as cell phones or two-way radios.
3. Transportation vehicles must be recorded and verified for cleaning and sanitizing internally on the "Transport Vehicle Cleaning & Sanitation Log" or obtained from the transport service. Log records should include:
    a. Date and time
    b. What equipment was cleaned and sanitized
    c. Where equipment was cleaned and sanitized
    d. Water source used (when more than one source is available)
    e. Why equipment was cleaned (daily, between field types, periodic deep cleaning, etc.)
    f. Who completed the cleaning & verification of task completed

Packing & Storage

1. All packing surfaces should be free of contamination and allow for easy sanitation. No wood materials are allowed.
2. Packaging and other critical materials used in the harvesting process must be stored in secured areas with controlled access to reduce potential tampering.
3. On-site storage areas must be secure, clean and properly maintained to reduce pest and foreign material contamination. Containers and bins should be stored away from farm chemicals, sanitizers, fertilizers, etc. and all packing materials should be stored off the ground with a buffer from direct wall contact.
4. Food contact and non-food contact storage areas should have a monthly inventory.
5. Personal items (especially foodstuffs, glass materials, etc.) should be kept away from all operation and storage areas.
6. Allergens (FDA 'Big 9') are not permitted in packing and storage areas.

Records:

1. Harvesting Tools Sanitation Log
2. Master Sanitation Schedule
3. Risk Assessment
4. Transport Vehicle Cleaning & Sanitation Log
5. Daily Pre-Harvest, Inventory, and Field Sanitation Checklist
6. Chemical Inventory Log

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Contaminated Product

Purpose:

To ensure crops contaminated by glass/brittle plastics breakage, chemicals, petroleum, or pesticides are not harvested for human consumption.

Policies:

1. Product contaminated by glass/brittle plastics breakage, chemicals, petroleum or pesticides are not harvested for human consumption.
2. Glass on harvesting equipment is protected so fruit is not contaminated in the event of a breakage.
3. If fruit comes in contact with any ground surface it is considered to be contaminated, and therefore must be discarded.
4. A pre-harvest inspection should confirm that crop is free of any evidence of systematic animal fecal contamination.

Procedures:

1. Notify the appropriate supervisor.
2. Fruit that is contaminated will be disposed of and harvest area avoided.
3. Where glass/brittle plastic breakage occurs, inspect the harvest area looking for signs of contamination. Remove and discard all broken pieces of glass. Clean up harvest area where contamination occurred.
4. Work will stop until equipment can be repaired and all fruit containers that may have been contaminated are cleaned, washed and inspected.
5. Equipment that has been contaminated will be thoroughly cleaned and inspected prior to being used again.
6. Document the date of the occurrence, description of the event, and corrective action taken on the “Contaminated Product Response Log.”

Records:

1. Daily Pre-Harvest Assessment Checklist
2. Spill, Leak, or Contaminated Response Log

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Spill or Leak Response Plan

Purpose:

To ensure hazardous material spills or leaks are cleaned up immediately and fruit that comes into contact with any such spills or leaks is not harvested for human consumption.

Policies:

1. A response plan is in place in the event of a major spill or leak of any hazardous material to include but not limited to toilet and hand-washing facilities.
2. An emergency contact, ideally an appropriate supervisor, is established within the operation to manage spill and leak responses.

EMERGNCY CONTACT INFORMATION	Name:
	Phone Number:

Procedures:

1. Employees should immediately contact the person listed above for the Emergency Contact Information.
2. The Emergency Contact will then contact the contracted service provider (if applicable) or other environmentally qualified contractor immediately to begin clean up and corrective actions, including identification, removal and disposal of contaminated fruit.
3. Hazardous material spills should be quickly contained and cleaned up immediately.
4. DO NOT HARVEST fruit that has come in contact with spilled or leaked hazardous materials.
5. Clean and sanitize all equipment that may have come in contact with the spilled hazard material before it is used again.
6. Document spill or leak on “Spill or Leak Response Log” and/or the “NUOCA” log.

Records:

1. Spill, Leak or Contamination Response Log
2. NUOCA

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Spill, Leak, or Contamination Response Log

EMERGNCY CONTACT INFORMATION	Name:
	Phone Number:

Date	Description of Event	Corrective Action	Supervisor

Master Sanitation Schedule

Purpose:

To ensure all harvest equipment, storage areas, break areas, restrooms, transportation equipment, and waste areas are maintained in a clean, sanitary condition that prevents contamination of fresh avocados during harvest activities.

Policies:

Food Contact & Non-Food Contact

Applies to all food-contact and non-food-contact equipment used in harvesting operations, including but not limited to:

1. Food-contact equipment;
    a. Clippers
    b. Picking poles
    c. Picking totes
    d. Harvest ladders
    e. Harvest bins
2. Non-food-contact equipment;
    a. Tractors, forklifts, trailers
    b. Restrooms
    c. Break Areas
    d. Waste collection and disposal areas

Sanitation Schedule

Equipment	Frequency	Method
Clippers / Poles	Daily	Wash debris, sanitize, air dry
Totes / Bags	Daily / Weekly	Inspect, remove debris, switch out or clean
Ladders	Weekly	Wash debris, sanitize, air dry
Bins	As used (packinghouse)	Inspect, washed and sanitized as processed after each harvest
Restrooms	Weekly	Clean, restock – See Doc #
Waste/ Trash Bins	Daily	Remove debris, replace liners and lids, clean as needed
Tractor/Trailer/Forklift	Daily, annually	Inspections, cleaning and maintenance as needed
Other:		
Other:		

Records:

1. Harvesting Tools Sanitation Log
2. Harvest & Transportation
3. Pre-Harvest Assessment

Harvesting Tools Sanitation Log

Clippers /Picking Poles	To be cleaned on a daily basis and reported in "Daily Pre-Harvest Assessment Checklist"
Ladders	To be cleaned weekly. Cleaning frequency will depend on your own risk assessment/analysis.
Bags/Totes	To be inspected or cleaned daily or weekly. Cleaning frequency will depend on your own risk assessment/analysis.
Other:	

Date	Item(s) Sanitized	Name/Initials

Preventative Maintenance Program

Purpose:

To ensure equipment is maintained in good working condition through routine, periodic, and annual maintenance tasks to prevent biological, physical, or chemical contamination during harvest operations.

Policies:

1. All harvesting and transportation equipment must be maintained to prevent contamination risks.
2. Preventive maintenance tasks must follow a documented schedule and be recorded upon completion.
3. Equipment must be inspected prior to use and removed from service if damaged, unsafe, or posing a contamination risk.
4. Annual hygienic design reviews must be conducted to identify areas where equipment design, wear, or condition could contribute to contamination.
5. Only food-grade lubricants may be used on equipment with potential product exposure.
6. Maintenance activities must not introduce contaminants into the field or onto fruit.
7. Equipment must be cleaned and sanitized after any maintenance activities.

Procedures:

Routine Maintenance

1. Performed by harvest supervisors or designated crew leads.
2. If equipment fails inspection or poses a contamination risk remove equipment from service immediately, repair or replace equipment as needed and document corrective action.
    a. Clippers, Picking Poles, Ladders:
        i. Inspect daily for cleanliness, rust, loose hardware, broken springs, cracks, etc.
        ii. Remove and replace from service if needed.
        iii. Clean and sanitize daily, weekly or as needed.
    b. Harvesting Bags:
        i. Inspect daily for fraying, broken stitching, debris, or contamination.
        ii. Clean weekly or more frequently if visibly soiled.
        iii. Replace if structural integrity is compromised or visibly soiled beyond cleaning.
    c. Tractors & Trailers:
        i. Inspect daily for leaks (oil, hydraulic fluid), rust, sharp edges, or debris.
        ii. Ensure bin-holding surfaces are clean and free of contamination.
        iii. Verify food-grade lubricants are used where exposure is possible.

Periodic Maintenance

1. Performed by maintenance personnel or contracted service providers.
2. If equipment fails inspection or poses a contamination risk remove equipment from service immediately, repair or replace equipment as needed and document corrective action.

a. Tighten hardware on ladders, picking poles, and tractor attachments.
b. Lubricate moving parts using food-grade lubricants.
c. Inspect trailer beds for rust, flaking paint, or sharp edges.
d. Check tractor and trailer tires, brakes, and lights.
e. Inspect bin trailers for structural integrity and cleanliness.
f. Review condition of storage areas for tools and equipment.

Annual Maintenance & Hygienic Design Review

1. Performed by management or designated maintenance personnel.
2. If equipment fails the review or poses a contamination risk remove the equipment from service for repair or replacement, update maintenance schedule if recurring issues are identified, and document corrective actions.
    a. Conduct a full inspection of all harvesting equipment for wear, corrosion, or design issues that could cause contamination.
    b. Evaluate whether equipment materials remain non-porous, easy to clean, and free of rust or deterioration.
    c. Review tractor and trailer surfaces for paint flaking, corrosion, or structural damage.
    d. Assess storage areas for hygienic design (cleanability, pest exclusion, separation from chemicals).
    e. Document all findings and corrective actions to update schedule based on findings.

Records:

1. Maintenance Work Log
2. Daily Pre-Harvest, Tool Inventory and Field Sanitation Checklist

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Maintenance Work Log

Year: _____

Equipment Information

Equipment Type	#	Location Stored	Equipment Type	#	Location Stored
Clippers			Bin Trailer		
Picking Poles			Tractor/Vehicle		
Ladders			Other:		
Harvest Bags			Other:		

Annual Maintenance & Hygienic Design Review

Performed by management or designated maintenance personnel annually.

Date:	Completed By:		
Equipment	**Hygienic Design Review Findings**	**Risks Identified**	**Corrective Actions**
Clippers/Poles			
Harvest Bags			
Ladders			
Bin Trailer			
Tractor/Vehicle			
Other:			

Routine Maintenance

See Daily Pre-Harvest Checklist for routine checks before each use. Corrective actions recorded by supervisors below;

Date	Equipment	Issues Found/Maintenance	Corrective Action	Completed By
			Repaired / Removed / Replaced	
			Repaired / Removed / Replaced	
			Repaired / Removed / Replaced	
			Repaired / Removed / Replaced	
			Repaired / Removed / Replaced	
			Repaired / Removed / Replaced	

Periodic Maintenance

Preformed quarterly or at least once during the Harvest Season.

Date		Date		Date		Date	
Clippers & Poles		**Clippers & Poles**		**Clippers & Poles**		**Clippers & Poles**	
Tighten hardware, sharpen, inspect for rust/cracks, sanitize		Tighten hardware, sharpen, inspect for rust/cracks, sanitize		Tighten hardware, sharpen, inspect for rust/cracks, sanitize		Tighten hardware, sharpen, inspect for rust/cracks, sanitize	
Issues Found?		Issues Found?		Issues Found?		Issues Found?	
Harvest Bags		**Harvest Bags**		**Harvest Bags**		**Harvest Bags**	
Inspect stitching and soil level, clean, replace if worn		Inspect stitching and soil level, clean, replace if worn		Inspect stitching and soil level, clean, replace if worn		Inspect stitching and soil level, clean, replace if worn	
Issues Found?		Issues Found?		Issues Found?		Issues Found?	
Ladders		**Ladders**		**Ladders**		**Ladders**	
Inspect rungs, tighten hardware, clean and sanitize		Inspect rungs, tighten hardware, clean and sanitize		Inspect rungs, tighten hardware, clean and sanitize		Inspect rungs, tighten hardware, clean and sanitize	
Issues Found?		Issues Found?		Issues Found?		Issues Found?	
Tractor/Trailer		**Tractor/Trailer**		**Tractor/Trailer**		**Tractor/Trailer**	
Check leaks, rust, paint, FG lubricants, glass, tires, brakes		Check leaks, rust, paint, FG lubricants, glass, tires, brakes		Check leaks, rust, paint, FG lubricants, glass, tires, brakes		Check leaks, rust, paint, FG lubricants, glass, tires, brakes	
Issues Found?		Issues Found?		Issues Found?		Issues Found?	
Storage Area		**Storage Area**		**Storage Area**		**Storage Area**	
Check cleanliness, pest presence, debris, chemicals		Check cleanliness, pest presence, debris, chemicals		Check cleanliness, pest presence, debris, chemicals		Check cleanliness, pest presence, debris, chemicals	
Issues Found?		Issues Found?		Issues Found?		Issues Found?	
Corrective Actions		**Corrective Actions**		**Corrective Actions**		**Corrective Actions**	
Conducted By		Conducted By		Conducted By		Conducted By	

Signature of the Food Safety Coordinator: _____ Date: _____

Water Usage

Policies and Procedures

DOES NOT FULLY MEET THE FOOD SAFETY MODERNIZATION ACT REQUIREMENTS

Purpose:

To ensure water used for handwashing, irrigation, chemical applications and/or fertigation does not represent a likely source of biological contamination to fruit intended for human consumption.

Policies:

1. Water used for drinking and hand washing must be from a **POTABLE** water source.

Usage	Allowable Limits
Drinking and Hand Washing	Generic *E. coli* <1 CFU, Total Coliforms <1 CFU
Irrigation/Fertigation/ Foliar Applications	Cannot exceed 126 MPN, Most Probable Number, generic *E. coli* (or Colony Forming Unit, CFU)/100 mL (rolling geometric mean n=5) and <235 MPN generic *E. coli* for any single sample.

2. Water sources must be tested at the required frequency for Total Coliform (TC) and/or generic *E. coli*.

Source	Test	Testing Frequency
Municipal / District	Generic *E. coli*	At least once a year.*
Wells	Generic *E. coli*	At least once a year.*
Portable Hand Wash Water Stations	TC and Generic *E. coli*	At least once a quarterly*
Ponds	Generic *E. coli*	At least quarterly.*
Reservoirs	Generic *E. coli*	At least quarterly.*
Canals, Rivers, Ditches	Generic *E. coli*	At least quarterly.*

*Depending on your own risk assessment/analysis, or in particular circumstances, you may have to test these water sources more frequently.

3. Laboratory used for performing microbial analysis must be licensed/accredited (e.g. ISO 17025 or equivalent). Documentation must be obtained from laboratory showing compliance.

Procedures:

Municipal/District

1. Test, at a minimum, annually for generic *E. coli*.
2. For municipal or district water contaminated by microorganisms, a possible corrective measure would be to inspect the line, searching for any breaks where contamination may have occurred. If no possible contamination routes are found, notify the municipal or district water company.

3. If the water source cannot be treated or repaired, an alternative water source should be used.
4. Retest water to verify corrective measure has worked. Document corrective measures on the NUOCA form.

Wells

1. Test, at a minimum, annually for generic *E. coli*.
2. For wells contaminated by microorganisms, a possible corrective measure would be shocking the well with chlorine. Document corrective measure on the NUOCA form. For contamination that is caused by a damaged well casing, a possible corrective measure would be to repair the casing. Retest water before use to verify corrective measure has worked.
3. If the water source cannot be treated or repaired, an alternative water source should be used.

Open Water Sources (Pond/Reservoir/Canals/Rivers/Ditches)

1. Test at a minimum quarterly, for generic *E. coli*. However, depending on your own risk assessment/analysis, or in particular circumstances, you may have to test these water sources more frequently.
2. For surface waters contaminated by microorganisms, a possible corrective measure would be shocking the water source with chlorine or filtering the water. Document corrective measure on the NUOCA form.
3. Animals (domestic, livestock or wild) must not have access to open water sources.
4. Surface water must be approximately 100 feet away from untreated manure.
5. If the water source cannot be treated or repaired, an alternative water source should be used.
6. Retest water before use to verify corrective measure has worked.

Reclaimed Water

1. Test at a minimum annually for generic *E. coli*.
2. For reclaimed water from a municipal water company contaminated by microorganisms, a possible corrective measure would be to inspect the line searching for any breaks where contamination may have occurred. If no possible contamination routes are found, notify the municipal company.
3. If the water source cannot be treated or repaired, an alternative water source should be used.
4. Documentation must be available showing the reclamation process is conducted under the direction of a water reclamation management or authority and the frequency of said testing.

Portable Hand Wash Water Stations

1. Test at a minimum quarterly or once in harvest season, for total coliforms and generic *E. coli*.
2. For portable hand wash stations contaminated by microorganisms, notify the portable toilet company immediately for further guidance.
3. If the water source cannot be treated or repaired, an alternative water source should be used.
4. Retest water to verify corrective measure has worked. Document corrective measures on the NUOCA form.

Water Sampling

1. Sample water source at the appropriate frequencies outlined above.
2. Sampling equipment is supplied by a third-party laboratory.
3. Complete the sample collection form including sample ID information, date, time, chain of custody, etc.
4. Water taps used for sampling should be free of aerators, hose attachments, etc.
5. Samples must be taken as close to the point of use as possible where water

contacts the crop to test both the water source and the water distribution system. For hand wash water, samples should be taken from the hand wash spigot/faucet.

   a. If there are multiple sources for hand wash water, testing should account for each source used.

6. Prior to sample collection, thoroughly flush stagnant water and debris in the sample line for about 2-3 minutes. DO NOT rinse the sample bottle.
7. Fill the sterile sample bottle. Collect at least 100 mL of sample for analysis.
8. Chill sample as soon as possible to between 32– 50 degrees Fahrenheit until ready for immediate shipment.
9. Drop sample off at the lab or pack it for shipping.

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Chemical Inventory Log

Chemical Store Inventory System:

1. Perform a chemical inventory on a monthly basis and record the results below.
2. Note product name, food contact (FC) or non-food contact (NFC), container volume and where the chemical is stored.
3. Record stock on-hand.
4. Include signature of person performing inventory in "Inventory Performed By" box.

Date		Date		Date	
Product Name/FC, NFC /Volume/Location	Stock on Hand	Product Name/FC, NFC /Volume/Location	Stock on Hand	Product Name/FC, NFC /Volume/Location	Stock on Hand
Inventory Performed By:		Inventory Performed By:		Inventory Performed By:	

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WORKER HEALTH AND HYGIENE

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Bleeding/Bodily Fluids and In-Field Illness

Policies and Procedures

Purpose:

To address the potential contamination issues caused by workers who are bleeding or appear to be injured or ill.

Policies:

Bleeding and Bodily Fluids

1. All incidences of bleeding and vomiting are to be reported to supervisors.
2. All workers must have access to first aid kits with non-expired supplies.
3. Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions or other injuries.
4. Any fruit and packaging materials contaminated with blood and/or bodily fluids must be segregated and disposed of immediately.
5. Tools and/or equipment contaminated with blood must be properly sanitized immediately.
6. Any worker having sores, cuts, boils, lesions, etc. on his/her hands shall have those areas covered with first-aid materials and latex-free disposable gloves.
7. If first aid material and latex-free disposable gloves do not fully cover the wound, the worker is not permitted to engage in working in direct contact with the fruit.

Illness

1. Workers showing symptoms of diarrhea, vomiting or symptoms of other infectious diseases are excluded from work assignments that involve direct contact with fresh produce.

Return to Work

1. Workers may return to their normal duties once they have not experienced diarrhea, vomiting, or other symptoms of infectious diseases for at least 24 hours and have checked in with their supervisor.

Procedures:

Bleeding and Bodily Fluids

1. Notify the appropriate supervisor.
2. Supervisor determines the type of injury and provides appropriate first aid. If appropriate, call 911 and report emergency.
3. Cover wound with appropriate first aid materials.
4. If an injury occurs and fruit or equipment is contaminated, cordon off the immediate area.
5. Inspect the cordoned off area looking for the presence of blood.
6. Discard any fruit that may have become contaminated.
    a. Use latex-free disposable gloves to place contaminated fruit inside disposal container.
    b. Remove gloves and place in disposal container.
    c. Wash hands with soap and water.
7. Sanitize any equipment that may have come in contact with blood.

Sangrado/fluidos corporales y enfermedades en el campo

Políticas y Procedimientos

Propósito:

Para abordar los posibles problemas de contaminación causados por los trabajadores que están sangrando o parecen estar lesionados o enfermos.

Políticas:

Sangrado y fluidos corporales

1. Todas las incidencias de sangrado y vómitos deben ser reportadas a los supervisores.
2. Todos los trabajadores deben tener acceso a botiquines de primeros auxilios con suministros no vencidos.
3. Se instruye a los trabajadores a buscar tratamiento inmediato con suministros limpios de primeros auxilios para cortes, abrasiones u otras lesiones.
4. Cualquier fruta y material de embalaje contaminado con sangre y / o fluidos corporales debe separarse y eliminarse inmediatamente.
5. Las herramientas y/o equipos contaminados con sangre deben desinfectarse adecuadamente de inmediato.
6. Todo trabajador que tenga llagas, cortes, forúnculos, lesiones, etc. en las manos deberá tener esas zonas cubiertas con materiales de primeros auxilios y guantes desechables sin látex.
7. Si el material de primeros auxilios y los guantes desechables sin látex no cubren completamente la herida, el trabajador no puede trabajar en contacto directo con la fruta.

Enfermedad

1. Los trabajadores que presenten síntomas de diarrea, vómitos o síntomas de otras enfermedades infecciosas quedan excluidos de las asignaciones de trabajo que impliquen contacto directo con productos frescos.

Regreso al trabajo

2. Los trabajadores pueden regresar a sus tareas normales una vez que no hayan experimentado diarrea, vómitos u otros síntomas de enfermedades infecciosas durante al menos 24 horas y se hayan registrado con su supervisor.

Procedimientos:

Sangrado y fluidos corporales

1. Notifique al supervisor apropiado.
2. El supervisor determina el tipo de lesión y proporciona los primeros auxilios apropiados. Si es apropiado, llame al 911 y reporte una emergencia.
3. Cubra la herida con materiales de primeros auxilios apropiados.
4. Si se produce una lesión y la fruta o el equipo están contaminados, acordone el área inmediata.
5. Inspeccione el área acordonada en busca de la presencia de sangre.
6. Deseche cualquier fruta que pueda haberse contaminado.
    a. Use guantes desechables sin látex para colocar la fruta contaminada dentro del recipiente de eliminación.
    b. Retire los guantes y colóquelo en el recipiente de eliminación.
    c. Lávese las manos con agua y jabón.
7. Desinfecte cualquier equipo que pueda haber estado en contacto con la sangre.

Worker Health and Hygiene
Policies and Procedures

Purpose:

To address correct worker hygiene practices and reduce the potential for food contamination by a worker or visitor's actions, hygiene, health or habits.

Policies:

1. Potable water is available to all workers to drink and wash hands.
2. Visitors and workers who may come in direct contact with product are required to follow all sanitation and hygiene practices.
3. First aid kits must be available in the event of an injury or emergency.
4. All workers have been trained on proper sanitation and hygiene practices quarterly and are required to follow proper sanitation and hygiene practices. New workers will receive all necessary training prior to working in the grove.
5. Workers must sign documentation that they have been trained on proper sanitation and hygiene practices.
6. Signs are posted in English and Spanish in the vicinity of the toilet facility instructing workers to wash their hands before beginning work or returning to work.
7. Infants and toddler age children are not allowed in the growing and equipment storage areas.

Procedures:

Hygiene

1. Water testing records must be available for drinking water provided to workers showing the water is potable.
2. Workers must wash hands before work, after using the restroom, after breaks, and any other time hands may become contaminated.
3. If gloves are used for food handling (this does **not** include activities such as pruning, irrigating, etc.), they must be intact, clean and in sanitary condition.
4. Eating food, chewing gum, drinking beverages (except bottled water) or using tobacco are restricted to areas outside the production area. Eating and drinking may take place at the edges of the production area, on grove roads, or in areas already harvested in the current harvest cycle.
5. Workers must remove unsecured jewelry and other objects that might fall into the product and cause potential contamination.

Hand Washing

Note: *Hand washing with soap and water is required. Sanitizer use alone is* ***NOT*** *an acceptable practice.*

1. Water testing records must be available showing the water being used for hand washing is potable.
2. All workers must wash their hands with soap and water at the beginning of the workday, after using the toilet, after eating, and after breaks.
    a. Wet hands with potable water; apply soap and work into a lather.
    b. Rub hands together.
    c. Rinse under clean water.
    d. Dry hands with a single-use towel.
    e. Dispose of towel in trash can.

Políticas y procedimientos de salud e higiene de los trabajadores

Propósito:

Abordar las prácticas correctas de higiene de los trabajadores y reducir el potencial de contaminación de los alimentos por las acciones, la higiene, la salud o los hábitos de un trabajador o visitante.

Políticas:

1. El agua potable está disponible para que todos los trabajadores beban y se laven las manos.
2. Los visitantes y trabajadores que puedan entrar en contacto directo con el producto deben seguir todas las prácticas de saneamiento e higiene.
3. Los botiquines de primeros auxilios deben estar disponibles en caso de una lesión o emergencia.
4. Todos los trabajadores han recibido capacitación trimestral sobre prácticas adecuadas de saneamiento e higiene y deben seguir prácticas adecuadas de saneamiento e higiene. Los nuevos trabajadores recibirán toda la capacitación necesaria antes de trabajar en la arboleda.
5. Los trabajadores deben firmar la documentación de que han sido capacitados sobre prácticas adecuadas de saneamiento e higiene.
6. Se colocan letreros en inglés y español en las cercanías de la instalación sanitaria que instruyen a los trabajadores a lavarse las manos antes de comenzar a trabajar o regresar al trabajo.
7. Los bebés y niños pequeños no están permitidos en las áreas de cultivo y almacenamiento de equipos.

Procedimientos:

Higiene

1. Los registros de pruebas de agua deben estar disponibles para el agua potable proporcionada a los trabajadores que demuestren que el agua es potable.
2. Los trabajadores deben lavarse las manos antes del trabajo, después de usar el baño, después de los descansos y en cualquier otro momento en que las manos puedan contaminarse.
3. Si se utilizan guantes para la manipulación de alimentos (esto **no** incluye actividades como podar, regar, etc.), deben estar intactos, limpios y en condiciones sanitarias.
4. Comer alimentos, masticar chicle, beber bebidas (excepto agua embotellada) o usar tabaco están restringidos a áreas fuera del área de producción. Comer y beber puede tener lugar en los bordes del área de producción, en caminos de arboleda o en áreas ya cosechadas en el ciclo de cosecha actual.
5. Los trabajadores deben retirar las joyas no aseguradas y otros objetos que puedan caer en el producto y causar una posible contaminación.

Lavado de manos

Nota: *Se requiere lavarse las manos con agua y jabón. El uso de desinfectante por sí solo* ***NO*** es una *práctica aceptable.*

1. Los registros de pruebas de agua deben estar disponibles que muestren que el agua que se utiliza para lavarse las manos es potable.
2. Todos los trabajadores deben lavarse las manos con agua y jabón al comienzo de la jornada laboral, después de ir al baño, después de comer y después de los descansos.
    a. Manos mojadas con agua potable; aplicar jabón y trabajar en una espuma.
    b. Frotar las manos juntas.
    c. Enjuague con agua limpia.
    d. Séquese las manos con una toalla de un solo uso.
    e. Deseche la toalla en el bote de basura.

Allergen Control
Policies and Procedures

Purpose:

All known allergens are to be eliminated from the growing areas to reduce the potential for contamination of finished product and prevent the potential for allergic reactions. A zero-tolerance policy is the best method to eliminate these risks; however, an Allergen Control Program has been established if it is not possible to eliminate allergens from production and/or adjacent areas.

Policies

1. Food and beverages are not allowed inside the growing area. Drinking water is acceptable.
2. The FDA 'Big 9' allergens are not allowed in the growing area to prevent cross-contamination;
    i. Peanuts
    ii. Tree nuts
    iii. Milk
    iv. Eggs
    v. Fish
    vi. Shellfish
    vii. Wheat
    viii. Soybeans
    ix. Sesame
3. All equipment related to growing, harvesting and processing will not be utilized for any other product other than fruit.
4. Training of the Allergen Program for all employees is conducted at onboarding and at least annually thereafter.
5. Food Safety Coordinators are responsible to approve the program, train workers, and ensure it is being implemented.
6. The allergen policies must be posted in a public area (breakroom, lunch area, office space).
7. All employees are required to wash their hands before and after handling any potential allergens.
8. All contractors and visitors must abide by the Allergen Control Program.

Procedures:

If an employee brings an allergen to work;

1. Allergens are not allowed inside the growing area. Keep personal meals in designated areas.
2. Inform the supervisor of any personal allergies.
3. If a worker brings an allergen as a part of their meal inform surrounding co-workers if they have an allergy to that food.
4. If a coworker has an allergen to the one brought, it is best to remove oneself and continue the break in another designated break area.
5. Wash hands after coming into contact with the allergen and before returning to work.

Políticas y procedimientos de Control de Alérgenos

Propósito:

Todos los alérgenos conocidos deben mantenerse fuera de las áreas de cultivo para reducir el riesgo de contaminación del producto y prevenir posibles reacciones alérgicas. Una política de "tolerancia cero" es el mejor método para eliminar estos riesgos; sin embargo, se ha establecido un Programa de Control de Alérgenos cuando no es posible eliminar los alérgenos de áreas cercanas.

Políticas:

1. No se permiten alimentos ni bebidas dentro del área de cultivo. El agua potable sí es aceptable.
2. No se permiten alérgenos en el área de cultivo para prevenir la contaminación cruzada;
    i. Cacahuates
    ii. Nueces de árbol
    iii. Leche
    iv. Huevos
    v. Pescado
    vi. Mariscos
    vii. Trigo
    viii. Soya
    ix. Ajonjolí (sésamo)
3. Todo el equipo relacionado con el cultivo, cosecha y manejo del producto solo se utilizará para fruta, y no para otros productos.
4. La capacitación del Programa de Alérgenos para todos los empleados se realiza al inicio de empleo y por lo menos una vez al año.
5. Los Coordinadores de Inocuidad Alimentaria son responsables de aprobar el programa, capacitar a los trabajadores y asegurar que se implemente correctamente.
6. Las políticas de alérgenos deben colocarse en un área pública (sala de descanso, comedor, oficina).
7. Todos los empleados deben lavarse las manos antes y después de manejar cualquier posible alérgeno.
8. Todos los contratistas y visitantes deben cumplir con el Programa de Control de Alérgenos.

Procedimientos:

Si un empleado trae un alimento que contiene alérgenos:

1. Los alérgenos no están permitidos dentro del área de cultivo. Mantenga las comidas personales en las áreas designadas.
2. Informe al supervisor si usted tiene alguna alergia alimentaria.
3. Si un trabajador trae un alimento que contiene alérgenos, debe avisar a los compañeros cercanos si alguno tiene alergia a ese alimento.
4. Si un compañero es alérgico al alimento que se trajo, es mejor retirarse y continuar el descanso en otra área designada.
5. Lávese las manos después de tocar o consumir el alimento y antes de regresar al trabajo.

Toilet and Hand Washing Facilities
Policies and Procedures

If toilet and hand washing facilities are serviced by an outside company, attach servicing company's policies and procedures regarding maintenance and sanitation of toilet and hand washing facilities.

Purpose:

To ensure that toilet and field sanitation facilities are maintained in good repair, condition, and placed so that fields and workers are not contaminated.

Policies:

Toilet and Hand Washing Facilities

1. Workers must have access to a toilet and hand washing facility that shall be properly stocked and have regularly scheduled cleaning. Toilet and hand washing facilities shall be located at a distance and in an area that minimizes risk of product contamination.
2. One toilet facility must be provided for each group of 20 workers.
3. Toilet and hand washing facilities must be placed within a quarter mile or five-minute walking distance of all workers.
4. Where there are two or less workers present and workers have transportation that is immediately available to toilets, toilets within a five-minute drive is acceptable.

Procedures:

Toilet and Hand Washing Facility Maintenance:

1. Toilet facilities must be in good repair, clean and properly stocked with toilet paper.
2. Cleaning and servicing must be done on a regularly scheduled basis and documentation of servicing must be available.
3. Field sanitation facilities must be stocked with single use towels, unscented soap, a place to dispose of trash and potable water for hand washing.

Permanent Toilet and Hand Washing Facility Cleaning

Note: *Toilets will have a service log.*

1. Clean floor, toilet, urinal, and sink.
2. Empty trash.
3. Stock facility with toilet paper, liquid unscented soap, and single use paper towels.
4. Sign and date Toilet and Hand Washing Station Maintenance log.
5. Toilet should be cleaned on an as needed basis.

Portable Toilet Facility Cleaning

Note: *Toilets will have a service log.*

1. Place toilet facilities at a distance and in an area that minimizes risk of product contamination.
2. Pump waste from the holding tank. Remove trash and other debris.
3. Clean floor, toilet, and urinal.
4. Add fresh solution to the tank as needed.
5. Replace and replenish toilet paper as needed.
6. Sign and date service log sticker in each unit. Toilets should be serviced on an as needed basis.
7. Return toilet facility to appropriate location.

Portable Hand Washing Facility Cleaning

Note: *Hand washing facilities will have a service log.*

1. Place hand washing facilities at a distance and in an area that minimizes risk of product contamination.
2. Pump waste from the holding tank.
3. Remove trash and ensure drain is fully operational.
4. Clean and scrub surfaces with appropriate brush.
5. Add fresh **POTABLE** water to tank.
6. Replace and replenish single use towels and unscented hand soap.
7. Sign and date service log sticker on each unit. Hand washing facilities should be serviced on an as needed basis.
8. Return hand washing facility to appropriate location.

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Hand Washing Sign

NOTICE
WASH HANDS BEFORE RETURNING TO WORK

AVISO
LÁVESE LAS MANOS ANTES DE REGRESAR AL TRABAJO

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TOILET AND HAND WASHING STATION MAINTENANCE LOG

1. Check and restock required supplies (Paper towels, toilet paper, potable water for washing, soap).
2. Pick up trash from floor and remove trash from trash can.
3. Check for needed repairs or other maintenance (schedule as needed).
4. Record all activity on log.

Date	Time	Unit #	Item Checked										Other	Initials
			✓		✓		✓		✓		✓			
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		
				Paper Towels		Toilet Paper		Hand Soap		Potable Water		Remove Trash		Clean Restroom		

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Food Safety and Security Training Outline

Food Safety Policy

We are committed to promoting an active and committed culture of food safety by providing a safe product to our end users and achieving continuous improvement in our growing operations. In order to accomplish this we follow food safety laws/regulations, adhere to industry food safety best practices and fulfill customer requirements.

Management is committed to providing the resources necessary to implement, maintain and improve our food safety program. Examples of these resources include worker training, equipment, supplies, and testing services.

Employees should be able to recognize food safety and/or hygiene issues with co-workers and visitors and/or correct problems and report problems to the supervisor.

The integrity of our food safety program is sustained through internal and external processes. Independent third-party audits are conducted to ensure that we are meeting or exceeding all Global Food Safety Initiative (GFSI) and Food Safety Modernization Act (FSMA) standards.

Food Safety Training for All Workers

Microorganisms and Food Handling

1. The microorganisms that cause illness are much too small to see.
2. These tiny bacteria and parasites can be transferred to foods from dirty hands or blood, especially from people who did not wash their hands after using the toilet.
3. We all eat fruits and vegetables, and we can all be made sick if somebody else who is sick or does not have clean hands has touched our food.
4. Don't eat food, spit, chew tobacco, gum while in the growing area. Food from our mouths can transfer bacteria or parasites to food and make others sick.

Illness Reporting

1. Report any active cases of illness to your supervisor before beginning work. This includes diarrhea, vomiting, fever, or nausea. Seek medical attention and do not handle fruit.
2. Report lesions on your body such as infected wounds, draining wounds, boils or wounds seeping pus that might come in contact with produce. Obtain latex-free gloves/first aid materials to cover the wound or do NOT handle produce!
3. Be familiar with symptoms of infectious diseases so that if symptoms are evident the supervisor can take appropriate steps.
4. Symptoms include diarrhea, runny nose, yellow skin or eyes, cough or fever.

Toilet Use

1. All workers must use the toilet facilities provided which must be connected to a sewage disposal system or self-contained.
2. Failure to use provided toilet facilities is grounds for dismissal.

Hand Washing

Note: *Hand washing with soap and water is required. Sanitizer use alone is* ***NOT*** *an acceptable practice.*

1. Water testing records must be available showing the water being used for hand washing is potable.
2. All workers must wash their hands with soap and water at the beginning of the workday, after using the toilet, after eating, after breaks, any potential allergen contamination, and any other time hands may become contaminated.
    a. Wet hands with potable water; apply soap and work into a lather.
    b. Rub hands together.
    c. Rinse under clean water.
    d. Dry hands with a single-use towel.
    e. Dispose of towel in trash can.

Bleeding Incidence

1. Any cuts or scrapes that cause the loss of blood must be reported to the supervisor immediately.
2. All fresh produce that may have come in contact with blood during an incident must be destroyed.
3. All equipment that has come in contact with blood during this incident must be cleaned and sanitized.

Provide Protection from a Lesion

1. A lesion that contains pus, such as a boil or infected wound that is open or draining and that is located on parts of the body that might have contact with produce while harvesting, sorting or packaging, will be covered by first aid material.
2. If a worker has a lesion that cannot be effectively covered in such a way to prevent contact with fresh produce or related equipment, the worker will not be allowed to work in any aspect with fresh produce or related equipment.

Ensure Visitors Follow Good Hygienic Practices

1. Ensure good hygienic practices are followed by all visitors who come into contact with fresh produce in the field.

Alternative Good Hygienic Practices

1. Single-service disposable gloves can be an important and effective hygienic practice in combination with hand washing in some circumstances. If gloves are not used properly they can become another vehicle for spreading pathogens.
2. If single-service disposable gloves are used, they should be latex-free.
3. The use of gloves in no way lessens the need or importance of hand washing and proper hygienic practices.

Field Sanitation

1. Trash must be disposed of in the proper trash receptacles. Do not leave trash in the ranch.
2. Domestic and wild animals are not allowed in the growing area.
3. Evidence of animal fecal material must be buried. Fruit that comes in contact with fecal material must be thrown away.
4. Dead animals in the growing area must be removed and properly disposed of.
5. Windfallen fruit must be discarded.

6. Infants and toddlers are not allowed in the growing area.

Toilet and Hand Washing Facility Maintenance (Where Facilities Are Not Serviced By An Outside Company):

1. Toilet facilities must be in good repair, clean and properly stocked.
2. Cleaning and servicing must be done on a regularly scheduled basis and documentation of servicing must be available.
3. Field sanitation facilities must be stocked with single use towels, soap, a place to dispose of trash and potable water for hand washing.

Permanent Toilet and Hand Washing Facility Cleaning

Note: *Toilets will have a service log.*

1. Clean floor, toilet, urinal, and sink.
2. Empty trash.
3. Stock facility with toilet paper, liquid soap, and single use paper towels.
4. Sign and date Toilet and Hand Washing Station Maintenance log.
5. Toilet should be cleaned on an as needed basis.

Portable Toilet Facility Cleaning

Note: *Toilets will have a service log.*

Place toilet facilities at a distance and in an area that minimizes risk of product contamination.

1. Pump waste from the holding tank. Remove trash and other debris.
2. Clean floor, toilet, and urinal.
3. Add fresh solution to the tank as needed.
4. Replace and replenish toilet paper as needed.
5. Sign and date service log sticker in each unit. Toilets should be serviced on an as needed basis.
6. Return toilet facility to appropriate location.

Portable Hand Washing Facility Cleaning

Note: *Hand washing facilities will have a service log.*

Place hand washing facilities at a distance and in an area that minimizes risk of product contamination.

1. Pump waste from the holding tank.
2. Remove trash and ensure drain is fully operational.
3. Clean and scrub surfaces with appropriate brush.
4. Add fresh **POTABLE** water to tank.
5. Replace and replenish single use towels and hand soap.
6. Sign and date service log sticker on each unit. Hand washing facilities should be serviced on an as needed basis.
7. Return hand washing facility to appropriate location.

Food Security Training for All Workers

Ranch Security:

1. The purpose of ranch security is to prevent and deter deliberate tampering and adulteration to food items produced on the site.

2. Where necessary, entrances to ranch roads are restricted by gates or chains. Gates and chains are kept locked.

Water Source Security:

1. Wells and other water sources are designed to prevent tampering.
2. Water sources are monitored for signs of tampering. Records are documented on the Perimeter and Water Source Monitoring Log.
3. Water sources are fitted with check valves, anti-siphon devices or other backflow prevention systems when and where necessary.

Chemical Security:

1. All agricultural chemicals are kept in locked storage.
2. Equipment is examined for tampering prior to use.

Worker Security:

1. Personal items are kept away from harvest operations.
2. Workers are trained on food security and educational materials related to security are made available.
3. Workers are encouraged to report suspicious activity to their supervisor. Where necessary, appropriate regulatory agencies, such as the sheriff, are notified.

Visitor Security:

1. All visitors (including contractors) must review and follow proper hygiene and security procedures when visiting the ranch.
2. Visitors must be accompanied by the owner/ranch manager/designated worker while on the ranch.
3. Visitors are not permitted to take samples, photographs, or videos without permission from the owner/ranch manager.
4. All visitors must sign in and out when entering and exiting the property.

Food Safety Culture:

1. Employees must follow all food safety procedures and participate in training, feedback, and improvement efforts to strengthen food safety culture.
2. Employee feedback is collected through an open door policy to management. Workers are encouraged to speak openly with supervisors about any food safety concern, question, or suggestion without fear of retaliation.
3. All workers must immediately report unsafe conditions, contamination risks, illness, or improper behaviors observed in or adjacent to the growing area. 'If you see something, say something.'

Política de Seguridad Alimentaria

Estamos comprometidos a proporcionar un producto seguro a nuestros usuarios finales y lograr una mejora continua en nuestras operaciones en crecimiento. Para lograr esto, seguimos las leyes / regulaciones de seguridad alimentaria, nos adherimos a las mejores prácticas de seguridad alimentaria de la industria y cumplimos con los requisitos del cliente.

La gerencia se compromete a proporcionar los recursos necesarios para implementar, mantener y mejorar nuestro programa de seguridad alimentaria. Ejemplos de estos recursos incluyen capacitación de trabajadores, equipos, suministros y servicios de prueba.

Los empleados deben ser capaces de reconocer los problemas de seguridad alimentaria y / o higiene con los compañeros de trabajo y visitantes y / o corregir problemas e informar problemas al supervisor.

La integridad de nuestro programa de seguridad alimentaria se mantiene a través de procesos internos y externos. Se realizan auditorías independientes de terceros para garantizar que estamos cumpliendo o excediendo todos los estándares de la Iniciativa Global de Seguridad Alimentaria (GFSI) y la Ley de Modernización de la Seguridad Alimentaria (FSMA).

Capacitación en seguridad alimentaria para todos los trabajadores

Microorganismos y manipulación de alimentos

1. Los microorganismos que causan enfermedades son demasiado pequeños para verlos.
2. Estas pequeñas bacterias y parásitos pueden transferirse a los alimentos a partir de manos sucias o sangre, especialmente de personas que no se lavaron las manos después de usar el inodoro.
3. Todos comemos frutas y verduras, y todos podemos enfermarnos si alguien más que está enfermo o no tiene las manos limpias ha tocado nuestra comida.
4. No coma alimentos ni mastique tabaco o chicle mientras trabaja con fruta. Los alimentos de nuestra boca pueden transferir bacterias o parásitos a los alimentos y enfermar a otros.

Notificación de enfermedades

1. Informe cualquier caso activo de enfermedad a su supervisor antes de comenzar a trabajar. Esto incluye diarrea, vómitos, fiebre o náuseas. Busque atención médica y no manipule fruta.
2. Reporte lesiones en su cuerpo, como heridas infectadas, heridas de drenaje, forúnculos o heridas que filtran pus que podrían entrar en contacto con productos agrícolas. ¡Obtenga guantes/ materiales de primeros auxilios sin látex para cubrir la herida o NO manipule productos!
3. Familiarícese con los síntomas de las enfermedades infecciosas para que, si los síntomas son evidentes, el supervisor pueda tomar las medidas adecuadas.
4. Los síntomas incluyen diarrea, secreción nasal, piel u ojos amarillos, tos o fiebre.

Uso del inodoro

1. Todos los trabajadores deben utilizar las instalaciones sanitarias proporcionadas que deben estar conectadas a un sistema de eliminación de aguas residuales o autónomas.
2. La falta de uso de las instalaciones sanitarias proporcionadas es motivo de despido.

Lavado de manos

Nota: *Se requiere lavarse las manos con agua y jabón. El uso de desinfectante por sí solo* ***NO*** es una *práctica aceptable.*

1. Los registros de pruebas de agua deben estar disponibles que muestren que el agua que se utiliza para lavarse las manos es potable.

2. Todos los trabajadores deben lavarse las manos con agua y jabón al comienzo de la jornada laboral, después de usar el baño, después de comer, después de los descansos y en cualquier otro momento en que las manos puedan contaminarse.
    a. Manos mojadas con agua potable; aplicar jabón y trabajar en una espuma.
    b. Frotar las manos juntas.
    c. Enjuague con agua limpia.
    d. Séquese las manos con una toalla de un solo uso.
    e. Deseche la toalla en el bote de basura.

Incidencia de sangrado

1. Cualquier corte o rasguño que cause la pérdida de sangre debe ser reportado al supervisor inmediatamente.
2. Todos los productos frescos que puedan haber estado en contacto con la sangre durante un incidente deben ser destruidos.
3. Todo el equipo que ha estado en contacto con la sangre durante este incidente debe limpiarse y desinfectarse.

Proporcionar protección contra una lesión

1. Una lesión que contiene pus, como un forúnculo o una herida infectada que está abierta o drenando y que se encuentra en partes del cuerpo que podrían tener contacto con los productos durante la cosecha, clasificación o envasado, estará cubierta por material de primeros auxilios.
2. Si un trabajador tiene una lesión que no puede cubrirse eficazmente de tal manera que impida el contacto con productos frescos o equipos relacionados, no se le permitirá trabajar en ningún aspecto con productos frescos o equipos relacionados.

Asegúrese de que los visitantes sigan buenas prácticas higiénicas

1. Asegúrese de que todas las prácticas higiénicas sean seguidas por todos los visitantes que entren en contacto con productos frescos en el campo.

Buenas Prácticas Higiénicas Alternativas

1. Los guantes desechables de un solo servicio pueden ser una práctica higiénica importante y efectiva en combinación con el lavado de manos en algunas circunstancias. Si los guantes no se usan correctamente, pueden convertirse en otro vehículo para propagar patógenos.
2. Si se utilizan guantes desechables de un solo servicio, deben estar libres de látex.
3. El uso de guantes de ninguna manera disminuye la necesidad o la importancia del lavado de manos y las prácticas higiénicas adecuadas.

Saneamiento de campo

1. La basura debe desecharse en los recipientes de basura adecuados. No deje basura en el rancho.

2. Los animales domésticos y salvajes no están permitidos en el área de cultivo.
3. La evidencia de material fecal animal debe ser enterrada. La fruta que entra en contacto con la materia fecal debe desecharse.
4. Los animales muertos en la zona de cultivo deben ser retirados y eliminados adecuadamente.
5. La fruta inesperada debe desecharse.
6. Los bebés y niños pequeños no están permitidos en el área de cultivo.

Mantenimiento de instalaciones de lavado de inodoros y manos (donde las instalaciones no son atendidas por una empresa externa):

1. Las instalaciones sanitarias deben estar en buen estado, limpias y debidamente abastecidas.
2. La limpieza y el mantenimiento deben realizarse de forma regular y la documentación del servicio debe estar disponible.
3. Las instalaciones de saneamiento de campo deben estar equipadas con toallas de un solo uso, jabón, un lugar para desechar la basura y agua potable para lavarse las manos.

Limpieza permanente de inodoros e instalaciones de lavado de manos

Nota: *Los baños tendrán un registro de servicio.*

1. Piso limpio, inodoro, urinario y lavabo.
2. Vaciar la basura.
3. Instalación de stock con papel higiénico, jabón líquido y toallas de papel de un solo uso.
4. Firmar y fechar el registro de mantenimiento del inodoro y la estación de lavado de manos.
5. El inodoro debe limpiarse según sea necesario.

Limpieza de instalaciones de inodoro portátil

Nota: *Los baños tendrán un registro de servicio.*

Coloque los baños a distancia y en un área que minimice el riesgo de contaminación del producto.

1. Bombee los residuos del tanque de retención. Retire la basura y otros escombros.
2. Piso limpio, inodoro y urinario.
3. Agregue una solución fresca al tanque según sea necesario.
4. Reemplace y reponga el papel higiénico según sea necesario.
5. Firmar y fechar la etiqueta de registro de servicio en cada unidad. Los baños deben ser atendidos según sea necesario.
6. Devuelva el inodoro a la ubicación apropiada.

Limpieza portátil de instalaciones de lavado de manos

Nota: Las *instalaciones de lavado de manos tendrán un registro de servicio.*

Coloque las instalaciones para lavarse las manos a distancia y en un área que minimice el riesgo de contaminación del producto.

1. Bombee los residuos del tanque de retención.
2. Retire la basura y asegúrese de que el desagüe esté en pleno funcionamiento.
3. Limpie y frote las superficies con el cepillo adecuado.
4. Agregue agua **POTABLE** fresca al tanque.
5. Reemplace y reponga las toallas de un solo uso y el jabón de manos.

6. Firmar y fechar la etiqueta de registro de servicio en cada unidad. Las instalaciones de lavado de manos deben ser atendidas según sea necesario.
7. Devuelva la instalación de lavado de manos a la ubicación apropiada.

Capacitación en seguridad alimentaria para todos los trabajadores

Seguridad del rancho:

1. El propósito de la seguridad del rancho es prevenir y disuadir la manipulación deliberada y la adulteración de los alimentos producidos en el sitio.
2. Cuando es necesario, las entradas a los caminos de los ranchos están restringidas por puertas o cadenas. Las puertas y las cadenas se mantienen cerradas.

Seguridad de las fuentes de agua:

1. Los pozos y otras fuentes de agua están diseñados para evitar la manipulación.
2. Las fuentes de agua son monitoreadas para detectar signos de manipulación. Los registros se documentan en el Registro de Monitoreo de Perímetro y Fuente de Agua.
3. Las fuentes de agua están equipadas con válvulas de retención, dispositivos antisifón u otros sistemas de prevención de reflujo cuando y donde sea necesario.

Seguridad química:

1. Todos los productos químicos agrícolas se mantienen en un almacenamiento cerrado.
2. El equipo se examina para detectar manipulaciones antes de su uso.

Seguridad del trabajador:

1. Los artículos personales se mantienen alejados de las operaciones de cosecha.
2. Los trabajadores reciben capacitación sobre seguridad alimentaria y se proporcionan materiales educativos relacionados con la seguridad.
3. Se alienta a los trabajadores a reportar actividades sospechosas a su supervisor. Cuando sea necesario, se notifica a las agencias reguladoras apropiadas, como el sheriff.

Seguridad de los visitantes:

1. Todos los visitantes (incluidos los contratistas) deben revisar y seguir los procedimientos adecuados de higiene y seguridad cuando visiten el rancho.
2. Los visitantes deben estar acompañados por el propietario / gerente del rancho / trabajador designado mientras están en el rancho.
3. A los visitantes no se les permite tomar muestras, fotografías o videos sin el permiso del propietario / gerente del rancho.
4. Todos los visitantes deben iniciar y cerrar sesión al entrar y salir de la propiedad.

Cultura de Inocuidad Alimentaria

1. Se anima a los trabajadores a hablar abiertamente con los supervisores sobre cualquier preocupación, pregunta o sugerencia de inocuidad alimentaria sin temor a represalias
2. Todos los trabajadores deben reportar de inmediato condiciones inseguras, riesgos de contaminación, enfermedad o comportamientos inapropiados observados en o adyacentes al área de cultivo.

Food Borne Illness Training for Supervisors

Infected workers, through food or food utensils, may transmit a wide range of communicable diseases and infections to consumers. An important part of an on-going program to ensure the safety of fresh produce is to institute a system of identifying workers who present a risk of transmitting food borne pathogens to fresh produce or to other workers.

Supervisors should be aware of the symptoms of food borne illnesses so that they can recognize them in workers. If any workers appear to exhibit symptoms of any of these illnesses, they should be excluded from work assignments that involve direct contact with fresh produce.

Below is a partial list of symptoms caused by infectious and communicable diseases that are transmitted through food:

Symptoms:	
Fever	Diarrhea
Jaundice	Vomiting
Visibly Infected Wounds	Sore throat

Sanitation Training for Supervisors

Supervisors are responsible for ensuring that all harvesting tools used in the field are kept clean and in good condition to prevent contamination of fresh produce. Sanitation must be performed at the required frequencies, and tools must be inspected daily to confirm they are free from rust, debris, frayed material, sharp edges, or any buildup that could pose a physical, biological, or chemical risk.

Supervisors must ensure that cleaning and sanitizing are carried out using approved solutions and that concentrations are verified when applicable. Supervisors should verify that any pre-mixed cleaning or sanitizing solutions used for harvest tools show no signs of tampering, contamination, or improper storage. If anything appears off, the solution must be discarded and replaced. When using diluted antimicrobial solutions, supervisors must confirm the concentration is correct by testing the mixture with approved test strips. The reading must match the required strength listed on the label or the sanitation procedure. If the dilution is too weak or too strong, the solution must be remixed to the proper rate before any tools are sanitized.

All sanitation activities must be documented on the appropriate logs, and supervisors must verify that records are complete and accurate.

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WORKER HEALTH/HYGIENE, FOOD SAFETY AND SECURITY TRAINING LOG

Ranch:_____Address:_____

Training Topic:

_____

Instructor:_____ Date/Time:_____

Training Materials Used / Training Details:

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
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17.	
18.	

Signature of the Food Safety Coordinator: _____ Date Reviewed: _____

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AUDIT CHECKLISTS

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Daily Pre-Harvest, Tool Inventory, and Field Sanitation Checklist

Ranch/Grower:_____ Address: _____ Block ID: _____

Harvest Date:														
Name of Person Conducting Assessment:														
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Field Sanitation Facilities														
Are hand washing facilities properly located with clean water?														
Are toilet facilities properly located, cleaned, and stocked?														
Harvesting Tools and Equipment														
Is harvest equipment available and in good condition?														
Have clippers and picking poles been cleaned and disinfected?														
Are field bins in good condition and clean?														
Is transportation equipment clean and in good working condition? Does any maintenance need to be done?														
Employee Health														
Is potable water available for workers?														
Are first aid kits available in case of an emergency?														
Field Sanitation														
Is there evidence of significant, high concentrations of domestic or wild animal contamination in or adjacent to the crop area?														
Are fuels, lubricants and other chemicals which might contaminate the crop areas isolated?														
Are there other notable sources of biological, physical, or chemical contamination such as pesticide PHI/REIs, dump sites, manure, or burning debris that may be a food safety risk?														
If areas are contaminated or restricted to entry, are they isolated as "no-harvest" zones?														
Is there evidence of unauthorized entry in the crop area?														
Tool Inventory	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Record the number of harvest tools checked in/out for the day.														

Comments: _____

_____

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PRE-SEASON SELF-ASSESSMENT CHECKLIST

Date: Conducted by:

FLC:

Ranch Name:

Pre-Season Self-Assessment Must be Conducted Prior to Harvesting

Issue	Yes	No	Comments / Corrective Actions & Completion Dates
Ground History			
Has the land in production been previously used for:			
Non-agricultural functions?			
Animal husbandry or grazing lands?			
Waste storage?			
Is there evidence of animal activity?			
Has flooding from uncontrolled causes occurred?			
Is the growing area a new purchase or lease?			
Adjacent Land Use			
Is adjacent land:			
Used for intensive livestock production?			
Used for manure, compost, or biosolid storage?			
Maintenance and Checks			
Is harvesting equipment used?			
Completed Daily Pre-Harvest Checklist?			
Completed Annual Maintenance & Hygienic Design?			
Is there any equiptment corrective actions to make?			
Are all harvesters trained accordingly to their duty(s)?			
Are any non-food grade chemicals used?			
Are sanitizers and chemical containers stored in a manner to prevent contamination in the growing area or to any water sources?			
Irrigation/Water Use			
What are the potential sources for irrigation water?			
Municipal or district water			
Wells			
Reservoirs or ponds			
Surface water/canals			
Reclaimed			
Reused			
Are microbial tests, including generic *E. coli* conducted on water?			
Is water used during harvesting practices, in the field packing, or for post harvest activities?			
Is the water delivery system in good condition?			
Have any potential risk factors been identified? If so, which ones?			

Worker Hygiene			
Are there permanent and/or portable worker toilet and hand washing facilities on the ranch?			
Are the toilet and hand washing facilities checked and cleaned regularly?			
Have workers been trained on proper hygiene, food safety and food security?			
Are first aid kit supplies up-to-date?			
For toilet and hand washing facilities that are brought onto the ranch on an as needed basis:			
Are the access roads of reasonable grade to allow safe access?			
Are toilet facilities in a suitable location to prevent contamination to the growing area?			
Have the servicing company's policies and procedures regarding toilet and hand washing facilities maintenance and sanitation been acquired?			
Necessary Records			
Current license(s)			
Current letters of guarantee from suppliers			
Pesticide Use Reports			
Generic *E. coli* water tests			
Preventative Maintenance Log			
Restroom Maintenance Log			
Worker Health/Hygiene, Food Safety and Security Training Log (Completed Quarterly)			
Food Safety Committee Log (Quarterly)			
Management Verification Review and Food Safety Resource Analysis (Annually)			
Pesticide Postings			
NUOCA (Notice of Unusual Occurrence and Corrective Action) Form(s)			
Chemical Inventory Log (Monthly)			

Harvesting Risk Assessment

Person Performing Assessment:_____Date:_____
FLC Name:_____
Owner Name:_____
Location (Address):_____ # of Crews:_____
Food Safety Coordinator:_____

Crops Harvested	State

Overview:

Common animal or pest presence (Dogs, cattle, birds, etc): _____
Sanitizer(s) used:_____
Are there portable/permanent restroom(s) and handwash station(s) available? **Yes | No**
Potable Water Source : _____

Potential Risks	Biological	Chemical	Physical	Justification/ Preventive Measure	Verification/ Supporting Documentation
Contamination from structures, domestic animals, wildlife activity on, or adjacent to, the harvest area	*E. coli, Salmonella* from animals **Probability:** Low **Severity:** High	None	Trash or unwanted items from residents **Probability:** Medium **Severity:** Low	-Fences (animal enclosures) and perimeter monitoring in place to prevent unwanted intrusion of humans and animals - Product is on trees and does not contact ground	1. Field Risk Assessment 2. Internal audits 3. Perimeter and Water Source Monitoring Log 4. NUOCA log available/ corrective actions taken when necessary

Water Source Contamination	*E.coli,* Salmonella contamination Contamination due to animal intrusion or runoff **Probability:** Low **Severity:** High	Chemical contamination due to improperly treated water **Probability:** Low **Severity:** Low	None	-Water is tested quarterly -Tanks are maintained in good condition and inspected regularly -Water has minimal contact with product -Outside peel of product is not consumed	1. Annual water tests 2. Food Defense Policy 3. Maintenance Program 4. Master Sanitation Schedule
Contamination from improper sanitizer chemical use	None	High residue levels of applied chemical(s) **Probability:** Low **Severity:** Medium	None	-Materials label on hand and verified for food-contact -Applications are made by a trained supervisor only -Outside peel of product is not consumed	1. Letters of Guarantee and/or Product Label 2. Supervisor Sanitation Training 3. Spill, Leak or Contamination Response Log
Contamination from allergens	None	Allergen residues, materials, or foods from persons, equipment, or adjacent areas. **Probability:** Low **Severity:** High	None	-Allergens are not permitted in the growing areas -Food or beverages are not allowed in the growing areas -Product is not a 'Big 9' major allergen -Workers and visitors are trained and made known to follow all allergen policies	1. Field Risk Assessment 2. Allergen Control 3. Worker Training Logs 4. Internal audits 5. NUOCA log available/ corrective actions taken when necessary
Flood water contacting product	*E.coli, Salmonella, Listeria* contamination **Probability: Low** **Severity:** High	Heavy metal or chemical contamination **Probability:** Low **Severity:** High	Trash, rocks, other debris **Probability:** Medium **Severity:** Low	-After significant flooding, the grower must: create a documented evaluation, perform soil tests and remove any product that may have come in contact with the flood water	When applicable: 1. Flood event evaluation 2. Soil samples

Contamination of soil or fruit from toilet/ handwashing facilities due to location, waste containment issues and/or cleaning	*E. coli, Total Coliforms* Human pathogens spread through fecal matter **Probability:** Low **Severity:** High	None	None	- SOPs are in place for proper cleaning, location, services, and stocking	1. Toilet and Hand Washing Station Cleaning Logs 2. Municipal water annual reports 3. Spills, Leaks and Contamination SOP and Log 4. NUOCA Log

Labor and Harvesting

Who is labor hired by (circle)? **Grower | Farming Company | Labor Contractor**

Who arranges harvest crew (circle)? **Packer | Grower | Other_____**

Is harvesting crew certified in Good Harvesting Practices? **Yes | No**

Potential Risks	Biological	Chemical	Physical	Justification/ Preventive Action	Verification/ Supporting Documentation
Worker contamination of fruit or grove due to poor health or hygiene practices	*E. coli, Salmonella, Listeria* contamination due to poor hygiene practices. Blood borne pathogen contamination from blood, bodily fluids, or employees with illnesses or open wounds. **Probability:** Low **Severity:** High	None	Trash and unwanted debris due to improper trash disposal **Probability:** Low **Severity:** Low	-Workers are trained in safe food handling, health and hygiene and food defense upon hire and quarterly -SOPs are in place to identify appropriate practices -Labor contractors and all visitors are required to follow the SOPs -Trash receptacles are in place as needed -Harvesting, and other contractors, follow the California Avocado Commission's voluntary recommended GAPs and GHPs	1. Worker Health and Hygiene Training 2. Food Safety and Security Training 3.Food Borne Illness Training for Supervisors 4. Worker Training Logs 5. Internal audits 6. GHP certificate, Letter of Guarantee, or training records from labor contractors
Contamination of soil and fruit from equipment, foreign materials	*E. coli, Salmonella, Listeria* contamination from poorly cleaned equipment **Probability:** Low **Severity:** High	Hydraulic fluid or oil from transportation vehicle. **Probability:** Low **Severity:** Low	Loose parts or small tools **Probability:** Low **Severity:** Low	-Equipment has minimal contact with product -SOPs are in place to address spills and leaks -Equipment is maintained in good condition	1. Internal audits 2. Preventive Maintenance Program 3. Visual inspection

Name/Title:_____Signature:_____Date:_____

Reviewed By:_____Date Reviewed:_____

BOARD WRITE-UP

ITEM 7.a: Consider recommendation of public member and alternate public member for term ending October 31, 2028

SUMMARY:

At the March 2023 CAC Board meeting, the CAC Board approved a Public Member Selection Process that directs CAC management to solicit applications for the public member seats and then the Executive Committee reviews the resumes and qualifications of individuals who have expressed an interest in the position.

The current Public Member term is up for appointment, therefore management solicited applications and the Executive Committee reviewed the submissions at their September 30, 2026 meeting. Upon review of the application submissions, the Executive Committee determined that two applicants met the qualifications of the Public Member position, and have moved them forward to the Board for consideration.

The next step outlined in the Public Member Selection Process states that the Board shall interview each applicant recommended by the Executive Committee. CAC management has contacted both of the recommended applicants and invited them to participate in the November meeting so that the Board can complete this step in the process. Upon completion of the process, the Board may consider recommending to the Secretary of Food and Agriculture the appointment of specific applicants to one or both Public Member positions.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Complete interviews with Public Member applicants and make a recommendation to the Secretary of Food and Agriculture for appointment to one or both Public Member positions
- Direct CAC management to continue advertising for the Public Member position to solicit additional applicants

STAFF RECOMMENDATION:

- Management defers to the Board's judgment on this item

EXHIBITS / ATTACHMENTS:

- CAC Public Member Selection Process
- Public Member Resume Submissions for:
  - Miranda Olagaray
  - Marty Ordman

Approved by the CAC Board 3-14-24

PUBLIC MEMBER SELECTION PROCESS

Commission law provides that the Commission Board of Directors shall recommend to the Secretary of Food and Agriculture the appointment of a public member and alternate public member to serve on the Board in accordance with Commission law.

The process to be utilized by the Commission for such action is as follows.

1. Solicit applications (with resumes) which demonstrate expertise in food safety, public health, nutrition, marketing, public education or other relevant experience. Preference for California residents.

2. The Executive Committee shall review the information provided by applicants and may interview applicants and/or require additional information to ensure that applicants are in compliance with Commission law and to evaluate each applicant's qualifications for the public member positions.

3. When the Executive Committee determines that one or more applicants are qualified, it shall recommend to the Board of Directors consideration of such applicants for available public member positions.

4. The Board of Directors shall interview each applicant recommended by the Executive Committee.

5. Upon completion of the process, the Board of Directors may schedule a meeting to consider recommending to the Secretary of Food and Agriculture the appointment of specific applicants to one or both public member positions.

Miranda Olagaray

[redacted]
LinkedIn Profile

PROFESSIONAL PROFILE

California agricultural communications professional with experience supporting commodity boards and trade associations across the state. Skilled in strategic marketing, stakeholder communications, board and committee engagement, advocacy and performance reporting. Brings both professional agricultural experience and firsthand perspective from a family farming operation in Lodi.

PROFESSIONAL EXPERIENCE

Digital Media Director

Farmers Communication Exchange | Sacramento, CA

September 2022 - PRESENT

Have lead strategic communications for 25+ agricultural associations across California, specializing in, grower storytelling, and policy communications, member communications.

- Lead digital strategy and communications for 25+ agricultural associations and commodity organizations across California.
- Serve as a communications point of contact for volunteer boards and committees, presenting campaign strategies, recommendations and performance reports.
- Develop communications for growers, association members, policymakers and consumers across social media, websites, email and paid advertising.
- Increased the California Cantaloupe Advisory Board's social media followers by 39% and impressions by 389% in one year.
- Coordinate grassroots advocacy communications, manage campaign budgets and contribute to Specialty Crop Block Grant funding efforts.
- Collaborate with agricultural leaders and stakeholders to identify member needs and strengthen engagement.

Sanzberro Farms | Lodi, CA

November 2024 - PRESENT

Participate in strategic planning for the family farming operation, providing firsthand perspective on the economic and policy challenges facing California growers.

SKILLS

- Agricultural Communications
- Strategic Marketing
- Board & Committee Communications
- Stakeholder Engagement
- Consumer Outreach
- Advocacy
- Campaign Strategy
- Performance Analytics
- Budget Management

EDUCATION

Sonoma State University

Business Marketing (BS)

August 2018 - May 2022

- Cum Laude Honors
- Courses in Communications, in addition to a Business Marketing degree
- Leadership roles:
  - Order of Omega, Treasurer
  - Alpha Omicron Pi, VP Membership Recruitment
  - Village Council, Program Manager

MARTY ORDMAN

Malibu, CA 90265 [redacted] [redacted]

SUMMARY

Award winning marketing executive with over twenty-five years of consumer products experience in a Fortune 500 brand management setting. Expertise in cross divisional marketing development and corporate communications for a nationally recognized global corporation. Proven success in creating strategic solutions and developing new marketing techniques to address today's social driven media priorities, integrated across advertising, promotions, digital and public relations.

- Multi-media Campaign Success
- Brand Development
- Global Marketing Communications
- Licensing & Contract Negotiations
- Corporate Social Responsibility
- Cross Functional Team Leadership

PROFESSIONAL EXPERIENCE

MSO CONSULTING **2013 – PRESENT**

Worked with Dole Packaged Foods, Captain Planet Foundation, PGA Tour, Tiger Woods Foundation, New Frontier Foods, Ruby Rockets and Nichols Farms on various marketing, communications, and event programs.

DOLE FOOD COMPANY, WESTLAKE VILLAGE, CA **1985 – 2013**
Vice President, Marketing & Communications 2006 -- 2013

Reported to the President & CEO, with 4 direct reports and 12 team members and an annual budget of $2.7 million. Responsible for global communications, brand development and digital marketing assets across eight operating divisions. Managed consumer center and test kitchen with senior advisory role for the Dole Nutrition Institute and Corporate Social Responsibility teams. During tenure at company revenues grew from $1.4 to $7.2 billion.

Worldwide Brand Development

- Directed successful revitalization and global repositioning of the Dole brand resulting in a 20% increase in same product sales and a 30% increase in brand awareness.
- Led brand repositioning executed across three operating divisions in four worldwide regions, integrated with internal communications, advertising, promotion, digital and collateral.
- Successfully drove licensee partner agreements (PepsiCo, Target Foods, and Snow Dairy) to convert to new Dole positioning.
- Led successful product launch of Dole Fruit "N Juice bars in highly competitive frozen novelty category.

Corporate Communications & Public Relations

- Launched a proactive corporate communications program highlighting Dole's accomplishments and generating over 400 million earned media impressions over a 3-year period.
- Appointed by CEO to act as worldwide Dole spokesperson for corporation handling crisis communications for recalls, litigation, activist attacks and on-going communications.
- Significant partnership with inhouse general counsel on lobbying efforts to effectively and successfully mitigate potential harmful global legal actions.
- Successfully teamed with product marketing groups and Dole Nutrition Institute to optimize public relations programs that earned over 100 million media impressions.

Corporate Social Responsibility

- Key member of company's global Corporate Social Responsibility team charged with proactively communicating intiatives and activities to various stakeholders.
- Sprearheaded annual visits by NGO's and media to operations in Latin America to showcase environmental and labor programs.
- Managed company's award-winning nutrition education program directed to consumers, retailers and educators. Materials distributed to over 20,000 teachers and millions of children.
- Responsible for company's charitable giving with emphasis on nutrition and health organizations.

Partnership Marketing

- Developed multi-tiered marketing programs with a variety of high visibilty entertainment entities including Disney, Fox, Universal, Mattel and Microsoft resulting in a 15-25% promotional incremental uplift in sales.
- Enriched and advanced the multi-million dollar Disney/Dole relationship through five renegotiations in the U.S. and led international marketing teams in Europe and Asia to complete similar deals.
- Created and drove dozens of promotional programs with high-end consumer product brands such as Danon, Crayola, Kraft, Kikkoman, Oster and Tropicana.
- Managed marketing relationship with dessert appliance maker (Yonanas), integrating Dole brand into package design, on-line and retail programs in non-food outlets.

Celebrity & Event Marketing

- Led Dole's mutli-year sponsorships of the Tiger Woods World Challenge and the Shark Shootout hosted by Greg Norman, increasing brand positioning in sports world.
- Managed Dole's successful multimillion dollar four-year relationship with Kenny Rogers including advertising development, North American concert tour, in-store promotions, PR and personal appearances.
- Led annual sponsorship of" Easter at The White House" showcasing Dole's continuing prominent role in expanding children's nutritional education and healthy new products.
- Developed comprehensive marketing strategy to showcase company's healthy products to fitness enthusiasts by negotiating and raising high-impact product brand exposure at significant long distance running events including the NY, LA, Boston, Honolulu, Big Sur Marathons and the Rock 'N Roll running series.

Digital Marketing

- Led the successful revitalization of the Dole website (dole.com) twice (2007 and 2013) resulting in a dramatic 20% increase in views and uplift in recognized brand stature in social media outlets.
- Responsible for strategy and launch of Facebook presence, resulting in over 800,000 new friends.
- Implemented new and innovative Digital Asset Management system resulting in increased company-wide operational efficiencies.
- Developed first-ever Blogger Communications program resulting in 2+ million impressions over a three-year period and culminating in a breakthrough annual summit.

Prior Dole Positions

Vice President, Marketing Services	1999-2006
Director, Sales Promotions & Special Events	1992-1999
Manager, Sales Promotion & Special Events, Dole Packaged Foods	1987-1992
Brand Manager, Dole Frozen Desserts, Dole Packaged Foods	1985-1987

FLAIR COMMUNICATIONS AGENCY, CHICAGO, IL & SAN FRANCISCO, CA **1981 – 1985**

Leading marketing communications agency with Fortune 500 clients with offices in five cities.

Senior Account Executive working on Kellogg's, Westinghouse, Gerber, Kodak and Stroh's Beer.

EDUCATION

BBA Marketing, University of Wisconsin

AFFILIATIONS & AWARDS

Recipient of the 2012 Communicator Award for Digital Annual Report
Chairman, Produce for Better Health Foundation
Member, Nutrition Council, United Fresh Produce Association
Member, Brand Management Committee, Association National Advertisers

BOARD WRITE-UP

ITEM 7.b: RECOMMEND MEMBER AND ALTERNATE TO SERVE ON THE HASS AVOCADO COMMITTEE

SUMMARY:

In January 2014 the Hass Avocado Board (HAB) approved a proposal presented by their International Representation Committee that allows offshore representatives of the avocado industry to have a voice and a vote on matters before they are considered by the HAB board. As a result, the Hass Avocado Committee (HAC) was created to make recommendations that assist the HAB to carry out the purposes and objectives of the Act and Order. The composition of the committee includes current HAB board members (directors and alternates) and one representative and one alternate from each organization receiving HAB rebate assessment dollars.

On August 14, 2026 CAC received a letter from HAB Chair Gwen Jackimek requesting names of one or more individuals to serve, on behalf of CAC, on the HAC for a one-year term beginning November, 2026. The letter states the HAC Chair will appoint the HAC director and alternate member at the annual meeting in December 2026. While the letter requested CAC's recommendations by October 31, 2026 it also states it is preferable that CAC consider nominating individuals who are voting members of the Board. With the new CAC Board scheduled to be seated at the November 10, 2026 meeting, action is required by the CAC Board to recommend HAC nominees at this time.

FISCAL ANALYSIS:

- Not applicable.

BOARD OPTIONS:

- Not applicable

STAFF RECOMMENDATION:

- Not applicable

EXHIBITS / ATTACHMENTS:

- Letter from HAB Chair Gwen Jackimek Requesting CAC Representatives for Hass Avocado Committee
- Hass Avocado Committee Functions
- HAB Updated Travel Policy

August 14, 2026
Mission Viejo, CA

Via Email

California Avocado Commission
Rachael Laenan, Chair

Re: Request for Nominees to Serve on the Hass Avocado Committee (HAC)

Dear Madam Chair Laenan,

I am writing to seek the names of individuals who wish to serve as the California Avocado Commission (CAC) representative on the Hass Avocado Board's (HAB) Hass Avocado Committee (HAC). Please provide one or multiple names by October 31, 2026, for HAB's consideration. When selecting your nominees, it would be preferable that the individuals are voting board members of the CAC from November 2026 to October 2027.

The HAC Chair will appoint the HAC director and alternate member at the annual meeting, which will be held on December 8 & 9, 2026. The first meeting of the newly appointed HAC will be on December 9, 2026. The term of the Committee shall be one year, but an existing Committee may serve until the new Committee is seated. Please note that HAC usually meets four times per year. All meetings take place in the United States or via Zoom and are conducted in English. HAB will pay all travel expenses incurred by the committee members and alternates in accordance with HAB's Travel Policy.

HAC strengthens the relationships and collaboration between HAB and the member organizations that obtain 85% of the assessment revenue. HAB looks forward to continuing the engagement with your organization and to receiving your nomination no later than October 31, 2026. If you have any questions, please do not hesitate to contact Emiliano Escobedo or me.

Sincerely,

Gwen Jackimek
Gwen Jackimek, Chair
Hass Avocado Board

cc: Ken Melban

Attachments:
- Updated Travel Policy

HASS AVOCADO BOARD

Travel & Entertainment Policy

Amended & Approved by the Board: 03/05/2025

Approved by USDA 05/08/2025

HASS AVOCADO BOARD
TRAVEL EXPENSE POLICY

This policy supersedes the previously approved Hass Avocado Board Travel and Entertainment Expense Policy.

1. General

The Hass Avocado Board (HAB) will reimburse Members and Staff for all reasonable and necessary expenses incurred in connection with travel on authorized Board business which are approved as activities in support of the Act and Order. Members and Staff are responsible for complying with this Policy. Members and Staff submitting expenses that are not in compliance with this policy risk delayed, partial, or forfeited reimbursement. Members and Staff are expected to use prudent business judgement regarding expenses covered by this Policy.

HAB will limit reimbursement of travel expenses specified under this policy for up to one day prior to the day of the event/function, the night of the event/function, and if necessary, an additional day after the last event/function attended. Reimbursement for any additional days will require written pre-approval with justification, such as evidence that no flights are available at a reasonable hour.

2. Policy Application

A. Hass Avocado Board Members, Board Alternates and Committee Members will be governed by this policy and will be referred to as "Member" throughout this document.

B. The term "Staff" refers to employees of the Hass Avocado Board.

C. The term "Executive Director" refers to the Hass Avocado Board's Chief Executive.

D. The Hass Avocado Board will be referred to as "Board" throughout this document.

E. The term "Officer" refers to an Officer of the Board (Chairperson, Vice Chairperson, Treasurer, or Secretary).

F. Business meal refers to a meal consumed by a Member or Staff when traveling on HAB Business or when HAB related business is discussed during the meal. Business meals are subject to daily allowance limits established under Section 6 (Meal Allowance) of this policy. The purchase of alcoholic beverages is permitted as part of business meals.

G. Entertainment refers to a meal or beverage consumed with a guest(s) or a group of staff for a valid business purpose. Entertainment does not count toward the daily allowance established under Section 6 (Meal Allowance) of this policy. Alcoholic beverages are permitted as part of entertainment.

H. Group meals refers to a meal consumed at HAB hosted events to which all members and staff are invited. Group meals do not count toward the daily allowance established under Section 6 (Meal Allowance) of this policy. Alcoholic beverages are permitted as part of group meals.

3. Pre-Approvals for Travel

A. Pre-approval should be done via e-mail to the appropriate person for approval. The pre-approval should include the business purpose, expense, justification, comparatives, or reasoning if appropriate.

B. All staff travel, except for travel included in annual plans and budgets adopted by the Board, must be pre-approved by the staff member's immediate supervisor, Executive Director, or an Officer of the Board.

C. The Executive Director will obtain pre-approval for travel from the Chairperson. If the Chairperson is not available another Officer may review and approve the travel.

D. All Member travel, except for approved meetings, must be pre-approved by the Board Treasurer. If the Board Treasurer is unavailable, another Officer may review and approve the travel.

E. Board Treasurer, the Treasurer will obtain Pre-approval from the Chairperson or another Officer.

4. Transportation

A. Personal Vehicle

1. Members and Staff who utilize personal vehicles for business purposes are required to have a valid driver's license. Mileage will be reimbursed at the current allowable IRS rate. When a personal vehicle is used for Board business, it must carry the minimum insurance coverage required by law for bodily injury and property damage. Staff using their own personal vehicles for business shall be reimbursed for their actual miles traveled above and beyond their normal commute only. Members and Staff are responsible for all parking fines and moving violation tickets.

B. Rental Vehicle

1. In general, an intermediate or smaller car is the car type within policy; however, the size and type of the rental car should be appropriate for the number of people in the car and the road conditions on which it will be used. In-car navigation systems and electronic toll payment options for rental cars are considered reimbursable. All other convenience options, e.g. satellite radio, are considered non-reimbursable.

2. When renting a car domestically or internationally, it is advisable to purchase insurance at the time of the rental. To maximize cost savings, Members and Staff should refuel rental cars prior to returning. Gasoline for rental car use will be reimbursed as long as gasoline for the car rental is purchased under a self-service option. Rental car "pre-pay" options will not be reimbursed.

C. Local Transportation/ Travel

1. The most efficient form of transportation should be used to get to and from hotels, airports and other destinations.

2. Allowable methods of transport include shuttles, cabs, ride share and public transportation. Car service is allowed only if the total cost is comparable to that of a cab/ride share fare.

D. Air Travel

1. All reimbursable air transportation must originate and terminate within the United States. Any air travel originating from outside the United States must be justified and explained with full documentation on the pre-approval request. Hass Avocado Committee members domiciled outside the United States shall be reimbursed for air travel originating and terminating from their domicile outside the United States.

2. In order to optimize cost savings for HAB, travel arrangements should be arranged at least seven days in advance for domestic travel and fourteen days in advance for international travel. Flight insurance is encouraged and is a reimbursable expense to cover unforeseen expenses resulting from medical, family emergencies, accidents, and flight cancellations. All Members and Staff are encouraged to search for the lowest available restricted but changeable fare, rather than fully-refundable fare. HAB will reimburse Members and Staff for any justifiable flight changes.

3. All Members and Staff must fly coach for total air travel less than 3 hours within the United States, Mexico, or Canada. For total air travel longer than 3 hours within the United States, Mexico, or Canada, Members and staff are permitted to fly upgraded economy or equivalent, but not business class. For international travel to countries to other than Mexico or Canada, Members and Staff are permitted to fly business class for on trips exceeding six hours. First class air travel is not reimbursable. Personal miles or points may be used to upgrade to a higher-class service, or the traveler may opt to pay personally for an upgrade.

4. Airline receipts from the carrier shall be included with the expense report form. Travel agent receipts submitted must be accompanied by the airline receipt and include the E-ticket number and record locator for the flights in order for HAB to verify records. Travel Agent Invoices submitted without proper back-up will not suffice and may delay reimbursement.

5. HAB will reimburse airline baggage fees for up to 1 standard checked bag. Pre- approval to check additional bags at HAB expense with written justification may be approved.

6. HAB will reimburse airline fees associated with seat selection at time of check-in, priority boarding and on air Wi-Fi costs during flight.

7. When Members are attending other HAPRI association meetings during the same period as HAB events/functions, HAB will reimburse 50% of the air travel related expenses.

5. Lodging

A. In cities where the HAB has contracted with a specific hotel, Members and Staff will book a room at the contracted hotel. In cities where there is more than one contracted hotel, the Members and staff may choose among contracted hotels. When travel schedules require early hotel check in and additional hotel charges are incurred, the additional charges are considered reimbursable.

B. In cities where HAB does not have a contracted hotel, or all contracted hotels are sold out, the lodging selected must not exceed the maximum nightly rates (before taxes and fees) listed below:

- $450 metropolitan areas and international locations.
- $350 for all other U.S. locations.

C. At times, when demand is high and hotels are sold out, the hotel rooms still available are priced higher than the HAB's stated maximum rate. In this case, Members and Staff will book the most reasonable option and retain a record of why the maximum rate was exceeded and submit for pre-approval. If a Member or Staff must cancel a hotel reservation, they should do so through the site/method through which the reservation was originally booked. Members should plan early to avoid cancellation fees. A "no-show" charge is not reimbursable unless it results from unavoidable circumstance.

D. In certain circumstances it may be desirable and cost efficient to use alternate forms of lodging such as Airbnb, VRBO, rentals and others. These alternate accommodations may be used when the total cost of the stay (including booking and cleaning fees but excluding taxes and other fees) is comparable to the nightly rates published above for the same number of nights.

E. Exclusions -- certain research and promotional HAB hosted events (for example ANSA meetings, media and influencer events) may not fall under the nightly rate limit stated under item 2. In such cases the total lodging cost will be covered in the board approved budget and business plan.

6. Meal Allowance

A. Members and Staff will be reimbursed up to a daily maximum of $150.00 per claimant excluding applicable taxes and a maximum gratuity of 20%. The maximum includes any daily combination of meals, snacks, minibar, and beverages. Members and Staff should ask for separate checks to avoid exceeding the $150.00 daily maximum. Itemized receipts are required to support all meal expenses, including meals charged to the hotel room.

B. When a member or staff attends a HAB hosted group meal, the meal will count against the daily allowance. The deductions from the daily allowance are as follows: If the group meal is breakfast, deduct 25% from the daily allowance, if the group meal is lunch, deduct 25% from the daily allowance and if the group meal is dinner deduct 50% from the daily allowance.

7. Seminars, Conferences & Conventions

A. Members must obtain pre-approval prior to attending a seminar, conference, lecture, or other event of a business nature. Attendance by Staff shall be considered approved when annual plans and budgets are adopted by the Board, otherwise they shall follow the pre-approval process.

8. Miscellaneous

A. Incidentals:

The Board will reimburse, with a receipt when possible, the following items:

1. Internet, and facsimile expenses related to Board business.
2. Laundry and dry-cleaning services when traveling on Board business for more than five consecutive days.
3. Tolls, parking, porter and baggage handling tips.

B. International Travel

1. International travel by Staff shall be considered approved when annual plans and budgets are adopted by the Board, otherwise they shall follow the pre-approval process.
2. All expenses must be shown in U.S. dollar values. The currency exchange rate that will be accepted by the HAB is from the US Treasury Department's Financial Management Services as well as the daily exchange rates listed on receipts and/or credit card statements. Use the "Comments" section of expense report to indicate foreign currency exchange rates used.

9. Travel Expense Reports

A. Falsification of a travel expense report will be brought to the Board's attention.

B. Expense reports should be submitted to the HAB finance department after completion of each trip, and within a reasonable amount of time, not to exceed 3 months. Electronic submission is preferred for processing.

C. If obtained, a copy of the pre-approval and supporting documentation must be submitted with the travel expense report form.

D. A receipt must be submitted for any expense over $20. The hotel invoice or folio are insufficient supporting documentation for room charges, please include itemized receipts for room charges and meals.

E. It is preferable for travelers to submit original receipts; however, if originals are not submitted, the traveler must retain original receipts for at least three years in case of an audit. Original receipts are receipts for cash expenses or hard-copy printouts from electronic sources, such as for airfare or lodging. If a receipt is unavailable or lost, a written statement is required by the claimant providing the reason and detail of the expenditure.

F. All meal and entertainment expenditures subject to reimbursement must include:

- Names of people in attendance and relationship to HAB.
- Business purpose - In the case of Board functions, an invitation to Board functions will suffice.
- Place where the expense took place.
- Date of expense.
- Amount to be reimbursed.

G. A member or staff that expenses a meal instead of attending a HAB hosted group meal should include an explanation in the Travel Expense Report.

10. Travel Expense Form Approvals

A. If the traveler is Staff, the expense report form shall be approved by the Staff member's immediate supervisor, or the Executive Director. If the Executive Director is not available, the expense report form can be approved by the Board Chairperson or Board Treasurer.

B. If the traveler is the Executive Director, the expense report form shall be approved by the Board Chairperson or the Board Treasurer.

C. If the traveler is an officer, the expense report form must be reviewed and approved by the Board Chairperson. If the Board Chairperson is unavailable, another Officer may review and approve the form.

D. If the traveler is the Board Chairperson, the expense report form must be reviewed and approved by the Board Treasurer first. If the Board Treasurer is unavailable another Officer may review and approve the form.

E. If the traveler is a Member, the expense report form must be approved by the Board Treasurer first. If the Board Treasurer is unavailable, another Officer may review and approve the form.

11. Exclusions

The following expenses are not reimbursable:

A. In-room mini-bar alcohol purchases.

B. Personal expenses (movies, games, spa visits, golf outings, optional social activities.)

C. Traffic and/or parking violation fines, towing charges, legal fees, or other payments resulting from illegal actions.

D. Vehicle fuel purchases when mileage is being reimbursed.

E. Repairs to personal vehicles.

F. Family members' and guest expenses,' including room service or extra hotel charges for additional guests.

G. Laundry service unless the trip is longer than five days.

H. Lunches and dinners without a primary business purpose. The fact that lunchtime or dinnertime is a convenient time to meet does not convert a personal expense to a business expense.

I. First-class fare.

J. Tips in excess of 20%.

K. Travel accident insurance premiums.

BOARD WRITE-UP

ITEM 9.a: 2025-26 Year-end Dashboard

SUMMARY:

The Dashboard provides an in-depth overview of the performance of the Commission's marketing programs from November 1, 2025 through October 31, 2026.

FISCAL ANALYSIS:

- Not applicable

BOARD OPTIONS:

- Informational only

STAFF RECOMMENDATION:

- Not applicable

EXHIBITS / ATTACHMENTS:

- CAC Dashboard Update Through October 31, 2026
    - Click the link below or scan the QR code to view
        - Link: https://www.californiaavocadogrowers.com/sites/default/files/2026-11/2025-26-CAC-Dashboard.pdf
        - QR code:

BOARD WRITE-UP

ITEM 10.a: Consider PRC recommendations on research funding

SUMMARY:

The Production Research Committee met on Thursday, October 29, 2026. The Committee reviewed a resubmitted proposal for marker discovery and validation to distinguish the Carmen variety from Hass. CAC was unable to successfully negotiate a research agreement with ASB AI Laboratory, the original proposal submitter so the proposal was resubmitted through the University of California, Riverside, with Mary Lu Arpaia as the project lead. The Committee agreed that the resubmitted proposal was not substantively different from the original proposal and was still within the budget approved by the Board on August 20, 2026. A contract for this project has been signed with the University of California.

The Committee also reviewed 10 pre-proposals submitted in response to the Fall 2026 Call for Pre-proposals. The Committee voted to request full proposals for four projects. The full proposals requested are for projects on: improving the avocado irrigation calculator, avocado lace bug scouting and damage risk, a rapid (<24 hour) diagnostic system for detecting laurel wilt disease, and the host status of GEM and Lamb Hass for fruit flies. The full proposals will be reviewed at a future PRC meeting, and any funding recommendations will be brought to the Board at a future meeting.

Lastly, the PRC considered a request for an additional year of funding for the project, "Does artificial pollination improve yield of 'Hass' and 'GEM' avocado?" by Dr. Mary Lu Arpaia. This project was originally funded beginning in 2025 and was set to be completed in 2027. One of the pollination systems originally planned to be used in the project was not available during the project's first year. In addition, the data from the first two seasons for the other systems has been inconclusive. Therefore, the researchers requested funding to extend the project for a third season.

The Committee believed that this is an important project because growers spend money on these pollination systems without any independent data to corroborate their effectiveness. Without the third year of data, it was believed that CAC would lack the definitive data necessary to advise growers whether to spend money on these systems. **The Committee moved to recommend funding the one-year project extension as requested.**

FISCAL ANALYSIS:

- The one-year project extension would add $16,398 to the 2026-27 FY Production Research budget and $93,087 to the 2027-28 FY Production research budget, bringing the total project cost to $282,310

BOARD OPTIONS:

- Accept the PRC's recommendation
- Modify the PRC's recommendation
- Take no action

STAFF RECOMMENDATION:

- Staff defers to the Board

EXHIBITS / ATTACHMENTS:

- Request for extension for the project titled "Does artificial pollination improve yield of 'Hass' and 'GEM' avocado?"
- Production Research budget FY 2026-27 forward

Department of
Botany and Plant Sciences
900 University Ave
Riverside, CA 92521

September 29, 2026

Tim Spann, Consultant
California Avocado Commission
Production Research Committee

Re: Request for extension for the project titled "Does artificial pollination improve yield of 'Hass' and 'GEM' avocado?"

Dear Tim,

On behalf of our research team, I am writing to follow-up on our earlier request for an extension for this project. We are submitting a detailed report and supporting first-cycle results for the Production Research Committee's internal review. We request an extension to complete a third production cycle and conduct genetic paternity analysis on fruit collected during the first cycle. These activities are needed to determine whether the observed treatment responses are repeatable and whether applied pollen contributed to fertilization. We have also attached our original request for a project extension, sent on May 20, 2026. This document contains the budget request for the extension.

The first cycle established seven orchard sites and generated laboratory, flower-level, fruit retention, and harvest data. The results do not yet support a consistent recommendation. The pollen products showed weak performance in several laboratory and controlled-flower assessments, while field responses varied by orchard and measure. BioPollen was associated with higher yield at the Somis organic Hass site, but lower productivity in other settings; most comparisons showed no significant difference. Fruit drop did not differ significantly among treatments. The enclosed report presents these findings and their limitations in detail.

The second production cycle is underway with expanded flower sampling and the addition of BloomX. A third cycle would allow us to assess treatment performance across changing crop loads and orchard conditions, including alternate bearing, and would provide a second California season for evaluating BloomX. Paternity analysis of the fruit already collected would directly test whether applied pollen contributed to successful fertilization and help interpret the harvest results. The requested work focuses on field outcomes and parentage rather than repeating the mostly complete laboratory program.

We ask the Production Research Committee to review the extension request and the accompanying evidence. Our goal is to provide California growers with a defensible assessment of when, if ever, these technologies improve production. Because the report contains preliminary results and product-specific evaluations, please limit its circulation to authorized personnel involved in reviewing the project.

We would be happy to answer any questions that you or the Production Research Committee may have.

Yours sincerely,



Mary Lu Arpaia
Professor of Extension, Subtropical Horticulture
mlarpaia@ucanr.edu

Request for One-Year Project Extension

Project contract number: *65325-00-000*
Project title: *Does artificial pollination improve yield of 'Hass' and 'GEM' avocado?*
Project start date: *January 2025*
Revised Project end date: *September 2028*

Project Leader: Mary Lu Arpaia
Position Title: Professor of Extension
Research Institution: University of California, Riverside, Department of Botany and Plant Sciences, 900 University Ave, Riverside, CA 92521
Primary Telephone Contact Number: 559-288-8507 (cell)
E-mail Address: mlarpaia@ucanr.edu

Collaborators: Inaki Hormaza, Instituto de Hortofruticultura Subtropical y Mediterránea "La Mayora" (IHSM La Mayora- CSIC-UMA, Avda Dr. Wienberg s/n. 29750 Algarrobo, Málaga – Spain
Marllon Fernando Soares dos Santos, University of California, Riverside, Department of Botany and Plant Sciences, 900 University Ave, Riverside, CA 92521

Justification for 1-Year Extension (07/01/2027 – 06/30/2028)

The current funded project has generated the most extensive datasets currently available under commercial California avocado production systems involving artificial pollination technologies, flowering dynamics, fruit set, and yield responses under highly heterogeneous orchard conditions. Across the 2025 and 2026 seasons, the project expanded from the originally proposed four orchards to seven commercial orchards distributed across Ventura County to better capture the substantial environmental and biological variability naturally present in avocado production systems.

This expansion was necessary because avocado production is strongly influenced by multiple interacting factors that cannot be fully controlled experimentally under commercial conditions. These include orchard age, rootstock-scion combinations, local management practices, climatic variability, and flowering behavior. The orchards included in the project range from approximately 3- to 6-year-old trees and involve multiple rootstocks, including Dusa, Duke 7, and Toro Canyon. Furthermore, the project includes both 'Hass' and 'GEM' varieties, allowing broader evaluation across commercially important cultivars, although responses may still differ in additional avocado varieties not evaluated in the current study.

Ventura County itself presents substantial microclimatic variation. Temperature differences exceeding 18°F may occur between orchards located a few miles apart, directly affecting flowering synchronization, pollen viability, pollinator activity, fruit set, and final yield responses. In addition, each orchard presents unique local management practices involving fertilization

programs, irrigation management, pruning history, pest control programs, and other cultural practices that may substantially influence productivity and treatment responses.

One of the major scientific challenges associated with avocado research is the naturally high alternate bearing behavior of the crop together with its strong interaction with climatic events such as El Niño and La Niña. These climatic conditions may shift flowering timing by up to one month between years as well as affecting the length of the flowering season substantially affecting overlap between male and female flower stages, fruit set dynamics, and productivity. Because of this, avocado experiments generally require multiple production cycles before robust conclusions can be made. Scientifically, evaluation across at least four harvest seasons (two cycles of on/off years) would be ideal to properly capture the natural biological variation associated with the crop.

The incorporation of the BloomX electrostatic pollination system during the 2026 season further reinforces the need for an extension of the project. Due to logistical delays associated with the current geopolitical situation involving Israel, where the company is headquartered, the BloomX equipment arrived later than originally planned. As a result, the first applications in several orchards were delayed relative to the remaining three treatments. Although the applications were ultimately standardized operationally, the delayed incorporation of the technology may influence the interpretation of the first-year BloomX results. Under these conditions, drawing definitive conclusions based on a single production season could generate scientifically misleading interpretations and potentially create unintended impacts for current commercial operations and technology adoption decisions.

The variability observed in the current dataset strongly supports the need for an additional season of evaluation which would provide the California industry with 3 years of data. Preliminary analyses from Year 1 (2025 applications) examined 639 trees and more than 11 metric tons of harvested fruit. We observed extremely high biological variability among orchards and treatments. Coefficients of variation (CV) ranged from 32.59% to 167.85% for fruit number per tree and from 31.41% to 146.01% for total fruit weight. Similarly, standard errors ranged from 4.39 to 65.72 fruits per tree and from 0.79 to 15.84 kg for total fruit weight. In practical terms, the CV reflects how variable individual trees were within each treatment at an individual location, whereas the standard error reflects the uncertainty associated with estimating the treatment average. The higher the value for both CV and SE, the greater the uncertainty in the data. Additionally, the dataset contains a substantial excess of zero values, with 5% of the trees producing no fruit during the 2026 harvest; and an additional 13% of the trees yielding less than 5 fruit per tree for a total of 18% of the 639 data trees with extremely low yield. These characteristics indicate a high heterogeneous biological response typical of avocado production systems under commercial field conditions.

Under this level of variability, interpretation based solely on arithmetic means may lead to incorrect conclusions regarding treatment effectiveness. Even with a relatively large experimental scale involving seven orchards, 639 evaluated trees, and approximately 11 tons of harvested fruit, substantial uncertainty remains due to the natural variability of the avocado production systems. Therefore, long-term sampling combined with robust statistical analyses is

essential to correctly interpret treatment responses while minimizing the risk of inaccurate recommendations.

Additionally, future paternity analyses represent a critical component of the project and will provide essential information regarding pollen donor origin and the effectiveness of each pollination technology under commercial orchard conditions. Ideally, paternity testing should also be conducted across multiple years to ensure consistency and biological reproducibility of the observed results. We collected embryo samples from all treatments for each site in 2026. Continuation for an additional year will give us 3 years of paternity results and result in a robust data set, allowing us to draw meaningful conclusions from the data.

Based on the scientific, biological, operational, and statistical considerations described above, we respectfully request a one-year extension of the project through September 2028. Data collection (yield data) should be completed by June of 2028 and we are requesting an additional 3 months to complete paternity analysis, data analysis and preparation of the final report. This will provide the California avocado industry with 3 years data regarding the BioPollen and Dusting treatments and 2 years data regarding the BloomX treatment. This additional year is essential to ensure that any future recommendations provided to growers and industry stakeholders are supported by sufficiently replicated and biologically reliable data.

Objectives of the Research:

- Evaluate the effectiveness of three artificial pollination systems in improving fruit set, increasing productivity and fruit quality.
- Measure the costs associated with using technologies.

Deliverables:

- The data from this project will assist producers in decision-making regarding the selection of the best artificial pollination technology, either as a complement to or replacement for the use of honey bees, potentially reducing the costs associated with pollination processes. Additionally, the most effective technology could serve as a valuable tool in mitigating the impacts of adverse climate conditions during California's flowering season.

REVISED Milestone Table:

The following Milestone Table outlines the activities associated with the Project and scheduled completion dates from the onset of the project. **Additional milestones are highlighted in RED and are listed chronologically in terms of completion dates.**

Milestone	Activities	Scheduled Completion	Budget
1	• Select cooperating orchards and develop the experimental design. • Apply three artificial pollination technologies • Evaluate flowering intensity at trial sites	May 2025	$31,360

	• Evaluate pollen viability and germination for the three different technologies, quantify pollen germination in vitro and pollen germination and pollen tube-growth in vivo.		
2	• Evaluate fruit set and fruit drop 3 months post treatment. • Evaluate fruit set and fruit drop 5 months post treatment	October 2025	$31,359
		Year 1 Total:	**$62,719**
Year 2			
3	• Apply three artificial pollination technologies • Evaluate flowering intensity at trial sites • Evaluate pollen viability and germination for the three different technologies, quantify pollen germination in vitro and pollen germination and pollen tube-growth in vivo.	May 2026	$31,058
4	• Evaluate fruit set and fruit drop 3 months post treatment. • Evaluate fruit set and fruit drop 5 months post treatment • Harvest trial plots and collect yield and fruit size data	October 2026	$31,058
		Year 2 Total:	**$62,116**
Year 3			
5 THIS IS A NEW MILESTONE WITHIN THE CURRENT FUNDED TIMELINE	• Apply four artificial pollination technologies • Evaluate flowering intensity at trial sites • Collect samples for pollen viability and germination for the three different technologies, quantify pollen germination in vitro and pollen germination and pollen tube-growth in vivo. Initiate examination of samples.	May 2027	$16,398
6	• Harvest trial plots and collect yield and fruit size data • Conduct paternity testing to determine the percentage of origin of the fruits.	June 2027	$47,990
		Year 3 Total	**$64,388-**

Year 4 (ONE YEAR EXTENSION			
7	• Evaluate fruit set and fruit drop 3 months post treatment. • Evaluate fruit set and fruit drop 5 months post treatment • Complete evaluation of microscope work on pollen deposition and pollen tube growth in response to pollination treatments	November 2027	$46,543
8	• Harvest trial plots and collect yield and fruit size data • Conduct paternity testing to determine the percentage of origin of the fruits	June 2028	$31,543
9	• Compile data and prepare final report	September 2028	$15,000
		Year 4 Total	**$93,087**
		REVISED Total Project Budget:	**$282,310**

Project Proposal Budget
FY 2025 - 2028

	ORIGINAL PROPOSAL			ONE YEAR EXTENSION
	Year 1 01/01/2025 – 12/31/2025	**Year 2 01/01/2026 – 12/31/2026**	**Year 3 01/01/2027 – 06/30/2027**	**Year 4 07/01/2027– 09/30/2028**
Salaries and Benefits				
Postdocs/Research Associates	34,605	35,746	18,463	45,452
SRAs	0	0	0	0
Lab/Field Assistance	0	0	0	0
Benefits	7,717	7,971	4,117	21,635
Supplies and Expenses	2,000	2,000		2,000
Equipment	0	0	0	0
Services (Paternity Analysis)	0	0	24,000	24,000
Travel to research sites	16,398	16,398	1,409	16,398*
Other Travel	0	2,000	0	
Annual Total Amount Requested	***$60,719***	***$64,116***	***$47,989***	***$109,485***
REVISED TOTAL AMOUNT REQUESTED	**$172,825 ORIGINAL TOTAL AMOUNT ALLOCATED**			**$282,310**

* See budget justification (Travel) for explanation.

Budget Justification for 1-Yr Extension covering Milestones 5,7, 8.

The requested budget for the 1-Yr Extension covers new expenses that will be incurred during the current project timetable (Milestone 5) which are necessary to complete Milestones 7 and 8. The budget for Milestone 5 (Year 3) is $16,398. The budget for Milestones 7 and 8 is $93,087.

Salary: Funds are requested to cover 0.50 FTE time for Assistant Project Scientist, Marllon Fernando Soares dos Santos. Dr. Soares dos Santos will continue to be responsible for the day-to-day oversight of the harvest activities across the proposed research sites during the 2028 production season, including coordination of fruit harvest, individual tree yield evaluations, fruit counting, organization of field datasets, and statistical analyses associated with the project. He will also coordinate with Dr. Hormaza on the paternity analysis workflow and integration of the production and molecular datasets. Salary projections are based on recommendations by our campus administrative officials for merit and range adjustments.

Benefits: Fringe benefits are calculated according to current University of California benefit rates and institutional recommendations associated with Assistant Project Scientist appointments.

Travel: Travel funds are requested to support field activities associated with the 2027 pollination season (Milestone 5), final experimental evaluations across seven commercial avocado orchards located throughout Ventura County, California, and harvest of the research sites (Milestones 7, 8). The funds originally allocated for travel in Year 3 ($1,409) will be applied to the travel expenses occurred in the completion of Milestones 5, 7 and 8. Additional funds (similar to Years 1 and 2) are also requested to reflect a general increase in cost in fuel, lodging and food. We estimate that the total cost of travel for Year 3 (with extension) and Year 4 will be $17,807.

Due to the geographic distribution of the orchards and the operational requirements associated with individual tree harvest assessments, multiple overnight trips will be required. Based on previous harvest evaluations, each orchard is expected to require approximately three field days, resulting in an estimated total of 21 field days distributed throughout the harvest season. Travel activities will include repeated round trips between Riverside and Ventura County, in addition to daily transportation between orchards and lodging locations. Lodging expenses are estimated at approximately $1,300 to $1,500 (room rental) per month during the harvest evaluation period, depending on seasonal availability. Per diem expenses are estimated at approximately $65 per day to cover meals and field-related operational costs during travel periods. Additional travel expenses include UC vehicle leasing costs estimated at approximately $109 per day, fuel expenses, and transportation between orchards. Travel is essential due to the extensive geographic distribution of the orchards, the large volume of harvested fruit and individual tree evaluations, and the time-sensitive nature of avocado harvest operations, where harvest notifications are often provided with limited advance notice.

Project Title: *Does artificial pollination improve yield of 'Hass' and 'GEM' avocado?*

REQUEST FOR ONE-YEAR EXTENSION OF FUNDING

Researchers: *M.F.S. dos Santos, J.I. Hormaza, M. L. Arpaia*

OVERVIEW OF RESULTS AND SCIENTIFIC JUSTIFICATION FOR EXTENSION

During the completed first production cycle (Year 1) and the ongoing second cycle (Year2), the project established a large, geographically diverse field platform and generated extensive laboratory, field, yield, and fruit samples. The completed first-cycle evaluations revealed an important scientific issue: treatment responses were not consistent across orchards or response variables, while second-cycle evaluations remain in progress. Because avocado exhibits severe alternate bearing and substantial orchard-to-orchard variation was observed, ending the study after only two cycles would create a considerable risk of making a premature recommendation for or against these technologies. A third production cycle (year) is required to distinguish consistent treatment effects from variations across years, orchards, fruit loads, and environmental conditions, in order to capture the effect of alternate bearing on the orchard. This will also provide a second season in California to evaluate BloomX, a technology that has shown promising results elsewhere.

The extension is not intended to seek additional statistical significance or to repeat laboratory evaluations that have already produced consistent results. Its purpose is to resolve the current contradiction between poor pollen performance, isolated field responses, and significant but inconsistent productivity outcomes, thereby providing CAC and California avocado growers with a scientifically defensible final recommendation.

We are requesting additional funds to 1) expand activities in Spring 2027 to repeat the application of all 3 pollen technologies; 2) collect fruit drop data in Fall 2027; 3) collect yield data in Spring 2028; and 4) conduct paternity analysis of fruit samples collected in Spring 2026 (Cycle 1) and Spring 2028 (Cycle 3).

Objective A. Establish Experimental Sites - Completed

Objective B. Standardize Applications by Bloom Development - Completed

Objective C. Pollen Viability, Germination, and Deposition

Laboratory findings (for more details refer to attached appendix)

The laboratory results consistently raise concerns about the biological quality and stability of the pollen-based products under the supplied formulations and recommended storage procedures. Across all three evaluation dates, pollen viability was significantly lower for BioPollen and Dusting than for the locally collected Control (Holm-adjusted $p <= 0.004$). BioPollen had no viable pollen on the first date, and both products showed many zero-viability observations. In Petri-dish assays, BioPollen germination was significantly lower than the Control on all dates ($p < 0.001$). Dusting also had very low germination and many zeros, although its comparisons with the Control did not reach significance (adjusted $p = 0.091$, 0.073, and 0.062). It is important to note that established avocado pollen germination and viability protocols were developed for fresh, dry pollen rather than BioPollen, which is suspended in a liquid medium. Even after centrifugation and collection of the pollen-containing fraction, these methods appeared unsuitable for BioPollen. Its measured germination and viability may therefore not accurately reflect its actual performance.

Microscopic inspection also showed that Dusting contained abundant non-pollen particles and pollen morphologies inconsistent with avocado, while BioPollen contained less material per unit volume but fewer visible impurities. The controlled fresh-flower sponge assay provided an additional functional test: considering all flowers, BioPollen and Dusting produced significantly less pollen-tube growth than the Control in both applications (adjusted $p <= 0.020$). Together, these evaluations indicate that the products did not consistently deliver viable, germinating avocado pollen under the tested conditions. Because the laboratory pattern was repeatedly documented, repeating the full viability and germination program in a third cycle is not scientifically necessary; extension resources in the third cycle should instead prioritize field confirmation and paternity analysis.

Field findings and need for a third cycle

Fresh flowers collected after application showed the naturally sparse pattern typical of avocado: most flowers contained no pollen and even fewer showed pollen-tube growth. Across fields, zero counts frequently exceeded 50% and reached 100% in some treatment-by-application combinations. Most comparisons showed no significant increase in pollen deposition or tube growth after BioPollen or Dusting. Isolated differences occurred - for example, greater Dusting deposition at Somis in Application 1 and greater tube growth at Santa Paula West in Application 1 - but they were not reproduced consistently across applications or orchards. In the second cycle, the flower sample was doubled and an additional treatment was included; those evaluations remain in progress. Completing field deposition and tube-growth assessment during a third cycle will determine whether isolated responses are reproducible or reflect highly variable flowering and environmental conditions.

Objective D. Fruit Retention and Tree Productivity - Essential Extension Activity

Current evidence

Fruit drop, collected in July and October, did not differ significantly among treatments in any orchard ($p > 0.05$). Productivity results, however, were heterogeneous in both direction and biological interpretation. At the Somis organic 'Hass' orchard, BioPollen increased total harvested fruit weight by 64%, fruit number by 69%, and yield per canopy volume by 62% relative to the Control ($p < 0.05$). In contrast, at Santa Paula West 'GEM', BioPollen reduced yield per canopy volume by 37% ($p < 0.05$), while changes in total harvested fruit weight and fruit number were not significant. At Fillmore 'Hass', BioPollen significantly reduced total harvested fruit weight and fruit number, but not yield per canopy volume; Dusting significantly increased yield per canopy volume without significantly changing total fruit weight or fruit number. No significant treatment differences were detected for the principal productivity measures at the remaining orchards.

This lack of agreement is the key result at the present stage. A response that appears beneficial in one orchard is absent or negative in another, and significance can disappear when production is normalized by canopy volume. Moreover, the favorable yield observations cannot yet be linked mechanistically to applied pollen because laboratory and stigma-level measurements did not demonstrate a consistent increase in viable pollen deposition or pollen-tube growth. **Any apparent response may be attributable to factors other than the applied pollen, including nutrients, hormones, or other components of the product formulations that were not controlled in this study. Overall, the first-cycle results do not provide consistent evidence of a pollen-related effect across orchards and response variables. Neither the controlled experiments nor the field trials demonstrated a consistent increase in pollen deposition or pollen-tube growth attributable to the applied products. Direct evidence that the applied pollen resulted in successful fertilization will require paternity analysis. Therefore, any positive or negative effects on productivity may reflect unidentified components of BioPollen, SureSet in the Dusting treatment, or climatic conditions that were outside the scope of this study.**

Why two production cycles are insufficient

Avocado is characterized by strong alternate bearing: a high-crop ('on') year is commonly followed by a low-crop ('off') year. Several participating orchards entered an off year during the second cycle. Consequently, two consecutive observations may largely represent opposite positions in the bearing cycle rather than a stable treatment response. With only two cycles, an orchard-specific result can be mistaken for a general effect, and a genuine but context-dependent response can be missed.

A third cycle will provide the minimum temporal replication needed to evaluate whether the direction and magnitude of treatment effects persist across changing crop loads. It will also strengthen treatment-by-environment interpretation across seven distinct orchards and reduce the probability of both false recommendation and false rejection. The extension is therefore not requested simply to increase sample size; it is required to protect the scientific validity and practical usefulness of the recommendation delivered to California avocado growers.

Objective E. Genetic/Paternity Analysis - Essential Activity During Project Extension

The requested extension funds will support paternity analysis of fruit collected during the first production cycle. This is a decisive component because the pollen applied by the technologies originates from cultivars that can be genetically distinguished from the local pollen sources. Paternity testing can therefore determine whether fruit were actually sired by the applied pollen, providing direct evidence of successful fertilization that deposition counts and yield comparisons alone cannot supply.

The value of these samples extends beyond testing the commercial products. Even if no treatment effect is confirmed, linking paternal parentage with data collected across seven environments will provide grower-relevant information on the performance of pollinizer cultivars and their possible role in fruit set and alternate bearing. With assistance from the Brokaw team, fruit weight, length, diameter, seed dimensions, and related traits were recorded for each fruit collected for this analysis. Integrating these measurements with paternity results will allow the project to evaluate whether pollen parent influences fruit and seed characteristics and to develop stronger guidance on pollinizer.

Extension Deliverables, Recommendations and Milestones

1. Complete the expanded second-cycle field evaluations and conduct a third field/production cycle across the established orchard network.
2. Prioritize pollen deposition, pollen-tube growth, fruit retention, yield, and canopy-normalized productivity; do not repeat laboratory assays that have already produced a consistent pattern unless the product formulation or recommended storage conditions change materially.
3. Complete the first-cycle genetic/paternity analysis and integrate parentage with orchard, yield, fruit, seed, and pollinizer information.
4. After the third cycle, treatments will be evaluated jointly across years and orchards, with emphasis on the consistency and direction of treatment effects, treatment-by-environment responses, and evidence of fertilization from paternity analysis. These results will support an unbiased final classification of each technology as beneficial, ineffective, detrimental, or context-dependent.

Milestones for Project Extension				
	June 2027	**October 2027**	**June 2028**	**September 2028**
Already Funded	1) Collection and analysis of samples for Cycle 2 paternity analysis. 2) Tree yield / canopy measurements.			
Extension	1) Apply 4 artificial pollination technologies. 2) Evaluate flowering intensity at trial sites. 3) Collect samples for pollen viability and germination for the three different technologies, quantify pollen germination in vitro and pollen germination and pollen tube-growth in vivo. Initiate examination of samples*.	1) Evaluate fruit set and fruit drop 3 months post treatment. 2) Evaluate fruit set and fruit drop 5 months post treatment. 3) Complete evaluation of microscope work on pollen deposition and pollen tube growth in response to pollination treatments.	1) Harvest trial plots and collect yield and fruit size data. 2) Conduct paternity testing to determine the percentage of origin of the fruits.	1) Compile data and prepare final report.

*To ensure the efficient use of project resources, and given the limitations of pollen viability and germination testing for BioPollen, we will conduct a single assessment of each test and place greater emphasis on pollen deposition and pollen germination on the flower (*in situ*).

Conclusion. The current results show meaningful trends, but not a coherent, repeatable treatment response. A third cycle and paternity analysis for all 3 cycles are necessary to convert these observations into defensible guidance for the industry. Extending the project will ensure that recommendations to CAC and its growers reflect biological performance across alternate-bearing cycles rather than a single orchard, year, or statistical contrast.

APPENDIX 1. CYCLE 1 PRELIMINARY DATA REPORT - OVERVIEW FOR CAC – PRODUCTION RESEARCH COMMITTEE

HIGH CONFIDENTIALITY - THIS REPORT AND THE INFORMATION IT CONTAINS IS PRELIMINARY DATA AND SHOULD NOT BE DISTRIBUTED OR SHARED BEYOND THE PRODUCTION RESEARCH COMMITTEE

Project Title: *Does artificial pollination improve yield of 'Hass' and 'GEM' avocado?*

Researchers: *M.F.S. dos Santos, J.I. Hormaza, M. L. Arpaia*

Objective A. Establish Experimental Sites

Objective A was successfully completed. Seven experimental sites were established across Ventura County, including five 'Hass' orchards and two 'GEM' orchards representing different tree ages and management systems. During the first production cycle, 50 trees per treatment were marked for Control, BioPollen, and Dusting, totaling 150 trees per site and 1,050 trees across the seven orchards. In 2026, BloomX was added, increasing the experiment to 200 trees per site and 1,400 trees overall. Plot placement and distance from pollinizer cultivars were considered to minimize potential bias.

Objective B. Standardize Applications According to Bloom Development

Objective B was successfully completed. Applications were standardized according to bloom development at each orchard. Treatments were applied at approximately the same time within each site and followed the same application procedures. When operational limitations occurred, the interval among treatments did not exceed two days.

Objective C. Evaluate Pollen Viability, Germination, and Deposition

Laboratory Evaluations

Objective C Laboratory Evaluations was successfully completed. Pollen viability and germination were evaluated at receipt and during the first and second field applications. Dusting, BioPollen, and locally collected pollen were assessed during the first production cycle. Local 'Zutano' or 'GEM' pollen and BloomX (Year 2) were included during the second cycle. A complementary controlled sponge assay using fresh avocado flowers was also conducted to evaluate pollen germination and pollen-tube growth on fresh stigmas. These protocols were developed in collaboration with J.I. Hormaza based on his research experience.

Field Evaluations

Objective C Field Evaluations (1st cycle completed). Pollen deposition and pollen-tube growth were evaluated in flowers collected approximately 22 hours after product application. More than 3,000 flowers were analyzed during the first production cycle. Second-cycle evaluations remain in progress because the sample size was doubled and an additional treatment was included. Protocols were developed in collaboration with Dr. Hormaza.

Objective D. Evaluate Fruit Retention and Tree Productivity

Objective D Field Evaluations (1st cycle completed). Fruit drop was evaluated at two stages of the production cycle (July and October). Tree height, canopy dimensions, and trunk diameter were also measured to calculate productivity relative to tree size. These measurements were collected after the flowering season. More than 600 trees are currently being analyzed. Canopy dimension data was not collected at 2 sites (Santa Paula East Hass and Moorpark Hass).

Objective E. Conduct Genetic/Paternity Analysis

The original project included paternity analysis for the second production cycle. However, the corresponding samples and fruit information were also collected during the first cycle and are being held for analysis. The requested extension would allow these samples to be analyzed and would strengthen the evaluation of the pollination technologies across production cycles.

A summary of the statistical methods used in data analysis can be found on page 19.

Abbreviations Used in Summary of Results (in order of appearance)

Term	Definition
FDA	Fluorescein diacetate; stain used to assess pollen viability.
p-value (p)	Probability, under the null hypothesis, of obtaining a result at least as extreme as the observed result.
Holm-adjusted p-value	p-value adjusted for multiple comparisons using the Holm procedure.
OR	Odds ratio.
CI	Confidence interval; 95% confidence intervals are reported.
, **, **	Statistical significance levels: $p < 0.05$, $p < 0.01$, and $p < 0.001$, respectively.
ns	Not statistically significant ($p \geq 0.05$).
SD	Standard deviation.
SE	Standard error.
Tukey-adjusted p-value	p-value adjusted for multiple pairwise comparisons using the Tukey method.

Significance symbols refer to adjusted p-values where a multiple-comparison adjustment was applied.

SUMMARY OF RESULTS

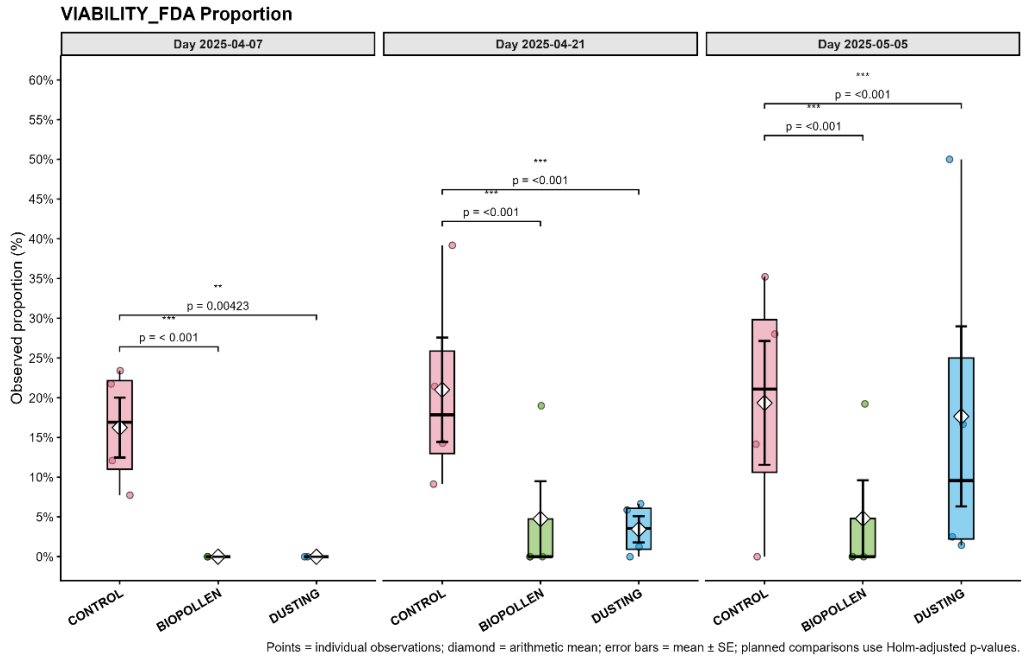
OBJECTIVE C. EVALUATE POLLEN VIABILITY, GERMINATION, AND DEPOSITION

LABORATORY EVALUATIONS

How to read the plots in the following charts regarding pollen: Each dot represents one observation in the sample. The box inside contains the middle 50% of the observations, and the line within it marks the median. The white diamond indicates the mean. The vertical whiskers show the spread of values beyond the box.

POLLEN VIABILITY (FDA)

Pollen viability was significantly lower in the BioPollen and Dusting treatments than in the Control on all three evaluation dates (Holm-adjusted p ≤ 0.004). BioPollen showed no viable pollen on the first date, while both artificial-pollination treatments had a high frequency of zero-viability observations across the study.



Pollen viability (FDA) by treatment and application date

Treatment	Success/Total	Observed viability (%)	OR (95% CI) vs Control	Holm-adjusted p	Significance
Control	121/708	17.09%	Reference	-	-
BioPollen	0/1,104	0.00%	0.002 (0.0001-0.035)	<0.001	***
Dusting	0/142	0.00%	0.017 (0.001-0.277)	0.004	**
Control	165/809	20.40%	Reference	-	-
BioPollen	76/1,137	6.68%	0.281 (0.210-0.374)	<0.001	***
Dusting	6/228	2.63%	0.114 (0.051-0.253)	<0.001	***
Control	148/804	18.41%	Reference	-	-
BioPollen	50/1,038	4.82%	0.226 (0.162-0.316)	<0.001	***
Dusting	17/235	7.23%	0.354 (0.211-0.595)	<0.001	***

Observed percentage = pooled successes / pooled total. OR < 1 indicates lower odds than Control. P-values are Holm-adjusted within each date; ns = not significant.

POLLEN GERMINATION

Pollen germination was significantly lower for BioPollen than for the Control on all three dates (Holm-adjusted p < 0.001). Dusting also showed very low germination and many zero observations, but differences from the Control were not statistically significant (p = 0.091, 0.073, and 0.062).

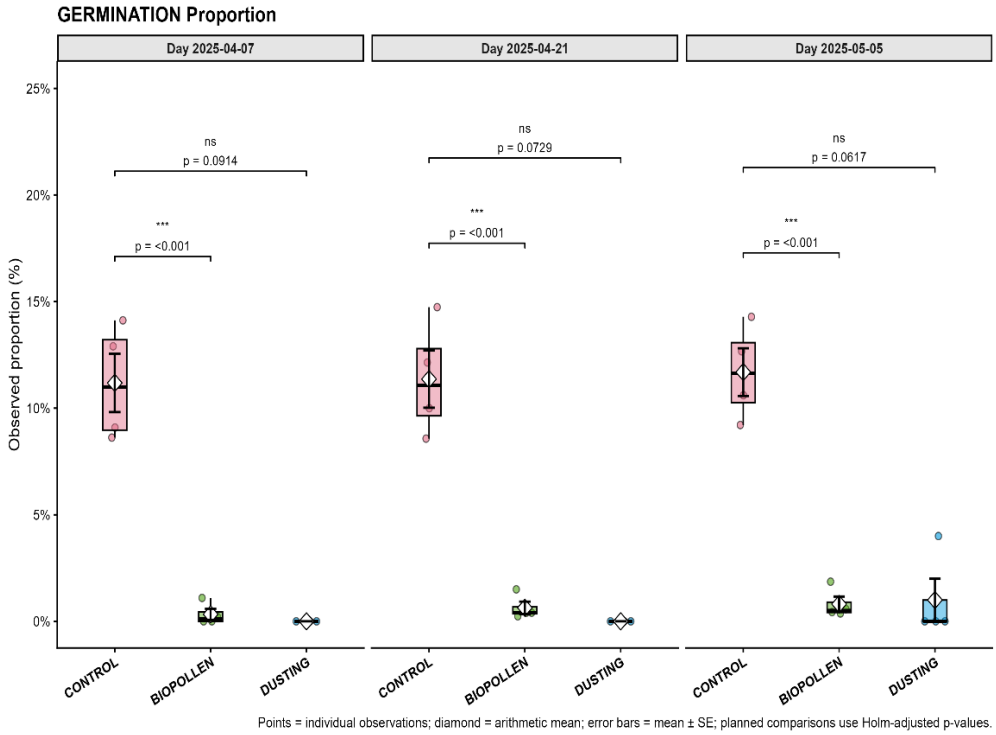


Table 1. Pollen germination by treatment and application date

Treatment	Success/total	Observed germination (%)	OR (95% CI) vs Control	Holm-adjusted p	Significance
Control	48/432	11.11%	Reference	-	-
BioPollen	3/1,237	0.24%	0.022 (0.008-0.067)	<0.001	***
Dusting	0/45	0.00%	0.087 (0.005-1.482)	0.091	ns
Control	55/485	11.34%	Reference	-	-
BioPollen	7/1,365	0.51%	0.043 (0.020-0.093)	<0.001	***
Dusting	0/51	0.00%	0.075 (0.004-1.271)	0.073	ns
Control	62/529	11.72%	Reference	-	-
BioPollen	10/1,465	0.68%	0.054 (0.028-0.105)	<0.001	***
Dusting	1/55	1.82%	0.206 (0.039-1.081)	0.062	ns

Observed percentage = pooled successes / pooled total. OR < 1 indicates lower odds than Control. P-values are Holm-adjusted within each date; ns = not significant.

SPONGE ASSAY USING FRESH AVOCADO FLOWERS AFTER APPLICATION

POLLEN-TUBE GROWTH

Considering all flowers, BioPollen and Dusting produced significantly less pollen-tube growth than the Control in both applications (Holm-adjusted p ≤ 0.020). Many flowers had no deposited pollen and were therefore recorded as 0%. Among flowers where pollen was deposited, both treatments were significantly lower than the Control in Application 1. In Application 2, Dusting remained significantly lower (p < 0.001), whereas BioPollen was not significantly different (p = 0.917).

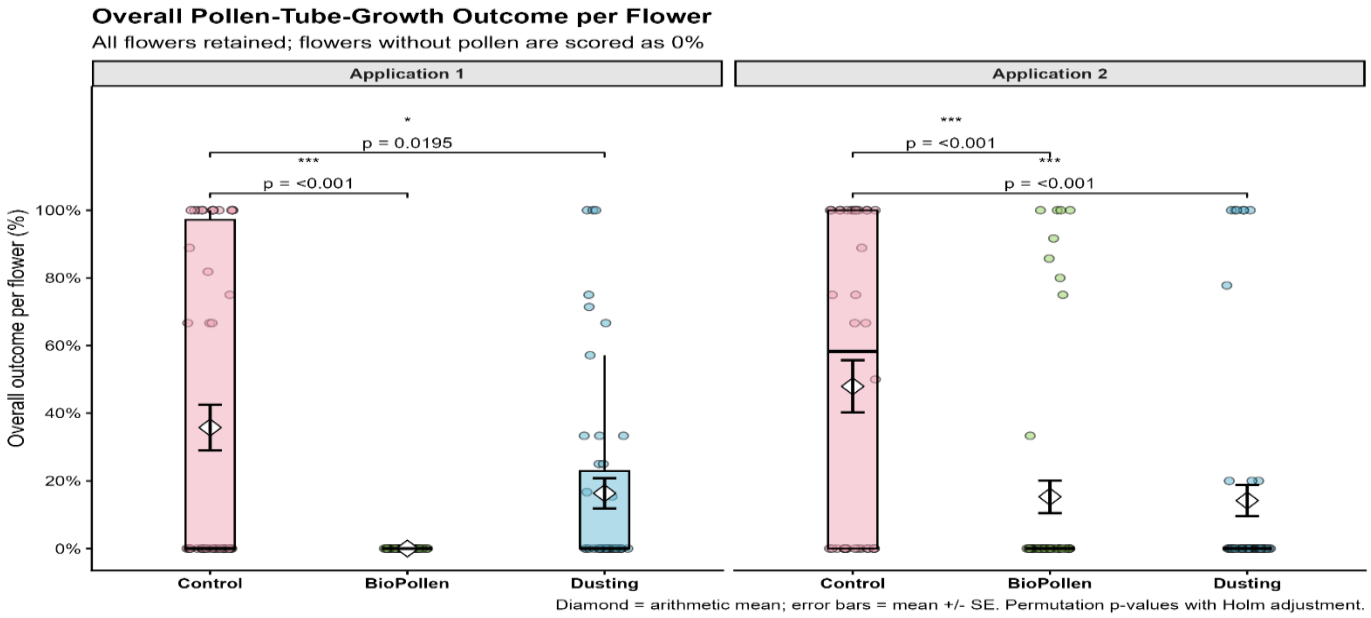


Table 3. Overall pollen-tube-growth outcome per flower (All Sites)

Application	Treatment	Flowers (n)	Without pollen (n)	Mean overall outcome (%)	Difference vs Control (percentage points)	Holm-adjusted p	Significance
Application 1	**Control**	46	26	35.78%	Reference	-	-
Application 1	BioPollen	43	28	0.00%	-35.78	<0.001	***
Application 1	Dusting	46	11	16.35%	-19.42	0.020	*
Application 2	**Control**	38	14	47.95%	Reference	-	-
Application 2	BioPollen	50	41	15.31%	-32.64	<0.001	***
Application 2	Dusting	52	18	14.19%	-33.77	<0.001	***

All flowers were retained. Flowers with no pollen were assigned an overall outcome of 0%. Differences are treatment minus Control; p-values are permutation tests adjusted by Holm within each application.

Table 4. Pollen tube-growth proportion among deposited pollen (All Sites)

Application	Treatment	Tube growth/ total pollen	Observed tube growth (%)	OR (95% CI) vs Control	Holm-adjusted p	Significance
Application 1	**Control**	41/50	82.00%	Reference	-	-
Application 1	BioPollen	0/209	0.00%	0.0005 (0.0003-0.010)	<0.001	***
Application 1	Dusting	29/160	18.13%	0.051 (0.023-0.116)	<0.001	***
Application 2	**Control**	46/56	82.14%	Reference	-	-
Application 2	BioPollen	30/36	83.33%	1.060 (0.355-3.159)	0.917	ns
Application 2	Dusting	28/154	18.18%	0.051 (0.023-0.112)	<0.001	***

This secondary table includes only flowers with deposited pollen. OR < 1 indicates lower odds than Control. Comparisons use separation-safe bias-reduced logistic regression with Holm adjustment.

FIELD EVALUATIONS (FLOWERS COLLECTED 22 HOURS AFTER APPLICATION)

FILLMORE HASS

No significant differences among treatments were detected for total pollen or pollen-tube growth in either application ($p > 0.05$). All treatments had a high frequency of flowers with zero counts (54.8-90.6%).

Table 1. Total pollen - Fillmore Hass, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	35/54 (64.8%)	1.63	4.04	1.63	0.65	0.75	3.55
1	BioPollen	44/53 (83.0%)	0.55	1.84	0.55	0.23	0.24	1.27
1	Dusting	46/54 (85.2%)	0.57	1.78	0.57	0.24	0.25	1.31
2	Control	47/54 (87.0%)	0.48	1.58	2.38	1.51	0.69	8.25
2	BioPollen	40/53 (75.5%)	0.47	1.05	0.78	0.51	0.22	2.80
2	Dusting	45/54 (83.3%)	0.76	2.70	3.15	1.78	1.04	9.52

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.148	ns
1	Control - Dusting	0.170	ns
1	BioPollen - Dusting	0.997	ns
2	Control - BioPollen	0.211	ns
2	Control - Dusting	0.904	ns
2	BioPollen - Dusting	0.062	ns

Table 2. Total pollen tube growth - Fillmore Hass, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	36/54 (66.7%)	1.48	3.62	1.13	2.41	0.02	74.52
1	BioPollen	48/53 (90.6%)	0.43	1.81	1.19	2.66	0.01	96.41
1	Dusting	48/54 (88.9%)	0.50	1.69	1.15	2.55	0.01	89.36
2	Control	48/54 (88.9%)	0.44	1.55	2.96	1.61	1.02	8.60
2	BioPollen	41/53 (77.4%)	0.43	0.97	0.90	0.50	0.31	2.65
2	Dusting	45/54 (83.3%)	0.74	2.58	3.40	1.55	1.39	8.33

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.998	ns
1	Control - Dusting	1.000	ns
1	BioPollen - Dusting	1.000	ns
2	Control - BioPollen	0.154	ns
2	Control - Dusting	0.972	ns
2	BioPollen - Dusting	0.057	ns

Observed mean and SD are arithmetic summaries of all flowers, including zeros. Estimated mean, model SE and 95% CI come from the selected count model. ns = not significant (Tukey-adjusted $p \geq 0.05$).

SANTA PAULA NORTH GEM

No significant differences among treatments were detected for total pollen or pollen-tube growth in either application ($p > 0.05$). A high frequency of flowers with zero counts was observed, particularly for pollen-tube growth (84.4-90.6%).

Table 1. Total pollen - Santa Paula North GEM, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	21/39 (53.8%)	2.10	3.34	2.10	0.66	1.14	3.88
1	BioPollen	28/54 (51.9%)	2.94	5.06	2.94	0.77	1.77	4.91
1	Dusting	20/44 (45.5%)	3.52	8.75	3.52	1.01	2.01	6.18
2	Control	49/54 (90.7%)	0.20	0.88	0.20	0.10	0.08	0.51
2	BioPollen	45/54 (83.3%)	0.41	1.21	0.41	0.17	0.18	0.93
2	Dusting	44/53 (83.0%)	0.26	0.62	0.26	0.12	0.11	0.64

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.686	ns
1	Control - Dusting	0.443	ns
1	BioPollen - Dusting	0.889	ns
2	Control - BioPollen	0.518	ns
2	Control - Dusting	0.917	ns
2	BioPollen - Dusting	0.764	ns

Table 2. Total pollen tube growth - Santa Paula North GEM, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	34/39 (87.2%)	0.18	0.51	0.18	0.12	0.05	0.69
1	BioPollen	47/54 (87.0%)	0.24	0.73	0.24	0.14	0.08	0.73
1	Dusting	38/44 (86.4%)	1.27	6.51	1.27	0.71	0.43	3.81
2	Control	51/54 (94.4%)	0.15	0.83	0.15	0.08	0.05	0.43
2	BioPollen	48/54 (88.9%)	0.17	0.54	0.17	0.09	0.06	0.47
2	Dusting	48/53 (90.6%)	0.11	0.38	0.11	0.07	0.04	0.36

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.942	ns
1	Control - Dusting	0.070	ns
1	BioPollen - Dusting	0.090	ns
2	Control - BioPollen	0.987	ns
2	Control - Dusting	0.939	ns
2	BioPollen - Dusting	0.876	ns

Observed mean and SD are arithmetic summaries of all flowers, including zeros. Estimated mean, model SE and 95% CI come from the selected count model. ns = not significant (Tukey-adjusted $p \geq 0.05$).

SANTA PAULA NORTH HASS

No significant differences among treatments were detected for total pollen or pollen-tube growth in either application ($p > 0.05$). Zero counts were extremely frequent, especially for pollen-tube growth (90.7-100%).

Table 1. Total pollen - Santa Paula North Hass, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	44/57 (77.2%)	0.81	1.78	0.81	0.27	0.42	1.56
1	BioPollen	54/54 (100.0%)	0.00	0.00	0.00	0.00	0.00	NA
1	Dusting	39/54 (72.2%)	0.67	1.29	0.67	0.23	0.33	1.33
2	Control	54/57 (94.7%)	0.05	0.23	0.05	0.03	0.02	0.16
2	BioPollen	51/54 (94.4%)	0.07	0.33	0.07	0.04	0.03	0.20
2	Dusting	48/54 (88.9%)	0.13	0.39	0.13	0.05	0.06	0.27

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	1.000	ns
1	Control - Dusting	0.918	ns
1	BioPollen - Dusting	1.000	ns
2	Control - BioPollen	0.896	ns
2	Control - Dusting	0.392	ns
2	BioPollen - Dusting	0.645	ns

Table 2. Total pollen tube growth - Santa Paula North Hass, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	54/57 (94.7%)	0.09	0.43	0.09	0.06	0.03	0.30
1	BioPollen	54/54 (100.0%)	0.00	0.00	0.00	0.00	0.00	NA
1	Dusting	52/54 (96.3%)	0.04	0.19	0.04	0.03	0.01	0.19
2	Control	56/57 (98.2%)	0.02	0.13	0.02	0.02	0.00	0.12
2	BioPollen	51/54 (94.4%)	0.06	0.23	0.06	0.03	0.02	0.17
2	Dusting	49/54 (90.7%)	0.09	0.29	0.09	0.04	0.04	0.22

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	1.000	ns
1	Control - Dusting	0.693	ns
1	BioPollen - Dusting	1.000	ns
2	Control - BioPollen	0.578	ns
2	Control - Dusting	0.282	ns
2	BioPollen - Dusting	0.764	ns

Observed mean and SD are arithmetic summaries of all flowers, including zeros. Estimated mean, model SE and 95% CI come from the selected count model. ns = not significant (Tukey-adjusted $p \geq 0.05$).

SANTA PAULA WEST GEM

No significant differences were detected for total pollen. Dusting had greater pollen-tube growth than the Control in Application 1 (p = 0.044), despite the very high frequency of zero counts (83.3-98.1%).

Table 1. Total pollen - Santa Paula West GEM, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	52/54 (96.3%)	0.07	0.38	0.07	0.07	0.01	0.41
1	BioPollen	50/54 (92.6%)	0.56	3.41	0.56	0.41	0.13	2.39
1	Dusting	47/54 (87.0%)	0.83	3.02	0.83	0.61	0.20	3.54
2	Control	45/54 (83.3%)	0.33	0.89	0.33	0.13	0.16	0.72
2	BioPollen	37/53 (69.8%)	0.57	1.20	0.57	0.21	0.28	1.15
2	Dusting	41/54 (75.9%)	0.93	2.96	0.93	0.32	0.47	1.81

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.187	ns
1	Control - Dusting	0.088	ns
1	BioPollen - Dusting	0.921	ns
2	Control - BioPollen	0.580	ns
2	Control - Dusting	0.119	ns
2	BioPollen - Dusting	0.584	ns

Table 2. Total pollen tube growth - Santa Paula West GEM, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	53/54 (98.1%)	0.04	0.27	0.04	0.04	0.01	0.24
1	BioPollen	50/54 (92.6%)	0.28	1.52	0.28	0.19	0.07	1.09
1	Dusting	47/54 (87.0%)	0.61	2.24	0.61	0.41	0.16	2.28
2	Control	51/54 (94.4%)	0.09	0.45	0.09	0.05	0.03	0.28
2	BioPollen	41/53 (77.4%)	0.42	0.97	0.42	0.17	0.19	0.91
2	Dusting	46/54 (85.2%)	0.35	1.14	0.35	0.14	0.16	0.78

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.205	ns
1	Control - Dusting	0.044	*
1	BioPollen - Dusting	0.694	ns
2	Control - BioPollen	0.073	ns
2	Control - Dusting	0.129	ns
2	BioPollen - Dusting	0.954	ns

Observed mean and SD are arithmetic summaries of all flowers, including zeros. Estimated mean, model SE and 95% CI come from the selected count model. ns = not significant (Tukey-adjusted p ≥ 0.05).

SOMIS HASS

Dusting had greater total pollen than Control and BioPollen in Application 1 ($p \leq 0.010$); no differences occurred in Application 2. For pollen-tube growth, only Dusting versus BioPollen differed in Application 1 ($p < 0.001$), with zero counts ranging from 56% to 96%.

Table 1. Total pollen - Somis Hass, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	40/50 (80.0%)	0.58	1.81	0.58	0.22	0.27	1.24
1	BioPollen	39/50 (78.0%)	0.44	1.09	0.44	0.18	0.20	0.96
1	Dusting	31/50 (62.0%)	2.64	6.87	2.64	0.92	1.33	5.24
2	Control	42/50 (84.0%)	0.80	2.07	4.97	0.80	3.62	6.81
2	BioPollen	46/50 (92.0%)	0.22	0.84	2.53	0.86	1.30	4.94
2	Dusting	39/50 (78.0%)	0.76	1.60	3.33	0.58	2.37	4.68

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.873	ns
1	Control - Dusting	0.010	*
1	BioPollen - Dusting	0.002	**
2	Control - BioPollen	0.174	ns
2	Control - Dusting	0.210	ns
2	BioPollen - Dusting	0.753	ns

Table 2. Total pollen tube growth - Somis Hass, Applications 1 and 2

APP	Treatment	Zero flowers, n/N (%)	Observed mean	Observed SD	Estimated mean	Model SE	95% CI lower	95% CI upper
1	Control	41/50 (82.0%)	0.44	1.54	0.44	0.18	0.20	0.98
1	BioPollen	46/50 (92.0%)	0.12	0.48	0.12	0.06	0.04	0.34
1	Dusting	33/50 (66.0%)	1.52	3.80	1.52	0.56	0.74	3.13
2	Control	46/50 (92.0%)	0.08	0.27	0.08	0.04	0.03	0.21
2	BioPollen	49/50 (98.0%)	0.02	0.14	0.02	0.02	0.00	0.14
2	Dusting	48/50 (96.0%)	0.04	0.20	0.04	0.03	0.01	0.16

Tukey-adjusted pairwise comparisons

APP	Comparison	Adjusted p-value	Significance
1	Control - BioPollen	0.133	ns
1	Control - Dusting	0.063	ns
1	BioPollen - Dusting	0.000	***
2	Control - BioPollen	0.430	ns
2	Control - Dusting	0.703	ns
2	BioPollen - Dusting	0.838	ns

Observed mean and SD are arithmetic summaries of all flowers, including zeros. Estimated mean, model SE and 95% CI come from the selected count model. ns = not significant (Tukey-adjusted $p \geq 0.05$).

OBJECTIVE D. EVALUATE FRUIT RETENTION AND TREE PRODUCTIVITY

FRUIT DROP/RETENTION

No significant differences in fruit drop were detected among treatments in any field ($p > 0.05$). Fruit drop varied among fields, but this variation was unrelated to treatment.

Fruit drop 2025 - summary of all fields

Field	Cultivar	Control mean ± SE	BioPollen mean ± SE	Dusting mean ± SE	BioPollen vs Control adjusted p	BioPollen vs Dusting adjusted p	Control vs Dusting adjusted p	Result
Santa Paula West	GEM	14.90 ± 2.86	11.00 ± 2.18	10.00 ± 2.00	0.513	0.939	0.321	**ns**
Santa Paula North	Hass	11.80 ± 2.34	9.40 ± 1.91	10.90 ± 2.18	0.702	0.862	0.957	**ns**
Santa Paula North	GEM	21.50 ± 4.51	24.50 ± 5.11	12.50 ± 2.72	0.898	0.066	0.172	**ns**
Fillmore	Hass	6.50 ± 1.45	11.80 ± 2.45	6.30 ± 1.42	0.124	0.101	0.995	**ns**
Somis	Hass	11.10 ± 2.26	13.60 ± 2.72	13.10 ± 2.63	0.757	0.990	0.831	**ns**

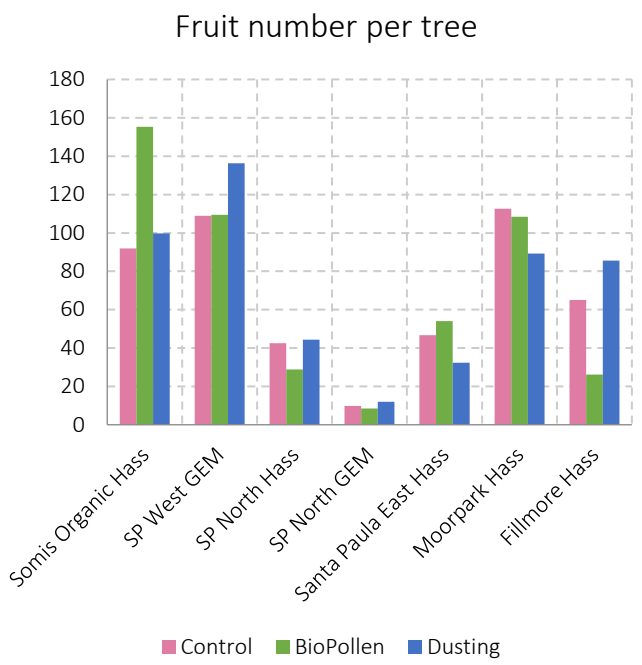
Values are negative-binomial estimated means ± model SE (n = 10 per treatment). P-values are Tukey-adjusted. ns = not significant at α = 0.05. No treatment comparison was significant in any field.

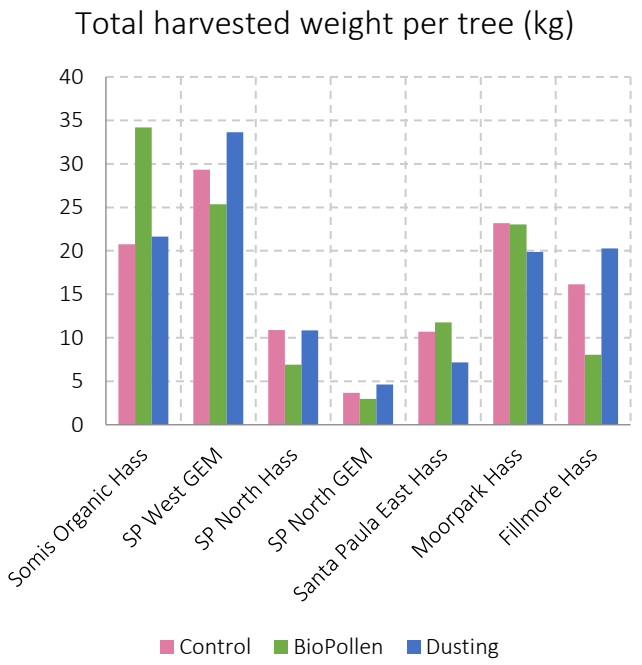
TREE PRODUCTIVITY

SUMMARY

Harvest 2026 - consolidated productive indices

Field	Cultivar	Treat.	Fruits/tree	Weight per tree (kg)	Mean fruit weight (g)	Fruits/ m³	kg/m³	Fruits/cm² TCSA	kg/cm² TCSA
Somis Organic	Hass	Control	91.83	20.76	226.05	12.88	2.92	1.40	0.32
Somis Organic	Hass	BioPollen	155.37	34.21	220.16	21.56	4.74	2.39	0.53
Somis Organic	Hass	Dusting	99.83	21.64	216.73	13.64	2.94	1.26	0.27
S. Paula West	GEM	Control	109.00	29.32	268.97	20.10	5.37	1.11	0.30
S. Paula West	GEM	BioPollen	109.41	25.35	231.73	14.53	3.37	1.14	0.26
S. Paula West	GEM	Dusting	136.38	33.65	246.72	19.89	4.98	1.28	0.32
S. Paula North	Hass	Control	42.60	10.88	255.32	7.33	1.86	0.76	0.19
S. Paula North	Hass	BioPollen	28.77	6.92	240.41	5.43	1.31	0.61	0.15
S. Paula North	Hass	Dusting	44.40	10.85	244.30	6.93	1.71	0.76	0.19
S. Paula North	GEM	Control	9.87	3.68	372.64	18.34	6.94	0.71	0.27
S. Paula North	GEM	BioPollen	8.40	2.96	352.82	11.51	4.08	0.62	0.22
S. Paula North	GEM	Dusting	11.93	4.63	388.16	14.21	5.60	0.72	0.28
Fillmore	Hass	Control	64.97	16.17	248.86	12.32	3.07	1.05	0.26
Fillmore	Hass	BioPollen	26.13	8.04	307.73	7.21	2.23	0.65	0.20
Fillmore	Hass	Dusting	85.53	20.29	237.17	40.46	9.56	2.23	0.53
S. Paula East	Hass	Control	46.67	10.69	229.09				
S. Paula East	Hass	BioPollen	54.00	11.76	217.78		EXTRA FIELD		
S. Paula East	Hass	Dusting	32.37	7.18	221.73				
Moorpark	Hass	Control	112.68	23.19	205.78				
Moorpark	Hass	BioPollen	108.50	23.03	212.22		EXTRA FIELD		
Moorpark	Hass	Dusting	89.32	19.89	222.65				

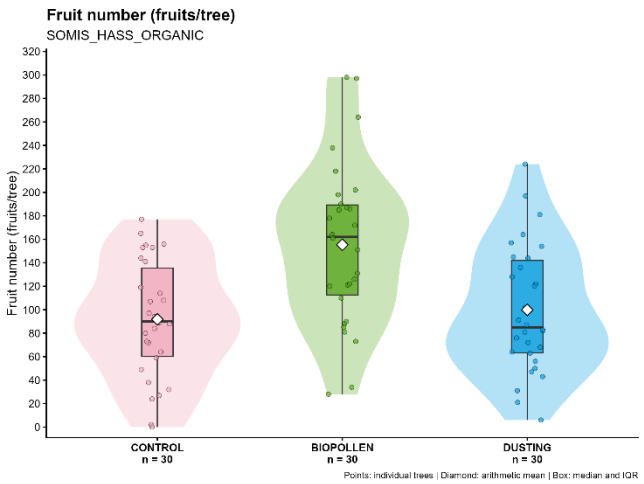


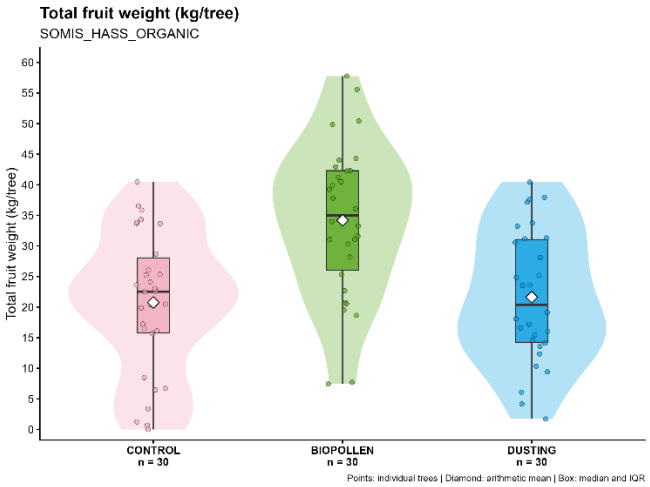


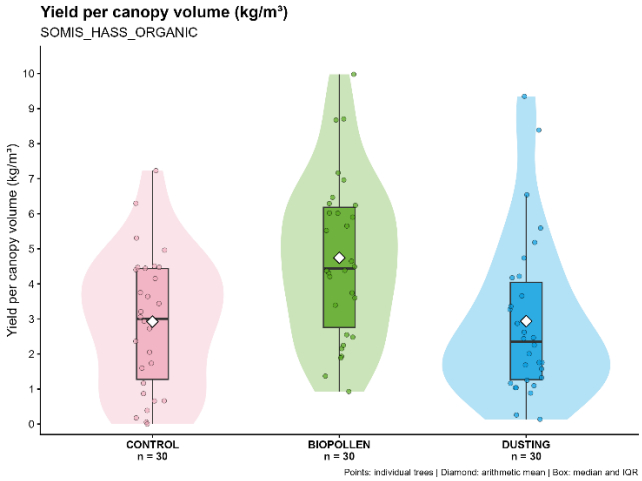
How to read the plots in the following charts: These are a combination of a violin and box plot. Each dot represents one observation in the sample. The outer violin shows the shape of the data distribution: wider sections indicate more observations concentrated in that range, while narrower sections indicate fewer. The box inside contains the middle 50% of the observations, and the line within it marks the median. The white diamond indicates the mean. The vertical whiskers show the spread of values beyond the box.

SOMIS HASS ORGANIC

Compared with the Control, BioPollen increased total harvest fruit weight (kg/tree) by 64.4%, fruit number by 69.3%, and yield per canopy volume by 62.1% ($p < 0.05$). Dusting increased the kg/tree by 3.8% and fruit number by 8.7%, with no change in yield; none were significant.







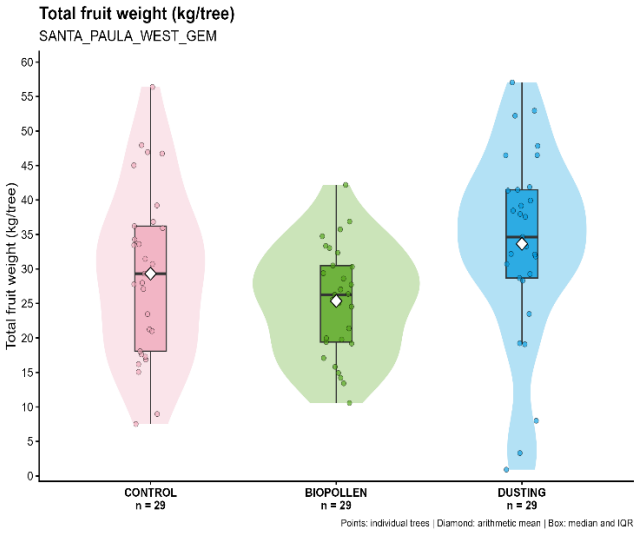
SOMIS HASS ORGANIC

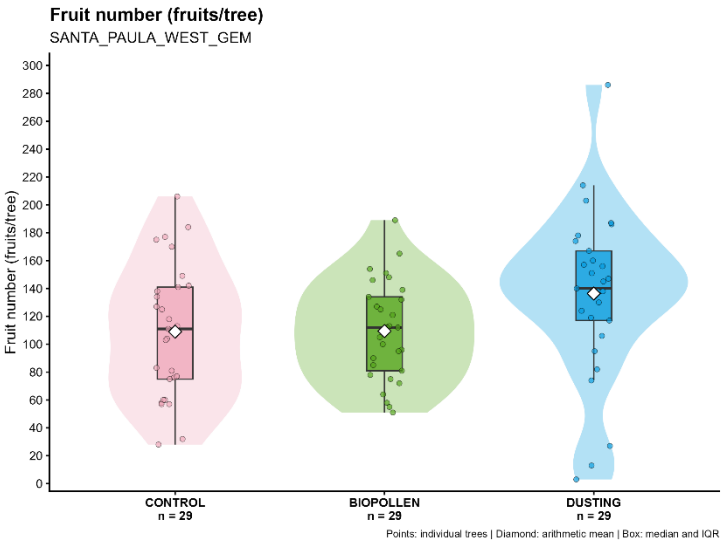
Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	20.8	34.2*	21.6 ns
Fruit number (fruits/tree)	91.8	155.4*	99.8 ns
Yield per canopy volume (kg/m³)	2.9	4.7*	2.9 ns

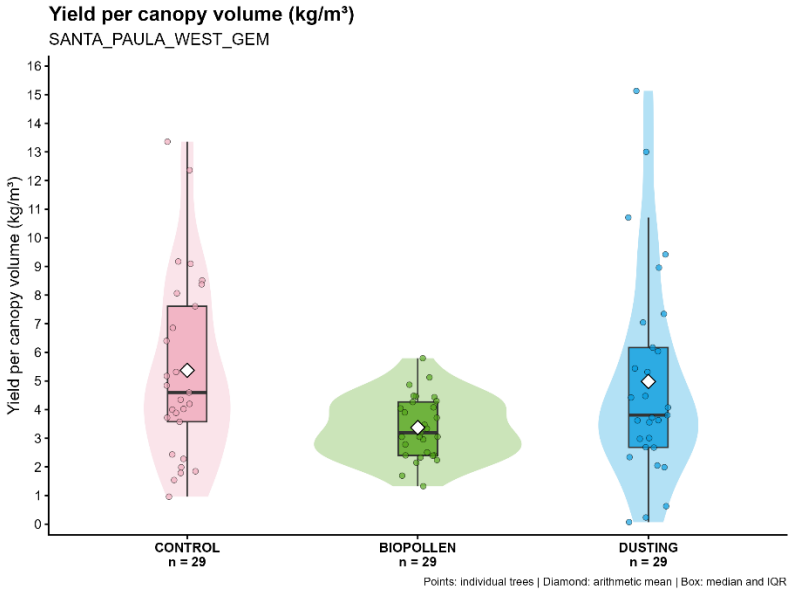
*Values are treatment means. * Significant vs Control ($p < 0.05$); ns = not significant vs Control.*

SANTA PAULA WEST GEM

Compared with the Control, BioPollen reduced total harvested total fruit weight (kg/tree) by 13.3% and yield per canopy volume by 37.0%, while fruit number increased by 0.4%; only the yield reduction was significant. Dusting increased the kg/tree by 14.7% and fruit number by 25.1%, while yield decreased by 7.4%; none were significant.







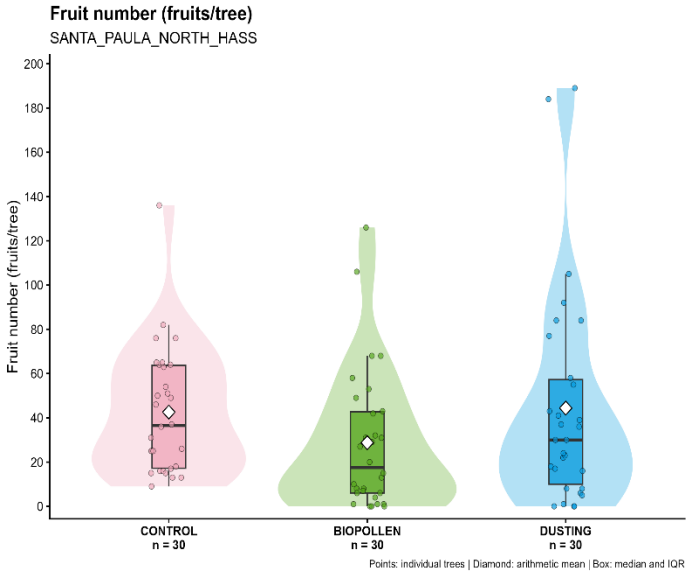
SANTA PAULA WEST GEM

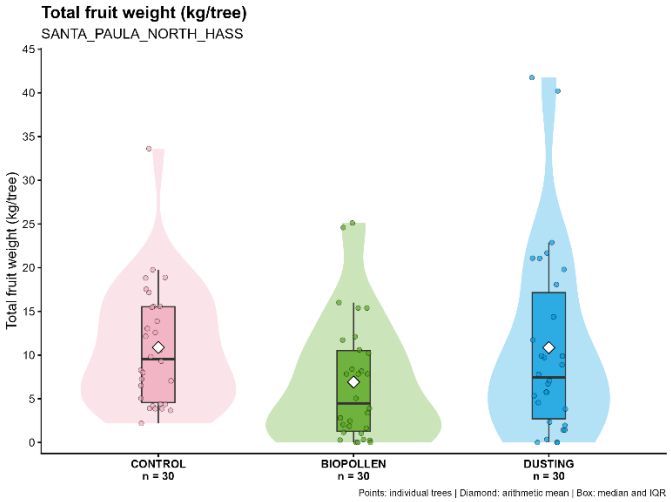
Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	29.3	25.4 ns	33.6 ns
Fruit number (fruits/tree)	109.0	109.4 ns	136.4 ns
Yield per canopy volume (kg/m³)	5.4	3.4*	5.0 ns

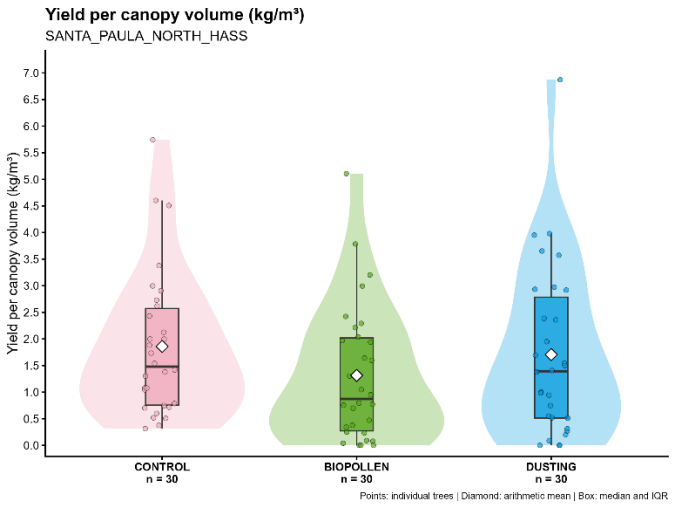
*Values are treatment means. * Significant vs Control ($p < 0.05$); ns = not significant vs Control.*

SANTA PAULA NORTH HASS

No significant differences were detected among treatments for total harvested fruit weight (kg/tree), fruit number, or yield per canopy volume ($p > 0.05$).







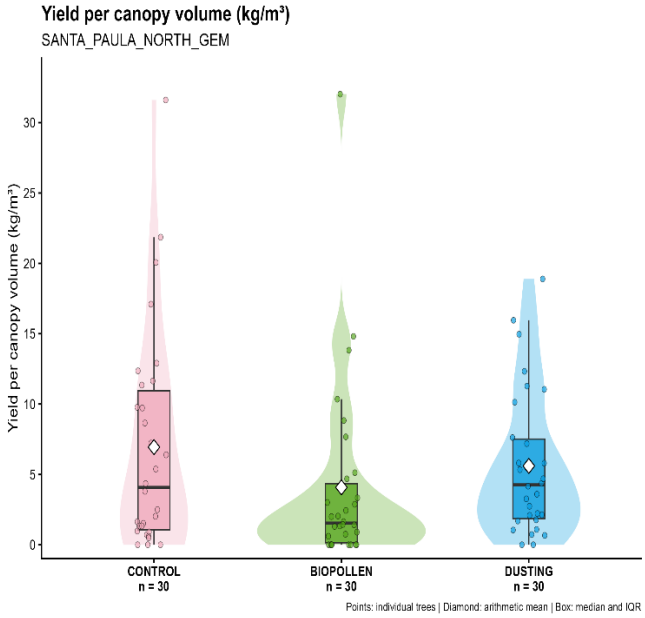
SANTA PAULA NORTH HASS

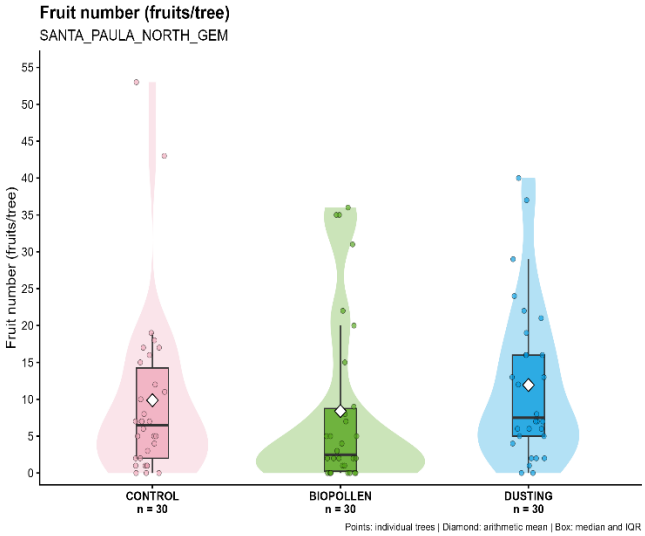
Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	10.9	6.9 ns	10.8 ns
Fruit number (fruits/tree)	42.6	28.8 ns	44.4 ns
Yield per canopy volume (kg/m³)	1.9	1.3 ns	1.7 ns

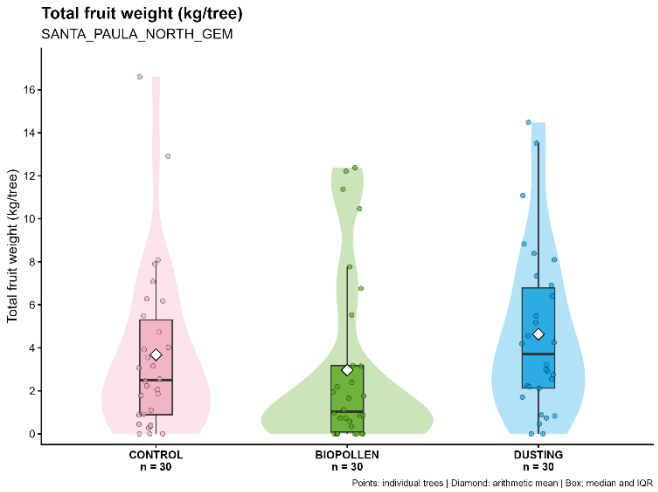
*Values are treatment means. * Significant vs Control ($p < 0.05$); ns = not significant vs Control.*

SANTA PAULA NORTH GEM

No significant differences were detected among treatments for total harvested fruit weight (kg/tree), fruit number, or yield per canopy volume ($p > 0.05$).







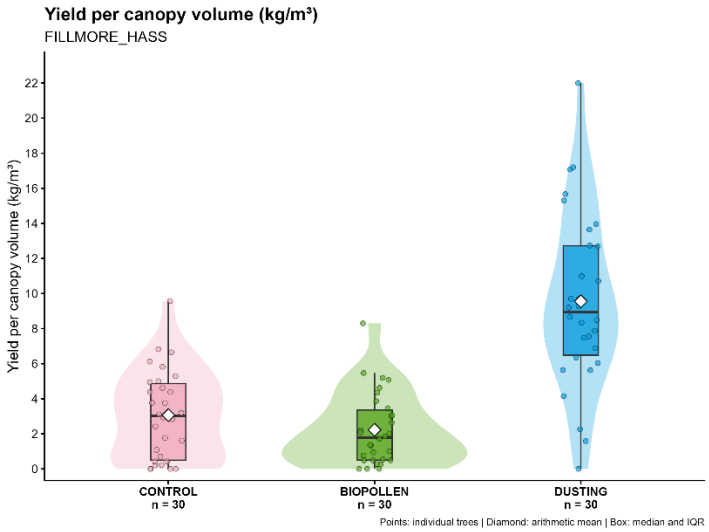
SANTA PAULA NORTH GEM

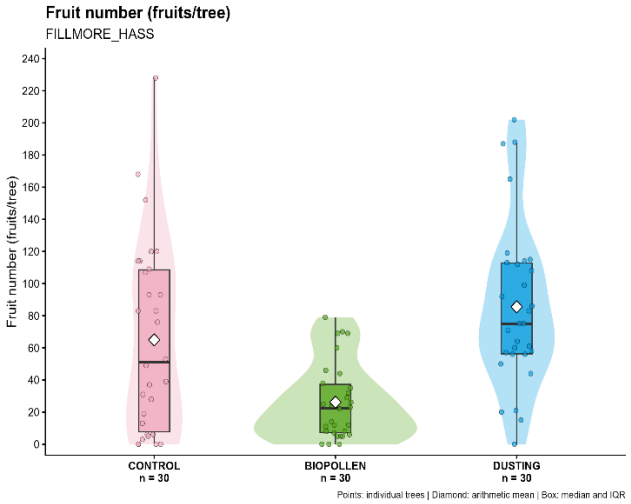
Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	3.7	3.0 ns	4.6 ns
Fruit number (fruits/tree)	9.9	8.4 ns	11.9 ns
Yield per canopy volume (kg/m³)	6.9	4.1 ns	5.6 ns

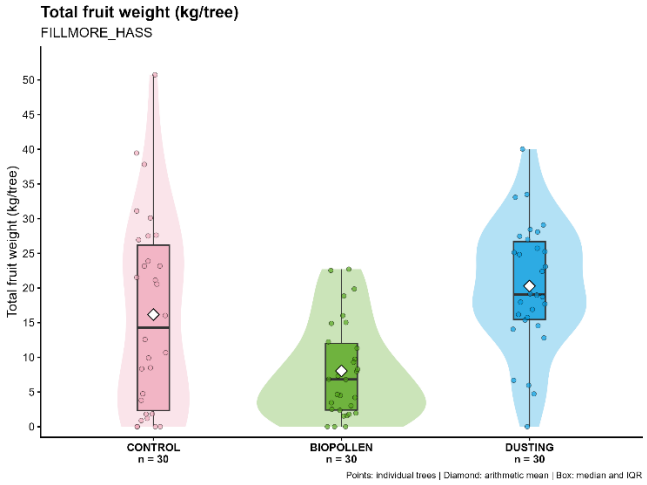
*Values are treatment means. * Significant vs Control ($p < 0.05$); ns = not significant vs Control.*

FILLMORE

Compared with the Control, BioPollen significantly reduced total harvested fruit weight (kg/tree) and fruit number, whereas its effect on yield per canopy volume was not significant. Dusting significantly increased yield per canopy volume but did not significantly affect total fruit weight or fruit number.







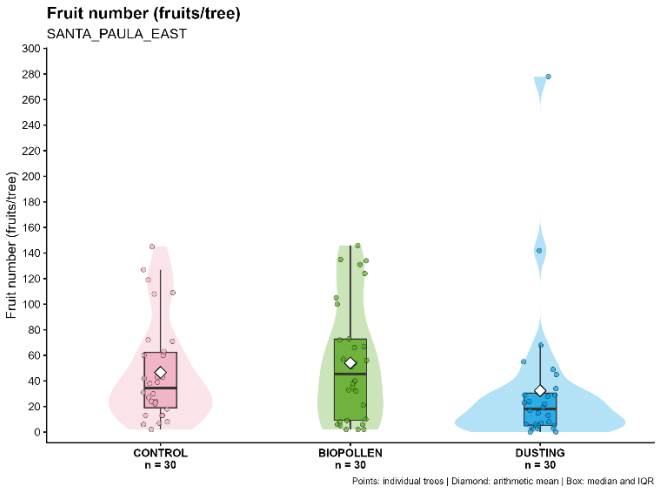
FILLMORE HASS

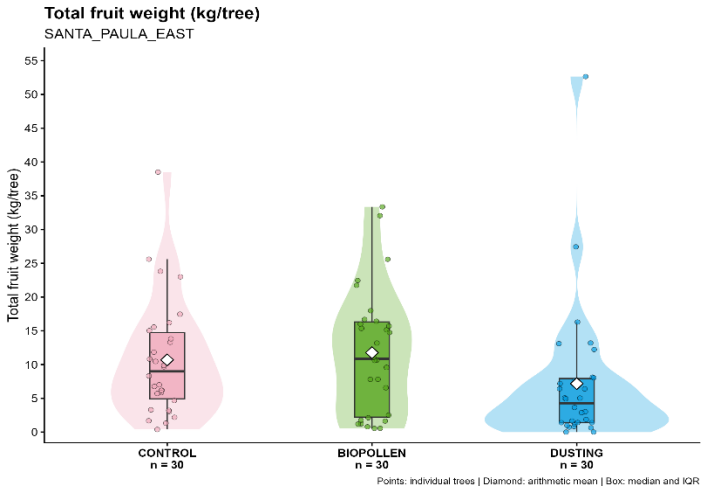
Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	16.2	8.0*	20.3 ns
Fruit number (fruits/tree)	65.0	26.1*	85.5 ns
Yield per canopy volume (kg/m³)	3.1	2.2 ns	9.6*

*Values are treatment means. * Significant vs Control ($p < 0.05$); ns = not significant vs Control.*

SANTA PAULA EAST HASS

No significant differences were detected among treatments for total harvested fruit weight (kg/tree) and fruit number ($p > 0.05$).





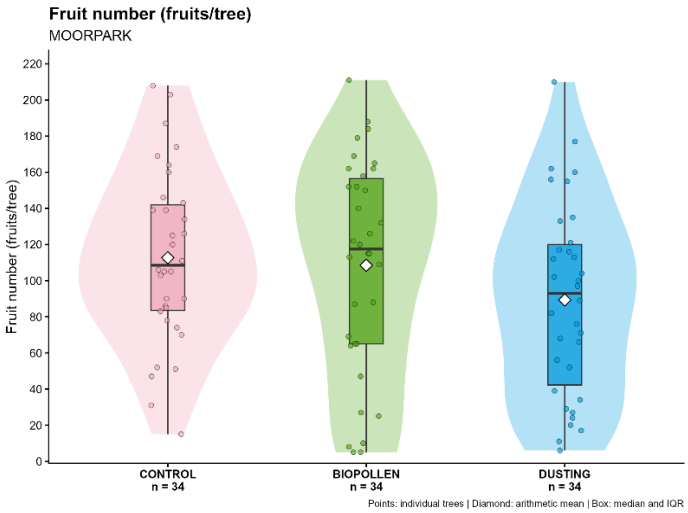
SANTA PAULA EAST HASS

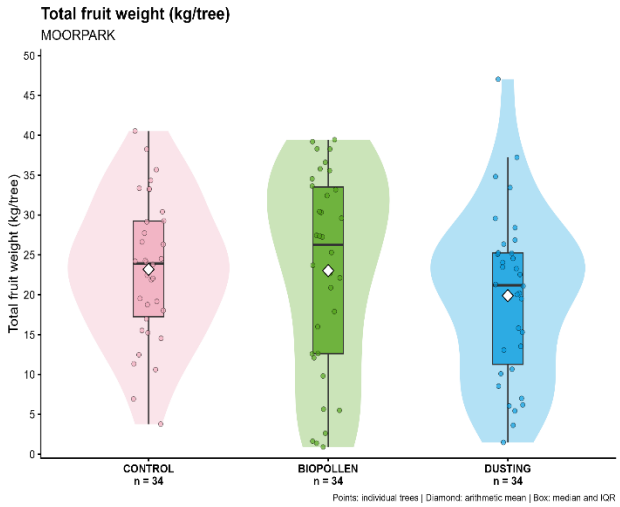
Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	10.7	11.8 ns	7.2 ns
Fruit number (fruits/tree)	46.7	54.0 ns	32.4 ns

Values are treatment means. ns = not significant vs Control.

MOORPARK HASS

No significant differences were detected among treatments for total harvested fruit weight (kg/tree) and fruit number ($p > 0.05$).





MOORPARK HASS

Indicator	Control	BioPollen	Dusting
Total fruit weight (kg/tree)	23.2	23.0 ns	19.9 ns
Fruit number (fruits/tree)	112.7	108.5 ns	89.3 ns

Values are treatment means. ns = not significant vs Control.

STATISTICAL APPROACH

1. Pollen viability assessed by FDA staining

Pollen viability was analyzed separately for each evaluation day. The number of viable pollen grains was modeled relative to the total number of pollen grains evaluated. Overall treatment effects within each day were assessed using beta-binomial regression and likelihood-ratio tests. The beta-binomial distribution was used to account for proportional count data and additional variability among observations. Planned comparisons between each experimental treatment and the control available on the same day were performed using bias-reduced binomial logistic regression, which provided finite estimates when treatment groups contained no viable pollen. Treatment effects were expressed as odds ratios with 95% confidence intervals. P-values were adjusted across the planned comparisons within each day using the Holm procedure. Observed zeros were retained without modification, and statistical significance was assessed at $\alpha = 0.05$.

2. Pollen germination in Petri-dish assays

Pollen germination was analyzed separately for each evaluation day. The number of germinated pollen grains, defined by pollen-tube growth, was modeled relative to the total number of pollen grains evaluated. Overall treatment effects within each day were assessed using beta-binomial regression and likelihood-ratio tests. The beta-binomial distribution was used to account for proportional count data and additional variability among observations. Planned comparisons between each experimental treatment and the control available on the same day were performed using bias-reduced binomial logistic regression, which provided finite estimates when treatment groups contained zero germinated pollen grains. Treatment effects were expressed as odds ratios with 95% confidence intervals. P-values were adjusted across the planned comparisons within each day using the Holm procedure. Observed zeros were retained without modification, and statistical significance was assessed at $\alpha = 0.05$.

3. Pollen-tube growth in the controlled sponge assay - overall flower-level outcome

The overall pollen-tube-growth outcome was analyzed separately for each application at the flower level. All flowers were retained, and flowers without deposited pollen were assigned an overall outcome of 0%. For flowers with pollen, the outcome was calculated as the number of pollen grains producing tubes divided by the total number of deposited pollen grains. Because the resulting proportions contained many zeros and showed a strongly non-normal distribution, treatment effects were evaluated using permutation tests with 99,999 permutations. A global permutation test was followed by planned comparisons of BioPollen and Dusting against the Control. P-values from these comparisons were adjusted within each application using the Holm procedure. No pseudocounts were added, and statistical significance was assessed at $\alpha = 0.05$.

4. Sponge assay - conditional tube-growth proportion

The conditional pollen-tube-growth analysis included only flowers on which at least one pollen grain was detected. The number of pollen grains producing tubes was modeled relative to the total number of deposited pollen grains. Analyses were conducted separately for each application. Overall treatment effects were evaluated using beta-binomial regression and likelihood-ratio tests to account for additional flower-to-flower variability beyond that expected under a standard binomial distribution. Planned comparisons of BioPollen and Dusting against the Control were performed using bias-reduced binomial logistic regression to obtain finite estimates in the presence of zero-success treatment combinations. Treatment effects were expressed as odds ratios with 95% confidence intervals. P-values were adjusted within each application using the Holm procedure, and statistical significance was assessed at $\alpha = 0.05$. This conditional analysis evaluated pollen performance after deposition and was interpreted as complementary to the overall flower-level analysis.

5. Field pollen deposition and pollen-tube growth in situ

Total pollen deposition and total pollen-tube growth per flower were analyzed as count responses. Each flower was considered an independent experimental unit, and analyses were conducted separately for each orchard, application, and response variable. Poisson, negative binomial, zero-inflated negative binomial, and hurdle negative binomial models were initially fitted. Poisson dispersion was evaluated using Pearson residuals. Because the datasets exhibited overdispersion and high frequencies of zero observations, final model selection was conducted among the negative binomial, zero-inflated negative binomial, and hurdle negative binomial models using the lowest Akaike Information Criterion. All flowers, including zero-count observations, were retained. Model-estimated treatment means and standard errors were obtained on the response scale. Pairwise comparisons among Control,

BioPollen, and Dusting were adjusted using the Tukey method. Simulation-based residual diagnostics were examined for models fitted using glmmTMB. Statistical significance was assessed at $\alpha = 0.05$.

6. Fruit drop

Fruit drop was analyzed separately for each orchard and cultivar as count data. Poisson and negative binomial generalized linear models with logarithmic link functions were initially fitted. Poisson dispersion was evaluated using the ratio of the sum of squared Pearson residuals to the residual degrees of freedom, and model fit was compared using the Akaike Information Criterion. Because the data exhibited overdispersion and the negative binomial model provided the more appropriate representation of the observed variability, final inference was based on the negative binomial model. Treatment was included as a fixed categorical effect. Model-estimated treatment means and standard errors were obtained on the original count scale, and all pairwise treatment comparisons were adjusted using the Tukey method. Statistical significance was assessed at $\alpha = 0.05$.

7. Harvest, tree characteristics, and productivity indices

Harvest and vegetative variables were analyzed separately for each orchard. Individual trees were considered independent experimental units, and treatment was included as a fixed categorical effect. Replicate numbers identified individual trees and were not included as blocks. Fruit number per tree was analyzed using a negative binomial generalized linear model with a logarithmic link because it is count data with overdispersion. All other variables-tree dimensions, trunk diameter, total fruit weight, canopy volume, fruit and yield efficiency per canopy volume, trunk cross-sectional area, and production efficiency per trunk cross-sectional area-were analyzed using linear models with HC3 heteroscedasticity-robust covariance estimates. Planned comparisons of each treatment against the Control used Dunnett-type multivariate-t adjustment, while comparisons among all treatment pairs used Tukey adjustment. Global treatment-effect p-values were additionally adjusted across response variables using the Benjamini-Hochberg procedure. Zeros were retained, missing values were excluded separately for each response, and no transformations, pseudocounts, or automatic outlier removal were applied. Statistical significance was assessed at $\alpha = 0.05$.

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September 28, 2026

PRODUCTION RESEARCH BUDGET 2026-27 THROUGH 2028-29 PROPOSED

Acct Code	Investigator	Project	2026-27 Budget	2027-28 Budget	2028-29 Budget
Reasearch - Pest and Disease Projects					
65132	Hoddle	Surveys for avocado fruit feeding insect pests in Guatemala	$172,409		
65133	Hoddle & Kou	Chemical Synthesis and Field Evaluation of an Enantiopure (+)-Grandisol, the Putative Avocado Seed Weevil (Heilipus lauri) Aggregation Pheromone	$146,699		
65134	Cohen	A pesticide resistance monitoring program for avocado thrips	$3,300	$5,300	$3,300
65135	Khodadadi	Integrating Chemical and Cultural Practices for Bot Canker Control in Avocado	$79,970		
65136	Loudermelt	Impact of Natural Vegetation on Insect Pollinators in Agroecosystems	$3,291		
65137	Manosalva & Adaskaveg	Improve Phytophthora cinnamomi management by monitoring field populations for changes in fungicide sensitivity and conducting efficacy field trials	$105,696	$117,939	
65139	Dann	Investigating conditional host status of GEM avocado to fruit fly	$7,150		
65138	Cohen	Enhancing integrated pest management for avocado lace bug in organic production	$20,055		
		Pest and Disease Sub-total	**$538,570**	**$123,239**	**$3,300**
Research - Cultural Management Projects					
65218	Garner	Continued research at the San Luis Obispo rootstock trial site (2025-27)	$28,833		
65325	Arpaia	Does artifical pollination improve yield of Hass and GEM avocado?	$64,388	$93,087	
65326	Landesman	Addressing the relationship between soil characteristics and soil salinity in California avocado orchards			
65327	Biscaro	Creating a Weather Station Network to Guide Irrigation Decision of Avocados	$4,371		
65328	Montazar	Assessing irrigation management tools and strategies on avocado fruit quality and yield impacts	$57,370	$45,415	
65329	Ferreira	Evaluating diverse avocado rootstocks for salinity using morphological, ionic, and physiological parameters	$10,000		
65330	Arpaia	Hass Avocado Variety Authentication: Marker Discovery and Validation	$58,232		
		Cultural Management Sub-total:	**$223,194**	**$138,502**	**$0**
Industry Research Support					
65403	Landesman	FFAR Fellowship Support			
		Industry Research Support Sub-total			
		Annual Total	**$761,764**	**$261,741**	**$3,300**