

GOOD HARVESTING PRACTICES (GHP) MANUAL

Field Harvest

The California Avocado Industry, comprised of approximately 4,000 diverse growers throughout the state, is dedicated to providing consumers with consistently safe, high-quality and nutritious California avocados.

The California Avocado GHP Manual provides growers with crop-specific priorities to further ensure the safety of California avocados. This manual focuses on the harvester's role in providing avocados compliant with the goals of the Food Safety Modernization Act of 2011.

Avocados are considered a low-risk commodity. This along with current regulatory oversight and complementary cultural, packing, and shipping practices provides the consumer with a safe and nutritious food.

Many practices included in this document are already implemented by harvesters. The purpose of the California Avocado GHP Manual is to provide harvesters with Crop Specific priorities for mitigating food-safety risks for California avocados.

Key Avocado GHP Field Harvest Elements

- Worker Health and Hygiene
- Field Sanitation
- Field Harvest and Transportation

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

Approved by CAC Board August 21, 2014

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.

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HARVESTING

SECTION 1:

WORKER HEALTH AND HYGIENE, FIELD SANITATION

Harvester Information

Worker Health and Hygiene

Toilet and Hand-Washing Facilities

Bleeding and In-Field Illness

Field Sanitation and Preharvest Assessment

Spill or Leak Response Plan

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HARVESTER INFORMATION

Firm Name: _____

Contact Person: _____

Main Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

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 the program is being followed by all employees and visitors to the ranch.

FOOD SAFETY COORDINATOR	Name
	Phone Number

Worker Health and Hygiene POLICIES AND PROCEDURES

Purpose:

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

Policies:

1. Fresh potable water is readily accessible to all employees to drink and wash hands.
2. Drinking water containers will be maintained in a clean condition with suitably cool and sufficient amounts of water. Single use cups will be provided as to avoid cross contamination between employees.
3. Visitors and employees who may come in direct contact with product are required to follow all sanitation and hygiene practices.
4. Fully stocked first aid kits must be available in the event of an injury or emergency with date-coded materials within expiration dates.
5. All employees have been trained on proper sanitation and hygiene practices at the beginning of each year and are required to follow proper sanitation and hygiene practices daily. New employees will receive all necessary training prior to working in the grove, and refresher training on some topics will take place either monthly or quarterly.
6. Employees must sign documentation that they have been trained on proper sanitation and hygiene practices. *(See Page 49– Worker Health/Hygiene, Food Safety and security Training Log)*
7. Signs are posted in English and Spanish in the vicinity of the toilet facility (except where in home toilets are used) instructing employees to wash their hands before beginning work or returning to work. *(See Page 37 –Sample Hand Washing Sign)*

Procedures:

Hygiene

1. Water testing records must be available for drinking water provided to employees showing the water is potable.
2. Employees must wash hands before work, after using the restroom and after breaks.
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.

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4. When outer garments (e.g. gloves, aprons, sleeves) are required, these must be removed prior to using the restrooms, going on break, or leaving work and put into a clean and secure area.
5. Eating food, chewing gum, drinking beverages (except bottled water), using tobacco products, spitting, urinating and defecating are not permitted in any growing or storage area. Eating and drinking may take place at the edges of the production area, on grove roads, or in areas already harvested.
6. Employees are prohibited from wearing and/or bringing into the production area items such as, but not limited to the following, jewelry, watches, clothing with sequins or studs, bobby pins, false eyelashes and eyelash extensions, long nails, false nails and nail polish. These objects could be a source of contamination to fruit.
7. Harvester's clothing should be clean and not pose a threat of cross contamination.
8. Employees should not be wearing loose objects above the waist (such as necklaces, bracelets, earrings, etc.) except for a single plain ring.

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 employees 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 to 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.
3. **Notice:** Corrective actions will be taken if employees fail to comply with hand washing requirements.

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 harvest areas and employees are not contaminated.

Policies:

Toilet and Hand Washing Facilities:

1. Employees must have access to a toilet and hand washing facility that shall be properly stocked and have regularly scheduled cleaning.
2. Toilet and hand washing facilities must be clearly visible, easily accessible, and shall be located within ¼ mile or 5 minutes walking distance from where harvest crews are located. Toilet facilities shall be in a suitable location to prevent and minimize the risk of product, packaging, equipment and growing area contamination.
3. When crews exceed 5 members, there shall be a separate toilet facility for men and women.
4. At least one toilet should be provided for each 20 employees or if more stringent, as per prevailing national/local guidelines.
5. Operations must be in compliance with all applicable state and/or federal regulations dictating the number, condition, and placement of portable field sanitation units. If the number of employees does not require a portable field sanitation unit, access to a clean toilet facility must be readily available for all employees.
6. Toilet facilities shall have visuals or signs written in an appropriate language, reminding employees to wash their hands before returning to work.
7. Construction of toilet facilities shall be in non-porous and light in color materials. This will allow for easy cleaning and easy evaluation of cleanliness.
8. However, if toilet facilities are portable, there shall be documentation and implemented procedures available covering emptying and cleaning to avoid contamination to the field.
9. All employees are trained and aware that they are obligated to use toilet facilities for urinating and defecating. Urinating and defecating are prohibited in any growing or storage area.
10. If any sign of fecal contamination in areas of growing, production, harvest, packaging, storage or any areas where contamination could occur, automatic failure of an audit will result.

Toilet and Hand Washing Facility Maintenance:

1. Toilet facilities must be in good repair, clean and properly stocked with extra supplies. Toilet paper must be provided in a suitable holder in each facility. Toilet facilities shall be operational and in sanitary conditions at all times.
2. Cleaning and servicing must be done on a regular scheduled basis and documentation of servicing must be available.
3. All field sanitation facilities must be stocked with single use towels, soap (non-perfumed with emulsifying capabilities), a place to dispose of trash and potable water for hand washing.
4. If used, catch basins from toilet basins must be designed and maintained properly to prevent contamination into field, product, packaging, and equipment. Catch basins must be free of cracks and leaks. Catch basins must be constructed in non-degradable material. These catch basins must be emptied/pumped in a manner that avoids any possible contamination.
5. All equipment for servicing must be in good, working order.

Procedures:

Permanent Toilet and Hand Washing Facility Cleaning

Note: Toilets will have a service log (See Page 39 – Toilet and Hand Washing Station Maintenance 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.”

Procedures:

Portable Toilet Facility Cleaning

Note: Toilets will have a service log (See Page 39 – Toilet and Hand Washing Station Maintenance 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.

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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.

Procedures:

Portable Hand Washing Facility Cleaning

Note: *Hand washing facilities will have a service log (See Page 39 – Toilet and Hand Washing Station Maintenance 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 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.

Bleeding/Bodily Fluids and In-Field Illness

POLICIES AND PROCEDURES

Purpose:

To address the potential contamination issues caused by employees who are bleeding or appear to have in-field illnesses or injuries.

Policies:

Bleeding & Bodily Fluids

1. All incidences of bleeding and vomiting are to be reported to supervisors immediately.
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 employee 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 employee is not permitted to engage in working in direct contact with the fruit.

Illness

1. Employees showing symptoms of diarrhea, vomiting or symptoms of other infectious diseases are excluded from work assignments that involve direct contact with fresh produce. *(See Section 4; page 34 – Food Borne Illness Training for Supervisors).*

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.

Field Sanitation and Pre-Harvest Assessment

POLICIES AND PROCEDURES

Purpose:

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

Pre-Harvest Assessment

1. A daily field sanitation and pre-harvest assessment is made on the production area prior to daily harvest.

Procedures:

1. Prior to harvest, on a daily basis, inspect the toilet and hand washing facilities, harvesting tools and equipment, employee health, and condition of the harvest area making sure there are no potential food safety risks.
2. Where an issue is observed, correct the problem and document the corrective action 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 crop.
4. Fill out and keep a "Daily Field Sanitation and Pre-Harvest Assessment Form" for the production area daily, prior to the daily harvest. *(See Page 41 – Daily Field Sanitation and Pre-Harvest Assessment).*

Spill or Leak Response Plan
POLICIES AND PROCEDURES

EMERGENCY CONTACT INFORMATION	Name
	Phone Number

Purpose:

To ensure hazardous material spills or leaks are cleaned up immediately and fruit that comes in 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.

Procedures:

1. Employees should immediately contact the person listed under 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." (See Page 43 – Spill or Leak Response Log)

SECTION 2: FIELD HARVEST AND TRANSPORTATION

Field Harvest and Transportation

Fruit Contamination Procedure

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Harvest and Transportation POLICIES AND PROCEDURES

Purpose:

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

Policies:

Harvesting Containers (Bins)

1. 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 (for example, 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. 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, tarps, etc.) are kept as clean as practical and are disinfected on a regular basis. Clippers and picking poles are to be cleaned daily. Picking bags are to be cleaned daily or weekly. Cleaning frequency will depend on your own risk assessment/analysis. Cleaning will be noted on the "Harvesting Tools Sanitation Log."
2. 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.
3. Harvest tools should have a storage area.
Harvest Tool Storage Location/Address: _____
Harvest Tool Storage Location Supervisor: _____

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4. Where gloves are required, they must be suitable for harvesting and they must be latex free.
5. 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.
6. 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.
7. Measures must be taken to eliminate or reduce the potential of contamination of harvesting equipment and platforms.

Transportation/Hauling

1. 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.
2. Vehicles transporting product should be limited to this function only.
3. Vehicles should be clean, odor free, free of personal items and contamination, and must be in a good state of repair.

Procedures:

Harvesting Equipment Sanitation

1. Harvesting equipment is sanitized as needed and sanitation is documented on the "Harvesting Tools Sanitation Log." Clippers and picking poles are to be cleaned daily. Picking bags are to be cleaned daily or weekly. Cleaning frequency will depend on your own risk assessment/analysis. Cleaning and sanitation records must be maintained. *(See Page 45 – Harvesting Tools Sanitation Log).*
2. 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. Minimum strength for chlorinated solution should be >1ppm free chlorine or >650mV. Auditors will require a test of anti-microbial solutions during an audit, therefore test strips should always be kept on hand.
3. Any clipper, picking bag or other harvesting equipment that has become contaminated with bodily fluids or chemical contaminant is replaced immediately, removed from the harvest area, and properly sanitized prior to being used again.
4. Harvesting tools shall not be stored on the ground.
5. Harvest tools shall not be taken into break or restroom areas and should not be used for any other purpose.
6. Proper garbage containers should be constructed for and maintained with liners bags, lids, etc. that protects against pre and post-harvest contamination.
7. Metal, glass and plastic must be disposed of in proper containers that are located in harvest and non-harvest areas.

Transportation/Hauling

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.

Packing and Storage

3. All packing surfaces should be free of contamination and allow for easy sanitation.
4. Packaging and other critical materials used in the harvesting process must be stored in secured areas with controlled access to reduce potential tampering.
5. On-site storage areas must be secure, clean and properly maintained to reduce pest and foreign material contamination. Containers/bins should be stored away from farm chemicals, sanitizers, fertilizers, etc. and all packing materials should be stored off the ground.
6. Sanitation and pest control programs should be in place to reduce the risk of cross contamination.
7. Personal items (especially foodstuffs, glass materials, etc.) should be kept away from all operation and storage areas.

Contaminated Product POLICIES AND PROCEDURES

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." (See Page 47 – Contaminated Product Response Log).

SECTION 3:

FOOD SECURITY

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Food Security

POLICIES AND PROCEDURES

Purpose:

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

Procedures:

Physical Security:

1. To reduce the risk of tampering to equipment and product, where necessary, entrances to harvesting areas are restricted by gates or chains. Gates and chains are kept locked.
2. To reduce the possibility of tampering, critical harvesting and packaging materials must be stored in secured areas with controlled access.
3. No trespassing or restricted entry signs are posted where appropriate.
4. Transportation vehicles are equipped with cell phones, two-way radios, GPS or other positioning systems.

Employee Security:

1. Personal materials (especially foodstuffs, glass, etc.) are kept away from harvest operations and storage areas.
2. Background checks are conducted on critical personnel.
3. Education materials related to security are made available. Employees are required to participate in proper food security training and training records are kept.
4. Employees must report suspicious activity, and the entry of unauthorized individuals, to their supervisor. Where necessary, appropriate regulatory agencies, such as the sheriff, are notified.

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SECTION 4:

FOOD SAFETY AND SECURITY TRAINING

Food Safety Training Outline

Food Security Training Outline

Food-Borne Illness Training for Supervisors

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FOOD SAFETY TRAINING FOR ALL EMPLOYEES

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. Do not eat food or chew tobacco or gum while working with fruit. 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 employees 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.

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2. All employees must wash their hands with soap and water at the beginning of the workday, after using the toilet, after eating, after breaks, and any other time hands may become contaminated.
 - a. Wet hands with potable water; apply soap and work to 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 employee 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.

Harvesting Containers and Picking Bags

1. Harvesting containers and picking bags are not used for carrying or storing non-produce items during the harvest season.

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. 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. If a harvester finds evidence of animal intrusion they will report the evidence to an appropriate supervisor.
4. Produce that has come into direct contact with fecal matter will not be harvested.
5. 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.
6. If fruit comes in contact with any ground surface it is considered to be contaminated, and therefore must be discarded.

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 regular 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 (See Page 39 – Toilet and Hand Washing Station Maintenance 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 (See Page 39 – Toilet and Hand Washing Station Maintenance 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.

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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 (See Page 39 – Toilet and Hand Washing Station Maintenance 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 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.

FOOD SECURITY TRAINING FOR ALL EMPLOYEES

Harvest Area Security:

1. The purpose of harvest area security is to prevent and deter tampering to equipment and food items produced on the site.
2. To reduce the risk of tampering to equipment and product, where necessary, entrances to harvesting areas are restricted by gates or chains. Gates and chains are kept locked.
3. To reduce the possibility of tampering, critical harvesting and packaging materials must be stored in secured areas with controlled access.
4. No trespassing or restricted entry signs are posted where appropriate.
5. Transportation vehicles are equipped with cell phones, two-way radios, GPS or other positioning systems.

Employee Security:

1. Personal materials (especially foodstuffs, glass, etc.) are kept away from harvest operations and storage areas.
2. Background checks are conducted on critical personnel.
3. Education materials related to security are made available. Employees are required to participate in proper food security training and training records are kept.
4. Employees must report suspicious activity, and the entry of unauthorized individuals, to their supervisor. Where necessary, appropriate regulatory agencies, such as the sheriff, are notified.

FOOD-BORNE ILLNESS TRAINING FOR SUPERVISORS

Infected employees, 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 employees who present a risk of transmitting food borne pathogens to fresh produce or to other employees

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

SECTION 5:

FORMS AND LOGS

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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		
				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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DAILY FIELD SANITATION AND PRE-HARVEST ASSESSMENT

Ranch / Grower Name: _____

Harvest Date:																		
Name of Person Conducting Assessment:																		
Field Sanitation Facilities																		
Are toilet and hand washing facilities properly located?																		
Are toilet and hand washing facilities properly 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?																		
Are field bins clean?																		
Is transportation equipment clean and available?																		
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?																		
Are fuels and chemicals which might contaminate the crop areas isolated?																		
Are there other notable sources of biological, physical, or chemical contamination such as dump sites, manure, or burning debris that may be a food safety risk?																		
If areas are contaminated, are they isolated as "no-harvest" zones?																		
Is there evidence of unauthorized entry in the crop area?																		
If there is evidence of unauthorized entry in the crop area, has it been investigated?																		

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WORKER HEALTH/HYGIENE, FOOD SAFETY AND SECURITY TRAINING LOG

Training Topic: _____

Instructor: _____ Date/Time: _____

Training Details:

Training Materials Used:

Name	Signature
1.	
2.	
3.	
4.	
5.	
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Preparation Sheet to Assist in Developing a GHP Program Relating to PrimusLabs Harvest Crew Audit Version 07.04

Farm Name											
Person Conducting the Self Audit				Names of Workers Involved with Harvesting				Products to be Self Audited			
Blue Text Asks for a Policy, Procedure and/or Monitoring Log Red Text are Automatic Failure Questions											
Self Inspection											
Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²
1.01 Self audit completed?			1.02 Pre-harvest inspection performed?			1.02a If issues, have buffer zones been identified?			1.03 Daily pre-operation inspection records?		
1.04 Policy for commodities on ground? (Training Records)			1.05 Food safety hygiene training program?			1.06 Policy for evidence of animal intrusion?					
Employee Activities and Sanitary Facilities											
2.01 Employees observed with open wounds?			2.02 Employees observed eating and/or drinking?			2.03 Employees observed using tobacco products?			2.04 Clothing is not posing a cross contamination risk?		
2.05 Employees free of exposed jewelry?			2.06 If gloves required, are they appropriate and in good working order?			2.06a Are gloves latex-free?			2.07 If protective clothing is worn, are they removed when not working?		
2.07a Are secondary hand sanitation stations adequate and maintained?			2.08 Operational Toilet Facilities? AUTOMATIC FAILURE			2.08a Toilets located in suitable area and ≤ than 1/4 mile or 5 minutes walk?			2.08b Toilets in suitable location to prevent contamination?		
2.08c Separate toilet facilities for men and women when more than 5 employees?			2.08d A minimum of one toilet facility for each 20 employees?			2.08e Visual signs reminding employee of hand washing requirements?			2.08f Toilets supplied with toilet paper?		
2.08g Toilets maintained in clean condition?			2.08h Toilets constructed of materials that are easy to clean?			2.08i Toilets constructed of light color materials?			2.08j If portable toilets, policy for waste disposal and locations for cleaning?		
2.08k Toilet cleaning records?			2.08l If used, catch basins designed to prevent contamination?			2.08m Catch basins emptied properly?			2.09 Evidence of human fecal contamination? AUTOMATIC FAILURE		
2.10 Operational Hand Washing Facilities (HWF) Provided? AUTOMATIC FAILURE			2.10a HWF placed within 1/4 mile or 5 minutes walking distance?			2.10b HWF clearly visible and easy accessible?			2.10c In event of running out of toilet materials, are there extra supplies?		

1- Y= Yes, N= No, N/A= Not Applicable

2- Place a check mark in this box only if item was visually verified

* Question numbers correspond to PrimusLabs Food Safety Audit for Harvest Crew V07.04

(continued on next page)

Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²
2.10d Soap made available at all HWF?			2.10e Is non-perfumed soap available?			2.10f Are single use towels available at all HWF?			2.10g HWF designed and maintained properly?		
2.10h Employees washing their hands prior to beginning work?			2.10i Employees washing their hands after break periods?			2.10j Employees washing their hands after using toilet facilities?			2.10k Evident that corrective actions taken when employees do not wash their hands?		
2.11 Fresh drinking water available for employees?			2.11a Water containers maintained in clean condition?			2.11b Single use cups available near the drinking water?			2.12 Are first-aid kits available and inventory properly maintained?		
2.13 If observed, commodities that come in contact with blood destroyed? AUTOMATIC FAILURE			2.13A Policy for all commodities that come in contact with blood to be destroyed?			2.14 Garbage disposed of properly in harvested and non harvested areas?			2.15 Garbage containers (GC) provided in the field?		
2.15a GC constructed and maintained to protect against contamination of the crop?			2.16 Potential metal, glass, or plastic issues have been controlled?								
Harvest Practices											
3.01 Crop free of any evidence of systematic animal fecal contamination? AUTOMATIC FAILURE			3.02 Evidence of animal activity in the crop that is a food safety risk?			3.03 Is product packed in final packing in the field?			3.03a Packing material intended for carrying product only?		
3.03b Packing material free from evidence of any contamination? AUTOMATIC FAILURE			3.03C Packed product free from evidence of any contamination? AUTOMATIC FAILURE			3.03d Product and packing material free from exposure to the ground?			3.03e Packing inspected prior to use and packed product inspected after packing?		
3.03f If packing material left in field overnight, is it secured and protected?			3.04 Are grading and packing tables used?			3.04a Does the surface of grading and packing tables allow for easy sanitation?			3.04b Are grading and packing tables subjected to a documented cleaning program?		
3.04c Anti-microbial solution used after cleaning has occurred? (Solution strength test conducted)			3.04d Records of grading and packing table cleaning maintained?			3.05 Reusable containers used in the harvesting operation?			3.05a Reusable containers made of easy to clean materials?		
3.05b Reusable containers subject to a documented cleaning program?			3.05c Anti-microbial solution used to sanitize reusable containers after cleaning has occurred?			3.05d Records of cleaning being maintained?			3.05e Reusable containers free from any handling contamination?		

1- Y= Yes, N= No, N/A= Not Applicable

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* Question numbers correspond to PrimusLabs Food Safety Audit for Harvest Crew V07.04

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Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²
3.06 Are tools used in harvesting?			3.06a Tools made of non corrosive and easy to clean materials?			3.06b Tools not being taken into break or toilet areas, or used for other purposes?			3.06c Tools free from exposure to the ground and any handling contamination?		
3.06d Equipment and utensil storage and control procedures when not in use?			3.06e Tools subjected to a documented cleaning program?			3.06f Anti-microbial solution used after cleaning has occurred?			3.06g Records of cleaning being maintained?		
3.06h Solution strength of dips maintained properly and records of the solution checks are kept?			3.07 Is machinery used in the harvesting process? If no, go to 3.08.			3.07a All food contact surfaces made of food grade materials or stainless steel?			3.07b Packing surface allows for easy sanitation?		
3.07c Harvesting equipment subject to a documented cleaning program?			3.07d Anti-microbial solution used after cleaning has occurred?			3.07e Records of cleaning being maintained?			3.07f Equipment designed and used properly to minimize contamination?		
3.07g Only food grade lubricants used on critical parts of harvesting machinery?			3.07h All glass on all the equipment protected in some manner?			3.07i Platforms above product, packing, etc. fitted with protection?			3.08 Water used directly on product contact? If no, go to 3.09.		
3.08a Microbial test conducted, including Generic <i>E. coli</i> , on water used for washing, hydrating, etc. harvested crops?			3.08b Microbiological tests current and conducted at the required and/or expected frequencies?			3.08c SOPs covering corrective actions for unsuitable water test results?			3.08d If abnormal results, documented corrective measures have been performed?		
3.08e Anti-microbial parameters clearly documented and correct for solution used?			3.08f Anti-microbial solution checks on a routine basis?			3.08g Corrective actions recorded when solution results less than minimum criteria?			3.09 Product "in-field processed" or "in-field semi-processed"?		
3.09a Operation ensures that processed products are not contaminated?			3.09b Employees in contact with product wearing clean protective outer garments?			3.09c Outer garments removed and kept in a clean and secure area during breaks or when using the toilet?			3.09d Plastic bin liners closed immediately after harvest?		
Transportation and Tracking											
4.01 Transport vehicles limited to transporting product only, and maintained in proper condition?			4.02 System in place to track product from farm?			4.02a Harvested product (each individual unit) coded with date of harvest? (N/A for raw/bulk material destined for packinghouse or processor facility.)			4.02b Harvested product (each individual unit) coded with the growing area? (N/A for raw/bulk material destined for packinghouse or processor facility.)		

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(continued on next page)

Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²	Question	Answer ¹	Verified ²
On Site Storage											
5.01 Is there on site storage for items and/or equipment used in harvest?			5.01a Equipment and items stored to prevent cross contamination?			5.01b Is the storage area under a sanitation program?			5.01c Is the storage area under a pest control program?		
Food Security											
6.01 Access to harvest area and related equipment controlled?			6.02 Crew members directed to report entry of unauthorized individuals?			6.03 Documented food security policies?			6.04 Materials stored in secured areas overnight?		
6.05 Materials, when used, controlled to prevent tampering?			6.06 Are background checks conducted on critical personnel?			6.07 Personal materials kept away from harvesting operation?			6.08 Personnel required to undergo training on food security, and training records kept?		
6.09 Transportation equipped with positioning systems?											

Question Number	Comment

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2- Place a check mark in this box only if item was visually verified
* Question numbers correspond to PrimusLabs Food Safety Audit for Harvest Crew V07.04