

2019 RHODE ISLAND GAP PROGRAM FARM AUDIT FORM

URI Food Safety Education Program
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Name of Farm:	Date:	Critical Issue	Yes	No-RIA	No-NI	NA	Comments
I. A Food Safety Plan is in place							
II. Map or list of farm field(s) including: location, crops and water source(s).		*					
III. Water Sources for Irrigation							
A. If using municipal water:							
1. You have records for town water tests on file.							
2. Backflow devices are installed and/or air gaps are present at appropriate locations.		**					
B. If using well water:							
1. The well is protected from outside contamination.		*					
2. Wells are tested at least once a year, just before peak harvest time, using the standard water test.		**					
3. Records of all water tests are on file and do not exceed 126 cfu/100ml of generic E. coli for higher risk produce ¹ (see appendix A and GAP binder for labs)		**					
4. Backflow devices are installed and/or air gaps are present at appropriate locations.		**					
5. Good management practices are in place to protect the quality of irrigation water. Must be checked annually.		*					
C. If using surface water:							
1. Surface water is tested (at each separate source), at least three times/season:1) prior to harvest of high risk produce; 2) at peak of harvest time; 3) at least once in July or August. ²		**					
2. Records of all water tests are on file and do not exceed 126 cfu/100ml of generic E. coli for higher risk produce ¹ (see appendix A and GAP binder for labs)		**					

¹ This program requires that testing be done prior to irrigation of high risk produce. High risk produce are products that are typically eaten raw or fresh i.e. tomatoes, lettuce. Low risk produce is typically eaten fully cooked i.e. potatoes. See appendix A at the end of the audit form.

² There may be easy solutions if your tests come back high, contact the URI Food Safety Team and someone can assist. If you are drip irrigating, there are certain scenarios where you may not have to conduct testing. Contact the URI Food Safety Team.

	Critical Issue	Yes	No-RIA	No-NI	NA	Comments
3. Good management practices are in place to protect the quality of irrigation water. Must be checked annually.	*					
4. A risk assessment of surface water has been conducted including:						
a. Farm livestock access to ponds and streams used for irrigation is limited.	**					
b. Reasonable efforts are made to exclude wildlife's access to streams and ponds used for irrigation.	**					
c. Upstream contamination risks are minimized.	**					
IV. Water Sources for Drinking, Cleaning & Washing						
A. Water used for washing, cleaning and/or sanitizing is zero generic E.coli. Water used for drinking must be potable and meet EPA guidelines.	**					
B. If you are using a well, the water source(s) used for washing produce is located the distance required by local/state regulations from the manure storage facility, livestock area(s), pesticide storage area and/or septic system drainage field(s).	**					
C. Backflow devices are installed and/or air gaps are present at appropriate locations.	**					
V. Good Manure/Compost/Bio-solids Management Practices						
A. Storage and treatment facilities are located as far as practical and possible from growing and produce handling areas.	**					
B. Storage and treatment facilities include physical barrier that prevent leakage, runoff, or wind spread.	*					

	Critical Issue	Yes	No-RIA	No-NI	NA	Comments
C. A manure management system is in place that meets state, USDA/NOP ³ and/or FDA guidance and includes:						
1. Manure incorporated into the soil immediately after application- date of application recorded.	**					
2. Measures are in place to minimize recontamination of composted manure.	**					
3. Fresh manure, in any form, is kept away from edible plant parts during the growing season	**					
D. Equipment that comes in contact with manure/bio-solids in any form is cleaned prior to use for harvesting.	**					
E. Bio-solids are applied in accordance with local regulations/processor instructions.	**					
F. Records are in place for proper compost management (temperature & turning). ⁴	*					
VI. In the Fields						
A. Domestic & Wildlife Access						
1. Reasonable efforts are made to exclude animals in the field.	*					
2. Reasonable efforts are made to assess animal intrusion prior to harvest.	*					
B. Worker Health and Hygiene						
1. A worker food safety training program is in place.	*					
2. Workers and supervisors practice good personal hygiene by:						
a. Wearing clean clothing and shoes/boots prior to harvesting.	*					
b. Not smoking or eating in the work area	**					
c. Keeping hair covered at all times	*					
d. Washing hands prior to harvest with soap and water.	**					

³ National Organic Program

⁴ If no records are in place suggested to treat as uncomposted manure. If you are obtaining compost from a 3rd party then documentation from them is needed.

	Critical Issue	Yes	No-RIA	No-NI	NA	Comments
e. Limiting bare-hand contact with fresh produce						
f. Covering open wounds with a clean bandage and wearing a single-use glove	**					
3. Field workers have easy access to toilet and hand washing facilities.	**					
4. Supervisors are aware of the symptoms of foodborne illnesses.						
5. Sick employees and those with open wounds are reassigned to duties having no direct contact with produce.	**					
C. Sanitary Facilities						
1. Toilet facilities and hand washing stations are clean and regularly serviced (e.g. soap, water, single-use paper towels). Hand sanitizer is not acceptable.	**					
2. Portable toilets are maintained and transported in a manner that prevents wastewater from contaminating fields.						
D. Sanitation						
1. Harvest storage containers are cleaned prior to use.	**					
2. Clean containers are protected from contamination until used in field (e.g. covered, turned upside down, etc.).	**					
3. Harvesting equipment is kept clean and in good working order.						
4. Harvested produce does not come in contact with manure or bio-solids, non-potable water, workers with poor hygiene and/or dirty boots and clothing, dirty packaging or storage containers.	**					

	Critical Issue	Yes	No-RIA	No-NI	NA	Comments
VII. Post-harvest or Packing Facility (Do you Process? Check with local regulatory authority to determine if the facility must be licensed and therefore meet specific standards⁵)						
A. Worker Health and Hygiene						
1. A worker food safety training program is in place.	*					
2. Do workers and supervisors practice good personal hygiene by:						
a. Wearing clean clothing and shoes/boots	**					
b. Not smoking or eating in the work area	**					
c. Keeping hair covered at all times	**					
d. Washing hands as required	**					
e. Limiting bare-hand contact with high-risk produce (produce that is typically eaten raw)	**					
f. Covering open wounds with a clean bandage and wearing a single-use glove	**					
g. Sick employees and those with uncovered open wounds, sores, etc. are assigned to other duties, having no direct contact with fresh produce.	**					
B. Sanitary Facilities						
1. Restrooms are accessible and well serviced (e.g. cleaned regularly and well supplied with water, soap, and single-use paper towels). Hand sanitizers are not acceptable.	**					
C. Sanitation						
1. Approved sanitizers are used, mixed properly and concentrations are monitored.	**					

⁵ Processing is not normal farm activity. For example removing outer leaves from lettuce is a normal farm activity, but cutting the lettuce is a process. Produce must be in its original form.

	Critical Issue	Yes	No-RIA	NO-NI	NA	Comments
2. Processing area and equipment are cleaned at least once a day and sanitized as appropriate depending on the produce being handled and processed.	**					
3. Unused and new packing containers are protected from contamination	**					
4. There is a pest control system in place and is it documented/recorded.	**					
5. Produce waste is removed daily.	*					
6. The area around the packing house is clean and clear of debris.	**					
7. All outside garbage receptacles/dumpsters are emptied as frequently as needed.	**					
8. Grounds are maintained in good condition.						
D. Temperature Control						
1. Refrigeration storage units are maintained at the correct temperature and temperature logs are kept.	*					
2. Refrigeration units are not loaded beyond their capacity.						
3. Ice used for cooling is made using potable water.	**					
E. Storage of Harvested Crops						
1. Storage areas are clean and free of contamination.	*					
2. Storage areas are used exclusively for food crops and their containers.	**					
3. Produce is stored at least six inches off the floor depending on the crop. (e.g. pallets)	*					

	Critical Issue	Yes	No-RIA	NO-NI	NA	Comments
F. Washing Operations						
1. If sanitizer is used, the sanitizer is approved by FDA for food use, mixed at the proper concentration and concentrations are monitored and recorded.	**					
2. Wash water is changed frequently.	*					
3. Wash water is maintained at a temperature that is not considerably colder than the harvested produce.						
4. Packing lines, conveyer belts and all other food contact surfaces are washed, rinsed, and sanitized at least once a day.	**					
VIII. Transportation—Farm to Sale (e.g. Farmers Market, Wholesale)						
A. Workers loading and transporting produce practice good personal hygiene.	*					
B. Harvested produce is loaded and stored in a manner to minimize physical damage and reduce risk of contamination during transport and to allow for air circulation.						
C. Vehicles used to transport fresh produce to market are well maintained and clean.	**					
D. If refrigeration is required, the vehicle is kept at the proper temperature.						
E. Vehicles used to transport animals or animal waste are cleaned and sanitized prior to transporting produce.	**					
F. Vehicles used to transport chemicals or fertilizers are cleaned prior to transporting produce.	**					

	Critical Issue	Yes	No-RIA	NI	NA	Comments
IX. Traceback System						
A. There is a traceback plan in place.						
B. There is a permanent, visible sign identifying the farm to the public.	**					
C. Records are maintained for all produce sold from the farm and farm stand.						
X. Pick-Your-Own Operations & Farm Tours						
A. Customer pets are not allowed in the “pick your own” area.	**					
B. Toilet facilities and hand washing stations are cleaned and regularly serviced and maintained in good working order (e.g. soap, water and single-use paper towels) and are available for customer use. Hand sanitizers are not acceptable.	*					
C. Clean containers are available for customer purchase and use.	*					
D. Produce picked by customers cannot be used for sale to the public.	*					
E. Facilities are available for customers to wash their hands after leaving petting zoo area.	**					
F. Facilities are available for customers to wash their hands prior to entering “pick your own.”	**					
G. There is a permanent, visible sign identifying toilet and handwashing facilities for customers.	*					
XI. Retail Operations						
A. The retail operation is cleaned, well maintained, free of debris and litter.	**					
B. The farm stand’s walls, ceilings, and floors are maintained and free of cracks or crevices.						

	Critical Issue	Yes	No-RIA	No-NI	NA	Comments
C. Ambient air temperature in refrigeration units are monitored on a regular basis and temperature logs are maintained.						
D. Only food grade and/or easily cleanable containers are used to hold the produce that is for sale.						
E. The area in and around the retail operation is free of standing water.	**					
F. All outside garbage receptacles/dumpsters are closed and located away from the retail operation entrances and the area around them free of debris.	**					
G. Pets and other animals are not allowed in the retail area.	**					
H. Water used to display produce is cleaned and changed often.						
I. All cut produce wrapped and displayed is on ice or in a refrigerated case. ⁶	**					
XII. Food Defense						
A. Growers and workers are aware of FDA's Food Defense System (e.g. ALERT).						

⁶ Cutting produce requires specific permitting from RI Department of Health-Division of Food Protection

KEY	
No-RIA: Requires Immediate Action	** : No Certification if requirement is not met due to high food safety implications
No-NI: Needs Improvement	* : Certification will happen, but needs to be addressed
NA: Not Applicable	No Star: While some audit specifications are not required for this program they are highly recommended

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Appendix A: Examples High and Low Risk Produce

Higher Risk Produce-typically consumed raw or fresh.

almonds, apples, apricots, aprium, asian pear, avocados, babaco, bamboo shoots, bananas, Belgian endive, blackberries, blueberries, broccoli, cabbage, cantaloupe, carambola, carrots, cauliflower, celery, cherries, citrus (such as clementine, grapefruit, lemons, limes, mandarin, oranges, tangerines, tangors, and unqi fruit), cucumbers, curly endive, garlic, grapes, green beans, guava, herbs (such as basil, chives, cilantro, mint, oregano, and parsley), honeydew, kiwifruit, lettuce, mangos, other melons (such as canary, crenshaw and persian), mushrooms, nectarine, onions, papaya, passion fruit, peaches, pears, peas, peppers (such as bell 133 and hot), pineapple, plums, plumcot, radish, raspberries, red currant, scallions, snow peas, spinach, sprouts (such as alfalfa and mung bean), strawberries, summer squash (such as patty pan, yellow and zucchini), tomatoes, walnuts, watercress and watermelon.

Lower Risk Produce-typically consumed after being fully cooked, which is a kill-step that adequately reduces the presence of microorganisms of public health significance.

arrowhead, arrowroot, artichokes, asparagus, beets, black-eyed peas, bok choy, brussels sprouts, chick-peas, collard greens, crabapples, cranberries, eggplant, figs, ginger root, kale, kidney beans, lentils, lima beans, okra, parsnips, peanuts, pinto beans, plantains, potatoes, pumpkin, rhubarb, rutabaga, sugarbeet, sweet corn, sweet potatoes, taro, turnips, water chestnuts, winter squash (acorn and butternut squash), and yams.

<http://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM360734.pdf>