



Florida Department of Agriculture and Consumer Services
Division of Fruit and Vegetables

Questions: Division of Fruit and Vegetables: 170 Century Blvd, Bartow, Florida 33830-9701
Phone: 863-578-1900
Fax: 863-578-1901
www.freshfromflorida.com/fruit

ADAM H. PUTNAM
COMMISSIONER

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

Rule 5G- 6.006, F.A.C.

Sections	PAGE
<u>Company Information</u>	1
<u>Audit Summary</u>	2
1. <u>Management Responsibility</u>	4
2. <u>Farm History and Assessment</u>	6
3. <u>Soil Amendment Usage</u>	8
4. <u>Preharvest Agricultural Water</u>	8
5. <u>Pesticide Usage</u>	10
6. <u>Harvest, Transport and Product Containers</u>	11
A. <u>Produce Containers</u>	11
B. <u>Food Contact Tools, Utensils and Equipment</u>	13
C. <u>Vehicles and Equipment in the Field</u>	14
7. <u>Field Packing of Tomatoes</u>	14
A. <u>General Requirements</u>	14
B. <u>Produce Washing and Produce Wash Water</u>	15
1. <u>Debris Removal and Removal of Injured Tomatoes</u>	15
2. <u>Water Quality Management</u>	15
C. <u>Mobile Packer Condition and Equipment</u>	19
1. <u>General Construction</u>	19
2. <u>Line and Related Equipment</u>	19
3. <u>General Sanitation</u>	20
8. <u>Employees and Harvest Crews</u>	21
A. <u>Toilet and Handwashing Facilities</u>	21
B. <u>First Aid Policies</u>	24
C. <u>Habits and Conditions</u>	24
9. <u>Education and Training</u>	27
10. <u>Traceback and Recall Programs</u>	28
11. <u>Recordkeeping</u>	29

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

Company / Farm / Field Name or Number _____

Company Address _____

Audited Operation Address/GPS _____

Company Contact _____

Title _____

Phone _____ Fax _____ Email _____

Date of audit _____

Audit start time _____ Audit end time _____

Description of operation _____

Harvest Company Name (if applicable) _____

Other Contractors _____

Other Contractors _____

Other Contractors _____

Other Contractors _____

Audit Company / Agency _____

Auditor Name _____

Auditor Signature _____

Auditee Representative Name _____

Signature _____

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

Audit Summary

		C	CAN	IAR	NA	Q# requiring corrective actions for CAN or IAR
1.	Management Responsibility					
2.	Farm History and Assessment					
3.	Soil Amendment Usage					
4.	Preharvest Agricultural Water					
5.	Pesticide Usage					
6.	Harvest, Transport and Product Containers					
7.	Field Packing of Tomatoes					
8.	Employees and Harvest Crews					
9.	Education and Training					
10.	Traceback and Recall Programs					
11.	Recordkeeping					

C= Compliant with requirement; CAN= Corrective Action Needed to be compliant; IAR=Immediate Action Required because of imminent food safety risk; NA= not applicable or not needed.

One (1) IAR may result in a hold of all tomatoes at the facility. A re-audit will be completed within five (5) days.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

1. Management Responsibility					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
1.1	Operation shall have designated an individual responsible for food safety.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation prepares an organizational chart or other documentation that identifies the responsible individual. Individual can be a dedicated employee or part-time contracted.	Auditor reviews the organizational chart or other document for the designated food safety individual.	Operation designates who is responsible for food safety. Organizational chart or other documentation is developed or revised.
1.2	Responsible individual shall have evidence of training in food safety relevant to tomatoes.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	The point person for food safety demonstrates knowledge of food safety principles. Food safety designate has completed at least one formal food safety course/workshop or by job experience.	Auditor reviews the evidence of the individual's training relevant to tomato food safety, such as a degree or course certificate or receipt, or attendance at a relevant food safety meeting, or company training record. If the operation passes the food safety audit, then the auditor will judge the food safety individual's training to be adequate.	Individual must obtain demonstrable food safety training.
1.3	Operation has a current copy of the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain, 2nd edition</i> , (July 2008), which is incorporated by reference in Rule 5G-6.009(2), F.A.C. and additional food safety documents as required by state and/or federal regulation.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a current copy of the Guidelines, this audit document and all other required documents.	Auditor observes the current copies at the operation.	Operation obtains current copies.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

1.4	Operation shall have procedures for conducting self-audits, and conducts self-audits to verify compliance with established internal policies and procedures.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a self-audit procedure and performs documented self-audits, with corrective actions, preventive measures, documentation and follow-up as needed, at a prescribed frequency sufficient to ensure compliance with established internal policies and procedures, the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain, 2nd edition</i> , which is incorporated by reference in Rule 5G-6.009(2), F.A.C., these Tomato Metrics and additional food safety documents as required by state and/or federal regulation.	Auditor reviews the self-audit procedures, and records of self-audits to verify compliance with the procedures.	Operation develops and maintains self-audit program, with corrective actions preventive measures, documentation and follow-up.
1.5	Operation shall be registered or permitted as a food handling establishment as required by state or federal regulation. Immediate Action Required	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has registered with Florida Department of Agriculture and Consumer services, Division of Fruit and Vegetables as a tomato farm pursuant with Section 500.70, Florida Statutes or food permit issued under Section 500.12, Florida Statutes.	Auditor reviews documentation of registration as a tomato farm.	Operation registers as a farm with Florida Department of Agriculture and Consumer services, Division of Fruit and Vegetables.
1.6	Operation shall have a written procedure and timelines for implementing and documenting corrective actions.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a written procedure to implement and document corrective actions, including timelines and sign-off by a responsible individual.	Auditor observes that the written procedure includes assignment, timeline and sign-off. Auditor observes evidence that the procedure has been followed.	Operation develops, revises or implements the written procedure.
1.7	Operation has a “zero tolerance” policy for controllable practices and conditions that result in immediate food safety risks.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Policy establishes consequences for employees who violate established policies or procedures, resulting in an immediate food safety risk.	Auditor reviews policy, observes evidence of compliance, and interviews employees for knowledge of the policy.	Operation develops a written policy and provides training.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

2. Farm History and Assessment					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
2.1	An initial, pre-production, environmental assessment has been conducted of all production land.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a written assessment to include a map or general description of the land being farmed, topography, land history of use, adjacent land use, water sources, and animal and wildlife presence or migration patterns. Environmental assessment documents that debris that may provide a harborage or habitat for pests has been removed. A document, signed by an authorized agent of the operation, shows the production land and adjacent land have been assessed for a history of hazards including but not limited to industrial, toxic waste, landfill purposes, incinerator or municipal waste, animal manure, animal intrusion or animal husbandry. If the history indicates such use, the document includes the mitigation strategy and its performance. Assessments are reviewed by the food safety designate, and revised as needed, prior to each production cycle.	Auditor reviews the assessment documents, including: <ul style="list-style-type: none"> ▪ The written assessment; ▪ The risk factors considered; ▪ The risk factors identified; The steps used to mitigate the risk factors identified.	Operation develops or modifies the required document(s), assessment or reviews, as needed. If farm is on landfill or for waste disposal, an assessment is conducted and shows the land to be fit to grow produce. If adjacent land is used to store municipal waste, and pollution control measures are not adequate, analytical tests have been conducted for heavy metals, toxins, etc. by the land owner/user and records are available. If not available, the tomato grower will conduct such tests on land adjacent to boundary. If adjacent land is in animal husbandry or used to store animal manure, effective mitigation strategies will be employed, such as physical barriers to prevent movement of animal waste onto farm are in place – ditch, berm, slope, dike, etc. Perform training as needed.
2.2	A second environmental assessment in the form of a review based upon current conditions is conducted not more than five (5) days from the first scheduled harvest date.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	The assessment is re-performed, and documented, for environmental conditions that reasonably may have changed since the last assessment, including flooding, adequacy of water sources for their intended use, adjacent land uses, animal migrations, debris, worker health and hygiene, or other potential sources of fruit adulteration.	Auditor reviews the re-assessment document, including corrective action documents for mitigations or deficiencies identified in the pre-production risk assessment.	Operation develops or modifies the document, or reviews, as needed. Perform training as needed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

2.3	If the field is subject to flooding, operation has an established decision tree or corrective action plan in the event of flooding in the production area. Procedures prohibit harvest of product that has come into contact with flood waters.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Flooding is defined as the uncontrolled introduction of large amounts of water of unknown quality into the production area that is reasonably likely to come into contact with the edible portion of the crop, or otherwise cause adulteration of the crop. If the field is subject to flooding, procedure is established that includes a decision tree or corrective action to take in the event of flooding in a production area. Procedure specifies performance of a written risk assessment, which will consider whether there is an increased potential of contamination from the flood event. If warranted by the risk assessment, a no-harvest zone is positioned so that operations in the non-flooded zone are not compromised by the flooded zone; for example, 10 feet.	If the field is subject to flooding, auditor verifies that the operation has a policy/procedure regarding flooded fields. Auditor looks for evidence of flooding in the field. If the field has flooded since the last audit, the auditor observes the operation's risk assessment for current acceptability of the field and/or crop.	Operation develops a written procedure for flooded fields. Field must obtain/develop a written risk assessment.
2.4	Operation has a policy that prohibits harvesting of tomatoes with evidence of being contaminated with animal/bird feces. Immediate Action Required	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has policy, and provides training, to prohibit harvest of fruit contaminated with animal/bird feces. Policy includes an assessment of the potential impact of the animal/bird feces on field harvestability.	Auditor reviews policy and observes evidence of compliance with the procedures for preventing, detecting, and correcting contamination of tomatoes with animal/bird feces.	Operation develops a policy and provides training.
2.5	Operation has a Standard Operating Procedure (SOP) addressing animal intrusion.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	SOP includes an established decision tree or corrective action plan, based on the type and apparent number of animals and an assessment of the potential impact of the animal intrusion on product harvestability, and when documentation of the action is required. Policy prohibits harvest of tomatoes if assessment determines an immediate food safety risk.	Auditor reviews SOP and observes evidence of compliance with the procedures for assessing the impact of animal intrusion.	Operation develops a written SOP and provides training.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

3. Soil Amendment Usage					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
3.1	<p>If fertilizers containing manures or composts are used, only properly treated (composted or heat treated) manures are allowed for use in fields. Biosolids are not permitted.</p> <p>Immediate Action Required</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Soil amendment use records are available, reviewed and current (conventional or organic). If treated manures are used, records of composition, dates of treatment, methods utilized, application dates and letter of guarantee, certificate of analysis (COA) or any test results or verification data demonstrating compliance with process or microbial standards must be documented. For non-composted animal by-products-containing soil amendments, the operations shall retain a certificate or letter showing the lethality of the process. Compost applications shall be no less than 45 days prior to harvest.</p>	<p>Auditor reviews the amendment use documents and records demonstrating compliance with prevailing national or local established composting or heat treatment standards or guidelines.</p>	<p>Operations must obtain the necessary documents. If the documents cannot be obtained, field cannot be harvested for that crop cycle.</p>
4. Preharvest Agricultural Water					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
4.1	<p>The sources of irrigation water (pond, stream, well, municipal, other) are documented.</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>The operation has an up-to-date map documenting the location of the sources.</p>	<p>Auditor verifies that the map is accurate to the operation's water sources.</p>	<p>Operation develops or updates the water source map.</p>
4.2	<p>The type of irrigation used (flood, drip, sprinkler overhead, others) is documented.</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>The operation notes the type of irrigation used for all crops.</p>	<p>Auditor verifies that the method of irrigation is noted.</p>	<p>Operation finds a place to note it.</p>

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

4.3	A sanitary survey was completed for each water source.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Procedures ensure that any water source and distribution system used is properly designed, located, constructed and maintained in such a way as to prevent contamination; i.e., backflow prevention, proper well construction, adequate maintenance of water system, protection against animal intrusion where practical. Channel, ditches and on-site reservoirs are inspected and cleaned routinely.	Auditor reviews records and inspects the water source and distribution system to verify compliance.	Complete the survey and correct deficiencies.
4.4	Water tests are conducted. Immediate Action Required	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	One sample per water source shall be tested at the closest practical point of use, prior to and throughout the crop cycle, at a minimum according to the relative risk of the water source; e.g., annual testing of (quarterly testing of surface water) municipal water, wells and other sources that historically have demonstrated compliance with the microbial standard; monthly testing of treated surface water or sources that historically have demonstrated non-compliance with the microbial standard.	Auditor reviews water test results and any corrective actions taken to bring the water source into compliance.	Operation performs testing or obtains documentation of test results. If water does not meet standards, cease using the water source until corrected and confirmed by testing, or implement water treatment (e.g., chlorination) that brings the water into compliance.
4.5	If water is treated to bring it into compliance, records are maintained of treatments and testing	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	If water source is treated (e.g., chlorination, UV, ozone), details of the treatment and tests, at least daily while in use, to verify antimicrobial treatment levels are at effective and legal limits shall be documented.	Auditor reviews water treatment records	Operation performs testing and prepares documentation.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

<p>4.6</p>	<p>Non-Foliar The water test meets EPA recreational water standards for <i>E. coli</i>; i.e., 40 C.F.R. Part 131.41(c), levels of <i>E. coli</i> are below 126 MPN/100 ml (average of 5 samples)</p> <p>Immediate Action Required</p>	<p><input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA</p>	<p>Written procedure includes testing and records as required in the <i>Tomato Best Practices Manual</i>, Part A,(1)(c)3, and the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain 2nd edition</i>, section 3 (open field production) sub-section 4(c), which are incorporated by reference in Rule 5G-6.009, F.A.C.</p>	<p>Auditor reviews water test results and any corrective actions taken to bring the water source into compliance.</p>	<p>Perform a sanitary survey for each affected water source, perform any remedial action as required and retest. If the retest also exceeds the standard, further evaluate potential corrective actions, such as treatment, retreatment, or discontinue use of source.</p>
<p>4.7</p>	<p>Foliar The water test meets EPA microbial standards for drinking water; i.e., 40 C.F.R. Part 141.63 no detectable levels of coliforms or <i>E. coli</i> are present.</p> <p>Immediate Action Required</p>	<p><input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA</p>	<p>Written procedure includes testing and records as required in the <i>Tomato Best Practices Manual</i>, Part A,(1)(c)3, and the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain 2nd edition</i>, section 3 (open field production) sub-section 4(c).</p>	<p>Auditor reviews water test results and any corrective actions taken to bring the water source into compliance. If tomatoes have been contacted with non-compliant water, auditor reviews the risk assessment and disposition.</p>	<p>Perform a sanitary survey for each affected water source, perform any remedial action as required and retest. If the retest also exceeds the standard, further evaluate potential corrective actions, such as treatment, retreatment, or discontinue use of source. Operation shall evaluate tomatoes that have been contacted with non-compliant water to assess food safety risk. The assessment is documented and tomatoes dispositioned accordingly.</p>

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

5. Pesticide Usage					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
5.1	Pesticide chemicals and their use must comply with all requirements of national (e.g., EPA) registration and any federal, state or local regulations.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Pesticide chemicals used must comply with all requirements of EPA registration and any federal, state or local regulations. Pesticides must be appropriately registered for such use and must be used in accordance with label directions. Pesticide uses shall be documented. Pesticides shall be applied by trained, licensed or certified pesticide personnel, as required by regulation.	Auditor reviews pesticides used and application records.	Perform training on recordkeeping procedures, as needed. If unregistered pesticides are used, then the crop shall not be harvested.
5.2	Equipment used to apply pesticides shall be maintained and calibrated at a frequency sufficient to assure accuracy of delivery.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Maintenance and calibration records are maintained and, if calibration is not performed on-site, records made readily available for review.	Auditor reviews maintenance and calibration records to ensure they are up to date.	If equipment is out of calibration, or calibration is unknown, tomatoes shall be tested for pesticide residues to ensure compliance with current regulatory limits.
5.3	Water used to mix pesticides meets EPA microbial standards for drinking water; i.e., 40 C.F.R. Part 141.63 63, no detectable levels of coliforms or <i>E. coli</i> are present.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a written policy requiring foliar-application pesticides to be diluted only with water that meets microbial standards for drinking water. Operations will have documentation demonstrating compliance, such as test results for the water source used as required in the <i>Tomato Best Practices Manual</i> .	Auditor reviews the policy and inspects pesticide mixing and application records.	Operation develops a written policy. Retraining of pesticide applicator as needed. If unknown or non-drinking quality water was used to prepare pesticides, then test the water source for compliance with drinking water <i>E. coli</i> standards. Do not harvest product unless water test results demonstrate compliance.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

6. Harvest, Transport and Product Containers					
A. Produce Containers					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
6.1	<p>All compounds used to clean or sanitize food contact containers, tools, utensils, equipment or other food contact surfaces are in compliance with requirements in the <i>Tomato Best Practices Manual</i>, Part B (1)(m) which is incorporated by reference in Rule 5G-6.009, F.A.C., for their designated use and used according to label instructions.</p> <p>Immediate Action Required</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Documentation is available to demonstrate that cleaning and sanitizing products are approved for their use, and are used according to label directions. Sanitizing chemicals uses shall be documented.</p>	<p>Auditors review documentation and supplies to confirm approved use, and interview individuals responsible for their use for knowledge of approved use. Auditor reviews records of use, and visually observes use, to verify compliance with label directions.</p>	<p>Non-compliances are corrected on-site. Records are reviewed for potential product adulteration. Retraining is performed.</p>
6.2	<p>Harvest and other food contact implements, buckets and totes, are clean and sanitized as necessary according to SOP.</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Written SOP is established to ensure that buckets, totes and harvest containers and implements are adequately cleaned and sanitized prior to use and at a prescribed frequency (e.g., daily during use), or more frequently if needed, and documentation of compliance is maintained. If containers are nested during storage or transportation, external surfaces are also cleaned and sanitized.</p>	<p>Auditor reviews SOP, cleaning logs and records, interviews responsible individuals for knowledge of the SOP and observes employees for evidence of non-compliance.</p>	<p>Policy is developed or revised. Non-compliances are corrected on site. Retraining is performed.</p>

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

6.3	Reusable product bins, trays and containers are made of impervious materials that can be cleaned and sanitized.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written SOP requires that all re-usable product containers are made of materials that can be sanitized or clean and sanitary liners are used. Wood is not an appropriate food contact surface. Procedures require damaged containers that are no longer easily cleanable or sanitary shall be removed from service of food contact purposes.	Auditor reviews SOP, visually observes product bins, trays and containers and their use for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected. Operation makes a commitment for phasing out non-conforming product containers; e.g., wooden bins, in a reasonable timeline. Retraining is performed.
6.4	Operation has a policy that requires bins trays and boxes made of corrugated cardboard are for single use only	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written policy prohibits re-use of single-use bins, trays and boxes made of corrugated cardboard or fiberboard for product contact purposes.	Auditor reviews policy, observes practices related to corrugated cardboard or fiberboard bins, trays and boxes for evidence of non-compliance.	Policy is developed or revised. Tomatoes that have been packed in a re-used cardboard or fiberboard bin, tray or box shall be corrected, which may include tomatoes are segregated, washed and repacked in new containers, or discarded. Retraining is performed.
6.5	SOP specifies that workers do not remove harvest buckets from the field for personal use.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written SOP prohibits taking harvest buckets home.	Auditor reviews SOP and observes practices related to handling of harvest buckets.	Policy is developed or revised. Retraining is performed.
6.6	Bins, totes and containers intended for harvesting of product are staged and stored in designated locations.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Locations are designated for bins, totes and containers to be staged and stored in a manner to minimize contamination and opportunity for pest harborage. Procedures are in place to inspect and clean and make sanitary bins, totes or trays, if contamination is observed.	Auditor observes locations for staging and storing of bins, totes and containers for compliance and evidence of overt contamination or pest activity.	Re-evaluate designated storage location to minimize contamination. Bins, totes and containers not in designated area are moved to designated area. Bins, totes or containers reasonably concluded to be contaminated are cleaned and made sanitary before use.
6.7	Bins, totes and containers intended for the harvesting of product shall be used only for that purpose.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	A system shall be in place to clearly identify bins, totes and containers to their intended use. Bins, totes and containers intended for the harvesting of product shall be used only for that purpose. Bins, totes and containers used for alternate purposes are clearly identified and not used for harvesting of product.	Auditor visually observes bins, totes and containers for evidence of non-compliance.	Use bins, totes and containers only for appropriate uses. Re-evaluate use identification procedure. Retraining is performed. Bins, totes and containers used inappropriately are identified for non-harvest use, or are cleaned and made sanitary before use, as appropriate.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

B. Food Contact Tools, Utensils and Equipment					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
6.8	Product contact tools, utensils and equipment are made of impervious, cleanable, sanitizable material.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written SOP requires that all product contact tools (e.g., clippers, knives, shears), utensils and equipment are made of materials that can be cleaned and sanitized.	Auditor reviews SOP, visually observes product contact tools, utensils and equipment and their use for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected. Operation makes a commitment for phasing out non-conforming product contact tools, utensils and equipment, in a reasonable timeline. Retraining is performed.
6.9	Product contact tools (harvesting aids) are clean and sanitary and there is a schedule for cleaning and sanitizing.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written SOP is established to ensure that product contact tools, utensils and equipment are adequately cleaned and sanitized at a prescribed frequency, or as needed, and documentation of compliance is maintained.	Auditor reviews SOP, cleaning logs and records, interviews responsible individuals for knowledge of the SOP and observes employees for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected on site. Retraining is performed.
6.10	Harvest tools, utensils and knives are stored in a way that minimizes contamination.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Policy is established for the proper storage of harvest tools and handling when not in use, e.g., during breaks.	Auditor reviews policy, visually observes handling and storage of harvest tools, interviews individuals for knowledge of the policy and observes employees for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected on-site. Retraining is performed.

C. Vehicles and Equipment in the Field

Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
6.11	Vehicles used in tomato production, harvest and transport are not a source of contamination.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a policy to ensure vehicles used in tomato production, harvest and transport shall be sufficiently clean and managed so as not to be a source of contamination.	Auditor reviews policy, observes vehicles used in the field for evidence of contamination, interviews responsible employees for knowledge of the policy.	Policy is developed or revised. Non-compliances are corrected on-site. Retraining is performed.

7. Field Packing of Tomatoes

A. General Requirements

Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
7.1	Operation has written policy that damaged; soft and decayed tomatoes are not harvested to the degree possible.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Employees are trained to recognize damaged, soft and decayed tomatoes, either not harvest or discard potentially affected product, and when to report observations to a designated supervisor.	Auditors reviews SOP, performance criteria, interviews employees for knowledge of the policy and observes harvest area and employees for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected on-site. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

7.2	Operation shall have a policy that cloths, towels, or other cleaning materials shall not be used to wipe tomatoes.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Employees are trained that wiping tomatoes with cloths or other multiple use materials may pose a risk of cross-contamination and are prohibited.	Auditor reviews policy, interviews employees for knowledge of the policy and observes harvest area and employees for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected on-site. Retraining is performed.
7.3	Operation shall have a policy that tomatoes are treated using one of the microbial reduction procedures as required by the <i>Tomato Best Practices Manual, Part A(1)(j)</i> and described in Part B (T-BMP), before tomatoes are placed in final containers. Immediate Action Required	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Employees are trained to properly implement a microbial reduction procedure from T-BMP before tomatoes are put into final containers.	Auditor reviews policy and ensures that the tomatoes are tested using a microbial reduction procedure in compliance with T-BMP before tomatoes are placed in final container.	Policy is developed or revised. Non-compliances are corrected immediately.
7.4	Operation shall have written procedures regarding the quality of wash water and use of wash water sanitizing chemicals.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Only water that meets the microbial standards for potable water is used. Sanitizing chemicals used must comply with all requirements of EPA registration and any federal, state or local regulations and be used according to manufacture's directions.	Auditor reviews documentation of water quality. Auditor reviews written policy, reviews wash water records, and interviews employees for knowledge of the policy.	Policy is developed or revised. Non-compliances are corrected on-site. Retraining is performed.
7.5	Packing containers shall be labeled as to their source, and to identify that the product has been field packed.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Cartons or other primary packaging shall be labeled accurately and shall clearly communicate the tomatoes were packaged in the field.	Auditor observes packaging for accuracy and is clearly labeled as field packed.	Operation ceases to use non-compliant packaging or labeling. Non-compliances are corrected on-site.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

B .Produce Washing and Produce Wash Water					
1. Debris Removal and Removal of Injured Tomatoes					
Item#	Requirement		Procedure	Verification	Corrective Action/Disposition
7.6	To enable effective use of sanitizing and cleaning of tomatoes, debris and injured fruit are removed to the degree possible and debris is not allowed to collect in wash areas/dump tanks if used.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Wash areas/ dump tanks through the use of equipment (e.g., screens, chains, designated personnel) remove injured fruit and debris to the extent practical.	Auditor observes wash area/dump tanks for debris/injured fruit removal procedure or equipment and effectiveness.	Operation retrofits or replaces equipment or procedures to improve debris/injured fruit removal.
2. Water Quality Management					
7.7	All water lines are protected against back flow siphonage.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	All water lines have equipment installed to prevent the back flow of water.	Auditor observes mobile field packing equipment for back flow devices installed on water lines.	Operation installs proper equipment to prevent water back flow siphonage.
7.8	Only water that meets the microbial standards for potable water is used with the mobile packer. Immediate Action Required	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Water used is from a source known to meet the microbial standards for potable water. Documentation of test results. Demonstrating the water source meets the microbial standards for potable water is available for review. One sample per water source shall be tested at the closest practical point of use, at a minimum according to the relative risk of the water source, Annual testing of municipal water, wells, and other sources that historically have demonstrated compliance with the microbial standard; monthly testing of treated surface water or sources that historically have demonstrated non-compliance with the microbial standard.	Auditor verifies that only water that meets the microbial standards for potable water is used with the mobile packer. Auditor reviews water test results.	Operation performs testing or obtains documentation of test results. If water does not meet standards for potable water, ceases using the water source until corrected and confirmed by testing.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

7.9	<p>Only approved sanitizers are used in dump tank or on spray line.</p> <p>Immediate Action Required</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Sanitizers used in dump tank or on spray line must be approved and registered by EPA and the Florida Department of Agriculture</p>	<p>Auditor verifies all sanitizers used are approved and registered with EPA and FDACS and being used according to manufacturers directions.</p>	<p>Procedure is developed or revised. Tomatoes will be re-washed and sanitized using approved and registered sanitizer.</p>
7.10	<p>If used as sanitizer in dump tank or on spray line chlorine concentration is monitored to assure the minimum 150 ppm free chlorine concentration at start up and every two hours after. In addition pH is monitored to be in the range of 6.5 – 7.5 at start up and every two hour after.</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Operation shall have a procedure and maintain records on measuring and monitoring the chlorine concentration and pH levels in dump tank or spray line.</p>	<p>Auditor reviews the procedures and reviews the records of chlorine concentration management. Auditor reviews records for deviations and their dispositions.</p>	<p>Procedure is developed or revised. Retraining is performed.</p>
7.11	<p>If using a dump tank water temperature is controlled and monitored to be 10°F above pulp temperatures. Temperatures are to be taken at start up and every hour thereafter.</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Operation shall have a procedure and maintain records on measuring and monitoring water temperatures ensuring them to be 10°F higher than pulp temperatures.</p>	<p>Auditor reviews the procedures and reviews the records for measuring and monitoring water temperatures. Auditor reviews records for deviations and their dispositions.</p>	<p>Procedure is developed or revised. Retraining is performed.</p>
7.12	<p>If using a dump tank product shall not be submerged in more than one foot of water for more than two minutes.</p>	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	<p>Operation shall have a procedure for monitoring product while in dump tank to ensure not submerged in more than one foot of water for more than two minutes total time.</p>	<p>Auditor reviews the procedures and reviews the records for monitoring product while in dump tank.</p>	<p>Procedure is developed or revised. Retraining is performed.</p>

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

7.13	Field packed tomatoes are in compliance with sanitizing requirements in the <i>Tomato Best Practices Manual, Part A (1)(j)</i> , which is incorporated by reference in Rule 5G-6.009, F.A.C.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a procedure for monitoring sanitizer concentration and activity level, shall have established target and minimum levels shall have established process adjustments when they drop below target levels during production. Operation has a procedure for monitoring sanitizer activity level ensuring it is maintained within its effective range and allowable limits shall have established process adjustments when they drop below target levels during production.	Auditor shall review the procedure and shall review records of sanitizer measurement and appropriate management. Auditor reviews records for deviations and their disposition.	Procedure is developed or revised. Tomatoes washed in water at sanitizer levels less than established minimum shall be re-sanitized.
7.14	If sanitizer is added automatically, an appropriate back flow prevention device is in the line.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has installed a back flow device to prevent siphonage of sanitizer.	Auditor observes mobile field packing equipment for back flow devices installed on sanitizer lines.	Operation installs proper equipment to prevent sanitizer back flow siphonage.
7.15	If water quality is based upon a chlorine-based sanitizer and Oxidation Reduction Potential (ORP), the process shall be targeted to be at least 800 mV. ORP levels shall not be less than 650 mV, measured at the exit of the product from the water system. Verification of ORP is done by monitoring free chlorine at 150 ppm and pH 6.5-7.5 at startup and every two hours thereafter.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a procedure to maintain a log for the measurements of pH, sanitizer concentration, and/or ORP test records.	Auditor reviews procedure and reviews records.	Procedure is developed or revised.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

7.16	All instruments used to measure temperature, pH, sanitizer levels or other important devices used to monitor requirements in this section shall be calibrated at a frequency sufficient to assure continuous accuracy.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has procedures to calibrate thermometers and other measuring devices at the manufacturer's recommended frequency. Operation shall maintain records of all calibrations.	Auditor shall review the procedure and the records of calibration of each device used in monitoring the system. Auditor verifies that measuring instruments in use are within established calibration period.	Procedure is developed or revised. Retraining is performed. Instruments out of calibration shall be calibrated or replaced. Tomatoes handled while instruments are out of calibration shall be assessed for food safety risk and disposition appropriately.
------	--	---	---	---	---

C. Mobile Packer Condition and Equipment					
1. General construction					
Item#	Requirement		Procedure	Verification	Corrective Action/Disposition
7.17	Proper maintenance of roof is done.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Roof maintenance is sufficient so as not to create an opportunity for contamination of product.	Auditor visually observes that the ceiling is in good condition and that there is no evidence of roof leaks, holes or other damage that may impose a risk of contamination of the produce below.	Roof, ceiling and other fixtures are repaired as needed.
7.18	Floors are in good repair and easily cleaned.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Floor design, construction and maintenance are sufficient so as not to create an opportunity for contamination of the product.	Auditor visually observes that the floor is in good repair and that there is no evidence of damage that may impose a risk of contamination to produce.	Floor is repaired as needed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

2. Line and Related Equipment					
7.19	All food contact surfaces are made of material and designed to be easily cleaned and sanitized, and are maintained in good working condition.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	All tomato contact surfaces and equipment are made of materials, designed or constructed to be easily cleaned and sanitized, all food contact surfaces are free of rust or corrosion, and seams between food contact surfaces are smooth or accessible for cleaning	Auditor observes product contact surfaces and equipment and their use for evidence of non-compliance.	Non-compliances are corrected or replaced. Operation makes a commitment for phasing out non-conforming tomato contact surfaces and equipment in a reasonable timeline. Retraining is performed
7.20	Wood is not used as a food contact surface.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has eliminated, or has a plan to eliminate, use of wooden items as a food contact surfaces.	Auditor inspects mobile packer for evidence of wooden food contact surfaces.	Operation that still utilizes wood as a food contact surface has a plan to phase out such surfaces, and is in compliance with the plan.
7.21	Motors and gear boxes above food handling areas have drip pans under them and use food grade lubricants.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Motors, gear boxes and other lubricated equipment in tomato handling or storage areas, that are reasonably likely to drip lubricant which may contact tomatoes or food contact surfaces, shall be fitted with easily accessible and cleanable drip pans or shields so as not to be a source of contaminating product. All such motors will use only food grade lubricants.	Auditor observes motors and gear boxes above tomato handling or storage areas for protection from leakage, evidence of lubricant leakage, and reviews evidence that only food grade lubricants are used for this equipment.	Drip pans or shields are repaired or installed. Procedures are established or reinforced requiring use of food grade lubricants.
7.22	Glass and brittle plastic items are excluded to the extent practical from and/or protected in tomato handling or packing areas. Lights have shatterproof bulbs or covers in all areas where tomatoes or packing are handled or held.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written policy minimizes unprotected glass or brittle plastic in all areas where tomatoes are handled or stored. All remaining glass (e.g., glass thermometers) and brittle plastic is listed in a glass and brittle plastic register and is periodically inspected. Written procedure requires investigation of all glass or brittle plastic breakages to ensure potentially adulterated product has been identified and destroyed.	Auditor reviews policy and procedures, visually inspects facility for glass and brittle plastic and its condition, verifies accuracy of glass and plastic register if used, and reviews records of glass and brittle plastic corrective actions.	Policy or procedures are developed or revised. Non-compliances are corrected. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

3. General Sanitation					
7.23	A Master Cleaning and Sanitation Schedule is in place for daily, weekly, monthly, and seasonal/yearly cleaning and maintenance tasks including all areas.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation develops, maintains and follows a prescribed schedule for all facility and equipment maintenance, cleaning and sanitizing activities. The Master Cleaning and Sanitation Schedule shall include activities performed by third parties. A written cleaning crew checklist is current. Compliance records are available.	Auditor reviews schedule for completeness, reviews records for compliance, and visually observes facility and equipment for adequacy of activities.	Schedule is developed or revised. Non-compliances are corrected on site. Retraining is performed.
7.24	There are written cleaning and Sanitation Standard Operating Procedures (SSOPs) for all food contact surfaces. All food contact surfaces are clean. A written crew checklist is current.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has written SSOPs and a current crew checklist for all food contact equipment, utensils and other surfaces and has cleaned all food contact surfaces. SSOPs shall include chemicals approved for use and concentrations for use; frequencies; instructions for cleaning, sanitizing and, where necessary, rinsing; what records are required; verification procedures (e.g., visual, ATP, microbial) acceptance criteria; and responsibilities.	Auditor reviews SSOPs for completeness, interviews responsible employees for knowledge, and reviews records for compliance with SSOPs. Auditor visually inspects food contact surfaces for cleanliness.	Procedures are developed or revised. Non-compliances are corrected on site. Retraining is performed.
7.25	There are written cleaning and, if required, sanitizing procedures for all non-food contact surfaces and areas of the facility including floors, drains, walls, ceilings and other surfaces that may pose a source of product contamination. All non-food contact surfaces are clean. A written crew checklist is current.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has written cleaning SOPs for all non-food contact equipment and a current crew checklist, utensils and other surfaces in all production and storage areas and has cleaned non-food contact surfaces. Procedures shall include chemicals approved for use and concentrations for use; frequencies; instructions for cleaning; what records are required; acceptance criteria; and responsibilities.	Auditor reviews SOPs for completeness, interviews responsible employees for knowledge, and reviews records for compliance with SOPs. Auditor visually inspects non-food contact surfaces for cleanliness.	Procedures are developed or revised. Non-compliances are corrected on site. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

8. Employees and Harvest Crews					
A. Toilet and Handwashing Facilities					
Item #	Requirement		Procedure	Verification	Corrective Action/ Disposition
8.1	Clean and sanitary toilet facilities are provided for all employees and toilets are made from cleanable materials and are cleaned and sanitized daily or sufficiently often to be maintained in a clean and sanitary manner. Immediate Action Required	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written SOPs and logs that the sanitary facilities are maintained at a frequency appropriate to the operation and the level of use. Records shall provide sufficient information to document that the SOP is being followed, including the recent dates of service.	Auditor reviews service records for compliance with the SOP and visually observes the condition of the facilities.	Operation develops a written procedure and provides training. The SOP for risk assessment shall be followed. Toilet facility may be serviced on-site, or removed and replaced with a compliant unit. Documentation from the responsible party that the unit has been serviced into compliance shall be prepared.
8.2	The number of toilet facilities meets state requirements.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	The operation will have the number of toilet facilities that meets the state requirements of Rule 64E-14.016, F.A.C. for farms with 10 workers or less, (1 toilet and 1 hand-washing sink for every 5-10 workers) or for farms with 11 or more workers, requirements of OSHA 29 C.F.R. § 1928.110 (1 toilet and 1 hand wash-facility per 20 workers)	Auditor verifies that the number of available toilet facilities is compliant for the number of employees.	Operation obtains a sufficient number of toilet facilities to be compliant.
8.3	Toilet facilities are located within ¼ mile (400 m) or a five minute walk of work areas.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Toilet facilities shall be easily accessible.	Auditor visually verifies that the toilet facilities are located at an appropriate distance from employees.	Toilet facilities shall be moved to a compliant location.
8.4	Toilet facilities are located, serviced and maintained in a manner to not be a source of contamination of produce.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Toilet facilities are situated during operation and servicing, and maintained to be free from leaks or spills, so as not to pose a hazard to the produce or other opportunity for contamination.	Auditor visually and by records verifies that toilet facilities are not positioned, leaking or serviced in a manner that poses a risk of produce contamination.	Relocation of toilet facility position or servicing location to be compliant. The SOP for risk assessment shall be followed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

8.5	A response plan is in place in the event of a major spill or leak of field sanitation units.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	A written corrective response plan is developed, and implemented in the event of a major leak or spill.	Auditor verifies existence of the plan and interviews the responsible person for knowledge.	Operation prepares or edits the plan. Retrain or replace the responsible person.
8.6	All toilet facilities contain toilet paper.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Toilet facilities shall be stocked with toilet paper, positioned and stored in a sanitary manner. Toilet facility servicing shall be sufficiently frequent to assure compliance.	Auditor verifies toilet facilities are equipped with toilet paper positioned in a compliant manner.	Responsible party restocks the toilet facility with toilet paper.
8.7	There is a program for the sanitary disposal of used toilet paper.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Training programs shall include procedures for sanitary disposal of used toilet paper, in a manner compliant with prevailing standards.	Auditor verifies the training program and observes the toilet facilities for evidence of non-compliance.	Non-compliances are corrected on site. Retraining is performed.
8.8	Hand-washing facilities, with soap, water and disposable hand-drying towels, or air blowers, and refuse containers are provided	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Hand-washing facilities must be sufficient in number so as not to be limiting for the number of employees, easily accessible and adequately stocked. Water for handwashing shall meet the microbial standard for potable water (including hot water where available). Refuse receptacles are constructed and maintained in a manner that protects against contamination of tomatoes.	Auditor visually observes the hand washing facilities for compliance.	Restock and maintain, or provide, to compliance.
8.9	Gray water is captured and disposed of away from the harvest/packing area so that there is no evidence of runoff into production areas.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Waste water from hand-washing facilities shall be captured and disposed in an appropriate manner.	Auditor visually verifies that hand-washing facilities have adequate mechanism for capture and disposal.	Hand washing-facility shall be repaired, redesigned or replaced to compliance.
8.10	If hand-wash water tanks are used, they are cleaned and sanitized and the water is changed periodically.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Water tanks used to provide hand-wash water shall be maintained at a prescribed frequency in a clean and sanitary manner.	Auditor reviews cleaning and sanitizing protocol and service logs, and visually observes condition of water tanks for signs of non-compliance.	Clean and sanitize the tank, replace water to compliance.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

8.11	The source of water used to fill hand-washing tanks meets the microbial standard for potable water and is documented.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Water used for hand-washing tanks is from a source that meets microbial standards for potable water (40 CFR Part 141.63), or has been treated to be compliant. Documentation of the quality of the source is maintained.	Auditor reviews documentation of water quality.	Replace water source or treat to achieve compliance. Obtain documentation demonstrating compliance.
8.12	Toilet and hand-washing facilities are inspected by a designated individual at a sufficient frequency during use to assure cleanliness, condition and adequate supplies.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	The operation designates a trained individual to routinely inspect the toilet and hand-facilities for compliance. Records are maintained.	Auditor reviews inspection records and interviews the designated individuals for knowledge.	Retrain or replace the designated individuals.

B. First Aid Policies

Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
8.13	There is a written policy describing procedures which specify handling/disposition of produce or treatment of food contact surfaces that have come into contact with blood or other bodily fluids.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	A written policy or procedure shall require designation and disposal of any produce and cleaning/ sanitization of food contact surfaces that may have come into contact with blood or other bodily fluids.	Auditor verifies existence of the policy and interviews the responsible person for knowledge.	Operation prepares or edits the policy. Retrain or replace the responsible person.
8.14	There is a written policy instructing workers to seek prompt treatment for cuts, abrasions and other injuries and first aid supplies are provided.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Written policies and training programs shall require employees to report and seek treatment for cuts, abrasions and other injuries. Operation shall have and provide adequate first aid supplies.	Auditor verifies existence of the policy, training program and observes the first aid supplies. Auditor questions employees for knowledge of policy and observes employees for evidence of non-compliance.	Policy or training program is developed or revised. Non-compliances are corrected on site. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

C. Habits and Conditions					
Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
8.15	There is a written Hygiene Practices policy including, but not limited to, policies and procedures on hand washing, prohibiting urinating or defecating in the field, and prohibiting handling produce after using the washroom without washing their hands, for all employees and visitors.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	A written Hygiene Practices policy shall apply to employees, outside contractors, inspectors, and visitors.	Auditor verifies existence of the policy, questions employees for knowledge of policy, and observes employees and visitors for evidence of non-compliance.	Policy or training program is developed or revised. Non-compliances are corrected on site. Retraining is performed.
8.16	Policies shall require hand washing with soap and potable water at the appropriate time, such as before starting work, after use of toilet facilities, after breaks and when hands may have become contaminated. Policy shall apply to employees, outside contractors, inspectors, and visitors. Compliance is emphasized by management.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation shall have a written SOP regarding hand washing practices. Operation management reinforces importance of and compliance with handwashing policy. Sanitizers may not be used in lieu of soap and water hand washing, but may be used to supplement. If gloves are used when contacting tomatoes or food contact surfaces, policies will clearly communicate that gloves are not a replacement for good handwashing practices.	Auditor observes handwashing practices of employees and visitors for compliance. If handwashing practices are observed to be compliant, auditor will judge management emphasis to be sufficient.	SOP is developed or revised. Retraining is performed. Management increases frequency of or approach to reinforcing hand washing policy.
8.17	There are signs, in the appropriate language or pictorially, reminding workers to wash their hands after using the toilet.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Easily understandable hand washing signs are posted on toilet facilities.	Auditor visually verifies placement and content of signs.	Appropriate signage is posted.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

8.18	If gloves are used, there must be a written SOP regarding their use.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	If gloves are used for product or food contact purposes, operation shall have a written policy and SOP regarding their use, maintenance and disposal, including cleaning of reusable gloves, not taking gloves into restrooms or eating areas, replacing gloves that may be damaged or have become a source of contamination. The SOP should also address limitations of use of non-sanitary gloves (i.e., work gloves). The SOP will require that reusable gloves shall not be taken home by workers for cleaning and sanitizing, and the operation shall be responsible to ensure that reusable gloves are washed in water over 140°F and sanitized daily by a procedure as described in the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain, 2nd edition</i> , which is incorporated by reference in Rule 5G-6.009(2), F.A.C.	If gloves are used, auditor reviews the SOP, records of SOP performance, and visually verifies that glove use is consistent with the SOP; i.e., gloves at the beginning of tomato handling activities are clean and not damaged; workers are observed to not take gloves into restrooms or eating areas; and that gloves are not taken into restrooms or eating areas.	SOP is developed or revised. Non-compliances are corrected on site. Retraining is performed.
8.19	SOPs establishing the operation's illness policy provide that workers who show signs of illness (vomiting, jaundice, diarrhea) or open or exposed sores or lesions on their hands are not permitted to perform job duties where they will come in direct contact with raw product or food contact surfaces.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	SOPs and documented employee training at least annually to report any active case of illness that may be transmissible by food, open sores or lesions to their supervisor, and those employees are not permitted to work directly with food or food contact surfaces.	Auditor reviews the policy, reviews training records, interviews employees for knowledge of the policy and observes employees for evidence of non-compliance.	The policy and training are created or amended to be compliant. Retraining is performed and documented.
8.20	There is a written policy regarding jewelry, nail polish and false nails in the workplace	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a policy on acceptable and prohibited jewelry in the production area. The policy shall restrict use of nail polish or false nails.	Auditor reviews policy and visually observes compliance.	Policy is developed or revised. Non-compliances are corrected on site. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

8-21	Food and tobacco products are only in designated areas as specified in company SOP.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a written policy prohibiting food and tobacco products except in designated areas.	Auditor verifies existence of the policy, questions employees for knowledge of policy, and observes employees and visitors for evidence of non-compliance	Policy or training program is developed or revised. Non-compliances are corrected on site. Retraining is performed.
8.22	Drinking water shall be provided in fountains or single use containers. Drinking water containers shall be handled in a manner that prevents them from becoming sources of contamination.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a written policy regarding drinking water, and water cups, containers or fountains that are clean and sanitary, and handled in a manner that prevents them from becoming sources of contamination	Auditor observes that drinking water containers are handled in a manner that prevents them from becoming sources of contamination.	Policy is developed or revised. Non-compliances are corrected on site. Retraining is performed.
8.23	There is a written policy prohibiting the storage and use of personal items outside of designated areas.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a policy to permit employee personal items (e.g. employee lunches, drinks, clothing) only in designated, non-production and non-product storage areas.	Auditor reviews policy and visually observes compliance.	Policy is developed or revised. Non-compliances are corrected on site. Retraining is performed.

9. Education and Training

Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
9.1	Employees shall receive mandatory safe product handling and personal hygiene education at time of hire with reinforcements as detailed in company SOP.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation shall have a written SOP that outlines topics to be covered in training, with reference to authoritative sources of training information; dates, names and signatures of trainees; and prescribed frequencies of training.	Auditor reviews SOP and training logs, interviews employees for knowledge of the training and observes employees for evidence of non-compliance.	Policy is developed or revised. Non-compliances are corrected on site. Retraining is performed.
9.2	Individuals shall be trained on all food safety requirements specific to their assigned duties.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Training programs shall be inclusive of all individuals' assigned responsibilities and operational requirements.	Auditor reviews training program and logs, interviews employees for knowledge of the training and observes employees for evidence of insufficient training for assigned duties.	Policy is developed or revised. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

9.3	Workers are trained and follow the policy that product that has dropped on the ground is discarded.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Employees are trained that product that has fallen to the ground, i.e., drops, shall not be harvested.	Auditor reviews SOP, performance criteria and training logs, interviews employees for knowledge of the training and observes production areas and employees for evidence of non-compliance.	Training program is revised. Retraining is performed.
9.4	Supervisors are trained to look for, recognize and react to symptoms of potentially infectious illness.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Supervisors are trained to look for and recognize symptoms such as diarrhea, vomiting or other signs of potentially infectious illness, and appropriate actions to be taken.	Auditor reviews training programs, training logs, and interviews supervisors for knowledge of illness symptoms and appropriate actions.	Training program is revised. Retraining is performed.

10. Traceback and Recall Programs

Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
10.1	Operation maintains adequate record of the sale or disposition of product to the immediate next recipient. (One step forward).	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has policy that addresses record keeping of production field or block, harvest dates, quantities harvested, and subsequent destination of product, transporter and nontransporter, and transport of such records with the product to the subsequent destination. Records are retained and readily retrievable for at least two years or as required by prevailing regulation. A product coding system for each box is in place where product or raw material shall be labeled with grower and lot identification, and coded to enable access to date of harvest and/or packing, origin (name of farm, grower and/or packing location), and country of origin for traceback purposes.	Auditor reviews policy and reviews records for compliance.	Policy is developed or revised. Non-compliances are corrected on-site. Operation makes a commitment to move to electronic record keeping. Retraining is performed.

**FOOD SAFETY AUDIT-TOMATO GOOD AGRICULTURE PRACTICES
OPEN FIELD PRODUCTION, HARVEST AND FIELD PACKING**

10.2	Operation maintains adequate record of the source of all products used in the farm by immediate previous supplier. (One step back).	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has policy that addresses record keeping of source of seed or transplants, soil inputs, irrigation water sources and test records, names of crews involved in field operations, and other crop history information relevant to product safety. Records are retained for at least two years or as required by prevailing regulation.	Auditor reviews policy and reviews records for compliance.	Policy is developed or revised. Retraining is performed.
10.3	Operation shall have a recall procedure in place.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Operation has a designated recall team, recall procedures and performs trace forward and traceback exercises on at least an annual frequency, and is able to achieve 99-101% reconciliation within 4 hours.	Auditor reviews policy, reviews records for compliance and requests that the operation perform a specific trace exercise.	Policy is developed or revised. Retraining is performed.

11. Recordkeeping

Item#	Requirement		Procedure	Verification	Corrective Action/ Disposition
11.1	Records documenting adherence to these T-GAPs or microbial testing must be maintained and available for review.	<input type="checkbox"/> C <input type="checkbox"/> CAN <input type="checkbox"/> IAR <input type="checkbox"/> NA	Documents addressing environmental review, water usage, record of completed education and training, pest control and crop production practices for the operation must be maintained for 3 calendar years and producible.	The <i>Tomato Best Practices Manual</i> , which is incorporated by reference in Rule 5G-6.009, F.A.C., requires all record keeping shall be maintained for 3 calendar years unless a longer period is required by state or federal law.	Procedures are developed or revised.