



## Producer GAP Certification Follow-Up Form

After reviewing your GAP Certification Inquiry Form, we wanted to follow up with some further questions and briefly explain the process. The GAP certification process requires lots of effort and time. In addition to preparing a Plan of Action manual, there are also practices that will have to be established and put into place on the farm (see “A Guide to the GAP Certification Process”, HORT 252NP, and also visit our website at <http://www.hort.vt.edu/producesafety/index.html> ).

Since on-farm risk assessment is an important primary step in the GAP certification preparation process, please answer each question as thoroughly as possible. For further guidance, see also “Assessing On-Farm Produce Safety Risks” factsheet, as well as the website. Your answers can be simply hand-written or typed. This form can also serve as one of your documents for your manual! **The information you provide will only be used internally to determine how we can best assist you, and will not be shared externally in any way.**

Once you complete the questions on this follow-up form, please return to us. Your local VCE agent(s) will review your answers and then contact you to discuss further. They will also work with you to arrange a mutually convenient time to stop by to perform a more in-depth on-farm risk assessment and begin working with you on the manual preparation.

Thank you!

Amber Vallotton, Extension Specialist, Department of Horticulture, Virginia Tech  
Virginia Cooperative Extension Fresh Produce Food Safety Team Coordinator

Return to: [avallott@vt.edu](mailto:avallott@vt.edu)

Name

Email

Phone

Date Submitted

As noted in the “Assessing On-Farm Produce Safety Risks” factsheet, it might be helpful to create a simple hand-drawn sketch of your operation showing the flow of food. You can use this as a reference point as you answer each of the questions below.

1. Please describe your production system. Are crops grown in the field? In greenhouse or high tunnel?



- c. How do you move the containers from the field to packing area?



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6. Describe your post-harvest handling practices
  - a. Do you wash any of your crops? If so, describe the process you use (i.e. hose off, triple wash sinks, spray wash system, dunk tanks, other).
  - b. If produce is washed, what source of water is used for your post-harvest system? Has this source been tested for potability?
  - c. Once in the post-harvest area, do you further cut or core your produce (i.e. second cut after initial harvest cut?)
7. How is product packaged prior to storage and/or transport to marketplace? Loosely bagged? Clamshells? Other?
8. Do you use any refrigeration for storage? If so, describe.
9. Do you deliver product to your customers? If so, what other purposes does this vehicle have/serve?
10. Have you ever taken any on-farm, food safety or other related training? If so, please list the trainings and dates.



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11. The Fresh Produce Food Safety Team works very closely with the local VCE agent(s) and interested producer(s) to complete the GAP certification mentoring process, which includes creating a plan of action manual, as well as implementing practices on farm. Have you contacted the local agent(s) for assistance? If so, who are they? If not, what county do you reside in?
  
12. The GAP certification process requires time, energy, and resources to complete. Are you willing to work closely with the agent(s) and put in the effort needed to accomplish what is required as part of the preparation process?
  - a. Do you need assistance with computer-related technology?
  - b. If not, are you comfortable working with Word and Excel type software?
  
13. Are there any other comments you would like to make that would help us better serve you?