**USDA GAP Plan of Action Manual: TABLE OF CONTENTS**

|  |  |
| --- | --- |
| **Section 1** | **Demographics** |
|  | Written Plan of Action: Demographics Questions |
| D-1 Certificates of Attendance from Continuing Education Workshops |
| D-2a Map x |
| D-2b Map y |
| D-2c Map z |
|  |
|  |
| **Section 2** | **General Questions** |
|  | Written Plan of Action: General Questions |
| P-1a Self-Assessment – Penn State GAP Grower Self-Audit |
| P-1b Self-Assessment – USDA GAP Grower Self-Audit (opt) |
| G-1a Product Traceability Plan SOP |
| G-1b Assigning Traceback Codes on the Farm SOP |
| G-1c Traceback Date Codes |
| G-1d Traceback Crop Codes |
| G-1e Traceback Field Codes |
| G-1f Farm Production-Disposition Sheets |
| G-2a Conducting a Mock Recall SOP |
| G-2b Mock Traceback Log  |
| G-2c Grower Request Letter |
| G-2d Buyer Confirmation Letter |
| G-3a Potable Water Used for Drinking Water and Handwashing SOP |
| G-4a Proper Handwashing Techniques for Employees and Visitors SOP |
| G-4b Visitor Log |
| G-5a Worker Sanitation and Worker Protection Training Log |
| G-9a Toilet, Restroom and Field Sanitation Unit Policy and Cleaning Procedure SOP |
| G-9b Restroom/Field Sanitation Unit Service Log |
| G-11 Rules for Smoking, Eating and Breaks SOP |
| G-12a Reporting Illness and Injury SOP |
| G-12b Illness/Injury Reporting Log |
| G-13 Handling/Disposition Contaminated Produce and Cleaning Food Contact Surfaces SOP |
| G-14a First Aid for Cuts and Abrasions |
| G-14b First Aid Kit Monitoring Log |
| G-15a Pesticide License Document |
| **Section 3**  | **Part 1: Farm Review** |
|  | Written Plan of Action: Part 1 Farm Review Questions |
| 1-3a Irrigation Water Quality Assessment |
| 1-3b Irrigation Water Test |
| 1-4a Chemical and Fertigation Water Assessment |
| 1-12a Domestic and Wildlife Monitoring SOP |
| 1-12b Domestic and Wildlife Monitoring Log |
| **Section 4** | **Part 2: Field Harvest and Packing Activities** |
|  | Written Plan of Action: Part 2 Field Harvest and Packing Activities |
| 2-1 Pre-Harvest Assessment Log |
| 2-6a Maintenance, Cleaning, and Use of Harvest Containers SOP |
| 2-6b Picking Container Sanitation Log |
| 2-7a Sanitizing Hand Harvest Equipment SOP |
| 2-7b Sanitation of Hand Harvest Equipment Log |
| 2-11 Glass Breakage Spillage Clean-Up SOP |
| 2-12 Fertilizer& Chemical Spill Response Plan SOP |
|  |
| **Section 5** | **Part 3: House Packing** |
|  | Written Plan of Action: Part 3 House Packing Facilities |
| 3-4a Processing Water Monitoring and Treatment Log |
| 3-5a Processing Water Treatment Verification documentation |
| 3-6a Water Contact Surfaces Cleaning and Sanitation Log |
| 3-8a Food Contact Surfaces Cleaning and Sanitation Log |
| 3-10 Water used for Cooling verification of Potability |
| 3-15a Lubricant label and verification of Food grade quality |
| 3-26a Handling of Finished Product SOP |
| 3-27a Documentation of new packing containers |
| 3-31a Packing Facility Pest Control Program SOP |
| 3-24a Tracebility records for incoming and outgoing product  |
| **Section 6** | **Part 4: Storage and Transportation** |
|  | Written Plan of Action: Part 4 Storage and Transportation |
| 4-1 Daily Cleaning of Facilities SOP |
| 4-2 Pre-Use Assessment for Storage Facilities Log |
| 4-7 Handling/Disposition of Contaminated Product that has come into Contact with Floor SOP |
| 4-19 Cooler Inspection and Temperature Log |
| 4-20 Cooler Temperature Calibration Log |
| 4-24a Pre-Transport Inspection of Carrier of Finished Product SOP |
| 4-24b Truck Inspection Checklist Log |
|  |