

Final Pre-Audit Walkthrough Checklist

Check boxes for all items you have completed as a part of your on-farm food safety program. For items that do not apply to your operation, write N/A next to item.

General Practices (applicable to all stages)

- All workers, including family members, have been trained in proper health, hygiene, and produce handling practices and policies for any of the stages they are involved in.
- Visitors are instructed in expectations, especially if they are allowed in any production and packing areas.
- Appropriate signage is posted to remind workers and visitors of food safety practices and policies.
- Portable restrooms or indoor restrooms are readily available, and wash stations are available and appropriately stocked.
- All workers and visitors wash hands after using the restroom and at other specified times as stated in training/policy.
- Eating is only permitted in designated eating areas.
- Drinking water is provided and only allowed in production and handling areas where containers are not breakable.
- Smoking, if permitted, is never allowed in production and handling areas.
- Anyone who is exhibiting signs of an infection, sickness, or has an accident knows to report to the supervisor and not work around produce until authorized to do so.
- A first aid kit and emergency contact numbers are readily available.

Pre-Plant Stage

- Any known risks associated with each crop grown have been identified (i.e. netted rind, stem scars on fruit, or high-risk crop in terms of related outbreaks, etc.).
- Plant material used for plant propagation (i.e. seeds, transplants, bulbs, tubers, rootstocks) is maintained and stored appropriately prior to planting.
- Flats of seed starts and transplants are clean and not a source of contamination.
- Prior to field preparation, including protected culture (i.e. greenhouses, high tunnels), it has been determined that the prior land history does not pose contamination risks to current production areas. This includes:
 - Previous flood events
 - Septic system drain field areas
 - Chemical spills or dump sites
 - Previous early 1900s orchards
 - Concentrated livestock operations
- Where possible, production fields are not located where there is a potential for runoff from livestock or grazing areas.

Production Stage

- Any equipment and tools used for field preparation are not a source of contamination.
- Soil amendments such as manure or biologically-based compost have been applied 120 days prior to harvest.
- For any purchased composts used, there is a certificate of analysis which provides information about the different inputs used to make the compost, the composting process, and contact information for the manufacturer.
- Any bulk fertilizers and plant protection products are stored in a way that prevents contamination.
- For protected culture systems, steps are taken to reduce risks:
 - Channels, containers, and rafts are regularly cleaned and sanitized between rotations.
 - Overhead lights are protected to prevent breakage.
 - Acids used for lowering pH are stored so as to prevent accidents and contamination.
- Production water (irrigation, frost protection, plant sprays) is tested for generic *E. coli* annually for groundwater sources, and at the beginning of season, at peak use, and at harvest for surface water sources.

- Production areas are monitored for evidence of animals such as animal tracks, feces, droppings, trails, and damaged crops.
- Measures are taken to exclude or deter wildlife.
- Domesticated animals are not allowed in production and packing areas.
- Outdoor and indoor spaces are kept clean to reduce rodent habitat and refugia.

Harvest Stage

- Harvesting tools, bins, and totes are cleaned and sanitized prior to use.
- Harvest wagons and machinery are in good repair and lights are protected to prevent glass breakage.
- Harvest equipment is not a source of cross contamination.
- When harvesting, any produce showing signs of visible contamination is either not harvested or discarded.

Post-Harvest Handling Stage

- Harvested produce brought from fields or protected culture areas is handled so as to prevent cross contamination.
- In open pole barn structures, measures have been taken to prevent bird roosting, as well as live traps set for rodents.
- For indoor packing areas, non-baited, live rodent traps are used and regularly checked.
- Light fixtures are protected to prevent glass from shattering over product.
- Food contact surfaces are made of construction materials that can be cleaned and sanitized prior to use.
- Prior to repacking, all dirt, mud, and other debris is removed from produce.
- All post-harvest water is tested annually to ensure it meets the standard of zero generic E. coli. Water test results are kept on file.
- If a sanitizer is added to wash water, it is monitored to make sure it is working.
- Boxes and containers used for re-packing are stored to prevent cross-contamination.
- Cardboard boxes are new, or if re-used, are free from soil or debris and always lined with new plastic.
- A traceability program is in place and at least one mock recall has been performed.
- Packaged product has identifiable traceback codes to provide a traceability system.
- Storage coolers are kept clean, maintained, and do not contain both produce and non-produce items (such as meat).
- Produce in coolers is kept at appropriate holding temperatures, which are monitored.
- When produce is put on ice, the water used to make the ice contains zero detectable generic E. coli.
- Transport vehicles are clean and well maintained to maintain cold chain to the marketplace.

Name

Signature

Date