

Instructions for using record and procedure templates

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This manual provides information on the use of standard operating procedures (SOP) templates and records necessary for compliance with the USDA Good Agricultural Practices (GAP) & Good Handling Practices (GHP) Audit Verification Program.

The USDA Good Agricultural Practices & Good Handling Practices audit is divided into the following 7 sections:

- General questions
- Part 1 – Farm review
- Part 2 – Field harvest and field packing activities
- Part 3 – House packing facility
- Part 4 – Storage and transportation
- Part 5 – (Not used)
- Part 6 – Wholesale distribution center/terminal warehouse
- Part 7 – Preventive food defense procedures

To manage the templates, the audit sections are grouped into folders by type of operation: farm, packinghouse, storage and transportation, wholesale distribution center/terminal warehouse. Templates related to *General questions* are included with all operation types, while the *Preventive food defense procedures* templates are included only in storage and transportation and wholesale distribution center/terminal warehouse operations.

The following is a summary of the general topics for each operation.

1. Farm (Audit Parts 1 and 2)

It mainly addresses crop production areas, adjacent land, biological soil amendments of animal origin, domesticated and wild animals, pre-harvest evaluation, field sanitation and hygiene, water usage, handling and storage of containers, traceability, and harvest and field packing activities. It also includes personal health and hygiene.

2. Packinghouse (Audit Part 3)

It applies to packinghouses located in or near crop production areas. It includes water usage, packing, general sanitation, personal health and hygiene, holding and handling of packing containers, traceability, and pest control.

3. Storage and Transportation (Audit Part 4)

It covers storage and transportation facilities located in or near crop production areas, including storage and transportation areas located next to a packinghouse or separate storage facilities used in or near the farm, such as storage sheds or controlled atmosphere facilities. Personal health and hygiene, water quality, general sanitation, product containers, pest control, transportation, and traceability are also included here.

4. Wholesale distribution center/terminal warehouse (Audit Part 6)

This section applies to repacking or distribution operations that pack products for retail or foodservice customers.

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Template Modification/Adaptation

All templates are in an editable format (Word or Excel) so that you can **modify** and **adapt** them **according to the needs of each operation**.

If your farm is a single type of operation, you only need to use the templates in the corresponding folder. Note that the codes of the templates are not consecutive, because if your company has two or more operations, you can easily identify the specific templates for each one. In the templates you will find **indications in blue** to allow you to adapt the template to your company.

For example, if your company has a farm and a packinghouse, the template *SOP-03 Personal health and hygiene, handwashing and toilet facilities* applies to both facilities, but the *SOP-07 Soil amendments* only applies to the farm so you will not find it in the packinghouse folder. Therefore, the *SOP-03* will only need to be customized once, even though it is in both folders, because it is the same document.

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List of templates needed in each operation

Farm

SOP

Code	Name
0_	Cover page
SOP-01	Food safety plan
SOP-02	Traceability and recall
SOP-03	Personnel health and hygiene, hand washing and toilet facilities
SOP-04	Handling and chemical applications
SOP-05	Water usage and control
SOP-06	Sanitation procedures
SOP-07	Soil amendments
SOP-08	History and field assessment
SOP-09	Pre-harvest assessment
SOP-10	Container storage and handling
SOP-11	Glass and brittle plastic
SOP-12	Transportation, sanitation, loading and unloading, shipping control and security
SOP-16	Personnel training

RECORDS

Code	Name
RECORD-01	Traceability exercise log
RECORD-02	Corrective actions
RECORD-03	Toilet facilities
RECORD-04	Sample results log
RECORD-05	Product and washing tank water temperature monitoring
RECORD-06	Water sanitizing concentration
RECORD-07	Ice handling and storage log
RECORD-08	Equipment, tools, and vehicle sanitation
RECORD-09	Soil amendment treatments
RECORD-10	Soil amendment applications
RECORD-11	History and field assessment
RECORD-12	Pre-harvest assessment and animal monitoring
RECORD-14	Training attendance log

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Packinghouse

SOP

Code	Name
0_	Cover page
SOP-01	Food safety plan
SOP-02	Traceability and recall
SOP-03	Personnel health and hygiene, hand washing and toilet facilities
SOP-04	Handling and chemical applications
SOP-05	Water usage and control
SOP-06	Sanitation procedures
SOP-10	Container storage and handling
SOP-11	Glass and brittle plastic
SOP-13	Post-harvest activities
SOP-14	Pest control program
SOP-15	Commodities and product warehouse
SOP-16	Personnel training

RECORDS

Code	Name
RECORD-01	Traceability exercise log
RECORD-02	Corrective actions
RECORD-03	Toilet facilities
RECORD-04	Sample results log
RECORD-05	Product and washing tank water temperature monitoring
RECORD-06	Water sanitizing concentration
RECORD-07	Ice handling and storage log
RECORD-08	Equipment, tools, and vehicles sanitation
RECORD-14	Training attendance log
RECORD-15	Warehouse inspection log
RECORD-16	Cold room temperature log
RECORD-17	Thermometer verification

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Storage and transportation

SOP

Code	Name
0_	Cover page
SOP-01	Food safety plan
SOP-02	Traceability and recall
SOP-03	Personnel health and hygiene, hand washing and toilet facilities
SOP-04	Handling and chemical applications
SOP-05	Water usage and control
SOP-06	Sanitation procedures
SOP-11	Glass and brittle plastic
SOP-12	Transportation, sanitation, loading and unloading, shipping control and security
SOP-13	Post-harvest activities
SOP-14	Pest control program
SOP-15	Commodities and product warehouse
SOP-16	Personnel training
SOP-17	Food defense plan

RECORDS

Code	Name
RECORD-01	Traceability exercise log
RECORD-02	Corrective actions
RECORD-03	Toilet facilities
RECORD-04	Sample results log
RECORD-05	Product and washing tank water temperature monitoring
RECORD-06	Water sanitizing concentration
RECORD-07	Ice handling and storage log
RECORD-08	Equipment, tools, and vehicles sanitation
RECORD-14	Training attendance log
RECORD-15	Warehouse inspection log
RECORD-16	Cold room temperature log
RECORD-17	Thermometer verification
RECORD-18	Visitor log
RECORD-19	Key log
RECORD-20	Safe facilities – checklist

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Part 7 of the Preventive food defense procedures only applies to companies that are required to register as a facility with FDA. This section of the audit is optional for those companies that need food defense verification.

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Wholesale distribution center/terminal warehouse

SOP

Code	Name
0_	Cover page
SOP-01	Food safety plan
SOP-02	Traceability and recall
SOP-03	Personnel health and hygiene, hand washing and toilet facilities
SOP-04	Handling and chemical applications
SOP-05	Water usage and control
SOP-06	Sanitation procedures
SOP-10	Container storage and handling
SOP-11	Glass and brittle plastic
SOP-12	Transportation, sanitation, loading and unloading, shipping control and security
SOP-13	Post-harvest activities
SOP-14	Pest control program
SOP-15	Commodities and product warehouse
SOP-16	Personnel training
SOP-17	Food defense plan

RECORDS

Code	Name
RECORD-01	Traceability exercise log
RECORD-02	Corrective actions
RECORD-03	Toilet facilities
RECORD-04	Sample results log
RECORD-05	Product and washing tank water temperature monitoring
RECORD-06	Water sanitizing concentration
RECORD-07	Ice handling and storage log
RECORD-08	Equipment, tools, and vehicles sanitation
RECORD-14	Training attendance log
RECORD-15	Warehouse inspection log
RECORD-16	Cold room temperature log
RECORD-17	Thermometer verification
RECORD-18	Visitor log
RECORD-19	Key log
RECORD-20	Safe facilities – checklist
RECORD-21	Raw commodities reception

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List of SOP per operation.

SOP	FARM	PACKINGHOUSE	STORAGE AND TRANSPORTATION	DISTRIBUTION CENTER
SOP-01 Food safety plan				
SOP-02 Traceability and recall				
SOP-03 Personnel health and hygiene, hand washing and toilet facilities				
SOP-04 Handling and chemical applications				
SOP-05 Water usage and control				
SOP-06 Sanitation procedures				
SOP-07 Soil amendments				
SOP-08 History and field assessment				
SOP-09 Pre-harvest assessment				
SOP-10 Container storage and handling				
SOP-11 Glass and brittle plastic				
SOP-12 Transportation, sanitation, loading and unloading, shipping control and security				
SOP-13 Post-harvest activities				
SOP-14 Pest control program				
SOP-15 Commodities and product warehouse				
SOP-16 Personnel training				
SOP-17 Food defense plan				

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List of SOPs with RECORDS

SOP	RECORD
SOP-01 Food safety plan	
SOP-02 Traceability and recall	RECORD-01 Traceability exercise log RECORD-02 Corrective actions
SOP-03 Personnel health and hygiene, hand washing and toilet facilities	RECORD-03 Toilet facilities
SOP-04 Handling and chemical applications	Without log
SOP-05 Water usage and control	RECORD-02 Corrective actions RECORD-04 Sample results log RECORD-05 Product and washing tank water temperature monitoring RECORD-06 Water sanitizing concentration RECORD-07 Ice handling and storage log
SOP-06 Sanitation procedures	RECORD-08 Equipment, tools, and vehicles sanitation
SOP-07 Soil amendments	RECORD-09 Soil amendment treatments RECORD-10 Soil amendment applications
SOP-08 History and field assessment	RECORD-04 Sample results log RECORD-11 History and field assessment
SOP-09 Pre-harvest assessment	RECORD-02 Corrective actions RECORD-12 Pre-harvest assessment and animal monitoring
SOP-10 Container storage and handling	RECORD-14 Training attendance log
SOP-11 Glass and brittle plastic	RECORD-02 Corrective actions
SOP-12 Transportation, sanitation, loading and unloading, shipping control and security	Without log
SOP-13 Post-harvest activities	RECORD-08 Equipment, tools, and vehicles sanitation RECORD-05 Product and washing tank water temperature monitoring RECORD-06 Water sanitizing concentration RECORD-07 Ice handling and storage log
SOP-14 Pest control program	RECORD-02 Corrective actions
SOP-15 Commodities and product warehouse	RECORD-15 Warehouse inspection log RECORD-16 Cold room temperature log

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	RECORD-17 Thermometer verification
SOP-16 Personnel training	RECORD-14 Training attendance log
SOP-17 Food defense plan	RECORD-02 Corrective actions RECORD-04 Sample results log RECORD-14 Training attendance log RECORD-18 Visitor log RECORD-19 Key log RECORD-20 Safe facilities – checklist