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GAP Quick Start Grower Guide

## Good Agricultural Practices (GAP) for Growers Quick Start Self-Audit

### Section 1 Documentation

GAP Management	Exceeds Quick Start Target	Meets Quick Start Target	Get Moving Now!
<b>1.1 Farm History &amp; Physical Layout</b>	<p><b>Detailed and accessible records of land-use history and ownership available. Detailed maps of all production blocks include block and row numbers. Detailed layout maps of all facilities, including adjacent operations and land-use are maintained and updated annually.</b></p> <p><input type="checkbox"/></p>	<p><b>Records of land-use history and ownership are available. Maps of production blocks have reference numbers.</b></p> <p><input type="checkbox"/></p>	<p><b>Land ownership is documented. Maps of production blocks available but not detailed.</b></p> <p><input type="checkbox"/></p>
<b>1.2 Production &amp; Harvest Sequence</b>	<p><b>Detailed flow-diagram and spreadsheet for varietal mix and typical preharvest to postharvest operation and seasonal timing is updated annually, as needed. All crop management practices and harvest dates are available in both general and ranch-specific flow-chart.</b></p> <p><input type="checkbox"/></p>	<p><b>Detailed flow-diagram and spreadsheet for varietal mix and typical preharvest to postharvest operations is available. Descriptions of crop management practices and historical harvest dates are available.</b></p> <p><input type="checkbox"/></p>	<p><b>Spreadsheets for varietal mix by ranch block are available.</b></p> <p><input type="checkbox"/></p>
<b>1.3 Management GAPS and Microbial Hazard Awareness</b>	<p><b>Ownership and operational managers have all received GAP training and certificates of GAP training are available for all supervisors. Evidence of periodic updated training is available.</b></p> <p><input type="checkbox"/></p>	<p><b>Documentation or certificates of GAP training are available for ownership and all supervisors.</b></p> <p><input type="checkbox"/></p>	<p><b>A copy a recognized GAPS guidance document is available.</b></p> <p><input type="checkbox"/></p>



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<p><b>1.4 On-farm Hazard Analysis</b></p>	<p><b>Comprehensive on-farm and facility review of all potential hazards that may impact food safety has been completed and independently reviewed.</b></p> <p><input type="checkbox"/></p>	<p><b>Key potential hazards, identified by general GAPs guidance documents, have been reviewed. A plan for further action has been prepared with clear responsible individuals and timelines.</b></p> <p><input type="checkbox"/></p>	<p><b>No actions have been taken.</b></p> <p><input type="checkbox"/></p>
<p><b>1.5 GAPs Record Keeping</b></p>	<p><b>Production and farm records demonstrate clear incorporation and of food safety objectives into management system. Commitment to all phases of risk reduction is independently verifiable through periodic audits. Records of sanitation supplies and facility servicing, all pesticide and foliar application records are current, worker training verification, all soil amendment, and water quality monitoring, and equipment cleaning and maintenance are kept in organized and accessible files.</b></p> <p><input type="checkbox"/></p>	<p><b>Records of sanitation supplies and facility servicing, all pesticide and foliar application records are current, all fertility management practices and dates are recorded, all soil amendment, and water quality monitoring are kept in organized and accessible files.</b></p> <p><input type="checkbox"/></p>	<p><b>All pesticide and foliar application records are kept in organized and accessible files.</b></p> <p><input type="checkbox"/></p>



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**Section 2 General Employee Food Safety Awareness**

<b>GAP Management</b>	<b>Exceeds Quick Start Target</b>	<b>Meets Quick Start Target</b>	<b>Get Moving Now!</b>
<p><b>2.1 Commitment to Food Safety</b></p>	<p>Owners have completed a Self-Audit, initiated corrective action, and developed a clear culture of commitment to food safety and communicated a company policy to all employees and business partners.</p> <p><input type="checkbox"/></p>	<p>Owners have developed and communicated a clear policy of commitment to incorporate GAPs and food safety as an integral part of the business and operational plan. A Self-Audit exercise has been selected and distributed.</p> <p><input type="checkbox"/></p>	<p>Owner and managers have met to discuss the GAP Quick Start.</p> <p><input type="checkbox"/></p>
<p><b>2.2 GAP Awareness &amp; Training</b></p>	<p>All owners, supervisors, and employees have attended a minimum half-day food safety awareness workshop conducted by a recognized education or extension authority. Copies of Course Attendance certificates or other documentation of completion are maintained in company files for at least one-year beyond employment. Regularly scheduled training and reinforcement sessions are</p>	<p>Owner and supervisors have attended a minimum half-day food safety awareness workshop conducted by a recognized education or extension authority. Copies of Course Attendance certificates or other documentation of completion are maintained in company files for at least one-year beyond employment. Yearly training and reinforcement sessions are conducted and attendance</p>	<p>At least one owner or production manager is identifiable as the Food Safety supervisor and has attended a GAP session conducted during annual extension grower meetings.</p>



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	<p><b>conducted and attendance documented. At least one owner or employee is identifiable as the Safety Manager and attends at least one advanced food safety or GAPs workshop each year.</b></p> <p><input type="checkbox"/></p>	<p><b>documented. At least one owner or production manager is identifiable as the Food Safety supervisor.</b></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><b>2.3 On-going Hazard Awareness</b></p>	<p><b>Owners have developed a spot-incentive system that encourages on-farm employees to recognize food safety hazards that emerge during seasonal operations. Documentation of observations and corrective actions, as needed, are maintained.</b></p> <p><input type="checkbox"/></p>	<p><b>Self-Audit and GAP training has resulted in documented corrective actions that minimize the risk of microbial contamination associated with manures and soil amendments, water quality, adjacent land activities, field and equipment sanitation, surveillance for wildlife intrusion, worker training and hygiene.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have identified individuals responsible for corrective actions, as needed, for hazards identified from as Self-Audit exercise.</b></p> <p><input type="checkbox"/></p>
<p><b>2.4 Personal Hygiene &amp; Hand-washing</b></p>	<p><b>Owners have a documented effort to comply with OSHA and CAL-OSHA regulations and effective programs to instill a</b></p>	<p><b>Owners have a documented program to provide sanitary facilities that comply with OSHA and CAL-OSHA regulations.</b></p>	<p><b>Owners and managers have reviewed their level of compliance with OSHA and CAL-OSHA regulations. An action plan for</b></p>



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	<p><b>broad awareness of each employee’s role in minimizing risk through simple measures of personal hygiene. All management and employees have received specific training in the federal and state regulations governing sanitary facility availability, placement, design, and stocking of supplies. Specific training and weekly reinforcement of proper hand-washing technique is documented. Training materials and language of training deliver are appropriate for all employees.</b></p> <p><input type="checkbox"/></p>	<p><b>Specific training programs have been initiated to introduce specific awareness of employee’s role in minimizing risk through simple measures of personal hygiene. Training materials and language of training deliver are appropriate for all employees. Documentation of attendance is maintained in files.</b></p> <p><input type="checkbox"/></p>	<p><b>improvement has been developed.</b></p> <p><input type="checkbox"/></p>
<p><b>2.5 Illness &amp; Injury Prevention and Notification</b></p>	<p><b>A written employee-training program is available. Documentation of attendance at yearly and regularly scheduled training sessions is available. A clear statement of policy and practice for illness and injury prevention and notification to supervisors has been communicated to all employees. Employees have received specific training on the safe operation of all machines and devices used in</b></p>	<p><b>Employees have received specific training on the safe operation of all machines and devices used in production and harvest operations. Employees have received general awareness instruction in symptoms of illness and types of personal health conditions or injuries, relevant to food safety, which must be reported. A fair and confidence assuring policy that provides for wage-</b></p>	<p><b>Employees have received specific training on the safe operation of all machines and devices used in production and harvest operations. Production managers have initiated communication of owner responsibilities and expectations and employee responsibilities in personal hygiene and illness communication among all year-round and seasonal</b></p>



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	<p><b>production and harvest operations. Employees have received general awareness training in symptoms of illness and types of personal health conditions or injuries, relevant to food safety, which must be reported. A fair and confidence assuring policy that provides for wage-earning potential, during short-term illness or injury, is in place and communicated to employees.</b></p> <p><input type="checkbox"/></p>	<p><b>earning potential, during short-term illness or injury, is in place and communicated to employees.</b></p> <p><input type="checkbox"/></p>	<p><b>employees.</b></p> <p><input type="checkbox"/></p>
<p><b>2.6 On-farm Hazard Analysis</b></p>	<p><b>Comprehensive on-farm and facility review of all potential hazards that may impact food safety has been completed and independently reviewed.</b></p> <p><input type="checkbox"/></p>	<p><b>Key potential hazards, identified by general GAP guidance and Self-Audit documents, have been reviewed. A plan for further action has been prepared with clear responsible individuals and timelines.</b></p> <p><input type="checkbox"/></p>	<p><b>No actions have been taken.</b></p> <p><input type="checkbox"/></p>



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**Section 3 Fertilizer and Soil Amendment Practices**

<b>GAP Management</b>	<b>Exceeds Quick Start Target</b>	<b>Meets Quick Start Target</b>	<b>Get Moving Now!</b>
<p><b>3.1 Manure Use</b></p>	<p>Risk reduction practices for manure storage and application have been incorporated into an on-farm standard operating procedure (SOP). No non-composted manure is spread or incorporated within 30 days of seeding or transplanting and 60 days of harvest. OR – No animal manure-based soil amendments and no manure extracts or teas are or have been used at any time.</p> <p><input type="checkbox"/></p>	<p>No manure is spread or incorporated within 60 days of harvest . Risk reduction practices for manure storage and application have been identified and initiated on higher risk crops (i.e. leafy greens and herbs). Manure is sourced from a known supplier and all handling practices and duration of “aging” is known and documented. OR – No animal manure-based soil amendments and no manure extracts or teas are used at any time.</p> <p><input type="checkbox"/></p>	<p>Owners and production managers have reviewed the GAP Quick Start Guide Section 3 and sources to learn about risk reduction practices have been identified. No manure is spread or incorporated within 60 days of harvest.</p> <p><input type="checkbox"/></p>
<p><b>3.2 Compost Use</b></p>	<p>Compost is produced, or sourced from a Certified supplier, under standards that meet or exceed CIWMB Title 14 Code and testing standards of the US Compost Council. Documentation of process controls, pathogen reduction, and required</p>	<p>Compost is sourced from a Certified supplier and complete Certificates of Analysis are available. OR – No animal compost-based soil amendments and no compost extracts or teas used at any time.</p>	<p>Owners and production managers have reviewed the GAP Quick Start Guide Section 3 and identified sources to learn about certification and record-keeping. Composted material is used but recordkeeping</p>



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	<p><b>microbial analysis and other Certificates of Analysis are available. OR – No animal compost-based soil amendments and no compost extracts or teas are or have been used at any time.</b></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><b>is incomplete.</b></p> <p><input type="checkbox"/></p>
<p><b>3.3 On-farm Hazard Analysis of Soil Amendments and Non-synthetic Crop Supplements</b></p>	<p><b>Comprehensive on-farm and facility review of all potential sources of contamination from fecal material, including effluent from animal production and human biosolids, that may impact soil, water, crop, and equipment has been completed and independently reviewed.</b></p> <p><input type="checkbox"/></p>	<p><b>On-farm review for contamination from all potential sources of fecal material, including effluent from animal production and human biosolids, that may impact soil, water, crop, and equipment has been completed. A plan for further action has been prepared with clear responsible individuals and timelines.</b></p> <p><input type="checkbox"/></p>	<p><b>No actions have been taken.</b></p> <p><input type="checkbox"/></p>





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**Section 4 Water Quality and Source**

<b>GAP Management</b>	<b>Exceeds Quick Start Target</b>	<b>Meets Quick Start Target</b>	<b>Get Moving Now!</b>
<b>4.1 Water Source</b>	<p><b>Water Supply Sanitary Surveys, hazard assessment and on-farm documentation plans for all water sources are identified and documented. A Water Quality Management Master Plan has been incorporated into a comprehensive food safety plan, which has been independently reviewed.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Owners and supervisors have reviewed the GAP Quick Start Guide Section 4 and completed a recognized Self-Audit program. Mapping and documentation of primary and secondary water sources has been completed and an on-farm seasonal use diagram has been prepared. A specific water-use plan or schematic for each operational block is available.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Owners and have reviewed the GAP Quick Start Guide Section 4. A general water-use plan or schematic for each operational block is available.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>
<b>4.2 Water Quality</b>	<p><b>Water-source appropriate practices for microbiological water quality assessment and periodic monitoring have been incorporated into a regular plan (SOP) for each operational production block or crop management practice.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 4 and completed a Self-Audit specific to Water Quality. The need and prioritization for any future microbiological water quality assessment and periodic monitoring have been established. A plan for further action has been prepared with clear responsible individuals and timelines.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAPs Quick Start Guide Section 4. No actions have been taken.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>



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<p><b>4.3 Defined Action Thresholds</b></p>	<p><b>A baseline of bimonthly testing for at least one season has been used to establish an Action Threshold for microbiological levels, appropriate for the water source. A series of standardized action steps for further testing and mitigation plans are on file. Documentation of training and communication of individual responsibilities, timelines, and reporting requirements are available</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 4 and professional assistance to develop a sensible and economically practical sampling program, based on farm-specific conditions, has been initiated.</b></p> <p><input type="checkbox"/></p>	<p><b>No actions have been taken.</b></p> <p><input type="checkbox"/></p>
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**Section 5 Field Sanitation Management**

<b>GAP Management</b>	<b>Exceeds Quick Start Target</b>	<b>Meets Quick Start Target</b>	<b>Get Moving Now!</b>
<p><b>5.1 Field Sanitation Management Strategies</b></p>	<p><b>Written field management strategies that balance all needs in sustainable crop management, crop quality management, dust reduction objectives, and food safety have been incorporated into a comprehensive document, which has been independently reviewed. A clear plan that encompasses the diversity of soil types, slope, and varietal or crop rotation mix is evident. A specific field management historical profile and plan for each operational block is available.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 5 and documentation of awareness and prioritizations pre-harvest practices for risk reduction have been established. A specific field management historical profile and plan or schematic for each operational block is available.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 5. A specific field management historical profile for each operational block is available.</b></p> <p><input type="checkbox"/></p>
<p><b>5.2 Harvest</b></p>	<p><b>Field harvest-preparation and harvest practices incorporate specific plans and practices to minimize microbial risks. Actions and responsibilities have been incorporated into a standard document (SOP) for each operational production block or crop management practice.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 5 and the need and prioritization for any future actions has been prepared with clear responsible individuals and timelines.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 4. No actions have been taken.</b></p> <p><input type="checkbox"/></p>



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<p><b>5.3 Wildlife Hazard Assessment</b></p>	<p><b>A specific and comprehensive assessment of potential resident and seasonal wildlife influences that may represent a microbial hazard in the field and adjacent to any field-pack area or packing and shipping facility, for each production block has been completed. Documentation of periodic presence or migration of wildlife and pests from adjacent land or adjacent crops following their harvest operations are available.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 5. A farm-specific assessment of resident and seasonal wildlife influences that may represent a microbial hazard on the orchard floor has been initiated.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAPs Quick Start Guide Section 5. An awareness of primary wildlife influences in trouble-spots has been documented.</b></p> <p><input type="checkbox"/></p>
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**Section 6 Sanitation and Worker Hygiene**

<b>GAP Management</b>	<b>Exceeds Quick Start Target</b>	<b>Meets Quick Start Target</b>	<b>Get Moving Now!</b>
<p><b>6.1 Worker Training</b></p>	<p><b>All year-round and seasonal workers attend annual training sessions and weekly reinforcement of the importance of their role in field sanitation, personal hygiene, and proper hand-washing technique. Designated trainers utilize training materials and language of deliver appropriate for all employees. Training attendance and assessment of on-farm implementation and compliance with company policies is documented and records are available. Bilingual hand-washing posters are widely posted in strategic areas where workers congregate or are likely to receive frequent visual exposure.</b></p> <p><input type="checkbox"/></p>	<p><b>All year-round and seasonal workers attend annual training sessions and pre-harvest reinforcement of the importance of their role in field sanitation, personal hygiene, and proper hand-washing technique. Training attendance is documented and records are available. Bilingual hand-washing posters are posted in strategic areas where workers congregate or are likely to receive frequent visual exposure.</b></p> <p><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 6. Bilingual hand-washing posters are posted in strategic areas where workers congregate or are likely to receive frequent visual exposure.</b></p> <p><input type="checkbox"/></p>
<p><b>6.2</b></p>	<p><b>Portable or fixed-</b></p>	<p><b>Portable or fixed-</b></p>	<p><b>Portable or fixed-</b></p>



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<p><b>Portable Toilet Availability &amp; Quality</b></p>	<p><b>facility toilets and hand-washing stations are widely accessible in all production blocks and equipment facilities/areas OR are accessible within a five (5) minute drive by vehicle or farm-ATV bike AND meet all OSHA and CAL OSHA requirements for distance, design, stocking of supplies, and provisions for sanitary servicing. Additional facilities are located in production blocks during peak activities, if needed. A standard and consistent location relative to block layout is designated and communicated to supervisors and workers. Portable facilities are consistently maintained in a condition of cleanliness that projects management commitment to worker comfort and dignity.</b></p> <p><input type="checkbox"/></p>	<p><b>facility toilets and hand-washing stations are accessible in production blocks and equipment facilities/areas under active daily management OR are accessible within a five (5) minute drive by vehicle or farm-ATV bike AND meet all OSHA and CAL OSHA requirements for distance, design, stocking of supplies, and provisions for sanitary servicing. A standard and consistent location relative to block layout is designated and communicated to supervisors and workers.</b></p> <p><input type="checkbox"/></p>	<p><b>facility toilets and hand-washing stations are accessible within a five (5) minute drive by vehicle or farm- ATV bike AND meet all OSHA and CAL OSHA requirements for distance, design, stocking of supplies, and provisions for sanitary servicing.</b></p> <p><input type="checkbox"/></p>
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**Section 7 Vermin and Pest Control**

GAP Management	Exceeds Quick Start Target	Meets Quick Start Target	Get Moving Now!
<b>7.1 Pest Control Program</b>	<p><b>Comprehensive documentation of assessment and implementation of corrective actions, as needed, for vermin and pest control is available. Rodent control programs have been maintained for at least one season</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Owners and production managers have reviewed the GAP Quick Start Guide Section 7. An assessment of practices for pest control has been completed and documented. Rodent control programs have been established the current season.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Owners have reviewed the GAP Quick Start Guide Section 7. Rodent control programs for all buildings and equipment facilities have been established for the current season.</b></p> <p style="text-align: center;"><input type="checkbox"/></p>

**Section 8 Summing Up Section**

**Highlight your response to each Section by color.**

Section 1 Documentation	Section 2 General Employee Food Safety Awareness	Section 3 Fertilizer and Soil Amendment Practices	Section 4 Water Quality and Source	Section 5 Field sanitation Management	Section 6 Sanitation and Worker Hygiene	Section 7 Vermin and Pest Control
<b>1.1</b>	<b>2.1</b>	<b>3.1</b>	<b>4.1</b>	<b>5.1</b>	<b>6.1</b>	<b>7.1</b>
<b>1.2</b>	<b>2.2</b>	<b>3.2</b>	<b>4.2</b>	<b>5.2</b>	<b>6.2</b>	
<b>1.3</b>	<b>2.3</b>	<b>3.3</b>	<b>4.3</b>	<b>5.3</b>		
<b>1.4</b>	<b>2.4</b>					
<b>1.5</b>	<b>2.5</b>					
	<b>2.6</b>					



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**Example Self-Audit Outcome**

Section 1 Documentation	Section 2 Employee Training	Section 3 Fertilizer and Soil Amendment Practices	Section 4 Water Quality and Source	Section 5 Orchard Floor	Section 6 Field Sanitation and Employee Hygiene	Section 7 Pest Control
1.1	2.1	3.1	4.1	5.1	6.1	7.1
1.2	2.2	3.2	4.2	5.2	6.2	
1.3	2.3	3.3	4.3	5.3		
1.4	2.4					
1.5	2.5					
	2.6					

The above chart is an example of a typical, developing GAP-compliant operation in California. Individual Section ratings may vary and the color-coding provides a quick visual guide to key areas where more attention is needed to maximize risk reduction. If your Self-Audit has more than 30% Red in any Section or overall, it is in your best business interest to seriously begin to understand and implement the practices outlined in the UC GAP Quick Start Guide.

If any, and especially if many, of your responses couldn't honestly even fit into the Get Moving Now option, it is critical that you obtain professional assistance to prioritize and address the key concerns outlined in these Sections.

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**Examples of On-Farm Self-Audit Resources:**

USFDA. 2008. US Food and Drug Administration. Center for Food Safety and Applied Nutrition  
<http://www.cfsan.fda.gov/~dms/prodsafe.html>

USDA 2008. Fresh Produce Audit Verification Program  
<http://www.ams.usda.gov/fv/fpbgapghp.htm>





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**USDA 2008. Good Agricultural Practices & Good Handling Practices  
Audit Verification Checklist**

<http://www.ams.usda.gov/fv/fsis/GAP%20&%20GHP%20Checklist%20May%2007.pdf>

**UC GAPs Program**

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**National GAPs Program Web Links**

<http://www.gaps.cornell.edu/gapsd/Weblinks.html>

**ATTRA - National Sustainable Agriculture Information Service**

(<http://attra.ncat.org/> )