

**USDA Good Agricultural Practices Good Handling Practices  
Audit Verification Checklist**



This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables," and generally recognized good agricultural practices.

Firm Name: Del Hayes & Sons Inc.

Contact Person: Scott Hayes

Audit Site Address: 10290 115th Ave

City: Clear Lake State: MN Zip: 55319

Mailing Address: P.O. Box 177

City: Big Lake, MN State: MN Zip: 55309

Telephone No: 763-286-8234 Fax: 763-261-5737

E-mail: delhayesandsons@gmail.com

Auditor(s) (list all Heidi Hagman  
auditors with the  
lead listed first):

USDA or Fed-State Office performing audit: St Paul, MN

Arrival Date: 8/9/2016 Time: 2:00 PM

Departure Date: 8/9/2016 Time: 4:00 PM

Travel Time (hours) \_\_\_\_\_

Person(s)  
Interviewed: Nathan Hayes, Carlos M Gonzales, Maria Zamora, Tylor  
Debrogander, Esther Sanchez, Phillip Redeman, Rosenda Poblato

Did the auditee participate in GAP & GHP training?

Yes  No

Is there a map that accurately represents the farm operations?

Yes  No  N/A

Legal Description/GPS/Lat.&Long. of Location: same as audit address

Are all crop production areas located on this audit site?

Yes  No  N/A

Total acres farmed (Owned, leased/rented, contracted, consigned): 480 acres

Does the company have more than one packing facility?

Yes  No  N/A

Is there a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices?

Yes  No  N/A

Is any product commingled prior to packing?

Yes  No

**Audit Scope: (Please check all scopes audited)**

**General Questions (All audits must begin with and pass this portion)**

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.....

**Commodities: Potatoes**

## **Conditions Under Which an Automatic "Unsatisfactory" Will be Assessed**

- An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.
- The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.
- Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.
- Falsification of records.
- Answering of Questions P1 or P2 as “NO”.

### **Auditor Completion Instructions**

- For clarification and guidance in answering these questions, please refer to the **Good Agricultural Practices & Good Handling Practices Audit Verification Program Policy and Instruction Guide**.
- Place the point value for each question in the proper column (Yes, No, or N/A).
- Gray boxes in the “N/A” column indicate that question cannot be answered “N/A”.
- Any “N/A” or “No” designation must be explained in the comments section.
- The "Doc" column:
  - A "D" indicates that a document(s) is required to show conformance to the question. A document may be a combination of standard operating procedures outlining company policy as well as a record indicating that a particular action was taken.
  - A "R" indicates that a record is required to be kept showing an action was taken.
  - A "P" indicates that a policy/standard operating procedure (SOP) must be documented in the food safety plan in order to show conformance to the question.

## General Questions

### Implementation of a Food Safety Program

Questions		Points	Yes	NO	N/A	Doc
P-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.		✓			D
P-2	The operation has designated someone to implement and oversee an established food safety program. Name _____ Scott Hayes		✓			D

### Traceability

Questions		Points	Yes	NO	N/A	Doc
G-1	A documented traceability program has been established.	15	15			D
G-2	The operation has performed a "mock recall" that was proven to be effective.	10	10			R

### Worker Health & Hygiene

Questions		Points	Yes	NO	N/A	Doc
G-3	Potable water is available to all workers.	10	10			R
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10	10			P
G-5	Training on proper sanitation and hygiene practices is provided to all staff.	15	15			D
G-6	Employees and visitors are following good hygiene/sanitation practices.	15	15			
G-7	Employees who handle or package produce are washing their hands before beginning or returning to work.	15	15			
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10	10			
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, hand soap or anti-bacterial soap, and potable water for hand washing.	15		15		
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10	10			R

Questions		Points	Yes	NO	N/A	Doc
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10	10			P
G-12	Workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce.	15	15			P
G-13	There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other bodily fluids.	15	15			P
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	5	5			P
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.	10	10			R

**COMMENTS:**

G-2 A succesful mock recall was done on August 8th, all product involved was located.

G-9 Hand washing water does not meet the MN standards for potability. The water is high in nitrates, but tests 0 for coliform.

G-15 Nate Hayes is licenced through the Mn Department of Agriculture to apply pre and post harvest materials, his license expires 3/1/2019.


**Total Points earned for General Questions = 165**

**Total Possible = 180**     *The total number of points possible for this section.*

**Subtract "N/A" = 0**     *Enter the additive number of N/A points (+points) here.*

**Adjusted Total = 180**     *Subtract the N/A points from the Total possible points*

**X .8 (80%)**     *Multiply the Adjusted Total by .8 and show it as the Passing Score*

**Passing Score = 144**

**Pass**      **Fail**     **(please mark one)**

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**For further information regarding the USDA GAP & GHP Audit Program, please contact:**

**USDA Fruit and Vegetable Program, Specialty Crops Inspection Division, Audit Services Branch at 202-720-5021, or [FVAudits@ams.usda.gov](mailto:FVAudits@ams.usda.gov)**



## Part 3 - HOUSE PACKING FACILITY

### Receiving

Questions		Points	Yes	NO	N/A	Doc
3-1	Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination.	5	5			
3-2	Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.	5	5			

### Washing/Packing Line

Questions		Points	Yes	NO	N/A	Doc
3-3	Source water used in the packing operation is potable.	15		15		R
3-4	If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity.	10	10			D
3-5	Processing water is sufficiently treated to reduce microbial contamination.	10	10			D
3-6	Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.	10	10			D
3-7	Water treatment (strength levels and pH) and exposure time is monitored and the facility has demonstrated it is appropriate for the product.	10	10			D
3-8	Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.	15	15			D
3-9	Product flow zones are protected from sources of contamination.	10	10			
3-10	The water used for cooling and/or making ice is potable.	15			15	R
3-11	Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	10			10	R

### Packing House Worker Health & Hygiene

Questions		Points	Yes	NO	N/A	Doc
3-12	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.	10	10			
3-13	When there is a written policy regarding the use of hair nets/beard nets in the production area, it is being followed by all employees and visitors.	5			5	P
3-14	When there is a written policy regarding the wearing of jewelry in the production area, it is being followed by all employees and visitors.	5	5			P

### Packing House General Housekeeping

Questions		Points	Yes	NO	N/A	Doc
3-15	Only food grade approved and labeled lubricants are used in the packing equipment/machinery.	10	10			R
3-16	Chemicals not approved for use on product are stored and segregated away from packing area.	10	10			
3-17	The plant grounds are reasonably free of litter and debris.	5	5			
3-18	The plant grounds are reasonably free of standing water.	5	5			
3-19	Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.	5	5			
3-20	Packing facilities are enclosed.	5	5			
3-21	The packing facility interior is clean and maintained in an orderly manner.	5	5			
3-22	Floor drains appear to be free of obstructions.	5	5			
3-23	Pipes, ducts, fans and ceilings which are over food handling operations, are clean.	5	5			
3-24	Glass materials above product flow zones are contained in case of breakage.	10	10			
3-25	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance.	10	10			
3-26	There is a policy describing procedures which specify handling/disposition of finished product that is opened, spilled, or comes into contact with the floor.	15	15			P



Questions		Points	Yes	NO	N/A	Doc
3-27	Only new or sanitized containers are used for packing the product.	10	10			D
3-28	Pallets and containers are clean and in good condition.	5	5			
3-29	Packing containers are properly stored and protected from contamination (birds, rodents, and other pests).	10	10			

### Pest Control

Questions		Points	Yes	NO	N/A	Doc
3-30	Measures are taken to exclude animals or pests from packing and storage facilities.	10	10			D
3-31	There is an established pest control program for the facility.	10	10			D
3-32	Service reports for the pest control program are available for review.	5	5			R
3-33	Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.	5	5			

### Traceability

Questions		Points	Yes	NO	N/A	Doc
3-34	Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	10	10			D

**COMMENTS:**

3-3 Source water does not meet the MN potable water standards due to high nitrate levels. The water did test 0 for coliform.

3-10, 3-11 The operation does not use any water for cooling or making ice for their operation.

3-13 There is no written policy for the employees to follow regarding the use of hairnets or beard nets while they are working.

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**Total Points earned for House Packing Facility = 245**

**Total Possible = 290**     *The total number of points possible for this section.*

**Subtract "N/A" = 30**     *Enter the additive number of N/A points (+points) here.*

**Adjusted Total = 260**     *Subtract the N/A points from the Total possible points*

**X .8 (80%)**     *Multiply the Adjusted Total by .8 and show it as the Passing Score*

**Passing Score = 208**

**Pass**                       **Fail**                      **(please mark one)**

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## Part 4 - STORAGE AND TRANSPORTATION

### Product, Containers & Pallets

Questions		Points	Yes	NO	N/A	Doc
4-1	The storage facility is cleaned and maintained in an orderly manner.	5	5			
4-2	Bulk storage facilities are inspected for foreign material prior to use and records are maintained.	5			5	R
4-3	Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated and are protected from external contamination.	10	10			
4-4	Storage grounds are reasonably free of litter and debris.	5	5			
4-5	Floors in storage areas are reasonably free of standing water.	5	5			
4-6	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or sufficient distance.	10	10			
4-7	There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.	15	15			P
4-8	Packing containers are properly stored and sufficiently sealed, to be protected from contamination (birds, rodents, pests, and other contaminants).	10	10			
4-9	Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.	5	5			
4-10	Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.	10	10			
4-11	Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	10	10			
4-12	Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.	5	5			D

### Pest Control

Questions		Points	Yes	NO	N/A	Doc
4-13	Measures are taken to exclude animals or pests from storage facilities.	10	10			D
4-14	There is an established pest control program for the facility.	10	10			D
4-15	Service reports for the pest control program are available for review.	5	5			R
4-16	Interior walls, floors, and ceilings are well-maintained and are free of major cracks and crevices.	5	5			

### Ice & Refrigeration

Questions		Points	Yes	NO	N/A	Doc
4-17	The water used for cooling and/or making ice is potable.	15			15	R
4-18	Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	10			10	R
4-19	Climate-controlled rooms are monitored for temperature and logs are maintained.	5	5			D
4-20	Thermometer(s) are checked for accuracy and records are available for review.	5	5			D
4-21	Refrigeration system condensation does not come in contact with produce.	10	10			
4-22	Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	10	10			D
4-23	Iced product does not drip on pallets of produce stored below.	10			10	

### Transportation

Questions		Points	Yes	NO	N/A	Doc
4-24	Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors, and from obvious dirt/debris.	10	10			P
4-25	Produce items are not loaded with potentially contaminating products.	10	10			P
4-26	Company has a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	10	10			P
4-27	Conveyances are loaded to minimize damage to product.	5	5			P

### Worker Health and Personal Hygiene

Questions		Points	Yes	NO	N/A	Doc
4-28	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping, and receiving areas.	10	10			
4-29	When there is a written policy regarding the use of hair/beard nets in the storage and transportation areas, it is being followed by all affected employees and visitors.	5			5	P
4-30	When there is a written policy restricting the wearing of jewelry in the storage and transportation areas, it is being followed by all affected employees and visitors.	5	5			P

### Traceability

Questions		Points	Yes	NO	N/A	Doc
4-31	Records are kept regarding the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	10	10			D

**COMMENTS:**

4-2 The operation does not store any of their product in bulk storage, all product is packed in boxes or totes, before it is stored.

4-17, 4-18, 4-23 The operation does not use water or ice for cooling at the facility.

4-29 There is not a written hair or beard net policy for the employees or visitors to follow while they are in the facility.

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**Total Points earned for Storage & Transportation = 210**

**Total Possible = 255**     *The total number of points possible for this section.*

**Subtract "N/A" = 45**     *Enter the additive number of N/A points (+points) here.*

**Adjusted Total = 210**     *Subtract the N/A points from the Total possible points*

**X .8 (80%)**     *Multiply the Adjusted Total by .8 and show it as the Passing Score*

**Passing Score = 168**

**Pass**                       **Fail**                      **(please mark one)**

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**Good Agricultural Practices & Good Handling Practices  
 Audit Verification Program Scoresheet**

www.ams.usda.gov/gapghp



Facility Name (Print) as it should appear on Certificate: <b>Del Hayes &amp; Sons Inc.</b>			
Street Address (Print): <b>10290 115th Ave</b>		City (Print): <b>Clear Lake</b>	
e-mail Address (Print): <b>delhayesandsons@gmail.com</b>		fax number: <b>763-261-5737</b>	
Date Audit Began: <b>8/9/2016</b>		Date Audit Completed: <b>8/9/2016</b>	
Time Audit Began: <b>2:00 PM</b>		Time Audit Completed: <b>4:00 PM</b>	
State (Print): <b>MN</b>		Zip (Print): <b>55319</b>	
Date Audit Requested: <b>5/23/2016</b>		Date of Previous Audit : <b>7/29/2015</b>	
USDA Commodity Procurement Audit? Check One Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

**EVALUATION ELEMENTS**

Scopes Requested	Element	Possible Points	Less N/A Points	Adjusted Points	Passing Score*	Facility Score	Pass Fail	Date Passed	General Questions	Reviewing Official	Unannounced
X	General Questions	180	0	180	144	165	Pass	8/9/16		Js	
	Part 1 – Farm Review	190	0	190	152	0					
	Part 2 – Field Harvesting & Field Packing Activities	185	0	185	148	0					
✓	Part 3 – House Packing Facility	290	30	260	208	245	Pass	8/9/16		Js	
✓	Part 4 – Storage and Transportation	255	45	210	168	210	Pass	8/9/16		Js	
	Part 6 – Wholesale Distribution Center/ Warehouses	410	0	410	328	0					
	Part 7 – Preventative Food Defense Procedures	180	0	180	144	0					

\*A Passing Score is 80% of the Possible Points, or the Adjusted Points if adjustments are necessary, with no "automatic unsatisfactory" conditions.

Commodities:	<b>Potatoes</b>
Send completed GAP&GHP Certificate to: (choose one) _____ Inspection office: (list office) <b>St Paul, MN</b> Directly to auditee above: _____	

Lead Auditor Name (Print): Heidi Hagman Signature & Date: on file 8/9/16

Duty Station: St Paul, MN All Scopes Completed: Yes

For USDA HQ use:

Reviewing Official Name (Print): J.Sirchia 8-17-16

Signature & Date: \_\_\_\_\_

To verify a company's continued good standing in the USDA GAP&GHP Program please visit <http://www.ams.usda.gov/gapghp>