



RHODE ISLAND GAP PROGRAM FARM AUDIT FORM

	Yes	No	NI ¹	NA ²	Comments
I. Water Sources for Irrigation and Drinkable Water					
A. Are wells protected from outside contamination? **					
B. Are the drinkable water supply and/or wells tested at least once a year?					
C. Are water source(s) used for washing produce located the distance required by local/state regulations from the manure storage facility, livestock area (s), pesticide storage area and/or septic system drainage field(s)? **					
D. Does the water used to clean and/or sanitize produce and for human consumption meet the current EPA Drinking Water Standard? **					
E. Are records of all water tests on file? **					
F. Are backflow devices and air gaps installed at appropriate locations?					
G. Are good management practices in place to protect the quality of irrigation water?					
H. Is farm livestock access to ponds and streams used for irrigation limited?					
II. Good Manure/Bio-solids Management Practices					
A. Are storage and treatment facilities located as far as practical and possible from growing and produce handling areas? **					
B. Do storage and treatment facilities include physical barriers that prevent leakage, run off or wind spread?					
C. Is there a manure management plan in place that meets USDA standards and includes:					
1. fly control program					
2. manure incorporated into the soil immediately after application **					
3. measures in place to minimize recontamination of composted manure **					
4. fresh manure in any form kept away from edible plant parts during the growing season? **					
D. Is the use of manure in any form, during the growing season in accordance with USDA and /or state guidelines?					

	Yes	No	NI ¹	NA ²	Comments
E. Is equipment that comes in contact with manure/bio-solids in any form cleaned prior to use for harvesting and/or transporting fresh produce? **					
F. Are bio-solids applied in accordance with local regulations/processor instructions? **					
III. In the Fields					
A. Worker Health and Hygiene					
1. Is there a worker food safety training program in place? **					
2. Do workers and supervisors practice good personal hygiene by: **					
a. Wearing clean clothing and shoes/boots					
b. Not smoking or eating in work area **					
c. Keeping hair covered **					
d. Washing hands as required **					
e. Limiting bare-hand contact with fresh produce **					
f. Covering open wounds with a clean bandage and wearing a single-use glove? **					
3. Do field workers have access to toilet and hand washing facilities? **					
4. Are supervisors aware of the symptoms of foodborne illnesses? **					
5. Are sick employees and those with open wounds reassigned to duties having no direct contact with produce? **					
B. Sanitary Facilities					
1. Are toilet facilities and hand washing stations clean and regularly serviced (soap, water, single-use paper towels)? **					
2. Are portable toilets maintained and transported in a manner that prevents wastewater from contaminating fields?					
C. Sanitation					
1. Are harvest storage containers cleaned prior to use?					
2. Are clean containers kept covered until used in the field?					
3. Is harvesting equipment kept clean and in good working order?					
4. Does harvested produce come in contact with manure or bio-solids, non-potable water, workers with poor hygiene and/or dirty boots and clothing, dirty packaging or storage containers? **					

	Yes	No	NI ¹	NA ²	Comments
5. Are farm livestock, including poultry and/or pets, restricted from fields or orchards where crops are being grown and harvested? **					
IV. In the Packing/ Processing Facility (check with the local regulatory authority to determine if the facility must be licensed and therefore meet specific standards).					
A. Worker Health and Hygiene					
1. Is there a worker food safety training program in place? **					
2. Do workers practice good personal hygiene by: **					
a. Wearing clean clothing and shoes/boots**					
b. Not smoking or eating in work area (s)**					
c. Keeping hair covered**					
d. Washing hands as required**					
e. Limiting bare-hand contact with fresh produce?**					
f. Covering open wounds with a clean bandages and single-use gloves?**					
g. Are sick employees and those with uncovered open wounds sores, etc assigned to other duties having no direct contact with fresh produce?**					
B. Sanitary Facilities					
1. Are restrooms accessible and well serviced (cleaned regularly and well supplied with water, soap and single-use paper towels)?**					
C. Sanitation					
1. Are approved sanitizers used to sanitize food contact surfaces? **					
2. Is the processing area and equipment cleaned and sanitized at least once a day? **					
3. Are unused and new packing containers protected from contamination?					
4. Is there a pest control system in place? **					
5. Is produce waste removed daily? **					
6. Are grounds maintained in good condition? **					
D. Temperature Control					
1. Are refrigeration storage units maintained at the correct temperature?					
2. Are refrigeration units loaded beyond their capacity?					
3. Is ice used for cooling made of potable water? **					

	Yes	No	NI ¹	NA ²	Comments
E. Storage of Harvested Crops					
1. Are storage areas clean and free of contamination? **					
2. Are storage areas used exclusively for food crops and their containers? **					
3. Is produce stored at least six inches off the floor depending on the nature of the crop? **					
E. Washing Operations					
1. Is the level of sanitizer monitored? **					
2. Is wash water changed when dirty, or after several hours?					
3. Is the wash water maintained at temperature no more than 10 degrees cooler than the produce?					
4. Are packing lines, conveyer belts and all other food contact surface washed, rinsed and sanitized at the end of the day? **					
V. Transportation-Farm to Market					
A. Do workers loading and transporting produce practice good personal hygiene? **					
B. Is harvested produce loaded and stored in a manner to minimize physical damage and reduce risk of contamination during transport and to allow for air circulation? **					
C. Are vehicles used to transport fresh produce to market well maintained and clean?					
D. Are vehicles used to transport produce used to transport animals or animal products? **					
VI. Trace-back Systems					
A. Are records maintained for all produce leaving the farm?					
VII. Pick Your Own Operations-Field Sanitation (could also apply to those who give farm tours)					
A. Are pets and farm livestock allowed in the "pick your own" area? **					
B. Are toilet facilities and hand washing stations clean and regularly serviced and maintained in good working order (soap, water and single-use paper towels) and available for customer use? **					
C. Are clean containers available for customer purchase and use?					
D. Is the produce picked by customers accepted for sale?					

	Yes	No	NI ¹	NA ²	Comments
E. Are facilities available for customers to wash their hands after coming in contact with farm animals (petting zoo) prior to entering the "pick your own" area? **					
VIII. Retail Operations					
A. Is the facility clean and maintained in an orderly manner? **					
B. Are the farmstand's walls, ceilings and floors maintained and free of major cracks and crevices?					
C. Is the ambient air temperature in refrigeration units monitored on a regular basis and temperature logs maintained?					
D. Is the area in and around the retail operation free of debris and litter?					
E. Are only food grade containers used to hold the produce that is for sale?					
F. Is the area around and in the retail operation free of standing water?					
G. Are outside garbage receptacles/dumpsters closed and located away from the retail operation entrances and the area around free of debris? **					
H. Are pets and other animals not allowed in the retail area? **					
I. For produce that is normally displayed in water, is that water clean and changed often?					
J. Are all sliced fruits wrapped and displayed on ice or in a refrigerated display case?					
K. Is there a pest control program in place? **					
¹ Needs Improvement ² Not Applicable ** Critical Issue					
RI Audit-2/26/02/ Revised 9/04 7/06, 1/07 3/08					

This fact sheet was developed as part of the New England Good Agricultural Practices (GAP) Project by Cooperative Extension at the Universities of Rhode Island, Connecticut, Maine, Massachusetts, New Hampshire, and Vermont. This project was funded in part by USDA CREES (agency number 00511109723), Project Number 2000-95389. Rhode Island Cooperative Extension provides equal program opportunities

03/08