

GOOD AGRICULTURAL PRACTICES (GAP)

GROWING

1. GROUND USE AND LOCATION:

Purpose: It is to insure that the land is suitable for the intended use when annually restarting the land, leasing or purchasing of new land or inspecting the land of a supplier.

Concern: That the crop may be adulterated from growing in soil that may be contaminated from microbiological or chemical activity.

Requirements:

- A map of each grower and ranch should be on file. Maps shall include fields, buildings, landmarks that define the property, adjacent land use and water source (including sumps, pumps, etc.).
- Livestock, pets and wildlife must not have access to the fields.
- Fields must not have been used previously as landfill, toxic waste site, animal waste or bio-solid holding area, or in the previous year as a feedlot or for disposal of any item considered non-environmental.
- Municipal/industrial and/or incinerator waste must not have been stored on the land or adjacent to the fields.
- Land must be free from occupied dwellings with septic systems.
- Rainfall patterns, topography, barriers and/or control procedures shall prevent the occurrence of run off and contamination of land use and crop.
- Previous farming practices or the last crop grown on the land should not be questionable.
- Application of non-regulated soil amendments (e.g. municipal bio-solids) is prohibited.
- Remove weeds, heavy bushes and trees; also trash any debris next to and on property to remove harborage sites and reduce attraction for pests.
- Consider writing a letter to adjacent neighbors about use of fertilizer, chemicals and application methods, tilling and crossing of company property with vehicles or farm animals.

- Maintaining a barrier or 25 foot growing distance from adjacent land.
- Maintain records of crop history (dating back 2 years), maps of each ranch, written policies, procedures, pesticide use reports, compost reports and prevention and maintenance records.

2. ADJACENT LAND

Purpose: The adjacent land has to be free of any hazard for the own land.

Concern: Adjacent land could be the source of hazard for the own land due to poor agricultural practices and/or contamination from fecal matter and sick or dead animals.

Requirements:

- No wind, rain or water movement of compost or manure.
- No storage of manure, compost or the raw materials or their application on adjacent lands.
- Rainfall patterns, topography, barriers and/or control procedures shall prevent the occurrence of runoff and contamination of land and crop.
- No animal movement from adjacent land, feedlots or other areas to growing areas.
- No decaying carcasses anywhere in the area.
- No possible contaminations for own land through utilization of the adjacent land (e.g. Sewer plant, industrial site, etc.).

3. SOIL

Purpose: Soil used in farming and harvesting has to be free of any kind of hazard for the growing crop.

Concern: That the soil used in farming is or could be contaminated from improper farming practices.

Requirements:

- Soils exposed to high levels of chemicals, herbicides, pesticides or oil should be removed.
- Use only known and proper fertilizer and fertilizer with lot numbers.
- Follow appropriate fertilizer application practices.
- Use of properly processed compost.
- No use of fertilizer, compost and seed from a source of questionable nature.
- If chemical fertilizers are used they must meet all appropriate federal and state guidelines for purity and content. They should be applied during season through drip-irrigation system, if available.
- There shall be no direct contact with fertilizers (all) with the edible portion of produce.
- No contaminated or questionable water shall be used for irrigation.

4. COMPOST

Purpose: It is to insure that compost is safe and proper developed.

Concern: That improper compost development and or application will leave pathogens on the harvest.

Requirements:

- Record to document times and temperature for the process of compost must be requested from supplier and kept on file.
- Compost should be prepared following the Lubke-method:

Temperatures are measured on a daily basis insuring temperatures do not exceed 14°F. CO₂ is also measured daily insuring that the piles stay aerobic with approximately 55% moisture. Piles are turned daily for the first ten days until piles reach temperatures of 140° to 147°F. After this time the piles are turned every other day for the next two weeks according to temperature, CO₂, and moisture.

Compost is formulated of aged manure and straw. It is composted from eight to twelve weeks, perhaps longer. Compost is also made up of manure and gin trash. It is composted for a minimum of 120 days or as long as 140

to 150 days. Inoculate is also used to make compost tea. Compost tea is made up of molasses, kelp and fish liquid.

The goal is to keep the compost aerobic at all times. Once the compost is believed ready for spreading, it is sent to a laboratory for testing of NPK and C/N ratio.

- Compost must not be brought out less than 60 days prior to harvest date and turned under the soil. Maximize time between application and harvest and planning crop rotations.
- Compost must not drift or run off into fields of growing crops during application or storage.

5. SEED

Purpose: To address the possible contamination of seed.

Concern: Seed could be contaminated at its source or through improper handling or storage.

Requirements:

- Use of seed with label and lot numbers.
- Proper handling and storing of closed containers without possibility of any contamination and/or infestation with pests in designated, lockable area with hard floor.
- Follow supplier recommendations for handling and storing. Pest control program should be in place.
- Seed cannot be commingled with seed without lot numbers or with any kind of contamination.
- Check the seed prior to planting. Seed has to be free of unknown or suspected contaminated materials such as water, rocks, sticks, compost, fertilizer or any kind of pests.

6. WATER

Purpose: It is to ensure that the water used for irrigation, frost protection, as a carrier for pesticides and fertilizers is free of microbiological hazards.

Concern: Contaminated water (e.g. E. coli, Coliforms, Cholera, Salmonella) will increase the probability of pathogens infesting the crops and contamination for the harvest.

Requirements:

- Water used for irrigation, spraying and mixing pesticides must be tested annually and quarterly thereafter if remedial action is needed to bring water into compliance. Obtaining annual water quality analysis report from local authorities, if available.
- Integrity (mechanical operation) of wells checked and maintained periodically (records).
- Protecting surface water, wells and pump areas from run off, livestock or wildlife access to limit fecal contamination.
- Ensuring chemicals (fertilizers, etc.), herbicides and pesticides do not contaminate water sources.
- Consider drip or furrow irrigation rather than sprinkler to reduce contact of water with edible parts of plants.
- Check canals or ditches periodically for microbiological contamination and foreign materials.
- Use of sound conservation practices.
- Ensuring irrigation systems consider the use of check valves, air-gaps and backflow prevention devices for chemical applications through water delivery system.
- No mixing of chemicals within 50 feet of a water source.
- No contaminated well water from broken casing or other source of contamination.
- Utilize diversion berms, runoff control structures and vegetation buffer areas to minimize runoff, leaching, spillage and/or drift to water sources, supplies and crops.
- Do not locate portable restrooms or hand wash units close to water source and supplies from irrigation.
- Pesticide and foliar water mix water need not be portable. However it is to be remembered that foliar water can be contaminated and should be handled accordingly.

- Maintain written policies, procedures, test results and records to verify the quality of the water and the maintenance of mechanical operation of the water source.

7. PESTICIDES AND HERBICIDES

Purpose: To address the contamination issues that pesticides and herbicides can cause for the harvest.

Concern: That the crop could be exposed to illegal pesticides or herbicides and/or crops that contain residues of pesticides or herbicides, which exceed legal tolerances.

Requirements:

The use of integrated pest control procedures is encouraged.

Where crop production requires the use of agricultural chemicals, strict adhere to all local, state and federal laws and regulations.

A state licensed pest control advisor (PCA) must be used for pesticide recommendations. All employees must be under their proper supervision.

Pesticides must be used according to the label. No non-registered products are to be used. Applications must be made by state certified applicators and must comply with application restrictions.

U.S. Environmental Protection Agency (EPA) reentry guidelines, harvest intervals, or other applicable guidelines must be observed.

Measures must be taken to avoid pesticide drift from or to adjacent fields.

Spray equipment to be inspected for wear and damage before each use. Regular servicing, inspecting and maintenance.

Proper dilution, cleaning of tanks and disposal of residues after each application.

Proper labeling, closing of containers and proper and safe storage of all containers and equipment in designated lockable area. Pest control program shall be in place.

Maintain written policies, procedures, service and inspection reports, pesticide use reports, MSDS's, Training records, etc..

8. FIELD EQUIPMENT AND DRIVERS

Purpose: Proper cleaning, sanitation and maintenance of field equipment. Responsible handling of all machinery equipment used for growing.

Concern: Not compliance with maintenance guidelines and cleaning procedures for the equipment can cause an unsanitary environment for the harvest. Unsafe acts committed of drivers under influence of any kind of drugs can cause contamination of harvest.

Requirements:

- Cleaning at the end and beginning of each day, changeover from conventional to organic product, when moving from field to field and if contamination or adulteration has occurred.
- Cleaning and sanitation has to be performed in a distance from the field. Runoff of water and cleaning products is not to reach the growing area.
- Drivers absolutely following all federal, state and local laws.
- Drivers being of sound mind and body to operate the vehicles. No drugs, liquor or other stimulants or depressants can be used.
- Drivers at no time may turn control of the operation of the equipment over to an individual who does not have the expressed permission of supervisory personnel to operate the vehicles.
- Drivers at no time may commit an unsafe act with the equipment.
- Regular inspections and maintenance in accordance with the maintenance guidelines prescribed by the manufacturer of the vehicles and all replacement parts.
- No vehicle may be operated with known deficiencies or maintenance requirements pending without the expressed permission of
- Surplus or unused equipment shall be properly stored in non-production areas, to avoid attracting pests.
- The storage of field equipment must be in an organized manner so that pest control procedures are followed and so that the equipment is not exposed to any sort of contamination of any source. Where possible the long-term storage of equipment will be inside and wrapped.
- Copies of State Drivers licenses for each person authorized to operate a company vehicle, forklift or tractor are kept at the human resource office. A separate authorization will be maintained for each person authorized to drive a vehicle attesting to his vehicle knowledge, and company rules and procedures.

9. WEEDING

- The same crew who is weeding the shall also rake loose leaves from earlier harvest from the beds. This is to avoid decomposing leaf material getting into the second/third harvest.

10. ORGANIC

- Is a certified organic farmer by the following agencies:
- California Certified Organic Farmers (CCOF)
- Quality Assurance International (QAI)

All details about the organic growing practices can be reviewed in the Organic System Plan (March 2002).

WESTSIDE PRODUCE



XII. GOOD AGRICULTURAL PRACTICES (GAP)

HARVESTING

1. HARVESTING PROCEDURES

Purpose: To outline proper harvesting, handling and transporting procedures of the harvest to insure that food safety is maintained.

Concern: Improper harvesting, handling and transporting can create unsafe conditions to the harvest.

Harvest procedures:

- Harvest will comply with all of the following ‘GAP’s for Harvesting’ and ‘General GAP’s for all employees.
- Harvest will be aware of cross contamination and other issues when performing conventional and organic operations.
- Harvest will be moved to the cooler at short and appropriate intervals. Commodities will be moved to the packing shed in short and appropriate intervals in refrigerated trucks.
- Harvest will comply with the receiving procedures of the packing shed and cooler.
- Each harvest foreman and supervisor will have a summary of the GAP requirements and a new set of checklists. Finished checklists will be submitted to Harvest Supervisor, Food Safety Manager or Coordinator.
- Checklists have to be completed daily and brought to supervisor’s attention at least every two weeks.

2. PACKING MATERIAL:TOTES, CARTONS, ETC.

Purpose: Addressing the correct supply, handling and storage of packing materials or containers.

Concern: That packaging material and containers can be a source of contamination for the harvest.

Requirements:

- Packaging materials must be made of food grade material. Record affidavits from supplier.

- Empty containers and packaging supplies shall be tied down and covered when transported on trucks to the field.
- Protect all packaging material from contamination from birds, rodents, insects or other animals.
- Storage area for harvest material and containers shall be clean and a pest control program in place. Harvest material and containers are to be covered when stored in field over-night.
- Pallets must be clean of loose soil, mud, oil, and grease. Pallets must not be stored in the field.
- No packaging material stored near water sources or portable toilets. Store packaging material on pallets, not directly on the ground.
- No pesticides or chemicals stored or mixed close to the packing materials.
- Totes and other reusable packaging material properly cleaned and sanitized prior to filling with the harvest on each rotation.
- Harvesting containers must be used to carry harvested product only. No foreign material will be placed in or on top of the containers. This includes soda cans, rocks, nails, clothes, etc..
- Inspect containers and all packaging material before use for loose pieces, damage, trash and debris. Only clean and undamaged harvest material (liners) and containers will be used. Cartons, carton closing devices, poly bags, brushes, buckets, etc. must be free of dirt, diesel, oil, and grease.
- Contaminated packaging material (crates, boxes, cartons) must be discarded; contaminated totes need to be washed properly.
- Do not walk, step, sit or lie on packaging material or food contact surfaces of equipment.
- Each sealed bag of field packed value-added product and each carton of field packed product has to get a production code sticker.
- Boxes, cartons and totes will be tied down to trucks using proper straps, wood (optimal aluminum) v-boards and blocking material.
- Legible written information on containers for each lot of raw product (Commodity, Lot number, Date, Foreman's name, Ranch).

3. WATER

Purpose: It is to insure that the water used for washing or wetting of harvest is free of microbiological hazards.

Concern: Contaminated water (e.g. E. coli, Coliforms, Cholera, Salmonella, etc.) will increase the probability of pathogens on the crops and contamination of the harvest.

Produce Wash Water:

- Potable water shall be used on harvest machines and to wash or wet produce in the field. If no potable water is accessible, well water has to be treated with chlorine (2-4 ppm; 0.2-0.4 oz or 5.9-11.8 ml Chlorine (12.88%) per 100 gallon water).
- The water used for washing/wetting produce in the field shall be tested for e. coli on a regular basis.
- Harvest water in nurse tanks and backpack sprayers should also be potable water and this water to be changed frequently and the containers sanitized weekly (following VI. 'Harvest Tools Cleaning Procedure').

4. HARVESTING EQUIPMENT, TOOLS AND MACHINERY

Purpose: Proper and regularly sanitation of harvesting equipment and responsible behavior of drivers of machinery.

Concern: That unsanitized harvesting equipment will increase the probability of contamination of the harvest and unsafe actions of machine operators can endanger harvest.

Requirements:

- Bins, tables, baskets, mechanical harvesters, brushes and buckets must be cleaned and sanitized daily. Knives must be sanitized at the beginning and the end of each day, every return to work after breaks or lunches, changeover from conventional to organic product and when moving from field to field or if contamination or adulteration has occurred. Therefore a properly concentrated chlorine sanitizing solution shall be readily available at the harvesting site. Follow VI. 'Harvest Tools Cleaning Procedures'. Sanitizer in tool dip station has to be refilled or exchanged frequently.

- Equipment or machinery that comes in contact with raw product must be cleaned and sanitized daily: at the end or beginning of each day, every return to work after breaks or lunches, changeover from conventional to organic product and when moving from field to field or if contamination or adulteration has occurred. Also equipment, which has not been used for 24 hours, has to be sanitized again prior to use. Follow V. *'Harvest Equipment Cleaning Procedure'*.
- Always perform the cleaning and sanitation in a distance from the field. Runoff of water and cleaning products is not allowed to reach the growing area.
- No use of contaminated water source to wash equipment.
- No loose or damaged parts on harvest machine, tractor or trailer, including nuts and bolts, glass lights, etc. Replace or fix loose or damaged parts immediately with the proper material. No use of string, tape, wire, and/or cardboard for temporary repairs.
- Use of undamaged harvest tools (no chipped knife blades, broken handles, or tape on handles).
- Sanitizing agent and other lubricants must be food grade for harvest machines, tractors and trailers.
- Employees do not walk, step, sit or lie on food contact surfaces of equipment.
- Diesel, oil, and grease must be kept from contacting raw product.
- Check tires for embedded material including glass, metal, wood, etc., prior entering the field.
- Drip pans shall be in place, checked and cleaned before equipment enters field.
- Check for fluid leaks on hydraulic hoses, motors, fitting rams, and control mechanisms on harvest machines, tractors, and trailers. Look for oil spots. Contact maintenance if not in compliance.
- Fuel and oil levels checked before harvest machine or tractor enters fields.
- Do not fuel harvest machines or tractors in or next to unharvested crops.

- Drivers being of sound mind and body to operate the machinery. No drugs, liquor or other stimulants or depressants can be used or transported.
- Drivers at no time may turn control of the operation of the equipment over to an individual who does not have the expressed permission of
- Drivers at no time may commit an unsafe act with the equipment.
- Regular inspection and maintenance in accordance with the maintenance guidelines prescribed by the manufacturer of the vehicles and all replacement parts.
- No vehicle may be operated with known deficiencies or maintenance requirements pending without the expressed permission of
- Copies of State Drivers licenses for each person authorized to operate a company vehicle, forklift or tractor are kept at the human resource office. A separate authorization will be maintained for each person authorized to drive a vehicle attesting to his vehicle knowledge, and company rules and procedures.
- Maintain written policies, procedures, and records on service, maintenance, and sanitation of equipment, harvest tools, and containers.

5. FIELD TRUCK DRIVERS

Purpose: Drivers are responsible for transportation of raw product from field to processing facility or cooler.

Concern: That unprotected product can become contaminated from the truck or airborne sources, heat up or become abused while transported.

Requirements:

- Drivers following all company policies and local laws regarding the safe operation of the vehicle.
- The truck should be in good repair so that nothing on the bed of the truck or exhaust coming from the engine will contaminate the product.
- The truck makes more frequent deliveries to the processing facility and /or cooler to keep temperature from rising in the product. Refrigerated trailers must be precooled.
- Trucks and trailers dedicated to only vegetable produce transportation.
- Trailers or refrigerated trailers inspected for cleanliness prior to loading.

- The driver knows how to pack the truck to not adulterate the product.
- Boxes, cartons and totes will be tied down to trucks using proper straps, wood (optimal aluminum) v-boards and blocking material.
- Trucks shall be cleaned weekly or as often as necessary.
- Truck beds and truck floors must be swept daily of old and excess product.
- Drivers will wash their hands and wear a hair net when entering a food area.
- Drivers will have the required paperwork or there is no unloading.
- The truck drivers must protect the products at all times from all outside sources: from heat, chemicals, foreign objects or any other kind of adulteration. The products must not be allowed to sit in the sun for any length of time.
- Drivers should adhere to voluntary Good Transportation Practices (GTP's).

WESTSIDE PRODUCE



XIII. GENERAL GOOD AGRICULTURAL PRACTICES

ALL EMPLOYEES

All personnel included in growing, harvesting and transporting crops or maintaining equipment used in these areas have to follow these GAP's to maintain food safety at all levels. Personal hygiene training must be provided to all personnel working in the field and must be practiced and enforced by all personnel working for

All mentioned procedures are detailed in the attachment (1. 'Procedures').

1. EMPLOYEE REQUIREMENTS

- No jewelry, including rings, brooches, watches, bracelets, necklaces, pins, earrings, nose rings, hairpins, combs or such may be worn in the field. A plain gold wedding ring is allowed, but gloves made of an impermeable material (rubber or latex) shall be worn.
- Take the necessary precautions to protect against contamination of food, food contact surfaces, or packaging materials by controlling perspiration, trimming and filing fingernails and not wearing excessive cosmetics, perfumes, or medicines applied to the skin.
- No loose items, such as pens, pencils or similar items in shirt pockets, no false eyelashes or fingernails or finger nail polish, hairpins or safety pins may be worn in the field.
- Workers shall bath daily with soap and water prior to leaving home.
- All employees shall wear clean clothing and closed-toe shoes or boots free of excess dirt prior to entering the work area. Shorts, tank tops or torn clothing and excessively dirty shoes are not acceptable.
- Sick or injured employees shall not come to work or check with foreman/supervisor when arriving.
- No open cuts, boils, lesions or rashes on hands or body. If a hand would is covered with a bandage, the employee may be able to work at the discretion of the supervisor, as long as the bandage is completely covered by a rubber glove.
- No parking of employee vehicles in the field.

- Personal belongings shall be stored in a designated area. This area shall not be the field area.
- No work under the influence of drugs or alcohol or with a hangover.
- No walkmans or radios of any kind are allowed.
- Pets are not allowed in the field.
- Employees shall not walk, step, sit or lie on raw produce, packaging material or food contact surfaces of equipment.
- Smoking, chewing gum or tobacco, eating and drinking are prohibited in the field area where crops are growing.
- Absolutely no urinating, defecating, spitting, blowing the nose on to the ground is allowed in or around the fields. Never allow any body fluid of any kind to come in to contact with product or harvest equipment.
- Wearing of special clothing at all times: Hairnet, Beardnet, Smock or Apron, Sleeves, gloves. Those have to be maintained clean and sanitized. Follow instructions in I. '*Special clothing procedures*'. After worn out request new supply from foreman/supervisor.
- Hands must be washed (following III. '*Hand Washing Procedure*'), before starting work, after breaks, after using the bathroom, and after touching unsafe materials (e.g. tools, human body parts, etc.) Employees are observed complying with the requirement of washing hands.
- Employees shall check fields for pesticide warning signs and clear dates prior to starting work.
- Personal articles, including sacks, lunch bags, and clothing, not being worn, must be kept out of the field.
- Personal hygiene training must be provided to all personnel working in the field.
- Personal hygiene must be practiced by each employee and will be enforced by supervising personnel.
- Written procedures and documentation should be maintained for field sanitation. Checklists about '*Daily Good Agricultural Practices*'

(attachment 3) shall be completed daily and submitted to supervising personnel on a weekly basis.

2. PORTABLE RESTROOMS AND HAND WASH STATIONS

- Portable restrooms and hand wash stations will be stationed within ¼ mile or equivalent of five minutes walking distance of the field. Portable restrooms will be sufficient to provide one per 20 persons and at least one for each single male or female in the field if 20 persons do not exist. One hand wash stations will be sufficient for 20 persons. (Outside California: Consult local state regulations to determine the appropriate number of toilet facilities per persons.)
- The portable restrooms shall not be parked in the field.
- Toilet facilities must be easily accessible and well stocked with toilet paper on a holder.
- Employees should always have the opportunity to use the facilities when they require them. They shall follow the attached '*Portable Restroom Procedure*' (II).
- Hand washing facilities must be well stocked with single use disposable paper towels in a proper holder, soap in a proper dispenser, and potable water. Disposal of hand washing water should not cause unsanitary conditions, nuisance or contamination of raw product.
- Hands must be washed (following attached '*Hand Washing Procedure*' (III.)), before starting work, after breaks, after using the bathroom and after touching unsafe materials (e.g. tools, human body parts, etc.). Employees are observed complying with the requirement of washing their hands.
- Trash receptacle must be provided and used, those disposed properly at the end of every day.
- Portable toilets must be directly accessible for septic trucks servicing them and located in area preventing contamination of product in case of leakage or spill. When possible, portable toilets should not be cleaned in or near the field. If cleaning in field is the only possibility, all collected waste from toilets must be captured and emptied into disposing tank and not disposed of in the field. It

is recommended that each toilet facility has a current cleaning check sheet inside, indicating each time the facility has been cleaned.

- Management and employees should monitor portable restrooms at all times: They should be cleaned, sanitized and maintained, whenever the need arises.
- Bilingual signs requiring employees to wash hands after using the restroom shall be posted in a place that is visible to employees prior to leaving the restroom.
- The crew foreman shall check the supply of toilet paper, hand sanitizer, hand wash water and paper towels at least in the morning and prior to lunch break. In the evening trash containers are emptied and disposed properly. Any required maintenance or cleaning should be reported immediately to the responsible person. At the end of each day, the inside and outside door handle and the toilet seat shall be wiped with cleaning or sanitizing product.

3. BREAK AREA

- The break area shall not be in or near the unharvested area.
- No smocks, sleeves and gloves and other protective clothes required for working area may be worn in the break-area. They should be placed in a designated place near workstation prior to proceeding to the break area. Follow the attached '*Break Procedure*' (IV.).
- Glass and brittle plastic containers cannot be brought to the field. It is recommended that soft plastic containers or sandwich bags be used for all purposes.
- Use the designated smoking areas. Use trashcans for cigarette butts and matches.
- No food or trash retained in the field. Use of trashcans for all trash, disposed properly at the end of every day.
- No eating, drinking, smoking, gum, toothpicks or tobacco chewing is allowed outside the break area.

4. EMPLOYEE WATER

- All drinking water for the employees shall be cool and potable.

- Drinking stations must be readily accessible and well stocked with individual cups.
- All drinking water shall be daily changed potable water.

5. GLASS AND BRITTLE PLASTIC

Glass and brittle plastic containers cannot be brought to the field. It is recommended that soft plastic containers or sandwich bags be used for all purposes.

6. VISITORS, ASSOCIATES AND OFFICIAL INSPECTORS

- No children and/or infants are allowed.
- Must conform to all company policies and must be authorized from management.
- Must use the sign-in log unless the visit is routine.
- Must be escorted by company personnel.
- Must wear hairnets at all times and perhaps other food processing clothes.
- Must wash and sanitize their hands.
- Cannot touch any equipment.
- Are not allowed to take any photographs.
- Are not allowed to take any samples unless there is a duplicate sample taken by company employee.
- Official visitors must purchase all samples for not less than \$5.00. An invoice will be issued.
- Have to leave a copy of their report with supervising personnel.

7. SANITATION PERSONNEL

- Cannot mix chemicals together.
- Must follow chemical directions for application and mixing with water according to the label.
- Must wear all protective clothing at all times.
- Must store chemicals in designated places.
- Must use equipment properly and pick up and store all equipment after use, clean up all chemical spills.

- Must follow attached ‘*Harvest/Field Equipment Cleaning Procedure*’ (V.) and all other appropriate procedures for cleaning.
- Must never perform an unsafe act.
- Must protect themselves, the food, the equipment and the packaging materials when performing cleaning and sanitation.

8. MAINTENANCE PERSONNEL AND PREVENTIVE MAINTENANCE PROGRAM

It is the purpose of the preventive maintenance program to take a proactive approach to food safety and problematic maintenance items. Equipment that is lubricated and monitored regularly will last longer and will most likely never become a food safe hazard.

The Maintenance Manager will accomplish the following:

Must account for all tools in some fashion, so none are left in the field.

Cannot leave tools alone, must take them from work place to work place.

Must clean tools daily: remove rust and excessive oil. Tools must be kept in working condition. Broken tools cannot be used.

Tools must be sanitized before working on direct food contact surfaces.

Tool belts must be able to secure tools to prevent from loss in production equipment.

Maintenance vehicles must be clean and organized.

Maintenance personnel must wear bump caps or soft caps or hairnets.

Maintain a schedule of all maintenance requirements listing work to be accomplished, parts ordered and/or service scheduled (purchase and service order record).

Maintain a maintenance record for repair and preventative checks in the facility.

Separate and secure facility for storage of lubricants and paints.

Table 3: Frequency of basic equipment checks by Maintenance

Equipment	Frequency
	Maintenance every 200 hours of use and biweekly inspection
	Maintenance every 200 hours of use and biweekly inspection
Tractors, Trailers	Maintenance every 200 hours of use and biweekly inspection
Other	Maintenance every 200 hours of use and biweekly inspection

9. WASTE DISPOSAL

- No person can dispose of any pesticide, trash, contaminated soil or product in any manner inconsistent with federal or state regulations.
- All trash will be removed from the field area at the end of each day and disposed of properly.

10. DISEASE CONTROL

Personnel must report any illness, lesion, boils, sores, infected wounds, or other abnormal source of microbial contamination to their foreman or supervisor. The foreman or supervisor may ask that medical examination be sought prior to returning to work.

Personnel must report any illness such as flu or colds or other abnormal conditions to their foreman or supervisor. This may not result in a non-workday, but a transfer to a duty, which results in less contact with food or food contact surfaces.

All workers diagnosed with active case of illness by any of the following pathogens (Salmonella Typhi, Shigella species, E. coli 0157:H7, or Hepatitis A) or workers with diarrhea disease and symptoms of other infectious diseases, also injuries in food contact zones shall not be allowed to work in the field. All these must be reported to foreman or supervisor and appropriate measures taken to prevent product from being contaminated. Rubber gloves, leak-proof band aids or other corrective measures must be provided and used for minor cuts or open sores.

An adequately stocked first aid kit should be available for immediate use if required.

Any product coming in contact with blood, saliva or any other body fluid, is to be destroyed immediately.

11. EDUCATION AND TRAINING:

Purpose: Education and training should be designated to help employees understand what is expected of them and why it is important. New employees should get training prior to beginning employment. Principles of personal hygiene and sanitation should be periodically reviewed with all employees. Machine operators require a special training about the safe handling of this equipment.

- All personnel will received training on equipment prior to use or servicing.
- Records will be maintained with a short description of on site training by the administrative office.

- Training attendance records shall be kept for each employee and shall include a signed statement, indicating they understand these rules and promise to abide them. Training records shall be maintained in a central location with limited access.
- Personnel will be trained weekly during sessions often referred to as “tail gate” training.
- Training will be conducted as follows:
 - ◆ Description of the task.
 - ◆ Task broken down into sub routines.

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