To: CanadaGAP Stakeholders

Date: January 23, 2024

Subject: **Correction Notice – CanadaGAP Food Safety Manuals Version 10.0**

CORRECTION NOTICE

Please note that there are two corrections to Version 10.0 of the CanadaGAP Food Safety Manuals. As was previously communicated, the manuals will **not** be reissued for 2024; instead Version 10.0 is being updated with these two corrections. Operations can continue to use Version 10.0 in 2024 with the changes outlined below (changes take effect April 1, 2024). These changes apply to ALL operations; read the information below carefully to determine what changes need to be made to your manual.

Updated copies of the Food Safety manuals, as well as updated supplementary material, are available on the CanadaGAP website at www.canadagap.ca/manuals/downloads.

Correction # 1:

The first set of changes appear in the *How Do I Use This Manual?* section of **both** the Fruit and Vegetable and the Greenhouse Food Safety Manuals. The document retention period is now 4 years for all certified operations, regardless of option. This will ensure that any applicable records will be on hand should the operation need to provide them for any reason (e.g., to comply with a regulatory investigation, etc.).

VI.iv Document Retention

~~For participants on a yearly audit cycle:~~ All Sections (1-24), Forms, receipts, letters of assurance and certificates must be kept for a minimum of ~~two~~ four years for audit, recall or other purposes.

~~For participants on a four-year audit cycle: All Sections (1-24), Forms, receipts, letters of assurance and certificates must be kept for a minimum of four years for audit, recall or other purposes.~~

At least three months of records prior to the date of the initial audit are required for those seeking CanadaGAP Program Certification.

In the case of suspected or potential contamination, or other ~~an~~ adverse event (e.g., recall, investigation by authorities, etc.), records should be available upon request ~~by the regulatory authority~~ within 24 hours and in the format required by the requester.

CanadaGAP® is a program developed in Canada to promote Good Agricultural Practices (GAPs) for fruit and vegetable suppliers.

Correction #2:

The second set of changes occur in Section 23.3 of section of **both** the Fruit and Vegetable and the Greenhouse Food Safety Manuals. The wording was modified to ensure that *potential* contamination events were considered as well as events that have *already caused* contamination.

- If an abnormal event occurs ~~that causes~~ (e.g., contamination or potential contamination of product, recall, regulatory investigation, etc.), the person responsible follows the following ~~basic~~ steps to manage the risk ~~of contamination of product~~:
  - ❒ Stops current activity (if applicable) (e.g. shuts down packing line) to prevent further contamination
  - ❒ Identifies and~~, if possible,~~ isolates the product and equipment affected
  - ❒ Notifies authorities/person responsible/certification body/CanadaGAP (as applicable)

Please contact info@canadagap.ca with any questions.

CanadaGAP® is a program developed in Canada to promote Good Agricultural Practices (GAPs) for fruit and vegetable suppliers.

FOOD SAFETY MANUAL FOR
Processing Potato Production

Based on CanadaGAP Fruit & Vegetable Manual Version 10.0

KPPA
KEYSTONE POTATO PRODUCERS ASSOCIATION

Prepared by the Keystone Potato Producers Association

CANADAGAP®

Version 10.0 **2023**

Acknowledgment

The ***CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables*** and related materials were developed as part of the original On-Farm Food Safety Program led by the Fruit & Vegetable Growers of Canada, with the funding and support of Agriculture and Agri-Food Canada (AAFC). Effective November 1, 2012, the CanadaGAP program is operated by CanAgPlus, a Canadian not-for-profit corporation. CanAgPlus now owns, publishes and maintains the CanadaGAP manuals and related materials. The Fruit & Vegetable Growers of Canada is no longer involved with any publications or any other aspect of the CanadaGAP program.

Technical support for the development of this document was provided by various federal and provincial governments, regional associations and technical resources. This manual was developed by individuals from across Canada with employment or other relevant experience involving production, packing, repacking and storage of fresh food and vegetables. A list of contributors is available on the CanadaGAP website at www.canadagap.ca.

Every effort has been made to ensure the material presented herein is up-to-date and accurate; however, the organizations and individuals involved in the research, development and publishing processes cannot be held responsible for any error or consequences that could result from use of this information.

DISCLAIMER

CanAgPlus has made every reasonable effort to ensure the accuracy of all the information contained in this publication and other publications in the CanadaGAP Program. However, CanAgPlus makes no representations or warranties whatsoever whether express or implied as to the accuracy, correctness, currency, completeness or fitness or suitability for any purpose of such information and therefore disclaims to the maximum extent permitted by law any and all liability for any error, damage, loss, injury or other consequence which may arise from use in any manner of any information contained in this publication.

This document is intended to provide general food safety guidelines for the production and handling of horticultural products. It is not intended to serve as, and does not constitute recommendations or legal advice for any of the material contained herein. Because food safety plans and issues are evolving, may vary, and could involve legal implications, the reader should consult legal counsel for advice on particular legal or regulatory matters that may arise.

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I. Introduction

This document is intended to bring into focus the potential sources of biological (B), chemical (C) and physical (P) hazards for horticultural products from the field through to shipping. It contains basic information to support the horticultural industry as it develops, refines and implements measures to enhance the safety of the Canadian food supply.

Many of the Good Agricultural Practices (GAPs) and Good Manufacturing Practices (GMPs) that are described in this Manual are already being carried out. However, in some instances very little documentation of these good practices exists. This Manual will help with the documentation of food safety practices. It is recommended that an electronic backup of the Manual is kept.

The user is responsible for implementation of the food safety program within their operation. This manual provides the toolkit to document compliance with food safety management system requirements. At all times, ownership and responsibility for the company's food safety program belongs to the user, not with the developer of the Manual.

Senior Management Commitment to Food Safety Management System
Completion and implementation of the Food Safety Manual constitutes a commitment on the part of the person(s) responsible and the company's senior management to the development, management and continuous improvement of their food safety system. This includes creating, managing and maintaining a food safety culture within the organization.

II. Background

Horticultural products are grown, harvested and handled under a wide range of conditions, using a variety of agricultural inputs and technologies (e.g., agricultural chemicals, commercial fertilizers) and on various sizes of farms. Biological, chemical and physical hazards may therefore vary significantly from one operation to another. Each operation will need to consider the GAPs/GMPs that promote the safety of products, taking into account the conditions specific to the site, the type of product produced and the production/handling methods used. Once produce is contaminated, removing or killing pathogens is difficult. Therefore, prevention of microbial contamination at all steps from production to distribution is strongly favoured over treatments to eliminate contamination after it has occurred. The individual shall consider any additional testing that may be critical to confirming product safety within his operation; and based on the risk assessment of biological, chemical and physical hazards, prepare and implement a system to ensure that product/ingredient analyses critical to the confirmation of product safety are undertaken and that such analyses are performed to standards equivalent to ISO 17025.

Procedures associated with the handling and brokerage of horticultural products must be conducted under clean, sanitary conditions that minimize potential human health hazards due to contamination.

The person responsible and senior management of each operation using and implementing this Manual for Processing Potato Production are required to review the Food Safety Program within the company at least annually, to ensure the continuing suitability, adequacy and effectiveness of their food safety system. Section 24 requires an annual review of the Processing Potato Production Food Safety Manual to update procedures; account for new equipment, buildings or processes; take stock of deviations, complaints, corrective actions and any changes in procedures that arose as a result; and evaluate the need for changes to the food safety system, including related policies and objectives.

III. How Do I Use this Manual?

IMPORTANT NOTE	**It is very important that you read carefully the next few pages (Sections VI.i – VI.v) before proceeding to Section 1: Commodity Starter Products of the Manual, and that you refer often to the Glossary as you work through the Manual. This will help you successfully implement your Food Safety program by ensuring that you have a clear understanding of how to complete the Manual and of the terms and abbreviations used.**

III.i Food Safety Tools

To source these communication materials, visit the CanadaGAP website (www.canadagap.ca).

III.ii How is this Manual Organized?

The Manual is divided into two parts:

i) Sections - The Manual content is organized into sections (e.g., Premises, Transportation, Traceability, etc.). The sections are further divided into Requirements (food safety requirements specific to horticultural products) and Procedures (how these requirements are to be met).

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

ii) Record-Keeping Form Templates - These Forms are found at the end of the Manual in the Compendium of Food Safety Forms. Two types of record-keeping form templates exist based on the frequency of completion.
   a) Forms that need to be completed once, annually, or as changes are made to the operation.
   b) Forms that need to be completed on an ongoing basis during the season (e.g., daily, weekly, monthly).

IMPORTANT NOTE	**Prevailing legislation (e.g., regulations at the federal, provincial, territorial, state, regional, local, municipal, etc. level) must be followed. The person responsible should find out whether regulations exist in the following or other areas:** ➢ **Purchasing, applying and storing commercial fertilizers and soil amendments** ➢ **Purchasing, receiving, applying and storing pulp sludge** ➢ **Spreading and storing manure and compost** ➢ **Purchasing, applying and storing agricultural chemicals** ➢ **Purchasing tertiary water** ➢ **Disposing of garbage, recyclables and compostable waste** ➢ **Disposing of empty agricultural chemical containers** ➢ **Disposing of production wastewater and waste from toilets and hand washing facilities** ➢ **Providing personal hygiene facilities** ➢ **Controlling pests inside buildings** ➢ **Human rights, privacy and employment standards** ➢ **Drinking water standards** **Prevailing legislation (e.g., regulations at the federal, provincial, territorial, state, regional, local, municipal, etc. level) SUPERSEDE the requirements in the manual and must be followed.** **Example - Some provinces require that one toilet is provided for every 20 employees while the manual requires one toilet for every 35 employees. Therefore, the operation must follow the regulations in their province for one in 20 if it applies to them.** **However, if the manual requires something that the regulations do not, then the manual must be followed.** **Example - In Quebec, according to the regulations, potable water parameters allow for 10 Total Coliforms and 0 E. coli. In order to follow the manual requirements, an operation would have to follow the potable water guidelines of 0 Total Coliforms and 0 E. coli.**

III.iii How to Complete the Manual

The Manual can be completed independently or assistance may be sought to help address food safety requirements and concerns within the operation. The person responsible for the operation is named within this manual but it is important to note that all employees involved in a food operation have responsibility for the safe production of food. Food safety involves more than a single designated person responsible. The procedures in this manual may be carried out by a number of different individuals. Some operations may have a full- or part-time Food Safety or HACCP coordinator and/or a Food Safety team involving some or all employees. Regardless of the structure, the program will succeed only if everyone involved is aware of his or her role in achieving food safety.

Completion and implementation of the Manual constitutes a commitment on the part of the person(s) responsible and the company's senior management to the development, management and continuous improvement of their food safety system. Senior management must determine and provide, in a timely manner, all the qualified resources (including suitably qualified personnel) needed to implement and improve the processes of the food safety program and to address customer satisfaction.

Important Note: It is the responsibility of the operation to complete ALL of the requirements within the manual regardless of what may occur with the product (e.g., be final rinsed, labelled, etc.) after it leaves the operation's premises. Since activities further along the chain are out of the operation's control, the operation cannot assume that anything more will occur with the product before it is consumed, and must fulfill the requirements as stated.

Please note that operations may not have to complete all the requirements within the manual if there is a specific exception noted based on commodity/activity (e.g., except for potatoes, except for wholesaling, etc.), or if there is a triangle bullet (∆) stating a certification option (i.e., Option A1/A2) does not need to complete a specific sub-section.

The following steps must be carried out in order to complete the Food Safety Program for Processing Potato Production based on CanadaGAP:

1. Read and complete each section of the Manual.

When first implementing the Processing Potato Production Manual, complete it section by section. Do not continue to the next section until you have completed each of the previous sections or identified outstanding items that need to be completed (use the To Do List – Outstanding Items to Complete in Manual). The Manual is not complete until all items have been checked off your To Do List. The following box appears at the end of each section. The confirmation/update log is NOT to be signed and dated (by the Food Safety Program Contact or designate) until all items have been completed in the section AND on the To Do List.

Confirmation/Update Log:

Date	**Jan 10, 2023**					
Initials	*JD*					

Make copies of Sections as needed, e.g., you may want to keep a clean copy and a working copy of each page.

IMPORTANT NOTE **!**	***Procedures for hazards that require both monitoring and record-keeping, as determined by the CanadaGAP Generic HACCP Model, are marked with an exclamation mark throughout this Manual. These procedures link to the table of deviations and corrective actions in Section 23.***

The following schematic diagram provides an example of how to complete the Manual.

How to Complete the Manual

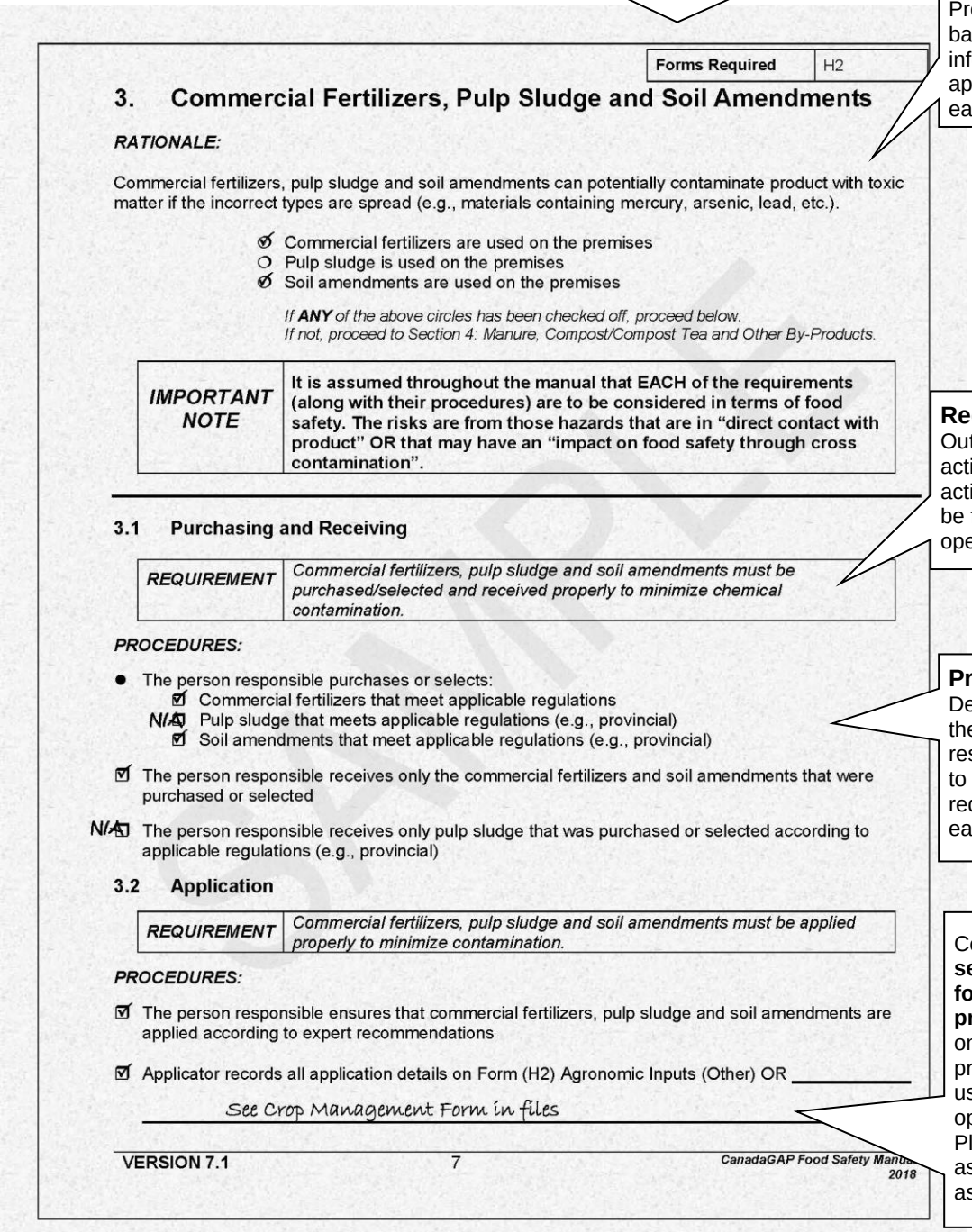
Legend: The Reference box in the top right-hand corner of each section details which Form(s) are applicable to the section.

Rationale: Provides background information appropriate to each section.

Requirement: Outlines the actions and activities that must be followed in the operation.

Procedures: Describes how the person responsible is to fulfill the requirements in each section.

Certain **sections allow for you to provide details** on methods or procedures used in your operation. Please provide as much detail as possible.



Forms Required	H2

3. Commercial Fertilizers, Pulp Sludge and Soil Amendments

RATIONALE:

Commercial fertilizers, pulp sludge and soil amendments can potentially contaminate product with toxic matter if the incorrect types are spread (e.g., materials containing mercury, arsenic, lead, etc.).

- ☑ Commercial fertilizers are used on the premises
- ○ Pulp sludge is used on the premises
- ☑ Soil amendments are used on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

3.1 Purchasing and Receiving

REQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be purchased/selected and received properly to minimize chemical contamination.*

PROCEDURES:

- The person responsible purchases or selects:
  - ☑ Commercial fertilizers that meet applicable regulations
  - N/A ☑ Pulp sludge that meets applicable regulations (e.g., provincial)
  - ☑ Soil amendments that meet applicable regulations (e.g., provincial)

☑ The person responsible receives only the commercial fertilizers and soil amendments that were purchased or selected

N/A ☑ The person responsible receives only pulp sludge that was purchased or selected according to applicable regulations (e.g., provincial)

3.2 Application

REQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be applied properly to minimize contamination.*

PROCEDURES:

☑ The person responsible ensures that commercial fertilizers, pulp sludge and soil amendments are applied according to expert recommendations

☑ Applicator records all application details on Form (H2) Agronomic Inputs (Other) OR _____

See Crop Management Form in files

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There are **circles** (❍) at the beginning of each section to check (✓) if the section pertains to your operation.

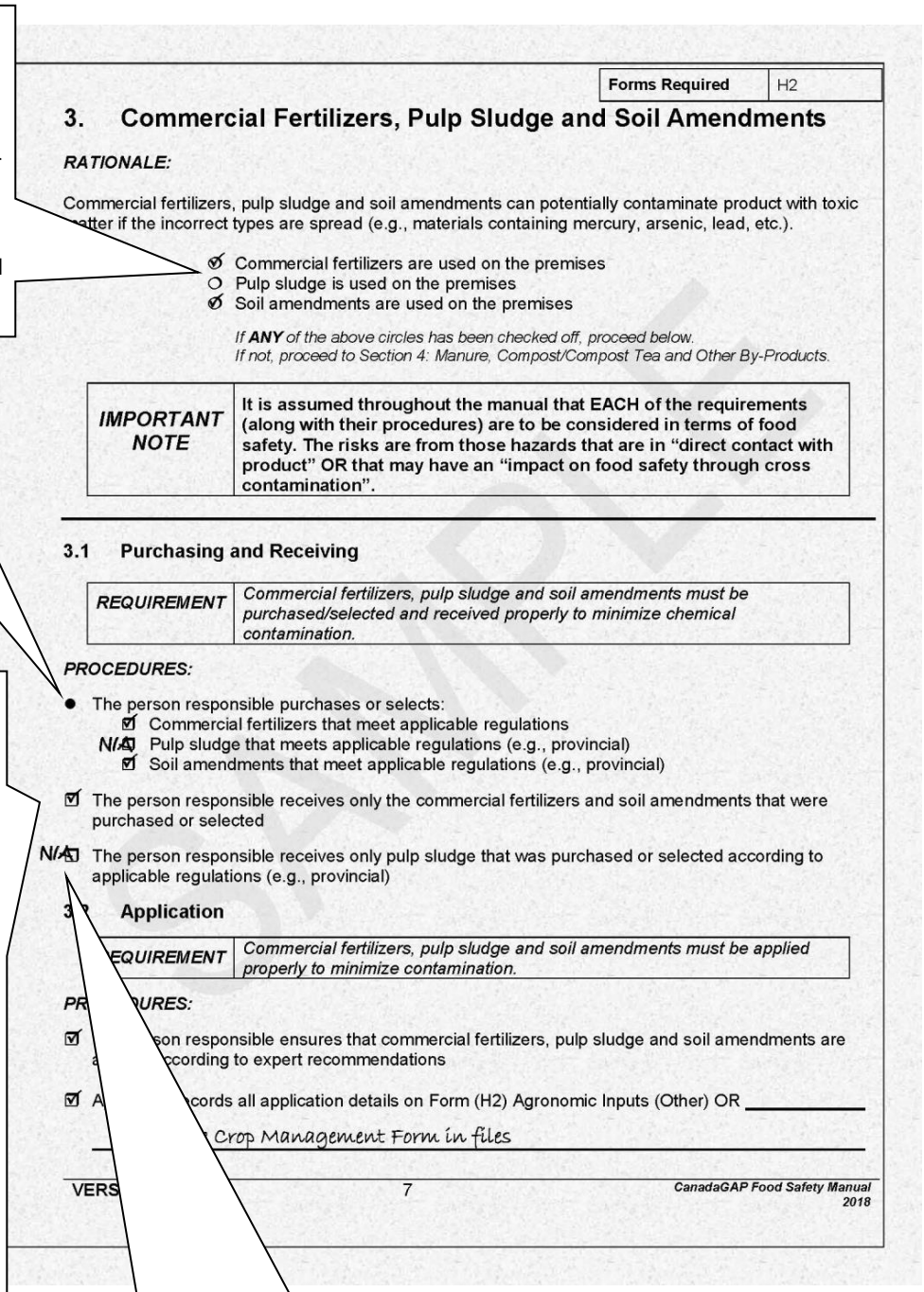
If the section does not pertain to your operation, leave the circle blank and follow the instructions to proceed to the next relevant section. The entire section can be left blank, including all check boxes (❒) within the section.

Solid circles (●) are used to introduce general procedures that may have several components. You do NOT need to check off solid circles (●). Each **component step** is listed below the general statement and is introduced with a box (❒) to check off (✓).

Every **check box** (❒) in the Manual must be completed, unless the entire section does not apply to your operation. Check (✓) all boxes (❒) unless there is an option indicating otherwise. When you check a box this indicates that you have understood and properly completed the requirement(s). If additional pages are required, make copies of the applicable sections, complete and add to the relevant section (e.g., if you have more than one water source, multiple storages).

If you do not check a box, you are not following the required GAP/GMP. You must make the necessary changes, additions, etc. to your operation. Once this has been completed, you can check off the box.

Arrow bullets (➢) are suggestions only and do not need to be checked.



Forms Required	H2

3. Commercial Fertilizers, Pulp Sludge and Soil Amendments

RATIONALE:

Commercial fertilizers, pulp sludge and soil amendments can potentially contaminate product with toxic matter if the incorrect types are spread (e.g., materials containing mercury, arsenic, lead, etc.).

- ☑ Commercial fertilizers are used on the premises
- ❍ Pulp sludge is used on the premises
- ☑ Soil amendments are used on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

3.1 Purchasing and Receiving

REQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be purchased/selected and received properly to minimize chemical contamination.*

PROCEDURES:

- The person responsible purchases or selects:
  - ☑ Commercial fertilizers that meet applicable regulations
  - N/A ☑ Pulp sludge that meets applicable regulations (e.g., provincial)
  - ☑ Soil amendments that meet applicable regulations (e.g., provincial)

☑ The person responsible receives only the commercial fertilizers and soil amendments that were purchased or selected

N/A ☑ The person responsible receives only pulp sludge that was purchased or selected according to applicable regulations (e.g., provincial)

3.2 Application

EQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be applied properly to minimize contamination.*

PR URES:

☑ son responsible ensures that commercial fertilizers, pulp sludge and soil amendments are ccording to expert recommendations

☑ A cords all application details on Form (H2) Agronomic Inputs (Other) OR _____

Crop Management Form in files

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You may put an N/A through the box:
a) If the procedure does not apply to your operation,
b) If you do not follow the procedure for any other reason, and document why you are not following the required GAP/GMP.

If deviations from a procedure occur (e.g., non-compliance, incompletion), refer to Section 23: Deviations and Crisis Management for the appropriate corrective action.

IMPORTANT NOTE	The Processing Potato Production Manual based on the CanadaGAP program consists of a food safety "standard" – that is, **requirements** that must be met to ensure product is produced, packed, repacked, stored, wholesaled and/or brokered safely. The main documents for users are the Processing Potato Production Manual based on CanadaGAP, which identify the general requirements of the standard, and detail the procedures that will fulfill those requirements. The manuals provide a toolkit and a "shortcut" to users, to help them *document the practices* that will meet the standard within their operation. This level of specificity was desired to better assist users with implementing the program requirements, and to improve consistency in user and auditor interpretation of the standard. Each section of the Processing Potato Production Manual based on CanadaGAP contains these two parts: *Requirements* (WHAT general actions and activities are needed to achieve food safety) and *Procedures* (HOW in specific terms these requirements are to be met). If the operation does not fulfill the requirements and follow the procedures, then they have not yet successfully implemented the program. The requirements along with their procedures were determined based on food safety risks that may be present in an operation. If the hazards are not controlled, there is potential for contamination of the product. To mitigate the risks the procedures need to be followed**. However, deviations from these procedures are possible and may be acceptable in completing the requirement. There may be a variety of ways to meet the requirements and still mitigate risk. An operation may choose to implement different procedures than those contained in the manual and these *may* be acceptable to satisfy program requirements.** A risk assessment would need to be completed (see CanadaGAP *Appendix U: Introduction on How to Assess Risk - with examples*). Procedures would need to be carefully developed to ensure the hazards are controlled, and thoroughly documented to ensure the procedures are followed consistently. If this approach is taken the effectiveness of those procedures will have to be assessed during an audit. It will be up to the ***certification body*** to determine if procedures different from those provided in the manuals are acceptable or not.

2. Complete each applicable record found in the Compendium of Food Safety Forms (or your own equivalent records).

   When you are asked to complete a Form, remove the template from the Compendium of Food Safety Forms and follow the instructions. Do not continue to the next section until you have completed each of the required Forms. The Forms are proof of activities performed. Make additional copies of these Forms as necessary and complete Page __ of __ where applicable to indicate that more than one page is used.

   Annual Forms: For those Forms that are to be completed on an **annual** basis, the person responsible (or Food Safety Program Contact or designate) must review the form to ensure that it is accurate and filled out correctly, then sign and date the log at the bottom of the Form.

   EXAMPLE:

   The following box appears at the bottom of Forms completed annually. Each year the person responsible (or Food Safety Program Contact or designate) must review the annual Forms, update them as needed, sign and date the log:

Confirmation/Update Log:

Date	**Jan 10, 2023**					
Initials	*JD*					

Ongoing Forms: For those Forms that are completed on an **ongoing** basis (e.g., daily, weekly, monthly), once the Form has been completed or is full, the person responsible (or Food Safety Program Contact or designate) must confirm that the Form was completed accurately and that all requirements were met by signing and dating the bottom of the Form.

EXAMPLE:

The following appears at the bottom of Forms that are completed on an ongoing basis.

Confirmation Signature: *John Doe* ***Date:*** ***January 10, 2023***

IMPORTANT NOTE	**If you have existing forms, separate records or other methods of documentation, you may use these instead (e.g., custom applicator documents, invoices, receipts); ensure they contain all of the same information as the template forms in this Manual.** **A space has been left at the end of each line requiring the completion of a Form (i.e., complete Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____). The space is for you to document what the other method/form may be and where the documentation can be found. This is important if anyone would like to see your program (e.g., auditors). You may also modify the Forms in any way you like so they meet the needs of your operation, as long as they contain all of the relevant information (e.g., if a Form states it is for EACH field you may use it for ALL fields).** ***Refer to Appendix P: Customizing Record Keeping Forms***

3. Perform an annual review.

   The person responsible must review and update each section of the Manual annually. The person responsible (or Food Safety Program Contact or designate) signs off and dates the Confirmation/Update log found at the end of each Section as it is reviewed.

   EXAMPLE:

Confirmation/Update Log:

Date	**Jan 10, 2023**					
Initials	*JD*					

III.iv Document Retention

For participants on a yearly audit cycle: All Sections (1-24), Forms, receipts, letters of assurance and certificates must be kept for a minimum of two years for audit, recall or other purposes.
For participants on a four-year audit cycle: All Sections (1-24), Forms, receipts, letters of assurance and certificates must be kept for a minimum of four years for audit, recall or other purposes.
At least three months of records prior to the date of the initial audit are required for those seeking CanadaGAP Program Certification.

In the case of an adverse event (e.g., recall), records should be available upon request by the regulatory authority within 24 hours and in the format required by the requester.

III.v Food Safety Manual Document Control

Changes to the Manual will occur as a result of new science, emerging pathogens, new hazards, legislative requirements and changes in practices in an operation. Therefore, document control is necessary to ensure that all documentation is properly updated and maintained, ensuring each and every page is current.

The document control box is located in the footer of each page. As updates are made, the document control box will also be updated. The **indexes** will also be updated.

Glossary

Absorbent pads: Liners to absorb moisture in the bottom of market ready packaging materials.

Accredited laboratory: One whose accreditation has been obtained from an accrediting body that is a signatory to the International Laboratory Accreditation Cooperation (ILAC) MRA (mutual recognition agreement), using the internationally recognized criteria and procedures outlined in ISO/IEC 17025: (General requirements for Competence of Calibration and Testing Laboratories).There are two accreditation bodies in Canada which are the Standards Council of Canada and the Canadian Association of Laboratory Accreditation.

Active ingredient: That ingredient of an agricultural chemical that actually controls the targeted pest.

Adjacent: Refers to areas across from or beside the production site.

Agricultural activities: Livestock and crop production, processing activities, etc.

Agricultural chemicals: A subset of pest control products used to control crop pests such as insects, diseases, weeds (e.g., pesticides such as herbicides, fungicides and insecticides). These can be used on seed and during the production, storage and packing/repacking of product.

Agricultural water: See “Water”.

Agronomic inputs: Include agricultural chemicals, biological controls, pollinators, commercial fertilizers, compost, compost tea, cover crops/green manure, manure (livestock waste), mulch and row covers, other by-products, soil amendments and pulp sludge.

Allergen: A protein or modified protein with the potential to cause an allergic reaction in people. Canada has identified a list of priority allergens that are responsible for the majority of allergic reactions to food in this country. These allergens are peanuts, tree nuts, sesame, soybeans, seafood (such as fish, crustaceans and shellfish), wheat and other cereals containing gluten, eggs, milk, mustard, and sulphites. For more information on food allergens in Canada go to http://www.inspection.gc.ca/food/labelling/core-requirements/ingredients/allergen-labelling/eng/1332352596437/1332352683099. For program users in other countries, consult the information published by your prevailing authority.

Animal and bird activity: Includes activity from both wild and domestic animals and birds.

Bait: Anything intended to attract, tempt or kill pests. It may NOT be used in the interior of buildings unless inside a trap.

Biannually: Twice a year.

Biological controls: The use of beneficial species, such as predatory and parasitic insects, nematodes or disease organisms to suppress populations of pests.

Biosolids: The material, predominantly organic in nature, resulting from treatment of industrial sewage, municipal sewage and septic system waste.

Block: Unit within a production site.

Building: Any structure where product or market ready packaging materials are handled and/or stored, and any structure where agricultural chemicals, commercial fertilizers, etc. are stored (e.g., packinghouse, storage areas, hydro-cooling/washing/grading areas, etc.).

Building equipment: Used in the packinghouse hydro-cooling/washing/grading areas etc. or storages (e.g., scales, baggers, hoppers, bin pilers, bin dumpers, tables, pallets, forklifts, curtain doors, knives, wiping cloths; packing, washing, treating, drying, grading, sorting and handling equipment).

Bulk: Harvested product that is not contained in packaging materials (e.g., in the cargo area of a truck, on the storage floor) (e.g., for potatoes, carrots, pumpkins, squash, cucumbers, melons, cabbage, broccoli, etc.).

Bulk transport: Putting harvested product directly into the cargo area of a vehicle without being contained in packaging materials (e.g., pumpkins, squash, cucumbers, melons, etc.).

Calibration: Determination of the accuracy of an instrument, usually by measurement of its variation from a standard, to ascertain necessary correction factors.

Cargo area: The part of the vehicle that is intended to transport product (e.g., wagon, trailer, box).

CCP: Critical Control Point; a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Certification *(codex):* Is the procedure by which official certification bodies and officially recognized bodies provide written or equivalent assurance that foods or food control systems conform to requirements. Certification of food may be, as appropriate, based on a range of inspection activities, which may include continuous on-line inspection, auditing of quality assurance systems, and examination of finished products.

CFIA: Canadian Food Inspection Agency.

Chemigation: The application of agricultural chemicals through the irrigation system (using agricultural water).

Chlorine: A chemical element that is widely used for disinfection, water purification and cleaning.

> **Total chlorine**: is the total amount of chlorine that has been used e.g., 1 cup/250 mL, 2 tsp/10 mL Measuring total chlorine is most useful when determining and checking how much chlorine to start with. 50-150 ppm is recommended for fresh fruit and vegetable applications. (*See Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example.)*
>
> **Free chlorine**: is the amount of chlorine (from the total chlorine) that remains active when used. Measuring free chlorine is a much more accurate way of monitoring the effectiveness of a chlorination system over time. 2-7 ppm is recommended. (*See Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example.)*

Cistern: A container for collecting or holding water (e.g., well water in a tank, delivered commercial water, a tank for catching rainwater).

Cleaning materials: Products and/or tools used to clean, sanitize or disinfect (e.g., cleaning agents, water treatment chemicals, sanitizers, brushes, scrubbers, brooms, mops, scrub pads, pressure washers, squeegees, cloths/rags, dust pans, pails, shovels, etc.).

Cleaning water: See “Water”.

CPMA: Canadian Produce Marketing Association.

Commercial fertilizers: Substances containing one or more recognized plant nutrients that are designated for use in promoting plant growth. Includes calcium.

Commodity Starter Products: Beginning materials used to produce a product such as seeds, seedlings, plants, cuttings, canes, seed potatoes, nursery stock, etc.

Compost: Solid mature product resulting from a managed process of bio-oxidation of a solid heterogeneous organic substrate including a thermophilic phase. *(**Note**: follow provincial/territorial guidelines for procedures to compost plant debris, deadstock, animal excrement, etc.)* For further information, see *Appendix C: Composting Livestock Manure – An Example and Compost Tea Information* for an example of a general procedure to compost animal excrement.

Compost tea: A liquid solution made by steeping compost (produced properly by a managed process that includes a thermophilic phase) in water. It is used as a fertilizer. For further information see *Appendix C: Composting Livestock Manure – An Example and Compost Tea Information*.

Compostable waste: Organic matter that will decay over time, is NOT compost and requires disposal.

Contamination: Infection or pollution with biological, chemical or physical substances.

Controlled-access area: An area within a building that only authorized persons are allowed to enter (e.g., packing/repacking area, storage area for market ready packaging materials, product or cleaning and maintenance materials).

Corrective action: An organized activity to fix a problem.

Crisis management: The act or practice of dealing with a crisis when it develops.

DAA: Delay after application; the time between the post-harvest application of the agricultural chemical and storage/shipping, as defined on the pest control product label (e.g., product label reads; “2 days before shipping”, “2 days after storage” etc.)

Deviation: An alteration from the standard.

Earliest Allowable Harvest Date (EAHD): The date on or after which product can be harvested. This date takes into consideration the agricultural chemical application date, and PHI (e.g., if an agricultural chemical has a PHI of 21 days and it was applied on June 1st, then the EAHD would be June 22nd) and the 120 days between manure application and harvest (e.g., if manure is spread on April 1st the product cannot be harvested until August 1st).

E. coli: A bacterium (*Escherichia coli*) normally found in the animal and human gastrointestinal tract and existing as numerous strains, some of which are responsible for diarrheal diseases.

Employee: A person who works in return for financial or other compensation and/or who works in direct contact with the product or may have an impact on food safety through cross contamination.

Fertigation: The application of commercial fertilizers through the irrigation system (using agricultural water).

Fertilizers Act: A Canadian federal Act that regulates some commercial fertilizers imported into or sold in Canada.

First Aid Kits: Must include bandages to cover wounds.

Food contact surface: Surface where unpackaged and packaged product may touch (e.g., conveyor belt, grading table, equipment, knife, harvest cup, cutting surface, cargo area of a vehicle).

Food Fraud: A collective term encompassing the deliberate and intentional substitution, addition, tampering or misrepresentation of food, food ingredients or food packaging, labelling, product information or false or misleading statements made about a product for economic gain that could impact consumer health.

Food Safety Culture: Shared values, beliefs and norms that affect mindset and behaviour toward food safety in, across and throughout an organization.
Formal training: Consists of a course offered by a recognized educational institution, government body or industry association/group for which a record of attendance is issued. Information about the training content is readily available from the course provider (e.g., course outline, online training materials, etc.).

Free Chlorine: See “chlorine”.

Generic: Applies nationally to all operations involved in the production, packing, repacking, storage, and/or wholesaling of a commodity.

Generic HACCP Model: Applies nationally to all operations involved in the production, packing, repacking, storage, and/or wholesaling of a commodity, and involves conducting a hazard analysis for all steps that results in the GAP’s/GMP’s reflected in the CanadaGAP Manual.

Glue boards: Larger versions of sticky traps. They are made of cardboard or plastic, coated with extremely strong, sticky glue. They are used for monitoring and control of rats and mice.

Good Agricultural Practices/Good Production Practices/Good Manufacturing Practices (GAP’s/GPP’s/GMP’s): General steps, measures or procedures that control the operational conditions within an operation allowing for the environmental conditions that are favourable to the production of safe food.

Grading: Categorizing or separating product by size, colour or quality (i.e., into pre-determined grades).

Grower Requested Own Use Program: A program managed by the Canadian Pest Management Regulatory Agency that allows operations to import the US version of Canadian-registered pest control products for their own use should they be available in that market at a lower price. More information can be found at: www.hc-sc.gc.ca.

Growing: The development and maturation process of product that occurs in the production site and ends at harvest.

HACCP: Hazard Analysis Critical Control Points; a system that is science-based and systematic and identifies specific hazards and measures for their control to ensure the safety of food. HACCP is a tool to assess hazards and establish control systems that focus on prevention rather than relying on end product testing.

HACCP-based program: A food safety program based on HACCP principles in which the hazard analysis conducted is **generic** (i.e., covers all of the operations in a given commodity sector) and results in a list of commonly accepted hazards and related controls, which are then translated into a series of good agricultural practices to which primary operations adhere.

HACCP program: An operation-specific (e.g., ABC Farms’ HACCP Plan) hazard analysis applying HACCP principles and resulting in a site-specific HACCP plan. The hazard analysis conducted results in the identification of operation specific hazards and related controls, which are then translated into a series of good production practices to which the operation adheres.

Hand sanitizer: Waterless, antibacterial liquid or gel used to disinfect hands.

Hand washing facilities: May include hand sanitizers, water, soap, paper towel and hand wipes.

Hand wipes: Pre-moistened (by the manufacturer) disposable towels designed FOR hands/skin that are used to remove organic matter from hands (e.g., dirt, mud, product juice, suntan lotion, cream, food, saliva, etc.).

Harvested product: Produce that has **not** been put into **market ready** packaging materials.

Harvested product packaging materials: Containers used or reused in the production site to hold product or in the packinghouse/storage as a secondary container to sort/hold product before it is transferred into **market ready packaging materials**. Include bins, crates, totes, lugs, baskets, bags, etc. This also refers to associated lids and covers.

Harvesting: The physical act of moving the product from the production site (e.g., pulling or digging product from the ground, picking it, separating it from the plant), which can be done either manually or mechanically.

Hazard: A biological, chemical or physical agent in, or condition of food having the potential to cause an adverse health effect.

Hazard analysis: A comprehensive analysis of all the steps in a production system in accordance with HACCP principles in order to determine hazards, develop a HACCP model and elaborate controls for each hazard.

Holding: Keeping product in a non-temperature controlled (ambient) environment for a few minutes to a few days.

Incoming: Refers to receiving product onto the premises**. Except in the case of "brokerage" where the product is NOT physically on the premises.**

Input: Anything needed to produce a crop.

Inspect: To examine carefully and critically.

IPM: Integrated Pest Management; a decision-making process that uses all necessary techniques to suppress pests effectively, economically and in an environmentally sound manner.

Internal Audit: Is conducted by the operation. See Section 24 for the choices on what may be used to complete it. The internal audit should be conducted before the certification audit and also when the operation's main activities (e.g., production, packing, storage, repacking, wholesaling, etc.) are occurring. The operation should leave enough time for changes or complete fulfillment of requirements to occur.

Labelling: The physical act of putting information on or with product (e.g., attaching pallet/bin tags, stickering, colour coding, numbering, lettering, etc.) to identify it for traceability, as per requirements within Section 17 and 22

Letter of assurance: A written statement from a supplier/dealer that the product they are selling was produced under specified conditions and steps were taken to reduce biological, chemical or physical contaminants in accordance with all prevailing legislation.

Letter of no objection: Letter expressing favourable opinion by the regulatory body (e.g., CFIA, Health Canada). Indicates that the product can be sold in Canada for the uses listed in the submission, and outlines any restrictions or requirements relative to the regulatory body's decision.

Licensed dealer: A person who has successfully completed the dealers'/dispensers' course, paid the licensing fee and may sell agricultural chemicals.

Lot: Product packed during a period of time or according to a specific ID.

Lot Code: A code that can be used to identify a lot that was manufactured, prepared, produced, stored, graded, packaged or labelled, under the same conditions. A lot code can be numeric, alphabetic or alphanumeric. Examples of lot code include: production date, best before date, establishment number, or CFIA SFCR licence number. In addition, the lot code may also be the harvest date, grower identification number, growing region or any other code that may be used for traceability purposes.
Refer to CFIA's website for more information on Lot Code https://inspection.gc.ca/food/toolkit-for-food-businesses/glossary-of-key-terms/eng/1430250286859/1430250287405#a104
Refer to CPMA's website for further guidance on Lot Code https://cpma.ca/docs/default-source/industry/traceability_guidance_document_for_industry_compliance_with-the_sfcr.pdf

Maintenance materials: Products used on, or to repair, equipment and buildings (e.g., light bulbs, lubricants, oils, fuels, paints).

Major deviations: Deviations that could lead to a major food safety concern; employees must advise the person responsible immediately of the problem (see Section 23: Deviations and Crisis Management for a list of major deviations).

Manure: Animal excrement with or without bedding that has not been composted and is used to fertilize the soil. Includes all types (e.g., cow, sheep, horse, pig, chicken, vermicast, etc.) as well as aged manure.

Market product: Produce that is in market ready packaging materials. It may be packed in the production site or packed/repacked in the packinghouse.

Minor deviations: Deviations from procedures and the intent/plan of the food safety program that can be rectified immediately by the employee and that are not a major food safety concern (e.g., spilled product on the floor).

Mock recall: A procedure to test the recall team's ability to find and trace their product during a recall

Municipal water: See "Water".

Non-agricultural activities: Dump sites, industrial activities and other human activities (e.g., golf course).

Non-porous surface: A smooth solid surface that limits absorption and penetration of liquid (e.g., metal, stainless steel, hard plastic material, rubber).

Off-site: Beyond the premises of the operation.

On-site: Within the premises of the operation.

ORP: Oxidation-Reduction Potential. A rapid and accurate way to measure chlorine effectiveness. ORP is measured using an ORP meter, similar to a digital thermometer or pH probe. Research has shown that water with an ORP value of 650-700 mV can kill bacteria such as *E. coli* in a few seconds while more resistant types of microorganisms are killed within a few minutes.

Other by-products: Include plant or animal debris used for soil and crop improvement (e.g., seafood waste, seaweed, peat moss, wood shavings, crop culls, cover crops/green manure, pomace, feather meal from chicken rendering), i.e. to improve the biological, chemical and physical characteristics of the

soil, including improving the tilth, porosity, aeration, aggregation, water holding potential, or to increase the organic content, ion exchange capacity and microbial viability.

Other Materials: Items used by operations where these materials are NOT included in another category such as agricultural chemicals, other by-products, fertilizers, etc. within the CanadaGAP glossary. These materials may include adjuvants, surfactants, citric acid used on Brussels sprouts to reduce browning, chlorine dioxide used on watermelons to extend shelf-life, calcium used during washing to promote floatation of pears, decorative mulch added to potted herbs, storage aids such as ethylene, ozone, or nitrogen, etc.

Outgoing: Refers to product leaving the premises. **Except in the case of "brokerage" where the product is NOT physically on the premises.**

Own Use Import Program: Allows the import of registered foreign pest control products into Canada, provided they are deemed to be chemically equivalent to registered Canadian pest control products, are on the eligibility list and have received a permit from the PMRA. They also must bear the equivalent label information to that of the registered Canadian pest control product. Information can be found at www.pmra-arla.gc.ca.

Packaging materials: Include all containers and packaging accessories used for harvested and market product.

Packing: Includes:

1) The physical act of taking harvested product and putting it into harvested product packaging materials AND/OR market ready packaging materials for the first time (both in the production site and in the packinghouse). This does not include repacking.
2) Activities (e.g., icing, labelling/coding, cooling, etc.) that occur once product is in the packaging materials.

The operation involved with packing may or may not store and/or transport product.

Permanent structure: See "Building".

Person Responsible: The one(s) who carries out an activity (e.g., harvesting, packing, storage, cooling, icing, labelling/coding, transporting, etc.) and ensures that the activity within his or her control is complete.

Personal effects: Include employees' lunches, clothing, shoes, smoking materials, electronic devices, etc.

Personal hygiene facilities: Washrooms (i.e., toilets, toilet paper) and hand washing facilities (i.e., hand sanitizers, water, soap, paper towels and hand wipes). These may be located inside or outside and can be portable or non-portable.

Pest: An animal, plant or other organism that is directly or indirectly injurious, noxious or troublesome, and an injurious, noxious or troublesome condition or organic function of an animal, a plant or other organism (e.g., rats, mice, birds, reptiles, beetles, weeds, disease, etc.).

Pest control product: Any product, device, organism, substance or thing that is manufactured, represented, sold or used as a means for directly or indirectly controlling, preventing, destroying, mitigating, attracting or repelling any pest. Control products include active ingredients used in the manufacture of end-use products and the end-use products themselves. Includes herbicides, insecticides, fungicides, antimicrobial agents, pool chemicals, microbials, material and wood preservatives, animal and insect repellents, and insect- and rodent-controlling devices.

Pest Control Products Act (PCP Act)* and *Regulations: A Canadian federal Act that enables the Pest Management Regulatory Agency (PMRA) to regulate all pest control products imported into, sold or used in Canada.

Pest Management Regulatory Agency (PMRA): Federal body in Canada responsible for administering the legislation under the *PCP Act*.

Pest program: Includes the control and monitoring of pests.

PHI: Pre-harvest interval; the time between the application of the agricultural chemical and harvest, as defined on the pest control product label.

Plants with Novel Traits: A plant with a novel trait is a plant that contains a trait which is both new to the Canadian environment and has the potential to affect the specific use and safety of the plant with respect to the environment and human health. These traits can be introduced using biotechnology, mutagenesis, or conventional breeding techniques.

Post-harvest agricultural chemical application water: See "Water"

Potable water: See "Water".

Pre-planting: Time from harvest of prior crop to beginning of planting the current crop.

Premises: Includes production site(s), building(s) and immediate surrounding land.

Preventative measures: Actions taken that are intended to hinder or avert.

Prior to Use (for water testing)**:** Before the water is used on product, hands, equipment, packaging materials, etc. for the first time in a season. Results of water testing need to show potability before water is used. The test will be taken as close as possible to the first use of the water, up to a maximum of 60 days before the first use. **NOTE**: Where there is an event or activity (e.g., maintenance of piping/pumps, leaking storage tanks, changes in colour/odour and/or turbidity, etc.) that may affect the potability of the water and it takes place after testing was completed (e.g., between the time of analysis and production/packing/repacking/wholesale use, etc.), re-testing is performed. **NOTE:** For year-round operations, two tests must be taken per 365 days.

Product: Refers to both harvested and market produce.

Production: Activities (e.g., growing, harvesting, putting harvested product into harvested product packaging materials, cooling, rinsing, etc.) involved with harvested product. The production operation may or may not store and/or transport product.

Production site: Location where product is grown. Also referred to as a field/orchard/vineyard.

Production site equipment: Equipment used in the field/orchard/vineyard including field/orchard/vineyard-washing/packing equipment (e.g., agricultural chemical, manure or commercial fertilizer applicators, irrigation pipe, pump, nozzles, tubes, fittings, filters, tape, tractors, planters, harrows, cultivators, tillers, windrowers, spreaders, harvesters, conveyors, wiping cloths, blankets, brushes, stakes [wood, metal], pallets, knives, tables).

Production wastewater: Water remaining from the cleaning of product or equipment (e.g., flume, dump tank or wash water).

Pulp sludge: A solid residue that remains after wastewater is treated at pulp and paper mills. It is composed of input materials for making paper, which are primarily wood fibre, lime, clays, as well as excess organisms produced as part of the wastewater treatment process.

Purchasing: Buying or ordering a product and/or service.

Recall: Means for an operation to remove from further sale or use, or to correct, a marketed product (i.e., that has been sold or distributed) that may have an impact on food safety.

Receiving: Taking delivery of a product or an input that was purchased and/or selected.

Recognized (*codex*): Officially recognized inspection systems and officially recognized certification systems are systems which have been formally approved or recognized by a government agency having jurisdiction.

Recyclables: Containers from maintenance materials, agricultural chemicals, commercial fertilizers, cleaning agents or water treatment chemicals, etc. that are sent for recycling and are not re-used.

Re-circulated water: See “Water”.

Registered agricultural chemicals: Refers to products that have been approved under the *PCP Act* and that bear a Pest Control Products Number (PCP #).

Releasing: Handing product over to another operation that is responsible for the next activity/function (e.g. labelling, icing, storing), whether the product is purchased or not

Reservoir: A natural or artificial pond or lake used for collection or storage of water.

Reusable: Designed so it is capable of being used more than once or repeatedly (e.g. hard plastic packaging materials, rubber gloves, etc.)

Sanitary dip: Container with water and sanitizer (e.g., chlorine, quaternary ammonium, etc.).

Seed potato: A tuber or any part of a tuber used for propagation purposes.

Seed potato preparation: Includes the treating (with agricultural chemicals) and the cutting (into smaller pieces) of potatoes for planting.

Selecting: Obtaining or sourcing a product and/or service where it is not purchased (e.g., choosing a water source, building your own equipment).

Separate: Not on top of, underneath or touching.

Sewage sludge: Includes municipal biosolids.

Soap: Cleaning agent used with water. Can be antibacterial or other.

Soil amendments: Ashes, gypsum and liming materials added to the soil for the purpose of improving the chemical properties (e.g., pH) of the soil. If liming materials are derived from biosolids, see requirements for sewage sludge/biosolids. If liming materials are derived from pulp and paper waste, refer to the requirements for the application of pulp sludge.

Sorting: Separating product (e.g., edible from non-edible; removing green potatoes, leaves, stones, other plant debris).

SOP: Standard Operating Procedure; a set of written instructions or steps for carrying out routine operations and established procedures. The details standardize the process and provide step-by-step instructions that enable anyone within an operation to perform a task in a consistent manner.

SSOP: Sanitation Standard Operating Procedure; specific sanitation practices that include detailed cleaning instructions *(refer to Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example)*.

Standalone Storage Operation: One whose ONLY activity is to store harvested product.

Start Date: This is Day 0 for an operation. Nothing has occurred yet. NOTE: Water tests need to be taken after the start date.

Sticky traps: Devices used to monitor or control crawling insects/pests. Sticky traps for insects are made of heavy paper or cardboard coated with a non-repellent, sticky glue. Insects that crawl over the trap are held fast by the glue. In dusty sites, these traps may need to be replaced weekly to maintain effectiveness. To prevent dust from coating sticky traps, they can be placed inside open-ended tubes that allow pests access.

Storage: Keeping product in a pre-determined and controlled location for a period of days to months (e.g., atmosphere controlled or modified; cooled, dry, contained location); or the location where product is kept.

Surface water: See “Water”.

Tertiary water: See “Water”.

Total Chlorine: See “chlorine”.

Total Coliforms: A measurement of several bacteria belonging to the family *Enterobacteriaceae* spp., including *Escherichia coli* (*E. coli*) and various members of the genera *Enterobacter* spp., *Klebsiella* spp. and *Citrobacter* spp. These bacteria are typically found as a part of the intestinal microflora of warm-blooded animals and so are associated with fecal material. In addition, some members of this group of organisms can originate from nonenteric sources.

Total glycoalkaloids: Naturally occurring chemicals found in potatoes that may cause illness in humans at high levels (mainly solanine and chaconine). Potato cultivars/varieties are bred for low levels of glycoalkaloids and, to be registered, must not exceed established federal levels. Levels may increase if tubers are exposed to light during the growing period, harvest, storage or transportation.

Traceability: Permits the source of the product to be identified and maintained at any stage in the supply/distribution system.

Training: The transfer of technical and/or food safety-related information to employees. Employees include offshore, local, seasonal, part-time and management personnel. Training may take a variety of forms including on-the-job demonstrations, job shadowing, formal sessions, reading and discussing protocols or presentations.

Transportation: Includes all movement of product, both on and off the premises.

Trap Crops: A planting that attracts insects away from nearby product(s) helping to reduce economic damage to harvestable product(s).

Traps: Devices (baited or not) that pests enter and are unable to escape from. These may be used in the interior and exterior of buildings.

Vehicles: The means to transport product (e.g., personal and private carriers, trucks, flatbeds, wagons).

Visitor: Includes anyone not directly involved/employed in the operation (e.g., transportation drivers, contractors, auditors). Visitors are ONLY considered when entering controlled access areas.

Washrooms: Includes toilets and toilet paper.

Wash water: See "Water".

Waste: Refers to any item or material requiring disposal (e.g., garbage, production wastewater).

Water

Agricultural water: Water used for irrigation and the pre-harvest application of agricultural chemicals and commercial fertilizers.

Post-harvest agricultural chemical application water: Water used to apply agricultural chemicals post-harvest (e.g., during packing, before, during or after storage, before holding, etc.)

Cleaning water: Includes all water (except for agricultural water) and is used for hydro-cooling, fluming, washing, rinsing, wetting, humidity, misting and , "other materials" and for post-harvest agricultural chemical applications. It also includes water used to wash hands in hygiene facilities and for cleaning equipment, harvested product packaging materials, buildings, etc.

Ground water: Water beneath the earth's surface, often between saturated soil and rock, that supplies wells and springs.

Municipal water: Water supplied by the local government that is potable.

Potable water: Water that meets the parameters under the Canadian Water Quality Guidelines for Drinking Water Quality (biological parameters are 0 Total Coliforms and 0 *E. coli*).

Surface water: Water that is exposed to the environment [e.g., ponds, streams, lakes, rivers, canals, dugouts, creeks, rain (e.g., collected from the roof)].

Tertiary water: Waste water (e.g. municipal, industrial) that has received the third, or final, stage of water treatment. Primary treatment screens particulates and settles sludge in ponds. Secondary treatment removes harmful microorganisms and tertiary treatment passes the water through filters to remove organic pollutants that bacteria cannot break down. Tertiary treatment also uses chemicals to remove chemical pollutants such phosphorous and nitrogen.

Water sources: Ground, surface, municipal or tertiary water.

Water storage: Water that is held temporarily in a container/tank/cistern. These are not considered production site or building equipment. This includes water in coolers or jugs with a spigot, delivered municipal water stored in a tank, a cistern containing rainwater, water tank filled with well water, well water in a standalone handwashing tank/container, etc.

Working effects: Items that have been provided to the employees to minimize contamination to product (e.g., aprons, booties, gloves, smocks etc.)

To Do List – Outstanding Items to Complete in Manual

Instructions: *When you are completing your manual have this "To Do List" handy. If you need to make a change in your operation or are unable to check off a procedure immediately due to circumstances outside of your control (i.e., will complete the task at a later date), record the information in the appropriate section below. Once you have gone through the entire manual those areas requiring change/completion will be documented and this will save you from having to look for those items later. After you have completed the procedure, record the date, go back to the manual and check both the appropriate box there and the last column below.*

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
Example:		**Portable toilets ordered – to be delivered April 12**	✓ **April 15/23**	✓
1. Commodity Starter Products				
1.1	Purchasing and Receiving			
1.2	Preparation			
1.3	Storage			
2. Premises				
2.1	Production Site and Surroundings Assessment			
2.2	Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection			
2.3	Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection			
3. Commercial Fertilizers, Pulp Sludge and Soil Amendments				
3.1	Purchasing and Receiving			
3.2	Application			
3.3	Storage			

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
4.	**Manure, Compost/Compost Tea and Other By-Products**			
4.1	Purchasing and Receiving			
4.2	Application			
4.3	Storage			
5.	**Mulch and Row Cover Materials**	N/A	N/A	N/A
5.1	Purchasing and Receiving	N/A	N/A	N/A
5.2	Application	N/A	N/A	N/A
5.3	Storage	N/A	N/A	N/A
6.	**Agricultural Chemicals**			
6.1	Purchasing and Receiving			
6.2	Application			
6.3	Storage			
7.	**Agricultural Water**			
7.1	Source Assessment			
7.2	Storage			
8.	**Equipment**			
8.1	Purchasing, Receiving and Installation			
8.2	Use, Cleaning, Maintenance, Repair and Inspection			

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
8.3	Calibration			
8.4	Storage			
9. Cleaning and Maintenance Materials				
9.1	Purchasing and Receiving			
9.2	Use			
9.3	Storage			
10. Waste Management				
10.1	Storage and Disposal of Garbage, Recyclables and Compostable Waste			
10.2	Storage and Disposal of Empty Agricultural Chemical Containers			
10.3	Disposal of Production Wastewater and Waste from Toilets and Hand Washing Facilities			
11. Personal Hygiene Facilities				
11.1	Facilities			
12. Employee Training				
12.1	Employee Training			
12.2	Employee Illness			
13. Visitor Policy				
13.1	Visitor Protocols			
13.2	U-Pick Operations	N/A	N/A	N/A

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
14. Pest Program for Buildings				
14.1	Control and Monitoring			
14.2	Storage			
15. Water (for Fluming and Cleaning)				
15.1	Water Assessment			
15.2	Storage			
15.3	Treatment			
16. Ice		N/A	N/A	N/A
16.1	Purchasing and Receiving	N/A	N/A	N/A
16.2	Application	N/A	N/A	N/A
16.3	Storage	N/A	N/A	N/A
17. Packaging Materials				
17.1	Purchasing and Receiving			
17.2	Use of Packaging Material			
17.3	Storage			
18. Growing and Harvesting				
18.1	Growing			
18.2	Harvesting			

19. Sorting, Grading, Packing, Repacking, Storing and Brokerage				
19.1	Selecting/Purchasing and Receiving Harvested/Market Product			
19.2	Sorting and Grading			
19.3	Packing/Repacking	N/A	N/A	N/A
19.4	Application of Wax	N/A	N/A	N/A
19.5	Other Materials			
19.6	Environmental Monitoring Program (EMP)	N/A	N/A	N/A
19.7	Supplier Approval	N/A	N/A	N/A
20. Storage of Product				
20.1	Storage Conditions for Harvested Product			
20.2	Storage Conditions for Market Product			
21. Transportation				
21.1	Transportation of Product in Harvested Product Packaging Materials			
21.2	Transportation of Product in Market Ready Packaging Materials	N/A	N/A	N/A
22. Identification and Traceability				
22.1	Traceability System			
23. Deviations and Crisis Management				
23.1	Minor Deviations and Corrective Action			
23.2	Major Deviations and Corrective Action			
23.3	Crisis Management			

23.4	Complaint Handling			
23.5	Food Defense			
23.6	Allergens			
23.7	Food Fraud			
23.8	Food Safety Culture			
24. HACCP Plan and Food Safety Program Maintenance and Review		N/A	N/A	N/A
24.1	Site-specific HACCP Plan	N/A	N/A	N/A
24.2	Protocols	N/A	N/A	N/A

Compendium of Food Safety Forms		Item(s) Not Yet Complete	Item(s) Completed (✓)	Item(s) Checked Off in Manual (✓)
ANNUAL FORMS				
A.	Buildings Sketch and Agricultural Chemical Storage Checklist			
B.	Storage Assessment			
C.	Employee Personal Hygiene and Food Handling Practices Policy - Production Site			
D.	Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage			
E.	Pest Control for Buildings			
F.	Water (for Fluming and Cleaning) Assessment			
S.	Allergen Information - Assessment	N/A	N/A	N/A
T.	Food Defense	N/A	N/A	N/A
U.	Food Fraud Vulnerability Assessment	N/A	N/A	N/A
V.	Production Site Assessment			
ONGOING FORMS				
G.	Cleaning, Maintenance and Repair of Buildings			
H1.	Agronomic Inputs (Agricultural Chemicals)			
H2.	Agronomic Inputs (Other)			
H3.	Agricultural Chemical Application (Post Harvest)			

Compendium of Food Safety Forms		Item(s) Not Yet Complete	Item(s) Completed (✓)	Item(s) Checked Off in Manual (✓)
I.	Equipment Cleaning, Maintenance and Calibration			
J.	Cleaning and Maintenance – Personal Hygiene Facilities			
K.	Training Session			
L.	Visitor Sign-In Log			
M.	Pest Monitoring for Buildings			
N1.	Water Treatment Control and Monitoring	N/A	N/A	N/A
N2.	Water Temperature Control and Monitoring	N/A	N/A	N/A
O.	Transporting Product			
P1.	Harvesting and Storing Potatoes (FOR POTATOES ONLY)			
P2.	Harvesting and Storing Product (FOR ALL COMMODITIES EXCEPT POTATOES)	N/A	N/A	N/A
Q.	Packing, Repacking, Storing and Brokerage of Market Product	N/A	N/A	N/A
R.	Deviations and Corrective Actions			

Operation Information

***Note**: The purpose of completing this section of the Manual is to provide reviewers (e.g., auditors) with a general overview of your operation.*

Legal Operating Name: _____

Name of Person(s)
Responsible for the Operation: _____
*(**Note**: This person(s) becomes the person(s) responsible referred to in this Manual.)*

Address: _____
(Physical address of office location)

_____

Telephone: (____) _____

Cell: (____) _____

Fax: (____) _____

Email Address: _____

Food Safety Program Contact(s) and Contact(s) Information (if different from above): _____
(Person(s) responsible for the Food Safety Program)

_____

Recall Coordinator(s) and Contact(s) Information (if different from above): _____

_____

Draw below the operation's organizational structure (or attach the operation's organizational chart). Include name(s), job title(s), a brief description of job responsibilities and show the reporting relationship(s) (e.g., using arrows). Include only those people involved in activities relevant to food safety.

Brief Background

Amount of land in potato production (owned and rented); length of the operation's season; whose product is being handled:

_____

_____

_____

Operation Description

Describe [e.g., number of locations (production sites, storages, etc.)] _____

_____

_____

_____

_____

_____

Please Check and List All Applicable Items Below:

Type of Production:	**Type of Operation:**
❒ Products for Processing (*list):* _____ _____ _____ ❒ Other Uses *(describe):* _____ _____ _____	❒ Production ❒ Storage ❒ Processing *(list products):* _____ _____ _____ ❒ Other *(describe):* _____ _____
❒ Producing Own Commodity Starter Products	

Other Crops Produced: ❒ _____ ❒ _____ ❒ _____ ❒ _____ ❒ _____ Incompatible Operations [e.g., livestock, poultry, etc. *(specify type]):* ❒ _____ ❒ _____ Other Products (non-produce items) handled or stored: ❒ _____ ❒ _____ ❒ _____ ❒ _____	Other Farm Programs *(please indicate date of last review)*: ❒ Environmental Farm Plan _____ ❒ Other Food Safety Program(s)/Audit(s): _____ ❒ Other Certifications Achieved: _____ _____ ❒ Nutrient Management Plan: _____ ❒ Reduced Input (e.g., no spray, IPM, IFP): _____ ❒ Organic Production: _____ ❒ Other *(describe):* _____ _____ _____

Annual Operation Start Date

Give the date of when your season begins. If you are operating year-round then you must choose a start date (for information on selecting a start date, refer to the FAQ for Section 15 at www.canadagap.ca).

_____

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1. Commodity Starter Products

Forms Required	N/A

RATIONALE:

Commodity starter products, depending on the product, may include seed(s), cuttings, seedlings, canes, plants, trees, vines and sets. These may be a source of chemical contamination if not treated properly or if certain cultivars/varieties are selected [e.g., those with high levels of glycoalkaloids, Plants with Novel Traits (PNTs)]. The development of new varieties of products, through conventional breeding or modern biotechnology, has the potential to create varieties with unknown chemical compositions that pose risks to human health. If new varieties are considered different enough from existing varieties they may be considered Plants with Novel Traits in Canada and are subject to federal regulation. Before being grown for human consumption, a food safety assessment of these new varieties must be completed by the prevailing authority (e.g., federal government).

❍ Commodity Starter Products are used on the premises

If the above circle has been checked off, proceed below.
If not, proceed to Section 2: Premises.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

1.1 Purchasing and Receiving

REQUIREMENT	*Commodity starter products must be purchased/selected and received properly to minimize chemical contamination. In Canada, Plants with Novel Traits must be assessed for food safety by the federal government before being grown for food use.*

PROCEDURES:

❒ When purchasing or selecting commodity starter products that are genetically modified [e.g., Plants with Novel Traits (PNTs)] the person responsible purchases or selects only varieties that have been approved for use by the prevailing authority [(e.g. federal government - Refer to the CFIA website https://inspection.canada.ca/active/netapp/plantnoveltraitpnt-vegecarnouvcn/pntvcne.aspx) or that have been issued a letter of no-objection (e.g., from Health Canada) or talk to your supplier]

❒ The person responsible receives only the commodity starter products that were purchased

- ❒ The person responsible purchases or selects varieties that have been tested for total glycoalkaloids (Letter of assurance or invoice from breeder/agent showing total glycoalkaloids below 20mg/100g may be obtainable for non-registered varieties)
- ❒ The person responsible purchases or selects commodity starter products that have been treated (i.e., agricultural chemicals) properly (e.g., by a certified seed potato operation)

1.2 Preparation

REQUIREMENT	*Commodity starter products must be prepared in a manner that minimizes sources of contamination.*

PROCEDURES:

❒ The person responsible treats commodity starter products with agricultural chemicals according to the instructions in Section 6: Agricultural Chemicals

1.3 Storage

REQUIREMENT	*Commodity starter products must be stored in a manner that minimizes sources of contamination.*

PROCEDURES:

❒ The person responsible stores commodity starter products separate from agricultural chemicals and harvested product

Confirmation/Update Log:

Date						
Initials						

Forms Required	A, B, G, V

2. Premises

RATIONALE:

Direct and indirect contamination of product can occur due to previous activities on a production site or activities on adjacent lands. Animals (both wild and domestic), insects and birds are potential sources of contamination to product because they may carry a variety of pathogens. Therefore, production sites must be assessed before use to ensure all biological, chemical and physical hazards are minimized.

The design and construction of both the interior and exterior of buildings is important in preventing the contamination of product. For example, improper drainage results in standing water or wet areas around facilities that can create breeding grounds for insects and other pests. Long grass and bushes around the exterior walls of buildings may also harbour pests. Pests allowed to live and breed directly outside of buildings have a greater chance of entering the buildings and contaminating the product.

- ❍ Operation includes production site(s)
- ❍ Operation includes building(s)

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 3: Commercial Fertilizers, Pulp Sludge and Soil Amendments.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

2.1 Production Site and Surroundings Assessment

REQUIREMENT	*Production sites must be assessed before use for biological, chemical and physical hazards due to previous use, and adjacent agricultural and non-agricultural activities.*

PROCEDURES:

- The person responsible considers production site activities for the past five years of any site they are farming for the first time and assesses potential hazards. Each new site is assessed for historical use of:
  - ❒ Persistent heavy metals such as mercury, lead, etc. remaining from previous applications of fertilizers, agricultural chemicals, sewage sludge or liming materials
  - ❒ Contaminants remaining from previous non-agricultural uses (e.g., landfills, refineries, buildings)

❒ The person responsible does not use production sites where sewage sludge has been applied.

- Annually – The person responsible considers production site activities and assesses potential hazards for ALL production sites. The person responsible checks that EACH site has NO:
  - ❒ Adjacent areas where livestock excrement, dust, aerosols or feathers may drift or leach
  - ❒ Adjacent areas where crop production inputs may drift or leach (e.g., agricultural chemicals, soil amendments, fertilizers, pulp sludge)
  - ❒ Adjacent areas where cross contamination may occur from crops with novel traits

- ❒ Adjacent areas where non-agricultural activities contribute to air, water or soil pollution [i.e., industrial activities, roadside debris, road salt, foreign objects (e.g., glass bottles, etc.)]
- ❒ Unusually high levels of animal and bird activity (e.g., migratory paths, nesting or feeding areas, presence of animal feces, large areas of animal tracks or burrowing, etc.)

***Note**: If any of the above-noted hazards was identified, the following corrective actions are suggested as options:*

- ➢ Seeking and following expert advice
- ➢ Testing soil using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of *ISO/IEC 17025* (File under Tab: Test Results)
- ➢ Avoiding growing an edible crop
- ➢ Incorporating manure into the soil in adjacent fields
- ➢ Constructing and maintaining barriers or production site perimeters (e.g., fences, ditches, storage pits, buffer zones)
- ➢ Using scaring devices (e.g., bangers, wailers)
- ➢ Other *(describe)*: _____

❒ Annually [prior to using the production site (regardless of whether it's first time use or not)] – The person responsible conducts an assessment of ALL production sites and completes Form (V) Production Site Assessment OR _____

_____

2.2 Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection

REQUIREMENT	*The exterior of buildings and their surroundings must be assessed for the risk of biological, chemical and physical hazards and must be cleaned, maintained, repaired and inspected to minimize sources of contamination.*

***Note**: Agricultural chemical storage buildings are not included in this section, see Section 6.3: Storage, for requirements on storage conditions for agricultural chemicals.*

PROCEDURES:

- Annually – The person responsible, for EACH building that is a permanent structure, assesses all of the following potential exterior hazards:
  - Each building (when in use) is located where:
    - ❒ Crop production inputs will not drift or leach (i.e., agricultural chemicals, soil amendments, fertilizers, pulp sludge or manure)
    - ❒ Non-agricultural uses are not a source of air, water or soil pollution (e.g., landfills, refineries, water treatment plant, chemical processing plant, etc.)
    - ❒ Livestock production is not a source of contamination
    - ❒ The area is not prone to flooding; there is proper drainage around the building (i.e., no standing water or wet areas)
    - ❒ Any other air, soil or water pollutants are not a source of contamination
  - Each building is designed or constructed where there is or are:
    - ❒ No areas where pests (e.g., insects, mice, birds, rats) can hide/live/feed (e.g., junk piles, long grass, bushes, garbage, unused machinery)
    - ❒ No holes/crevices/leaks (e.g., walls, windows, screens)
    - ❒ Doors that fit properly
    - ❒ Doors that can be secured (e.g., to lock storages when unsupervised)
    - ❒ Windows that can be closed OR have close-fitting screens (i.e., no gaps)

❒ The person responsible ensures that any new buildings or modifications/renovations to existing buildings meet applicable (e.g., federal, provincial, state, local, etc.) building codes with respect to food safety

- Annually – The person responsible, for EACH building that is NOT a permanent structure (i.e., open-air, temporary), assesses all of the following potential exterior hazards:
  - Each structure is designed or constructed where there is or are:
    - ❒ A roof or cover (e.g., tarp)
    - ❒ Proper drainage around the structure (i.e., no standing water or wet areas)
    - ❒ No areas where pests (e.g., insects, mice, birds, rats) can hide/live/feed (e.g., junk piles, long grass, bushes, garbage, unused machinery)

! ❒ Monthly (when in use) – The person responsible conducts an inspection of the exterior of buildings and completes Form (G) Cleaning, Maintenance and Repair of Buildings OR _____

_____

2.3 Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection

REQUIREMENT	*The interior of buildings must be assessed for biological, chemical and physical hazards and must be cleaned, maintained, repaired and inspected to minimize sources of contamination.*

***Note**: Agricultural chemical storage buildings are not included in this section, see Section 6.3: Storage, for requirements on storage conditions for agricultural chemicals.*

PROCEDURES:

! ❒ Annually – The person responsible completes or updates Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

_____

- Annually – The person responsible, for EACH building, assesses all of the following potential interior hazards. Each building IS or HAS:
  - ❒ NOT used for livestock/poultry slaughter or meat processing/storage activities
  - ❒ No sources of cross-contamination that may be carried by air, foot, hands, equipment, etc. (e.g., livestock, poultry, fish, etc.)
  - ❒ Lighting that is adequate (e.g., easy to see in corners, suitable for grading) *Refer to Appendix F: General Guidelines for Adequate Lighting*
  - ❒ Lighting that is shatterproof or covered (e.g., prevent glass from falling onto product/materials) where product and packaging materials are handled or stored
  - ❒ Adequate drainage (i.e., floor sloped, sump pump for backup, drain covers, backflow preventers where necessary)
  - ❒ Pipes or condensation that does not leak onto product or packaging materials
  - ❒ Clean areas where product and packaging materials are handled and stored (e.g., free from garbage, spills, pests and pest droppings)
  - ❒ Walls, floors and ceilings without crevices
  - ❒ Adequate ventilation to prevent excessive heat, steam, condensation, dust, etc. and contaminated air (e.g. with allergens from dust/dry goods, etc.) is removed

- If there is potential for cross-contamination from hazards (e.g., from non-produce activities, processing, etc.) or items [e.g. allergens (e.g. nuts, wheat, raw meats, seafood)] being handled and

stored on the premises, the person responsible implements the following control measures: (*check those that apply*)

- ❒ Dedicated areas or barriers to prevent cross contamination
- ❒ Air flow or ventilation to remove contaminated air
- ❒ Specific pathways for employees or equipment [i.e. employees and equipment do not move into produce handling and storage areas from areas where there are potential hazards unless procedures are implemented to prevent cross contamination (e.g. change of clothing and footwear)]
- ❒ Dedicated employees or dedicated working effects (e.g. gloves, footwear, aprons, clothing etc.)
- ❒ Dedicated equipment
- ❒ Separation by space or time
- ❒ Covered or secured items (e.g., inputs, equipment, etc.) to prevent dust, spilling, leaking or other potential sources of cross-contamination

❗❒ Monthly (when in use) – Where possible (i.e., not a sealed storage), the person responsible conducts a monthly inspection of the interior of buildings, and completes Form (G) Cleaning, Maintenance and Repair of Buildings OR _____

_____

For Harvested Product Storages

❗❒ Annually [prior to first time (in a season) use] – The person responsible inspects the product storage(s) and completes Form (B) Storage Assessment OR _____

_____

Confirmation/Update Log:

Date						
Initials						

Forms Required	H2

3. Commercial Fertilizers, Pulp Sludge and Soil Amendments

RATIONALE:

Commercial fertilizers, pulp sludge and soil amendments can potentially contaminate product with toxic matter if the incorrect types are spread (e.g., materials containing mercury, arsenic, lead, etc.).

- ❍ Commercial fertilizers are used on the premises
- ❍ Pulp sludge is used on the premises
- ❍ Soil amendments are used on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

3.1 Purchasing and Receiving

REQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be purchased/selected and received properly to minimize chemical contamination.*

PROCEDURES:

- The person responsible purchases or selects:
  - ❒ Commercial fertilizers that meet prevailing legislation (e.g., federal regulations)
  - ❒ Pulp sludge that meets prevailing legislation (e.g., provincial regulations)
  - ❒ Soil amendments that meet prevailing legislation (e.g., provincial regulations)

❒ The person responsible receives only the commercial fertilizers and soil amendments that were purchased or selected

❒ The person responsible receives only pulp sludge that was purchased or selected according to prevailing legislation (e.g., provincial regulations)

3.2 Application

REQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be applied properly to minimize contamination.*

PROCEDURES:

❒ The person responsible ensures that commercial fertilizers, pulp sludge and soil amendments are applied according to expert recommendations

❒ Applicator records all application details on Form (H2) Agronomic Inputs (Other) OR _____

3.3 Storage

- ❍ Commercial fertilizers are stored on the premises
- ❍ Pulp sludge is stored on the premises
- ❍ Soil amendments are stored on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

REQUIREMENT	*Commercial fertilizers, pulp sludge and soil amendments must be stored in designated areas and under the proper conditions.*

PROCEDURES:

- The person responsible stores commercial fertilizers, pulp sludge and soil amendments:
  - ❒ Separate from product and packaging materials
  - ❒ Only in product storage(s) when the storage(s) are not in use
  - ❒ In a covered, clean and dry location if necessary
  - ❒ With labels intact and legible if applicable
  - ❒ In a manner that maintains the integrity of the containers and its contents
  - ❒ Other *(describe)*: _____

Confirmation/Update Log:

Date						
Initials						

Forms Required	H2

4. Manure, Compost/Compost Tea and Other By-Products

RATIONALE:

Product may become contaminated with biological, chemical or physical contaminants if manure, compost and compost teas are not properly handled, applied or stored. It is important when purchasing manure to know the type (e.g., cow, sheep, chicken, etc.). Manure is known to carry pathogenic bacteria (e.g., *E. coli* O157:H7, Salmonella). These organisms can be eliminated through proper composting of manure (e.g., time, temperature) so that it is not a source of contamination to product. Presently there is little scientific information on pathogen survival when other by-products are applied in the production site (e.g., seafood waste, culls). *Refer to Section 23: Deviations and Crisis Management 23.2: Major Deviations and Corrective Action – Chart Section 4: Manure, Compost/Compost Tea and Other By-Products for action to take if deviations occur when purchasing/selecting/receiving compost and compost tea.*

- ❍ Manure is used on the premises
- ❍ Compost/compost tea is used on the premises
- ❍ Other by-products are used on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 5: Mulch and Row Cover Materials.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

4.1 Purchasing and Receiving

REQUIREMENT	*Manure, compost/compost tea and other by-products must be purchased or selected and received with knowledge of origin and handling.*

PROCEDURES:

❒ The person responsible does NOT purchase or use sewage sludge on any production site intended for product production even in rotational years

❒ When purchasing or selecting manure or other by-products from a supplier (e.g., company, self, neighbour), the person responsible is aware of the type (e.g., cattle, horse or hog manure; culls; seafood waste) and its origin [i.e., produced under conditions that are not a source of chemical (e.g., heavy metals) or physical (e.g., glass) contamination]

❒ The person responsible receives only the manure and other by-products that were purchased or selected

Purchased Compost/Compost Tea *(If not applicable, proceed to the next sub-section: Compost/Compost Tea Produced On-Site)*

❒ The person responsible purchases compost/compost tea from a supplier and is aware of origin [i.e., produced under conditions that are not a source of biological (e.g., pathogens), chemical (e.g., heavy metals) or physical (glass) contamination] and requests a letter of assurance

! ❒ The person responsible receives only compost/compost tea that was purchased along with the letter of assurance (one letter per supplier per season) (File under Tab: Letters of Assurance/Certificates)

Compost/Compost Tea Produced On-Site *(If not applicable, proceed to Section 4.2: Application)*

❒ The person responsible produces compost/compost tea under conditions that are not a source of biological (e.g., pathogens), chemical (e.g., heavy metals) or physical (glass) contamination, and records the composting procedure (See *Appendix C: Composting Livestock Manure – An Example and Compost Tea Information*)

! ❒ The person responsible receives only the compost/compost tea that was produced following a completed composting procedure. (File procedures/records under Tab: Letters of Assurance/Certificates)

4.2 Application

REQUIREMENT	*Manure and compost/compost tea must be spread at the appropriate time to minimize contamination of product.*

PROCEDURES:

- The person responsible spreads:
  - ! ❒ Manure only when the interval between application and harvest is greater than 120 days
  - ❒ Compost/compost tea (at any time)

! ❒ The person responsible records manure, compost/compost tea and other by-products (except cover crops/green manure) application details on Form (H2) Agronomic Inputs (Other) OR _____

4.3 Storage

❍ Manure is stored on the premises
❍ Compost/compost tea is stored on the premises
❍ Other by-products are stored on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 5: Mulch and Row Cover Materials.

REQUIREMENT	*Manure, compost/compost tea and other by-products must be stored in designated areas.*

PROCEDURES:

❒ The person responsible stores manure, compost/compost tea and other by-products separate from each other, product, packaging materials, fuels, oils, chemicals and cleaning agents

❒ The person responsible stores manure and other by-products away from water sources

❒ The person responsible stores manure and compost/compost tea in a location where drifting or leaching will not be a source of contamination to product, OR in a way that protects from leaching or drifting (e.g., tarped, lagoon, barrier, etc.)

Confirmation/Update Log:

Date						
Initials						

5. Mulch and Row Cover Materials

Forms Required	N/A

N/A

6. Agricultural Chemicals

Forms Required	A, H1, P1

RATIONALE:

Production of safe products requires a non-contaminated environment. The inappropriate use, handling and storage of agricultural chemicals may result in a chemical hazard. The use of both pre-harvest and post-harvest agricultural chemicals is included in this section. Prevailing legislation (e.g., federal, provincial, state or local regulations) must be adhered to.

- ❍ Agricultural chemicals are used on the premises
- ❍ Product is destined for export markets

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 7: Agricultural Water.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an" impact on food safety through cross contamination"**

6.1 Purchasing and Receiving

REQUIREMENT	*Agricultural chemicals of the appropriate type must be purchased and received to minimize chemical contamination of product.*

PROCEDURES:

❒ The person responsible purchases agricultural chemicals registered for use on the applicable product in the country where it is grown, or permitted in Canada under the Own Use Import Program or the Grower Requested Own Use (GROU) Program, or permitted under comparable programs in other countries where product is grown

❒ The person responsible purchases agricultural chemicals from licensed dealers

! ● The person responsible receives:
- ! ❒ Only the agricultural chemicals that were purchased
- ! ❒ Containers that are not damaged
- ! ❒ Containers that are clearly and properly labelled and legible (name of product, active ingredient(s), concentration, PCP#, manufacturer's name, address and contact information and instructions for use are on the label)
- ! ❒ A receipt and signs the receipt (File under tab: Letters of Assurance/Certificates) OR _____)

6.2 Application

REQUIREMENT	*Agricultural chemicals must be applied by the appropriate person, following label instructions.*

PROCEDURES:

! ❒ Applicator follows prevailing legislation (e.g., provincial regulations) AND has completed formal training (e.g., online course, self-study course with materials and successful completion of exam, etc.) (File under Tab: Letters of Assurance/Certificates)

! ❒ The person responsible applies agricultural chemicals that are registered for use on the applicable product in the country where it is grown and not in excess of label recommendations and directions

! ❒ When agricultural chemicals are applied to the production site, the person responsible completes Form (H1) Agronomic Inputs (Agricultural Chemicals) OR _____

! ❒ When agricultural chemicals are applied to commodity starter products, the person responsible completes Form (H1) Agronomic Inputs (Agricultural Chemicals) OR _____

! ❒ When agricultural chemicals are applied during storage, the person responsible completes Form (P1) Harvesting and Storing Potatoes OR _____

Note: *In Canada, a PHI of 1 day means an operation may harvest product the day after application. The PMRA considers a 1 day PHI in terms of calendar days, not hours.*

❒ The person responsible for the application of agricultural chemicals communicates with the person responsible for selling their product (e.g., packer, wholesaler, broker) and determines if the product is exported or not

❒ The person responsible for selling the product (e.g., packer, wholesaler, broker) determines whether the product is exported, and if so, communicates with the person responsible for the application of agricultural chemicals

If product is exported continue below. If product is not exported continue to Section 6.3 Storage.

PRODUCT DESTINED FOR EXPORT MARKETS: *(Note: both the applicator of the agricultural chemicals and/or the exporter of the product would be the person responsible below).*

- The person responsible ensures that agricultural chemical residues on product do not exceed the published Maximum Residue Limits (MRL) in the destination market. Person responsible:
  - ❒ Has information (e.g., registration for the specific product, product labels, Maximum Residue Limits, banned lists, etc.) for agricultural chemicals in destination market(s)
  - ❒ Ensures only chemicals approved for use in the destination market(s) are used
  - ❒ Ensures chemical applications and application rates for target pests and diseases comply with label recommendations applicable to the destination market(s)
  - ❒ Ensures the timing between chemical application and harvest complies with the approved harvest interval in the destination market(s)
  - ❒ For those whose customers require agricultural chemical residue testing: Annually - conducts agricultural chemical residue testing of market product using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of *ISO/IEC 17025*, or participates in a third party agricultural chemical residue monitoring system which is traceable to the farm

Refer to Appendix Q: Documentation Requirements on Agricultural Chemicals for Exported Product.

***Note**: Refer to Section 8.2: Use, Cleaning, Maintenance, Repair and Inspection for rinsing and flushing application equipment. Further pest control product information is available on the Pest Management and Regulatory Agency (PMRA) web site (https://www.canada.ca/en/health-canada/corporate/about-health-canada/branches-agencies/pest-management-regulatory-agency.html) and/or from the manufacturer.*

6.3 Storage

❍ Agricultural chemicals are stored, *proceed below.*
If not, proceed to Section 7: Agricultural Water.

REQUIREMENT	*Agricultural chemicals must be stored in designated areas and under the proper conditions.*

PROCEDURES:

! ❒ Annually – The person responsible records where agricultural chemicals are stored on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

! ● Agricultural chemicals are stored:
- ! ❒ In an area dedicated only to agricultural chemicals, commercial fertilizers and pest control products with a PCP#. Contained fertilizers (e.g., bag, jug, tote) may be stored in the chemical storage except where prohibited by prevailing legislation (e.g., provincial regulations). Fertilizers must be stored in a designated area separate from agricultural chemicals
- ! ❒ In a clearly identified location (i.e., sign on door)
- ! ❒ In a locked location
- ! ❒ In a covered, clean and dry location that is temperature appropriate (e.g., to prevent chemicals from freezing)
- ❒ With labels/identification intact and legible (name of product, active ingredient(s), concentration, PCP#, manufacturer's name and address are on the label; the manufacturer's contact information and the instructions for use do not need to be on the label but are readily available)
- ❒ In a manner that maintains the integrity of the container and prevents leakage (e.g., closed bag, in a container, with a lid)

***Note**: Refer to Section 10.2: Storage and Disposal of Empty Agricultural Chemical Containers.*

Confirmation/Update Log:

Date						
Initials						

7. Agricultural Water

Forms Required	A, I

RATIONALE:

Agricultural water is an essential element used for multiple purposes in the production of horticultural products. However, water may also be a source of biological or chemical contamination. The risk of contamination is dependent on the quality of the agricultural water source and the way in which it is stored and used to irrigate crops (e.g., drip, overhead, sprinkler, trickle).

- ❍ Agricultural water is used on the premises, *proceed below*.
  If not, proceed to Section 8: Equipment.
- ❍ All sources of agricultural water are municipal (and these are NOT stored).
  If so, proceed to Section 8: Equipment.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

7.1 Source Assessment

REQUIREMENT	*Each agricultural water source must be identified, potential hazards must be assessed and preventative measures and/or corrective actions must be taken (when necessary).*

***Note**: EACH water source used for irrigation and agricultural chemical or commercial fertilizer applications (e.g., overhead, spray, drip, trickle, furrow) must be assessed (e.g., ponds, streams, lakes, rivers, canals, creeks, springs, cisterns, reservoirs, ground, tertiary water).*

PROCEDURES:

❒ The person responsible does NOT use untreated sewage water

❒ If purchasing or selecting tertiary water, the person responsible purchases or selects it following prevailing legislation (e.g., provincial regulations)

❒ If an abnormal event occurs to cause contamination of the water source (e.g., publicly announced breach of sewage system, chemical leakage), the person responsible does not spray or irrigate from that source

- Annually – The person responsible assesses all of the following potential hazards for each agricultural water source:
  - ❒ Unusually high levels of wild animal and bird activity (e.g., migratory paths, nesting or watering areas)
  - ❒ Access by livestock, domestic animals and birds
  - ❒ Recreational use (e.g., swimming area)
  - ❒ Upstream contamination sources
  - ❒ Runoff or spills from agricultural chemicals, oil, fuel, manure, etc.
  - ❒ Contamination in pipes
  - ❒ Working condition of the well (e.g., seals and well casings fit tightly, pump functioning)
  - ❒ Leaching of sunken wells by overland flooding

- ❒ Placement of irrigation water intake equipment. (Equipment should be placed where sediment is NOT pulled in with water)
- ❒ Storage of irrigation pipes where they could become contaminated by manure, pests or agricultural chemicals

Refer to the following to help with the assessment:

- *There is a high risk of contamination associated with using poor quality agricultural water on product*
- *If the agricultural water is potable then there may be no risk from the source itself*
- *Drip or trickle irrigation methods **may** reduce the risk of contamination because the water is less likely to come into direct contact with the edible portion of the product*
- *Water quality varies depending on the water source. The chart below is provided to help in the assessment of risk associated with their different water sources*

Water Source	Level of Risk
Municipal Water	Lowest
Well Water and Tertiary Water	Low
Pond/Reservoir/Dugout Fed by Groundwater (springs/wells) or Rainwater	Moderate
Lake	Medium
Pond/Dugout Fed by Stream, Ditch or Run-Off	High
River, Stream, Creek, Canal, Flooding	Highest

- *Water testing conducted early in the irrigation season may be used as an indicator of the risk associated with different water sources*
- *Water testing may provide evidence of (or increase) due diligence*
- *It is strongly recommended that agricultural water sources are tested. The test will provide a general idea of the quality of the water and help to determine if possible contamination is present. Water would be tested for Total Coliforms and E. coli using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of ISO/IEC 17025. See Appendix G: Water Testing for examples of how to take a sample, where to take it and how to interpret the results*

Note: *You may refer to the chart provided in Appendix K: Agricultural Water Source Assessment to help with your assessment (and for preventative measures/corrective actions).*

❒ After assessing the source, if the person responsible determines that it may be contaminated an alternate water source is used (if available)

- If no other water source(s) are available, **corrective actions are required.** The following are some options *(check those that apply)*:
  - ❒ Construct barriers (e.g., fences, ditches, storage pits)
  - ❒ Control runoff with sod strips, grass waterways, vegetative buffers, etc.
  - ❒ Level ground to prevent runoff
  - ❒ Spread manure during dry weather or incorporate manure within 24 hours of spreading
  - ❒ Leave a manure-free protective strip at least 10 m wide around surface water sources
  - ❒ Ensure all equipment is well-maintained
  - ❒ Ensure equipment is not cleaned, maintained or drained where the water source may become contaminated
  - ❒ Ensure proper operation of sewer/septic system
  - ❒ Install aeration or filtration systems
  - ❒ Follow expert advice

- ❒ Irrigate in the morning to increase rapid drying and reduce pathogen survival with ultra violet light
- ❒ Allow as long a period as possible between irrigating and harvest
- ❒ Retest water for Total Coliforms and *E. coli* using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of *ISO/IEC 17025*. See *Appendix G: Water Testing*
- ❒ Does not irrigate

- **Preventative measures are also required to reduce the risk of contamination in the water source.** The following are some options *(check those that apply)*:
  - ❒ Construct barriers (e.g., fences, ditches, storage pits)
  - ❒ Control runoff with sod strips, grass waterways, vegetative buffers, etc.
  - ❒ Level ground to prevent runoff
  - ❒ Spread manure during dry weather or incorporate manure within 24 hours of spreading
  - ❒ Leave a manure-free protective strip at least 10 m wide around surface water sources
  - ❒ Ensure all equipment is well-maintained
  - ❒ Ensure equipment is not cleaned, maintained or drained where the water source may become contaminated
  - ❒ Ensure proper operation of sewer/septic system
  - ❒ Install aeration or filtration systems
  - ❒ Follow expert advice
  - ❒ Irrigate in the morning to increase rapid drying and reduce pathogen survival with ultra violet light
  - ❒ Allow as long a period as possible between irrigating and harvest
  - ❒ Test water for chemicals if you know of a particular problem (e.g., agricultural chemical spill where you know what chemical was spilled) and if the test is available
  - ❒ Test water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025. *See Appendix G: Water Testing*
  - ❒ Does not irrigate

7.2 Storage

❍ Agricultural water is stored, *proceed below.*
If not, proceed to Section 8: Equipment.

REQUIREMENT	*Tanks, containers or cisterns used to store agricultural water must not be a source of contamination to water or product.*

PROCEDURES:

❒ Annually - The person responsible records location of water storage tank/container/cistern on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

_____

- Prior to first use (in a season) – The person responsible:
  - ❒ Cleans the tank, container or cistern used to store water (e.g., power washes, sanitizer) and records the cleaning on Form (I) Equipment Cleaning, Maintenance and Calibration OR ___

    _____

    AND

  - ❒ Follows instructions in *Appendix H: Cleaning and Treating Cisterns – An Example* OR other written instructions (_____

    _____**)**

OR

- ❒ Tests water using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of *ISO/IEC 17025*. (File under Tab: Test Results) See *Appendix G: Water Testing*

❒ The person responsible ensures the tank, container or cistern has a lid, is free from rust and is closed when not in use

Confirmation/Update Log:

Date						
Initials						

8. Equipment

Forms Required	A, I

RATIONALE:

A good agricultural practice is to clean and maintain production site and storage equipment to reduce the potential for biological, chemical (residues) and physical (e.g., metal, glass, plastic, wood) contamination. The appropriate cleaning methods and materials will depend on the type of equipment and the nature of the product. Procedures may include the removal of debris from equipment surfaces, application of soaps/detergents, scrubbing/friction, rinsing with water, and where, appropriate, disinfection/sanitization. When required, equipment must be calibrated to ensure accurate application and delivery.

- ❍ Production site equipment is used on the premises
- ❍ Building equipment is used on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 9: Cleaning and Maintenance Materials.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

8.1 Purchasing, Receiving and Installation

Note: *This section includes both new and current equipment.*

REQUIREMENT	*Equipment must be purchased or built so that its design, construction and installation are not a source of contamination to product.*

PROCEDURES:

Production Site Equipment

❒ The person responsible ensures that calibration instructions are received with equipment or are written based on expert recommendations and made available (File under Tab: Calibration Instructions OR _____). Refer to *Appendix E: Agricultural Chemical Application Equipment Calibration - An Example* for further information

- The person responsible ensures that design and construction of production site equipment (e.g., cutting blade/picking head of the harvester, cultivator/sprayer panels that touch product), will not be a source of contamination to the product, and:
  - ❒ Have food contact surfaces that are easy to clean
  - ❒ Are easily accessible for cleaning and maintenance

❒ The person responsible receives only the equipment that was purchased or selected

Building Equipment

❒ Annually – The person responsible records where equipment is located/installed on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

_____

❒ The person responsible ensures that calibration instructions are received with equipment or are written based on expert recommendations and made available (File under Tab: Calibration Instructions OR _____) (e.g., for scales to weigh chemicals, water treatment equipment)

- The person responsible ensures that design and construction of building equipment (e.g., sorting, and grading), will not be a source of contamination to product, and:
  - ❒ Have food contact surfaces that are easy to clean
  - ❒ Are easily accessible for cleaning and maintenance
  - ❒ Are made of non-porous surfaces (e.g., metal, stainless steel, hard plastic material, puckboard, rubber) (except for pallets , rollers and brushes)
  - ❒ Are equipped with shatterproof lights (if applicable), or are covered (e.g., prevent glass from falling onto product or packaging material) (e.g., forklift, bin pilers)

❒ The person responsible receives only the equipment that was purchased or selected

❒ When installing equipment the person responsible ensures that the equipment is installed with sufficient space between walls, floors and other equipment to allow easy access for cleaning and maintenance

- The person responsible ensures that:
  - ❒ Barriers are in place to eliminate unauthorized access to equipment (e.g., walls, doors, ropes, signs) *Refer to Section 13.1: Visitor Protocols*

8.2 Use, Cleaning, Maintenance, Repair and Inspection

REQUIREMENT	*Equipment use must not contribute to the contamination of product. Equipment must be properly cleaned, have planned maintenance, and be repaired and inspected. Maintenance activities must not contribute to the contamination of product.*

PROCEDURES:

Production Site Equipment

❒ Equipment is not used (whether in use or not) for livestock/poultry slaughter or meat processing activities

❒ Before each use of production site equipment, the person responsible conducts a general inspection and ensures the equipment does not contribute to the contamination of product (e.g., checks for leaks, broken, corroded or damaged parts, cleanliness)

! - Annually (before use) – The person responsible ensures that production site equipment (e.g., mechanical harvester blade, conveyer belt) is clean by *(choose at least one of the following options)*:

Cleaning Procedure

- ❒ Washing with (choose at least one of the following options):
  - ❑ Water and friction (e.g. pressure wash, wiping, scrubbing)
  - ❑ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
  - ❑ Water and soap

AND/OR

- ❒ Dry cleaning (e.g., broom, brushes, air)

❒ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment - An Example, for examples of chlorine solutions for equipment cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example)]*:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for equipment cleaning.]

! ❒ Annually - The person responsible records cleaning of equipment on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

_____

❒ If compressed air is used in direct contact with product or food contact surfaces, the person responsible maintains compressed air equipment as per manufacturer's instructions or according to a written procedure based on expert recommendations (File under Tab: Other Procedures OR _____ _____).

❒ Scales are cleaned between uses if the same scale is used to weigh product and agricultural chemicals

! ❒ Agricultural chemical application equipment is rinsed or flushed according to label instructions when applying agricultural chemicals (e.g., on a crop for which the previous chemical used is not registered)

❒ Agricultural chemical application equipment is NOT cleaned, used for mixing, maintained, rinsed or flushed where water source(s) or the production site may become contaminated

❒ Backflow prevention devices or other methods that do not present a risk of contamination are used when filling agricultural chemical application equipment to prevent backflow of agricultural chemicals into water sources or production site *(refer to Appendix O: Examples of Backflow Prevention During Mixing of Agricultural Chemicals)*

Building Equipment

❒ Equipment is not used (whether in use or not) for livestock/poultry slaughter or meat processing activities

❒ Before initial use of building equipment, the person responsible conducts a general inspection and ensures the equipment does not contribute to the contamination of product (e.g., checks for leaks, broken, loose, corroded or damaged parts, chipping paint, rust, rotting wood, cleanliness)

! ❒ Weekly (at a minimum when in use) – The person responsible inspects equipment for proper functioning (e.g., checks for faulty or loose parts) and performs maintenance as needed. The results of the inspection are recorded on Form (I) Equipment Cleaning, Maintenance and Calibration OR __

_____

_____

! ● Weekly (at a minimum when in use) – The person responsible ensures that building equipment is clean by:

Cleaning Procedure *(choose at least one of the following options):*

- ❒ Washing with (choose at least one of the following options):
  - ❑ Water with friction (e.g. pressure wash, wiping, scrubbing)
  - ❑ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
  - ❑ Water and soap

AND/OR

- ❒ Dry cleaning (e.g., broom, brushes, air)

❒ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example for examples of chlorine solutions for equipment cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example)]*:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for equipment cleaning.]

❗ ❒ Weekly – The person responsible records cleaning of equipment on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

_____

❒ If compressed air is used in direct contact with product or food contact surfaces, the person responsible maintains compressed air equipment as per manufacturer's instructions or according to a written procedure based on expert recommendations (File under Tab: Other Procedures OR _____).

❒ Scales are cleaned between uses if the same scale is used to weigh product and agricultural chemicals

8.3 Calibration

REQUIREMENT	*An effective calibration program must be followed for all equipment requiring calibration.*

PROCEDURES:

Production Site Equipment

❒ At the start of the season, when inspection results indicate a need, when equipment is changed and/or if tractor speeds are adjusted, the person responsible calibrates production site equipment as per calibration instructions.

- The person responsible calibrates the following production site equipment *(check all that apply; if not applicable, proceed to the next sub-section: Building Equipment)*:
  - ❗ ❒ Agricultural chemical applicator (including seed treaters, granular/liquid applicator, etc.)
  - ❗ ❒ Scales (if used to weigh agricultural chemicals)

❒ The person responsible records detailed results of the calibration for agricultural chemical applicators (File under Tab: Calibration Instructions).

❗ ❒ The person responsible records the calibration activity on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

8.4 Storage

REQUIREMENT	*Equipment must be stored in designated area(s) so that it will not contribute to the contamination of product.*

PROCEDURES:

❒ The person responsible stores production site equipment (when not in use) separate from product, water sources and other sources of potential contamination

❒ The person responsible stores building equipment (when not in use) in a manner that prevents leakage of fuel, oil, gases, etc. from equipment coming into contact with product and water sources

Confirmation/Update Log:

Date						
Initials						

Forms Required	N/A

9. Cleaning and Maintenance Materials

RATIONALE:

Cleaning and maintenance materials can be a source of chemical and physical contamination if the proper materials and procedures are not used.

- ❍ Cleaning materials are used on the premises
- ❍ Maintenance materials are used on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 10: Waste Management.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

9.1 Purchasing and Receiving

REQUIREMENT	*Cleaning and maintenance materials must be properly purchased/selected and received to ensure the appropriate type for use.*

PROCEDURES:

❒ When purchasing or selecting cleaning and maintenance materials (including materials used on food contact surfaces), the person responsible purchases or selects materials that are appropriate for their intended use

❒ The person responsible receives only the cleaning and maintenance materials that were purchased or selected and if applicable, verifies that the label contains the name of product, active ingredient(s), concentration and the manufacturer's name and address; the manufacturer's contact information and the instructions for use do not need to be on the label but are readily available

***Note**: For materials, refer to Appendix D: Reference Lists: Packaging Materials, Inks, Lubricants, Maintenance Materials, Sanitizers, Water Treatment Aids and Food and Incidental Additives.*

9.2 Use

REQUIREMENT	*Cleaning and maintenance materials must be used so as not to be a source of contamination to product.*

- When using cleaning and maintenance materials, the person responsible:
  - ❒ Mixes materials by following the instructions for use and the concentration guidelines
  - ❒ Uses the appropriate material for its intended use
  - ❒ Follows the instructions for use during the application process
  - ❒ Avoids cross contamination from cleaning and maintenance materials (e.g., if a broom was used to sweep water into a drain, this broom cannot then be used to sweep a food contact surface, etc.).

***Note**: Refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment - An Example, for examples and information on using chlorine to sanitize equipment.*

9.3 Storage

REQUIREMENT	*Cleaning and maintenance materials must be stored in designated areas and under proper conditions.*

- The person responsible stores cleaning and maintenance materials:
  - ❒ Separate from product, equipment, waste and agricultural chemicals and other sources of contamination
  - ❒ In a clean and dry location
  - ❒ If applicable, with labels/identification intact and legible [name of product, active ingredient(s), concentration and the manufacturer's name and address are on the label; the manufacturer's contact information and the instructions for use do not need to be on the label but are readily available]
  - ❒ In a manner that maintains the integrity of the container/contents and prevents leakage (e.g., closed bag, in a closed container, with a lid)

Confirmation/Update Log:

Date						
Initials						

10. Waste Management

Forms Required	N/A

RATIONALE:

Proper waste management is required to prevent biological, chemical or physical contamination of your premises (e.g., culls left to rot in a pile near a building can attract pests).

❍ Waste is on the premises

If the above circle has been checked off, proceed below.
If not, proceed to Section 11: Personal Hygiene Facilities.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

10.1 Storage and Disposal of Garbage, Recyclables and Compostable Waste

REQUIREMENT	*Areas for garbage, recyclables and compostable waste (when applicable) must be identified, and all waste must be stored and disposed of in a manner to minimize contamination.*

PROCEDURES:

- The person responsible provides dedicated containers for waste that are:
  - ❒ In the appropriate areas/rooms (e.g., lunchroom, washroom, production site, storage)
  - ❒ Separate from product and water sources
  - ❒ Designated or labelled for each applicable type of waste (i.e., garbage, recyclables, compost, etc.)
  - ❒ Covered where pest or animal intrusion may be a problem
  - ❒ Of sufficient quantity and size
  - ❒ Cleaned thoroughly at least monthly (e.g., pressure washed, scrubbed, change plastic liners) in an area separate from product

❒ The person responsible disposes of waste as soon as the container is full (or before) or as frequently as required to avoid attracting pests (e.g., flies, rodents)

10.2 Storage and Disposal of Empty Agricultural Chemical Containers

REQUIREMENT	*Empty agricultural chemical containers must be stored and disposed of in a manner that minimizes the potential for chemical contamination of product and the premises.*

PROCEDURES:

❒ The person responsible does not reuse empty agricultural chemical containers for any purpose

❒ The person responsible triple rinses containers and empties the rinsate into the applicator tank

- The person responsible stores empty agricultural chemical containers:
  - ❒ Separate from product and water sources
  - ❒ In a designated or labelled area/container

❒ The person responsible disposes of empty agricultural chemical containers by following prevailing legislation (e.g., federal, provincial, state or local regulations) for disposal of empty containers

10.3 Disposal of Production Wastewater and Waste from Toilets and Hand Washing Facilities

REQUIREMENT	*Production wastewater, waste from toilets and wastewater from hand washing facilities must be disposed of in a manner that minimizes biological and chemical contamination of product, water sources and the premises.*

PROCEDURES:

❒ The person responsible does not dispose of waste from toilets and wastewater from hand washing facilities in the production site

❒ The person responsible disposes of waste from toilets in a manner that prevents contamination of packaging materials, product, water sources, compost and other by-products

- The person responsible disposes of waste from toilets *(choose at least one of the following)*:
  - ❒ Into a septic system or municipal sewer system
  - ❒ By contracting with a portable toilet company or cleaning service
  - ❒ Other (specify where and how waste is disposed of):

    Describe: _____

    _____

    _____

❒ The person responsible disposes of wastewater from hand washing facilities in a manner that prevents contamination of packaging materials, product, water sources, compost and other by-products

- The person responsible disposes of wastewater from hand washing facilities *(choose at least one of the following)*:
  - ❒ Into a septic system or municipal sewer system
  - ❒ By contracting with a portable toilet company or cleaning service
  - ❒ Other (specify where and how wastewater is disposed of):

    Describe: _____

    _____

    _____

❒ The person responsible disposes of production wastewater in a manner that prevents contamination of packaging materials, product, water sources, compost and other by-products

❒ The person responsible disposes of production wastewater by *(specify where and how wastewater is disposed of)*:

Describe: _____

_____

_____

Confirmation/Update Log:

Date						
Initials						

11. Personal Hygiene Facilities

Forms Required	A, J

RATIONALE:

Humans may be a source of biological contamination (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7) especially if unable to properly wash their hands. Therefore, it is important to provide personal hygiene facilities and to keep them well maintained.

- ❍ Operation includes production site(s)
- ❍ Operation includes product storage

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 12: Employee Training.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

11.1 Facilities

REQUIREMENT	*Sufficient personal hygiene facilities must be available. All facilities must be accessible, properly stocked, cleaned and well-maintained.*

PROCEDURES:

In the Production Site *[If not applicable, proceed to the sub-section: Packing/Repacking and/or Product Storage]*

- Washrooms are provided **FOR** production site employees and include:
  - ❒ 1 toilet per 75 employees
  - ❒ toilet(s) (portable and non-portable) located so as not to be a source of contamination to water sources and product
  - ❒ on-site toilets (e.g., 500 m or 5 minute walk) or accessible through transportation provided (e.g., employee vehicle)
  - ❒ fully equipped (i.e., toilet paper)

! - Properly stocked hand washing facilities that are easily accessible are provided for employees **IN** the production site and include:
  - ***Note:*** *Hand washing water stored in permanent tanks (e.g. within portable washrooms or as standalone facilities) is not considered potable UNLESS:*
    - the water is tested from the tank each time the tank is filled to confirm potability, OR
    - the water is treated and tested to confirm potability is being maintained with treatment as per procedures in Section 15.3 Treatment*, OR*
    - the cleanliness of the tank is maintained, filling procedures are followed and the water is tested to confirm potability as per procedures in Section 15.2 Storage

Choose at least one of the following 3 options *(The items within each option are to be used ONLY in the order that they appear):*

! ❒ hot and/or cold running **potable** water (with a receptacle to collect wastewater), soap and disposable paper towels

OR

! ❒ water (with a receptacle to collect wastewater), disposable paper towels and hand sanitizer

OR

! ❒ hand wipes and hand sanitizer

AND

❒ a garbage container

❒ all hand washing facilities have hand washing signs with understandable instructions (e.g., appropriate language for employees, pictograms) and that are appropriate for the handwashing option chosen *Refer to Appendix I: Hand Washing Sign Templates*

! ❒ Weekly (while in use) and daily (during the peak season) – The person responsible cleans and maintains the personal hygiene facilities and records the activity on Form (J) Cleaning and Maintenance – Personal Hygiene Facilities OR _____

Product Storage *[If not applicable, proceed to the sub-section: Other Facilities in the Production Site and Building(s)]*

❒ Annually – The person responsible records all locations of personal hygiene facilities on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

_____

- The person responsible provides properly stocked handwashing facilities **FOR** product storage including:

  - ***Note:*** *Hand washing water stored in permanent tanks e.g. within portable washrooms or as standalone facilities) is not considered potable UNLESS:*
    - the water is tested from the tank each time the tank is filled to confirm potability, OR
    - the water is treated and tested to confirm potability is being maintained with treatment as per procedures in Section 15.3 Treatment*, OR*
    - the cleanliness of the tank is maintained, filling procedures are followed and the water is tested to confirm potability as per procedures in Section 15.2 Storage

  Choose at least one of the following 3 options (The items within each option are to be used ONLY in the order that they appear):

  ! ❒ hot and/or cold running potable water (with a receptacle to collect wastewater), soap and disposable paper towels

  OR

  ! ❒ water (with a receptacle to collect wastewater), disposable paper towels and hand sanitizer

  OR

  ! ❒ hand wipes and hand sanitizer

  AND

  ❒ a garbage container

  ❒ all hand washing facilities have hand washing signs with understandable instructions (e.g., appropriate language for employees, pictograms)) and that are appropriate for the handwashing option chosen *Refer to Appendix I: Hand Washing Sign Templates*

  - The person responsible provides washrooms:

! ❒ in the immediate vicinity of the product storage (e.g., portable toilet, residence, bunkhouse)

FOR STANDALONE HARVESTED PRODUCT STORAGES ONLY

- The person responsible provides washrooms:
  ! ❒ on-site (e.g., 500 m or 5 minute walk) or accessible through transportation provided (e.g., employee vehicle)

- Washrooms include:
  - ❒ 1 toilet per 35 employees
  - ❒ Fully equipped facilities (i.e., toilet paper)
  - ❒ If the washroom is on-site (e.g., 500 m or 5 minute walk/ in the vicinity of the product storage or accessible through transportation, describe where it is located: _____

_____

! ❒ Weekly (while in use) and daily (during the peak season) – The person responsible cleans and maintains the personal hygiene facilities and records the activity on Form (J) Cleaning and Maintenance – Personal Hygiene Facilities OR _____

Other Facilities: In the Production Site and Building(s) (e.g., lunchroom, break area)

- The person responsible provides:
  - ❒ Fully stocked first aid kits
  - ❒ Waterproof covering for bandaged wounds on hands (e.g., rubber gloves)

❒ The person responsible provides a dedicated storage area for personal effects separate from product handling areas and washrooms

❒ The person responsible provides a dedicated lunchroom/break area separate from product handling areas

❒ The person responsible ensures employees remove working effects prior to entering washrooms and before breaks (e.g., reusable gloves/aprons)

❒ The person responsible ensures employees store working effects in a designated location separate from break areas, surfaces where food is prepared or eaten and other sources of potential contamination

Confirmation/Update Log:

Date						
Initials						

12. Employee Training

Forms Required	C, D, K

RATIONALE:

Employees must be trained on good personal hygiene practices and safe product handling to help prevent the biological, chemical and physical contamination of product. Job-specific training is also important to ensure food safety related practices are adhered to.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

12.1 Employee Training

REQUIREMENT	*All employees must receive training on their role in food safety, food handling, personal hygiene practices, bio-security and any other area related to food safety for their job. Senior management must demonstrate its commitment to determining and providing, in a timely manner, all the qualified resources (including suitably qualified personnel) needed to implement and improve the processes of the food safety system.*

PROCEDURES:

❒ Responsibility for overseeing employee training is assigned to [record name here: _____], who becomes the "person responsible" below

- Annually – The person responsible uses the following Employee Personal Hygiene and Food Handling Practices Policy Forms for training *(check those that are applicable):*
  - ❒ Form (C) Employee Personal Hygiene and Food Handling Practices Policy – Production Site
  - ❒ Form (D) Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage

- The person responsible provides training:
  - ❒ To all employees at the beginning of each season
  - ❒ To new employees
  - ❒ As a refresher to reinforce good practices (i.e., as a result of non-conformances or mid-way through the season)
  - ❒ To provide feedback from an audit, or information on new techniques, new science or other technical findings

❒ The person responsible provides appropriate training in a language and in a way employee(s) understand (Refer to the CanadaGAP website to obtain training materials: www.canadagap.ca)

❒ The person responsible records employee personal hygiene, food handling practices and minor and major food safety deviations training activities and employees' attendance on Form (K) Training Session OR _____

❒ The person responsible observes employees for compliance with the personal hygiene and food handling practices policy

❒ The person responsible trains employees on minor and major food safety deviations (*Refer to Section 23: Deviations and Crisis Management)*

- The person responsible provides job-related training to employees performing tasks that could lead to biological, chemical or physical contamination of product *(check those that are applicable)*:
    - ❒ Calibration of production site equipment
    - ❒ Calibration of building equipment
    - ❒ Use of cleaning and maintenance materials (including water treatment chemicals)
    - ❒ Production site equipment cleaning and maintenance procedures (e.g., cutting and trimming tools, clippers, knives)
    - ❒ Building equipment cleaning and maintenance procedures
    - ❒ Record keeping procedures (i.e., forms applicable to job)
    - ❒ Application of agronomic inputs
    - ❒ Harvesting procedures
    - ❒ Sorting and grading procedures
    - ❒ Allergen awareness (e.g. preventing cross contamination from allergens)
    - ❒ Purchasing/receiving/handling/storing procedures
    - ❒ Procedures for preventing cross-contamination from other non-produce activities that occur on the premises (e.g. food processing, cattle operation, etc.)
    - ❒ Handling of job-related electronic devices

❒ The person responsible trains employees to touch only the sides of the ladders, not the rungs, to avoid contaminating their hands while using or carrying the ladder

12.2 Employee Illness

REQUIREMENT	*The person responsible must be aware of and know how to manage the risks associated with illnesses transferable to food. All employees must be informed of their role in the potential transfer of illness to food and trained to report illnesses or symptoms to their supervisor.*

PROCEDURES:

❒ The person responsible abides by appropriate legislation (e.g., human rights, privacy, employment standards) and operation policies (written and verbal)

❒ The person responsible is aware that there are illnesses transferable to food (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7)

❒ The person responsible trains employees to report if they have a disease or illness transferable to food, symptoms of such a disease or illness, or an open or infected lesion

❒ The person responsible informs employees to see a doctor when they are ill and excludes employees with symptoms of an active infectious disease from activities that may contaminate product, packaging materials or food contact surfaces

❒ The person responsible is alert to signs of employee illness, and encourages those employees to seek medical attention as soon as possible

❒ If the person responsible is advised that an employee has an illness transferable to food (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7), advice, guidance and collaboration is sought with their

local public health authority and/or other regulatory agencies (CFIA or provincial government representatives) and/or experts (e.g., food safety consultant, academic institution, etc.) to help determine when the employee can return to work and measures that can be taken (e.g., risk assessment, corrective action, preventative measures, product recall etc.) if the product was potentially contaminated (e.g., handled by ill employee, cross-contamination risks, etc.)

- ❒ The person responsible keeps all records confidential, including copies of correspondence, doctor's notes, etc. in a secure location that is not accessible to unauthorized people

Confirmation/Update Log:

Date						
Initials						

13. Visitor Policy

Forms Required	L

RATIONALE:

Restricting visitors from areas where product or market ready packaging materials are handled or stored helps to prevent contamination.

❍ Operation may have visitors on the premises

If the above circle has been checked off, proceed below.
If not, proceed to Section 14: Pest Program for Buildings.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

13.1 Visitor Protocols

REQUIREMENT	*Visitors must adhere to protocols when on the premises so as not to be a source of contamination.*

PROCEDURES:

❒ The person responsible determines controlled-access areas within the building(s) including areas where harvested product is handled or stored, and where cleaning and maintenance materials are stored, and controls access to those designated areas (e.g., puts up signs, walls). *Refer to Appendix J: Controlled Access Area Sign Templates*

❒ The person responsible accompanies or designates a person to accompany first time visitors entering controlled-access areas

❒ The person responsible ensures visitors are informed of and understand the visitor policy on Form (L) Visitor Sign-In Log OR _____

❒ The person responsible or designated person ensures all visitors entering controlled-access areas sign in using Form (L) Visitor Sign-In Log OR _____

Confirmation/Update Log:

Date						
Initials						

14. Pest Program for Buildings

Forms Required	A, E, G, M

RATIONALE:

Pests such as rodents, birds and insects are potential sources of contamination to product as they may carry a variety of pathogens. The use of traps, chemicals, tape or bait, and monitoring these continually can be effective in controlling pests.

❍ Operation has building(s) on the premises

If the above circle has been checked off, proceed below.
If not, proceed to Section 15: Water (for Fluming and Cleaning).

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

14.1 Control and Monitoring

REQUIREMENT	*An effective pest program must be in place for the exterior and interior of buildings to monitor and control pests.*

Note: *This section does not apply to stand-alone agricultural chemical storage buildings.*

PROCEDURES

❒ The person responsible completes pest risk assessment for the interior and exterior of buildings by reviewing Sections 2.2: Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection and 2.3: Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection and Form (G) Cleaning, Maintenance and Repair of Buildings OR _____

❒ The person responsible prevents nesting of birds on the interior and exterior of buildings

❒ The person responsible does NOT allow animals, either wild or domestic (including pets), or pests (e.g., birds, rodents) in buildings

- The person responsible uses traps and ensures that:
  - ❒ They are flush against the wall
  - ❒ If using bait inside buildings, it is in a trap from which rodents cannot escape (e.g., tin cat, iron cat, ketch-all)
  - ❒ Pest control products in bait and baited traps are registered for use in the country where they are used
  - ❒ They are set, at a minimum, on the inside of each entrance (doorways) on both sides (i.e., two traps per door)

NOTE: Snap traps may be used inside buildings but cannot be baited.

! ❒ The person responsible adheres to a pest control and monitoring program
*(You **MUST** choose <u>one</u> of the two options listed on the following page and complete the associated sub-bullets)*:

! ❒ **Third Party Pest Program**	! ❒ **Self-Managed Pest Program**
! • The person responsible hires a licensed third party pest control company to monitor buildings (when in use). The company provides the person responsible with: ! ❒ A contract/agreement/letter of assurance showing company's name and the applicator's license number ! ❒ A written pest control manual detailing the procedures, pest control products used, PCP number, frequencies (minimum of once monthly) and methods used ! • The company ensures that: ! ❒ Bait (unless inside a trap) is not used in the interior of buildings ! ❒ Bait is not in contact with product ! ❒ Pest control products are registered for this use in the country where they are used and used according to label directions ! ❒ All pest control devices are clearly numbered/labelled/identified ! ❒ The location of building exterior and interior pest control devices is recorded and provided to the person responsible ! ❒ All leftover bait, damaged traps, used glue boards and pests are disposed of in a sealed container and placed in the garbage ! ❒ A record of detailed findings and suggested control measures are provided after each scheduled visit	! • The person responsible implements a self-managed pest program. The person responsible ensures that: ! ❒ Bait (unless inside a trap) is not used in the interior of buildings ! ❒ Bait is not in contact with product ! ❒ Pest control products are registered for this use in the country where they are used and used according to label directions ! ❒ All pest control devices are clearly numbered/labelled/identified ! ❒ The location of building exterior and interior pest control devices is recorded on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____ ! ❒ All leftover bait, damaged traps, used glue boards and pests are disposed of in a sealed container and placed in the garbage ! ❒ After handling bait, devices, or disposing of pests, proper hand washing techniques are followed ! ❒ The person responsible records PCP # on Form (E) Pest Control for Buildings OR _____
! ❒ After each visit, the person responsible reviews the record left by the company and signs the record for confirmation of activities	! ❒ Annually – The person responsible describes the pest program on Form (E) Pest Control for Buildings OR _____
! ❒ The person responsible files all records under Tab: Third Party Pest Control Records OR _____	! ❒ Monthly at a minimum (when in use) – The person responsible monitors the pest program and records findings on Form (M) Pest Monitoring for Buildings OR _____
❒ Annually - The person responsible reviews the company's program (procedures, numbering of devices, monitoring frequency, etc.) for effectiveness	❒ If a persistent problem, pattern or increases in pest populations is observed, the person responsible takes corrective action and/or seeks expert advice on alternative control measures

14.2 Storage

❍ Pest control products are stored on the premises

If the above circle has been checked off, proceed below.
If not, proceed to Section 15: Water (for Fluming and Cleaning).

REQUIREMENT	*Pest control products must be stored in designated areas and under the proper conditions.*

PROCEDURES:

! ❒ Annually – The person responsible records where pest control products are stored on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

- The person responsible stores pest control products:
  - ❒ Separate from product and packaging materials
  - ❒ In a covered, clean and dry location if necessary
  - ❒ With labels/identification intact and legible if applicable (e.g., name of product, active ingredient(s), concentration, PCP#)
  - ❒ In a manner that maintains the integrity of the container and its contents

Confirmation/Update Log:

Date						
Initials						

15. Water (for Fluming and Cleaning)

Forms Required	A, F

RATIONALE:

Water may be used in an operation for a number of different reasons, using a variety of practices. It is important to assess the quality of the water as it may be a source of biological or chemical contamination. When warm products (e.g., apples, tomatoes) are submerged in cold water, water can be drawn inside the product. Water quality and temperature are important to maintain any time products such as tomatoes or apples are submerged in water because contamination inside the product cannot be washed off.

❍ Water is used in personal hygiene facilities for hand washing

If the above circle has been checked off, proceed below.
If not, proceed to Section 16.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

15.1 Water Assessment

REQUIREMENT	*Water source must be identified and potential hazards assessed. The required preventative measures must also be determined and implemented to prevent biological contamination (pathogenic bacteria, parasites, viruses) and chemical contamination.*

PROCEDURES:

- The person responsible never uses:
  - ❒ Untreated sewage water
  - ❒ Tertiary water

❒ The person responsible ensures that any system that supplies potable water is not cross-connected with any other water system, unless measures are taken to eliminate any risk of contamination to the product as a result of the cross-connection

❒ If an abnormal event occurs to cause contamination of water (e.g., chemical leakage, leaching of well by overland flooding, municipal boil water advisory), the person responsible does not use the water until remediation is possible to eliminate the contaminant or testing [if possible i.e. contaminant (e.g. agricultural chemical) is known and tests are available] indicates the water is safe to use

! ❒ Annually – By completing or updating Form (F) Water (for Fluming and Cleaning) Assessment OR _____, the person responsible:

- ! ❒ Identifies the water sources
- ! ❒ Describes the intended use of each water source
- ! ❒ Describes the method of application
- ! ❒ Assesses the potential hazards for each source considering its use
- ! ❒ Determines the appropriate action or preventative measures needed to control the hazards

To assist with the assessment, the following MUST be adhered to:

***Note**: Composite Samples may be an option for water testing. Refer to Appendix G: Water testing 4. Composite Water Samples for further information.*

***Note: Potable water**: Water that meets the parameters under the Canadian Water Quality Guidelines for Drinking Water Quality (biological parameters are 0 Total Coliforms and 0* E. coli*).*

Private Well Water *(If not applicable, proceed to the next sub-section: Municipal Water)*

! ● At least twice annually (after your operation's start date) – If water is from a private well, the person responsible tests the well water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the well water is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*
  - ! ❒ Once prior to use
  - ! ❒ At least once more during the season to ensure water potability is being maintained

❒ The person responsible ensures the water sample is taken from the appropriate location (e.g., equipment, tap, storage cistern/tank/container, etc.)

Municipal Water *(If not applicable, proceed to the next sub-section: Surface Water)*

***Note**: Municipal water is assumed to be potable; therefore, it does not need to be tested UNLESS it is stored (Section 15.2), treated (Section 15.3), recycled/recirculated or a test is required from the equipment. Testing may not be required even under those circumstances; therefore, carefully read Section 15 in its entirety.*

❒ If water is provided by the municipality, the person responsible receives notification if the supply becomes contaminated along with the appropriate treatment method(s)

Surface Water *(If not applicable, proceed to the next sub-section: Water for Hydro-cooling, Cooling, Drenching, Fluming and Washing Product)*

! ● If water is from a surface water source, the person responsible:
  - ! ❒ Follows a water treatment program to make it potable as per Section 15.3: Treatment below
  - ! ● At least twice annually (after your operation's start date) - tests the treated water for Total Coliforms and *E. coli* using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of *ISO/IEC 17025*, to ensure that the treated water is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*
    - ! ❒ Once prior to use
    - ! ❒ At least once more during the season to ensure water potability is being maintained

Water for hand washing in personal hygiene facilities) *(If not applicable, proceed to the Section: 15.2 Storage)*

- The person responsible uses **potable water**:
  - ! ❒ In personal hygiene facilities for hand washing

- At least twice annually (after your operation's start date) – The person responsible tests the water for Total Coliforms and *E. coli* using an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of *ISO/IEC 17025*, to ensure that the water is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*

- ❒ Once prior to use
- ❒ At least once more during the season to ensure water potability is being maintained

❒ The person responsible ensures the water sample is taken from the appropriate location (e.g., equipment, tap, storage cistern/tank/container, etc.).

Confirmation/Update Log:

Date						
Initials						

16. Ice

Forms Required	N/A

N/A

17. Packaging Materials

Forms Required	A, I

RATIONALE:

Packaging materials that are not handled or stored properly may contribute to the biological, chemical and physical contamination of product.

❍ Harvested product packaging materials are on the premises, either with product in them or not

If the above circle has been checked off, proceed below.
If not, proceed to Section 18: Growing and Harvesting.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

17.1 Purchasing and Receiving

REQUIREMENT	*Packaging materials must be obtained with knowledge of origin and must be appropriate for use in the packaging of product.*

PROCEDURES:

Harvested Product Packaging Materials

- The person responsible purchases or selects materials that are:
  - ❒ Free of objects that may become embedded in product (e.g., material is in good repair, no splinters, glass)
  - ❒ Clean and free of debris (e.g., from other crops, compostable waste, garbage)
  - ❒ Have not been used for any other purpose that may be a source of contamination (e.g., to carry tools, personal effects, cleaning agents, agricultural chemicals, maintenance materials)

❒ The person responsible receives only the materials that were purchased or selected

17.2 Use of Packaging Materials

REQUIREMENT	*Harvested product packaging materials must be clean and properly maintained and repaired before use, and market ready primary packaging materials and accessories must not be a source of contamination.*

PROCEDURES:

Harvested Product Packaging Materials

! ● Annually (before first use) – The person responsible ensures that materials are clean by:

Cleaning Procedure *(choose at least one of the following options):*

- ❒ Washing with (choose at least one of the following options):
  - ❑ Water with friction (e.g. pressure wash, wiping, scrubbing)
  - ❑ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
  - ❑ Water and soap

AND/OR

- ❒ Dry cleaning (e.g., broom, brushes, air)

AND/OR

- ❒ Using a third party (e.g., packinghouse or co-op providing containers that are cleaned according to one of the above procedures)

❒ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example for examples of chlorine solutions for equipment cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example)]* OR receives a Letter of Assurance from the third party cleaning the packaging materials (one letter per supplier per season) (File under Tab: Letters of Assurance/Certificates):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for cleaning packaging materials.]

❒ The person responsible records cleaning of materials on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

- The person responsible uses materials that are:
  - ❒ Free of objects that may become embedded in product (e.g., material is in good repair, no splinters, glass)
  - ❒ Clean and free of debris (e.g., from other crops, compostable waste, garbage)
  - ❒ Have not been used for any other purpose that may be a source of contamination (e.g., to carry tools, personal effects, cleaning agents, agricultural chemicals, maintenance materials or previously used to harvest other crops where agricultural chemical residues may contaminate product)
  - ❒ Any materials that have been used for other purposes are clearly marked (e.g. with paint) so they will not subsequently be used for product
  - ❒ Not removed from the premises by employees or taken home
- Covers/lids are:
  - ❒ Kept dry
  - ❒ Handled and stored in a way that prevents contamination (e.g., kept off the ground)

❒ The person responsible conducts a visual inspection of packaging materials before each use
Not removed from the premises by employees or taken home

❒ The person responsible for releasing harvested product keeps track of harvested product (e.g. harvest dates or date received) through the use of pallet/bin tags or some other form of identification

Note: Refer to Section 22: Identification and Traceability for more information on labelling requirements

17.3 Storage

❍ Harvested product packaging materials are stored on the premises

If the above circle has been checked off, proceed below.
If not, proceed to Section 18: Growing and Harvesting.

REQUIREMENT	*Packaging materials must be stored in designated areas and under the proper conditions to prevent biological, chemical and physical contamination.*

PROCEDURES:

Harvested Product Packaging Materials

❒ The person responsible stores these separate from potential sources of contamination and damage (e.g., equipment, fuels, agricultural chemicals)

Confirmation/Update Log:

Date						
Initials						

18. Growing and Harvesting

Forms Required	H1, H2, P1

RATIONALE:

Certain conditions during the growing period may encourage the formation of glycoalkaloids in product.

Product harvested less than four months after the application of manure may be a source of biological contamination. Similarly, product harvested before a pre-harvest interval (PHI) has elapsed may be a source of chemical contamination. Product release procedures include checking that the appropriate intervals have elapsed, and that the production site is assessed before harvest. The product itself, packaging materials and anything else that may contribute to contamination is to be considered both before and during harvest.

- ❍ Growing of product occurs on the premises
- ❍ Harvesting of product occurs on the premises

*If **ANY** of the above circles has been checked off, proceed below.*
If not, proceed to Section 19: Sorting, Grading, Packing, Repacking, Storing and Brokerage.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

18.1 Growing

***Note**: Refer to Sections 3, 4, 5, 6, 7 for requirements and procedures related to inputs used during the growing period.*

REQUIREMENT	*Product must be grown to minimize sources of chemical contamination. During the growing period product must be managed to minimize chemical contamination (i.e., formation of glycoalkaloids).*

PROCEDURES:

❒ The person responsible maintains soil cover over the commodity starter products to allow new tubers to develop underground

18.2 Harvesting

REQUIREMENT	*Product must be harvested at appropriate times to minimize the source of contamination. Product, packaging materials and other substances' (e.g., weed, biological controls, etc.) risk must be assessed so as not to be a source of biological, chemical or physical contamination.*

PROCEDURES:

! ● Before harvesting – The person responsible refers to Forms (H1) and (H2) Agronomic Inputs and ensures that:
  - ! ❒ A minimum 120 day period has elapsed between the spreading of manure and the initial harvest
  - ! ❒ The pre-harvest interval (PHI) has been met for each agricultural chemical application

❒ Before harvesting – The person responsible surveys the production site to ensure there are no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.)

! ● The person responsible records all harvesting information by completing Form (P1) Harvesting and Storing Potatoes OR _____

Confirmation/Update Log:

Date						
Initials						

19. Sorting, Grading and Storing

Forms Required	P1

NOTE: Section 19 applies to MOST CanadaGAP operations, regardless of activities/scope of certification. Please read the circle bullets below carefully to determine if any apply to your operation.

RATIONALE:

Product that is properly handled and stored will have a reduced likelihood of biological, chemical and physical contamination.

- ❍ Product is sorted and graded (in the production site/storage)
- ❍ Outside service providers are used
- ❍ "Other materials" are used (see glossary definition)

If the above circle has been checked off, proceed below.
If not, proceed to Section 20: Storage of Product.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

19.1 Selecting/Purchasing and Receiving Harvested Product

- ❍ Harvested product is selected/purchased

If the above circle has been checked off, *proceed below.*
If not, proceed to Section 19.2: Sorting and Grading.

REQUIREMENT	*Harvested product must be selected/purchased and received to not be a source of contamination.*

PROCEDURES:

- The person responsible selects/purchases harvested product from operations that have successfully completed one of the options below and requests a copy of a current/valid certificate:
  - ❒ CanadaGAP
  - ❒ Other industry recognized third party food safety audit/certification

(***Note: Person responsible for export ensures destination market MRLs are met for product being selected/purchased as per Section 6.2. The certificate would not replace this requirement).

! ❒ The person responsible receives only the harvested product that was selected/purchased along with the certificate (one certificate per season per supplier) (File under Tab: Letters of Assurance/Certificates)

❒ The person responsible inspects the cargo area of the incoming vehicle and the received harvested product for damage or sources of contamination (e.g., glass, rodent droppings/feces) and if contamination is observed, they notify the operation of the problem and take appropriate action (e.g., sorts, grades, trims, removes contamination, refuses product, identifies and segregates product as required, etc.)

! • If services are selected/purchased from an outside service provider to perform activities on behalf of the person responsible (e.g., harvesting or storing in a standalone storage operation), regardless of whether product comes back from the service provider, the person responsible obtains a copy of a

current/valid certificate (one certificate per season per service provider) (File under Tab: Letters of Assurance/Certificates):

- ❒ CanadaGAP
- ❒ Other industry recognized third party food safety audit/certification

Note: *The certificate alone may not contain all of the necessary information that is required nor be clear enough to ensure that the outside provider is performing the intended service. Therefore, it may be necessary to have the entire audit report or other supporting documentation available for review during an audit.*

19.2 Sorting and Grading

REQUIREMENT	*Product must be sorted and graded in a manner that minimizes sources of biological, chemical and physical contamination.*

PROCEDURES:

In the Production Site

- During sorting and grading, employees or equipment:
  - ❒ Separate foreign objects (e.g., stones, glass), damaged, rotten or green product and crop debris (e.g., stems, leaves) from product
  - ❒ Discard foreign objects, culls and debris in the appropriate location (e.g., back in the production site, labelled container)

In the Product Storage

- During sorting and grading, employees or equipment:
  - ❒ Separate foreign objects (e.g., stones, glass), damaged, rotten or green product and crop debris (e.g., stems, leaves) from harvest product
  - ❒ Discard foreign objects, culls and debris in the appropriate container

19.3 Packing/Repacking N/A

19.4 Application of Wax N/A

19.5 "Other Materials" (see glossary definition)

- ❍ "Other materials" are used on the premises

REQUIREMENT	*"Other materials" must not contribute to the contamination of the product.*

PROCEDURES:

- ❒ When purchasing or selecting "other materials", the person responsible purchases or selects materials that were manufactured with ingredients that are appropriate for their intended use
- ❒ The person responsible receives only the "other materials" that were purchased or selected
- ❒ When using "other materials", the person responsible is aware of their origin (i.e., manufactured with ingredients that are not a source of contamination) and uses/applies it according to the recommended label instructions (if applicable)

❒ The person responsible lists the “other materials” used:

_____

_____

_____

❒ When storing “other materials”, the person responsible ensures they are not a source of contamination and that they cannot become contaminated

Confirmation/Update Log:

Date						
Initials						

20. Storage of Product

Forms Required	A, H1, P1

RATIONALE:

Proper storage of product will reduce the risk of biological, chemical and physical contamination.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

20.1 Storage Conditions for Harvested Product

❍ Product is temperature conditioned, held or stored in harvested product packaging materials or in bulk, *proceed below.*
If not, proceed to Section 20.2: Storage Conditions for Market Product.

REQUIREMENT	*Harvested product must be held or stored in designated areas and handled under the proper conditions to minimize contamination.*

PROCEDURES:

! ❒ Annually – The person responsible records the storage locations for harvested product on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

Holding

❍ Harvested product is held on the premises, *proceed below.*
If not, proceed to the next sub-section: Storage.

- The person responsible holds harvested product in an environment that:
  - ❒ Does not contaminate the product or the containers it is in (e.g., clean and well-maintained holding area)
  - ❒ Is separate from other product, equipment, fuels, agricultural chemicals and non-produce items

Storage

❍ Harvested product is put into storage on premises, *proceed below.*

- The person responsible stores harvested product:
  - ❒ In a predetermined environment (e.g., temperature is appropriate for product)
  - ❒ In an environment that does not contaminate the product or the containers they are in (e.g., clean and well-maintained storage area)
  - ❒ In a manner that prevents cross contamination from non-produce items
  - ❒ Separate from other product, equipment, fuels and agricultural chemicals
  - ❒ At least 8 cm away from any wall except for product stored in bulk
  - ❒ In the dark

❒ When harvested product is put into storage, the person responsible records all storing information by completing Form (P1) Harvesting and Storing Potatoes OR _____

_____

Confirmation/Update Log:

Date						
Initials						

21. Transportation

Forms Required	O

RATIONALE:

Transportation vehicles that do not have properly cleaned and/or maintained food contact surfaces may be a potential source of contamination to product. Bulk transport is included within 21.1 of this section. Product release procedures include inspecting outgoing product for signs of contamination before loading onto vehicles.

❍ Bulk product is transported

If the above circle has been checked off, proceed below.
If not, proceed to Section 22: Identification and Traceability.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

21.1 Transportation of Product in Harvested Product Packaging Materials

REQUIREMENT	*To minimize the potential for contamination, vehicles transporting product in in bulk must have a clean and well-maintained cargo area.*

PROCEDURES:

❒ Before loading each vehicle, the person responsible ensures that an inspection is made of the cargo area of the vehicle to ensure it is appropriate for intended use, clean and well-maintained

❒ The person responsible records information about product being transported to someone else's premises on Form (O) Transporting Product OR _____

Confirmation/Update Log:

Date						
Initials						

22. Identification and Traceability

Forms Required	O, P1

RATIONALE:

Product that is identifiable and traceable is easily and quickly traced back to the point of origin. Contaminated product can be distinguished from product that is not, and product loss may be limited in the event of a recall (i.e., one identified lot versus an entire harvest).

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

22.1 Traceability System

REQUIREMENT	*A traceability system that allows all product to be traced in the event of a recall must be in place.*

PROCEDURES:

Note*: As much identification as is practically possible will assist in minimizing financial losses in the event a recall is necessary (i.e., being able to identify a pallet as opposed to a production site). Refer to Appendix M: Traceability and Product Identification – Some Examples.*

- The person responsible for releasing harvested product:
  - ❒ Keeps track of harvested product (e.g. harvest dates or date received) through the use of pallet/bin tags or some other form of identification
  - Records field/block/pallet/bin tag information for harvested product on:
    - ❒ Form (P1) Harvesting and Storing Potatoes OR_____

      AND

    - ❒ Form (O) Transporting Product OR _____

Incoming Product

- The person responsible for incoming product:
  - Records incoming information (e.g., Field/Block #/Pallet/ Bin Tag/Pack ID/Lot ID, etc.) for incoming product on:
    - ❒ Form (P1) Harvesting and Storing Potatoes OR _____

Outgoing Product

- The person responsible for outgoing product:
  - Records outgoing information (e.g., Field/Block #/Pallet/ Bin Tag/Pack ID/Lot ID, etc.) for product on:
    - ❒ Form (O) Transporting Product OR _____

      AND/OR

❒ Form (P1) Harvesting and Storing Potatoes OR _____

Confirmation/Update Log:

Date						
Initials						

Forms Required	R

23. Deviations and Crisis Management

RATIONALE:

The key to an effective Food Safety program is identifying, rectifying and documenting major deviations in order to prevent recurrence.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

23.1 Minor Deviations and Corrective Action

REQUIREMENT	*A minor deviation must be identified and assessed. Corrective actions must be taken immediately.*

PROCEDURES:

- When an employee identifies a minor deviation, the employee:
  - ❒ Takes immediate corrective action
  - ❒ Communicates the minor deviation and corrective action to the person responsible

23.2 Major Deviations and Corrective Action

REQUIREMENT	*A major deviation must be identified, reported immediately to the person responsible and recorded. Corrective actions must be taken immediately by the person responsible and recorded.*

PROCEDURES:

Note*: See table below for major deviations and corrective actions.*

❒ When an employee identifies a major deviation, the employee immediately reports it to the person responsible

- The person responsible assesses the situation and determines:
  - ❒ The required corrective action
  - ❒ The cause of the major deviation
  - ❒ The required preventative action needed to prevent recurrence of the major deviation
  - ❒ New procedures or modifications to current procedures as required to address the identified major deviation, and trains employees on the new or modified procedures

❒ The person responsible completes Form (R) Deviations and Corrective Actions OR _____

The following are major deviations that may occur at an operation and their respective corrective actions. These represent deviations from the procedures that are identified in the manual with an exclamation mark (Level B Good Agricultural Practices). It is assumed that the deviation can be corrected on the premises and that the product has not left the operation. In certain situations, there may be other appropriate actions and guidance should be sought from qualified experts. These are not all of the problems that could occur; see Section 23.3: Crisis Management for further suggestions.

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 2: Premises	The person responsible selects a storage area that could contaminate product or packaging material	• Debris or spills on the floor • Animals present • Broken glass or lights • Incorrect lights (not shatterproof or covered) • Leaking of fluid or liquid on to product or packaging	The person responsible: • Identifies and isolates any contaminated product, packaging material or equipment • Cleans and maintains the storage areas • Selects another storage area if storage area cannot be cleaned (i.e. is not usable) • Replaces lighting (uses shatterproof or covered lighting) • Disposes of product if they have come into direct contact with contamination OR if potatoes are exposed to light for extended periods of time they must be (re)sorted to remove any green potatoes.
Section 4: Manure, Compost/ Compost Tea and Other By-Products	The person responsible receives compost/compost tea that has not been properly composted or without knowing if it has been properly composted	• No letter of assurance • Composting records are incomplete or missing • Composting records indicate full composting process has not been achieved	The person responsible: • Refuses, returns or disposes of compost/compost tea and reorders new compost/compost tea • Asks again for letter of assurance and does not spread the compost/compost tea until the letter is received • Continues/restarts composting process for compost/compost tea made on site and does not spread compost/compost tea until the proper process has been completed • Waits 120 days before harvesting product if compost/compost tea was spread without knowing if it was properly composted
	The person responsible spreads manure when the interval between application and harvest is less than 120 days		The person responsible: • Identifies which fields and crops are affected and does not harvest the product until the 120 days has elapsed [refer to Form (H2) Agronomic Inputs (Other)]
Section 6: Agricultural Chemicals	The person responsible receives the incorrect agricultural chemical from supplier	• Agricultural chemical is not registered for the applicable product in the country where it is grown • Containers are damaged and/or labels are illegible	The person responsible: • Returns or refuses and reorders agricultural chemicals • Identifies whether field/planting/orchard/block/product has been sprayed with wrong agricultural chemicals • Disposes of incorrect chemical • Re-trains employees or takes refresher course on agricultural chemical application

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible uses a storage location for agricultural chemicals that is not designated only for that purpose and/or is not covered, clean, dry and controlled access	• Leaks or spills from agricultural chemicals because they are not properly stored	The person responsible: • Moves chemicals to a proper storage facility/location or conducts maintenance on agricultural chemical storage • Cleans any spills or leaks resulting from improper storage • Identifies whether product/packaging materials has been contaminated and disposes of any affected product • Re-trains employees on storage location and proper storage of agricultural chemicals
	The person responsible fails to follow the label recommendations and directions when applying agricultural chemicals	• Too much agricultural chemical is applied • Agricultural chemical is mixed incorrectly	The person responsible: • Stops application • Identifies which field/planting/orchard/block/products are affected • Obtains expert advice on the risk of contamination and, if necessary, disposes of product • Retrains employees or takes refresher training on applying agricultural chemicals • Identifies whether product has been contaminated and disposes of any affected product
	The person responsible applies the incorrect agricultural chemical	• Agricultural chemical used is not registered for the applicable product in the country where it is grown	The person responsible: • Identifies whether field/planting/orchard/block/product have had wrong agricultural chemicals applied • Identifies whether product has been contaminated and if disposal of affected product is required • Obtains expert advice as required and, if necessary, disposes of product • Re-trains employees on chemical application
Section 8: Equipment	The person responsible does not clean or maintain production site equipment regularly (e.g., annually) or properly (e.g., pressure washer, sanitizer)	• Visible debris or contamination is observed on equipment • Equipment breaks down causing chemical or physical contamination • Lubricants, oils and fuels leak on to food contact surfaces	The person responsible: • Stops activities (harvesting) • Isolates any product in contact with contaminated equipment • Cleans and maintains affected production site equipment • Makes necessary changes to cleaning procedure or schedule • Re-trains employees to adhere to annual cleaning and maintenance schedule • Disposes of product if it has come into direct contact with contamination.

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible does not clean or maintain storage equipment regularly (e.g., daily, weekly) or properly (e.g., pressure washer, sanitizer)	• Visible debris or contamination is observed on equipment • Equipment breaks down causing chemical or physical contamination • Lubricants, oils and fuels leak on to food contact surfaces	The person responsible: • Stops activities (sorting and grading) • Isolates any product in contact with contaminated equipment • Cleans and maintains affected storage equipment • Makes necessary changes to cleaning procedure or schedule • Re-trains employees to adhere to daily/weekly cleaning and maintenance schedule • Disposes of product if it has come into direct contact with contamination.
	The person responsible applies inaccurate rates of agricultural chemicals because he/she did not calibrate spray equipment properly or at all	• Sprayer runs out of chemical too early • Sprayer has too much chemical left over after spraying	The person responsible: • Identifies and isolates affected product • Obtains expert advice on the risk of contamination and, if necessary, does not harvest the product • Re-calibrates equipment properly Re-trains employees on calibration schedule and procedures
	The person responsible notices equipment (e.g., gear boxes, hydraulic lines) leaking oils, lubricants onto the sorting/grading equipment	• Visible contamination is observed on equipment • Equipment breaks down causing chemical or physical contamination • Lubricants, oils and fuels leak on to food contact surfaces	The person responsible: • Stops activities (e.g., sorting, grading) • Isolates any product in contact with contaminated equipment • Cleans and maintains affected equipment • Makes necessary changes to cleaning procedure or schedule • Re-trains employees to adhere to weekly cleaning and maintenance schedule • Disposes of product if it has come into direct contact with contamination.
Section 11: Personal Hygiene Facilities	Personal hygiene facilities are not maintained and cleaned weekly (while in use) and daily (during peak season)	• Washrooms are not properly stocked (paper towels, soap, sanitizer) • Visible debris or contamination in facilities	The person responsible: • Ensures and confirms that hygiene facilities are cleaned and stocked • Instructs employees to re-wash hands • Re-trains employees on weekly/daily cleaning and maintenance schedule • Re-evaluates maintenance schedule • Determines whether any equipment or product has been contaminated • Washes equipment as necessary • Disposes of product if they have come into direct contact with contamination

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 14: Pest Program for Buildings	The person responsible does not have an effective pest control program	Evidence of pest infestation is noticed such as: • presence of rodents, animals or feces • chewed boxes, walls or packaging materials • nests or nesting materials	The person responsible: • Removes all feces, nesting materials rodents or animals • Washes equipment and building areas as necessary • Disposes of any product or packaging materials that may be contaminated • Develops and implements a pest control program, hires a third party pest control company or seeks expert advice on improving pest control program • Re-trains employees on use of pest controls products • Re-evaluates and revises pest control program where necessary
	The person responsible does not follow the pest control program properly	• Bait inside buildings is not secured in a trap • Pest control products are used improperly and/or not registered for use in the country where they are used	The person responsible: • Removes all bait that is not secured in a trap • Disposes of any product that has come in to contact with bait or other pest control products • Washes any equipment that has come into contact with pest control products or pests • Re-trains employees on proper use of pest control products and monitoring procedures
Section 15: Water (for Fluming and Cleaning)	The person responsible purchases/selects a water source that is not potable	• Water test results show contamination • Notification from municipality • Adverse event causing contamination of source	The person responsible: • Stops using water • Treats the water and re-tests to check potability before using water.
	The person responsible receives water from a source that is not potable	• Water test results show contamination • Notification from municipality • Adverse event causing contamination of source	The person responsible: • Stops using water • Treats the water and re-tests to check potability before using water.
Section 17. Packaging Materials	The person responsible fails to clean harvested product packaging materials properly annually	• Harvested product packaging materials have dirt, debris, etc.	The person responsible: • Stops harvesting • Cleans packaging materials according to SSOP • Disposes of any product in contact with contaminated packaging materials • Retrains employees on cleaning procedures for packaging materials

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible fails to clean reusable (non-porous) packaging materials properly before use	• Reusable packaging materials have dirt or debris or are damaged	The person responsible: • Cleans reusable packaging according to SSOP • Disposes of or rewashes any product in contact with contaminated packaging • Retrains employees on cleaning procedures for reusable packaging
Section 18: Growing and Harvesting	The person responsible harvests product without allowing the proper interval (of more than 120 days) to elapse between the application of manure and harvest		The person responsible: • Identifies which fields/plantings/ orchards/blocks/products are affected • Disposes of product
	The person responsible harvests product without allowing the pre-harvest interval to elapse for the application of agricultural chemicals		The person responsible: • Identifies which fields/plantings/orchards/blocks/ products are affected • Disposes of product
Section 19: Sorting, Grading, Packing, Repacking, Storing and Brokerage	The person responsible receives harvested from an operation not following a food safety program or without a current/valid certificate		The person responsible: • Refuses the product and reorders the product; or asks for a current/valid certificate and does not sell the product until it is received
	The person responsible selects/purchases services from an outside service provider that is not following a food safety program or is without a current/valid certificate	• Providers of outside services that are performed on behalf of the operation (e.g., storage operation, etc.) do not have CanadaGAP or other industry recognized third party food safety audit/certification	The person responsible: • Cancels services or asks for a current/valid certificate and does not continue with the service until it is received

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 20: Storage of Product	The person responsible selects a storage area that could contaminate product or packaging material	• Garbage, spills or other contaminants in the storage • Lighting not covered or shatterproof • Broken glass or lights in the storage • Lights left on	The person responsible: • Isolates any contaminated product or packaging • Cleans and maintains the storage area • Replaces broken lights with shatterproof or covered lighting • Selects another storage area if storage area cannot be cleaned (i.e., is not usable) • Disposes of product that has come into direct contact with contamination • If potatoes are exposed to light for extended periods of time they must be (re)sorted to remove any green potatoes.

23.3 Crisis Management

REQUIREMENT	*A crisis management plan must be established in the event that product needs to be recalled.*

PROCEDURES:

Note*: Recall procedures and forms are included in Appendix S: Recall Program. (Further information on recalls is available from CFIA at: https://www.inspection.gc.ca/food-safety-for-industry/recall-procedure/eng/1535516097375/1535516168226)*

❒ Annually – The person responsible reviews *Appendix S: Recall Program* OR _____ _____and updates recall team names and contact information below:

Recall Team [as of (date) _____]			
Record the names and contact information for each member of the recall team. Include, if possible, work, mobile and after-hours contact numbers. (Note, for some operations the recall team may consist of only one person). Include alternate names in case of sickness, absence, etc.			
	Name	Contact Information	Roles and Responsibilities
Recall Coordinator(s)			
Recall Team Members			

❒ The person responsible keeps lists of all product suppliers and customers with up-to-date contact information

❒ Annually (current season's product) – The person responsible conducts a mock recall to test the effectiveness of the traceability system by completing the forms in *Appendix S: Recall Program* OR _

_____ (File completed forms under Tab: Recall Program)

***Note**: Refer to Appendix R: How to Conduct A Mock Recall – An Example*

- If an abnormal event occurs that causes contamination of product, the person responsible follows the following basic steps to manage the risk of contamination of product:
  - ❒ Stops current activity (if applicable) to prevent further contamination
  - ❒ Identifies and, if possible, isolates the product and equipment affected
  - ❒ Notifies authorities/person responsible
  - ❒ Determines whether product has been contaminated
  - ❒ Determines and conducts appropriate course of action (e.g. disposes of product, cleans equipment)
  - ❒ Approves the release of unaffected product
  - ❒ Identifies cause of problem and undertakes preventive measures (e.g., preventive maintenance, training of employees)
  - ❒ Records this information on Form (R) (Deviations and Corrective Actions) OR _____

***Note:** This basic procedure can be used in the case of most adverse events such as blood on product, flooding event, portable toilet spilling into the production site, hydraulic line breaks and fluid leaks on to product.*

Example 1: Employee cuts hand during sorting/grading and product is contaminated with blood. The person responsible or employee:

- ➢ Stops sorting/grading line
- ➢ Holds product on the line
- ➢ Sends injured employee for immediate medical attention
- ➢ Disposes of product in the vicinity
- ➢ Notifies person responsible (if applicable)
- ➢ Identifies which product and equipment is contaminated and isolates product to prevent further contamination
- ➢ Disposes of all contaminated product and cleans and disinfects all affected equipment
- ➢ Approves the release of unaffected product
- ➢ Re-trains all employees on workplace safety practices and policies
- ➢ Performs required maintenance of equipment if faulty equipment caused injury
- ➢ Records information on Form (R) Deviations and Corrective Actions

Example 2: A hydraulic line breaks during mechanical harvest and fluid leaks into the production site. The person responsible or employee:

- ➢ Stops harvester
- ➢ Prevents further leaking of fluid into production site if possible
- ➢ Identifies which product (production sites, plantings, rows) and equipment is contaminated
- ➢ Notifies person responsible (if applicable)
- ➢ Disposes of all contaminated product
- ➢ Approves the release of unaffected product
- ➢ Repairs and cleans harvester and reviews and updates preventive maintenance schedule
- ➢ Records information on Form (R) Deviations and Corrective Actions

❒ In the event that the product has left the premises, food safety has been compromised and the public is at risk, the person responsible initiates the Recall process

❒ The person responsible contacts and informs the certification body (if certified) when a recall occurs

23.4 Complaint Handling

REQUIREMENT	*A complaint handling system must be established to manage complaint data and control and correct shortcomings in food safety.*

PROCEDURES:

❒ The person responsible has a system in place to receive, document and take action in response to complaints (e.g. from customers, consumers etc.)

❒ The person responsible records complaints received on Form (R) Deviations and Corrective Actions OR _____

❒ The person responsible includes a review of all complaints during the annual review of the Food Safety Program (See Section 24: HACCP Plan and Food Safety Program Maintenance and Review)

23.5 Food Defense N/A

23.6 Allergens N/A

23.7 Food Fraud N/A

23.8 Food Safety Culture N/A

Confirmation/Update Log:

Date						
Initials						

Forms Required	N/A

24. HACCP Plan and Food Safety Program Maintenance and Review

RATIONALE:

The operation's program needs to be maintained continuously to ensure success. An annual review allows the person responsible and senior management of the company to ensure that the Food Safety Manual is being followed effectively. A review determines if any problems were encountered during the growing/harvesting/storing season. The result of a review is a more effective and efficient Food Safety program.

IMPORTANT NOTE	**It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".**

24.1 Site-Specific HACCP Plan N/A

24.2 Protocols

REQUIREMENT	*Your food safety program must be continuously maintained. A protocol must be in place to review the Food Safety Manual for Processing Potato Production based on CanadaGAP annually to ensure complete and effective implementation. Senior management must demonstrate its commitment to the continuing suitability, adequacy, effectiveness and improvement of the company's food safety system, including related policies and procedures.*

PROCEDURES:

- ❒ The person responsible maintains the operation's food safety program on an ongoing basis
- ❒ The person responsible reviews previous audit findings (if applicable) and determines whether there are opportunities for continuous improvement
- ❒ The person responsible ensures that the most current updated pages are used when reviewing the Food Safety Manual
- ❒ The person responsible annually reviews the Food Safety Manual for Processing Potato Production based on CanadaGAP by completing and updating the applicable sections and forms
- ❒ The person responsible annually reviews the major deviations and complaints and makes any necessary changes to food safety policies and procedures
- ❒ Annually - The person responsible conducts a pre-audit by performing an internal audit of the entire operation by completing the CanadaGAP Self-Assessment Checklist or Audit Checklist (File under Tab: _____), or by using an outside party (Download checklists at www.canadagap.ca)

- ❒ The person responsible reviews the internal audit findings and makes any necessary changes to food safety policies and procedures

- ❒ The person responsible records that the Food Safety Manual for Processing Potato Production based on CanadaGAP has been annually reviewed by initialling the Confirmation/Update Log at the end of each section and below

Confirmation/Update Log:

Date						
Initials						

COMPENDIUM OF FOOD SAFETY FORMS
INDEX

Form	Title	Version Number and Issue Date	Form Location*
ANNUAL FORMS			
A.	Buildings Sketch and Agricultural Chemical Storage Checklist	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
B.	Storage Assessment	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
C.	Employee Personal Hygiene and Food Handling Practices Policy – Production Site	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
D.	Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
E.	Pest Control for Buildings	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
F.	Water (for Fluming and Cleaning) Assessment	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
S.	N/A	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
T.	N/A	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
U.	N/A	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
V.	Production Site Assessment	Version 10.0 2023	FOOD SAFETY MANUAL (Tab: FORMS)
ONGOING FORMS			
G.	Cleaning, Maintenance and Repair of Buildings	Version 10.0 2023	
H1.	Agronomic Inputs (Agricultural Chemicals)	Version 10.0 2023	
H2.	Agronomic Inputs (Other)	Version 10.0 2023	
H3.	Agricultural Chemical Application (Post-Harvest)	Version 10.0 2023	
I.	Equipment Cleaning, Maintenance and Calibration	Version 10.0 2023	
J.	Cleaning and Maintenance – Personal Hygiene Facilities	Version 10.0 2023	
K.	Training Session	Version 10.0 2023	
L.	Visitor Sign-In Log	Version 10.0 2023	
M.	Pest Monitoring for Buildings	Version 10.0 2023	
N1.	N/A	Version 10.0 2023	
N2.	N/A	Version 10.0 2023	
O.	Transporting Product	Version 10.0 2023	
P1.	Harvesting and Storing Potatoes	Version 10.0 2023	
Q.	N/A	Version 10.0 2023	
R.	Deviations and Corrective Actions	Version 10.0 2023	

* Refers to where you place/keep/store your Forms (e.g., office, washroom door, entrance to packinghouse)

A. Buildings Sketch and Agricultural Chemical Storage Checklist

ANNUAL

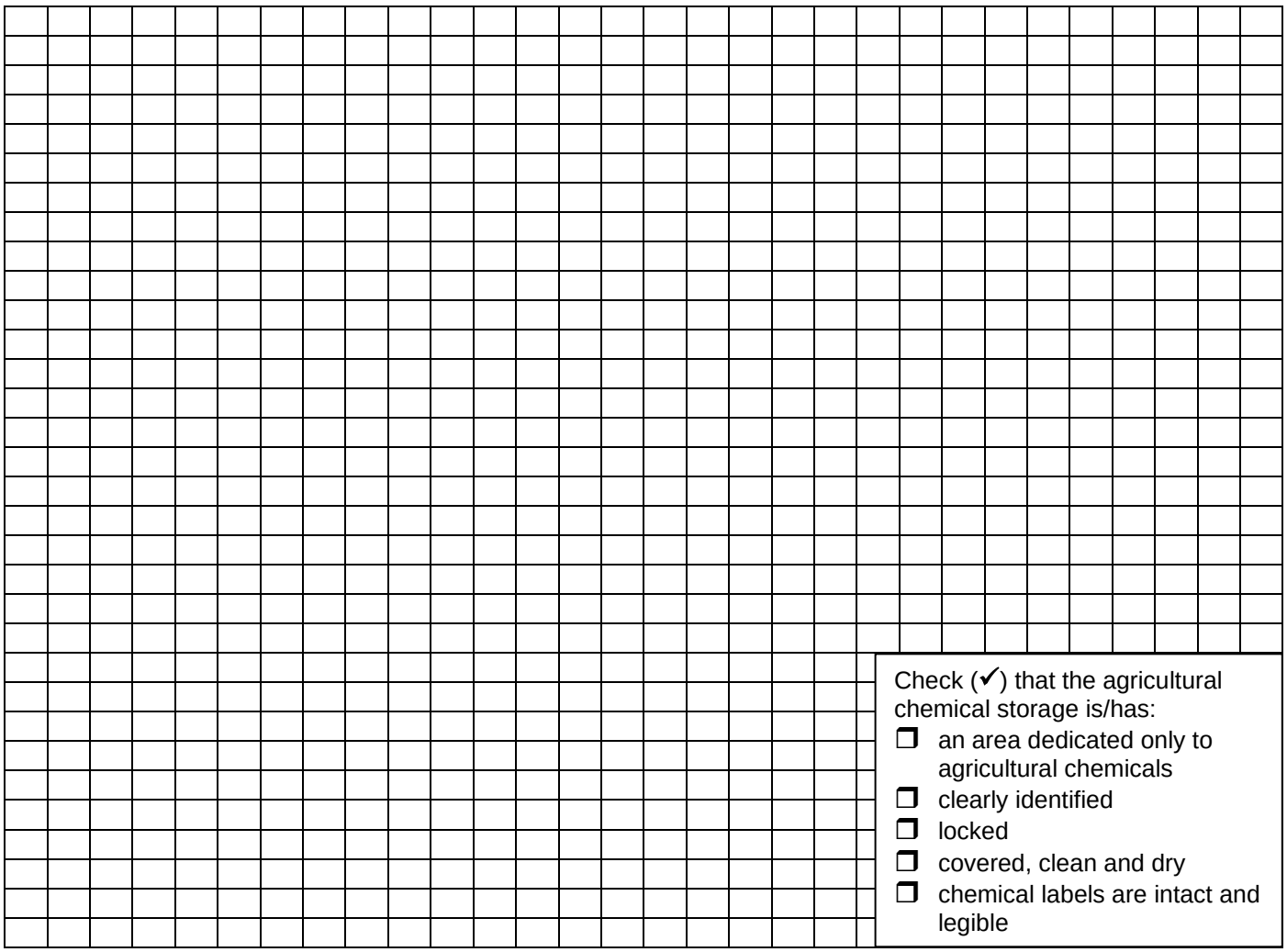
Instructions: *Draw the interior floor plan of your buildings. As applicable, indicate the location of washroom(s), hand washing facility(ies), hand sanitizers/wipes, harvested product, oil/fuel storage tank, water storage tank/container/cistern, interior and exterior pest control devices [e.g., traps (each must be numbered), bait stations etc.], pest control product storage, agricultural chemical storage if located inside buildings. Also check (✓) that the agricultural chemical storage meets the requirements in the box below. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.*

If applicable, indicate in the following checkbox (✓) that your:

❒ Agricultural chemical storage is separate from the buildings diagrammed below.
- A diagram of standalone agricultural chemical storage(s) is not required.
- The agricultural chemical storage checklist, below, does not need to be completed.

Completed by: _____ ***Date:*** _____ ***Page*** _____ ***of*** _____

Building ID#/Name: _____



Check (✓) that the agricultural chemical storage is/has:
- ❒ an area dedicated only to agricultural chemicals
- ❒ clearly identified
- ❒ locked
- ❒ covered, clean and dry
- ❒ chemical labels are intact and legible

Confirmation/Update Log:

Date						
Initials						

B. Storage Assessment

Instructions: *This Form must be completed prior to using storages for the first time in a season (use one Form per storage for harvested product). If an item is not applicable, indicate N/A. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.*

Completed by: _____ ***Date:*** _____ ***Page*** _____ ***of*** _____

Storage ID #/ Name: _____

Requirement	Yes (✓)	No (✓)	Action Taken if Answered "No"
Storage is secured (e.g., with a lock) when unsupervised?			
Lights in the storage area are shatterproof or covered?			
Product in the storage area is kept in proper conditions (e.g., on pallets)?			
Product is stored away from leaky areas (e.g., from roofs, pipes, condensation)?			
When the storage is in use, production site equipment and fertilizers are stored and repaired elsewhere? Agricultural chemicals are never stored in product storages?			
Treated seed is stored according to the label directions (i.e., stored away from product)?			
Oil/gas furnace is exhausting outside the storage?			
When the storage is in use, oil/fuel storage tanks are stored elsewhere or contained to prevent contamination of product?			
Floor of the storage is clean and free from contaminants (e.g., oil, wood, plastic, glass, metal, garbage, chemicals)?			
Walls/ceilings of storage are clean and in good condition (e.g., free from contamination from oil, wood, plastic, glass, metal, garbage, chemicals)?			
The storage is a no-smoking zone?			
Storage is free from animals (wild or domestic) or evidence of animals (droppings) and other pests (birds, insects, rodents)?			
Potatoes in storage are kept in the dark?			
Potatoes are free from direct contact with pressure treated wood?			
Other *(specify)*:			

How and when was the storage cleaned? *(describe)*: _____

_____

Confirmation/Update Log:

Date						
Initials						

C. Employee Personal Hygiene and Food Handling Practices Policy – Production Site

ANNUAL

Instructions: *This Form is intended to assist you in setting your policy, to itemize the policy components and to be used as a training tool and possible handout to employees. All items need to be addressed during the training session for employees. Write N/A beside those not applicable to your operation.*

Completed by: _____ ***Date:*** _____

Employee Illness, Disease and Injury

- ❒ Persons able to transmit, or suffering from, a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella*, E. coli* O157:H7) and those with a temporary illness (e.g., bad cold, diarrhea and vomiting) are advised to see a doctor
- ❒ Employees are trained on the role and responsibility they play in preventing the contamination of product
- ❒ Open wounds are treated and covered with a waterproof covering (e.g., rubber gloves)

Employee Biosecurity

- ❒ Employees are aware of their surroundings and the people they come in contact with, in and around the production site
- ❒ Employees inform person responsible (name of person responsible: _____) of unknown visitors
- ❒ Employees are trained in precautions they need to take when moving between production areas (e.g., from livestock areas/field to storage)

Employee Hand Washing

- ❒ Hands are washed and dried:
  - Before beginning work each day
  - Before entering the production site
  - Before putting on gloves (if used)
  - After every visit to the washroom
  - After a break or meal
  - After smoking
  - After hand-to-face contact (e.g., coughing, sneezing, blowing nose)
  - After applying sunscreen and insect repellent
  - After handling any materials other than the product (e.g., fuelling equipment, spraying)
- ❒ Hands and reusable gloves (except cloth) are washed using proper hand washing techniques:
  - Wet hands, lather soap for approximately 20 seconds
  - Scrub well (especially fingernails and knuckles)
  - Use fingernail brushes if needed/required
  - Rinse
  - Dry hands and wrists with paper towel
- ❒ If no water is available, hand wipes and hand sanitizer are used
- ❒ Hand wipe and hand sanitizer use:
  - Use hand wipes to facilitate soil/organic matter/juice etc. removal AND
  - Use one squirt of waterless, antibacterial, alcohol-based product
- ❒ Gloves are not worn as a substitute for hand washing

Production Practices

- ❒ Employees are trained to inspect each container and harvest only into clean containers
- ❒ Employees are trained to visually inspect product during harvest to look for evidence of unusual animal or bird activity (i.e., excrement) and discards product if it has been contaminated
- ❒ Employees are trained to touch only the sides of ladders, not the rungs

C. Employee Personal Hygiene and Food Handling Practices Policy – Production Site *(continued)*

Employee Glove Use

❍ Gloves are used

Gloves are not mandatory. If gloves are used, proceed below.
If gloves are not used, proceed to the next sub-section (Other)

Note: Working effects must be provided/laundered by the operation, not by the employee.

- ❒ Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride, polyurethane, cloth or canvas/leather
- ❒ If made of cloth, gloves are laundered daily by the operation [excludes coated cloth/canvas/leather gloves used to handle potatoes]
- ❒ Hands are washed and dried, before gloves are put on
- ❒ Gloves are removed when leaving the work area and replaced upon return.
- ❒ If gloves are not new, they are washed (using proper hand washing technique before beginning work each day, when changing tasks, and/or after any contact that could potentially contaminate the product
- ❒ Cloth gloves (including coated cloth) must be laundered daily by the operation (employees start with a fresh pair every day) and changed after any contact that could potentially contaminate the product.
- ❒ Gloves are replaced when ripped or worn out

Other

- ❒ Employees know the difference between and how to handle major and minor food safety deviations
- ❒ Employees adhere to the following:
  - Always use toilet facilities
  - Always dispose of toilet paper in toilet (i.e., not in garbage can)
  - Never spit
  - Dispose of waste in designated containers
  - Eat food, drinks, gum, candy or use tobacco products (including chewing tobacco and snuff) only in areas designated for this purpose (e.g., outside, in lunchroom)
  - Put personal effects in designated areas (e.g., lunches, clothing, shoes, smoking materials, electronic devices, etc.)

Confirmation/Update Log:

Date						
Initials						

D. Employee Personal Hygiene and Food Handling Practices Policy – Product Storage

ANNUAL

Instructions: *This Form is intended to assist you in setting out your policy, to itemize the policy components and to be used as a training tool and possible handout to employees. All items need to be addressed during the training session for employees. Write N/A beside those not applicable to your operation.*

Completed by: _____ ***Date:*** _____

Employee Illness, Disease and Injury

- ❒ Persons able to transmit or suffering from a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7) and those with a temporary illness (e.g., bad cold, diarrhea and vomiting) are advised to see a doctor
- ❒ Employees are trained on the role and responsibility they play in preventing the contamination of product
- ❒ Open wounds are treated and covered with a waterproof covering (e.g., rubber gloves)

Employee Cleanliness, Footwear and Hair

- ❒ A degree of personal cleanliness is maintained which includes starting each day wearing clean clothing and *(specify other)*

  _____

  _____
- ❒ Clean footwear is always worn (no dirt or other foreign matter)
- ❒ Long hair touching the shoulders is restrained (e.g., hat, hairnet, tied)

Operation Practices

- ❒ Employees adhere to the following:
- ❒ Only authorized employees may enter controlled-access areas
- ❒ Employees are trained to touch only the sides of ladders, not the rungs

Employee Hand Washing

- ❒ Hands are washed and dried:
  - Before beginning work each day
  - Before putting on gloves (if used)
  - After every visit to the washroom
  - After a break or meal
  - After smoking
  - After hand-to-face contact (e.g., coughing, sneezing, blowing nose)
  - After applying insect repellent
  - After handling any materials other than the product (e.g., garbage, cleaning and maintenance materials)
- ❒ Hands and reusable gloves are washed using proper hand washing techniques:
  - Wet hands, lather soap for approximately 20 seconds
  - Scrub well (especially fingernails and knuckles)
  - Use fingernail brushes if needed/required
  - Rinse
  - Dry hands and wrists with paper towel
- ❒ If no water is available, hand wipes and hand sanitizer are used
- ❒ Hand wipe and hand sanitizer use:
  - Use hand wipes to facilitate soil/organic matter/juice etc. removal AND
  - Use one squirt of waterless, antibacterial, alcohol-based product
- ❒ Gloves are not worn as a substitute for hand washing

Employee Jewellery and Other Personal Effects

- ❒ Bracelets, necklaces and other jewellery (except for rings) are not worn
- ❒ Rings are covered with gloves
- ❒ False fingernails, false eyelashes or other such effects are not worn
- ❒ Items are removed from shirt pockets (e.g., pens, etc.)
- ❒ Loose buttons on shirts/jackets are fixed

Employee Biosecurity

- ❒ Employees are aware of their surroundings and the people they come in contact with, in and around the product storage
- ❒ Employees inform person responsible (name of person responsible: _____) of unknown visitors
- ❒ Employees are trained in precautions they need to take when moving between production areas (e.g., from livestock areas/field to storage)

D. Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage *(continued)*

Employee Glove Use

❒ Gloves are used

Gloves are not mandatory. If gloves are used, proceed below.
If gloves are not used, proceed to the next sub-section (Other)

Note: Working effects must be provided/laundered by the operation, not by the employee.

❒ Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride, polyurethane, coated cloth or canvas/leather
- **Coated cloth gloves** may ONLY be used where they **cannot get wet**.
- **Canvas/leather gloves** may ONLY be used for harvested **potatoes and bulb and root vegetables, pumpkins and squash** and do not require daily laundering

❒ Hands are washed and dried, before gloves are put on
❒ Gloves are removed when leaving the work area and stored in a designated location
❒ If gloves are not new, they are washed (using proper hand washing technique before beginning work each day, when changing tasks, and/or after any contact that could potentially contaminate the product.
❒ Coated cloth gloves must be laundered daily by the operation (employees start with a fresh pair every day), replaced when changing tasks, changed after any contact that could potentially contaminate the product.
❒ Gloves are replaced when ripped or worn out.

Other

❒ Employees know the difference between and how to handle major and minor food safety deviations
❒ Employees adhere to the following:
- Always use toilet facilities
- Always dispose of toilet paper in toilet (i.e., not in garbage can)
- Never spit
- Eat food, drinks, gum, candy or use tobacco products (including chewing tobacco and snuff) only in areas designated for this purpose (e.g., outside, in lunchroom)
- Put personal effects in designated areas (e.g., lunches, clothing, shoes, smoking materials, electronic devices, etc.)
- Dispose of waste in designated containers

Confirmation/Update Log:

Date						
Initials						

E. Pest Control for Buildings

***Instructions**: For each type of pest being controlled, specify the pest control method used. This Form is to be completed annually. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.*

Completed by: _____ ***Date:*** _____ ***Page*** _____ ***of*** _____

Building ID #/Name: _____

<table>
<tr><th>Pest</th><th>Control Method
and Description</th><th>Person
Responsible</th></tr>
<tr><td rowspan="2">Birds</td><td>Around building exterior
❒ Deterrent or other devices (specify) _____</td><td></td></tr>
<tr><td>Inside building
❒ Deterrent or other devices (specify) _____</td><td></td></tr>
<tr><td rowspan="2">Rodents</td><td>Around building exterior (perimeter)
❒ Bait (specify type) _____
❒ Traps (specify type) _____
❒ Chemicals (specify below)
<table><tr><td>Name of chemical</td><td>PCP #</td><td>Concentration</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>❒ Other (specify) _____</td><td></td></tr>
<tr><td>Inside building
❒ Traps (specify type) _____
❒ Other (specify) _____</td><td></td></tr>
<tr><td rowspan="2">Insects</td><td>Around building exterior
❒ Bait (specify type) _____
❒ Traps (e.g., glue boards, sticky traps) _____
❒ Chemicals (specify below)
<table><tr><td>Name of chemical</td><td>PCP #</td><td>Concentration</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>❒ Other (specify) _____</td><td></td></tr>
<tr><td>Inside building
❒ Traps (e.g., glue boards, sticky traps) _____
❒ Chemicals (specify below)
<table><tr><td>Name of chemical</td><td>PCP #</td><td>Concentration</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>❒ Other (specify) _____</td><td></td></tr>
<tr><td>Other
(specify)</td><td>_____
_____
_____</td><td></td></tr>
</table>

Confirmation/Update Log:

Date						
Initials						

F. Water (for Cleaning) Assessment

ANNUAL

***Instructions**: Complete and/or update annually for all water sources. Check off (✓) those items that apply. Make additional copies as necessary and complete Page __ of __ to indicate more than one page if required.*

Completed by: _____ ***Date:*** _____ ***Page*** _____ ***of*** _____

Water source (e.g., municipal, well, surface)	**Re-cycled (✓)?**	**Stored (✓)?**	**Commodity *****	**Use**	**Method**	**Items to Assess (check each item)**	**Water tests**			**Corrective Actions** (*see examples below)	**Cleaning & Treatment****
							When will the water first be used?	**Dates**			
								Prior to use test	2nd water test		
				Product: ☐Post-harvest chemical application ☐Washing ☐ "Other Materials" ☐Hand washing ☐Cleaning equipment/ containers/building	☐Spray ☐ Hose ☐ Tap ☐ Dump tank ☐ Pressure wash ☐ Other:_____ _____ _____	☐Animal access ☐Runoff ☐Working condition of well/pipes ☐Other possible hazards assessed (describe): _____ _____ _____					☐Cleaned ☐Treated ☐Cistern ☐Well ☐Other: Using Appendix: ❑ A ❑ B ❑ H OR _____
				Product: ☐Post-harvest chemical application ☐Washing ☐ "Other Materials" ☐Hand washing ☐Cleaning equipment/ containers/building	☐ Spray ☐ Hose ☐ Tap ☐ Dump tank ☐ Pressure wash ☐ Other:_____ _____ _____	☐Animal access ☐Runoff ☐Working condition of well/pipes ☐Other possible hazards assessed (describe): _____ _____ _____					☐Cleaned ☐Treated ☐Cistern ☐Well ☐Other: Using Appendix: ❑ A ❑ B ❑ H OR _____

				Product: ☐Post-harvest chemical application ☐Washing ☐ "Other Materials" ☐Hand washing ☐Cleaning equipment/ containers/building	☐Spray ☐ Hose ☐ Tap ☐ Dump tank ☐ Pressure wash ☐ Other:_____ _____ _____	☐Animal access ☐Runoff ☐Working condition of well/pipes ☐Other possible hazards assessed (describe): _____ _____ _____					☐Cleaned ☐Treated ☐Cistern ☐Well ☐Other: Using Appendix: ❑ A ❑ B ❑ H OR _____
				Product: ☐Post-harvest chemical application ☐Washing ☐ "Other Materials" ☐Hand washing ☐Cleaning equipment/ containers/building	☐ Spray ☐ Hose ☐ Tap ☐ Dump tank ☐ Pressure wash ☐ Other:_____ _____ _____	☐Animal access ☐Runoff ☐Working condition of well/pipes ☐Other possible hazards assessed (describe): _____ _____ _____					☐Cleaned ☐Treated ☐Cistern ☐Well Other: Using Appendix: ❑ A ❑ B ❑ H OR _____

Assessment Guide: Assessment should include runoff from agricultural chemicals, fuels or manure; contamination in pipes, cleanliness of cistern etc.

***Corrective Actions**:
-Consult with experts
-Install filtration
-Use alternate source
-Install devices to prevent backflow
-Construct barriers (e.g., fences, ditches)
-Maintenance of well or cistern
-Level ground to prevent runoff
-Test water for Total Coliforms and *E. coli*
Appendix A: Shock Chlorination of Well Water – An Example
Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example
Appendix H: Cleaning and Treating Cisterns – An Example

****Cleaning & Treatment:** ✓ to indicate cleaning &/or treatment, what was cleaned/treated, which instructions were followed or what treatment method used (e.g., UV)

*** Assess water uses for each commodity and ensure water tests are taken at the appropriate time(s)

Confirmation/Update Log:

Date						
Initials						

MONTHLY

G. Cleaning, Maintenance and Repair of Buildings

Instructions: *An inspection of both the interior and exterior of your buildings (e.g. storages) (except agricultural chemical storage buildings) must be conducted monthly [when in use and where possible (i.e., not a sealed storage)] and the following checklist completed. Place N/A if certain structures are not applicable to your operation.*

Completed by: _____ ***Date:*** _____

Building ID #/Name: _____

Interior of Building (Permanent Structures)

- ❒ No holes/crevices/leaks in the building (e.g., walls, windows, screens)
- ❒ Lights are shatterproof and adequate (e.g., packinghouse is bright while potato storages are dark)
- ❒ No pipes or condensation leaking
- ❒ Floor drainage is good (floor sloped, drain covers clear)
- ❒ Floors, walls and ceilings are clean and free from garbage, spills, rodent droppings, etc.
- ❒ Floor is free of crevices that could harbour pests or debris
- ❒ Fans and/or air filters are dust-free, clean and working properly
- ❒ Animals (wild or domestic), pests (insects, rodents, etc.) and bird nests are not present
- ❒ All materials are in designated areas (e.g., packaging materials and product)
- ❒ Adequate ventilation
- ❒ Control measures are in place to prevent cross-contamination from other activities/items (e.g., employee movement, dedicated areas/equipment, etc.)

Maintenance required

If any of the above have NOT been checked off **(✓)**, please describe the maintenance required:

_____

_____

(Use the reverse of this Form if more space is needed)

Date and Name of Person work was completed by:

_____

Date and Signature of Person overseeing the work:

_____

Exterior of Building (Permanent Structures)

- ❒ No holes/crevices/leaks in the building (e.g., walls, windows, screens)
- ❒ All windows can be closed OR have close-fitting screens that are in good condition
- ❒ ½ meter wide perimeter strip of stone or crushed gravel OR short grass around building
- ❒ No junk piled within 3 m of building (e.g., old or unused machinery, garbage)
- ❒ Weeds are controlled
- ❒ Land drainage around building is good
- ❒ Dumpsters are emptied as needed to prevent pest infestation, and surroundings are free of debris
- ❒ All doors are close-fitting
- ❒ Doors that can be secured (i.e., to lock storages when unsupervised)

Exterior of Building (Non-Permanent Structures)

- ❒ Roof or cover (i.e., tarp)
- ❒ Land drainage around structure is good
- ❒ No areas where pests can live/feed/hide within 3 m of structure (e.g., old or unused machinery, garbage)
- ❒ Weeds are controlled

Maintenance required

If any of the above have NOT been checked off **(✓)**, please describe the maintenance required:

_____

_____

(Use the reverse of this Form if more space is needed)

Date and Name of Person work was completed by:

_____

Date and Signature of Person overseeing the work:

_____

Confirmation Signature: _____ ***Date:*** _____

H1. **Agronomic Inputs** (Agricultural Chemicals)

Instructions: *Includes all applications from pre-planting through to, and including, harvest. One Form must be completed for* ***EACH PRODUCTION SITE.***

Operation Name:	**Previous Year Crop(s):**	**Seed Certification #:**	**Current Crop:**
Production Site Information (e.g., Field/Block # or Name/ID/Legal Description):	**Production Site Area (e.g., # of acres/hectares):**	**Date Planted:**	**Variety:**

Application Date	**Product/Trade Name**	**PCP #**	**Actual Quantity Used (e.g., 22.28 kg)**	**Rate Applied Per Unit (e.g., hectare, acre, cwt, tonne)**	**Label Instructions Followed (✓)**	**Area/ Quantity Treated**	**Method of Application (air, ground, furrow, seed, foliar)**	**Earliest Allowable Harvest Date (EAHD)**	**PHI**	**Weather Conditions**	**Signature of Applicator or if Custom Application Invoice is Attached**

Confirmation Signature: _____ ***Date:*** _____

H2. Agronomic Inputs (Other)

Instructions: *Includes all applications from pre-planting through to, and including, harvest. One Form must be completed for* ***EACH PRODUCTION SITE.***

Operation Name:	**Previous Year Crop(s):**	**Seed Certification #**	**Current Crop:**
Production Site Information (e.g., Field/Block # or Name/ID/Legal Description):	**Production Site Area (e.g., # of acres/hectares):**	**Date Planted:**	**Variety:**

COMMERCIAL FERTILIZER APPLICATION

Date	Blend	Rate	Fertilizer Lot # (if applicable)	Applicator's Name

MANURE*/COMPOST/COMPOST TEA/OTHER BY-PRODUCTS†/PULP SLUDGE/SOIL AMENDMENT/MULCH AND ROW COVER APPLICATIONS (except for plastic)

Date	What is Applied	Type*†	Supplier's Name	Rate	Earliest Allowable Harvest Date* (according to appropriate time delay)	Applicator's Name

*** Manure (cattle, hog, poultry, horse, etc.)**
† Other by-product (seafood waste, vegetable culls, etc.)

Confirmation Signature: _____ ***Date:*** _____

H3. Agricultural Chemical Application (Post-Harvest)

Instructions: *Includes all post-harvest applications (e.g., before, during or after storage etc.)*

Operation Name:	**Production Site Information (e.g., Field # or Name/ID #/Legal Description):**	**Variety:**

Application Date	Product/Trade Name	PCP #	Rate Applied	Label Instructions Followed (✓)	Quantity Treated	Method of Application	Field/ Block #/Pallet/ Bin Tag /Lot ID	DAA	Signature of Applicator or if Custom Application Invoice is Attached

Confirmation Signature: _____ ***Date:*** _____

I. Equipment Cleaning, Maintenance and Calibration

Use this Form to record production site AND building equipment cleaning, maintenance AND calibration

******This form is also to be used to record water storage (e.g., tank/cistern/container) and packaging material cleaning although neither are considered as production site or building equipment.***

Instructions: *An inspection of your building equipment (e.g., conveyors, belts) must be conducted at least weekly (when in use). Check for leaks, broken, loose, corroded or damaged parts, soil, mud, build-up, etc. and any cleaning, maintenance and calibration needed. See Section 8: Equipment for requirements for production site equipment. Record required activities below and give a brief description of why and how you are performing the activity.*

Date	Employee Completing Job	Equipment Activity Performed On	Activity Code*	Brief Description of Activity

*** *Activity Codes:* 1 – Calibration 2- Maintenance 3 – Repair 4 – Cleaning 5 - Inspection 6 – Other *(specify)***

Confirmation Signature: _____ ***Date:*** _____

J. Cleaning and Maintenance – Personal Hygiene Facilities

Instructions: *Record cleaning and maintenance of both exterior and interior washrooms and hand washing facilities. Complete at least weekly (while in use) and daily during peak season for each facility.* ***Write N/A in column if not applicable to facility.*** *Cleaning includes toilet, sink, floor, paper towel dispenser, all handles (e.g., toilet handle, door knob, tap), etc.*

Type of Facility and Location: _____

Date and Time	Assessment of Facilities (e.g., do toilets need emptying, are extra supplies needed, etc.) Check (✓) if assessment OK or after corrective action(s) taken (e.g., pumped toilets, stocked extra toilet paper, etc.)	Items to Inspect For (✓)						Employee Responsible for Cleaning (sign to confirm all cleaning completed) OR Person Confirming Cleaning Completed by a Company
		Disposable Paper Towels	Soap	Water Source Operating (Hot and/or Cold Water)	Toilet Paper	Hand Sanitizer /Wipes	Garbage Emptied	

Confirmation Signature: _____ ***Date:*** _____

K. Training Session

Instructions: *Document when the Employee Personal Hygiene and Food Handling Practices Policy (Forms C Employee Personal Hygiene and Food Handling Practices Policy – Production Site and D Employee Personal Hygiene and Food Handling Practices Policy – Product Storage) and minor and major deviations training session is held for all employees handling product/packaging materials/food contact surfaces. In cases where employee names and signatures are not recorded, indicate in the final column where further records are available (e.g., payroll records, contractor records) to track training of employees.*

Date	Number of Employees Trained or Employee Name	Topic Covered [Form C or D, minor and major deviations, or other (describe)]	Person Responsible for Training	Casual Employee (C), Contract Employee (CE), Payroll Record (P) or Employee Signature

Confirmation Signature: _____ ***Date:*** _____

L. Visitor Sign-In Log

Instructions: *All visitors must sign in prior to entering controlled-access areas (within buildings).*

VISITOR POLICY

All visitors must*:*

- ❑ Remain in the area they are given permission to be in (e.g., contractor remains in work area only)
- ❑ Refrain from entering controlled-access areas if the visitor has a disease or illness transferable to food, symptoms of such a disease or illness, or an open or infected lesion
- ❑ Wash hands before entering controlled-access areas
- ❑ Not handle product or materials unless given permission
- ❑ Wear appropriate protective and/or food safety-related clothing
  This includes: _____
- ❑ Shoes must be cleaned, changed or covered prior to entering if they are visibly dirty or soiled
- ❑ Other *(specify):* _____
- ❑ Sign in below to indicate they are informed of and understand the visitor policy

Date	Visitor's Name	Company Name, Purpose of Visit and Location on Premises

Confirmation Signature: _____ ***Date:*** _____

M. Pest Monitoring for Buildings

Instructions: *Traps and control methods must be* ***monitored*** *a minimum of once a month (when in use) and the findings and action taken (if applicable) recorded below. Each trap or area controlled (e.g., for insects) must be recorded. Make additional copies as necessary.*

Building ID #/Name: _____

Date	**Device Number** (same as Form A) **or Area Controlled** (e.g., insect traps)	**Findings**	**Action Taken** (cleaned area or traps, disposed of in garbage, chemical treatment, changed traps, etc.)	**Person Responsible**

Confirmation Signature: _____ ***Date:*** _____

O. Transporting Product

Instructions: *Complete for all product being transported to someone else's premises.*

Month: _____

†Product Is Rotated Appro-priately (✓)	Date	Vehicle Inspected?		Product Identifier (Lot ID/Pack ID/Field/Block #/Pallet/Bin Tag **(Same as on Form P1/P2 or Q)**	Quantity Shipped	Truck/ Trailer ID#	Destination and Customer	Person Responsible (Loader)
		(✓) if OK or record hazard* and corrective action**	(✓) If covered					

†The operation considers shelf-life when managing product (e.g., first in first out, ripeness, etc.)

****Inspect vehicles for the following items:***

1. Signs of pest intrusion
2. Damage (e.g., splinters, holes)
3. Odours (e.g., chemicals, oil)
4. Foreign materials: manure, garbage, glass, oil, chemicals, plant or animal debris, etc.
5. Maintenance required (e.g., hinges, locks or load-securing devices)
6. Refrigeration (e.g., leaking)

**** Corrective Actions**: If any hazards were identified above, the following may be considered:

A. Refusal to load product onto vehicle
B. Sweep
C. Rinse
D. Maintenance (e.g. repair hinges, locks, load securing devices)
E. Wash/clean with soap
F. Other

Confirmation Signature: _____ ***Date:*** _____

P1. Harvesting and Storing Potatoes

Instructions: *Complete for any harvested potatoes that are:*

- ❒ *Put into harvested product packaging materials*
- ❒ *Harvested in bulk*
- ❒ *Put into storage*

Completed by: _____ ***Date:*** _____

Storage Name/Area/ID/#: _____

Agricultural Chemical Application – if being applied

Product and Variety			Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2)**:**	*** PHI/EAHD/ DAA met (Forms H1/H2/H3 verified)** (✓)	**** Production site was assessed** (✓)					
1.							
2.			**Cross section of the bin:**				
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

Product and Variety			Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2)**:**	*** PHI/EAHD/ DAA met (Forms H1/H2/H3 verified)** (✓)	**** Production site was assessed** (✓)					
1.							
2.			**Cross section of the bin:**				
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

Product and Variety			Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2)**:**	*** PHI/EAHD/ DAA met (Forms H1/H2/H3 verified)** (✓)	**** Production site was assessed** (✓)					
1.							
2.			**Cross section of the bin:**				
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

Product and Variety			Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2)**:**	*** PHI/EAHD/ DAA met (Forms H1/H2/H3 verified)** (✓)	**** Production site was assessed** (✓)					
1.							
2.			**Cross section of the bin:**				
3.							
4.							
5.							
6.							

** Forms H1/H2/H3 have been verified to ensure that harvested potatoes meet the required pre-harvest interval PHI/EAHD/DAA for agricultural chemical application and the spreading of manure.*

*** The production site was surveyed to ensure that there were no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.) before harvest.*

Confirmation Signature: _____ ***Date:*** _____

R. Deviations and Corrective Actions

***Instructions**: List all major deviations, complaints and their related cause(s), corrective action(s), preventative measures and modified procedures. Record that employees have been trained on the new procedures.*

Date/Time of Deviation or Complaint and Person Notified	Major Deviation/Complaint and Description	Cause of Deviation/Complaint	Corrective Action(s)	Prevention of Recurrence (e.g., training employee)	New/Modified Procedures	Employees Trained on New/ Modified Procedures? (✓)	Signature of Person Responsible for Re-Training/ Carrying out Deviation Procedure

Confirmation Signature: _____ ***Date***

V. Production Site Assessment

Instructions: *Assess whether the following potential hazards exist in your production site(s). All scenarios should be considered and recorded below. If any items in the left hand column have NOT been checked off, more information should be provided in the next two columns regarding the actual hazard and the action(s) taken.*

Production Site(s): _____ ***Commodity:*** _____

Completed by: _____ ***Date:*** _____

Assess the following potential hazards:	If a box in the left hand column has NOT been checked off, describe the potential hazard that may exist:	For potential hazards that may exist, chose or describe the action(s) taken to reduce the potential hazard:
❒ Sewage sludge has NOT been applied to the production site		
❒ No adjacent areas where livestock excrement, dust, aerosols or feathers may drift or leach (also consider exhaust fans from barns blowing dust into fields)		○ Install fencing around production sites ○ Increase or create buffer zones around productions sites - record approximate distances: _____ ○ Plant hedges or windbreaks ○ Seek expert advice and/or cooperation from neighbours ○ Other:
❒ No adjacent areas where crop production inputs may drift or leach (e.g., agricultural chemicals, soil amendments, fertilizers, pulp sludge)		○ Increase or create buffer zones around production sites - record approximate distances: _____ ○ Plant hedges or windbreaks ○ Seek expert advice and cooperation with neighbours ○ Other:
❒ No potential manure usage or storage on adjacent land		○ Increase or create buffer zones around production sites - record approximate distances: _____ ○ Seek expert advice and/or cooperation with neighbours ○ Incorporate manure into soil (if under your control) ○ Ensure manure is stored properly (if under your control) ○ Other:
❒ No adjacent areas where non-agricultural activities contribute to air, water or soil pollution [i.e., industrial activities (refineries, manufacturing plants), roadside debris, road salt, foreign objects (e.g., glass bottles, etc.)]		○ Increase or create buffer zones around production sites - record approximate distances: _____ ○ Plant hedges or windbreaks ○ Seek information from source of hazard, experts or government on potential risks ○ Other:

❒ No risks from urban areas (e.g., pet access to production sites, leaching of septic beds, walking trails, campsites, etc.)		○ Seek expert advice and/or cooperation with neighbours, land owners, government, etc. ○ Other:
❒ No unusually high levels of animal and bird activity (e.g., migratory paths, nesting or feeding areas, presence of animal feces, large areas of animal tracks or burrowing, etc.)		○ Remove habitat or food sources (e.g., cull piles) ○ Conduct ongoing monitoring for evidence of animal intrusion (e.g., footprints, feces) ○ Train employees to monitor and report evidence of pest intrusion ○ Install wildlife deterrents (e.g., bird scaring devices) Describe: _____ ○ Other:
❒ No flooding of production site in the past year		○ Allow soil to dry and be reworked before planting ○ Take soil samples (Note: sampling does not guarantee that the crop will not be contaminated) ○ Other:
❒ Other (please describe):		
● Pest control products are used in production site? ❒ YES ❒ NO	If YES was answered in the left hand column, describe the pest control products used:	❒ Pest control products used in the production site are stored according to the requirements found in Section 6.3 Storage/Section 14.2 Storage

Confirmation/Update Log:

Date						
Initials						

S. Recall Program

NOTE:	**NOTE: The Appendices were originally developed for Canadian operations, and provide examples only, based on Canadian and international resources. If your operation is outside of Canada, the following information may be relevant to you. It is recommended that you check whether country-specific requirements or guidance are available instead.**

1. Introduction

Everyone involved in the produce supply chain must do their part to ensure that the fruits and vegetables they offer are safe for consumers. Although most fresh fruits and vegetables retain a short shelf life, it is important to establish a recall program within an operation. If a product has been implicated as the source of a problem, accurate information must be readily and easily accessible to aid in the recall process.

Users following any of the CanadaGAP manuals will have a traceability system in place whereby packaging materials have a pack ID and have been identified (name/address). However, if a problem were to occur, the person responsible requires a means to recall product, thus the need for a recall program.

2. Program Components

An effective program includes, as a minimum, the following elements:

1. Name(s) and contact information of the recall coordinator(s) and recall team.
2. Written step-by-step procedures to be followed during a recall:
    - Record the reason for the recall and the health risk **(Form 1 – Recall Information)**.
    - Halt distribution of the product and isolate the quantities still within the operation.
    - Identify the product and determine the quantities involved **(Form 2 – Product Information)**.
    - Identify who needs to be contacted **(Form 3 – Contact Information)**.
    - Communicate with the parties concerned **(Forms 4A and 4B – Recall Notifications)**.
    - Recall the product **(Form 5 – Product Retrieval)**.
    - Properly dispose of all contaminated product.
    - Determine preventative plans and review effectiveness of recall **(Form 6 – Follow-Up Plan)**.

It is very important to keep accurate and complete records during the recall process. A recall is terminated when both CFIA and the recalling person responsible agree that the recalled product has been effectively removed from the supply chain and that the proper disposition and/or corrective action(s) have been completed.

References:

Canadian Food Inspection Agency (CFIA) Recall Procedure:
http://www.inspection.gc.ca/food/food-safety-and-emergency-response/recall-procedure/eng/1535516097375/1535516168226

FORM 1

RECALL INFORMATION

Recall Coordinator: _____

Contact Information: _____

Date/Time: _____

Reason for Recall: Describe the reason for the recall (biological, chemical or physical contamination) and how the product deficiency was discovered.

_____

_____

_____

_____

_____

_____

_____

_____

Hazard Assessment: The CFIA will assess the health risk and rank according to the following classifications:

Class 1: A *reasonable* possibility of *serious adverse* health consequences.

Class 2: A *remote* possibility of *serious adverse* health consequences.
A possibility of *temporary adverse* health consequences.

Class 3: A *low* possibility of *adverse* health consequences.

** Go to the following CFIA website for complete definitions: http://inspection.gc.ca/food/safe-food-production-systems/food-recall-and-emergency-response/food-manual/eng/1378402475724/1378403080658?chap=12

FORM 2

PRODUCT INFORMATION

Product	Lot Number/ Code/Date	Lot Quantity	Shipped To			Quantity Shipped and Requiring Recovery
			Name/Location	Date Shipped	Quantity Left On-Farm	
					TOTAL=	

FORM 3

CONTACT INFORMATION

Canadian Food Inspection Agency (CFIA)

When there is a potential food recall, the CFIA Area/Regional Recall Coordinators/Contacts must be notified. They will help with the recall process and will determine the recall class and course of action.

Website: www.inspection.gc.ca	1-800-442-2342
Nova Scotia, Newfoundland and Labrador, Prince Edward Island & New Brunswick	506-381-7683
Quebec	866-806-4115
Ontario	416-665-5049
Manitoba	204-797-4501
Saskatchewan	306-529-0671
Alberta	587-230-2518
British Columbia	604-292-5780

Who needs to be contacted? (Person responsible keeps a complete list of customer contacts available)

Who?	(✓ all applicable)	Why?
CFIA Contact	✓	Contact will help with recall process
Person Who Produced the Product		
Provincial/Territorial Association/Organization		
Person Who Packed the Product		
Wholesaler		
Broker		
Certification Body		
Retailer		
Foodservice		
Consumer		
Other (e.g., CanadaGAP, law enforcement, etc.)		

Other Communications

	Yes	No
Press Release		
Public Notification		
Other (specify):		

FORM 4A

RECALL NOTIFICATION – Via Phone

The following information is to aid you when contacting people to recall your product. Fill out one sheet for each group contacted.

This is _____. I am calling from _____
Name of Recall Coordinator *your operation's name*
to notify you that all product _____ on _____ needs to be
lot # *date/time*
_____.
returned, destroyed, modified, etc.

I have the following questions to ask you about this recall:

1. Who do I speak to about a recall and what is their contact information?

Contact (name): _____

Phone Number: _____

Fax Number: _____

Title: _____

2. Do you have any of the product(s) being recalled? (If no, terminate questioning)

_____ YES _____ NO

If the answer to question #2 is YES, the product must be _____.
returned, destroyed, modified, etc.

3. The _____ of this product will be dealt with by
return, destruction, modification, etc.

_____.
action intended

4. Have you received any reports of illness or injury related to this product?

_____ YES _____ NO

If yes, please provide details.

_____

_____

Thank you for your time.

Confirmation Signature: _____ ***Date:*** _____

Form 4B

RECALL NOTIFICATION – Via Written Correspondence

Template

Urgent - Recall of (name of Product)

(Name and address of your company)
(date)

Dear Customer,

or

Attention: (name of customer contact)

(Your company name) is recalling the products listed below because they may contain (name the problem, e.g. an ingredient which may cause an allergic reaction and is not declared on the label, bacteria, foreign pieces of material).

This table is a checklist for the recalled products listed below.

Product Name	Brand	Size	Code, Best Before date, UPC

Please discontinue selling these products *immediately* by removing them from display, counting the amount in your inventory and storing them in a secure place.

Please contact all accounts to which you sell this product immediately and inform them of this recall.

(Your company name) staff will credit you for the recalled product. Please mark the product "**Recalled**" and (your company name) staff will call you to arrange pick up.

Important
Please record the time and date you received this Recall Notice and acknowledge receipt by signing and faxing this document to (your company name) at (your company fax number).

Date / Time Received:_____ Signature:_____

Name of store / Distributor:_____

Thank you for your cooperation.
(Signature)
(your company's contact, their position, your company name)

FORM 5

PRODUCT RETRIEVAL

Quantity Shipped and Requiring Recovery (from Form 2)	Date/ Time (from Form 4)	Person Contacted	Quantity Recovered or Destroyed	Quantity Remaining With Contact	Action Taken and Description (e.g., picked up, returned, destroyed, etc.)	Total Quantity Recovered (should be the same as column#1)
					TOTAL = (Total to equal the total on Form 2)	

FORM 6

FOLLOW-UP PLAN

Post Recall Review - Preventive Plan

1. Why was there a recall (i.e., what was the source of the problem)?

2. What corrective action(s) was/were taken? *(List and describe)*

3. What ongoing procedures did you put in place to prevent recurrence of the problem?

4. Identify the person(s) responsible for ensuring the above actions and procedures are monitored and implemented.

Post Recall Review - Effectiveness of the Recall

5. How effective was the implementation of the recall?

6. Identify any problems experienced during the recall implementation.

7. How was the recall program amended to address any problems identified?

Confirmation Signature: _____ ***Date:*** _____