

USDA Good Agricultural Practices Audit Verification Checklist



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

AUDITEE INFORMATION

Company Name: Northwest Onion Company, Inc.	
Audit Location Address	GPS (Optional)
Street: 11235 Portland Road NE	City, State, Zip: Brooks, OR 97305
Multiple sites covered by this audit? (If Yes, provide details in Additional Comments)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Mailing/Business Address <input checked="" type="checkbox"/> Same as above	Federal Account Number: 3417547
Street:	City, State, Zip:
Company Contact: Diana Lott	Contact Title: Office Manager
Phone Number: 503-792-3781	Fax Number: 503-792-3789
E-Mail Address: diana.nwonion@gmail.com	
Company uses USDA GAP Logo on packaging or marketing materials?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this company currently subject to the Produce Safety Rule (21 CFR Part 112)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

AUDIT INFORMATION

Date & Time of Audit	Beginning Date: February 13, 2023	Time: 8:30AM
	Ending Date: February 13, 2023	Time: 10:15AM
Description of Operation:	Onion packing operaiton	
Harvest Company Name (if applicable):	N/A	
Other Contractors:	Sierra (bottled water supplier) and Western Exterminator Company	
Commodities Covered by Audit:	Onions	
Commodities Produced During Audit:	Onions	
Total Acres Covered by Audit:	N/A	
Total Square Feet Covered by Audit:	20,000	

AUDITOR INFORMATION

United States Department of Agriculture Agricultural Marketing Service Specialty Crops Program Specialty Crops Inspection Division	Field Office: Salem, Oregon
	Auditor Name(s): Jerry Huggett

OTHER INFORMATION

Person(s) Interviewed:	Diana Lott, Luis Linus, Bob Papadakes and Manuel Moreno
Audit Requested by:	Diana Lott
Distribute Audit Report to*(if known):	

**Supplying names of retail and food service buyers is not mandatory, however it is useful to know in the event the buyer requires USDA-AMS to send a copy of the audit report directly. No audit results are sent to a 3rd party without the written consent of the auditee.*

Did the auditee participate in GAP training?

Yes

No

Is there a map that accurately represents the farm and/or facility operations?

Yes

No

N/A

Does the company have more than one packing facility?

Yes

No

N/A

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

Yes

No

N/A

Is any product commingled prior to packing?

Yes

No

Audit Scope: (Please check all scopes audited)

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

Part 1 – Farm Review.....

Part 2 - Field Harvest and Field Packing Activities.....

Part 3 - House Packing Facility.....

Part 4 – Storage and Transportation.....

Part 5 – Preventive Food Defense Procedures.....

Logo Use Addendum.....

ADDITIONAL COMMENTS

This audit took less than two hours due to the fact that the applicants food safety manual was tabbed, with policies and records easy to find.

The facility itself, is one large building with one sorting line.

Conditions Under Which an Automatic "Unsatisfactory" Will be Assessed:

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

Auditor Completion Instructions

- For clarification and guidance in answering these questions, please refer to the Good Agricultural Practices & Good Handling Practices Audit Verification Program Policy and Instruction Guide.
- Farm/Facility must be in operation during audit. This means for a farm audit, perform the audit while the crop is actively being grown, a field harvest/field harvesting activities audit shall be performed while the product is being harvested, etc.
- Place the point value for each question in the proper column (Yes, No, or N/A).
- Gray boxes in the "N/A" column indicate that question cannot be answered "N/A".
- Any "N/A" or "No" designation must be explained in the comments section.
- The "**Doc**" column:
 - A "**D**" indicates that a document(s) is required to show conformance to the question. A document may be a combination of standard operating procedures outlining company policy as well as a record indicating that a particular action was taken.
 - A "**R**" indicates that a record is required to be kept showing an action was taken.
 - A "**P**" indicates that a policy/standard operating procedure (SOP) must be documented in the food safety plan in order to show conformance to the question.

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

**USDA Specialty Crops Program, Specialty Crops Inspection Division, Audit Services Branch at
202-720-5021, or SCAudits@usda.gov**



General Questions

Implementation of a Food Safety Program

Questions		Points	Yes	NO	N/A	Doc
P-1	A documented food safety program that incorporates GAP has been implemented.		✓			D
	<i>Reviewed for 2022/2023.</i>					
P-2	The operation has designated someone to implement and oversee an established food safety program. Name: <i>Greg Bennett and Diana Lott</i>		✓			D

Traceability

Questions		Points	Yes	NO	N/A	Doc
G-1	A documented traceability program has been established.	15	15			D
G-2	The operation has performed a "mock recall" that was proven to be effective.	10	10			R
	<i>Conducted on 10/27/2022 for red onions delivered to RJ Product Distributors. No issues of concern were noted.</i>					

Worker Health & Hygiene

Questions		Points	Yes	NO	N/A	Doc
G-3	Drinking water is available to all workers.	10	10			R
	<i>Tested on 2/6/2023 at Waterlab, test results indicate <1 for both total coliforms and E coli.</i>					
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10	10			P
G-5	Training on proper sanitation and hygiene practices is provided to all staff.	15	15			D
	<i>Training records dated 1/20/23 and 2/1/23 for health, and personal hygiene guidelines were reviewed.</i>					
G-6	Employees and visitors are following good hygiene/sanitation practices.	15	15			
G-7	Employees who handle or package produce are washing their hands before beginning or returning to work.	15	15			

Questions		Points	Yes	NO	N/A	Doc
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10	10			
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, hand soap or anti-bacterial soap, and water for hand washing meets the microbial standards for drinking water.	15	15			
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10	10			R
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10	10			P
G-12	Workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce.	15	15			P
G-13	There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other bodily fluids.	15	15			P
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	5	5			P
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post-harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.	10			10	R
<i>This is a dry operation, with no pre or post-harvest materials being applied.</i>						

Additional Comments:	

Total Points earned for General Questions = 170

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

Subtract "N/A" = 10 *Enter the additive number of N/A points (+points) here.*

Adjusted Total = 170 *Subtract the N/A points from the Total possible points*

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

Passing Score = 136

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

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

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Part 3 - HOUSE PACKING FACILITY

Receiving

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

Washing/Packing Line

Questions		Points	Yes	NO	N/A	Doc
3-3	Source water used in the packing operation meets the microbial standards for drinking water.	15			15	R
	<i>Dry operation, no water is in use.</i>					
3-4	If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the crop.	10			10	D
	<i>Dry operation, no water is in use.</i>					
3-5	Processing water is sufficiently treated to reduce microbial contamination.	10			10	D
	<i>Dry operation, no water is in use.</i>					
3-6	Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.	10			10	D
	<i>Dry operation, no water is in use.</i>					
3-7	Water treatment (strength levels and pH) and exposure time is monitored and the facility has demonstrated it is appropriate for the product.	10			10	D
	<i>Dry operation, no water is in use.</i>					

Questions		Points	Yes	NO	N/A	Doc
3-8	Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.	15	15			D
3-9	Product flow zones are protected from sources of contamination.	10	10			
3-10	The water used for cooling and/or making ice meets the microbial standards for drinking water.	15			15	R
	<i>No water is used for cooling or making ice.</i>					
3-11	Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	10			10	R
	<i>No water is used for cooling or making ice.</i>					

Packing House Worker Health & Hygiene

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

Packing House General Housekeeping

Questions		Points	Yes	NO	N/A	Doc
3-15	Only food grade approved and labeled lubricants are used in the packing equipment/machinery.	10	10			R

Questions		Points	Yes	NO	N/A	Doc
3-16	Chemicals not approved for use on product are stored and segregated away from packing area.	10	10			
3-17	The plant grounds are reasonably free of litter and debris.	5	5			
3-18	The plant grounds are reasonably free of standing water.	5	5			
3-19	Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.	5	5			
3-20	Packing facilities are enclosed.	5	5			
3-21	The packing facility interior is clean and maintained in an orderly manner.	5	5			
3-22	Floor drains appear to be free of obstructions.	5	5			
3-23	Pipes, ducts, fans and ceilings which are over food handling operations, are clean.	5	5			
3-24	Glass materials above product flow zones are contained in case of breakage.	10	10			
3-25	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance.	10	10			
3-26	There is a policy describing procedures which specify handling/disposition of finished product that is opened, spilled, or comes into contact with the floor.	15	15			P
Questions		Points	Yes	NO	N/A	Doc
3-27	Only new or sanitized containers are used for packing the product.	10	10			D

3-28	Pallets and containers are clean and in good condition.	5	5			
	<i>Only new pallets were observed to be in use.</i>					
3-29	Packing containers are properly stored and protected from contamination (birds, rodents and other pests).	10	10			
	<i>All packing containers were observed to be in the original wrap and stored inside.</i>					

Pest Control

	Questions	Points	Yes	NO	N/A	Doc
3-30	Measures are taken to exclude animals and pests from packing and storage facilities.	10	10			D
3-31	There is an established pest control program for the facility.	10	10			D
	<i>Provided by Western Exterminatory Company.</i>					
3-32	Service reports for the pest control program are available for review.	5	5			R
	<i>Service reports for the pest control program are available for review, with the last being for the month of January.</i>					
3-33	Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.	5		5		
	<i>There is open space between the cull belt and the wall where the culls exit the facility.</i>					

Traceability

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

Additional Comments:

Total Points earned for House Packing Facility = 205

Total Possible	=	<u>290</u>	<i>The total number of points possible for this section.</i>
Subtract "N/A"	=	<u>80</u>	<i>Enter the additive number of N/A points (+points) here.</i>
Adjusted Total	=	<u>210</u>	<i>Subtract the N/A points from the Total possible points</i>
X .8 (80%)			<i>Multiply the Adjusted Total by .8 and show it as the Passing Score</i>
Passing Score	=	<u>168</u>	

Pass

 Fail

 (please mark one)

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Part 4 - STORAGE AND TRANSPORTATION

Product, Containers & Pallets

Questions		Points	Yes	NO	N/A	Doc
4-1	The storage facility is cleaned and maintained in an orderly manner.	5	5			
4-2	Bulk storage facilities are inspected for foreign material prior to use and records are maintained.	5			5	R
	<i>No products are stored in bulk.</i>					
4-3	Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated and are protected from external contamination.	10	10			
4-4	Storage grounds are reasonably free of litter and debris.	5	5			
4-5	Floors in storage areas are reasonably free of standing water.	5	5			
4-6	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or sufficient distance.	10				
	<i>This is a dry operation, with no water in use.</i>					
4-7	There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.	15	15			P
4-8	Packing containers are properly stored and sufficiently sealed, to be protected from contamination (birds, rodents, pests, and other contaminants).	10	10			
4-9	Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.	5	5			

Questions		Points	Yes	NO	N/A	Doc
4-10	Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.	10			10	
	<i>No products are stored outside.</i>					
4-11	Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	10	10			
4-12	Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.	5	5			D

Pest Control

Questions		Points	Yes	NO	N/A	Doc
4-13	Measures are taken to exclude animals and pests from storage facilities.	10	10			D
4-14	There is an established pest control program for the facility.	10	10			D
4-15	Service reports for the pest control program are available for review.	5	5			R
	<i>Western Exterminatory Company. Last records were dated 1/26/2023</i>					
4-16	Interior walls, floors, and ceilings are well-maintained and are free of major cracks and crevices.	5		5		
	<i>There is open space between the cull belt and the wall where the culls exit the facility.</i>					

Ice & Refrigeration

Questions		Points	Yes	NO	N/A	Doc
4-17	The water used for cooling, humidity, and/or making ice meets the microbial standards for drinking water.	15			15	R
	<i>No water is used for cooling or making ice.</i>					
4-18	Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	10			10	R
	<i>No water is used for cooling or making ice.</i>					

Questions		Points	Yes	NO	N/A	Doc
4-19	Climate-controlled rooms are monitored for temperature and logs are maintained.	5			5	D
	<i>No climate controlled rooms are in use.</i>					
4-20	Thermometer(s) are checked for accuracy and records are available for review.	5			5	D
	<i>No thermometers are in use or needed.</i>					
4-21	Temperature control equipment condensation does not come in contact with produce.	10			10	
	<i>No thermometers are in use or needed.</i>					
4-22	Refrigeration equipment (condensers, fans, etc.) and dehumidifiers are cleaned on a scheduled basis.	10			10	D
	<i>No refrigeration equipment is in use.</i>					
4-23	Iced product does not drip on pallets of produce stored below.	10			10	
	<i>No products are iced.</i>					

Transportation

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

Worker Health and Personal Hygiene

Questions		Points	Yes	NO	N/A	Doc
4-28	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping, and receiving areas.	10	10			



Questions		Points	Yes	NO	N/A	Doc
4-29	When there is a written policy regarding the use of hair/beard nets in the storage and transportation areas, it is being followed by all affected employees and visitors.	5	5			P
4-30	When there is a written policy restricting the wearing of jewelry in the storage and transportation areas, it is being followed by all affected employees and visitors.	5	5			P

Traceability

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

Additional Comments:

Total Points earned for Storage & Transportation = 160

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

Subtract "N/A" = 80 *Enter the additive number of N/A points (+points) here.*

Adjusted Total = 175 *Subtract the N/A points from the Total possible points*

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

Passing Score = 140

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

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**Good Agricultural Practices
 Audit Verification Program Scoresheet**



Company Name:	Northwest Onion Company, Inc.				
Street Address :	11235 Portland Road NE	City, State, Zip:	Brooks, OR 97305		
E-mail Address:	diana.nwonion@gmail.com	Phone Number:	503-792-3781	Date Audit Requested:	January 12, 2023
		Fax Number:	503-792-3789	Date of Previous Audit :	February 10, 2022
Date Audit Began:	February 13, 2023	Date Audit Completed:	February 13, 2023	USDA Commodity Procurement Audit?	
Time Audit Began:	8:30AM	Time Audit Completed:	10:15AM	Check One	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

EVALUATION ELEMENTS

Scopes Requested	Element	Possible Points	Less N/A Points	Adjusted Points	Passing Score*	Facility Score	%	Pass Fail	Date Passed	General Questions	Reviewing Official Int.	Unannounced
✓	General Questions (Initial Audit)	180	10	170	136	170	100%	Pass	2/13/2023		dmc	
	General Questions**	180	0	180	144	0						
	Part 1 – Farm Review	190	0	190	152	0						
	Part 2 – Field Harvesting & Field Packing Activities	185	0	185	148	0						
✓	Part 3 – House Packing Facility	290	80	210	168	205	98%	Pass	2/13/2023		dmc	
✓	Part 4 – Storage and Transportation	255	80	175	140	160	91%	Pass	2/13/2023		dmc	
	Part 5 – Preventive Food Defense Procedures	180	0	180	144	0						
	Logo Use Addendum											

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

** If applicable, General Questions assessed at a later date for a scope not covered during the initial audit.

Crops:	Onions
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Lead Auditor Name (Print): **Jerry Huggett** Signature & Date: **Signature on File 02/13/2023**

Duty Station: **Salem, Oregon** All Scopes Completed: **Yes**

For USDA HQ use:

Reviewing Official Name (Print): Dorene M. Choffel

Signature & Date: _____