

#### **United States Department of Agriculture**

Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

## Changes to the USDA MGAP Checklist (Version 2.0 08/05/2019)

The USDA MGAP Checklist has been modified to update the formatting, modify the auditee information on Pages 1-4, align current questions with wording consistent with the application of the requirements of the checklist, and update the logo use section.

The auditee information on Pages 1-4 has been modified to add a Federal Account Number field and to add the question "Is this company currently subject to the Produce Safety Rule (21 CFR Part 112)?".

The updates to audit questions in the MGAP Production Checklist and the USDA GAP&GHP General Questions and Parts 3 through 7 are for clarification purposes and do not require food safety program updates on the part of the auditee. The edits to the questions on the checklist are as follows:

3.7a Is movement of employees and visitors between mushroom growing areas and substrate production <u>or</u> staging areas controlled to prevent contamination? **Changed "or" to "and."** 

6.2a Are unpasteurized substrate preparation and storage areas adequately separated from pasteurized/sterilized substrate, casing materials and finished casing (as applicable) so that cross contamination cannot occur?

Changed to modify language to align with current MGAP Standard: Are unpasteurized substrate preparation and storage areas adequately separated from areas where pasteurized substrate is stored so that cross contamination cannot occur?

G-3 Potable water is available to all workers.

Changed to: Drinking water is available to all workers.

G-9 All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or anti-bacterial soap and <u>potable</u> water for hand washing.

Changed "potable" to: ...and water used for hand washing meets the microbial standards for drinking water.

3-3 Source water used in the packing operation is <u>potable</u>.

Changed to: Source water used in the packing operation meets the microbial standards for drinking water.

3-4 If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity.

Changed "commodity" to "crop."

- 3-9 Added shading to N/A block.
- 3-10 The water used for cooling and/or making ice is potable.

Changed to: The water used for cooling and/or making ice meets the microbial standards for drinking water.

3-30 Measures are taken to exclude animals or pests from packing and storage facilities. Changed "or" to "and."

4-13 Measures are taken to exclude animals or pests from storage facilities.

Changed "or" to "and."

4-17 The water used for cooling and/or making ice is <u>potable</u>.

Changed to: The water used for cooling, humidity, and/or making ice meets the microbial standards for drinking water.

4-21 Refrigeration system condensation does not come in contact with produce.

Changed to: Temperature control equipment condensation does not come in contact with produce.

Part 7 Preventative Food Defense Procedures

Changed "Preventative" to "Preventive."

7-18 Routine security checks of the premises are performed for signs of tampering, criminal or terrorist action.

Changed "action" to "activity."

Logo Use section updates include:

LU-5 has been changed to add the Harmonized GAP Plus+ Audit to the types of USDAapproved GAP & GHP audits.

Added requirements LU-7, LU-10, and LU-11.

LU-08 and LU-09 requirement numbers were updated and "containers" was changed to "packaging."

#### USDA Good Agricultural Practices Good Handling Practices Audit Verification Checklist Commodity Specific Checklist for Mushroom Production



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. Additional commodity specific guidance was provided by the American Mushroom Institute and Penn State University contained in the "Industry-wide Food Safety Standards for Fresh Mushroom Growing, Harvesting and Shipping."

AUDITEE INFORMA	TION					
Company Name:						
Audit Location Address	:		GPS	(Optional):		
Street:			City,	State, Zip:		
Multiple sites covered b	y this audit? (If Yes, p	rovide details in	n Additional Comm	ents)	Yes	No
Mailing/Business Addre	Sam	e as above	Federal Accou	ant Number:	<u></u>	<u></u>
Street:			City,	State, Zip:		
Company Contact:			Conta	act Title:		
Phone Number:			Fax N	Number:		
E-Mail Address:						
Company uses USDA C	SAP&GHP Logo on pa	ckaging or mar	keting materials?		Yes	No
Is this company current	ly subject to the Produ	ce Safety Rule (	(21 CFR Part 112)?		Yes	No
AUDIT INFORMATION	ON					
Date & Time of Audit	Beginning Date	::		Time:		
Dute & Time of Mudit	Ending Date	::		Time		
Description of Operation	n:					
Harvest Company Name	e (if applicable):					
Other Contractors:						
Types of Mushrooms Co	overed by Audit:					
Types of Mushrooms Pr	oduced During Audit:					
Total Acres Covered by	Audit:					
Total Square Feet Cover	red by Audit:					
AUDITOR INFORMA	ATION					
United States Departme		Field Office	e:			
Agricultural Marketing Specialty Crops Program Specialty Crops Inspect	n	Auditor Na	me(s):			

OTHER INFORMATION	
Person(s) Interviewed:	
Audit Requested by:	
Distribute Audit Report to*(if known):	
	not mandatory, however it is useful to know in the event the buyer requires USDA-AMS to send a sent to a 3rd party without the written consent of the auditee.
Did the auditee participate in GAP & GHP training	ıg?
	Yes No 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 fa	cility?
	Yes No N/A
Is there a floor plan of the packing house facility(soffices?	s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms,
	Yes No N/A
Is any product commingled prior to packing?	Yes No No
Audit Scope: (Please check all opotional scopes in General Questions (Audits that include Part 3 or I	Part 4 must pass this portion)
Part 3 - House Packing Facility	
Part 4 – Storage and Transportation	
Logo Use Addendum	
ADDITIONAL COMMENTS	

#### **Auditor Completion Instructions**

#### **Mushroom Production Checklist**

The Industry-Wide Food Safety Standards for Fresh Mushroom Growing, Harvesting, and Shipping outline the specific agricultural best practice standards that this audit checklist is based on. Please refer to that document for specific guidelines that the mushroom industry has provided their membership for addressing specific areas.

This checklist may be used for all species of mushrooms.

This checklist is only to be used on mushroom facilities with indoor production. For operations that produce mushrooms outdoors, please refer to the USDA GAP&GHP or Harmonized Produce Safety Standard.

For clarification and guidance in answering these questions, please contact your Federal Program Manager or the Audit Services Branch Audit Program Coordinator.

Place the point value for each question in the proper column (Yes, No, or N/A).

Gray boxes in the "N/A" column indicates that question cannot be answered "N/A".

"D" in the Doc column means that documentation will be requested/reviewed by the auditor.

Any "N/A" or "No" designation must be explained in the comments section.

#### **USDA GAP&GHP Checklist**

- 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 auit. This means for a farm audit, persorm 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.

#### 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
- Falsification of records.

#### **Specific conditions for MGAP Production Checklist:**

Answering "NO" to any of the following questions: (Note: other questions may reveal a finding that could lead to an automatic unsatisfactory audit)

1.1a	Does your farm have a documented food safety program in place?
1.1b	
	Has your farm designated an individual responsible for overall development and implementation of the food safety plan?
4.1a	Are there adequate toilet facilities for the number of employees?
6.2b	
	Are appropriate measures taken so that seepage and runoff from unpasteurized substrate storage and preparation areas is collected
	and/or diverted so that they cannot reach growing areas?
9.1a	Are all cleaners, sanitizers and disinfectants approved for use on mushroom farms, and are they applied according to label
	instructions?
11.1d	Are all pesticides EPA approved?
11.1e	
	Are all pest control devices located so as not to contaminate product, packing materials or other materials?
11.1g	If used, are poison bait stations used exclusively on the outside and never inside of buildings?
14.1a	Has a training program been developed that teaches employees their responsibility, based on their job description, in protecting food
	from microbial, chemical, and physical hazards and the importance of good personal hygiene practices?
	7, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,
	from microbial, chemical, and physical hazards and the importance of good personal hygiene practices?

#### Specific conditions for the USDA GAP & GHP Checklist:

Answering "NO" to Questions P1 or P2 will be an Automatic "Unsatisfactory".

For further information regarding the USDA GAP & GHP Audit Program, please contact: USDA Specialty Crops Program, Specialty Crops Inspection Division, Audit Services Branch at 202-720-5021, or SCAudits@usda.gov



## **MGAP Production Checklist**

#### 1 FOOD SAFETY PROGRAMS/MGAPS DEVELOPMENT

Note: Question numbers are tied to the standard number of the *Industry-Wide Food Safety Standards* for Fresh Mushroom Growing, Harvesting, and Shipping the question addresses.

	Questions	Points	YES	NO	N/A	Doc
1.1a	Does the farm have a documented food safety program in place? (A "NO" answer results in an automatic unsatisfactory).	15				D
1.1b	Has your farm designated an individual for the overall development and implementation of the food safety plan? (A "NO" answer results in an automatic unsatisfactory).	15				D

Auditor	Comments:

#### 2 SAFETY OF WATER

	Questions	Points	YES	NO	N/A	Doc
2.1a	Is water tested as outlined in M-GAP standard to assure that it is adequate for its intended purpose (every 6 months at a minimum)?	10				D
2.1b	Are wells inspected as outlined in M-GAP standard and maintained to prevent them from contamination?	15				D
2.1c	Is potable drinking water available for employees?	10				
2.2a	Are back-flow prevention devices installed on lines where chemical, fertilizer or pesticide applications are made?	10				

**Auditor Comments:** 

## 3 WORKER HYGIENE & PRACTICES TO PREVENT CONTAMINATION OF MUSHROOMS

	Questions	Points	YES	NO	N/A	Doc
3.1a	Are employees and visitors required and follow GAPs and proper hygienic practices?	15				
3.1b	Are employees trained to understand the importance of good personal hygiene?	15				D
3.2a	Are employees instructed in proper hand washing methods?	10				
3.2b	If gloves are used, are workers instructed to wash their hands before putting gloves on and to change the gloves in accordance with company standards?	10				
3.3a	Do harvesters and other employees in mushroom harvesting, packing, and breezeway areas wear hairnets, caps, bandanas, or other means to restrain hair?	10				
3.4a	Are harvesters and other employees in mushroom production areas who show signs of diarrheal illness, open wounds, or skin infections excluded from production areas?	15				
3.5a	Are jewelry and other personal items that can fall into the product prohibited from production areas?	5				
3.6a	Is eating food, chewing gum, drinking beverages, or using tobacco prohibited in production and handling areas?	10				
3.7a	Is movement of employees and visitors between mushroom growing areas and substrate production and staging areas controlled to prevent contamination?	10				
3.8a	Are employees trained to dispose of any mushrooms that have been exposed to blood or other body fluids?	10				D
3.8b	Is there a first aid kit available?	5				
3.8c	Is there a written company policy addressing procedures which specify handling/disposition of product or food contact surfaces or equipment that come into contact with blood or other bodily fluids?	15				D
Audite	or Comments:		1	<u> </u>	1	

#### 4 HANDWASHING & TOILET FACILITIES

	Questions	Points	YES	NO	N/A	Doc
4.1a	Are there adequate toilet facilities for the number of employees? (A "NO" answer results in an automatic unsatisfactory).	15				
4.1b	Are toilet facilities well-ventilated, have self-closing doors, have clean, running warm water and are continuously stocked with toilet paper, hand soap, disposable paper towels, and trash receptacles?	15				
4.1c	Does each toilet facility have a sign in an appropriate language that reminds employees to wash their hands before returning to work?	10				
4.2a	Are toilets cleaned and sanitized on a scheduled basis and monitored to make sure they function properly?	15				D

**Auditor Comments:** 

### 5 PRODUCT SECURITY

	Questions	Points	YES	NO	N/A	Doc
5.1a	Are all employees issued identification that shall be returned upon resignation or dismissal from the company?	10				
5.1b	Are the grounds reasonably secure from unauthorized entry through fencing, lighting, or regular monitoring?	10				
5.1c	Are only authorized individuals permitted on the premises?	10				

**Auditor Comments:** 

# RECEIVING & STORAGE OF RAW MATERIALS, SUBSTRATE & SUPPLIES

	Questions	Points	YES	NO	N/A	Doc
6.1a	Do suppliers of raw materials provide documentation of the material purchased and date of purchase?	15				
6.1b	Do suppliers of baskets, lugs, trays, tills, and boxes provide documentation that they are made of materials approved by FDA for food contact surfaces?	10				D
6.2a	Are unpasteurized substrate preparation and storage areas adequately separated from areas where pasteurized substrate is stored so that cross contamination cannot occur?	15				
6.2b	Are appropriate measures taken that seepage and runoff from unpasteurized substrate preparation and storage areas is collected and/or diverted so that they cannot reach growing areas? (A "NO" answer results in an automatic unsatisfactory) ("N/A" only if no unpasteurized substrate preparation areas are onsite)	15				
6.2c	Are receiving docks for raw materials and/or substrate located away from areas where harvest containers, packaging materials, spawn, and other sanitary supplies are received or where mushrooms are shipped?	10				
6.3a	Are records available to ensure adequate heat treatment of substrate during pasteurization or	15				D

6

#### **FARM SANITATION**

	FARM SANI					
	Questions	Points	YES	NO	N/A	Doc
7.1a	Are grounds maintained so that they do not become a source of contamination?	5				
7.2a	Are buildings maintained to prevent entry points for pests and water and are outside entrances kept closed when not in use or have screens, plastic strip curtains, or air curtains installed?	5				
7.3a	Are building interiors clean and uncluttered with adequate space for movement of employees and equipment?	5				
7.3b	Are waste materials stored in labeled or otherwise identified containers and removed on a scheduled basis?	10				
7.4a	Is there a policy that ensures shatterproof materials or protective shielding are used to prevent glass contamination from windows, light fixtures, pest lights, and other items located in mushroom handling areas?	5				D
7.4b	Are only non-mercury thermometers used?	5				
7.4c	Are overhead light fixtures reasonably free of dust, insects and debris?	5				
7.4d	Do floors drain adequately?	5				
7.4e	Do floor drains have removable grates or plugs and flow freely?	5				
7.4f	Are pest lights placed so they do not attract pests into the building?	5				
7.5a	Are harvest baskets, lugs, barrels for soaking logs, and trays kept in good repair and maintained so they are without splinters or shards?	5				
7.5b	Are harvest baskets, lugs, barrels for soaking logs, and trays cleaned and sanitized before they are used, and stored to prevent contamination?	5				
7.5c	Are baskets, lugs, trays, and boxes used only to contain mushrooms and not for any other purpose unless clearly marked?	5				
Audito	r Comments:					

8	FIELD PACKING & PROTECTION	OF HA	RVES	TED N	<b>AUSHI</b>	ROOMS
	Questions	Points	YES	NO	N/A	Doc
8.1a	Are baskets, lugs, trays, and boxes used for harvesting placed so they do not directly contact the floor when stored or moved to the harvest area?	5				
8.1b	Are filled harvest containers moved from growing rooms to staging areas so that they do not contact the floor?	5				
8.2a	Are workers trained that product that comes in contact with the floor or ground is discarded?	10				D
8.3a	Are containers of mushrooms in staging areas protected from materials that may fall into the containers?	10				
8.4a	Are trucks used for mushroom transport clean, sanitary, free of odors, obvious dirt or other possible contaminates before loading?	10				
8.4b	Are measures in place to insure product is secure during transit from farm to packing location?	10				
						•

**Auditor Comments:** 

## 9 CLEANING & SANITIZING

	Questions	Points	YES	NO	N/A	Doc
9.1a	Are all cleaners, sanitizers and disinfectants approved for use on food contact surfaces, and are they applied according to label instructions? (A "NO" answer results in an automatic unsatisfactory).	15				
9.1b	Is harvesting equipment cleaned and sanitized on a scheduled basis?	10				
9.2a	Are effective sanitation procedures established and are workers who use cleaners and sanitizers trained in safe and effective methods?					D

Auditor	PROPER LABELING, USE AND S	STORA	GE OI	7 <b>P</b> OT	ENTIA	ALLY
	Questions	Points	YES	NO	N/A	Doc
10.1a	Are original containers of chemicals clearly labeled with the name of the compound, the manufacturer's name and address, and instructions for use?	10				D
10.1b	Are working containers used to store or prepare chemicals or chemical solutions clearly marked with the common name of the chemical and instructions for proper use?	10				
10.1c	Are only approved "non-food" containers used to prepare and hold chemicals or chemical solutions?	10				
10.1d	Are Material Safety Data Sheets (MSDS) and labels kept for all chemicals and readily available?	5				D
10.2a	Are workers who use chemical compounds trained in their proper use and how to follow labeled directions?	10				D
10.3a	Are chemical compounds stored in a clean, well-organized, and dry area away from production areas?	10				
10.3b	Are chemical storage areas secured so that they are accessible only to authorized individuals?	10				

**Auditor Comments:** 

## 11 PEST CONTROL

	Questions	Points	YES	NO	N/A	Doc
11.1a	Is there a documented pest control program in place that controls insects, rodents, birds, and other pests?	10				D

11.1b	Is a current dated and signed map of all pest control devices kept on file?	10		D
11.1c	Are pesticides applied only by a licensed pest control operator or someone under their direct supervision?	10		
11.1d	Are all pesticides EPA-approved? (A "NO" answer results in an automatic unsatisfactory).	15		
11.1e	Are all pest control devices located so as not to contaminate product, packing materials or other materials? (A "NO" answer results in an automatic unsatisfactory).	15		
11.1f	There is no evidence of internal or external pest activity.	10		
11.1g	If used, are poison bait stations used exclusively on the outside and never inside of buildings? (A "NO" answer results in an automatic unsatisfactory).	15		
11.1h	If used, are live traps, glue boards, or mechanical traps placed at a maximum of 30 feet apart along the inside wall of buildings and at both sides of an entrance, excluding breezeways and growing rooms?	10		
11.1i	Is there at least one pest control device inside buildings within 10 feet of each side of an outside entrance, excluding breezeways and growing rooms?	10		
11.1j	Is there a pest control log with the required elements?	10		D

Auditor Comments:

### 12 TRACE-BACK & PRODUCT CONTROL

Questi	Points	YES	NO	N/A	Doc	
Is each lot of mushrooms with the name of the farm traceable to location and	n, product, and a lot number	10				D

12.2a	Is there a program in place that assigns responsibility to individuals in the company to respond to a need for product trace-back or recalls? Are contact numbers available for all customers, excluding retail sales?	10		D
12.3a	Is a mock recall performed annually?	10		D
Audito	r Comments:	•		

## 13 EQUIPMENT MAINTENANCE & CALIBRATION

	Questions	Points	YES	NO N/A		Doc
13.1a	Are temperature probes, supporting hardware and software used to monitor pasteurization and sterilization conditions maintained and calibrated on a regular basis?	10				D
13.1b	Is an equipment maintenance program in place that assures all equipment is in proper working order and does not contribute to product contamination?	10				D
13.1c	Are filters in air conditioning, ventilation, and air filtration units cleaned and replaced on an as needed basis?	10				
13.1d	Are food grade lubricants used on food surfaces and machinery with direct or indirect food contact?	10				
13.1e	Are equipment, tools, loose nuts, bolts, and old parts removed after servicing an area?	10				

**Auditor Comments:** 

#### 14

## **EMPLOYEE TRAINING**

	Questions	Points	YES	NO	N/A	Doc
14.1a	Has a training program been developed that teaches employees their responsibility, based on their job description, in protecting food from microbial, chemical, and physical hazards and the importance of good personal hygiene practices? (A "NO" answer results in an automatic unsatisfactory).	15				D
Audito	r Comments:					

Total Points earned for	or mGA	AP check	list = <b>0</b>
<b>Total Possible</b>	= _	800	The total number of points possible for this section.
Subtract "N/A"	=	0	Enter the additive number of N/A points (+points) here.
<b>Adjusted Total</b>	= _	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
<b>Passing Score</b>	= _	640	- Munipiy inc Majasica Total by .6 and show it as the Passing Score
Pass	F	ail	(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." Additional commodity specific guidance was provided by the American Mushroom Institute and Penn State University contained in the "Industry-wide Food Safety Standards for Fresh Mushroom Growing, Harvesting, and Shipping."

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

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



United States Department of Agriculture Agricultural Marketing Services Specialty Crops Inspection Division

#### Good Agricultural Practices & Good Handling Practices Mushroom Production Audit Scoresheet



http://www.ams.usda.gov/gapghp

Company Name:										TA VEGENALE PROGRAMS	
Street Address:				tate, Zip:	<u> </u>						
E-mail Address:				nber:				Date Audi	t Requested:		
									evious Audit :		
Date Audit Began:				Date Audit Co	mpleted:			USDA C	ommodity Procur	ement Audit?	
Time Audit Began	:			Time Audit Co	ompleted:			Check O	·	No	1
	Use: The Commodity Specific Checklist for Mushr dit be performed on the non-production areas, the g		ist with the appro		will be utilized	in addition to		ests that a packin			n, Traceback, or
Scopes		Possible	Less N/A	Adjusted	Passing	Facility	Pass	Date	General	Reviewing	
Requested	Element	Points	Points	Points	Score*	Score	Fail	Passed	Questions	Official	Unannounced
	MGAP Audit (for production areas only)	800	0	800	640						
	General Questions (Only for non production areas)	180	0	180	144						
	USDA Audit Part 3 - House Packing Facility (Only for non production areas)	290	0	290	232						
	USDA Audit Part 4 - Storage and Transportation (Only for non production areas)	255	0	255	204						
	USDA Audit Part 7 - Preventative Food Defense	180	0	180	144						
	80% of the Possible Points, or the Adjusted Points if adjustn	nents are necessary, with no "aut	1	·							
	meet the requirements for USDA logo use?		Check One	Yes	No	Not Re	quested				
Types of Mushr	rooms Produced:										
Send completed	GAP&GHP Certificate to: (choose one)		Inspection offi	ce: (list office)				Directly t	o auditee above:		
Lead Auditor	Name:			Signa	ture & Date:						
<b>Duty Station:</b>									All Scopes (	Completed:	
For USDA HQ	Q use:										
Reviewing Of	ficial Name:										
Signature & I	Date:										

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