

**USDA Food Safety Audit – California Cantaloupe Advisory Board Audit Verification Checklist-  
Field & Harvesting**



This program is intended to assess a California Cantaloupe Advisory Board member compliance with “The audit checklist” for food safety and the U. S. Food and Drug Administration’s *“Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables.”*, and *“Guidance for Industry: Guide to Minimize Microbial Food Safety Hazards of Melons”*.

<b>Handler Name:</b>		<b>Date of Audit:</b>	
<b>Main Address:</b>			
<b>Telephone Number:</b>		<b>Fax Number:</b>	
<b>Contact Person:</b>		<b>Contact Number:</b>	
<b>Email Address:</b>			
<b>Grower:</b>		<b>Ranch:</b>	
<b>Cooler Facility or Packinghouse:</b>			
<b>Harvest Company(s):</b>			
<b>Sanitation Company(s):</b>			
<b>Auditor(s):</b> (list all auditors with the lead listed first) <b>Audit Location:</b>			

**AUDIT CHECKLIST**

**FOR THE**

**CALIFORNIA**

*Commodity Specific Food Safety Guidelines for  
the Production, Harvest, Cooling, Packing, Storage, and Transporting  
of Cantaloupes and Other Netted Melons*

Version 3.0

April 17, 2014

Audit Item Number	Guidance Reference Number	Required Elements of Food Safety Program	Document (D), Record (R), Observation (O)	YES/NO/NA	Comments
	<b>I.</b>	<b>Common Elements</b>			
	<b>1.0</b>	<b><i>Food Safety Policies and Plans</i></b>			
1	1.1	A written food safety policy signed by senior management that outlines the company's commitment to food safety, how it is implemented, and how it is communicated to employees.	D		
2	1.1	A systematic risk-based hazard analysis of the company's operations from ground selection through shipment.	D		
3	1.1	A comprehensive food safety plan based upon hazard analysis	D		
4	1.1	Food safety plan reviews	R		
5	1.1	An identified person responsible for the company's food safety program and 24-hour contact information for both a primary and secondary contact.	D		
6	1.1	A corrective actions policy with verification for effectiveness	D		
7	1.1	Log of corrective actions	R		
8	1.1	A self-audit procedure	D		
9	1.1	A record of self-audit exercise at least annually	R		
10	1.1	A list of current growers and buyers with contact information	R		
	<b>2.2</b>	<b><i>Product traceability program must include:</i></b>			
11	2.2.1	Records of the immediate source of their	R		

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		cantaloupes			
12	2.2.1	Records of the immediate buyer of their cantaloupes	R		
13	2.2.1	Records of any independent third-party carriers that are transporting the cantaloupes from their facility to a buyer	R		
14	2.2.1	A trace back and trace forward exercise performed at least annually at each of the company's facilities	R		
15	2.2.1 2.2.1	Finished product labeled appropriately for traceability purposes	O		
	<b>3.0</b>	<b><i>Training, Hygiene, and Worker Health</i></b>			
16	3.1 3.1	A written program of operations-specific practices for workers, visitors, vendors and 3 <sup>rd</sup> party contractors is available.	D		
	<b>3.2</b>	<b><i>Training program must include:</i></b>			
17	3.2	Documentation of food safety training, personal hygiene training, and worker health training for all staff.	R		
18	3.2	Documentation of visitors, vendors and 3 <sup>rd</sup> party contractors' awareness of the company's health and hygiene requirements.	R		
	<b>3.3</b>	<b><i>Hygiene program must require that:</i></b>			
19	3.3	Employees wash their hands before beginning or returning to work, after eating, smoking, using toilet facilities, or any other clear source that may cause hands to become contaminated with pathogens.	O		
20	3.3	If gloves are used, a written procedure must be documented.	D		
21	3.3	If gloves are used, they must be provided by the employer and not removed from the work place by employees.	O		
22	3.3	If gloves are reused, they must be cleaned and	R		

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		sanitized daily.			
23	3.3	If gloves are used, they must be changed as necessary after any event that may cause gloves to become contaminated.	O		
24	3.3	Gloves must not be worn when using the toilet facilities, eating or handling unsafe or non-food grade materials.	O		
25	3.3	Hand-held tools and protective garments must not be taken into the toilet facilities or placed on the ground.	O		
26	3.3	Personal items must be stored outside of the harvest area.	O		
27	3.3	Smoking, eating and drinking (except water) shall be confined to designated areas.	O		
28	3.3	Spitting, chewing gum or tobacco, urinating, or defecating shall be confined to designated areas.	O		
	<b>3.4</b>	<b><i>Worker health program must require that:</i></b>			
29	3.4	Workers, visitors, vendors and 3 <sup>rd</sup> party contractors with symptoms of illness or infectious disease are prohibited from handling cantaloupe.	O		
30	3.4	Workers, visitors, vendors or 3 <sup>rd</sup> party contractors with open cuts or lesions are prohibited from handling cantaloupe.	O		
31	3.4	Procedures are in place for food contact surfaces or cantaloupe that comes in contact with blood or other bodily fluids.	D		
32	3.4	First aid kits are available and materials are unexpired and maintained in sanitary and usable condition.	O		
	<b>3.5</b>	<b><i>Toilet facilities and hand washing stations must:</i></b>			
33	3.5	Meet applicable state and/or federal regulations.	D		

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34	3.5	Be supplied with potable running water or treated with sufficient levels of disinfectant to ensure that water meets local, state, or US EPA microbial standards for drinking water (e.g., no detectable generic <i>E. coli</i> ).	R		
35	3.5	Be serviced on a scheduled basis at a location that minimizes the potential risk of product contamination.	R		
36	3.5	Be properly stocked with soap, toilet paper and disposable towels.	O		
37	3.5	Constructed of materials that can be cleaned and sanitized.	O		
38	3.5	Establish a response plan in the event of a major spill or leak.	D		
	<b>4.0</b>	<b>Sanitation</b>			
39	4.1	A master sanitation schedule must be documented and clearly identify all equipment and/or equipment numbers, SSOPs, and cleaning frequency.	D		
	<b>4.2</b>	<b>Food contact surfaces, facilities and equipment</b>			
40	4.2	Food contact surfaces are constructed of material that is easily cleanable and able to be sanitized.	O		
41	4.2	Food contact surfaces are cleaned and sanitized daily, after maintenance, after moving between ranches, or if potential contamination occurs.	R		
42	4.2	If environmental monitoring is conducted, the program must be documented and testing data must be on file.	R		
43	4.2	If hand-held tools are used, receptacles must be available with proper sanitizing solution.	O		

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	4.3	The SSOP for toilet facilities and hand washing stations must include:			
44	4.3	The frequency and specific protocols of toilet and hand washing facility sanitation.	D		
45	4.3	Equipment and supplies storage and control procedures for portable facilities when not in use.	D		
46	4.3	Procedures for trash disposal.	D		
	<b>4.4</b>	<b><i>Personnel with cleaning and sanitation duties must be trained:</i></b>			
47	4.4	To understand the methods required for effective cleaning and sanitation.	R		
48	4.4	In proper cleaning and sanitizing techniques outlined in the SSOP.	D		
49	4.4	About the potential for cross-contamination when using water to clean.	D		
50	4.4	To use, handle and store cleaning and sanitizing chemicals safely.	D		
51	4.4	In the proper use of cleaning equipment.	D		
	<b>4.5</b>	<b><i>Cleaning and sanitizing chemicals must be:</i></b>			
52	4.5	Be stored in a secure, vented area.	O		
53	4.5	Be away from the food handling area and any storage areas for raw or finished product packaging materials.	O		

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54	4.5	Be labeled in accordance with applicable manufacturer's instructions and a MSDS kept on file.	O		
	<b>5.0</b>	<b><i>Equipment Construction and Maintenance</i></b>			
55	5.1	A master maintenance schedule must be documented and clearly identify all equipment and/or equipment numbers and maintenance frequency.	D		
56	5.1	Glass and brittle plastic on equipment are shatter-proof or covered.	O		
57	5.1	Food grade lubricants are used on equipment where food contact may occur.	D		
58	5.1	Food contact surfaces must be constructed of materials that can be easily cleaned and sanitized and will not harbor pathogens.	O		
	<b>6.0</b>	<b><i>Flooding</i></b>			
59	6.1	Flood events and/or any activities related to mitigating flood events are documented.	R		
60	6.2	Cantaloupes which have come in contact with flood waters were destroyed.	R		
	<b>II.</b>	<b>Primary Production Operations (Growing)</b>			
	<b>7.0</b>	<b><i>Environmental Risk Assessments</i></b>			
	<b>7.1</b>	<b><i>Pre-plant environmental risk assessment</i></b>			
61	7.1	A written pre-planting environmental risk assessment of the production field, water sources, and surrounding area was completed and documented both the planting and the assessment dates, any presence of fecal contamination and any corrective actions described in Table II-1.	R		
62	7.1	Document historical land use that may pose a risk to production area.	D		
63	7.1	Document historical flooding events that may pose a	D		

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		risk to production area.			
64	7.1	Document adjacent land use that may pose a risk to production area.	D		
	<b>7.2</b>	<b><i>Pre-harvest environmental risk assessment</i></b>			
65	7.2	A written pre-harvest environmental risk assessment of the production field, water sources, and surrounding area was completed within one week prior to harvest and documented any changes that may have occurred in the field, any presence of fecal contamination, and any corrective actions described in Table II-1 and Figure 2.	R		
	<b>8.0</b>	<b>Water</b>			
66	8.1	A written water system description (e.g. map, photo, drawing) indicating the location and irrigation system, all fixtures and direction of water flow.	D		
67	8.1	A written record showing source water used.	R		
68	8.1	A written procedure for water testing covering sampling frequency, persons responsible for sampling, sampling location, sample volume, collection methods, test types, and acceptance criteria.	D		
69	8.1	Irrigation water is tested for <i>E. coli</i> and meets or exceeds acceptance criteria for:	R		
70	8.1	<u>Non-Foliar</u> : Less than 235 MPN/100ml (rolling geometric mean n=5) and no single sample exceeded 576 MPN/100ml	O		
71	8.1	<u>Foliar</u> : Less than 126 MPN/100ml (rolling geometric mean n=5) and no single sample exceeded 235 MPN/100ml.	O		
72	8.1	If water tests did not meet the acceptance criteria, corrective actions were taken to eliminate the	R		

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		contamination sources.			
	<b>9.0</b>	<b>Soil Amendments</b>			
73	9.1	Documentation that raw manure, bio-solids, incompletely composted animal manure and/or green waste, or non-thermally treated animal manure have not been applied in the 12 months prior to harvest.	R		
74	9.1	Documentation (e.g. Letter of Guaranty, ingredient statement, bag label, etc.) verifying that soil amendments do not contain raw manure, bio-solids, or incompletely composted animal manure and/or green waste.	D		
75	9.1	Soil amendments are managed such that the likelihood of them being a source of contamination is reduced (e.g., timing of applications, storage location, source and quality, transport).	R		
76	9.1	If soil amendments containing composted animal manure are used, the supplier name, process validation records, and microbial test results are available, and material was applied more than 45 days before harvest.	R		
	<b>10.0</b>	<b>Non-Synthetic Crop Treatments</b>			
77	10.1	If non-synthetic crop treatments are used, documentation must exist that non-synthetic crop treatments do not contain raw manure.	D		
78	10.1	Non-synthetic crop materials are managed such that the likelihood of them being a source of contamination is reduced (e.g., timing of applications, storage location, source and quality, transport).	R		
79	10.1	If non-synthetic crop treatments are used, the supplier name, process validation records, and	R		

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		microbial test results are available, and material was applied more than 45 days before harvest.			
	<b>11.0</b>	<b>Equipment Facilitated Cross-Contamination</b>			
80	11.1	Records show that equipment being used for activities that may pose a food safety risk is thoroughly cleaned and sanitized.	R		
	<b>12.0</b>	<b>Crop Protection Chemicals</b>			
81	12.1	Records of all crop protection chemicals used; chemicals used are registered for use on cantaloupes, comply with federal, state or local regulations, and corresponding MSDS sheets are available.	R		
82	12.1	Records show that crop protection chemicals were applied by trained, licensed and/or certified pesticide applicator.	R		
	<b>III.</b>	<b>Harvest and Field Packing Unit Operations</b>			
	<b>13.0</b>	<b>Harvest environmental risk assessment</b>			
83	13.1	A written harvest environmental risk assessment of the production field, water sources, and surrounding area was completed and documented the assessment dates, any changes since the pre-harvest assessment, any presence of fecal contamination, and any corrective actions described in Table III-1 and Figure 6.	R		
	<b>14.0</b>	<b>Harvest</b>			
84	14.1	An individual is designated as responsible for harvesting food safety.	D		
85	14.1	Practices and procedures are in place to protect against the introduction of pathogens between multiple harvests in the production area (e.g. daily harvest environmental risk assessment).	O		
	<b>15.0</b>	<b>Field Packing Operations</b>			

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86	15.1	Field packing equipment is maintained and appropriate for packing cantaloupes in accordance with Sections I-4.1-4.2, and I-5.1.	O		
87	15.1	Workers, visitors, vendors and 3 <sup>rd</sup> parties have met the requirements of Section I-3.1-3.4.	O		
	<b>16.0</b>	<b>Water Used During Harvest</b>			
88	16.1	Water management plan must include preventive controls, monitoring and verification procedures, and corrective actions.	D		
89	16.1	A written procedure for water testing covering sampling frequency, persons responsible for sampling, sampling location, sample volume, collection methods, test types, and acceptance criteria.	D		
90	16.1	Water used on cantaloupe or food contact surfaces must have no detectable generic <i>E. coli</i> and have sufficient levels of disinfectant (e.g. Chlorine-based disinfectants greater than 10 ppm free chlorine after application and pH 6.5-7.0, ORP greater than 725mV, or other approved and validated treatment per product US EPA label for human pathogen reduction in water).	R		
91	16.1	If water tests did not meet the acceptance criteria, corrective actions were taken to eliminate the contamination sources.	R		
	<b>17.0</b>	<b>Harvest and Field Packing Containers</b>			
92	17.1	SOP for inspecting incoming harvest and field packing materials and containers to ensure that they are in sanitary condition and suitable for use.	D		
93	17.1	Field containers are distinguishable from finished product containers.	O		
94	17.1	SOP for daily inspection of harvest and field packing	D		

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		materials and containers that includes overnight storage and daily inspection.			
95	17.1	Single-use harvest and field packing materials or containers are not reused.	O		
96	17.1	Harvest and field packing materials or containers are properly labeled for traceability and meet the requirements of Section I-2.2.1.	O		
97	17.1	SSOP for reusable containers that addresses cleaning frequency, sanitizer type and concentration, and specific cleaning procedures prior to reuse.	D		