



***Good Harvesting and Field Packing Practices  
“GHP”***

***and***

***Standard Operating Procedures  
“SOP”***

Prepared by Jose L. Garcia-Cañedo

*GHP151204*

## **OUR FOOD SAFETY COMMITMENT**

The goal of the Boggiatto Produce Food Safety Program is to institute a proactive food safety system for its growing, harvesting and cooling operations whereby any potential product hazard is anticipated and controlled from product growing through distribution. Food safety and quality control are the responsibility of all employees at Boggiatto Produce and affiliated service and product providers. Management has provided the tools and established guidelines for producing safe, wholesome, quality produce. All employees are accountable for consistently maintaining these standards.

The Food Safety Program has been established with the help of our company officers. Although the burden of food safety and quality control is in the hands of management and supervisors, all employees serve as inspectors when product moves through their area. Boggiatto Produce employees are authorized to hold or reject product found to be out of compliance, subject to the evaluation and final approval of authorized management.

Boggiatto Produce incorporates Good Agricultural Practices (GAP), Good Harvesting Practices (GHP), and Good Manufacturing Practices (GMP) as a system. This concept is based on teamwork, continuous operation improvement, and three-way communication between management, sales and production employees. Systems improvement teams have been organized to address issues of finished product checks, working conditions, waste control, equipment maintenance, operation efficiency, safety in facilities, sanitation, employee personal hygiene, etc., and encourages all employees to utilize their talents in helping to maintain and/or improve product quality. The management at Boggiatto Produce believes these measures will insure that the finished product meets the highest standard of quality for the customer's end use.

Food safety is not a static program, but dynamic in nature. Every employee "tailgate" meeting involves food safety and every management action insures not only that food safety fits comfortably into the overall objective of Boggiatto Produce, but that it is also understood and easily executed by each and every employee and contractor serving Boggiatto Produce.

All of our programs will adhere to the best science available with regard to food safety and any emerging program including, but not limited to, the California Leafy Green Products Handler Marketing Agreement. All documents will be held at Boggiatto Produce's office or, if not possible, documents maybe stored at each grower's office.

## PROGRAM OVERVIEW

The aim of our program is to address correct worker hygiene practices and reduce the potential for food contamination by an employee, either by his/her actions, hygiene, health, or habits. All persons working in direct contact with food, food-contact surfaces, and food-packaging materials must follow proper food handling techniques and food protection principles. Failure to follow these principles may lead to contamination of food resulting in adulterated product and/or food borne illnesses.

Poor personal hygiene practices and bad work habits are described as follows:

1. Not washing hands when required, or washing hands improperly.
2. Hair that can cause physical contamination of the product.
3. Use of soiled clothing.
4. Use of soiled or dirty gloves.
5. Eating, smoking, or drinking in harvest areas that can cause pest harborage.
6. Use of jewelry or loose objects in upper pockets that might fall into product packaging thus creating physical and biological contamination of produce.
7. Employees exhibiting open wounds and/or infections, or communicable diseases that can contaminate the product.

To prevent or minimize product contamination, training must be addressed to all employees by focusing on good hygiene practices and related topics and verification that employees are in compliance with company policies and requirements:

1. Hands must be washed thoroughly and dried with single use disposable towel (sanitize hands to prevent contamination by undesirable microorganisms).
2. Hand washing must be performed in adequate hand washing facilities before starting work, after using restrooms, after each absence from the workstation and after any other occurrence when hands may have become excessive soiled or contaminated.
3. Employees must properly wear hairnets (placed under hats, caps, etc.),. Beard covers must be worn if needed.
4. Employees must wear clean outer garments that protect against contamination of product.
5. Gloves must be kept in a clean and sanitary condition.
6. Clothing or other personal belongings must not be stored in areas where product is present or where equipment or knives are washed.
7. Employees must remove all jewelry and other loose objects, including those from upper pockets, which might fall into food, equipment or containers. Only plain wedding bands are allowed covered under gloves. The use of upper pockets to store items is prohibited. foremen and supervisors are exempt.
8. Any worker exhibiting a lesion that can not be covered in a way that contact with product or equipment is prevented, or workers exhibiting a communicable disease may not work in any aspect related to product, knives, equipment, water, etc.
9. Employees must take necessary precautions to protect against contamination of product, by controlling perspiration, and by not wearing excessive cosmetics, perfumes, substances, or medicines applied in excess to the skin.
10. All food handlers and supervisors must receive appropriate training in proper food-handling techniques and food protection principles. Employees must be made aware of the dangers of poor personal hygiene and unsanitary practices.
11. Employees receive ongoing training regarding food safety topics as needed.

12. Employees must report to the foreman any suspicious activity (i.e. unauthorized personnel wondering around or entering production lots, finding unattended bags or containers inside production lots, etc.)

NOTE: Visitors and minors (including infants and toddlers) are not allowed on actively harvesting areas. Only authorized personnel are allowed and must adhere to the same company policies as any other employee.

**References:**

Code of Federal Regulations (CFR), 21 Part 110.5 Current Good Manufacturing Practice

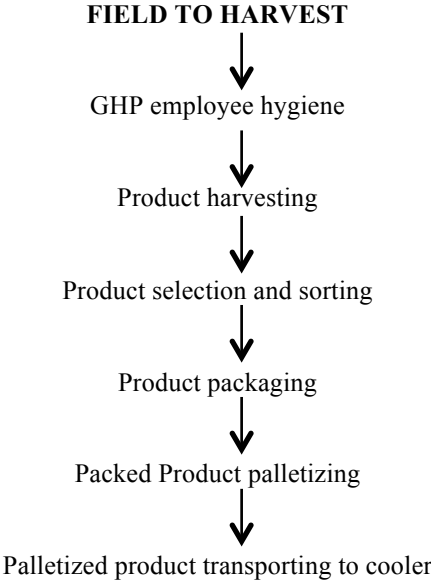
**GOOD HARVESTING PRACTICES  
“GHP”**

(Harvest)

<b>BOGGIATTO PRODUCE INC.</b>
<b>FIELD OPERATIONS FLOW CHART</b>
<b>(Harvest)</b>

SOP 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, and 8.07
SOP 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, 8.07
SOP 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, 8.07
SOP 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, 8.07
SOP 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, 8.07
SOP 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, 8.07

**VEGETABLES**



## SOP 1.01

### ADMINISTRATION Creating A Standard Operating Procedure

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 7

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 06/10/2008

**Purpose:**

To provide general guidelines to insure consistency in the design and development of Standard Operating Procedures (SOP).

- a) Select the category (e.g., Site Selection, Adjacent Land Use, Water Usage, etc.) in which the SOP will be created.
- b) Utilizing the format outlined in SOP 1.02 “SOP Format,” create the initial draft of the SOP. Do not assign an SOP number.
- c) Submit this draft to **Food Safety Coordinator** for initial review and comment.
- d) Consolidate and incorporate all comments. Provide reasoning for the non-inclusion or revision of any comment.
- e) Request an SOP number from **Food Safety Coordinator**.
- f) Submit second draft for review and comment.
- g) Incorporate final comments and submit to **Company President** for approval signatures.
- h) Issue approved SOP to all affected departments.

**SOP 1.02**

**ADMINISTRATION  
SOP Format**

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 7

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 06/10/2008

**Purpose:**

To insure consistency in the layout and appearance of all SOP.

The following format shall be utilized for all Standard Operating Procedures. No deviations or revisions to this format shall be made without approval using SOP 1.03 "Revision of an SOP."

**SOP XX-XX**

**(SOP CATEGORY)**

**SOP Title**

**First approval by:** \_\_\_\_\_ **Revision No.:** \_\_\_\_\_

**Second approval by:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Purpose:**

A description of the purpose or issue that this SOP will address, it should be directly related to the SOP title.

**Concern**

Describe the specific concern to be addressed by this SOP (this will not normally apply to administrative SOP).

**Contaminants Introduction:**

Based upon the specific issues and concerns, list all of the ways that the subject contaminates could be introduced. For example;

- a. Land previously used as a municipal waste site.
- b. Land previously used for disposal of bio-solids, incinerator waste, etc.

**Preventative or corrective measures:**

List all measures required to prevent growing of produce on contaminated ground. For example;

- a. Avoid purchase or lease of ground previously used for questionable practices.



## SOP 1.03

### ADMINISTRATION Revision Of An SOP

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 7

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 06/10/2008

**Purpose:**

To provide a formalized revision process for Sanitation Standard Operating Procedures (SOP).

Initiation of the revision process. Growers are encouraged to comment on the content of the SOP. The SOP is considered a “living” document. The document will evolve over time to address changing consumer concern. In addition it is assumed that the document’s appropriateness and pertinence will be improved as the grower suggestions are incorporated.

1. Growers can submit their suggestions for altering the SOP.
2. Adopted suggestions will be incorporated into the SOP and/or Food Safety Policy under the following format:
  - a) Legibly and in **RED** ink, mark up the SOP to be revised with the required changes.
  - b) Submit the revision draft to **Food Safety Coordinator** for initial review and comment.
  - c) Consolidate and incorporate all comments. Provide reasoning for the non-inclusion or revision of any comment.
  - d) Submit the second revision draft for review and comment.
  - e) Incorporate final comments and submit to **Company President** for approval signatures.
  - f) Issue approved SOP to all affected departments.

## SOP 5.02

### WATER USAGE Microbiological Contamination of Water Post-harvest Direct Product Contact or Food Contact Surface

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 9

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

#### **Purpose:**

To insure that any water source (city/potable water must be used only for this purpose) is of adequate quality for its intended use, and steps are taken to minimize the risk of microbial contamination.

#### **Concern**

Water can be a vector for microbes including human pathogens (e.g. *E. coli*, cholera, salmonella, etc.).

#### **Contaminants Introduction:**

Though the level of the water's contamination is assumed to be important, the level of risk that tainted waters pose in production agriculture is poorly understood. Water that directly contacts edible portions of harvested crop, or is used on food contact surfaces, such as equipment or utensils, shall meet the Maximum Contaminant Level Goal (MCLG) for *E. coli* as specified by US EPA or contain approved disinfectant at sufficient concentration to prevent cross contamination. Microbial or physical/chemical testing shall be performed, as appropriate to the specific operation, to demonstrate that acceptance criteria have been met.

#### **Target Organism and Test method:**

As described for foliar/non-foliar applications.

#### **Sampling Frequency:**

One sample per water source shall be collected and tested prior to use if >60 days since last test of the water source. Additional samples shall be collected at intervals of no less than 18 hours and at least monthly (as defined on the most recent LGMA GAP metrics) during use. For wells and municipal water sources, if generic *E. coli* is within the acceptance criteria for five consecutive samples, the sampling frequency may be decreased to once every six months unless there is a significant source or distribution change.

#### **Acceptance Criteria:**

**Single pass use:** Water must have non-detectable levels of *E. coli* or breakpoint disinfectant present at point of entry.

**Multi pass use:** US EPA MCLG for microbial quality (<2.2 MPN/100 ml). Free chlorine  $\geq 1 \leq 200$  ppm at point of use, or ORP  $\geq 650 \leq 950$  mV and pH between 6.5-7.5.

#### **Physical/Chemical Testing Target Variable:**

Water disinfectant (e.g. chlorine or other disinfectant compound).

#### **Testing Procedure:**

- a. Chemical reaction based colorimetric test, or
- b. Ion specific probe, or

- c. ORP, or
- d. Other as recommended by disinfectant supplier.

**Testing Frequency:**

Routine monitoring of the system since records show there is a very low degree of variation. Test shall be performed every time the machine tank is refilled and/or before any work break.

**Remedial Actions:**

If any given sample exceeds the acceptance criteria, then the water shall not be used for this purpose unless appropriate disinfectants have been added or until remedial actions have been completed and generic *E. coli* are within acceptance criteria:

- Conduct a sanitary survey of water source and distribution system to determine if a contamination source is evident and can be eliminated. Eliminate identified contamination source(s).
- Retest the water at the same sampling point after conducting the sanitary survey and/or taking remedial actions to determine if it meets the outlined microbial acceptance criteria for this use.

For example, if a water sample for water used to clean food contact surfaces has detectable *E. coli*, stop using that water system; examine the distribution line and source inlet as described in Appendix A Sanitary Survey of the LGMA GAP Metrics and retest from the same point of use. Continue testing daily for 5 days at the point closest to use, and do not use the water system until consistently deliver water that is safe, sanitary water and of appropriate microbial quality for the intended use. If any of the five sample taken during the intensive sampling period after corrective actions have been taken have detectable *E. coli*, repeat remedial actions and do not use that system until the source of contamination can be corrected. Refer to the most recent version of the LGMA GAP Metrics (<http://www.caleafygreens.ca.gov/food-safety-practices/downloads>) for further detail on remedial actions.

**ORP Meter Calibration:**

If an ORP meter is being used to determine the water disinfectant, the device must be calibrated according to manufacturers manual on a monthly basis. Calibration records must be kept in the daily harvest log with the foreman of each crew.

**Records:**

All test results and remedial actions shall be documented and available for verification for a period of two years.

**7.02**  
**MICROBIOLOGICAL MONITORING**  
**Produce Microbiological Sampling/Testing Protocol**

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 01/29/2009

**Purpose:**

Random sampling for pathogens on produce will be conducted prior to harvesting the crop when concern of possible contamination or the need to meet out of country regulations. To verify the adherence to all local, state and federal laws and regulations.

**Concern**

The presence of human pathogens on produce due to unexpected adjacent land use.

**Sampling Procedures:**

- a. All samples must be taken by trained personnel on Good Sampling Procedures to avoid cross contamination issues and the presence of false positive results.
- b. Random samples of produce will be taken and analyzed for human pathogens *E. coli* O157:H7 and *Salmonella* spp prior to harvesting.
- c. Representative samples (pre-harvest) of product should be taken and submitted to a certified laboratory for pesticide residue analysis.
- d. A composite sample of edible lettuce or leafy green leaves from plants still in the ground will be collected. This sample will be comprised of 9 samplings of at least 100 grams each and then made into a composite sample of at least 900 grams. This 900 gram composite sample will be taken 10 days or less before harvest, and shall be tested for *E. coli* O157:H7 and *Salmonella*. The block will be sampled using a "Z" pattern, which is typically used for pesticide residue analysis.
- e. Product should not be harvested until informed by laboratory that product is within tolerances

**Frequency:**

- a. As needed basis (concern of possible high levels or a need to meet out of country regulations)
- b. Per customer request

**Measurement Criteria:**

- a. No confirmed positives for *E. coli* O157:H7 or *Salmonella* spp.

**Preventative or corrective measures:**

If an over tolerance problem is found **NO** test result will be submitted to any customer and the following corrective actions should be taken:

- a. The laboratory should re-test the sample to confirm their original results using sub-samples held by the laboratory.
- b. Another sample should be taken from the field of concern and submitted for human pathogen analysis. Multiple samples may be taken from defined sectors of the field to indicate if a drift problem exists due to unexpected adjacent land activity.

If the presence of human pathogens is confirmed, the crop shall not be harvested within a 10 ft radius from the sampling points. The rest of the field can be harvested by following special attention to the Good Harvesting Practices and only if subsequent samples come up negative.

## SOP 8.01

### WORKER PRACTICES Harvesters, Packers and Machine Operators

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 9

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

#### **Purpose:**

To address correct worker hygiene practices and reduce the potential for food contamination by an employee/authorized personnel, either by his/her actions, hygiene, health, or habits.

#### **Concern:**

All persons working in direct contact with food, food-contact surfaces, and food-packaging materials must follow proper food-handling techniques and food protection principles. Failure to follow these principles may lead to contamination of food resulting in adulterated product and/or food borne illnesses.

#### **Contaminants Introduction:**

- a. Microbial contamination due to poor employee hygiene practices or poor work habits.
- b. Chemical contamination due to the use of excessive makeup, perfume or other beauty items.
- c. Physical and microbiological contamination introduction because of the use of jewelry or other loose objects in upper pockets.
- d. Microbial, chemical or physical contamination introduction due to improper handling, sorting or packaging during ground packing.
- e. Microbial contamination of harvesting equipment when changing from one field to another during a workday.

#### **Preventative or corrective measures:**

- a. All employees must wash hands before starting to work, before and after each lunch, before and after using the toilets and at any time that hands might be contaminated.
- b. Harvesting tools (knives) must be clean and in sanitary condition before starting to work. When not in use -during breaks or going to the toilets- knives must be kept inside a disinfectant solution. The use of knife sheaths is restricted to certain positions in the harvest crew (crew foremen, produce stackers).
- c. Harvesting equipment (gloves, aprons and sleeves) must be clean and in sanitary condition before starting to work. Harvest employee gloves must be kept with their knives when going to the toilets or during breaks inside designated containers. Aprons and sleeves as well as packers gloves must be kept underneath the product cartons or hanging on the machine structure in a manner to prevent product contamination when on work breaks or going to the toilet. Storing harvesting equipment inside packaging materials is prohibited.
- d. Excessive use of makeup, skin lotions or perfume is prohibited.
- e. All jewelry and other loose objects, including those from upper pockets, which might fall into food, equipment or containers, must be removed. Only plain wedding bands are allowed covered under gloves.

- f. All employees are required to wear appropriate outer garment, non-loose or hairy clothing, enclosed footwear and hairnets, if needed employees are required to wear beard nets.
- g. Employees are prohibited from storing personal belongings (coats, jackets, lunches, etc.) in areas where product is present or where equipment and/or harvest tools are washed.
- h. The use of packaging materials for any purpose (trash can, seats, lunch tables, store other items, etc.) other than to pack produce is prohibited.
- i. Lunch and work breaks must be taken outside of the field, on already harvested areas or in an area designated by the foreman. All backpacks, lunches and personal belongings must be stored in an area designated by the foreman during the workday.
- j. Visitors and minors (including infants and toddlers) are not allowed in actively harvesting fields. Only authorized personnel may enter the field and must adhere to company policies as any other employee.
- k. During ground packing all considerations must be take in place to reduce or avoid product or packaging material contamination (i.e. locate empty assembled cartons, prior to pack leafy greens and packaged product on top of leafs).
- l. Avoid as much as possible direct contact with soil/mud.
- m. Any product that might be considered to have become contaminated during ground packing must be discarded.
- n. Employees must report to the foreman any suspicious activity, i.e. unauthorized personnel wondering around or entering production lots, finding unattended bags or containers inside production lots, etc.
- o. When changing from one field to another during a workday, all of the harvesting equipment (knives, aprons, sleeves, etc.) must be kept under the foreman or the bus driver control. When arriving to the new field knives and gloves must be washed and sanitized prior to reassuming work.

## SOP 8.02

### WORKER PRACTICE Open Wounds and Illness

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

**Purpose:**

Minimize the risk of product contamination due to contact with bodily fluids.

**Concern:**

Microbial contamination of product due to contact with bodily fluids such as blood, pus, saliva, etc.

**Contaminants Introduction:**

- a. Employees with open/infected wounds.
- b. Employees showing symptoms of a communicable disease.

**Preventative or corrective measures:**

- a. Employees that have an accident during work must report it immediately to their foreman.
- b. Infected and/or bloody wounds must be treated and covered properly to avoid product contamination. Employee must resume in a different job position that provides less risk of product contamination.
- c. If bleeding cannot be controlled employee must be sent to the nearest urgent care/hospital and follow physician recommendations regarding work resumption.
- d. Employees showing symptoms of a communicable disease (i.e. excessive sneezing, coughing, or runny nose, etc.) must report it to the foreman prior to work. Foreman must relocate the employee in a job position that represents less risk of product contamination or send the employee home to recuperate and/or seek medical attention.
- e. Any product that comes in direct contact with blood or any other bodily fluids must be discarded.
- f. Any food contact and non-food contact surface that comes in contact with blood or any bodily fluids must be clean and sanitized before resuming work.

## SOP 8.03

### WORKER PRACTICE Hand Washing

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2010

**Purpose:**

Avoid introduction of pathogens into product due to improperly washed employee hands.

**Concern:**

Microbial contamination of product due to employee lack of awareness regarding proper hand washing.

**Contaminants Introduction:**

Chemical, physical and microbiological contaminants on dirty hands.

**Preventative or corrective measures:**

- a. Hands must be washed before starting work, after using toilet facilities and after lunch/breaks.
- b. Hand washing must be done as follows:
  1. Get hands wet.
  2. Apply soap using the dispensing pump.
  3. Make foam by rubbing hands with each other, between fingers and fingertips for about 20 seconds.
  4. Rinse hands thoroughly with running potable water.
  5. Dry with single use disposable paper towel or by shaking hands in the air.
  6. Dispose of used towels in designated trash receptacles.
  7. Return to work.



## **SOP 8.04**

### **WORKER PRACTICE Harvesting Equipment and Machinery**

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 7

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 06/10/2008

**Purpose:**

To assure that the best-suited equipment shall be used to harvest Boggiatto Produce's products.

**Concern:**

Introduction of chemical or physical contamination that might come from the harvesting equipment.

**Contaminants Introduction:**

2. Equipment lubricants that might fall into product.
3. Equipment fuel falling into product.
4. Loose items from the equipment.

**Preventative or corrective measures:**

- a. Equipment daily inspection shall be done prior to work of each day and recorded in the machinery inspection log and field sanitation inspection log.
- b. All excess lubricants must be removed from the equipment prior to start operations.
- c. Fuel tank must be kept closed or covered. Fuel containers must be kept on the back of the machinery where there is no risk of product contamination.
- d. Mechanics must be notified of any condition of the equipment that represents a product contamination risk or employee safety risk. This condition must be fixed promptly and records must be kept in the Equipment Inspection and Work Order Log.
- e. Only food grade lubricants (where practical) must be used in the machinery.
- f. In the event of hydraulic fluid spills/leaks, all products that come in contact with the fluid must be discarded and production shall not resume until all food contact surfaces involved in the spill are thoroughly cleaned and sanitized.
- g. All the lights in/on the machinery must be shatter proof or properly covered/protected.

## SOP 8.05

### WORKER PRACTICE Harvesting Equipment Cleaning and Sanitizing

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** JEFF HITCHCOCK

**Effective Date:** 01/20/2015

**Purpose:**

Avoid the growth of microbial colonies (biofilm) on the equipment.

**Concern:**

Bacterial growth and biofilm formation on soiled or dirty food contact surfaces of the equipment.

**Contaminants introduction:**

Adherence of microbes to the product that come in contact with areas where biofilm is located.

**Preventative or corrective measures:**

- a. Equipment and machinery must be cleaned and sanitized after each workday. Equipment and machinery must be cleaned and sanitized before each workday only if needed (i.e. dust accumulation from the previous night, soiled during transportation from one field to another at the end of the work day).
  1. Wet all equipment food contact surfaces.
  2. Prepare a mixture of food grade biodegradable soap (Sure Solve™) and chlorine, at a 1:1 ratio and apply on the already wetted surfaces. With the use of a scrubber or a brush, remove all the dirt or adhered materials.
  3. With the use of a pressure washer and/or steam cleaner, and chlorinated water that is used to rinse product with an ORP level between 650 to 950 mV, rinse off all dirt and loose materials from equipment surfaces.
- b. Record the daily cleaning of machinery and equipment in the foremen daily harvest assessment form.
- c. Chemicals used to clean and sanitize the equipment must be kept inside the enclosed water transport truck that has controlled access.
- d. All chemical storage containers must be labeled properly (according to their content).
- e. Hydration systems used in harvest machines must always have a high enough concentration of chlorinated water with an ORP level between 650 to 950 mV to assure there is no microbial growth within the system. Records must be kept on the foremen daily harvest assessment forms.
- f. If the harvest equipment is not going to be used for more than a week, the equipment must be stored in an area designated by management (company supervisors, mechanic, etc.) to prevent contamination or damage to the equipment (mechanics yard, field yard). The equipment hydration system must be flushed with chlorinated water with an ORP level between 650 to 950 mV before performing the cleaning and sanitation procedure
- g. ATP swabs are useful to verify cleaning and sanitation employees' performance. The Food Safety Coordinator will perform ATP swab assessments when deemed necessary; see SOP 8.06 of this manual.

## SOP 8.06

### WORKER PRACTICE

#### Harvesting Equipment Food Contact Surfaces ATP Swab Testing.

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 2

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

#### **Purpose:**

Verify and assure that proper procedures have been followed during cleaning and sanitizing of harvesting equipment food contact surfaces.

#### **Concern:**

Bio-film formation due to improper equipment cleaning and sanitizing.

#### **ATP Swabbing:**

ATP swabs must be performed immediately after the equipment has been cleaned and sanitized.

- a. Define the different areas of the equipment to be tested and assign a number for each equipment area to be tested.
- b. An ATP luminometer must be purchased to perform ATP Swabs.
- c. Use ATP swabs recommended for the specific ATP luminometer purchased and swab an area of 4 square inches with a left to right, up and down motion for plain surfaces or, in irregular surfaces, swab enough area to collect a sufficient sample (go to <http://hygienausa.com/ultrasnap01.html> for a detailed demonstration) or follow manufacturer recommendations specific for the purchased luminometer.
- d. ATP swabs must be taken on a daily basis for at least 5 days at the beginning of each season to establish a measurement range reading for each surface to be tested.
- e. Once the range is established, subsequent samples must be taken once a week for one month and then monthly for the remainder of the season to verify that proper cleaning and sanitizing procedures are being followed. More than one sample a month should be performed in the event employees on the cleaning crew are replaced to verify proper procedures are being followed.
- f. ATP Luminometer must be calibrated using the calibration control rods according to manufacturer recommendation once per season.
- g. ATP Luminometer must be calibrated as per manufacturer recommendations at least once a season.

#### **Preventative or corrective measures:**

In the event that a swab test show above the range results for a designated area of the equipment:

- a. Repeat the cleaning and sanitizing procedure as established on SOP 8.05 of this manual.
- b. Re-test.
- c. If reading is still showing higher than the established range results, an investigation must be done in order to determine the factor or factors involved in having such discrepancies and a revision of the cleaning procedure, the cleaning personnel and equipment must be consider in order to obtain appropriate measurements.
- d. ATP luminometer must be calibrated according to manufacturers manuals.

## **SOP 8.07**

### **WORKER PRACTICE**

#### **Harvesting Equipment and Packaging material Overnight storage and Transportation**

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

#### **Purpose:**

Avoid chemical, physical or microbiological contamination of equipment and packaging materials during overnight storage and transportation

#### **Concern:**

Chemical, physical and microbiological contamination of equipment and packaging materials.

#### **Contaminants introduction:**

- a. Pesticides drifted from and adjacent field that is being sprayed overnight.
- b. Dust accumulation
- c. Cross contamination of equipment during transportation.

#### **Preventative or corrective measures:**

- a. Harvest equipment must be stored overnight in designated areas by the growers and supervisors where the least risk of contamination or exposure to pesticide drift can occur.
- b. Packaging materials left on field overnight must be kept covered with plastic tarps or original plastic wrapping to prevent or minimize contamination due to environmental factors.
- c. In the event of dust accumulation, harvest equipment must be cleaned and sanitized prior to starting work.
- d. Equipment must be transported from one field to another field using designated ranch roads. In the event that the distance from one field to the next is greater than one mile, harvest equipment must be transported with the use of a towing device (lowboy, dolly, etc.) to prevent equipment tires from cross contamination.

## SOP 8.08

### WORKER PRACTICE Sanitary Facilities

**First approval by:** JOSE LUIS GARCIA-CAÑEDO  
**Second approval by:** MICHAEL BOGGIATTO

**Revision No.:** 9  
**Effective Date:** 03/30/2011

**Purpose:**

To insure all sanitary facilities are maintained in accordance with laws and regulations regarding WORKER PRACTICE practices. To address correct worker hygiene practices and reduce the potential for food contamination by an employee, either by his/her actions, hygiene, health, or habits.

**Concern:**

All persons working in direct contact with food, food-contact surfaces, and food-packaging materials must follow proper food-handling techniques and food protection principles. Failure to follow these principles may lead to contamination of food resulting in adulterated product and/or food borne illnesses.

**Contaminants Introduction:**

- a. Presence of unsuited toilet or hand washing facilities.
- b. Placement of toilet facilities in areas where it might cause contamination of the field.
- c. Lack of sanitary supplies.
- d. The use of leaking toilet facilities.
- e. Use of unclean toilet or hand washing facilities.
- f. The use of improperly signaled facilities.

**Preventative or corrective measures:**

All reasonable measures should be taken to assure the following:

- a. Consult your state regulations to determine the appropriate number of toilet facilities necessary.
- b. Each toilet facility unit must be designed to lock from the inside.
- c. Each toilet facility unit must have toilet paper in a proper holder.
- d. Each toilet facility unit must be kept in sanitary condition and must be cleaned as required.
- e. Each toilet facility unit is required to have a current cleaning checklist indicating the date the facility was serviced and supplies refilled.
- f. Toilet facilities must be stationed no more than ¼ mile or within five minutes walking distance from employees in a location where minimal cross contamination may occur. Workers shall always have the opportunity to use the facilities when needed.
- g. The hand washing facility must be kept outside the toilets and must have sufficient water of potable quality available for use. The water supply shall be labeled "*This Water for Hand Washing Purposes Only*" and "*Employees must wash hands after using toilets*" in a language understood by all workers.
- h. The hand-washing facility must have unscented soap in a proper dispenser.
- i. The hand-washing facility must be supplied with single use disposable towels in a proper holder.
- j. The hand-washing facility must have a receptacle capable of keeping the trash contained.
- k. When the toilet facilities are serviced by septic trucks near the field, all steps shall be taken to prevent crop contamination in the event of leakage or a spill.
- l. In the event of a major spill occurs, all reasonable measures must be taken to eliminate or reduce the impact on the field and on produce (clean the area where the spill occurred, do

not harvest any product that came in contact with the spill, leave buffer zones depending on particular situation etc.)

**References:**

\* Occupational Safety and Health Act 29 CFR 1928.110, subpart I, subpart J.  
Code of Federal Regulations (CFR), 21 Part 110.5 Current Good Manufacturing Practice

## SOP 8.09

### WORKER PRACTICE Employee Ongoing Food Safety Training

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

**Purpose:**

To insure that all employees understand the importance of the company Food Safety Program and the repercussions of their actions during harvest of company produce.

**Concern:**

Contamination introduction (physical, chemical or microbiological) by employees failing to comply with company GHP policies.

**Contaminants introduction:**

Physical, chemical or microbiological contamination introduced by employees failing to comply with company GHP principles:

- a. Employees not washing hands properly.
- b. Packaging material being used for other purposes than to pack product.
- c. Employees storing personal belongings in non-designated areas.
- d. Employees exhibiting open wounds and/or symptoms of a communicable disease.
- e. Improper use/or handling of chemicals.
- f. Food security issues regarding unauthorized personal entering fields or performing suspicious activities.

**Preventative or corrective measures:**

- a. Employees must receive a training session before or within the first week the season starts.
- b. Ongoing employee training must be provided to all employees. "Tailgate" meetings discussing food safety related topics must be held as needed.
- c. Training regarding different topics related to employee safety and proper product/chemicals handling must be covered as part of the ongoing employee training program
- d. Food security training must be given to all employees on the second or third training session.
- e. Employee training must be recorded in the Employee Education and Training Log.

## **SOP 8.10**

### **WORKER PRACTICE Employee Drinking Water**

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

**Purpose:**

To prevent employees from getting sick because of the drinking water provided out in the field.

**Concern:**

Chemical or microbiological contamination of drinking water that can injure or cause illness to field employees.

**Contaminants introduction:**

- a. Using non-potable water.
- b. Using dirty drinking water containers
- c. Getting water from an unknown source.

**Preventative or corrective measures:**

- a. Potable water must be available to all employees during working ours according to local, state, or federal regulation.
- b. Drinking water containers must be cleaned on a regular basis and anytime that can be considered tainted or contaminated.
- c. Potable water must be supplied only from approved sources.



## SOP 8.11

### WORKER PRACTICE Packaging Material and Reusable Containers

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

**Purpose:**

To avoid the use of soiled or contaminated packaging materials

**Concern:**

Physical, chemical or bacteriological contaminants introduction due to improper handling of packaging material and reusable containers.

**Contaminants introduction:**

- a. Soil and mud because cartons/reusable containers are left touching the ground.
- b. Personal belongings that might be introduced because improper use by field employees.
- c. Drifted chemicals to packaging material/reusable containers due to improper storage of such materials at the end of the workday.

**Preventative or corrective measures:**

- a. Cartons/reusable containers must be left on top of pallets or on transport trailers to avoid contact with the ground.
- b. Packaging materials/reusable containers must not be used to store any other item than produce.
- c. Packaging materials/reusable containers should never be used to sit, or eat during break time or under any circumstances.
- d. If need to be stored out in the field, packaging materials should be cover with a plastic tarp or maintained on its original packaging.
- e. Container assemble must be done in a designated area by the foreman to prevent contaminants introduction.
- f. Damaged or soiled packaging material must be returned to manufacturer for appropriate disposal.
- g. Reusable containers (red totes) must be rinsed with chlorinated water (post-harvest water) to remove debris or possible sources of contaminants introduction.
- h. Plastic bins must be inspected prior to use and in the event of finding contaminants inside, they must be removed and containers must be cleaned and sanitized prior to use.
- i. All commodities dropped on the ground must be discarded.

## SOP 8.12

### WORKER PRACTICE Designated Break and Lunch Areas

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 8

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 03/30/2011

**Purpose:**

To prevent or minimize product contamination issues due to employees eating or drinking in non-designated areas in the fields.

**Concern:**

Physical, chemical or bacteriological contaminants introduction due to employees eating or drinking in non designated areas inside fields.

**Contaminants introduction:**

- a. Garbage generated from employees lunches.
- b. Personal belongings that might be introduced because improper use by field employees.

**Preventative or corrective measures:**

- a. Employee lunch and breaks must be taken in designated areas by the foremen no less than 15feet away from unharvested crops and 15feet (if possible) away from harvest equipment.
- b. Employee backpacks and lunch bags must be stored in areas designated by foremen over already harvested areas (front of the machine) on single pass harvest (romaine lettuce) or in a designated area in multiple pass harvest fields (iceberg baby lettuce, broccoli).
- c. All garbage must be disposed properly and at least one trashcan must be readily available for this purpose.

## SOP 8.13

### WORKER PRACTICE Water for Hand Wash Stations

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.:** 1

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 05/18/2011

**Purpose:**

Assure that water used in hand wash stations of harvest crew portable toilets is of potable quality.

**Concern:**

Chemical or microbiological contamination of water in hand wash stations can cause illness to field employees and cross contaminate produce during harvest.

**Contaminants introduction:**

- a. Use of non-potable water.
- b. Use of unknown water sources.

**Preventative or corrective measures:**

- a. Use the same water used for post harvest rinsing of produce (known potable water source).
- b. In the event potable water source is not readily available, use water from the ranch well only when knowing that it has been tested for generic *E. coli* and it is within compliance with LGMA metrics. Add 8 oz. chlorine (Envirochlor) per 50 gallons of water to obtain a chlorine level ranging between 650 to 950 mV of ORP to eliminate any microbes that can be present in the water and avoid algae growth inside the tank.
- c. Records must be kept in the Daily Harvest Log. When hand wash station is replenished. Notes must be made to describe water source used.

## SOP 8.14

### WORKER PRACTICE ORP Meter Calibration

**First approval by:** JOSE LUIS GARCIA-CAÑEDO

**Revision No.: 1**

**Second approval by:** MICHAEL BOGGIATTO

**Effective Date:** 12/12/2011

**Purpose:**

To assure that chlorine readings are accurate and levels are maintained within 650 to 950mV of ORP.

**Concern:**

Retrieving incorrect readings thus not assuring appropriate chlorine levels on water used to rinse post-harvested produce.

**ORP Meter calibration.**

- a. Purchase a known ORP mV reading buffer solution.
- b. Obtain and appropriate cup and rinse it along with the ORP meter electrode with the solution to avoid dilution/contamination of the solution.
- c. Dispose of the solution used to rinse the electrode and cup.
- d. Refill the cup with fresh buffer solution and immerse electrode.
- e. Leave electrode in the solution for about 2 to 3 min to have a stable reading.
- f. Follow manufacturers instruction for calibrating the ORP meter.

**Record keeping**

Calibration must be performed by the Food safety Coordinator or a trained employee.

Once the ORP meter is calibrated, Calibration record must be written on the harvest crew daily harvest assessment and signed by the person who performed it.

Calibration of ORP meter must be performed at least once a month during production.

## SOP 8.15

### WORKER PRACTICE Animal Intrusion Risk Classification

First approval by: JOSE LUIS GARCIA-CAÑEDO

Revision No.: 2

Second approval by: JEFF HITCHCOCK

Effective Date: 02/01/2013

#### **Purpose:**

To define the level of animal intrusion in a field to determine corrective actions needed.

#### **Risk level**

##### **LOW**

1. Any animal tracks or evidence of rodents that did or did not enter the field. Entry can be checked and cleared of any possible issues resulting in some product loss if necessary.
2. Excluding wild pigs, animal tracks leading into a field that has not been planted or its at immature plant stage. Immature means that the area around the tracks can be easily reviewed and verified as lacking any fecal deposits.
3. Single or small flocks of birds are present, but do not produce visual damage.
4. No Corrective actions required/documented or recorded.

##### **MEDIUM**

1. There is visual evidence of crop contamination or destruction by animals that is easily identifiable. The visual evidence is not limited to the occasional plant and will need concentrated care to determine the extent of the damage during harvest.
2. Bird activity resulting in continuous damage to the crop will require active concentration by the harvest crew to identify the contaminated product.
3. Any animal intrusion resulting in fecal contamination.
4. Corrective action(s) taken must be documented

##### **High**

1. The damage or intrusion is so extensive that an appropriate buffer zone cannot be established by the Food Safety Coordinator or food safety personnel.
2. A high risk field must be abandoned when the determination is made by the Food Safety Coordinator or food safety personnel.
3. A medium risk classification can be elevated to high risk classification as the field is harvested.
4. Once defined as a high risk, no efforts or mitigating factors may be taken to lower the classification to medium risk.
5. Detailed records classifying a field as high risk must be kept for two years.

## SOP 9.02

### **CORRECTIVE ACTION PLAN** **Corrective action plan record keeping and prevention of re-occurrences**

**First approval by:** JOSE LUIS GARCIA-CAÑEDO  
**Second approval by:** MICHAEL BOGGIATTO

**Revision No.:** 4  
**Effective Date:** 09/24/2015

#### **Concern:**

Verification that a corrective action has been implemented in the event of deviations or deficiencies found during inspection.

Any incident must be reported by the foremen to supervisor (s). Corrective action must include:

- Review of the non-conformance.
- The cause of the deviation must be identified.
- Establish an action plan that addresses the specific non-conformance and prevent future occurrences.
- Implement corrective actions and preventative actions
- Finally Follow up validation to ensure actions taken have solve the problem.

#### **Record keeping**

1. Any issue(s) found during inspections shall be addressed as soon as the situation allows. All actions taken to correct, minimize and prevent the incident from reoccurring must be recorded using the Notice of Unusual Occurrences and Corrective Action log from this manual.
2. Records of all corrective actions taken must be kept in Boggiatto Produce Inc. office or in the grower office depending on the situation for a minimum of two years.

#### **Preventative or corrective measures:**

All past corrective and preventative actions will be used in future food safety trainings.

# MONITORING LOGS



**Pre-Harvest Assessment**

Date: \_\_\_\_\_  
Grower: \_\_\_\_\_  
Field: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Product: \_\_\_\_\_

Estimated Harvest Date: \_\_\_\_\_

**This Environmental assessment is intended to identify any issues related to the produce lot, adjacent land uses, significant animal intrusion or any unexpected event (see Table 5) that might impact produce safety.**

*Evaluation of Potential Contamination Risks:*

**Circle “Yes” or “No”**

---

**1. Assessment of Production Lot Concerning Animals of Significant Risk.**

Does the product lot show evidence of significant animal intrusion (medium/high risk level) and/or feces? YES NO

*If YES, follow procedures in the “Production Locations-Encroachment by Animals and Urban Setting.” All remedial action must be documented and records kept for two years.*

---

**2. Assessment of Production Lot and Adjacent Land Use.**

Are there any sources of contamination from compost operation (~400ft), CAFO’s (~400ft), grazing/open range areas (~30ft), homes (~30ft), non-synthetic soil amendment (~400ft), surface water (~100ft) (see Table 6 for further detail), municipal or toxic waste facilities, landfills on land and/or waterways adjacent to the production lot or any unexpected adjacent land activity that will pose risk to food safety within the last 1 year? YES NO

*If YES, follow management practices identified in the sections related to environmental and land use concerns. All remedial action must be documented and records kept for two years.*

---

**3. Assessment of Flooding.**

Does the production lot show evidence of flooding currently or within the last 60 days? YES NO

*If YES, follow the procedures identified in (Table 4) Flooding.*

---

**4. Assessment of Water Source and Distribution System.**

Does production lot’s water distribution system show evidence of possible contamination? YES NO

*If YES, follow management practices identified in the section related to water. All remedial action must be documented and records kept for two years.*

---

**5. Field Employee Practices and Hygiene.**

Is there any evidence that worker hygiene rules have been violated? YES NO

*If YES, remedial action must be taken and must be documented and records kept for two years.*

---

**6. Field Sanitation**

Is there evidence of contamination from portable toilets or garbage in the production lot? YES NO

*If YES, remedial action must be taken and must be documented and records kept for two years*

---

**Person assessing Evaluation/Verification** \_\_\_\_\_

\*If the answer is “YES” to any of the above questions, the lot shall not be harvested until appropriate remedial action has been taken and documented. Remedial action can be found in the most current issue of the “Commodity Specific Food Safety Guidelines For The Production And Harvest Of Lettuce And Leafy Greens”.



<b>BOGGIATTO PRODUCE INC.</b>
<b>Employee Education and Training Log</b>

Date of Training: Trainer: The following employees were present:	Topic: Materials:
1	21
2	22
3	23
4	24
6	25
6	26
7	27
8	28
9	29
10	30
11	31
12	32
13	33
14	34
15	35
16	36
17	37
18	38
19	39
20	40



## **Field Harvest Employee Food Safety & Hygiene Practices Training**

Management and all field employees are responsible for maintaining the highest level of hygiene practices. All field employees involved in the harvesting/packing of vegetables for Boggiatto Produce shall review and implement Good Harvesting Practices at all times.

### **Implement the following Hygiene Practices & Food Safety Guidelines:**

- All field employees shall wear hairnets and beard nets if needed at all times while harvesting for Boggiatto Produce. The hairnets and beard nets must cover all exposed hair. Men are required to use hairnets and beard nets if needed. Women will be required to wear hairnets if hair is not properly covered with sun protection clothes.
- All field employees involved in packing of vegetables shall wear protective equipment such as latex gloves, approved sleeves and aprons. All field employees involved in hand harvesting of vegetables must wear latex or rubber gloves.
- Field employees shall only utilize protective equipment approved by Boggiatto Produce.
- Bump caps shall be worn when necessary. The company will specify when the bump cap must be worn.
- All field employees shall wash hands thoroughly with soap and water before returning to work after using the restroom facilities and after break periods. Latex gloves shall be disinfected with an alcohol-based disinfectant solution or chlorine based solution between 50 to 200 ppm total chlorine (650 to 950 mV) before harvesting vegetables.
- No personal items are allowed on or near the actively harvested area while harvesting or packing for Boggiatto Produce. For example: jewelry, hairpins, false eyelashes, fake fingernails, radios, headphones, etc.
- Eating, drinking, smoking, chewing gum and tobacco products while harvesting or packing vegetables is not allowed.
- Glass containers are not allowed in the field or field borders.
- Urinating or defecating near or inside fields, irrigation canals, wellheads and reservoirs is strictly prohibited.
- Spitting inside or near harvesting areas is prohibited.
- All processing knives shall be sanitized at the beginning of each day with sodium hypochlorite (150-200 ppm). All knives shall be placed in a chlorinated solution prior lunch/break periods or restroom visits. Knives shall not be removed from active harvesting areas. Knife holsters are restricted to approved positions.
- All harvested/packed vegetables shall be protected from cross contamination at all times. Should any vegetable come in contact with blood, dirt, grease, oil, mud, etc. must be discarded.
- Field employees who have an open wound or draining lesion shall have the lesion area completely covered in a manner that will prevent contact of the wound or lesion with raw product or harvesting equipment.
- Food containers such as totes, boxes, bins, or liners shall not be utilized as trash receptacles or storage containers, sitting, lying or standing upon food containers is prohibited.
- The burning of trash (e.g. cardboard, straps, plastic, etc.) is strictly prohibited.
- Do not mix or handle any chemical products without proper training in their use and safe handling.
- You must immediately report to your supervisor a mechanical failure or unsafe condition of the harvesting equipment that could potentially contaminate raw product or pose an employee safety risk.
- Chemical products such as diesel hydraulic oil, grease or motor oil shall not come in contact with food contact surfaces.
- Visitors and minors are not allowed in active harvesting areas. Only authorized personnel are allowed in active harvesting areas and must adhere to Company Policies as any other employee.
- Employees must report to the foreman any suspicious activity (i.e. unauthorized personnel wondering around or entering production lots, finding unattended bags or containers inside production lots, etc.)

I understand the Good Harvesting Practices and Food Safety Guidelines that are mentioned in this document. By signing this document, I agree to follow and implement these guidelines.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Crew Number



**BOGGIATTO PRODUCE INC.**  
**P.O. Box 2266, Salinas CA 93902 (831) 424 4864**  
**Machine Inspection and Work Order**

Date: \_\_\_\_\_

Crew ID#: \_\_\_\_\_

Foreman: \_\_\_\_\_

Machine ID#: \_\_\_\_\_

Grower Name: \_\_\_\_\_ Ranch: \_\_\_\_\_ Lot: \_\_\_\_\_

Inspect the machine and check mark each item mentioned in this inspection checklist. In the event of failure or inefficiencies, use an X and report the problem to the foreman.

Machine motor water level.	
Machine motor oil level.	
Machine hydraulic oil level.	
Track tension (no less than 1250).	
Greased housing.	
Check hydraulic pressure manometer.	
Verify that all the control board indicators work properly.	
Track idler wheels (12 wheels).	
Visually inspect tire pressure.	
Conveyor belts adjustment (wings, main and cartons conveyor).	
Transfer tension (chain tension).	
Grease all machine housings.	
Grease all the machine housing.	
Inspect for any leaks on the machinery (motor, radiator, tanks, hydraulic motors and shocks).	
Pressure washer functioning.	
Other (description):	

If maintenance or repairs are needed on the machine or any of its parts, notify the mechanic and submit a work order:

Work description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date maintenance started: \_\_\_\_\_

Date maintenance finished: \_\_\_\_\_

Foreman signature: \_\_\_\_\_

Mechanic signature: \_\_\_\_\_

**BOGGIATTO PRODUCE INC.**

**NUOCA LOG (Notice of Unusual Occurrence and Corrective Action)**

Date:

Time of Occurrence:

Problem description or Occurrence:

---

---

---

---

Corrective Action:

---

---

---

---

Reported By: \_\_\_\_\_

Supervisor on Duty: \_\_\_\_\_

Contractor: A.Oseguera Co. Phone: 831 443 4155

**Foreman:**

Each foreman must complete this daily assessment sheet to verify that Good Agricultural Practices are met.  
***If the harvest field shows evidence of intrusion and/or feces of animals of significant risk (deer, pigs, cattle, goats and sheep) or blood within the field you must stop harvesting immediately until a Boggiatto Produce Inc. representative makes an assessment and corrective actions are taken in order to continue harvesting.***

***All items must be answered as follows. Indicate: (√) if Acceptable (X) if Unacceptable (N/A) if Not Applicable***

a	Have the water tanks been filled with fresh water in the morning prior to start up and has the water been tested for chlorine and pH levels (650 to 950mV of ORP and 6.5 to 8 of pH)? -This water is going to be used to rinse the product, fill knife dip stations, clean the harvest equipment etc.-
b	Has a general cleaning and sanitizing of the machine (harvest machine, water tanks, tractors, etc.) been performed prior to start up and verified that no trace of soap, chlorine or any other chemical agent was left on the machine?
c	Has a visual inspection been performed to verify that there are no missing screws or nuts for conveyor belts or any other part of the harvest machine?
d	Has the lighting system been inspected to verify that there is adequate light and there are no broken lights?
e	Are all motors and hydraulic connections equipped with catch pans, secure and leak free?
f	Has the spray nozzle system been inspected for cleanliness and in working order?
g	Has a visual inspection been performed prior to start up to verify that employees and harvesting equipment (machine) are in compliance with company food safety policies?
h	Are porto potties serviced, in sanitary condition and properly stocked (toilet paper, disposable towels, water soap, etc.)?
i	Are porto potties hand washing water holding tanks cleaned and sanitized a minimum of once per week (chlorinated water treatment)?
j	Are there any employees showing symptoms of flu, runny nose, fever or symptoms of any other communicable disease that may cause product contamination?
k	Is all equipment (gloves, sleeves, aprons knives) worn or used by employees clean and in sanitary condition?
l	Are employees wearing proper equipment that is required (hairnets, beard nets -if needed-, plastic gloves, plastic sleeves, plastic aprons)?
m	Are there any employees wearing unsecured items such as jewelry, hair pins, fake eyebrows, fake nails, key chains, unallowed radios, etc.?
n	Have employees washed their hands prior to the start of work?
o	Are there any unlabeled chemical containers on the machine or harvesting equipment?

**All items must be answered as follows. Indicate: (✓) if Acceptable (X) if Unacceptable (N/A) if Not Applicable**

p	Packing stations
q	Product conveyor belts
r	Rollers on product conveyors
s	Hydraulic or grease leaks on motors, bearings, hydraulic pistons, etc.
t	Catch pans on harvest machine/tractors
u	Interior and exterior surface of all water tanks
v	Knives and harvest utensils
w	Harvest machine structure

**Corrective actions and comments**

e  
R

	<b>Sunday</b>
	<b>Monday</b>
	<b>Tuesday</b>

	<b>Wednesday</b>
	<b>Thursday</b>
	<b>Friday</b>
	<b>Saturday</b>

**Daily harvest assessment:**

Inspection procedures

Inspect the harvest field in search of the following:

1. Is there any evidence of animals of significant risk (deer, cattle, goats, pigs and sheep) entering the harvest field look for animal foot prints, eaten lettuces, fecal matter, etc.?
2. Is there any source of crop contamination such as manure/compost piles (400'), CAFO's (400'), grazing lands (30'), septic tanks (30'), composting operations (400'), etc. near adjacent fields?
3. Is there any plastic, glass, metal pieces (nuts, bolts) or other type of debris in the harvest field?
4. Is there evidence of flooding in the harvest field within the last 60 days?
5. Is there any unexpected activity noted on adjacent fields (grazing land, manure/compost storage, etc.)?
6. Is there any downed fencing near adjacent fields?
7. Is there any employee failing to follow company food safety policies?

In the event of finding any of the items listed above during harvest, indicate the number relating to the finding on the day of harvest when it was found and write down all corrective actions taken to prevent product contamination



Knife dip stations have enough water and are chlorine levels adequate (650 mV a 950 mV de ORP)  
A visual inspection was performed prior to start up to verify that employees and harvesting equipment (machine) are in compliance with company food safety policies

Post-harvest product rinse water has a chlorine level within 650mV to 950mV of ORP

Porto potties are in sanitary condition and properly stocked (toilet paper, disposable towels, water soap, etc.)  
Porto potties are serviced and restocked every day