



United States Department of Agriculture

This is to verify that

High Hope Farms, LLC

Attapulgus/Fowlstown/Brainbridge, Georgia, and Quincy, Florida

has successfully met USDA's acceptance criteria of the voluntary

Tomato Food Safety Protocol Audit Open Field Production, Harvest, and Field Packing

Tomatoes

A handwritten signature in black ink, appearing to read "K. Petersen".

Chief, Audit Services Branch

Audit ID: 27363

6/3/2019

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain Open Field Production, Harvest and Field Packing - USDA Checklist



AUDITEE INFORMATION

Company Name: High Hope Farms, LLC
 Street Address: 121 West Clark Street City, State, Zip: Quincy, FL
 Are multiple sites covered by this audit? Yes No How Many 8
 Audited Operation Address/GPS: See Remarks
 Company Contact: Budd Titlow Company Contact Title: Food Safety Consultant
 Phone Number: 850-875-1077 Fax Number: 850-875-3232
 E-Mail Address: dawnwilliams@tds.net

AUDIT INFORMATION

Date of Audit: 6/3/2019 Start Time: 7:30 AM End Time: 2:30 PM
 Description of Operation: Open Field Operation - Farms
 Does this Operation Field Pack Tomatoes? Yes No
 Harvest Company Name (If Applicable): Thomas Martinez, Alex Gonzalez, Lorri Anzualdo
 Other Contractors: Peaks Septic Service-Portalets, Zee Medical- First Aid Kits, Waste Pro-Dumpster
 Commodities Covered by Audit: Round and Plum Type Tomatoes
 Total Acres Covered by Audit: 700 Acres
 Audit Performed By: United States Department of Agriculture, Agricultural Marketing Service
Fruit and Vegetable Program, Specialty Crops Inspection Division
 Field Office: Immokalee, Florida
 Auditor(s) Name(s): (list lead auditor first) K.T. Fleming
 Auditor(s) Signature(s): (list lead auditor first) " ON FILE"
 Persons Interviewed: Budd Titlow-F/S Consultant, Kelly Williams-Farm Manager, Paul Williams-F/S
Field Coordinator, Thomas Martinez-Harvest Contractor, Silvestre Gomez-
 Auditee Representative Name: Budd Titlow
 Auditee representative informed of non-conformances during closing meeting? (Yes or No) Yes

Internal Use Only

Audit Received: _____ Certificate Mailed: _____ Posted to Website: _____
 Reviewing Official Name: Dorene M. Choffel
 Reviewing Official Signature: _____
 Date Approved: 06 12 19

AUDITOR COMPLETION INSTRUCTIONS

All questions on the Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011 Open Field Production, Harvest and Field Production - USDA Checklist shall be assessed according to the verification instructions outlined in the *Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain 2nd Edition- July 2008* and the *Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011- Open Field Production, Harvest and Field Packing* standard. Auditors shall have a copy of these verification instructions with them when performing audits to verify questions are assessed appropriately. All questions shall be assessed using one of the following:

Compliant (C) - The operation meets the requirements of the Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011- Open Field Production, Harvest and Field Packing standard.

Corrective Action Needed (CAN) - The operation does not meet the requirement(s) of the verification instructions, however the non-conformance is not considered to be an immediate food safety risk.

Immediate Action Required (IAR) - The operation does not meet the requirement(s) of the verification instructions and the non-conformance is considered an imminent food safety risk. An imminent food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated. Observation of employee practices (personal or hygienic) that jeopardize or may jeopardize the safety of the produce are considered an "IAR". The presence or evidence of rodents, an excessive amount of insects or pests are also considered an "IAR".

Not Applicable (N/A) - The question is not applicable to the operation.

Auditor Comments: The auditor shall document the findings associated with any question answered "CAN" or "IAR" in the auditor comment section of the checklist. Auditors may also document observations associated with any question on the checklist whether or not the question is a non-conformity if the explanation clarifies why a question was answered compliant. The auditor shall write a comment for each question answered "N/A" addressing why the question was answered "N/A".

Tallying the Audit: Once the auditor finishes the audit, the score sheet shall be filled out by recording the number of C, CAN, IAR, and NA's for each section of the audit. The question number of any question answered as CAN or IAR for each section shall be noted in the last column of the score sheet.

USDA ACCEPTANCE CRITERIA

1. No questions are assessed as an "IAR", Immediate Action Required.
2. Falsification of records is considered an "IAR".
3. Questions 1.1, 10.2 and 10.3 must be assessed as compliant.
4. In each major section (1 through 10) of the audit, at least 80% of the questions not answered as "NA" must be answered as compliant.
5. If a major section has less than 5 questions, one "CAN" can be assessed and still meet the minimum acceptance criteria.

For Official Government Use Only

USDA, AMS, FV, Specialty Crops Inspection Division

Based on Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain

USDA Checklist

Version 1.1

If an operation meets the acceptance criteria as outlined above, the operation will receive a certificate stating its conformance to the *Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain 2nd Edition- July 2008* and the *Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011- Open Field Production, Harvest and Field Packing* standard as well as being posted to the USDA website. Corrective action reports will still be supplied to the auditee for all nonconformances.

If an operation fails to meet the acceptance criteria as outlined above, a corrective action report form will be issued for each non conformity noted on the audit. The operation has the opportunity to take measures in order to address the issue and schedule a new audit in order to show compliance to the acceptance criteria.

Additional Information:

Farm locations under High Hope Farms are as follows:

- (1) Grant Farm, 435 Grice Rd. Quincy, FL
- (2) Hand Farm, 1244 Newberry Road, Quincy, FL
- (3) Willis Farm, Milwhite Rd, Attapulgus, GA
- (4) Johnson Farm, Emanuel Church Rd., Fowlstown, GA
- (5) Fowlstown Farm, 3408 Fowlstown Rd, Fowlstown, GA
- (6) Gardner Farm, Faceville-Attapulgus Rd, Bainbridge, GA
- (7) Cooter Farm, 253 Betts Mill Rd, Bainbridge, GA
- (8) Shaw Farm, 453 Grice Rd, Quincy, FL

**Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist**

Audit Summary		Name of Auditee:		High Hope Farms, LLC			
		Date of audit:		6/3/2019			
Section	Questions	Total # in Section	# of C	#of CAN	# of IAR	# of NA	Question # of any CAN or IAR
1	Management Responsibility	6	6	0	0	0	
2	Farm History and Assessment	6	6	0	0	0	
3	Soil Amendment Usage	1	1	0	0	0	
4	Preharvest Agricultural Water	7	6	0	0	1	
5	Pesticide Usage	3	3	0	0	0	
6	Harvest, Transport, and Product Containers	11	11	0	0	0	
7	Field Packing of Tomatoes	4	3	0	0	1	
8	Employee and Harvest Crews	23	23	0	0	0	
9	Education and Training	4	2	2	0	0	9.1, 9.3
10	Traceback and Recall Programs	3	3	0	0	0	

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
1	Management Responsibility					
1.1	Operation has designated an individual responsible for food safety.	✓				Dawn Williams- Food Safety Director, Budd Titlow-Food Safety Consultant
1.2	Responsible individual has evidence of training in food safety relevant to tomatoes.	✓				Budd Titlow, HACCP-04/2015-Dawn Williams, HACCP-04/2015, FSMA training for both at UF/ Sept. 2016.
1.3	Operation has current copies of the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain, Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain</i> and additional food safety documents as required by state and/or federal regulation.	✓				
1.4	Operation has procedures for conducting self-audits, and conducts self -audits to verify compliance with established internal policies and procedures.	✓				SOP-DOC. S-1006-1,(Self Audit SOP), Self Audit conducted 05/21/2019.
1.5	Operation has a written procedure and timelines for implementing and documenting corrective actions.	✓				

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
1.6	Operation has a "zero tolerance" policy for controllable practices and conditions that result in immediate food safety risks.	✓				SOP-DOC# S-1023-2 (7.0)

2	Farm History and Assessment					
2.1	An initial, pre-production environmental assessment has been conducted of all production land.	✓				Performed on 03/19/2019 By Paul Williams, Field Food Safety Coordinator.
2.2	The environmental assessment shall consider domestic animal operations.	✓				
2.3	A second environmental assessment in the form of a review based upon current conditions is conducted not more that five (5) days from the first scheduled harvest date.	✓				Performed on 05/22/2019 by Paul Williams-Field F/S Coordinator.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
2.4	If the field is subject to flooding, operation has an established decision tree or corrective action plan in the event of flooding in the production area. Procedures prohibit harvest of product that has come into contact with flood waters.	✓				Applicant states there has never been any flooding on the farm. But they do have a policy if it is ever to happen. SOP-Doc#1004-1, Section 2.5
2.5	Operation has a policy that prohibits harvesting of tomatoes with evidence of being contaminated with animal/bird feces.	✓				SOP Doc# 1004-1, Section 2.4
2.6	Operation has an SOP addressing animal intrusion.	✓				SOP Doc# 1004-1, Section 2.4

3	Soil Amendment Usage					
3.1	If fertilizers containing manures or composts are used, only properly treated (composted or heat treated) manures are allowed for use in fields. Biosolids are not permitted.	✓				No biosolids are used, however Crab Meal, with a letter of guarantee from Barber Fertilizer Co. Bainbridge, Ga., is used on the farms.

4	Preharvest Agricultural Water					
4.1	The sources of irrigation water (pond, stream, well, municipal, other) are documented.	✓				Wells are used as an irrigation source on all farms, on the Grant Farm is a pond (surface water) that is used for irrigating.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
4.2	The type of irrigation used (flood, drip, sprinkler overhead, others) is documented.	✓				Drip irrigation is used.
4.3	A sanitary survey was completed for each water source.	✓				Sanitary survey was completed for each water source on 5/22/2019 by Paul Williams, Field F/S Coordinator.
4.4	Water tests are conducted.	✓				Conducted on 5/30/2019 by Southern Water Services and taken to Ackuritlabs, Inc. Tallahassee, FL.
4.5	If water is treated to bring it into compliance, records are maintained of treatments and testing				✓	Operation has never had to bring water into compliance. There is a SOP in the event that it is needed.
4.6	Non-Foliar The water test meets EPA recreational water standards for E. coli; i.e., 40 CFR Part 131.41 (c).	✓				
4.7	Foliar The water test meets EPA microbial standards for drinking water; i.e., 40 CFR Part 141.63.	✓				

5	Pesticide Usage					
5.1	Pesticide chemicals and their use must comply with all requirements of national (e.g., EPA) registration and any federal, state or local regulations.	✓				There is a list kept at all farms with the chemicals used with EPA numbers listed.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
5.2	Equipment used to apply pesticides shall be maintained and calibrated at a frequency sufficient to assure accuracy of delivery.	✓				Equipment was last calibrated on 01/28/2019.(SOP-1008-1)
5.3	Water used to mix pesticides meets EPA microbial standards for drinking water; i.e., 40 CFR Part 141.63.	✓				

6	Harvest, Transport, and Product Containers					
A.	Produce Containers					
6.1	All compounds used to clean or sanitize food contact containers, tools, utensils, equipment or other food contact surfaces are approved for that use by the US EPA, FDA or other prevailing agency. Actual use conforms to label directions.	✓				
6.2	Harvest and other food contact implements, buckets and totes, are cleaned and sanitized as necessary according to SOP.	✓				SOP states buckets for picking are cleaned after use. Bins are cleaned at the packing house prior to season start up or as needed.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
6.3	Reusable product bins, trays and containers are made of impervious materials that can be cleaned and sanitized.	✓				
6.4	Operation has a policy that requires bins trays and boxes made of corrugated cardboard are for single use only.	✓				
6.5	SOP specifies that workers do not remove harvest buckets from the field.	✓				
6.6	Bins, totes and containers intended for harvesting of product are staged and stored in designated locations.	✓				Buckets are stored at the farm in a shed after being cleaned and sanitized. Bins are stored at the packing facility.
6.7	Bins, totes and containers intended for harvesting of product shall be used only for that purpose.	✓				
B. Food Contact Tools, Utensils and Equipment						
6.8	Product contact tools, utensils and equipment are made of impervious, cleanable, sanitizable material.	✓				

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
6.9	Product contact tools (harvesting aids) are clean and sanitary and there is a schedule for cleaning and sanitizing.	✓				
6.10	Harvest tools, utensils and knives are stored in a way that minimizes contamination.	✓				
C. Vehicles and Equipment in the Field						
6.11	Vehicles used in tomato production, harvest and transport are not a source of contamination.	✓				

7	Field Packing of Tomatoes					
7.1	Operation has written policy that damaged, soft and decayed tomatoes are not harvested to the degree possible.	✓				SOP-1007-1, Section 2.0, item #22
7.2	Operation shall have a policy that cloths, towels, or other cleaning materials shall not be used to wipe tomatoes.	✓				SOP-1007-1, Section 2.0, item #23
7.3	If tomatoes are washed in the field, operation shall have written procedures regarding the quality of wash water and use of wash water sanitizing chemicals.				✓	Tomatoes are not washed in the field. Field packing takes place on the Georgia farms only, but not in Florida, according to the F/S Director.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
7.4	Packing containers shall be labeled as to their source, and to identify that the product has been field packed.	✓				SOP 1007-2, items 1.2.9 through 1.3.3

8	Employee and Harvest Crews					
A.	Toilet and Handwashing Facilities					
8.1	Clean and sanitary toilet facilities are provided for all employees and toilets are made from cleanable materials and are cleaned and sanitized daily or sufficiently often to be maintained in a clean and sanitary manner.	✓				Sanitation units are cleaned 5 times a week during season, and more often as needed, per Paul Williams, Field F/S Coordinator.
8.2	The number of toilet facilities meets state and federal requirements.	✓				
8.3	Toilet facilities are located within 1/4 mile (400 m) or a five minute walk of work areas.	✓				
8.4	Toilet facilities are located, serviced and maintained in a manner to not be a source of contamination of produce.	✓				Serviced 5 days a week when harvesting.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
8.5	A response plan is in place in the event of a major spill or leak of field sanitation units.	✓				
8.6	All toilet facilities contain toilet paper.	✓				
8.7	There is a program for the sanitary disposal of used toilet paper.	✓				
8.8	Hand washing facilities, with soap, water and disposable hand-drying towels, or air blowers, and refuse containers are provided.	✓				
8.9	Gray water is captured and disposed of away from the harvest/packing area so that there is no evidence of runoff into production areas.	✓				
8.10	If hand wash water tanks are used, they are cleaned and sanitized and the water is changed periodically.	✓				Water source comes from wells on farms.
8.11	The source of water used to fill hand washing tanks meets the microbial standard for potable water and is documented.	✓				

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
8.12	Toilet and hand washing facilities are inspected by a designated individual at a sufficient frequency during use to assure cleanliness, condition and adequate supplies.	✓				
B. First Aid Policies						
8.13	There is a written policy describing procedures which specify handling/disposition of produce or treatment of food contact surfaces that have come into contact with blood or other bodily fluids.	✓				
8.14	There is a written policy instructing workers to seek prompt treatment for cuts, abrasions and other injuries and first aid supplies are provided.	✓				First Aid Kits are stored in the crew leader's truck. Additional First Aid Supplies are at pump stations, chemical storage rooms and are maintained by Zee Medical Supply.
C. Habits and Conditions						

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
8.15	There is a written Hygiene Practices policy including, but not limited to, policies and procedures on hand washing, prohibiting urinating or defecating in the field, and prohibiting handling produce after using the washroom without washing their hands, for all employees and visitors.	✓				SOP-1007-1, Section 2.0, item #18
8.16	Policies shall require hand washing with soap and potable water at the appropriate time, such as before starting work, after use of toilet facilities, after breaks and when hands may have become contaminated. Policy shall apply to employees, outside contractors, inspectors, and visitors. Compliance is emphasized by management.	✓				
8.17	There are signs, in the appropriate language or pictorially, reminding workers to wash their hands after using the toilet.	✓				Signage is posted at restrooms in English and Spanish.

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
8.18	If gloves are used, there must be a written SOP regarding their use.	✓				
8.19	SOPs establishing the operation's illness policy provide that workers who show signs of illness (vomiting, jaundice, diarrhea) or open or exposed sores or lesions on their hands are not permitted to perform job duties where they will come in direct contact with raw product or food contact surfaces.	✓				
8.20	There is a written policy regarding jewelry, nail polish and false nails in the workplace.	✓				
8.21	Food and tobacco products are only in designated areas as specified in company SOP.	✓				
8.22	Drinking water shall be provided in fountains or single use containers. Drinking water containers shall be handled in a manner that prevents them from becoming sources of contamination.	✓				

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
8.23	There is a written policy prohibiting the storage and use of personal items outside of designated areas.	✓				

9	Education and Training					
9.1	Employees shall receive mandatory safe product handling and personal hygiene education at time of hire with reinforcements as detailed in company SOP.		✓			Several employees could not be confirmed as having FS training.
9.2	Individuals shall be trained on all food safety requirements specific to their assigned duties.	✓				
9.3	Workers are trained and follow the policy that product that has dropped on the ground is discarded.		✓			SOP 1023-1, Section 2.0, item # 13. Observed 2 employees picking up tomatoes that had been dropped on the ground.
9.4	Supervisors are trained to look for, recognize and react to symptoms of potentially infectious illness.	✓				

10	Traceback and Recall Programs					
10.1	Operation maintains adequate record of the sale or disposition of product (One step forward)	✓				

Food Safety Programs and Auditing Protocol for the Tomato Supply Chain
Open Field Production, Harvest and Field Packing - USDA Checklist

Name of Auditee:		High Hope Farms, LLC				
Date of Audit:		6/3/2019				
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
10.2	Operation maintains adequate record of the source of all products used in the farm. (One step back)	✓				
10.3	Operation has a recall procedure in place.	✓				Procedures are located in HHF Book # 1,2 Product Recall Plan. Last traceback was performed on 10/29/18. by Budd Titlow F/S Consultant.

**Food Safety Programs and Auditing Protocol
for the Fresh Tomato Supply Chain
Open Field Production, Harvest and Field Packing Standard**

USDA, AMS, Fruit and Vegetable Program Good Agricultural Practice & Good Handling Practices CORRECTIVE ACTION REPORT	Report #: <div style="text-align: center;"> _____ 1 _____ of _____ 2 _____ </div>
Company Name/Farm: High Hope Farms, LLC	Date: 6/3/2019
Lead Auditor: K. T. Fleming	
Crop(s): Tomatoes	
Description of Non Conformity: 9.1-Three employee's could not be confirmed as having Food Safety training.	
Notified company staff at time of finding non-conformity: (Yes or No) Yes	
Checklist question number and/or section of auditee food safety plan associated with non-conformity: 9.1	
Corrective Action Proposed and Time Frame for Implementation: <i>(Attach separate sheet if necessary)</i>	
Company Representative Signature: <i>Signature affirms statements concerning Non-Conformity, Corrective Action, and Implementation are correct.</i>	
Auditor signature for acceptance of proposed corrective action and timetable for implementation: Yyy	

Top portion for AUDITOR USE ONLY; bottom portion for Company and Auditor use.

**Food Safety Programs and Auditing Protocol
for the Fresh Tomato Supply Chain
Open Field Production, Harvest and Field Packing Standard**

USDA, AMS, Fruit and Vegetable Program Good Agricultural Practice & Good Handling Practices CORRECTIVE ACTION REPORT	Report #: <div style="text-align: center; margin-top: 10px;"> 2 of 2 </div>
Company Name/Farm: High Hope Farms, LLC	Date: 6/3/2019
Lead Auditor: K. T. Fleming	
Crop(s): Tomatoes	
Description of Non Conformity: 9.3- Observed 2 employees picking tomatoes up off the ground after they had fell out of their bucket.	
Notified company staff at time of finding non-conformity: (Yes or No) Yes	
Checklist question number and/or section of auditee food safety plan associated with non-conformity: 9.3	
Corrective Action Proposed and Time Frame for Implementation: <i>(Attach separate sheet if necessary)</i>	
Company Representative Signature:	
<i>Signature affirms statements concerning Non-Conformity, Corrective Action, and Implementation are correct.</i>	
Auditor signature for acceptance of proposed corrective action and timetable for implementation:	

Top portion for AUDITOR USE ONLY; bottom portion for Company and Auditor use.

**AGRICULTURAL MARKETING SERVICE, SPECIALTY CROPS PROGRAM
REQUEST FOR AUDIT SERVICES**

(This is the only acceptable form for fax or electronic submission to USDA for audit requests)

NOTE: Fill in all appropriate blocks. Requested services may be delayed because of incomplete information. Type of service requested must be selected below. Services will be declined if the request is beyond our scope of certification. Once a request has been received, a USDA representative will make contact within 48 hours of receipt to schedule the audit.

DATE OF REQUEST:	ANTICIPATED DATE OF AUDIT:
-------------------------	-----------------------------------

AUDITEE INFORMATION		FARM / FACILITY INFORMATION	
Company Name:		Location:	
Street Address:			
City, State & Zip:			
Phone Number:		Total Acres / Total Sq Feet to be audited:	
Contact Person:			

APPLICANT INFORMATION		COMMODITIES TO BE COVERED BY AUDIT (Please List)	
Company Name			
Phone Number:			
Fax Number:			
E-mail:			
Contact Person:			

TYPE OF AUDIT SERVICES REQUESTED (Please choose at least one)

<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Field Operations & Harvesting</i>
<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Field Operations & Harvesting w/ Global Markets Primary Production Addendum</i>
<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Post Harvest</i>
<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Post Harvest w/ Global Markets Primary Production Addendum</i>
<input type="checkbox"/> Mushroom Specific GAP Audit (M-GAP)
<input type="checkbox"/> Tomato Audit Protocol - <i>Open Field Production, Harvest & Field Packing</i>
<input type="checkbox"/> Tomato Audit Protocol - <i>Packinghouse</i>
<input type="checkbox"/> Tomato Audit Protocol - <i>Greenhouse</i>
<input type="checkbox"/> Tomato Audit Protocol - <i>Repacking and Distribution</i>
<input type="checkbox"/> Plant Systems Audit (PSA)

<input type="checkbox"/> USDA Good Agricultural Practices and Good Handling Practices (GAP&GHP) Audit (choose scopes below)
<input type="checkbox"/> Part 1 – Farm Review
<input type="checkbox"/> Part 2 – Field Harvest & Field Packing Activities
<input type="checkbox"/> Part 3 – House Packing Facility
<input type="checkbox"/> Part 4 – Storage & Transportation
<input type="checkbox"/> Part 6 – Wholesale Distribution Center / Terminal Warehouse
<input type="checkbox"/> Part 7 – Preventative Food Defense Procedures
<input type="checkbox"/> Food Defense
<input type="checkbox"/> Other:

ADDITIONAL REMARKS	
---------------------------	--

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0125. The time required to complete this information collection is estimated average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Non-Discrimination Policy: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.