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PrimusLabs Audit (350193) Harvest Crew v07.04

Customer(s)

Dundee Citrus Growers Association

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Grower(s)

Dundee Citrus Growers Association

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Ranch(s)

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Harvest Company(s)

Statewide Harvesting & Hauling, LLC

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Audit Type:

Harvest Crew

Foreman or Contact Person (and email):

John Marshall (john.marshall@dund.com)

Crew Name Or Number:

Adam Pete

Location/City:

Lake Hamilton

State:

Florida

Country:

United States

Date Audit Started:

02/13/2017 11:00

Date Audit Finished:

02/13/2017 15:00

Commodity(ies):

Citrus

Auditor:	Bob Gates (Sub–Contract Auditors)
Audit Percentage Score:	100%
Announced Audit?	Yes
Audit Scope:	This audit was of the harvest operations of conventional citrus (oranges, tangerines) grove with approximately 21 employees of the Statewide Harvesting and Hauling harvesting crew involved with the harvesting. Harvest activities primarily occur late October/early November through April/May. No other crop besides citrus fruit is included in the scope of this audit. The citrus is hand picked (no tools used) by the crew into wearable pouches which are emptied into previously placed RPCs, which are picked up and placed upon a flatbed for hauling to the packinghouse.
Audit Entered By:	Bob Gates

Additional Report Links

[Report and Corrective Action Summary](#)

[See The Result Comparison](#)

[See The Audited Entity History](#)

Corrective Actions Response

Note: This link must be used in order to notify that you are taking action in the corrective measures for questions that were not in full compliance.

Sections:

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[Employee Activities & Sanitary Facilities](#)

[Harvest Practices](#)

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[On Site Storage](#)

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Inspection							
Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
01.01	Have self–audits been completed for each harvest crew?	Yes	5	5		Yes. A self audit was performed on the harvest crew using the PrimusLabs Harvest Crew form on 23 JAN 17.	
01.02	Was a pre–harvest inspection performed on the block being harvested and was the block cleared for harvest? If NO, go to 1.3.	Yes	5	5		Yes. The crew leader inspected the harvest area and approved the harvest.	
01.02a	Where pre–harvest inspections have discovered issues, have buffer zones been clearly identified and at the time of the audit, are these buffer zones being respected?	N/A	0	0		N/A – none noted.	
01.03	Are there records of daily pre–operation inspections that check key aspects of equipment hygiene, personal hygiene, etc.?	Yes	5	5		Yes. These are performed and records maintained by the crew leaders.	
01.04	Is there a documented and implemented	Yes	5	5		Yes. This is documented in	

policy that when commodities are dropped on the ground they are discarded?
(Non-applicable for commodities such as tubers, root crops, etc.)

Dropped Fruit Policy.

01.05	Is there a food safety hygiene training program covering new and existing employees and are records of these training events?	Yes	15	15
01.06	Is there is a documented and implemented policy stating what happens when harvesters find evidence of animal intrusion e.g. fecal material?	Yes	5	5

Yes. Training covers hygiene, policies, and procedures, as well as a video on GAP's and food safety.
Yes, they are to cease harvesting and notify the crew leader immediately.

Employee Activities & Sanitary Facilities

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
02.01	Are there any employees observed with improperly covered open wounds?	No	5	5		No, none were seen during the inspection.	
02.02	Are any employees eating and drinking (other than water) in active harvest areas, areas yet to be harvested, near harvested product or storage areas?	No	5	5		No, none were seen eating or drinking during the inspection.	
02.03	Are any employees using tobacco products in active harvest areas, areas yet to be harvested, near harvested product or storage areas?	No	5	5		No, none were seen using tobacco during the inspection.	
02.04	Is it evident the clothing harvesters are wearing is not posing a cross contamination risks?	Yes	5	5		Yes, their clothing was clean.	
02.05	Is it evident that employees are free of exposed jewelry (that may pose a foreign contamination issue) except for a single plain ring?	Yes	5	5		Yes, no jewelry e=was seen during the inspection.	
02.06	Where gloves are required by the auditee, are they appropriate for the type of harvesting (i.e., not using cotton gloves for harvesting a product such as lettuce) and are they in good working order?	N/A	0	0		N/A, gloves are not worn.	
02.06a	Where gloves are used, are they latex-free?	N/A	0	0		N/A, gloves are not worn.	
02.07	If any protective clothing is required by the auditee (e.g., gloves, aprons, sleeves) are they removed prior to using restrooms, going on breaks, etc?	N/A	0	0		N/A, no specific protective clothing was required.	
02.07a	Are secondary hand sanitation stations (e.g., hand dip, gel or spray stations) adequate in number and location? Are the stations maintained properly? NOTE: Secondary hand sanitation does not replace hand washing requirements (lack surfactant qualities).	Yes	5	5		Yes, they were in the crew leader's truck and on the bus.	
02.08	Are there operational toilet facilities provided? If this question is answered No, the audit will result in an automatic failure. If No, go to 2.9	Yes	20	20		Yes, a portolet station was available.	
02.08a	Are toilet facilities located in a suitable area and within ¼ mile or 5 minutes walking distance of all employees?	Yes	10	10		Yes, the station was located on the far side of the access road away from the edge of the field, within the specified distance and walking time.	

02.08b	Are toilet facilities in a suitable location to prevent contamination to product, packaging, equipment, and growing areas?	Yes	15	15	Yes, the station was located on the far side of the access road away from the edge of the field
02.08c	Are separate toilet facilities provided for men and women in groups larger than 5 employees?	N/A	0	0	
02.08d	Is a minimum of one toilet facility provided for each group of 20 employees?	N/A	0	0	N/A – there were no women on the crew.
02.08e	Do toilet facilities have visuals or signs, written in the appropriate languages, reminding employees to wash their hands before returning to work?	Yes	5	5	Yes, in English and Spanish.
02.08f	Are toilets supplied with toilet paper and is the toilet paper maintained properly (e.g. toilet paper rolls not stored on the floor or in the urinals)?	Yes	5	5	Yes, the TP was supplied and properly positioned.
02.08g	Are the toilets maintained in a clean condition?	Yes	10	10	Yes, maintained by a contracted third party service.
02.08h	Are toilets constructed of materials that are easy to clean?	Yes	2	2	Yes, lightly colored plastic.
02.08i	Are the toilet's construction materials of a light color allowing easy evaluation of cleaning performance?	N/A	0	0	Yes, lightly colored plastic.
02.08j	Is there a documented and implemented policy that if portable toilets are used, waste is disposed of properly and the units are cleaned in an appropriate location?	Yes	5	5	Yes, contractually obligated to the third party portolet service.
02.08k	Are there toilet cleaning records and for portable toilets, are there servicing records?	Yes	2	2	Yes, signed on the inner door of the portolets.
02.08l	If used, are catch basins of the toilets designed and maintained to prevent contamination (e.g. free from leaks and cracks)?	Yes	5	5	Yes, no leakage seen during the audit.
02.08m	Are the toilet catch basins emptied properly?	Yes	5	5	Yes, by the contracted service provider.
02.09	Is there evidence of human fecal contamination in the growing area? If this Yes, an automatic failure of the audit will occur.	No	20	20	No, none seen.
02.10	Are operational hand washing facilities provided? If No, go to 2.11, If this question is answered No, an automatic failure of the audit will occur.	Yes	20	20	Yes, located between the portolets.
02.10a	Are the hand washing facilities placed within ¼ mile or 5 minutes walking distance of all employees?	Yes	15	15	Yes, on the trailer with the portolets.
02.10b	Are hand wash stations clearly visible (e.g. situated outside the toilet facility) and easily accessible to workers?	Yes	2	2	Yes, located outside, between the portolets.
02.10c	In the event of running out of toilet materials (e.g., water, soap, toilet tissue, hand paper towels) are there extra supplies readily available so that toilets can be restocked quickly?	Yes	5	5	Yes, spares are kept in the crew leader's truck.
02.10d	Is soap made available at all hand washing facilities? If No, go to 2.10f.	Yes	10	10	Yes, liquid soap in a dispenser.

02.10e	Is non-perfumed soap available?	Yes	5	5	Yes, unscented soap was in use.
02.10f	Are single-use towels available at all hand washing facilities and trash cans for them?	Yes	10	10	Yes, the towel dispenser was positioned above the sink and the trash can on the edge of the trailer.
02.10g	Are the hand wash stations designed and maintained properly (e.g. ability to capture or control rinse water to prevent contamination onto product, packaging, and growing area, free of clogged drains, etc)?	Yes	5	5	Yes, an integral sink and drain capture the water.
02.10h	Are the employees washing their hands prior to beginning work? Score NA if this discipline is not observed at the time of the audit.	Yes	10	10	Yes, this was observed.
02.10i	Are the employees washing their hands after break periods? Score NA if this discipline is not observed at the time of the audit.	N/A	0	0	N/A, this was not observed.
02.10j	Are the employees washing their hands after using the toilet facilities? Score NA if this discipline is not observed at the time of the audit.	N/A	0	0	N/A, this was not observed.
02.10k	Is it evident that corrective action is taken when employees fail to comply with hand washing guidelines?	Yes	5	5	Yes, per interview with the crew leader.
02.11	Is fresh potable drinking water readily accessible to employees.? If No, go to 2.12.	Yes	7	7	Yes, both company and personally supplied.
02.11a	Are the water containers maintained in a clean condition?	Yes	5	5	Yes, they appeared clean.
02.11b	Are single use cups provided (unless a drinking fountain is used) made available near the drinking water?	Yes	7	7	Yes, pointed white paper cups.
02.12	Are first-aid kits available and is the inventory maintained properly?	Yes	5	5	Yes, by the crew leader and also on the bus.
02.13	If observed, are all commodities that come in contact with blood destroyed? If this question is answered No, an automatic failure of the audit will occur.	N/A	0	0	N/A, this was not observed.
02.13a	Is there a documented and implemented policy and procedure in place and available for all commodities that come in contact with blood to be destroyed?	Yes	5	5	Yes. This is documented in Blood or Other Bodily Fluids Policy.
02.14	Is garbage disposed of properly in the harvested and non harvested areas?	Yes	10	10	Yes, no loose trash was seen.
02.15	Are garbage containers provided in the field for the disposal of food and beverage containers, cups, and paper towels? If No, go to 2.16.	Yes	5	5	Yes, at the portolet station and at the crew leader's truck.
02.15a	Are garbage containers constructed and maintained (e.g. bags, lids) to protect against pre harvest or post harvest contamination of the crop?	Yes	5	5	Yes. Appropriate trash cans with lids and liners.
02.16	Have any potential metal, glass, or plastic contamination issues been controlled?	Yes	5	5	Yes, no issues were seen during the inspection.

Harvest Practices

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
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03.01	Is the crop free of any evidence of systematic animal fecal (e.g. flocking geese, escaped cattle) contamination? If this question is answered NO, this question results in an automatic failure.	Yes	20	20		Yes, no contamination was observed.
03.02	Is there evidence of animal activity in the crop that is a potential food safety risk?	No	20	20		No, no issues were noted during the inspection.
03.03	Is the product packed in the final packing unit in the field ? If No, go to 3.04.	No	0	0	This question refers to product packed in the field that is in the final unit for shipping (i.e. clamshell, wrapped products, etc.), that usually bypasses any selection packing lines in a facility i.e. goes to a cooling process as opposed to a packing line.	No. Product is harvested in bulk for transportation to the buyer's facility
03.03a	Is packing material (e.g. cartons, bags, clamshells, sacks, RPCs) intended for carrying product used for that purpose only?	N/A	0	0		
03.03b	Is packing material free from evidence of pest activity, foreign materials and other signs of hazardous materials? If this question is answered No, an automatic failure of the audit will occur.	N/A	0	0		
03.03c	Is packed product free from evidence of pest activity, foreign materials, hazardous materials and any adulteration issues? If this question is answered No, an automatic failure of the audit will occur.	N/A	0	0		
03.03d	Is product and packing material free from exposure to the ground and or any handling contamination?	N/A	0	0		
03.03e	Does the operation inspect packaging prior to use and is packed product inspected after packing; where contamination issues are found is corrective action taken and record?	N/A	0	0		
03.03f	If packing material is left in the field overnight is it secured and protected?	N/A	0	0		
03.04	Are grading and packing tables used? If No, go to 3.05.	No	0	0		
03.04a	Does the surface allow for easy sanitation?	N/A	0	0		
03.04b	Are grading and packing tables subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 3.05.	N/A	0	0		
03.04c	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the grading and packing tables after cleaning has occurred?	N/A	0	0		
03.04d		N/A	0	0		

	Are records of grading and packing tables equipment cleaning being maintained?					
03.05	Are re-useable containers (e.g. buckets, field totes, lugs, bins) used in the harvesting operation? If No, go to 3.06.	Yes	0	0	This refers to any re-useable containers used in the harvesting operation (e.g., buckets, field totes, lugs, bins, gondolas) used in the harvesting operation.	Yes, harvesting bags and large RPCs are used.
03.05a	Are re-useable containers made of easy to clean materials?	Yes	5	5		Yes, the canvas picking bags are plastic lined and the RPCs are made of plastic.
03.05b	Are re-useable containers subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 3.05e.	Yes	5	5		Yes, there is a weekly cleaning followed by a quat sanitization.
03.05c	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the re-useable containers after cleaning has occurred?	Yes	5	5		Yes, a quat solution is used.
03.05d	Are records of re-useable containers cleaning being maintained?	Yes	5	5		Yes, along with a monthly swab verification of cleanliness.
03.05e	Are re-useable containers free from any handling contamination?	Yes	5	5		Yes, they appeared to be free of contamination.
03.06	Are tools (e.g. knives, clippers, scissors, etc.) used in harvesting? If No, go to 3.07.	No	0	0		No, the product is hand picked.
03.06a	Are harvest tools (e.g. knives, coring rings, holsters) being used, made of non corrosive and easy to clean materials (e.g. no wood or fabric parts)?	N/A	0	0		
03.06b	Are harvest tools not being taken into break or toilet areas or used for any other purpose other than product harvesting?	N/A	0	0		
03.06c	Are harvest tools free from exposure to the ground and or any handling contamination?	N/A	0	0		
03.06d	Is there an equipment and utensil (e.g. knives) storage and control procedures when not in use?	N/A	0	0		
03.06e	Are harvest tools subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 3.06h.	N/A	0	0		
03.06f	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting tools after cleaning has occurred?	N/A	0	0		
03.06g	Are records of harvesting tools cleaning being maintained?	N/A	0	0		
03.06h	Are harvesting tool dips being maintained properly in terms of	N/A	0	0		

anti-microbial solution strength and are records of the solutions checks being maintained? AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT.

03.07	Is machinery used in the harvesting process? If No, go to 3.08.	No	0	0	No, the product is hand picked.
03.07a	Are all food contact surfaces on the machinery used in the harvest process constructed of food grade materials or stainless steel?	N/A	0	0	
03.07b	Does the packing surface allow for easy sanitation?	N/A	0	0	
03.07c	Is the harvesting equipment subject to a documented cleaning program including stating the cleaning frequency and cleaning procedures? If No, go to 3.07f.	N/A	0	0	
03.07d	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting equipment after cleaning has occurred?	N/A	0	0	
03.07e	Are records of harvesting equipment cleaning being maintained?	N/A	0	0	
03.07f	Is equipment designed and used properly to minimize product contamination (e.g. drip pans utilized, lights protected)?	N/A	0	0	
03.07g	Are only food grade lubricants used on the critical parts of the harvesting machinery that have the potential to contaminate product?	N/A	0	0	
03.07h	Are all glass issues on harvesting machines, in-field trucks, and tractors protected in some manner?	N/A	0	0	
03.07i	Are all platforms above product, packaging, or food contact surfaces (e.g. belts) on the harvest machinery, in-field trucks fitted with protection to prevent product contamination?	N/A	0	0	
03.08	Is water used directly on product contact(e.g. re-hydration, core in field)? If No, go to 3.09.	No	0	0	No, water is not used on the product in the field.
03.08a	Are microbial tests conducted including Generic E.coli on water used for washing, hydrating, etc. harvested crops (e.g. re-hydration, core in field) ? If No, go to 3.08c.	N/A	0	0	
03.08b	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0	
03.08c	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0	
03.08d	If unsuitable or abnormal results have been detected, have	N/A	0	0	

	documented corrective measures been performed?					
03.08e	Are the anti-microbial parameters clearly documented and correct for the type anti-microbial being used?	N/A	0	0		
03.08f	Are anti-microbial checks being performed on a routine basis?	N/A	0	0		
03.08g	Are corrective actions recorded where anti-microbial results are less than the stated minimum criteria?	N/A	0	0		
03.09	Is the harvested product "in-field processed" or "In-field semi-processed" (e.g. core in field, top & tail, florets)? If No, go to 4.01.	No	0	0		No, it is sent to the packinghouse for further processing.
03.09a	Does the process flow, machine layout, employee control, utensil control, etc. ensure that processed products are not contaminated by unprocessed products?	N/A	0	0		
03.09b	Do all employees that come in contact with the product being harvested wear clean protective outer garments (e.g. hairnets, plastic gloves, sleeves and aprons)?	N/A	0	0		
03.09c	Do all employees that wear protective outer garments remove and keep them in a clean and secure area during breaks or when using the toilet facilities?	N/A	0	0		
03.09d	Are all plastic bin liners closed immediately after harvest to avoid contamination of the harvested product?	N/A	0	0		

Transportation and Tracking

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/Picture
04.01	Are the vehicles transporting fresh produce from field to facility limited to this function only and maintained in proper condition?	Yes	5	5		Yes, the flat beds appeared to be in proper condition.	
04.02	Is there a system in place to track product from the farm? If No, go to 5.01.	Yes	20	20		Yes, a field ticket is produced that documents the date, grove, block, and harvester.	
04.02a	Is harvested product (each individual unit) coded to identify date of harvest? NOTE: This question is targeting finished goods packed in the field. N/A for raw material/bulk product destined for further handling in a packinghouse or processor facility.	N/A	0	0		N/A, bulk packed for the packinghouse.	
04.02b	Is harvested product (each individual unit) coded to identify production area where grown (e.g. field/lot/greenhouse)? NOTE: This question is targeting finished goods packed in the field. N/A for raw material/bulk product destined for further handling in a packinghouse or processor facility.	N/A	0	0		N/A, bulk packed for the packinghouse.	

On Site Storage

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
05.01	Is there an on site storage for items and/or equipment used in the harvest process (e.g., packing material, cartons, clamshells, re–usable containers, disinfectants, grading/packing tables, RPCs)? If No, go to 6.1.	No	0	0		No, no on site storage. Items are brought with the crew when harvesting.	
05.01a	Are packaging, containers, and harvesting equipment stored to prevent cross contamination (this includes RPCs, cartons, clamshells, bins, and other harvesting type of containers that are single use or reusable, etc.)?	N/A	0	0			
05.01b	Is the storage area under a sanitation program?	N/A	0	0			
05.01c	Is the storage area under a pest control program?	N/A	0	0			

Food Security

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
06.01	Is access to the harvest area and related equipment controlled (unauthorized individuals Not allowed near the equipment)?	Yes	5	5		Yes. Access to the area is monitored.	
06.02	Are Harvest Crew Forman and members directed to report entry of unauthorized individuals?	Yes	5	5		Yes, they have all been trained to notify management of any suspicious activities.	
06.03	Does the company have documented food security policies?	Yes	3	3		Yes. This is documented in the company's Food Security Policy.	
06.04	Are materials such as sanitizers or packaging (cartons, film, wraps, etc.) stored in secured areas overnight?	N/A	0	0		N/A– no items are left out overnight.	
06.05	Are materials (e.g. cartons, clamshells, re–usable containers, disinfectants, grading/packing tables, RPCs) when used in the field while harvesting, controlled in a manner that prevents unauthorized tampering (e.g. on a truck near point of harvest)?	Yes	5	5		Yes. Items are kept near the crew during harvest.	
06.06	Are background checks conducted on critical personnel?	Yes	5	5		Yes, as part of the H2A crew process.	
06.07	Are all personal materials kept away from the harvest and packaging of the harvesting operation?	Yes	5	5		Yes, none noted.	
06.08	Are all personnel required to undergo training on food security issues and are records kept?	Yes	5	5		Yes, this is covered in the worker orientation.	
06.09	Are off premises transportation vehicles (trucks, trailers, rail cars, etc) equipped with cell phones, two way radio, GPS or other positioning systems?	Yes	3	3		Yes, cell phones.	

Audit Scoring Summary

	Inspection	Score	40
		Possible Points	40
		Percent Score	100%
	Employee Activities & Sanitary Facilities	Score	275
		Possible Points	275
		Percent Score	100%

	Harvest Practices	Score	65
		Possible Points	65
		Percent Score	100%
	Transportation and Tracking	Score	25
		Possible Points	25
		Percent Score	100%
	On Site Storage	Score	0
		Possible Points	0
		Percent Score	0%
	Total	Score	405
		Possible Points	405
		Percent Score	100%

Food Security Scoring Summary

	Food Security	Score	36
		Possible Points	36
		Percent Score	100%
	Total	Score	36
		Possible Points	36
		Percent Score	100%