



## Costco Produce Addendum for Harvest Crew Audits

Question #	Question	Full	Minor	Major	Non-Compliance	N/A	Auto Re-Audit	Recommendation
1	Has a pre-harvest risk assessment been performed on each growing area with seven days of the harvesting commencing?	10	7	3	0	Not allowed	N	Each growing area must have a pre-harvest risk assessment that includes an evaluation of conditions that may be likely to result in physical, chemical or biological contamination of the product. Results must be documented.
2	Does the harvest crew have a food safety audit during each growing season?	10	7	3	0	Not allowed	N	All crews harvesting product supplied to Costco must have at least one Harvest Crew audit during each growing season.
3	Is there a documented food safety training program for all personnel, that includes new, temporary and existing employees and are records kept?	10	7	3	0	Not allowed	N	All employees receive training in the food safety policy and plan, food safety procedures, sanitation and personal hygiene, appropriate to their job responsibilities. Employees receive training at hire and refresher training at prescribed frequencies. Documentation of training is available.
4	<b>Are toilet facilities maintained in a clean and sanitary manner, adequately stocked with supplies and within a 5 minute walk for all employees?</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>Not allowed</b>	<b>Y</b>	<b>Field sanitation units are designed, constructed and located in a manner that minimizes the potential risk for product contamination and are easily accessible for employees and servicing. They are adequately stocked with supplies.</b>
5	<b>Are functioning hand wash stations maintained in a clean and sanitary manner, adequately stocked with supplies and within a 5 minute walk for all employees?</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>Not allowed</b>	<b>Y</b>	<b>Hand wash stations are supplied with water that meets the microbial standard for drinking, non-perfumed hand soap, disposable towels, a covered trash receptacle and a tank that captures used water for disposal.</b>
6	Are employees observed washing their hands correctly? This includes before starting work, after breaks and at any other time hands become contaminated.	10	7	3	0	Not allowed	N	Employees wash their hands before starting work, after each visit to the toilet, using a handkerchief or tissue, handling contaminated material, smoking, eating, drinking, breaks and prior to returning to work when their hands may have become a source of contamination.

7	Are employees prohibited from wearing jewelry or any type of clothing that could be a source of product contamination, including, but not limited to bobby pins, studs and sequins?	10	7	3	0	Not allowed	N	The operation has a policy prohibiting items such as jewelry, watches, bobby pins and clothing with sequins or studs from being worn or brought into growing areas.
8	Are employees' nails clean, short and free of nail polish and false nails? Is this a documented policy?	10	7	3	0	Not allowed	N	The operation has a written policy stating that employees nails must be clean, short and that nail polish and false nails may not be worn. Employees are observed to be in compliance with the policy.
9	<b>Are employees with obvious sores, infected wounds or other infectious illnesses prohibited from having direct contact with exposed food products or food contact packaging? Is this a documented policy?</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>Not allowed</b>	<b>Y</b>	<b>There is a written policy stating that employees with exposed boils, sores, infected wounds or any other source of abnormal contamination should be prohibited from contact with product and food contact packaging. Bandages must be covered with a non-porous covering such as a plastic glove. If labor is supplied by a contracted company, a copy of this policy should be available.</b>
10	Is there a written and implemented policy stating that smoking, chewing, eating, drinking (other than water), urinating, defecating or spitting is not permitted in any growing or storage area?	10	7	3	0	Not allowed	N	The operation has a written policy prohibiting smoking, eating, chewing gum or tobacco and drinking, other than water, except in designated areas. Such areas are designated so as not to provide a source of contamination. The operation has a policy prohibiting urinating and defecating in any growing area.
11	<b>Is there a written and implemented policy in place to destroy all commodities if they come in contact with blood or other bodily fluids?</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>Not allowed</b>	<b>Y</b>	<b>There shall be a written policy specifying the procedures for the handling / disposition of food or product contact surfaces that have been in contact with blood or other bodily fluids.</b>
12	Are the growing and storage areas free of fecal contamination?	10	7	3	0	Not allowed	Y	There should be no evidence of fecal contamination in the growing area, close to the growing area or in any storage areas.
13	If gloves are used, they are not Latex or powder-free Latex?	10	7	3	0	Allowed	N	Costco prohibits the use of Latex and powder-free Latex gloves.

14	Are picking bags, gloves, knives, clippers, aprons and all items worn or used by the harvest crew employees covered under equipment storage and control procedures and on a documented cleaning schedule with procedures and completion records?	10	7	3	0	Not allowed	N	The operation has a policy that details the control, storage and cleaning of picking bags, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees. All items are covered under a written cleaning policy and records are kept.
15	Are picking bags, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees kept clean and in good repair?	10	7	3	0	Not allowed	N	Picking bags, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees are clean and in good repair.
16	Do picking bags, gloves, knives (including sheaths), clippers, aprons and all items worn or used by harvest crew employees stay under grower control, at all times?	10	7	3	0	Not allowed	N	Picking bags, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees are not taken home by employees and are kept under grower control at all times.
17	<b>Does the operation have a written pest control program? Are packaging and packed product free of pests? Are records kept?</b>	10	7	3	0	Not allowed	Y	<b>A written pest control program should be in place. Pest control devices should be located away from exposed food products, packaging and raw materials. Bait stations and other pesticides should only be used outside. Records are kept.</b>
18	<b>Are all primary packaging supplies, products and ingredients free of insects, rodents, birds, reptiles and mammals or any evidence of them?</b>	10	7	3	0	Not allowed	Y	<b>Care is taken to keep packaging free of insects, rodents, birds, reptiles, mammals or any evidence of them.</b>
19	Is packaging stored and maintained in a clean and sanitary manner, including off the ground?	10	7	3	0	Not allowed	N	Packaging storage shall be designed to maintain packaging in a dry and clean manner, free from direct contamination or residues, so it remains fit for use. If the operation does field packing, there is a policy prohibiting placement of packaging directly on the soil.
20	<b>When applicable, are finished product sell units marked with a use-by, sell-by or packed-on code that can be used for traceability / recall purposes? Julian dates are not acceptable. Auditors should review the item specifications, provided by Costco buyers, which are to be available on-site, to determine compliance.</b>	10	7	3	0	Allowed	Y	<b>Costco requires applicable finished product sell units to be marked with a use-by, sell-by or packed-on code that can be used for traceability / recall purposes. Julian dates are not acceptable. Auditors should review the item specifications, provided by Costco buyers, which are to be available on-site, to determine compliance.</b>

21	If reusable containers are used in the operation, are they made of food grade materials?	10	7	3	0	Allowed	N	The operation has a product specification from the manufacturer of all reusable containers stating that they are manufactured from food grade materials.
22	If reusable containers are used in the operation, are they on a documented cleaning program?	10	7	3	0	Allowed	N	Reusable containers must be on a documented cleaning program that states frequency and procedures for cleaning. Records are kept.
23	<b>Is product free from contamination?</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>Not allowed</b>	<b>Y</b>	<b>Harvest procedures include measures to inspect for and remove physical hazards. Cloths, towels or other cleaning materials that pose a risk of contamination are not used to wipe produce.</b>