

AMERICAN MUSHROOM INSTITUTE MGAPS AUDIT

Rev 2.5 090109

Audit Date:

Auditor Name(s):

Facility/Grower Name:

Facility/Grower Address: **Street Name, City, State, Zip**

Facility/Grower Contact Name:

Facility/Grower Telephone:

Facility/Grower E-mail:

Mushrooms Seen:

Audit Scope:

Conditions Under Which an Automatic “Unsatisfactory” Will be Assessed

- An immediate food safety risk is present when mushrooms are grown or held under conditions that promote or cause the produce to become contaminated.

- The presence or evidence of rodents, an excessive amount of insects or other pests in the mushrooms during packing, processing or storage.
- Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of mushrooms.
- Falsification of records.
- Downscoring in any of these question will lead to an unsatisfactory condition being noted (Note though other questions may reveal a finding that could lead to an automatic unsatisfactory audit).

1.1	a.	Does your farm have a documented food safety program in place?
1.1	b.	Has your farm designated an individual responsible for overall development and implementation of the food safety plan?
4.1	a.	Are there adequate toilet facilities for the number of employees?
6.2	b.	Are appropriate measures taken that seepage and runoff from Phase I composting areas is collected or diverted so that they cannot reach growing areas?
9.1	a.	Are all cleaners, sanitizers and disinfectants approved for use on mushroom farms, and are they applied according to label instructions?
11.1	d.	Are all pesticides EPA-approved?
11.1	e.	Are all pest control devices located so as not to contaminate product, packing materials or other materials?
11.1	g.	If used, are poison bait stations used exclusively on the outside and never inside of buildings?
14.1	a.	Has a training program been developed that teaches employees their responsibility, based on their job description, in protecting food from microbial, chemical, and physical hazards and the importance of good personal hygiene practices?

• **Audit passing score is 80%**

Please be aware that this audit was created by American Mushroom Institute and Penn. State University. PrimusLabs.com accepts no liability for the audit content, design or execution. Furthermore the audit was based on sampling of practices and documentation of the day(s) of the audit. Where no non-conformities have been identified does not mean that none exist.

Auditor Completion Instructions

- For clarification and guidance in answering these questions, please refer to the “Mushroom Good Agricultural Practices Program”
- Score full compliance, minor deficiency, major deficiency & non-compliance.
- Use of N/A should be avoided. In unavoidable, then must be justified properly.
- “D” in the Doc column means that documentation will be requested/reviewed by the auditor.
- Any downscore and any N/A designation must be explained in the comments section.

Point System (Weighting) for Individual Questions				
Possible Question Points	Full compliance	Minor Deficiency	Major Deficiency	Non-compliance
15 Point Question	15 points	10 points	5 points	0 points
10 Point Question	10 points	7 points	3 points	0 points
5 Point Question	5 points	3 points	1 point	0 points

Compliance Categories	
Full compliance	To meet the question and/or compliance criteria in full.
Minor deficiency	To have minor deficiencies against the question and/or compliance criteria. To have single or isolated non-severe deficiencies (usually up to three) against the question and/or compliance criteria. To have covered most of the question compliance criteria, but not all.
Major deficiency	To have major deficiencies against the question and/or compliance criteria. To have numerous non-severe deficiencies (usually more than three) against the question and/or compliance criteria. To have single or isolated severe deficiencies against the question and/or compliance criteria. To have covered some of the question compliance criteria, but not most of it.
Non-compliance	To have not met the question and/or compliance criteria requirements at all. Having systematic deficiencies against the question and/or compliance criteria (severe or non-severe issues).

1. FOOD SAFETY PROGRAMS/MGAPS DEVELOPMENT

Questions			Possible Points	Given Points	Doc	Comments	
1.1	a.	Does your farm have a documented food safety program in place? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT.	15	15	D		Total
1.1	b.	Has your farm designated an individual responsible for overall development and implementation of the food safety plan? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT.	15	15	D		Total

2. SAFETY OF WATER

Questions			Possible Points	Given Points	Doc	Comments	
2.1	a.	Is water regularly tested to assure that it is adequate for its intended purpose?	10	10	D		Total
2.1	b.	Are wells regularly inspected and maintained to prevent them from contamination?	15	15	D		Total
2.1	c.	Is potable drinking water available for employees?	10	10			Total
2.2	a.	Are back-flow prevention devices installed where necessary?	10	10			Total

3. WORKER HYGIENE & PRACTICES TO PREVENT CONTAMINATION OF MUSHROOMS

Questions			Possible Points	Given Points	Doc	Comments	
3.1	a.	Are employees and visitors required to follow GAPs and proper hygienic practices?	15	15			Total
3.1	b.	Are employees trained to understand the importance of good personal hygiene?	15	15	D		Total
3.2	a.	Are employees instructed in proper handwashing methods?	10	10			Total
3.2	b.	If gloves are used, are workers instructed to wash their hands before putting gloves on and to change the gloves in accordance with company standards?	10	10			Total
3.3	a.	Do harvesters and other employees in mushroom harvesting, packing, and breezeway areas wear hairnets, caps, bandanas, or other effective means to restrain hair?	10	10			Total

3.4	a.	Are harvesters and other employees in mushroom production areas who show signs of diarrheal illness, open wounds, or skin infections excluded from production areas?	15	15		Total
3.5	a.	Are jewelry and other personal items that can fall into the product prohibited from production areas?	5	5		Total
3.6	a.	Is eating food, chewing gum, drinking beverages, or using tobacco prohibited in production and handling areas?	10	10		Total
3.7	a.	Is movement of employees and visitors between mushroom growing areas and composting production or staging areas controlled to prevent contamination?	10	10		Total
3.8	a.	Are employees trained to dispose of any mushrooms that have been exposed to blood or other body fluids?	10	10	D	Total
3.8	b.	Is there a first aid kit available?	5	5		Total
3.8	c.	Is there a written company policy addressing procedures which specify handling/disposition of product or food contact surfaces or equipment that come into contact with blood or other bodily fluids?	15	15	D	Total

4. HAND WASHING & TOILET FACILITIES

Questions		Possible Points	Given Points	Doc	Comments	Total
4.1	a.	Are there adequate toilet facilities for the number of employees? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT.	15	15	D	Total
4.1	b.	Are toilet facilities well-ventilated, have self-closing doors, have clean, running warm water and are continuously stocked with toilet paper, hand soap, disposable paper towels, and trash receptacles?	15	15		Total
4.1	c.	Does each toilet facility have a sign in an appropriate language that reminds employees to wash their hands before returning to work?	10	10		Total
4.2	a.	Are toilets cleaned and sanitized regularly and monitored to make sure they function properly?	15	15	D	Total

5. PRODUCT SECURITY

Questions			Possible Points	Given Points	Doc	Comments	
5.1	a.	Are all employees issued identification that should be returned upon resignation or dismissal from the company?	10	10			Total
5.1	b.	Are the grounds reasonably secure from unauthorized entry through fencing, lighting, or regular monitoring?	10	10			Total
5.1	c.	Are only authorized individuals permitted on the premises?	10	10			Total

6. RECEIVING & STORAGE OF RAW MATERIALS, SUBSTRATE & SUPPLIES

Questions			Possible Points	Given Points	Doc	Comments	
6.1	a.	Do suppliers of raw materials provide documentation of the material purchased and date of purchase?	15	15	D		Total
6.1	b.	Do suppliers of baskets, lugs, trays, tills, and boxes provide documentation that they are made of materials approved by FDA for food contact surfaces?	15	15	D		Total
6.2	a.	Are Phase I preparation and storage areas adequately separated from Phase II substrate, casing materials and finished casing so that cross contamination cannot occur?	15	15			Total
6.2	b.	Are appropriate measures taken that seepage and runoff from Phase I composting areas is collected or diverted so that they cannot reach growing areas? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT	15	15			Total
6.2	c.	Are receiving docks for raw materials and/or compost located away from areas where harvest containers, packaging materials, spawn, and other sanitary supplies are received or where mushrooms are shipped?	10	10			Total
6.3	a.	Are records available to ensure adequate pasteurization during Phase II composting?	10	10	D		Total

7. FARM SANITATION

Questions			Possible Points	Given Points	Doc	Comments	
7.1	a.	Are the grounds regularly cleaned and maintained so they are free of tall grass and weeds, litter, debris, and trash?	5	5			Total
7.2	a.	Are buildings maintained to prevent entry points for pests and water and are outside entrances kept closed when not in use or have screens, plastic strip curtains or air curtains installed?	5	5			Total
7.3	a.	Are building interiors clean and uncluttered with adequate space for movement of employees and equipment?	5	5			Total
7.3	b.	Are waste materials stored in labeled or otherwise identified containers and removed regularly?	10	10			Total
7.4	a.	Is there a policy that ensures shatterproof materials or protective shielding are used to prevent glass contamination from windows, light fixtures, pest lights, and other items located in mushroom handling areas?	5	5	D		Total
7.4	b.	Are only non-mercury thermometers used?	5	5			Total
7.4	c.	Are overhead light fixtures free of dust, insects and debris?	5	5			Total
7.4	d.	Do floors drain adequately?	5	5			Total
7.4	e.	Do floor drains have removable grates or plugs and flow freely?	5	5			Total
7.4	f.	Are pest lights placed so they do not attract pests into the building?	5	5			Total
7.5	a.	Are harvest baskets, lugs, and trays kept in good repair and maintained so they are without splinters or shards?	5	5			Total
7.5	b.	Are harvest baskets, lugs, and trays cleaned before they are used and stored to prevent contamination?	5	5			Total
7.5	c.	Are baskets, lugs, trays, and boxes used only to contain mushrooms and not for any other purpose unless clearly marked.	5	5			Total

8. FIELD PACKING & PROTECTION OF HARVESTED MUSHROOMS

Questions			Possible Points	Given Points	Doc	Comments	
8.1	a.	Are baskets, lugs, trays, and boxes used for harvesting placed so they do not directly contact the floor when stored or moved to the harvest area?	5	5			Total
8.1	b.	Are filled harvest containers moved from growing rooms to staging areas so that they do not contact the floor?	5	5			Total
8.2	a.	Are workers trained that product that comes in contact with the floor or ground is discarded?	10	10	D		Total
8.3	a.	Are containers of mushrooms in staging areas protected from materials that may fall into the containers?	10	10			Total
8.4	a.	Are trucks used for mushroom transport clean, free of odors, obvious dirt or other possible contaminants before loading?	10	10			Total
8.4	b.	Are measures in place to insure product is secure during transit from farm to packing location?	10	10			Total

9. CLEANING & SANITIZING

Questions			Possible Points	Given Points	Doc	Comments	
9.1	a.	Are all cleaners, sanitizers and disinfectants approved for use on mushroom farms, and are they applied according to label instructions? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT.	15	15			Total
9.1	b.	Is harvesting equipment cleaned and sanitized regularly?	10	10			Total
9.2	a.	Are effective sanitation procedures established and are workers who use cleaners and sanitizers trained in safe and effective methods?	10	10	D		Total

10. Proper Labeling, Use and Storage of POTENTIALLY HAZARDOUS Chemicals

Questions		Possible Points	Given Points	Doc	Comments	
10.1	a. Are original containers of chemicals clearly labeled with the name of the compound, the manufacturer's name and address, and instructions for use?	10	10			Total
10.1	b. Are working containers used to store or prepare chemicals or chemical solutions clearly marked with the common name of the chemical and instructions for proper use?	10	10			Total
10.1	c. Are only approved "non-food" containers used to prepare and hold chemicals or chemical solutions?	10	10			Total
10.1	d. Are Material Safety Data Sheets (MSDS) and labels kept for all chemicals and readily available?	5	5	D		Total
10.2	a. Are workers trained in proper use of chemical compounds including following label directions?	10	10	D		Total
10.3	a. Are chemical compounds stored in a clean, well-organized, and dry area away from production areas?	10	10			Total
10.3	b. Are chemical storage areas secured so that they are accessible only to authorized individuals?	10	10			Total

11. PEST CONTROL

Questions		Possible Points	Given Points	Doc	Comments	
11.1	a. Is there a documented pest control program in place that controls insects, rodents, birds, and other pests?	10	10	D		Total
11.1	b. Is a current dated and signed map of all pest control devices kept on file?	10	10	D		Total
11.1	c. Are pesticides applied only by a licensed pest control operator or someone under their direct supervision?	10	10			Total
11.1	d. Are all pesticides EPA-approved? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT	15	15			Total
11.1	e. Are all pest control devices located so as not to contaminate product, packing materials or other materials? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT	15	15			Total
11.1	f. Is there no evidence of internal or external pest activity?	10	10			Total

11.1	g.	If used, are poison bait stations used exclusively on the outside and never inside of buildings? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY AUDIT	15	15		Total
11.1	h.	If used, are live traps, glue boards, or mechanical traps placed 20 to 30 feet apart along the inside wall of buildings and at both sides of an entrance, excluding breezeways and growing rooms?	10	10		Total
11.1	i.	Is there at least one pest control device inside buildings within 10 feet of each side of an outside entrance, excluding breezeways and growing rooms?	10	10		Total
11.1	j.	Is there a pest control log with the required elements?	10	10	D	Total

12. TRACE-BACK & PRODUCT CONTROL

Questions		Possible Points	Given Points	Doc	Comments	
12.1	a.	Is each lot of mushrooms leaving the farm tagged with the name of the farm, product, and a lot number traceable to location and date of harvest?	10	10	D	Total
12.2	a.	Is there a program in place that assigns responsibility to individuals in the company to respond to a need for product trace-back or recalls? Are contact numbers available for all customers, excluding retail sales?	10	10	D	Total
12.3	a.	Is a mock recall performed annually?	10	10	D	Total

13. EQUIPMENT MAINTENANCE & CALIBRATION

Questions		Possible Points	Given Points	Doc	Comments	Total
13.1	a. Are temperature probes, supporting hardware and software used to monitor Phase I and II conditions maintained and calibrated on a regular basis?	10	10	D		Total
13.1	b. Is an equipment maintenance program in place that assures all equipment is in proper working order and does not contribute to product contamination?	10	10	D		Total
13.1	c. Are filters in air conditioning, ventilation, and air filtration units regularly cleaned and replaced when necessary?	10	10			Total
13.1	d. Are food grade lubricants used on food surfaces and machinery with direct or indirect food contact?	10	10			Total
13.1	e. Are equipment, tools, loose nuts, bolts, and old parts removed after servicing an area?	10	10			Total

14. EMPLOYEE TRAINING

Questions		Possible Points	Given Points	Doc	Comments	Total
14.1	a. Has a training program been developed that teaches employees their responsibility, based on their job description, in protecting food from microbial, chemical, and physical hazards and the importance of good personal hygiene practices? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC UNSATISFACTORY	15	15	D		Total

Any Unsatisfactory Questions Scored Down?	<u>YES or NO?</u>	If Yes, then automatic Unsatisfactory Audit
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Points Scored	800	Maximum Points (no N/A's)	800
% Score	100%	Total Possible Points (with N/A's)	800

Total Possible Points	800
Total Adjusted To Account For "N/A"	800
Passing Score (0.8 of Adjusted Total)	640
Actual Points Scored	800
Actual Points Scored ≥ Passing Score	PASS
Actual Points Scored < Passing Score	FAIL

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