APPENDIX A

United States Department of Agriculture Agricultural Marketing Service Fruit and Vegetable Program Specialty Crops Inspection Division

PLANT SURVEY

PLANT FACILITIES, EQUIPMENT, ENVIRONMENT, MANAGEMENT AND OPERATIONS

NAME OF PLANT		N		
LOCATION OF PLANT				
AREA FIELD OFFICE				
TYPE OF CONTRACT OR SER	VICE			
PRODUCT(S) PACKED DURING	G SURVEY			
ANNUAL SURVEY (FINAL) COM	IPLETED BY		DATE	
OVERALL SANITATION LEVEL	☐ ACCEPT	ABLE UNAC	CEPTABLE	
RECOMMENDED APPROVAL	☐ YES	□ NO	☐ CONDITIONAL	

LOCATION OF MAIN OFFICE (Complete mailing address, including Zip Code)	LOCATION OF PLANT COVERED BY THIS REPORT (Complete mailing address including Zip Code)
,	
,	,
STATUS OF PROPRIETORSHIP	☐ OTHER
☐ INDIVIDUALLY OWNED ☐ PARTNERSHIP	
☐ CORPORATION ☐ COOPERATIVE	
OWNERS C	DR OFFICERS
NAME	TITLE
MANAGERS, SUPERINTENDEN	IT, OR RESPONSIBLE FOREMAN
NAME	TITLE
AUTHORIZED PERSON RES	PONSIBLE FOR SANITATION
NAME	TITLE
TO WHOM DO THEY REPORT?	
PERSON WITH WHOM THE U	JSDA INSPECTOR IS TO DEAL
NAME	TITLE

CODING SYSTEM - CODE MARKING SYSTEM INCORPORATES				
□ DATE □	TYPE GRADE STYLE SYRUP SIZE PLANT PERIOD	☐ OTHER (SPECIFY)		
	INSPECTIO	ON SERVICE		
WHAT IS THE REASON FOR T	THIS COMPANY APPLYING FOR	R INSPECTION SERVICE?		
DOES THIS COMPANY INTEN	ID TO USE SHIELDED LABELS C	OR OTHER APPROVED IDENTIF		
FILL IN THE FO	OLLOWING INFORMATION REG	ARDING PRODUCTS PACKED E	BY THIS PLANT	
COMMODITY	SEASON	COMMODITY	SEASON	
	DEFINITION	ENCIES NOF TERMS TING		
MINOR (MN)	- Do not result in product or	ontamination but are not de	esirable .	
MAJOR (MJ)	- May result in product conf	tamination or are highly obj	ectionable .	
CRITICAL (CR)	- Result in product contami	ination.		
ACCEPTABLE UNACCEPTABLE	 No critical or major oproduct contamination Plant practices or open 	IITATION LEVEL defects that would have a s n. perations present that resuential product contamination	It in product	

A. SANITATION CONTROLS

		YES	NO	RATING
1.	Is there a planned sanitation program that includes an educational training program for personnel hygiene and plant sanitation?			
2.	Does the plant have an authorized person charged with the responsibility to administer an effective sanitation program?			
3.	Does the plant maintain or utilize a bacteriological laboratory?			
4.	Does the plant maintain or utilize a pesticide residue laboratory?			
5.	Is there an adequate program to prevent rodents, birds or animals on the premises, in the receiving area, and/or warehouse? *			
6.	Is there an adequate program to control insects on the premises, in the receiving area, processing area, and/or warehouse? *			
7.	Does the plant contract for a commercial exterminator?			

ITEM	DESCRIPTION	PROPOSED	DATE
Letter and Number		CORRECTIVE ACTION DATE	CORRECTED

^{*} Answer when plant is in operation'

B. PREMISES

Parking Lot and Yard Surfaces	☐ PAVED	☐ BLACKTOP ☐ DIRT	☐ GRAVEL

		YES	NO	RATING
1.	Are there significant deficiencies in the general appearance of the premises?			
2.	Are weeds, trash, rubbish, unused machinery or "junk" a problem?			
3.	Are there conditions on adjacent properties that could cause sanitation problems?			
4.	Is there evidence of rodent/insect harborage?			
5.	Are there offensive odors? *			
6.	Is there a dust or soot problem? *			
7.	Is there a drainage problem? *			

ITEM Letter and Number	DESCRIPTION	C	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when plant is in operation

C. RECEIVING AREA

		YES	NO	RATING
1.	Is the general appearance satisfactory?			
2.	Is the area designed to facilitate cleanup?			
3.	Does there appear to be adequate cleanup equipment available?			
4.	Is the area free from offensive odors? *			
5.	Is debris and product refuse removed on a timely basis? *			
6.	Are there sufficient facilities for handling raw materials in an efficient and expeditious manner? *			
7.	Do raw material storage and handling practices preclude contamination by environmental hazards such as rodents, birds and insects? *			
8.	Are raw product containers cleaned and stored satisfactorily? *	X		
9.	Are holding tanks, holding bins, conveying equipment and devices adequately cleaned? *			

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when plant is in operation

D. PLANT CONSTRUCTION AND DESIGN

		YES	NO	RATING
1.	Is the general appearance, construction and condition of the buildings satisfactory?			
2.	Are all exterior openings (including doors, windows, and wall openings) equipped with screens in good condition or otherwise protected?			
3.	Are exterior screen doors self-closing and/or air screens operating satisfactorily?			
4.	Are floors constructed of materials which can be well cleaned?			
5.	Are walls and ceilings in good condition and of the type that can be kept clean?			
6.	Are lights shatterproof or equipped with protective shields?			
7.	Is there an in-line chlorination or other sanitizing system?			
8.	Are there sufficient facilities including steam and water outlets throughout the plant for cleanup?			
9.	Is there a rodent-proof storage area for salt, sugar, and other product ingredients?			
10.	Is there proper locked storage for chemicals, cleaning compounds, and similar materials separate from product ingredients and container storage?			
11.	Is there sufficient lighting to permit efficient operations and cleaning? *			
12.	Do floors, gutters or drains have sufficient slope and outlets to drain adequately? *			
13.	Are buildings adequately ventilated so that all areas are kept reasonably free from excessive heat, steam, condensation, vapors, smoke, or fumes? *			
14.	Are there leaks in the roof? *			
15.	Are there leaking pipes or valves? *			
16.	Is the tool shop neat, orderly and well maintained? *			

ITEM Letter and Number	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when plant is in operation

E. PROCESSING AREA, EQUIPMENT AND FACILITIES

		YES	NO	RATING
1.	Is the general appearance satisfactory?			
2.	Are the equipment and area structures free from flaking paint and rust?			
3.	Are all product contact surfaces of equipment, containers and utensils made of non-absorbent corrosion resistant material that will not affect the product by chemical or physical contact?			
4.	Is the equipment constructed and located so that product contact surfaces are accessible for cleaning, maintenance and inspection?			
5.	Are equipment, containers, and utensils in good condition?			
6.	Is idle or unused processing equipment clean and located or arranged so as not interfere with cleanup?			
7.	Are equipment, containers and utensils constructed of wood? (If so, for what purpose and what is the condition. Show in Remarks.)			
8.	Are product contact brushes in good condition?			
9.	Are motors, conveyor belts and drive mechanisms located and protected so that oil or grease will not contaminate the product?			
10.	Are cross belts adequately protected?			
11.	Are catwalks and stiles properly constructed and located to prevent product contamination?			
12.	Is the area free from offensive odors? *			
13.	Are containers and utensils used in handling the product cleaned, stored, and utilized in such a manner as to preclude an insanitary condition? *			
14.	Are can cleaners (steam, air or water) on each line for glass, tin and semirigid containers?			
15.	Is the can cleaning system adequate for cleaning containers?			
16.	Are product belts clean and in good condition? *			
17.	Are gutters and drains in good repair, functioning satisfactorily, and properly fitted with grates and screens?			
18.	Are plant facilities and equipment satisfactory with respect to absence of slime and/or mold buildup? *			
19.	Are cleanup procedures adequate and supported by: *			
	a. proper equipment and materials?			
	b. trained and well supervised personnel?			
	c. sufficient time to accomplish the work?			
20.	Are blending tanks, product ingredient pipelines, pumps, and valves cleaned frequently (including dismantling if necessary)? *			
21.	When overflow sirup and brine are used, are they properly handled to avoid contaminating the products? *			
22.	Are window ledges, wall plates, beams, equipment, etc., free from lunch boxes, tools, and personal gear? *			
* Answ	ver when plant is in operation			

^{*} Answer when plant is in operation

E. PROCESSING AREA, EQUIPMENT AND FACILITIES (continued)

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when plant is in operation

F. WATER SUPPLY

☐ MUNICIPAL	PRIVATE	BOTH
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		YES	NO	RATING
1.	Is the plant's water supply approved by a state, municipal or private authority?			
2.	If yes, name the authority.			
	DEFICIENCIES			

ITEM Letter and Number	DESCRIPTION	PROPOSED DATE CORRECTIVE ACTION DATE	ECTED

^{*} Answer when plant is in operation

G. TOILET FACILITIES

		YES	NO	RATING
1.	Is there an adequate number of toilet facilities?			
2.	Do toilet rooms have independent outside ventilation?			
3.	Are toilet rooms designed so that they do not open directly into rooms or compartments in which processed products are being handled?			
4.	Are toilet rooms equipped with self-closing doors?			
5.	Are toilet rooms well lighted?			
6.	Are there sufficient and proper waste receptacles?			
7.	Are there signs posted indicating the importance of hand washing (multilingual if appropriate)?			
8.	Do hand washing facilities include hot and cold water, soap, and individual towels or forced air hand dryers?			
9.	Are toilet rooms clean, dry and of good general appearance? *			
10.	Are all toilets, sinks, and faucets in good working condition? *			
11.	Are waste receptacles emptied as necessary? *			

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when the plant is in operation

H. WAREHOUSE AND STORAGE FACILITIES

		YES	NO	RATING
1.	Is the warehouse in good repair?			
2.	Are the packaging, labeling, and storage areas neat and orderly?			
3.	Are empty containers protected from dust and other sources of contamination?			
4.	Are materials and supplies stacked in a manner to permit sanitation inspection?			
5.	Is the condition of storage areas adequate to protect the finished product, materials, and supplies from the elements?			
6.	Are there adequate facilities to cool and maintain the raw product when necessary?			
7.	Are there adequate facilities to refrigerate or freeze the finished product as required?			
8.	Are there temperature-recording devices located in the freezer facilities?			

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when the plant is in operation

$\hbox{I. WASTE DISPOSAL} \\ \hbox{(refers to waste areas in the plant and on plant premises)} \\$

		YES	NO	RATING
1.	Is there an adequate number of waste disposal containers and are they made of materials suitable for the intended use?			
2.	Are waste containers in good condition?			
3.	Is the general appearance of collecting area satisfactory? *			
4.	Is the frequency or removal of the waste timely? *			
5.	Is drainage suitable in all area(s) *			
6.	Are waste disposal containers cleaned regularly? *			

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when plant is in operation

J. LABORATORY FACILITIES

		YES	NO	RATING
1.	Is the location, size, heating, cooling, and ventilation of the laboratory sufficient to provide a good working environment for the inspectors?			
2.	Is the USDA-approved lighting available for color scoring?			
3.	Is adequate space and inspection equipment available (including microscope and other appropriate specialized equipment)?			
4.	Does the laboratory meet basic safety requirements?			
5.	Are properly equipped grading stations available for line checks?			
6.	Is the laboratory used only by USDA and quality control personnel?			

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED

^{*} Answer when plant is in operation

K. PERSONNEL

		YES	NO	RATING
1.	Do employees wear suitable clothing, including effective head coverage? *			
2.	Are employees working in the processing area free from unsecured jewelry (bracelets, dangling earrings, etc.)? *			
3.	Are employees working in direct contact with food, free from infected lesions or skin diseases? *			
4.	Is gum chewing and all uses of tobacco limited to designated areas away from the processing areas? *			
5.	Are other personal habits such that they will preclude contamination of the food? *			
6.	Does plant management provide for personal comfort and assistance, such as: *			
	a. A lunchroom?			
	b. A first-aid station?			
	c. Suitable working condition of temperature and humidity?			

ITEM Letter and	DESCRIPTION	PROPOSED CORRECTIVE	DATE CORRECTED
Number		ACTION DATE	CORRECTED

^{*} Answer when plant is in operation

DEFICIENCIES (CONTINUATION SHEET)

ITEM	DESCRIPTION	PROPOSED CORRECTIVE	DATE
Letter and Number		CORRECTIVE ACTION DATE	CORRECTED
Number		ACTION DATE	
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This continuation of	theet may be used for any section of the plant survey	•	

This continuation sheet may be used for any section of the plant survey.

MANDATORY CHANGES REQUIRED IF CONDITIONAL APPROVAL WAS GRANTED

ITEM Letter and	DEFICIENCIES
Number	
MAND	CONTINUATION SHEET FOR: ATORY CHANGES REQUIRED IF CONDITIONAL APPROVAL WAS GRANTED
ITEM Letter and Number	DEFICIENCIES

			ANNUAL	SURVEY (Preliminary)	
CONDUCTED BY:				APPROVED BY:	•
INSPECTOR'S SIG	GNATURE	DATE		SUPERVISOR'S SIGNATURE	DATE
			ANNUAL	SURVEY (Final)	
CONDUCTED BY:				APPROVED BY:	
SUPERVISOR'S S	IGNATURE	DATE		OFFICER'S-IN-CHARGE SIGNATUI	RE DATE

FOLLOW-UP SUMMARY SHEET FOR DEFICIENCIES

(List deficiencies noted on previous survey. If corrected, note date corrected)

ITEM Letter and Number	DESCRIPTION	PROPOSED CORRECTIVE ACTION DATE	DATE CORRECTED
Number		ACTION DATE	
		Y	
	*		

CONTINUATION SHEET FOR: FOLLOW-UP SUMMARY SHEET FOR DEFICIENCIES (List deficiencies noted on previous survey. If corrected, note date corrected)

ITEM	DESCRIPTION	PROPOSED	DATE
Letter and		CORRECTIVE	CORRECTED

Number	1	ACTION DATE	1