



Costco Produce Addendum for Field-Packed Commodities

Harvest Crew Addendum		Full	Minor	Major	Non-Compliance	N/A	Auditor Explanation	Explanation
1	Does the harvest crew have a third-party food safety audit during each growing season? If an operation grows more than one commodity, separate audits will be required, if harvesting practices are not similar.	10	7	3	0			All crews harvesting product supplied to Costco must have at least one third-party Harvest Crew food safety audit, during each growing season. If an operation grows more than one commodity, separate audits will be required, if harvesting practices are not similar. If this is the first third-party audit, the entity/supplier is not to be penalized for lacking previous audits.
2	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			All employees receive training in the food safety policy & 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.
3	Is there an adequate number of functioning field sanitation units, a minimum of 1 for each group of 20 workers? Are the units designed and located in order to minimize potential risk of product contamination and accessible for servicing? Are hand wash stations located outside restroom facilities, in order for hand washing activities to be observed by supervisors?	10	7	3	0			There should be an adequate number of functioning field sanitation units, a minimum of 1 for each group of 20 workers. The units are designed and located in order to minimize potential risk of product contamination and accessible for servicing. Hand wash stations are located outside restroom facilities, in order for hand washing activities to be observed by supervisors. Auditors should make an effort to observe workers washing their hands, during the audit.
4	Is hand washing required before starting work, after breaks, after using restrooms and at any other time hands become contaminated? Are hand wash stations supplied with water that meets the EPA microbiological standard for drinking water, hand soap, disposable towels, a covered trash receptacle and a tank that captures used water for disposal?	10	7	3	0			Employees are required to wash their hands before starting work, after breaks, after using the restroom, using a handkerchief or tissue, handling contaminated material, smoking, eating, drinking and prior to returning to work when their hands may have become a source of contamination. There is evidence that water used for hand washing meets the EPA microbiological drinking water standards (e.g. water test, guarantee letter from contractor, etc.)
5	Does the operation have a written policy stating that employees are prohibited from wearing and/or bringing items such as, but not limited to the following, which could be a source of product contamination: jewelry (except for a plain wedding band) ear gages, watches, clothing with sequins or studs, bobby pins, false eyelashes and eyelash extensions, long nails, false nails, and nail polish?	10	7	3	0			The operation has a written policy stating that employees are prohibited from wearing and/or bringing items such as, but not limited to the following, which could be a source of product contamination: jewelry, (except a plain wedding band) ear gages, watches, clothing with sequins or studs, bobby pins, false eyelashes and eyelash extensions, long nails, false nails, and nail polish. Workers are observed to be in compliance with the policy.
6	Are employees with obvious sores, infected wounds or infectious illnesses prohibited from having direct contact with exposed food products or food contact packaging? Is this a written policy?	10	7	3	0			There is a written policy stating that employees with exposed boils, sores, infected wounds or any source of abnormal contamination are 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 must be available. If non-compliant, a reaudit may be required.
7	Is there a written policy stating that if any commodity comes in contact with blood or other bodily fluids, they will be destroyed?	10	7	3	0			There must be a written policy specifying the procedures for the handling and disposition of food or product contact surfaces that have been in contact with blood or other bodily fluids.

8	Is there a written policy stating that smoking, eating, spitting, chewing gum or tobacco, drinking (other than water), urinating and defecating is not permitted in any growing or storage area?	10	7	3	0			The operation has a written policy prohibiting smoking, eating, spitting, chewing gum or tobacco, drinking, other than water, urinating and defecating in any growing or storage area. Such areas are designated so as not to provide a source of contamination.
9	Is there evidence of fecal contamination in proximity to the growing area or any storage area? This refers to a single account of human or domestic animal fecal matter and/or systemic evidence of wild animal fecal matter.	10	7	3	0			There must be no evidence of systemic fecal contamination by wild animals and/or a single account of human or domestic fecal matter in the growing area, close to the growing area or in any storage area. If non-compliant, a reaudit may be required.
10	If gloves are used, are they provided by the grower/harvest company and not Latex or powder-free Latex?	10	7	3	0			If gloves are used, Costco requires that they are provided by the grower/harvest company and prohibits the use of Latex and powder-free Latex gloves. Workers may not supply their own gloves.
11	Is harvesting equipment on a written cleaning and sanitizing program and records kept?	10	7	3	0			Harvesting equipment must be on a written cleaning and sanitizing program. Records are kept.
12	Are picking bags, picking carts and stands, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees covered under storage, cleaning and repair procedures? Are records kept?	10	7	3	0			The operation has a policy detailing the control, storage cleaning and repair of picking bags, carts, stands, gloves, knives, clippers, aprons and all items worn or used by harvest crew employees. Records are kept.
13	Does the operation have a written integrated pest control program (IPM), to cover storage areas for product and packaging?	10	7	3	0			A written pest control program that covers storage areas for product and packaging areas is in place. Pest control devices are located away from exposed food products, packaging and raw materials. Bait stations and other pesticides are only used outside. Records are kept. NA allowed only if no product or packaging is stored on site. If non-compliant, a reaudit may be required.
14	Are product and packaging free from infestation of insects, rodents, birds, reptiles and mammals? Are records kept?	10	7	3	0			All product and packaging is free from infestation of insects, rodents, birds, reptiles and mammals. Records are kept.
15	Does the operation have a written pest control program to cover harvest equipment storage areas? Is the area free of infestation from insects, rodents, birds, reptiles and mammals?	10	7	3	0			There is a written pest control program that covers harvest equipment storage. The area is free of infestation from insects, rodents, birds, reptiles and mammals. Records are kept.
16	Are all surfaces that produce comes in contact with accessible and cleanable?	10	7	3	0			With the exception of commodities where using wooden bins is the industry standard, produce must not come in contact with surfaces which are not food grade, not accessible, cannot be cleaned, including but not limited to the following: foam rubber, any type of carpet, non food-grade plastic, tape, etc.
17	If reusable containers are used in the operation, are they made of food grade materials and on a written cleaning program? Are records kept?	10	7	3	0			The operation has written product specifications from the manufacturer for all reusable containers stating that they are manufactured from food grade materials. All reusable containers are on a written cleaning program. Records are kept.
18	For commodities where using wood bins is the industry standard, are written cleaning and repair programs in place? If possible, efforts must be made to reduce the use of wood bins.	10	7	3	0			If wooden bins are used in an operation, written cleaning and repair programs must be in place. Records are kept.

19	Is product free from adulteration/contamination?	10	7	3	0			Harvest procedures include measures to inspect for and remove physical hazards.
20	Is product free from mishandling by workers, such as, but not limited to, using cloths or towels to remove dirt and/or debris from product?	10	7	3	0			Cloths, towels and other cleaning materials that pose a risk of contamination and/or adulteration are not used to remove dirt and debris from product. Workers are not observed handling product in any way that might cause contamination and/or adulteration. If non-compliant, a reaudit may be required.
21	Are primary (food contact) packaging suppliers required to have a documented monitoring programs in place to check compliance to specifications, legal requirements and lot coding? Is there a requirement for a third-party audit? Do primary packaging suppliers perform a trace forward and trace back exercise at least twice per year? Primary packaging suppliers can either be overseen by the Grower or the Packinghouse, depending on which is most appropriate for the operation. For field-packed commodities, the grower or ranch may have the oversight.	10	7	3	0			Primary (food contact) packaging suppliers adhere to specifications, legal requirements and include lot coding on all items. A third-party audit must be maintained on-site for auditor review. Primary packaging suppliers perform a trace forward and trace back exercise at least twice per year. In the event a shipper purchases and delivers packaging on behalf of the grower or harvest company, the entity/supplier being audited must obtain supporting documentation from the shipper to receive full compliance. For field-packed commodities, the grower or ranch may have the oversight. A letter of guarantee is no longer accepted.
	Growing Area Addendum	Full	Minor	Major	Non-Compliance	N/A	Auditor Explanation	Explanation
1	Has the grower developed a Good Agricultural Practice manual that includes all aspects of their growing areas?	10	7	3	0			A GAP manual has been developed for each growing area detailing, at a minimum, all aspects of the growing operation, including ground history, adjacent land, crop nutrition, water use, crop protection and employee hygiene practices. If non-compliant, a reaudit may be required.
2	Has a pre-season risk assessment been performed?	10	7	3	0			There should be a management plan that addresses potential issues identified in the risk assessment. All growing areas must be covered under a pre-season 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.
3	Has a pre-harvest risk assessment been performed on each growing area within seven days of the beginning of harvest?	10	7	3	0			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 product. Results must be documented. A management plan addresses food safety risks identified in the risk assessment.
4	Is each growing area/commodity/commodity group covered under a third-party food safety audit during all growing seasons?	10	7	3	0			The growing areas for all produce supplied to Costco must be covered under a third-party food safety audit, during each growing season. If an operation grows more than one commodity, separate audits will be required, if growing practices are not similar. An example of this would be if the operation grows apples and cherries. If this is the first third-party audit, the entity/supplier is not to be penalized for lacking previous audits.
5	If the audit being done is a group/multi-site audit and there is more than one commodity group, are the audits being divided up, as much as possible, to be representative of the different commodities/commodity groups?	10	7	3	0			If a group/multi-site audit is to certify more than one commodity group, the audits should be equally divided over the commodity groups, as much as possible. An effort should be made by the CB to rotate through ranches and commodity groups.

6	Is the grower following all required pre-harvest interval time periods as required by crop protection, chemical labels, manufacturers recommendations and national & local standards?	10	7	3	0			Pre-harvest intervals specify the amount of time that must elapse between pesticide application and crop harvest. Intervals are established to allow sufficient time for the crop to metabolize (break down) the pesticide so residue levels (tolerances) do not exceed those established when the pesticide received its label approval.
7	Does the growing operation follow a pesticide application recording program? Are pesticides applied by licensed/permitted/certified application personnel as required by prevailing regulation or if no regulation exists, then by properly trained applicators?	10	7	3	0			The operation must follow a pesticide application record-keeping program that includes date of application, pesticide product trade name, active ingredient, total amount applied, size of treatment area, application location, crop name, method of application and pre-harvest interval. Records should also include the applicator's name, license/permit number, if applicable and the EPA registration number. If an external company is used, the operation will maintain a copy of each applicator's license as well as copies of spray records. If non-compliant, a reaudit may be required.
8	Is there evidence of fecal contamination in close proximity to the growing area or any storage area? This refers to a single account of human or domestic animal fecal matter and/or systemic evidence of wild animal fecal matter.	10	7	3	0			There must be no evidence of systemic fecal contamination by wild animals and/or a single account of human or domestic animal fecal matter in the growing area, close to the growing area or in any storage area. If non-compliant, a reaudit may be required.
9	If a grower ships their product to more than one packer/shipper, do they adequately perform product trace back and trace forward exercises or a mock recall, specific to their operation, at a minimum of once a year, within a two hour time frame? If a grower ships all of their product to one packer/shipper and is covered under a Corporate Recall Program, at minimum do they have the following: A copy of a recent mock recall (initiated and provided by the packer/shipper, not necessarily from their operation) and a copy of the Corporate Recall Program?	10	7	3	0			If a grower ships their product to more than one packer/shipper, they must have a traceability program established that enables reconciliation of product one step forward and one step back. Contents and retention of records must be consistent with applicable regulations. The grower must retain a copy on site for auditor review. If a grower ships all of their product to one packer/shipper and is covered under a Corporate Recall Program, at minimum they must have the following: A copy of a recent mock recall (initiated and provided by the packer/shipper, not necessarily from their operation) and a copy of the Corporate Recall Program.
10	Is microbial testing conducted to verify the adequacy of water used for irrigation, pesticide and fertilization applications, frost/freeze protection and heat stress? Is testing conducted according to the risk assessment for the operation, for microbial pathogens of concern and standard indicators of fecal contamination? (Generic E. coli)	10	7	3	0			Microbial water testing must occur during the production and harvest season. The frequency of testing and point of water sampling shall be based on the risk assessment and current regulatory or industry standards for commodities being grown. (Testing must have occurred at a minimum within the last 12 months). The type of test and acceptance criteria must also be based on the risk assessment but should include standard indicators of fecal contamination (Generic E. coli). If testing does not meet the acceptance criteria, corrective actions are required and may include retesting or demonstrate mitigating actions. If all agricultural water is sourced from a municipal source, the testing must be done at the source where the water is used. Note: If mitigating actions taken are not sufficient to protect product to be harvested, Costco reserves the right to require applicable microbiological product testing. If non-compliant, a reaudit may be required.