

In preparation for the GAPC Certification Audit, the grower should prepare the following documentation and have it on the farm for auditor review.

*Items followed by \* have record templates in the GAPC records handed out at GAP Meetings*

## Crop/Environment

- GAPC Certification Standards (available online at [www.gapconnections.com](http://www.gapconnections.com))
- Farm locations \*
  - Field or tract ID, farm name, farm location, county, tobacco acreage, and FSA number of all tobacco fields
- Purchase invoices and sources of seeds/ transplants\*
- Integrated Pest Management Records \*
  - Including dates of scouting, pests observed, level of infestation, action taken, and a follow-up of the effectiveness of actions taken \*
- Pesticide and sucker control application records, for both field and greenhouse applications. Grower should have records for the current year and the two previous years \*
  - Including dates, Common name and Active Ingredient, Field treated, Targeted pest, applicator name, Rates of Application, REI, EPA #, Method of application)
- SDS (Safety Data Sheets), formerly known as MSDS (Material Safety Data Sheets), and labels for all tobacco agrochemicals
- Sprayer calibration records \*
- Documentation of a program for preventing weed seed contamination of tobacco
- Soil test/analysis records (Also includes any analysis for animal manure or litter used)
- Fertilizer/ lime application records (Also includes rates of muriate of potash used) \*
- If required by a regulatory agency, a nutrient management plan
- Rainfall/ irrigation records \*
- Documentation identifying any irrigation scheduling method(s) used.
- Transplanting records \*
  - Including seed lot numbers and varieties, dates of seeding for transplants, plant population, dates of transplanting
- FSA Form 578 Crop report (copies should be kept in the farm office)
- Dates of topping and topping heights \*
- Dates of harvest \*
- Curing records \*
  - Including barns/structures used from each field/tract, locations of barns/structures, dates tobacco was placed in and taken out of barns/structures)
  - For air-cured operations, spacing of sticks
  - For fire-cured operations, spacing of sticks and firing records
  - For flue-cured operations, energy measures (fuel type used, fuel use per pound of tobacco), barn test records
- For air and fire cured operations, a copy of the barn safety program used \*
  - Including inspections dates, hazards identified, and actions taken to reduce hazards.
- Soil/water management records for the current and two previous years \*
  - Including crop rotation history, cover crops, tillage, buffer zones
  - If applicable, conservation plan for HEL (Highly Erodible Land)
- If applicable, pesticide applicator license or documentation of use of third-party applicators
- Inventory of all pesticides stored or maintained in each storage area
- Records of inspection of market preparation area for NTRM \*
- Documentation of a Bale ID system that can trace tobacco back to the farm and curing structure used

## Labor

- Worker Concern Helpline Poster
- Worker Rights and Responsibility Poster
- Employee records
  - Number of employees (full-time, seasonal, family, non-family) \*
  - I-9 forms for all employees
  - Records for nonfamily minors employed (name, living place while employed, permanent address, date of birth)\*
  - Written consent for parents for any youth (under 18 years of age) employed on the farm
- If applicable, Farm Labor Contractor's Certificate of Registration with DOL
- Employment posters, if applicable
- Terms and conditions of employment (See GAPC Certification Manual, page 19)
- Wage statements for all employees (See GAPC Certification Manual, page 19)
- Records of terminations of employees, with reasons for termination and warnings given before termination
- If housing provided to employees:
  - Terms and conditions of housing (See GAPC Certification Manual, page 19)
  - Safety inspection certification from government agency
- If you or a crew leader provide transportation for workers:
  - Copies of driver's license for drivers transporting workers
  - Proof of insurance coverage
  - Inspection records
- Workplace accident records (See GAPC Certification Manual, page 25) \*
- Employee training records, as applicable, (e.g. training minutes, materials, and attendance sheets) for: \*
  - For air-cured and fire-cured only, grade separation
  - Proper baling and market preparation of tobacco
  - NTRM Prevention (Non-Tobacco Related Materials)
  - General farm safety
  - Safe operation of farm equipment and machinery
  - For dark-fired only, prevention of carbon monoxide poisoning
  - Green Tobacco Sickness (GTS) (symptoms and treatments)
  - Heat Stress (symptoms and treatment)
  - Storage, handling, application and disposal of tobacco agrochemicals
  - Use of PPE (Personal Protective Equipment)
  - Recognition of REI
  - Worker protection standard training
- Emergency plan for medical emergencies, fire or severe weather events

## Helpful Tips

- Review the GAPC Certification Standards and Remediation Details** (included and found online at [www.gapconnections.com](http://www.gapconnections.com)). This document lists the standards, questions, verification methods, remediation processes, and non-compliance consequences.
- Have your records and documents all in one place and ready for review on audit date.
- Ensure workers will be available and close by for worker interviews on the audit date (if worker interviews being conducted).