



## Good agricultural and collection practices and good manufacturing practices for botanical materials

### Company Information

<b>Company name</b>			
<b>Street Address</b>			
<b>City/State</b>		<b>Country</b>	
<b>Contact name</b>		<b>Contact phone</b>	
<b>Contact email</b>		<b>Company website</b>	
<b>Botanical material operation</b>	<Describe the scope of the botanical material operation addressed by this form>		

**This form is for use in conjunction with Section 5 General farm standards. Supporting information for specific elements can be attached to this form.**

Operations that grow and/or harvest crops are defined under U.S. regulations as “farms,” at least if the crop is a food crop. This includes wild collection operations. Farmers and wild collectors of fresh produce such as lettuce or blueberries are usually (depending on certain exemptions) subject to specific agricultural practice requirements established in 21 CFR Part 112. Irrespective of whether Part 112 applies to the farm, this section outlines recommended practices to ensure the quality and freedom from contamination of the crops produced.

Farms (including wild collectors) that grow and/or harvest “covered produce” are required to comply with 21 CFR Part 112, unless the farm qualifies for one of the exemptions in Part 112. In general terms, “covered produce” refers to food that is:

1. A fruit (e.g., apples, bananas, blueberries, etc.).
2. A vegetable that is not always cooked prior to consumption (e.g., kale, mushrooms, radishes, etc.).
3. A culinary herb (e.g., mint, oregano, cilantro, etc.).
4. Other herbaceous plants from which parts other than the fruit are harvested for food use.
5. Sprouts, mushrooms, and nuts.

The guidelines in this section are intended to apply to farms (including wild collectors) that are *not* subject to Part 112. These guidelines are less strict and less extensive than those required in Part 112.

Section 5 General Farm Standards

GF5 General farm standards		Assessment <sup>1</sup>			
Element	Description	N/A	Meet	Partial	Deficient
<b>GF5.2 Farm buildings</b>					
GF5.2 i)	Farm buildings are of suitable design and sound construction, and are maintained in good repair.				
<b>Comments:</b>					
GF5.2 ii)	Farm buildings are located in areas that are not subject to flooding and that are away from objectionable odors, smoke, dust, pests, or other contaminants.				
<b>Comments:</b>					
GF5.2 iii)	Farm buildings have sufficient space and light to accomplish the activities performed in the building.				
<b>Comments:</b>					
GF5.2 iv)	Farm buildings are designed, managed, and monitored to keep out pests and pest control records are maintained for an appropriate length of time.				
<b>Comments:</b>					
GF5.2 v)	Farm buildings are designed and maintained with sufficient order and cleanliness to prevent contamination of crops handled in these locations, including cross-contact with allergens where applicable.				
<b>Comments:</b>					
GF5.2 vi)	The presence of trash, landscape plants, pooling water, and other harborage for pests around the exterior of farm buildings is minimized.				
<b>Comments:</b>					
GF5.2 vii)	Adequate storage for waste, recycling, and unusable materials is provided prior to removal from the premises.				
<b>Comments:</b>					
<b>GF5.3 Farm equipment</b>					
GF5.3 i)	Equipment is suitable for its purpose and properly functioning.				
<b>Comments:</b>					
GF5.3 ii)	Farm equipment is designed and installed in a manner that permits easy access for cleaning and maintenance				
<b>Comments:</b>					
GF5.3 iii)	Equipment used is made of non-toxic and non-corrosive materials, especially for those parts that come in contact with the botanical material.				

Section 5 General Farm Standards

GF5 General farm standards		Assessment <sup>1</sup>			
Element	Description	N/A	Meet	Partial	Deficient
<b>Comments:</b>					
GF5.3 iv)	All farm equipment is examined and maintained in proper working order and is repaired as necessary; records of equipment maintenance are maintained for an appropriate length of time.				
<b>Comments:</b>					
GF5.3 v)	All equipment is maintained in clean condition and is stored away from sources of contamination; records of equipment cleaning are maintained for an appropriate length of time.				
<b>Comments:</b>					
GF5.3 vi)	Equipment cleaning practices are sufficient to prevent cross-contamination with potential allergens prior to use for the next crop.				
<b>Comments:</b>					
GF5.3 vii)	Storage containers provide adequate protection for the plant material during storage, and are labeled appropriately as to the contents.				
<b>Comments:</b>					
GF5.3 viii)	A field press is available to take vouchers of harvested plants.				
<b>Comments:</b>					
GF5.3 ix)	Appropriate toilet facilities are provided in farm buildings and portable toilets are provided at field locations.				
<b>Comments:</b>					
GF5.3 x)	Hand washing facilities with soap and running water are available in farm buildings and at field locations.				
<b>Comments:</b>					
GF5.3 xi)	Personal protective equipment or other safety equipment is provided as appropriate.				
<b>Comments:</b>					
GF5.3 xii)	A first aid kit is available to workers.				
<b>Comments:</b>					
GF5.3 xiii)	Suitable conveyances are used to transport tools and other equipment, supplies, personnel, and the botanical material.				
<b>Comments:</b>					

Section 5 General Farm Standards

GF5 General farm standards		Assessment <sup>1</sup>			
Element	Description	N/A	Meet	Partial	Deficient
GF5.3 xiv)	All personnel are properly trained in the use of the equipment and operate equipment in a manner that ensures the safety of the operators and avoids or minimizes damage to the botanical material.				
<b>Comments:</b>					
<b>GF5.4 Farm personnel</b>					
GF5.4 i.1-3)	All personnel have the appropriate training and/or experience to perform their duties properly.				
<b>Comments:</b>					
GF5.4 ii)	Personnel wear appropriate work clothing and shoes.				
<b>Comments:</b>					
GF5.4 iii)	Personnel are protected from adverse environmental exposures to the extent possible.				
<b>Comments:</b>					
GF5.4 iv)	Hand washing requirements have been established for personnel working in post-harvest handling operations.				
<b>Comments:</b>					
GF5.4 v)	Personnel are not permitted to work handling botanical material if they are sick or if they have open wounds, sores, or skin infections.				
<b>Comments:</b>					
<b>GF5.5 Records</b>					
GF5.5 i)	Accurate records are prepared for each stage of site selection, planting, cultivation, harvest, and post-harvest handling as applicable.				
<b>Comments:</b>					
GF 1.5 ii)	All records with relevance to a particular cycle of crop cultivation and/or harvest are retained for an appropriate length of time.				
<b>Comments:</b>					
<b>C1.6 Other considerations</b>					
C1.6 i)	When genetically modified seeds or vegetative stock are used as propagation material, cultivation practices conform to all relevant federal and regional regulations, both at the				

Section 5 General Farm Standards

GF5 General farm standards		Assessment <sup>1</sup>			
Element	Description	N/A	Meet	Partial	Deficient
	agricultural location and in the countries in which the material may be sold and the use of genetically modified propagation material is disclosed.				
<b>Comments:</b>					
C1.6 ii)	When cultivating organic crops, cultivation is performed in accordance with all relevant federal and regional regulations governing organic certification and the organic status of the crop in records and labeling to ensure that downstream recipients of materials produced from these crops are informed of the organic status.				
<b>Comments:</b>					
C1.6 iii)	Environmental stewardship practices are incorporated in the cultivation operation.				
<b>Comments:</b>					
C1.6 iv)	Crops being grown as covered produce under 21 CFR Part 112 comply with the requirements of those regulations.				
<b>Comments:</b>					
<sup>1</sup> Assessments are used to indicate the degree of compliance or adherence to the specific element. N/A = This element is not applicable to the operation Meet = Fully compliant or adherent to the element Partial = Greater than 50% compliant to the element Deficient = Less than 50% or no compliance to the element					

I attest that all the information contained in this form is correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_