

SOUTH CAROLINA

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# GOOD AGRICULTURAL PRACTICES

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RESOURCE GUIDE



South Carolina  
**DEPARTMENT OF AGRICULTURE**  
[AGRICULTURE.SC.GOV](http://AGRICULTURE.SC.GOV)





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## CHAPTER 1

# INTRODUCTION

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## **Welcome to the South Carolina Good Agricultural Practices Resource Guide!**

This resource guide is a collaborative effort between the South Carolina Specialty Crop Growers Association and the South Carolina Department of Agriculture. It is intended to be used as an overview to help get you started in the process of obtaining Good Agricultural Practices (GAP) certification. In this guide, you will find information to help determine if GAP is right for you, how to get started, grant opportunities, example of food safety plans, resources, and contact information. By the time you have finished reading this guide, we hope you will feel more confident about the GAP certification process and are equipped with the right tools to get started. For more detailed information, please refer to the USDA GAP/GHP User's Guide and audit checklist.



## CHAPTER 2

# WHAT IS GAP?

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The USDA Good Agricultural Practices (GAP) and Good Handling Practices (GHP) are voluntary audits offered to the fruit and vegetable industry to verify an operation's efforts to minimize the risk of contamination of fresh fruits, vegetables, and nuts by microbial pathogens. In 2002, the USDA formally implemented GAP and GHP to verify conformance to the 1998 Food and Drug Administration Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables. The USDA GAP audit is not mandated by the government; however, buyers can choose to only purchase from growers who have GAP or are in the process of pursuing this food safety certification. The GAP audit is intended to cover on-farm production and harvesting practices while GHP covers packing, storing, and selling of produce.

While GAP and the Food Safety Modernization Act–Produce Safety Rule (FSMA–PSA) both deal with food safety, being GAP certified is not the same as being FSMA–PSA compliant. The Produce Safety Rule is a federal law that the majority of fresh fruit and vegetable growers must follow. This regulation focuses on setting the first-ever federal regulatory standards for the production, harvest, and handling of fruits and vegetables, in an effort to prevent microbial contamination and reduce food-borne illnesses associated with fresh produce. The Produce Safety Rule is a minimum requirement and buyers still have the option to only work with growers who have obtained GAP certification.





## CHAPTER 3

# VALUE OF GAP CERTIFICATION

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Producers have many different channels to sell fruits and vegetables such as farmers markets, retail stores, distributors, restaurants, food hubs, and institutions like schools and hospitals. While not all may require food safety certifications, many major retail chains and institutions require suppliers to be GAP certified by a third-party auditor. As food safety becomes an ever-growing concern among buyers and consumers, the market is driving increased certifications. Obtaining GAP certification opens up new markets to further increase your farms sales and revenue.

Growers are encouraged to take a proactive approach to food safety. Producers who adopt GAP standards reduce the risk of food-borne illnesses originating on the farm and the economic risk associated with a potential outbreak such as lack of trust from consumers, decrease in sales, and loss of product. Implementing GAP practices will create a more streamlined and effective growing operation as well as instill trust in consumers concerned with food safety.



## CHAPTER 4

# GETTING STARTED

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So, you're ready to pursue GAP certification! Congratulations on taking the next step to further your farm's business and implement food safety practices! The first thing you should do is schedule a consultation with the SC Department of Agriculture GAP consultant. This is a free service offered to all growers. GAP consultations are designed to help growers prepare for their GAP audit.

First you and the GAP consultant will start by going over the food safety plan which serves as the foundation of all audits. Each grower will receive a flash drive which will provide them with an example food safety plan, as well as all example logs they can use for their farm. A food safety plan is a written document that covers all aspects of the growing and handling process. The development of a food safety plan is highly encouraged for all growers pursuing GAP/GHP or not. It is recommended by the USDA to implement your food safety plan as close to the beginning of the growing season as possible to allow for any necessary changes that need to be made to the procedures.



Next, you and the GAP consultant will walk through the farm together looking at your current production practices, on-farm cleanliness, and areas of improvement. You will be provided with notes from the GAP consultant based on this walkthrough.

Upon completion of your food safety plan, you will send a copy to the GAP consultant to be further reviewed. He/she will provide you with any additional notes. Before your GAP audit takes place, you have the option of the GAP consultant coming back out to review everything one more time to make sure you are comfortable and ready. You will also be provided with all information regarding cost of an audit and grants that may help alleviate some of the financial burden. The GAP consultant is there to help set you up for success before your audit. All GAP and GHP audits are conducted by auditors who work for your state Department of Agriculture and are certified by the USDA.

## GOOD AGRICULTURAL PRACTICES

### Determine What Audit is Best for You





## CHAPTER 5

# FOOD SAFETY PLAN

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Microbial contamination can occur pre-harvest, post-harvest, and anywhere in between. Harmful pathogens can spread through human contact, polluted water, contaminated soil, or dirty containers. It is essential to reduce the risk of food-borne pathogens by addressing areas such as worker health and hygiene, animals, manure, water, harvest, transport, and packing practices. Creating a food safety plan can ensure that you are taking the appropriate measures to minimize potential food safety risks.

In your food safety plan, it is important that you give a description of your farm, identify one person as your food safety officer, include maps and layout of the farm, and outline all food safety procedures you are currently practicing. It is helpful to create your food safety plan according to the audit checklist. In your initial session with the SCDA GAP consultant, he/she will help assess your current operation and identify areas of concern. It is vital to keep accurate records of all production practices, lab tests conducted, worker illnesses or injuries, and worker trainings. As procedures and policies change, be sure to update your food safety plan.

## Online Food Safety Templates

- » [agriculture.sc.gov/divisions/consumer-protection/grading-inspection/](https://agriculture.sc.gov/divisions/consumer-protection/grading-inspection/)
- » [kyagr.com/marketing/documents/GAP\\_selfassessmentworksheets.pdf](https://kyagr.com/marketing/documents/GAP_selfassessmentworksheets.pdf)
- » [extension.umn.edu/safety/growing-safe-food#about-good-agricultural-practices-%28gap%29-and-audits-1355911](https://extension.umn.edu/safety/growing-safe-food#about-good-agricultural-practices-%28gap%29-and-audits-1355911)
- » [cvp.cce.cornell.edu/submission.php?id=511](https://cvp.cce.cornell.edu/submission.php?id=511)
- » [ag.umass.edu/resources/food-safety/for-farmers/good-agricultural-practices-gap/good-agricultural-practices-gap](https://ag.umass.edu/resources/food-safety/for-farmers/good-agricultural-practices-gap/good-agricultural-practices-gap)
- » [ams.usda.gov/services/auditing/gap-ghp/audit](https://ams.usda.gov/services/auditing/gap-ghp/audit)





## CHAPTER 6

# WORKER HEALTH AND HYGIENE

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### Worker Training

Training all farm handlers on the policies and procedures set in place according to your food safety plan is essential in minimizing the risk of potential food-borne illnesses. It is recommended to conduct annual trainings for your staff to ensure that all handlers understand how good hygiene affects food safety. Topics to be covered should include proper hand washing techniques, first aid procedures, properly using the restroom facilities, appropriate places to eat, how to handle an illness or injury in the field, and anything that you see as necessary to mitigate food safety risks.

To reinforce proper health and hygiene among farm handlers, it is recommended to display signs and pictures of proper hand washing techniques and procedures you have put in place. These can be a simple list of instructions or more detailed infographics. Hang signs in visible places such as restrooms, hand washing stations, and throughout the farm.



## Farm Visitors

Many farms welcome field trips and visitors to tour their operations. To avoid any possible food safety risks, you should provide education and information to all visitors who come in contact with crops or the field. This is especially relevant for U-Pick operations who continually have visitors picking their own produce and moving through fields. Displaying signs in points of interest such as entrances and restrooms are an effective way to communicate your hygiene practices to the visitor. Signage may be purchased but there are many free resources available.



## Online Food Safety Posters

» [agriculture.sc.gov/divisions/consumer-protection/grading-inspection/](https://agriculture.sc.gov/divisions/consumer-protection/grading-inspection/)

» [gaps.cornell.edu/educational-materials/](https://gaps.cornell.edu/educational-materials/)

» [omafra.gov.on.ca/english/food/foodsafety/producers/posters.htm](https://omafra.gov.on.ca/english/food/foodsafety/producers/posters.htm)

» [aces.nmsu.edu/ces/foodtech/gap-nm.html](https://aces.nmsu.edu/ces/foodtech/gap-nm.html)



## CHAPTER 7

# GRANTS

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It is no secret that farming is a financial investment. To help alleviate some financial burden that comes with food safety certification, there are a variety of cost share programs and reimbursements offered to farmers.

### **Cold Storage Cost Share Program**

Through the SC Department of Agriculture and SC Specialty Crop Growers Association, farmers can receive reimbursements up to \$750 for installing a Cool-Bot cooler system. Farmers may apply to receive reimbursements for up to two (2) Cool-Bot cooler systems. Funding is from the USDA Specialty Crop Block Grant.

The Cool-Bot utilizes a traditional window-unit air conditioner. It uses multiple sensors, a heating element, and a programmed micro-controller to direct your air conditioner's compressor to operate in such a way to cool the room to 36° F, without ever freezing up.



## Water Quality Analysis Cost Share Program

Through the SC Department of Agriculture and SC Specialty Crop Growers Association, farmers can receive reimbursements up to \$1,000 per year, per farm for analysis of on-farm water inputs for generic E Coli and General Coliform. Funding is from the USDA Specialty Crop Block Grant.

This program is designed to encourage water testing for specialty crop growers in South Carolina, especially those pursuing Good Agricultural Practices (GAP) and those who must comply with the Food Safety Modernization Act. However, it is open to ALL South Carolina specialty crop farmers. Funds will be paid after receiving all required documentation of water quality analysis payment. Funds are available on a first-come first-serve basis until the funds are depleted.



## **GAP Audit Reimbursement Cost Share Program**

Through funding from the USDA Specialty Crop Block Grant, farmers can get reimbursed up to \$750 for the cost of a first time audit and \$300 for each additional annual audit. Only successful audits resulting in certification are eligible for reimbursement.

Once SCDA Fruit and Vegetable Inspection staff complete the audit, the grower will be billed for the full amount of the cost of the audit. The grower must pay SCDA Fruit and Vegetable Inspections for the audit in full, then submit a completed application along with proof of payment and questionnaire in order to receive reimbursement.





## CHAPTER 8

# RESOURCES

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**AGRICULTURAL MARKETING SERVICE, SPECIALTY CROPS PROGRAM  
REQUEST FOR AUDIT SERVICES**

**(This is the only acceptable form for fax or electronic submission to USDA for audit requests)**

NOTE: Fill in all appropriate blocks. Requested services may be delayed because of incomplete information. Type of service requested must be selected below. Services will be declined if the request is beyond our scope of certification. Once a request has been received, a USDA representative will make contact within 48 hours of receipt to schedule the audit.

<b>DATE OF REQUEST:</b>		<b>ANTICIPATED DATE OF AUDIT:</b>	
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AUDITEE INFORMATION		FARM / FACILITY INFORMATION	
Company Name:		Location:	
Street Address:			
City, State & Zip:		Total Acres / Total Sq Feet to be audited:	
Phone Number:			
Contact Person:			

APPLICANT INFORMATION		COMMODITIES TO BE COVERED BY AUDIT (Please List)
Company Name		
Phone Number:		
Fax Number:		
E-mail:		
Contact Person:		

**TYPE OF AUDIT SERVICES REQUESTED (Please choose at least one)**

<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Field Operations &amp; Harvesting</i>	<input type="checkbox"/> USDA Good Agricultural Practices and Good Handling Practices (GAP&GHP) Audit (choose scopes below)
<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Field Operations &amp; Harvesting w/ Global Markets Primary Production Addendum</i>	<input type="checkbox"/> Part 1 – Farm Review
<input type="checkbox"/> Produce GAPs Harmonized Audit - <i>Post Harvest</i>	<input type="checkbox"/> Part 2 – Field Harvest & Field Packing Activities
<input type="checkbox"/> Produce GAPs Harmonized Audit – <i>Post Harvest w/ Global Markets Primary Production Addendum</i>	<input type="checkbox"/> Part 3 – House Packing Facility
<input type="checkbox"/> Mushroom Specific GAP Audit (M-GAP)	<input type="checkbox"/> Part 4 – Storage & Transportation
<input type="checkbox"/> Tomato Audit Protocol - <i>Open Field Production, Harvest &amp; Field Packing</i>	<input type="checkbox"/> Part 6 – Wholesale Distribution Center / Terminal Warehouse
<input type="checkbox"/> Tomato Audit Protocol - <i>Packinghouse</i>	<input type="checkbox"/> Part 7 – Preventative Food Defense Procedures
<input type="checkbox"/> Tomato Audit Protocol - <i>Greenhouse</i>	<input type="checkbox"/> Food Defense
<input type="checkbox"/> Tomato Audit Protocol – <i>Repacking and Distribution</i>	<input type="checkbox"/> Other:
<input type="checkbox"/> Plant Systems Audit (PSA)	

<b>ADDITIONAL REMARKS</b>	
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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0125. The time required to complete this information collection is estimated average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Non-Discrimination Policy:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.



AGRICULTURAL MARKETING SERVICE, SPECIALTY CROPS PROGRAM AGREEMENT FOR PARTICIPATION IN AUDIT VERIFICATION PROGRAMS Good Agricultural Practices & Good Handling Practices Audit Program (GAP&GHP) Identity Preservation Program (IP) Partners in Quality Audit Program (PIQ)

Company Information

I (Insert Name) a duly authorized representative of

(Name of Company)

(Street Address, City, State, and Zip Code)

hereinafter referred to as the applicant, do hereby agree to be audited under a voluntary USDA, AMS, Specialty Crops Inspection Division audit program. The audit shall include verification of the company's farm(s), packing facilities, storage facilities, wholesale distribution centers or other locations as applicable to the audit scope(s).

1. The applicant agrees that with respect to:

- a. Laws, Regulation, Statutes - To conform with all applicable Federal, State, and local government laws, regulations, or statutes, including, but not limited to: Regulations Governing Inspection and Certification of Fruits and Vegetables and Related Products (7 CFR, Part 51), any other pertinent regulations, and any such instructions covering inspection and certification of the products and verification of the processes as may be issued by AMS.
b. Audit Request - To contact and schedule the audit with the appropriate federal or federal-state inspection office (using the SC-237A form). The request for the initial audit will be made no later than two (2) weeks prior to the end of the growing/harvesting/packing season.
c. Records - To maintain all records required by the specific audit program including, but not limited to, quality manual, food safety manual, water test results, employee training records, manure use records, laboratory testing results and other records as required by the quality manual, food safety manual or specific audit program requirements. The applicant shall make these records available to USDA federal and/or federal-state auditors.
d. Access to Facilities - To grant permission for AMS authorized personnel to enter any and all farms and/or facilities covered by the specific audit program for the purposes of conducting the audit. This includes the initial audit and any unannounced audits as may be required by the program.
e. Payment - To pay by credit card, check, draft, or money order drawn to the order of the appropriate federal or federal-state agency for the services covered herein on or before the due date specified on the billing statement. Charges for GAP&GHP audits include, but are not limited to, the audit fee as listed in the fee schedule or Federal Register and travel expenses for the initial audit and any unannounced audits as may be required by the program. Failure to pay for services will result in decertification.

2. AMS agrees that with respect to:

- a. Perform Audit - To provide objective third-party verification of the applicant's specific audit program using internationally recognized audit principles.
b. Opening & Exit Interviews - To discuss the audit prior to and report the results and observations with the applicant after each audit and provide a timeframe in which a copy of the completed audit report or checklist will be provided.
c. Reports - To issue to the applicant reports of all audits and evaluations of the applicant's specific audit program and provide written notification of any deficiencies found, if any.
d. Confidentiality - To consider and treat any trade secrets or confidential information as proprietary and confidential. To consider any records and related information provided to AMS as information that is voluntarily submitted to AMS because of their participation in the specific audit program.
e. Issuance of Certificate, Posting and Sharing Audit Results - To issue a certificate to the applicant and to post audit results to the USDA website, only when the applicant meets the USDA acceptance criteria for each scope being audited. NOTE: If an applicant does not want their company to be posted on the USDA website they must put their request in writing. To provide the specific applicant checklist and results of individual questions to other parties or web-based systems only at the written request of the applicant (See the Optional section on page 2 of this form). NOTE: Reports containing a compilation of audit information can be shared with the Food and Drug Administration. In addition, AMS will notify FDA in the event of an imminent food safety risk.

**3. It is mutually agreed that with respect to:**

- a. Length of Service** - That the audit results for GAP&GHP audits are valid for one year from the date of the initial audit, provided that the USDA acceptance criteria is met on both the initial audit and any unannounced audits that may be required by the program. For all other audit programs, the length of service is outlined in the specific audit program policy guide. This agreement shall remain in effect for the length of time the auditee remains a participant in the specific audit program.
- b. Maintaining Certification** - That a company's information will only remain on the USDA website if any and all unannounced audits show satisfactory adherence to the program. If the minimum passing score is not achieved, the company's information will be removed from the website until a follow-up audit is conducted by AMS verifying that effective corrective actions have been taken and the company attains the minimum score on all appropriate scopes of the audit.

**Approved By:**

<b>Name of Applicant (Print):</b> _____	<b>Title:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____
<b>USDA Agricultural Marketing Service, Specialty Crops Program/ Federal or Federal-State Inspection Program Supervisor</b>	
<b>Name of Representative (Print):</b> _____	<b>Title:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

**(OPTIONAL) The applicant request AMS to release audit results to:**

- a. Web-based Systems-** The auditee designates the audit report is loaded into the following database (check all that apply):  
 icix       Azzule Systems       FoodLogiQ
- b. Other Parties-** The auditee designates the specific applicant checklist and results of individual questions be sent to:  

(Name of Company/Representative)	(Email Address)	(Phone)
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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0125. The time required to complete this information collection is estimated to average 2 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

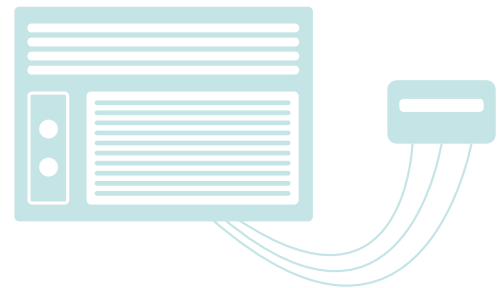
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

# DIY COLD STORAGE COST SHARE

The South Carolina Department of Agriculture and South Carolina Specialty Crop Growers Association is proud to announce the Cold Storage Cost Share Program. Through funding from the USDA Specialty Crop Block Grant, farmers can get reimbursed up to \$750 for installing a Cool-Bot cooler system. Farmers can receive reimbursements for purchasing and installing up to two (2) Cool-Bot cooler systems.

The Cool-Bot utilizes a traditional window-unit air conditioner. It uses multiple sensors, a heating element, and a programmed micro-controller to direct your air conditioner's compressor to operate in a such a way to cool the room to 36° F, without ever freezing up.



## FOR REIMBURSEMENT, THE FOLLOWING IS REQUIRED:

- Must be South Carolina Farmer **and** grow specialty crops. The USDA defines specialty crops as “fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).”
- Attend a food safety workshop hosted by SCDA or Clemson Extension within the past two (2) years. Proof of attendance must be provided in application for reimbursement.
- Sign an affidavit with SCDA to ensure cold storage unit will be used solely for the handling, holding, and distribution of specialty crops.
- Provide **primary** source receipts for all expenditures related to installation of the cold storage technology unit.
- Provide photos of the completed cold storage unit showing the Cool-Bot system. Mail to address provided or email to [landerson@scda.sc.gov](mailto:landerson@scda.sc.gov)
- Enable an on-site audit by a SCDA person to authenticate cold storage technology is being used solely for specialty crops.
- Provide data, information, statistics, and/or testimonials after six months and twelve months of installation of the cold storage unit to SCDA for the purpose of tracking project success.

Funding for this program was made available from the USDA AMS Specialty Crop Block Grant Program

# APPLICATION

## COMPLETE AND RETURN TO:

SCDA COLD STORAGE COST SHARE • ATTN: LAURAKATE ANDERSON  
PO BOX 11280 • COLUMBIA, SC 29211

**Name** \_\_\_\_\_

**Farm Name** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**SCIES Vendor Number** \_\_\_\_\_

*NOTE: Each company requesting reimbursement must obtain a State of SC Vendor Number. This process is free, and can be completed at <http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm>. This step is in lieu of submitting private information, including W9 forms, to the SC Department of Agriculture.*

**Reimbursement Amount Requested** \_\_\_\_\_

*Please include receipts or other documentation of all expenditures associated with the installation of your cold storage unit with this application.*

**List Specialty Crops** \_\_\_\_\_

### Please be sure to include the following with your application:

- Proof of attendance of a food safety workshop hosted by SCDA or Clemson within the past 2 years.
- Hard copy photos of the completed cold storage unit, mailed or emailed to [landerson@scda.sc.gov](mailto:landerson@scda.sc.gov)
- A completed, notarized affidavit ensuring cold storage unit will be used solely for the handling, holding, and distribution of specialty crops.
- Please initial to give SCDA personnel permission to perform an on-site visit: \_\_\_\_\_

## Cold Storage Cost Share Program Terms and Agreements

Through my signature below, I acknowledge that I have read and agree to the terms during the application process and throughout my participation in the Cold Storage Cost Share Program.



\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*



STATE OF SOUTH CAROLINA )

AFFIDAVIT

COUNTY OF \_\_\_\_\_ )

PERSONALLY appeared before me, the undersigned notary public, \_\_\_\_\_, who, first being duly sworn, deposes and states under penalty of perjury as follows:

- 1) My name is \_\_\_\_\_ and my physical address is \_\_\_\_\_, located in \_\_\_\_\_ County, South Carolina.
- 2) I am the principal and owner of, and make this affidavit on behalf of \_\_\_\_\_ (farm or business name) (herein referred to as the "Farm").
- 3) I am over 18 years old and competent to make this affidavit. I am authorized by the Farm to make this affidavit and do so on my own behalf and on behalf of the Farm. Any references herein to "I" shall include myself and the Farm.
- 4) The Farm is a grower of "Specialty Crops" as defined by Section 101 of the Specialty Crops Competitive-ness Act of 2004 (7 U.S.C. 1621 note) and amended under section 10010 of the Agricultural Act of 2014, Public Law 113-79 (the Farm Bill).
- 5) The Farm has completed a food safety workshop hosted by SCDA or Clemson Extension.
- 6) The Farm is a participant in the Cold Storage Cost Share Program (the "Program"), funded through the United States Department of Agriculture's Specialty Crop Block Grant.
- 7) Any Cool-Bot cold storage technology unit installed by the Farm as part of the Program will be used solely for the handling, holding, and distribution of Specialty Crops.
- 8) I certify the accuracy of any and all documents, records, and information provided by the Farm or myself for purposes of applying for a cost-share reimbursement grant under the Program.
- 9) I fully understand and acknowledge that reimbursement through the Program requires that I only use the Cool-Bot cold storage technology unit for Specialty Crops and that I may not use it for other purposes.
- 10) I fully understand and acknowledge that if it is found that I knowingly provided false information to obtain a grant funds under the Program or if I use the Cool-Bot cold storage technology unit for items not considered a Specialty Crop, that I am subject to repayment of any grant dollars I received under the Program and I may be subject to prosecution in Magistrate Court.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Printed Notary Name: \_\_\_\_\_

Notary Public for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# WATER QUALITY ANALYSIS COST SHARE PROGRAM

The South Carolina Department of Agriculture and South Carolina Specialty Crop Growers Association is proud to announce the Water Quality Analysis Cost Share Program. Through funding from the USDA Specialty Crop Block Grant, farmers can receive reimbursements up to \$1,000 per year, per farm for analysis of on farm water inputs for generic E Coli and General Coliform on South Carolina farms.

This program is designed to encourage water testing for specialty crop growers in South Carolina, especially those pursuing Good Agricultural Practices (GAP) and those who must comply with the Food Safety Modernization Act Produce Safety Rule. However, it is open to ALL South Carolina specialty crop farmers. Funds will be paid after receiving all required documentation of water quality analysis payment. Funds are available on a first come first serve basis until the funds are depleted.



## THE FOLLOWING IS REQUIRED FOR REIMBURSEMENT

- Must be South Carolina Farmer and grow specialty crops. The USDA defines specialty crops as “fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).”
- Provide primary source receipts and proof of payment for water quality analysis performed by a certified laboratory.
- The certified laboratory must report data analysis of water samples in numerical values.
- Sign an affidavit with SCDA to ensure water quality analysis will be used solely for the use of specialty crop farms.
- Provide data, information, statistics, and/or testimonials after twelve (12) months of water quality analysis for the purpose of tracking success of the project.

Funding for this program was made available from the USDA AMS Specialty Crop Block Grant Program



# APPLICATION

## COMPLETE AND RETURN TO:

WATER QUALITY ANALYSIS COST SHARE • ATTN: LAURAKATE ANDERSON  
PO BOX 11280 • COLUMBIA, SC 29211

**Name** \_\_\_\_\_

**Farm Name** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**SCIES Vendor Number** \_\_\_\_\_

*NOTE: Each company requesting reimbursement must obtain a State of SC Vendor Number. This process is free, and can be completed at <http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm>. This step is in lieu of submitting private information, including W9 forms, to the SC Department of Agriculture.*

**Reimbursement Amount Requested** \_\_\_\_\_

*Please include receipts or other documentation of all expenditures for the analysis of testing your water samples with this application. Your application will be considered incomplete without.*

**List Specialty Crops** \_\_\_\_\_

**Name of Certified Laboratory Used** \_\_\_\_\_

### Please be sure to include the following with your application:

- A completed, notarized affidavit ensuring water analysis will be used solely for specialty crops.
- A copy of primary source receipts and proof of payment of water quality analysis performed by certified laboratory.

## Water Quality Analysis Cost Share Program Terms & Agreements

Through my signature below, I acknowledge that I have read and agree to the terms during the application process and throughout my participation in the Water Quality Analysis Cost Share Program.



\_\_\_\_\_

Signature

\_\_\_\_\_

Date



STATE OF SOUTH CAROLINA )  
COUNTY OF \_\_\_\_\_ )

AFFIDAVIT

PERSONALLY appeared before me, the undersigned notary public, \_\_\_\_\_, who, first being duly sworn, deposes and states under penalty of perjury as follows:

- 1) My name is \_\_\_\_\_ and my physical address is \_\_\_\_\_, located in \_\_\_\_\_ County, South Carolina.
- 2) I am the principal and owner of, and make this affidavit on behalf of \_\_\_\_\_ (farm or business name) (herein referred to as the "Farm").
- 3) I am over 18 years old and competent to make this affidavit. I am authorized by the Farm to make this affidavit and do so on my own behalf and on behalf of the Farm. Any references herein to "I" shall include myself and the Farm.
- 4) The Farm is a grower of "Specialty Crops" as defined by Section 101 of the Specialty Crops Competitive-ness Act of 2004 (7 U.S.C. 1621 note) and amended under section 10010 of the Agricultural Act of 2014, Public Law 113-79 (the Farm Bill).
- 5) The Farm is a participant in the Water Quality Analysis Cost Share Program (the "Program"), funded through the United States Department of Agriculture's Specialty Crop Block Grant.
- 6) I certify the accuracy of any and all documents, records, and information provided by the Farm or myself for purposes of applying for a cost-share reimbursement grant under the Program.
- 7) I fully understand and acknowledge that if it is found that I knowingly provided false information to obtain a grant funds under the Program or if I obtain water quality analysis for items not considered a Specialty Crop, that I am subject to repayment of any grant dollars I received under the Program and I may be subject to prosecution in Magistrate Court.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Printed Notary Name: \_\_\_\_\_

Notary Public for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



South Carolina  
**DEPARTMENT OF AGRICULTURE**  
**FRUIT AND VEGETABLE INSPECTION DEPARTMENT**  
 117 Ballard Court, West Columbia, SC 29172

Hugh E. Weathers, Commissioner

## GAP AUDIT REIMBURSEMENT COST SHARE PROGRAM

The South Carolina Department of Agriculture Fruit and Vegetable Inspection Department (SCDA F&V) has launched a NEW Good Agricultural Practices (GAP) Audit Cost Share Program. Please read the following information carefully.

Through funding from the USDA AMS Specialty Crop Block Grant Program, South Carolina growers can get reimbursed for SCDA inspection costs and additional USDA fees up to \$750 for the cost of a first time audit and \$300 for each additional annual audit. To participate, applicants must grow specialty crops (defined by USDA as fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops including floriculture). Only successful audits resulting in certification are eligible for reimbursement.

Following an audit conducted by SCDA F&V staff, the grower will be billed for the full cost of the audit and must pay SCDA F&V the entire amount billed and receive a paid receipt from SCDA F&V to apply.

Applicants are expected to submit a complete application package to the SCDA Grants Administrator that includes:  
 1) application with SC Vendor number, questionnaire, and agreement to provide follow up information regarding the impact of GAP certification; 2) copies of paid receipts from SCDA and USDA. Payment can be expected 2-4 weeks following receipt of an accurately submitted application package.

Name \_\_\_\_\_

Farm Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

SCIES Vendor Number \_\_\_\_\_

*NOTE: Each company requesting reimbursement must obtain a State of SC Vendor Number. This process is free, and can be completed at [procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm](http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm). This step is in lieu of submitting private information, including W9 forms, to the SC Department of Agriculture.*

Reimbursement Amount Requested     First Time Audit \_\_\_\_\_     Repeat Audit \_\_\_\_\_

*First time audit not to exceed \$750; repeat audit not to exceed \$300. Please include copies of SCDA Fruit and Vegetable Inspections paid receipt and USDA proof of payment if applicable. Your application will be considered incomplete without them.*

### SCDA GRANTS ADMINISTRATION USE ONLY

Approved      Amount to Pay \_\_\_\_\_  
 Not Approved    Authorized By \_\_\_\_\_      Date \_\_\_\_\_

List Specialty Crops \_\_\_\_\_

I agree to provide additional follow up information when requested by SCDA. \_\_\_\_\_  
Initial

Does our auditing service benefit your operation's Food Safety Goals in any way, and if so, how?

In the recent years that you have participated in the USDA Audit Programs, has your operation seen a difference in equity?

Has your operation ever taken advantage of the grant services that SCDA has available, and if so, was this helpful to your audit cost?

After participating in the GAP cost share program and knowing funds will be available for future years, are you likely to take advantage of this program again?

Through my signature below, I acknowledge that I have read and agree to the terms during the application process and throughout my participation in the GAP Reimbursement Cost Share Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For information about scheduling a GAP audit or GAP audit consultation, please contact GAP Consultant Keisha Rainey at 803-737-4373 or [krainey@scda.sc.gov](mailto:krainey@scda.sc.gov).

**COMPLETE AND RETURN TO**  
SCDA Grants Administrator • Attn: Betsy Dorton  
PO Box 11280 • Columbia, SC 29211  
[bdorton@scda.sc.gov](mailto:bdorton@scda.sc.gov)



## **A.C.E. Basin Growers’ G.A.P. Grant Application**

*Center for Food Marketing & Agribusiness*

The South Carolina Small Business Development Center, South Carolina State University, USDA/NIFA, and the U.S. Small Business Administration have come together in part to provide funding resources for farmers working with the SBDC.

**To apply for this grant please attach a short narrative, and proposed budget describing how this grant will help you achieve G.A.P certification. Examples include, but are not limited to break area equipment, portojohns, fencing, hand washing stations or any other infrastructure for G.A.P. certification.**

WIL NOT COVER: production costs.

FOR REIMBURSEMENT, THE FOLLOWING IS REQUIRED:

1. Must be South Carolina Farmer and grow specialty crops. The USDA defines specialty crops as “fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).”
2. Must be registered client of the Orangeburg Area SBDC (no costs)
3. Maintain records of receipts for all expenditures related to execution of the grant funds for 3 years.
4. Provide photos of the completed project, or product.

***\*It is recommended that you attend a food safety workshop hosted by SCDA or Clemson Extension within the past two (2) years.***

**Name:**

**Date:**

\_\_\_\_\_

**Farm Name:**

\_\_\_\_\_

**Physical Address:**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

**Phone Number:**

**E-mail:**

\_\_\_\_\_

**SCIES Vendor Number:** \_\_\_\_\_

*NOTE: Each company requesting reimbursement must obtain a State of SC Vendor Number. This process is free, and can be completed at <http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm>.*

### **ACE Basin Growers’ Grant Program Terms and Agreements**

Through my signature below, I acknowledge that I have read and agree to the terms during the application process and throughout my participation in the ACE Basin Growers’ Grant Program.

APPLICATION COMPLETE AND RETURN TO: **Sloane Steedley** • [sstead1@scsu.edu](mailto:sstead1@scsu.edu) or 803-536-7100

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

## CHAPTER 9

# CONTACT INFORMATION

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### SCHEDULE A FREE SCDA GAP CONSULTATION

Keisha Rainey • 803-727-6556 • [krainey@scda.sc.gov](mailto:krainey@scda.sc.gov)

### AVAILABLE GRANTS

LauraKate Anderson • 803-734-2224 • [landerson@scda.sc.gov](mailto:landerson@scda.sc.gov)

### OTHER QUESTIONS

Matt Burleson • 803-351-8898 • [mburleson@scda.sc.gov](mailto:mburleson@scda.sc.gov)

## References

Good Agricultural Practices for Small Diversified Farms

» [carolinafarmstewards.org/wp-content/uploads/2013/07/CFSA\\_GAPS-web.pdf](http://carolinafarmstewards.org/wp-content/uploads/2013/07/CFSA_GAPS-web.pdf)

Good Agricultural Practices

» [ncfreshproducesafety.ces.ncsu.edu/ncfreshproducesafety-good-agricultural-practices/](http://ncfreshproducesafety.ces.ncsu.edu/ncfreshproducesafety-good-agricultural-practices/)

USDA Good Agricultural Practices and Good Handling Practices, April 2011

» [ams.usda.gov/sites/default/files/media/GAPGHP\\_Audit\\_Program\\_User%27s\\_Guide%5B1%5D.pdf](http://ams.usda.gov/sites/default/files/media/GAPGHP_Audit_Program_User%27s_Guide%5B1%5D.pdf)

Kentucky Department of Agriculture, Good Agricultural Practices Education Resources

» [kyagr.com/marketing/GAP-resources.html](http://kyagr.com/marketing/GAP-resources.html)

North Carolina State Extension, NC Fresh Produce Safety

» [ncfreshproducesafety.ces.ncsu.edu/how-do-gap-certifications-compare-to-fsmas-produce-safety-rule/](http://ncfreshproducesafety.ces.ncsu.edu/how-do-gap-certifications-compare-to-fsmas-produce-safety-rule/)





South Carolina  
**DEPARTMENT OF AGRICULTURE**

[AGRICULTURE.SC.GOV](http://AGRICULTURE.SC.GOV)



SOUTH CAROLINA  
**SPECIALTY**  
*Crop Growers*  
— ASSOCIATION —

[SCSPECIALTYCROP.COM](http://SCSPECIALTYCROP.COM)