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March 2018

The Pilot Project for the Procurement of Unprocessed Fruits and Vegetables

Eligible Vendor Requirements

To be considered an eligible vendor under the USDA Pilot Project for the Procurement of Unprocessed Fruits and Vegetables, the following requirements must be met. The documents listed below must be provided to the USDA, Agricultural Marketing Service, Commodity Procurement Staff (AMS-CPS) for review and approval before being granted eligible vendor status.

1. *Application Form* (Attachment A).
2. *Self-Certification Form* (Attachment B).
3. *Domestic Origin Certification Form* (Attachment C). All products covered by this pilot program must be of domestic origin.
4. *List of Suppliers and Subcontractors* (Attachment D).
5. *Product Segregation Plan,* if handling non-domestic product.
6. *Food Safety Audit Certification.* Either a USDA-AMS Specialty Crops Inspection Division or Global Food Safety Initiative (GFSI) recognized audit for the scope(s) applicable to the operation/facility being audited: Good Agricultural Practices (GAP), Good Manufacturing Practices (GMP), Hazard Analysis Critical Control Point (HACCP), and Food Defense.
7. *List of Suppliers and Subcontractors.* Include for each:
   - *Food Safety Audit Certification*
   - *Product(s) supplied*
8. If supplying fresh-cut fruits and/or vegetables a Food Safety Plan must be maintained and include:
   - Verification plan for environmental monitoring and testing for *Listeria** and *Salmonella*
   - Verification plan for end product (finished packaged product) microbiological testing for Total Aerobic Plate Count (TPC) and *E.coli O157:H7*
   - Verification testing plan for antioxidant solution (if used) for TPC, *E.coli O157:H7* and *Listeria**
   - Food Safety Plan must also include the microbiological test method used for each of the above requirements

*Listeria – Refer to FDA: Control of *Listeria monocytogenes* in Ready-To-Eat Foods: Guidance for Industry *Draft January 2017* (or most current FDA guidance)

Vendors can seek guidance for analytical testing methods from FDA's Bacteriological Analytical Manual (BAM) at the following links: https://www.fda.gov/Food/FoodScienceResearch/LaboratoryMethods/ucm2006949.htm and https://www.fda.gov/downloads/Food/FoodScienceResearch/LaboratoryMethods/UCM588921.pdf

All application forms and supporting documentation shall be submitted electronically to FVPilotProject@ams.usda.gov. In addition to the application forms, a WBSCM Vendor Registration Form must be submitted to FVPilotProject@ams.usda.gov as well. All eligible vendors shall also be registered in the System for Award Management (SAM), which requires a DUNS number.

In order to receive payment of delivered unprocessed fruits and vegetables, an approved vendor must fill out and submit the Vendor/SDA Reporting Template (in Microsoft Excel format) to FVPilotProject@ams.usda.gov.

Vendors with eligible status may be subject to an audit by USDA, AMS personnel to confirm all above requirements are in place.

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Vendor Application Documentation Requirements

	Grower	**Distributor/Wholesaler/Food Hub Does Repack or Otherwise Handle Fresh Produce**	**Distributor/Wholesaler/Food Hub Does NOT Repack or Otherwise Handle Fresh Produce**	**Processor (Dried or Frozen)**	**Fresh-Cut**
WBSCM Vendor Registration Form	X	X	X	X	X
Application Form (Attachment A)	X	X	X	X	X
Self-Certification Form (Attachment B)	X	X	X	X	X
Domestic Origin Certification Form (Attachment C) All products for this program must be grown and produced in the U.S.	X	X	X	X	X
List of Suppliers and Subcontractors (Attachment D) ***Include for each , as appropriate:*** *- Food Safety Audit Certification (Except for Dried or Frozen Processors).* *- Product(s) supplied*		X	X	X	X
Product Segregation Plan, If also handling non-domestic product		X	X	X	X
Food Safety Audit Certification (USDA or Global Food Safety Initiative (GFSI) Recognized GAP, GMP, and HACCP Audit Certifications)	Good Agricultural Practices (GAP) or USDA Harmonized GAP	Good Manufacturing Practices (GMP) or USDA Good Handling Practices (GHP), Plant Survey or Plant Systems Audit must include Food Defense	Signed statement certifying that vendor meets GHP/GMP, and has been audited (audit can be other than USDA or GFSI recognized) Must have Food Defense Audit benchmarked by GFSI or USDA	Good Manufacturing Practices (GMP) or USDA Plant Survey or Plant Systems Audit must include Food Defense	Good Manufacturing Practices (GMP) or USDA Qualified Through Verification (QTV) must include Food Defense
Food Safety/Hazard Analysis Critical Control Point (HACCP) Plan **for Fresh-cut Products** must include all of the Food Safety and Verification plan requirements outlined in item number eight above.					X

Global Food Safety Initiative (GFSI) Recognized GAP, GMP and HACCP Audit Certifications

Good Agricultural Practices (GAP)	Good Manufacturing Practices (GMP)	Hazard Analysis Critical Control Point (HACCP)
Global GAP (All Farm Base, Crops Base, Fruits & Vegetables)	X	X
Primus GFS GAP	Primus GFS GMP (Module FSMS includes food defense)	Primus GFS HACCP (Module FSMS includes food defense)
SQF-GAP Farming of Plant Products (Module 2, 7 Module 2 includes food defense)	SQF-GMP Wholesale & Distribution (Module 2, 12 Module 2 includes food defense)	SQF- Level 2 or 3 GMP-Processing of Food Products (Module 2, 11 Module 2 includes food defense)
X	SQF-GMP Preprocessing of Plant Products Produce Pack house) (Module 2, 10 Module 2 includes food defense)	FSSC 22000 (includes GMP)
X	SQF- GMP-Processing of Food Products (Module 2, 11 Module 2 includes food defense)	X