



**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 (excluding weekends and holidays) of receipt to schedule the audit.

DATE OF REQUEST:		ANTICIPATED DATE OF AUDIT:	
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AUDITEE INFORMATION		FARM / FACILITY INFORMATION	
Company Name:			
Street Address:		Location(s), including non-contiguous sites and fields: (Please list here or attach longer list)	
City, State & Zip:			
Phone Number:			
Fax Number:		Total Acres / Total Sq. Feet to be audited:	
E-mail:			
Contact Person:			

APPLICANT INFORMATION (responsible for payment)
Same as above (please still list Billing Account No.)

Company Name:			
Phone Number:		Commodities to be covered by the audit (Please list here or attach longer list):	
Fax Number:			
E-mail:			
Contact Person:			
Billing Acct No.:			

AUDIT PROGRAM REQUESTED (Please choose at least one)

<u>Produce GAPs Harmonized Audit (choose scopes below)</u>	<u>USDA Good Agricultural Practices and Good Handling Practices (GAP&GHP) Audit (choose scopes below)</u>
<input type="checkbox"/> Field Operations & Harvesting	<input type="checkbox"/> Part 1 – Farm Review
<input type="checkbox"/> Post-harvest	<input type="checkbox"/> Part 2 – Field Harvest & Field Packing Activities
<input type="checkbox"/> Tomato Audit Protocol (choose scopes below)	<input type="checkbox"/> Part 3 – House Packing Facility
<input type="checkbox"/> <i>Open-field Production and Harvesting</i>	<input type="checkbox"/> Part 4 – Storage & Transportation
<input type="checkbox"/> <i>Packinghouse</i>	<input type="checkbox"/> Part 6 – Wholesale Distribution Center/Terminal Warehouse
<input type="checkbox"/> <i>Greenhouse</i>	<input type="checkbox"/> Part 7 – Preventive Food Defense Procedures
<input type="checkbox"/> <i>Packing and Distribution</i>	<input type="checkbox"/> Mushroom Specific GAP Audit (M-GAP)
<input type="checkbox"/> Harmonized GAP Plus+ Audit (choose scopes below)	<input type="checkbox"/> Non-GAP Audit Services
<input type="checkbox"/> Field Operations & Harvesting	<input type="checkbox"/> Food Defense
<input type="checkbox"/> Post-harvest Operations	<input type="checkbox"/> Plant Systems Audit
<input type="checkbox"/> Tomato Audit Protocol (choose scopes below)	
<input type="checkbox"/> <i>Open-field Production and Harvesting</i>	<input type="checkbox"/> Other: (please list any additional services, not already included above)
<input type="checkbox"/> <i>Packinghouse</i>	
<input type="checkbox"/> <i>Greenhouse</i>	
<input type="checkbox"/> <i>Packing and Distribution</i>	
<input type="checkbox"/> GroupGAP (also choose GAP audit service)	

**ADDITIONAL
REMARKS**

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 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.

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