Apple Harvest Checklist

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| **Crop Forecast and Marketing** |
| **Item** | **Action** | **Complete?** |
| Crop forecast | Estimate crop by variety and market type (process/fresh) |  |
| Marketing | Talk with buyers and marketers to create preseason marketing plan |  |
| Harvest planning | Forecast number of bins to be harvested and timing of harvest |  |
| **Labor** |
| **Item** | **Action** | **Complete?** |
| Picking labor  | Determine pickers needed based on crop forecast, secure and hire. Communicate start date and arrange transportation if necessary. |  |
| Inspectors/quality control checkers | Secure and hire |  |
| Tractor drivers | Secure and hire |  |
| Truck drivers | Secure and hire |  |
| Hiring paperwork for new hires | * I-9 Form
* W-4 Form and NY 2104 Form
* NY pay notice form LS 309 or LS-309S (Spanish) for domestic workers and AL790.1 for H2-A workers (forms must be in native language) – NOTE: LS309 also counts as a work agreement
 |  |
| Pay rates | Determine 2015 pay rates, communicate to employees and to book keepers |  |
| Training/orientation | Give new and returning employees orientation, give training if required (IE, GAP) |  |
| **Labor Housing** |
| **Item** | **Action** | **Complete?** |
| Capacity | Ensure adequate number of beds |  |
| Condition | Clean and make necessary repairs |  |
| Inspection | Contact NYSDOL for inspection |  |
| Laundry and other amenities | Ensure laundry machines are working, cable/satellite is turned on, etc. |  |
| **Picking** |
| **Item** | **Action** | **Complete?** |
| Picking bags | Ensure adequate number, purchase, clean and repair |  |
| Bathrooms | Secure portable toilets (with handwashing stations) |  |
| Water for workers | Ensure adequate water supply (containers) for all crews, delegate employee to clean and resupply water containers daily |  |
| Ladders | Ensure adequate supply and appropriate sizes, purchase, repair (destroy damaged beyond repair ladders) |  |
| Inspectors/Quality control | Train inspectors and secure supplies that may be needed |  |
| Misc. | Supplies, staple guns, chalk, bin tags etc. |  |
| **Bins** |
| **Item** | **Action** | **Complete?** |
| Supply | Estimate bins required based on crop estimate, secure buyers bins if necessary, rent bins if necessary |  |
| Repair and Clean | Order bin slats, nails etc. for repair |  |
| Label bins | Label new bins and refresh illegible old bins |  |
| Stage bins | Strategically stage bins in orchards to reduce harvest workload |  |
| **Orchards and Loading Areas** |
| **Item** | **Action** | **Complete?** |
| Orchards | Mow orchards prior to picking (narrow mowers may be needed to avoid damaging apples) |  |
| Loading Areas | Clean up loading areas and grade to smooth surface |  |
| Driveways | Grade to smooth surface |  |
|  **Tractors and Equipment** |
| **Item** | **Action** | **Complete?** |
| Tractors | Service and repair |  |
| Bin Trailers and Tractors | Service and repair, rent tractors if necessary |  |
| Truck (s) | Service, repair, and have inspected |  |
| Misc. | Slow moving vehicle signs, tools and supplies for crews |  |
| Training | Provide for less experienced employees  |  |
| **Record Keeping** |
| **Item** | **Action** | **Complete?** |
| Bin tickets | Order supply based on crop forecast, locate in central area where employees can access |  |
| Forms | Have all harvest forms preprinted, locate in central area where employees can access |  |
| Payroll | Review payroll process with employees, determine how information from orchard to book keeping staff will flow, set expectations for deadlines etc. |  |
| **Food Safety** |
| **Item** | **Action** | **Complete?** |
| GAP | Finalize season GAP plan, be prepared for inspection |  |
| Training | During orientation give employees training on the farms food safety program |  |
| Spray records | Print and format per buyers requirements |  |
| **Misc.** |
| **Item** | **Action** | **Complete?** |
| Crop Insurance | If there is a claim contact adjuster to understand process for orchard inspection, communicate to adjuster your picking dates by orchard/variety |  |
| Harvest maturity | Signup for the LOF Harvest Maturity Report, check supplies (pressure tester, refractometer, iodine) |  |