



## CHECKLIST FOR PRODUCERS SELLING PRODUCE TO LOCAL K-12 SCHOOLS

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of Communication: \_\_\_\_\_

Expected products for sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the facility licensed and inspected to sell products?  YES  NO  N/A

Would you be interested in hosting a field trip on your farm?  YES  NO

The following checklist is meant to facilitate communication between farmers and school food service directors (FSDs), and give FSDs background knowledge on the farms they may be purchasing from. Checking “no” on a given question does not penalize you and will not necessarily prohibit you from selling to schools.

This is the start of the conversation, giving FSDs a jumping off place from which to ask questions and learn more about your farm.

Production Practices	Yes	No	N/A
Are regular water tests conducted?			
Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?			
Is the manure application schedule documented with a copy submitted to the retail operation?			
Is the field exposed to runoff from animal confinement or grazing areas?			
Is land that is frequently flooded used to grow field crops?			
Is there a plan in place to keep wild animals and livestock out of the growing area(s)?			
If irrigation is used, what is its source? Well _____ Stream _____ Pond _____ Municipal _____ Other _____			
What types of manure are used? Raw manure _____ Composted _____ Aged _____			

Product Handling	Yes	No	N/A
Are storage and packaging facilities separated from growing areas?			
Is there a risk of contamination with manure?			
Are harvesting baskets, totes or other containers kept covered and cleaned/sanitized before use and stored in areas protected from pets, livestock, wild animals and other contaminants?			
Is harvesting equipment/machinery that comes in contact with products kept as clean as possible?			
Are both food and non-food containers available and clearly marked?			
Is dirt, mud, and other debris removed from product before packaging?			

Transportation	Yes	No	N/A
Is product loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well maintained and clean?			
Are there designated areas in the transport vehicle for both food and non-food products?			
Are products kept at appropriate temperature during transport?			

Facilities	Yes	No	N/A
Is potable water/well tested at least once per year and results kept on file?			
Is product protected as it travels from field to packing facility?			
Are packing areas kept enclosed?			
Are surfaces that come in contact with food regularly washed, rinsed with potable water and sanitized?			
Are appropriate packaging materials used?			
Do workers have access to toilets and hand washing stations with proper supplies?			
Are toilets and hand washing stations regularly serviced?			

Worker Health and Hygiene	Yes	No	N/A
Are workers trained about hygiene practices and sanitation?			
Are workers and visitors following good hygiene and sanitation practices?			
Are smoking and eating confined to designated areas separate from product handling?			

*Safety Checklist continued*

Worker Health and Hygiene <i>continued</i>	Yes	No	N/A
Are workers instructed not to work if they exhibit signs of infection (i.e., fever, diarrhea, etc.)?			
Do workers practice good hygiene by:			
- wearing clean clothing and shoes as appropriate for conditions?			
- changing aprons and gloves as needed?			
- washing hands as required?			
- covering open wounds with clean bandages?			

Other	Yes	No	N/A
Are pesticides used? If yes, please elaborate:			
Are herbicides used? If yes, please elaborate:			
Other notes/comments/explanations:			

I confirm that the information provided above is accurate to the best of my knowledge.

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

**Questions?**

Please Contact: \_\_\_\_\_

Mail completed forms to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*Adapted from the "Checklist for Retail Purchasing of Local Produce" by Iowa State University Extension.*

Compiled by Andrea Rissing, Northern Iowa Food & Farm Partnership Farm to School Coordinator, in consultation with Waverly-Shell Rock Community Schools and Genuine Faux Farms, Tripoli, IA. University of Northern Iowa, Center for Energy and Environmental Education.  
 Based on "Checklist for Retail Purchasing of Local Produce," prepared by Amy Casselman, graduate student; Catherine Strohbehn, PhD, RD, CP-FS, HRIM extension specialist; Sam Beattie, PhD, extension food safety specialist; Diane Nelson, extension communication specialist; and Jamie Quarnstrom, extension graphic design student.

## OTHER PERTINENT QUESTIONS

	Yes	No	N/A
Are you interested in supplying products to Louisiana Public Schools?			
Have you previously sold directly to schools or other institutions?			
What crops/products do you grow and when are the times throughout the year that they are available?			
Do you have a price and/or availability sheet for your products?			
What is your preferred order size (minimum and maximum volume)?			
How do you package your products (minimum and maximum package sizes)?			
Do you sort and grade produce? Can you sort by size and can you supply with the cup serving size I need? Can you tell me about that process?			
Notes:			
Can you tell me about your delivery methods?			
Notes:			
What transportation (truck/refrigerated truck/distributor) do you have for your products?			
Do you currently work with any distributors?			
Notes:			
Schools must receive an itemized invoice and pay all invoices once per month. Is this acceptable for you?			
How far in advance can you tell me what products you will have and when they will be available?			
How much lead time do you need for my orders?			
How do you communicate if there is a delivery or product volume/quality problem? If there is no system in place what type of timeline would you be most comfortable with?			

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## My Conversation Goal:

By \_\_\_/\_\_\_/\_\_\_, I will contact \_\_\_ farmers to learn about their farm and talk with them about my school as a potential customer.

To find local Louisiana growers, use the following:

- Louisiana Grown website: [www.louisianagrown.org](http://www.louisianagrown.org)
- Louisiana MarketMaker website: <http://la.foodmarketmaker.com>
- Visit your local farmer's market or contact your local market manager. A list of markets and market managers can be found at [www.louisianagrown.org](http://www.louisianagrown.org) by clicking on 'Growers' and then clicking 'Farmers Markets' for point of sale.