



MendoLake Food Hub
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Appendix A Producer Standards

- 1. Local and self-produced/grown:** Producers may only sell produce and products they have grown or processed themselves within our local food shed. If ingredients are bought, value must be added to the product by the producer; simply repackaging the ingredients is not adding value. For example, you may sell tomatoes that you grow, but not tomatoes that you buy from somebody else to sell. You may, however, buy tomatoes from a producer in Mendocino or Lake Counties in order to make salsa that you would then sell through the *MendoLake Food Hub*. You cannot buy produce from someone else and then sell it through *MendoLake Food Hub* as though it was your own product. **INITIALS** _____
- 2. Processed and prepared foods** that are offered for sale shall be submitted with a **complete list of ingredients including any potential allergens**. Ingredients that originate in our food shed shall be noted. The list of ingredients must be included in the product description and attached to the product. **INITIALS** _____
- 3. Producers and Farmers** must provide **all applicable licenses** before selling through the *Mendo Lake Food Hub*, i.e. Certified Producer's Certificate (to apply for this either visit the Mendocino County Ag Department or the website <http://www.co.mendocino.ca.us/agriculture/cfm.htm>), Approved Source Registration (see Appendix B) Processed Food Registration (if selling processed products), business license, tax ID, etc. **INITIALS** _____

Appendix B

On- Farm Food Safety Requirements from Mendocino County Approved Source Program
These requirements can also be found at

<http://www.co.mendocino.ca.us/agriculture/approvedSource.htm?step=bmp>

This also where to go to register for the Approved Source Program.

Program Requirements

1. Eligible produce is limited to the whole edible portion of a plant in its raw and natural state of fruits, nuts, vegetables, sprouts and herbs.
2. Producer must follow the Best Management Practices enumerated below that are applicable to their operation.
3. Producer shall retain records sufficient to demonstrate compliance with applicable Best Management Practices. These records may include, but are not limited to, identifying manure and compost application dates, harvesting dates, water tests, and any other information necessary to demonstrate compliance. Producers shall retain records for previous calendar year plus current year.
4. Producer shall renew the Approved Source Certificate annually.

Best Management Practices

Water

1. Water testing is required for water used in two circumstances: irrigation water that will come in contact with the edible portion of the plant within 7 days prior to harvest and water that will be used as final wash water.
 1. For irrigation water that will come into contact with the edible portion of the plant within 7 days prior to harvest, the water shall meet the California leafy green handler agreement standard of E. coli levels of <126 colony forming units/100ml.
 2. For final wash water, water shall meet the California Drinking Water Standard of E. coli levels of <1.1 colony forming units/100ml for microbial contamination.
 3. Testing frequency:
 1. If the source of water is a well or contained spring, water shall be tested annually.
 2. If the source is surface water, including but not limited to, irrigation canals, creeks, rivers, ponds, or rainwater catchment systems, water shall be tested quarterly during the Producer's growing season.
 4. Producer shall retest if contamination is suspected.
 5. Treated water obtained from a municipal source shall not require testing.
2. Producer may conduct a Presence/Absence test to satisfy these requirements. If such a test indicates presence of E. coli, Producer shall retest to determine the level of E. coli.
3. Producer shall ensure that livestock are excluded from all ponds, wells, and other water sources under their control.
4. Gray water use is restricted to application on fruit and nut tree crops. Gray water shall be applied in compliance with State requirements for the use of gray water, including subsurface burying of gray water discharge at least 2 inches below the surface of the soil.
5. Producer shall identify the effect of rainfall and resultant drainage pathways and minimize runoff that may contaminate the growing site.

Waste

1. Compost will be handled in a manner to reduce pathogenic microbial activity.
 1. For "hot compost", defined as compost containing animal manure and/or post consumer food waste, Producer shall utilize aerobic composting techniques to achieve a minimum temperature of 131F for at least five days, and will be turned at least 3 times during that period to ensure even break down.
 2. Human, dog, and cat manure may not be utilized.
 3. Post consumer waste is defined as food waste that has come in contact with consumers. Excluded from this definition are green compost materials such as spent coffee grounds, spent brewery waste, and vegetable kitchen scraps that have not been served to consumers.
 4. Producer will keep records of composting time, temperature, and turns as applicable.
 5. For "green compost", defined as compost composed entirely of vegetative matter, no minimum temperature or time requirements apply.
 6. For "aged manure", raw manure shall age at least 6 months. No minimum temperature or turning requirements are mandated for aged manure. Human, dog, and cat manure may not be utilized.
2. If pig manure is utilized in hot compost, aged manure, or in field rotations, Producers must receive prior approval of Environmental Health Director, or his designee.

3. Raw manure shall be incorporated into the soil at least 120 days prior to harvest.
4. If animals are used in field rotation they must be moved out of the growing area at least 120 days prior to harvest.
5. If the edible portion of the crop will come in contact with the soil, that crop shall not be planted over a septic system leach field.
6. "Hot compost" and "Aged Manure," used as a side/top dressing or mulch, shall not be applied within 21 days prior to harvest. "Green compost" may be applied at any time.
7. Commercial compost from a licensed composting facility may be used in the same manner as "green compost."
8. Compost tea, defined as a mixture of "hot compost" and/or "aged manure" plus water, may not be applied within 7 days of harvest. If the tea is going to contact the edible portion of the plant it may not be applied within 45 days of harvest. Other foliar applications, including "green compost" plus water, may be utilized at any time.
9. Worm castings shall be considered raw manure unless they come from a commercial composting facility.

Workers

1. Producer and all farm workers shall be made aware of and practice safe food handling techniques, including but not limited to, proper hand washing, washing hands between activities, changing gloves (if gloves are used) when working with produce, potential sources of contamination, etc.
2. Producer shall provide sanitary hand washing and toilet facilities within 1/4 mile of work location.
3. Producer shall take measures to protect produce, harvest equipment, and containers from disease vectors such as, but not limited to, rodents, birds, and insects. Harvest tools and equipment shall be clean.
4. Producer shall remove as much dirt as practical from produce before moving it to packing areas. Producer shall remove harvested produce from the field, as appropriate, in a timely manner to protect it from sources of contamination.
5. Producer shall ensure that workers exhibiting signs of diarrhea, vomiting, fever, sudden yellowing of the skin, or infected wounds will be excluded from harvesting, washing, and handling produce.
6. Producer shall ensure that all persons handling the produce shall have any open wound(s) covered appropriately.

Traceability

1. Invoices shall identify the farm name, city, state, ZIP code, phone number, and approved source number of the farm.
2. Packing boxes or other transport containers shall be clearly marked with the farm name, city, state, and ZIP code of the farm. Markings should be placed on the end(s) of containers to aid in identifying stacked boxes.
3. Producer may utilize pre-used packing boxes if all identifying information from the previous farm is obscured.

Transport

1. Producer shall use clean transport containers, and shall clean containers before each use, repairing or discarding damaged ones. The use of a new sanitary liner, although not required, is highly recommended to help assure over-all food safety.
2. Producer shall minimize opportunities for contamination and microbial growth during shipping.

Other

1. Producer shall minimize the presence of vector attractants such as rotting and nesting materials in the growing area that is immediately adjacent to the crop during the production season.
2. Producer shall take reasonable measures to keep animals, including pets, away from the growing area to avoid contamination.
3. Producer shall take measures to minimize the leaking of equipment fluids, concentrated nutrients, and pesticides in the growing grounds.
4. Producer shall ensure that pesticides and fertilizers are utilized in accordance with federal, state, and local requirements and in accordance with manufacturer's instructions.

Appendix C Harvest and Post-Harvest Recommendations

GENERAL HARVEST GUIDELINES

- Field assessment and timing of harvest:
 - Prior to harvest, ensure that crops have not been contaminated by excessive wildlife access, flooding, fresh manure applications or chemical spills.
 - Harvest as early in the day as possible
 - Allow for dry conditions on fruit prior to harvest.
- Clean tools, bins and vehicles:
 - Clean and sanitize harvest knives, equipment before and after use. And store in a covered container protected area.
 - Keep harvest bins and boxes clean and separate from boxes used to pack product for transport.
 - Maintain clean harvest carts and vehicles.
 - Keep harvested crops covered to avoid contamination.
 - Thoroughly clean and sanitize vehicles and carts used to transport manure or non-food items before using in harvesting process.

GENERAL HARVEST GUIDELINES

- Important elements of a "Post-Harvest Packing Shed":
 - Potable Water
 - Hand-washing station
 - Covered structure
 - Easy to wash surfaces and floors
 - Excludes animals – livestock, domestic and wild
 - Separate area for discarded produce/compost
 - Excludes any crop fertilizers and inputs
 - Excludes employee meals
 - Excludes glass
 - Light bulbs are covered and protected
- Establish regular cleaning and maintenance procedures for packing and storage areas.
- Frequent temperature monitoring of any on-farm cooling facilities.

Appendix D
Packing, Transport and Receiving Guidelines

DELIVERY & RECEIVING

- Each order must be accompanied by the Detailed Pick Ticket emailed to you prior to your product drop.
- Please double check your Detailed Pick Ticket before delivering to the node to ensure entire order is present.
- Please arrive no later than designated drop times.
- Any quality or grading discrepancies will be addressed with the farm within 48 hours of receipt.
- The Mendo Lake Food Hub reserves the right to refuse product for the following reasons:
 - The product was not ordered and confirmed
 - The product does not meet quality specifications
 - The product is too varied from what was listed and described in the online market
- If a seller cannot make the scheduled delivery of ordered or pre-ordered product they must call the Market Manager with a minimum of 24 hours notice.

SAFE TRANSPORT GUIDELINES

- All products should be protected from contamination and excess heat/cold in transit to the Mendo Lake Food Hub's drop sites. It is vital to maintain the cold-chain from the farm to the drop site or warehouse.
- Transport product in an enclosed vehicle or covered truck bed. If not possible, ensure product is secured and covered for shade and cooling.
- Keep food transport vehicle clean and sanitized. If used to transport farm animals or farm inputs it must be washed, sanitized, and rinsed with clean water before transporting produce. Ideally, there are two separate vehicles for these purposes.
- If dealing with excessive heat, keep vehicle parked in the shade before loading, run the air-conditioner if possible or cover product with wet, cool sheets.
- Eggs need to be kept at 33F° to 45F° and kept in their own container away from other farm foods.
- Non-food items should be kept isolated from food products during transport.

PACKING GUIDELINES

- Each order will be packed in a clean, sturdy food-grade box with a lid or top. Preferably new. Organic produce must go in either a new box or one that was previously used only for organic produce.
- No irregular shaped boxes, cardboard boxes meant for shipping non-food items or boxes having contained hazardous materials or non-food items.
- All products in an order should be uniform in size to the best of the growers ability.
- All products should be packed with care to ensure product quality during its entire transport from farm to hub to end buyer. Please consult guidelines for packing fruits and vegetables from your agricultural commissioner's office/County Department of Agriculture.
- During field packing, keep containers clean, off the ground and transport out of the field and into appropriate on-farm storage as soon as possible to initiate the cold chain process.