Purchasing Local Foods Guide | General Considerations

Local Produce Procurement Checklist

Name of Producer/Farm:

The following is a list of questions for you to ask of your farmer/vendor when purchasing farm fresh produce. Keep these forms in your files as part of your record keeping.

Address:				
City: Zip:				
Telephone: E-m				
Products to be purchased:				
readed to be parenaesa.				
Production and Handling Practices		Yes	No	N/A
What is irrigation source? □ Well □ Stre	am □ District canal □ Pond	l □ Munio	l sinal	☐ Other
What is irrigation source: \Box Well \Box Site	alli 🗖 District Carlar 🗖 Poriu	□ Mullic	lipai	Li Otriei
If well water is used, is well protected from co	ontamination?			
Is manure applied at least 120 days prior to h	arvest? If compost produced			
according to USDA standards is used, is it app	•			
harvest?	med at least 30 days prior to			
These are the USDA National Organic Program	n rules, which have been recently			
adopted in the new GAP standards. Compost	that wasn't made according to			
these standards is considered "manure."				
Is land use history available to determine risk	of product contamination?			
Is the field protected from potential run-off fr	om animal confinement or			
grazing areas?				
If portable toilets are used for workers, are the				
prevents field contamination from waste-wate Is dirt, mud, or other debris removed from th				
is dirt, finda, or other debris removed from the	e product before packing:			
Is rinse (potable) water source tested at least	once a year and results kept on			
file?				
Are food product contact surfaces washed, rir	sed and sanitized before using?			
Are harvesting baskets, totes, or other contain				
(with potable water) and sanitized before using	g?			
Is storage facility well maintained and clean,	with designated areas for food			
products and non-food items?	with designated areas for food			
Is transport vehicle well maintained and clear	, with designated areas for food			
products and non-food items?	, 3			
Are products kept cool during storage and tra	nsport? If ice is used is it from a			

(Continued on next page)



potable water source?

Are workers trained in safe food handling practices?

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Ordering Procedures How far in advance will producer inform you of product availability? How should orders be placed? (phone, fax, or e-mail) What are procedures if producer cannot fulfill requested order – (due to lack of volume or quality of product)? Has the price and unit of costing been negotiated? Delivery Procedures Timing of delivery Frequency of delivery Volume of delivery Product Specifications Desired quality or size? Other desired specifications? What is inappropriate in terms of packaging and/or product condition? Payment Procedures Amount of lead time required by accounting office in order to add vendor? What is the timing for payment of invoices? Insurance Is insurance required? Does the vendor have liability insurance? If so, how much is the coverage? Sample Receipt From Grower: Date: Received by: Donated: Purchased: Purchase price: Description and amount of product purchased: Description and amount of product purchased: Date harvested:	(e.g., fever, diarrhea, etc.)? Ordering Procedures How far in advance will producer inform you of product availability? How should orders be placed? (phone, fax, or e-mail) What are procedures if producer cannot fulfill requested order – (due to lack of volume or quality of product)? Has the price and unit of costing been negotiated? Delivery Procedures Timing of delivery Frequency of delivery Product Specifications Desired quality or size? Other desired specifications? What substitutes are acceptable? What is inappropriate in terms of packaging and/or product condition? Payment Procedures Amount of lead time required by accounting office in order to add vendor? What is the timing for payment of invoices? Insurance Is insurance required? Does the vendor have liability insurance? If so, how much is the coverage? Sample Received by: Donated:	Are workers instructed not to work if they exhibit signs of infection
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http://www.extension.iastate.edu/Publications/PM2046A.pdf

Reference: Iowa State University Extension, Checklist for Retail Purchasing of Local Produce