Checklist for Retail Purchasing of Local Produce

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## Checklist for Retail Purchasing of Local Produce

<table>
<thead>
<tr>
<th>Name of Producer/Farm</th>
<th>_______________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>_____________________________________</td>
</tr>
<tr>
<td>Telephone</td>
<td>_________________________</td>
</tr>
<tr>
<td>Total acres farmed</td>
<td>____________________</td>
</tr>
<tr>
<td>Products to be purchased</td>
<td>______________________________________________________________</td>
</tr>
<tr>
<td>Is an insurance liability required</td>
<td>YES</td>
</tr>
<tr>
<td>Was the produce grown without addition of chemical pesticides and fertilizers?</td>
<td>YES</td>
</tr>
<tr>
<td>Are you USDA Certified Organic?</td>
<td>YES</td>
</tr>
<tr>
<td>Is the facility licensed and inspected to process products</td>
<td>YES</td>
</tr>
<tr>
<td>Are there acceptable substitutes available if an order cannot be filled</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Production Practices

- **Are wells protected from contamination?**
  - Yes
  - No
  - N/A

- **If irrigation is used, what is its source?**
  - Well
  - Stream
  - Pond
  - Municipal
  - Other ____________

- **What types of manures are used?**
  - Raw manure
  - Composted
  - Aged
  - No manure is used

- **Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?**
  - Yes
  - No
  - N/A

- **Is the manure application schedule documented with a copy submitted to the retail operation?**
  - Yes
  - No
  - N/A

- **Is land use history available to determine risk of product contamination (e.g., runoff from upstream, flooding, chemical spills, or excessive agricultural crop application)?**
  - Yes
  - No
  - N/A

- **Is the field exposed to runoff from animal confinement or grazing areas?**
  - Yes
  - No
  - N/A

- **Is land that is frequently flooded used to grow food crops?**
  - Yes
  - No
  - N/A

- **Are coliform tests conducted on soil in frequently flooded land?**
  - Yes
  - No
  - N/A

- **Are farm livestock and wild animals restricted from growing areas?**
  - Yes
  - No
  - N/A

- **Are portable toilets used in a way that prevents field contamination from waste water?**
  - Yes
  - No
  - N/A

### Product Handling

- **Are storage and packaging facilities located away from growing areas?**
  - Yes
  - No
  - N/A

- **Is there risk of contamination with manure?**
  - Yes
  - No
  - N/A

- **Are harvesting baskets, totes, or other containers kept covered and cleaned (with potable water) and sanitized before use?**
  - Yes
  - No
  - N/A

- **Is harvesting equipment/machinery that comes into contact with the products kept as clean as possible?**
  - Yes
  - No
  - N/A

- **Are product and non-product containers available and clearly marked?**
  - Yes
  - No
  - N/A

- **Is dirt, mud, or other debris removed from product before packing?**
  - Yes
  - No
  - N/A

- **Are food grade packaging materials clean and stored in areas protected from pets, livestock, wild animals, and other contaminants?**
  - Yes
  - No
  - N/A

### Transportation

- **Is product loaded and stored to minimize physical damage and risk of contamination?**
  - Yes
  - No
  - N/A

- **Is transport vehicle well maintained and clean?**
  - Yes
  - No
  - N/A

- **Are there designated areas in transport vehicle for food products and non-food items?**
  - Yes
  - No
  - N/A

- **Are products kept cool during transit?**
  - Yes
  - No
  - N/A
## Facilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is potable water/well tested at least once per year and results kept on file?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is product protected as it travels from field to packing facility?</td>
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<td></td>
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<tr>
<td>Is a product packing area in use with space for culling and storage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are packing areas kept enclosed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are food contact surfaces regularly washed and rinsed with potable water and then sanitized?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are food grade packaging materials used?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do workers have access to toilets and hand washing stations with proper supplies?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are toilets and hand washing stations clean and regularly serviced?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a pest control program in place?</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## Worker Health and Hygiene

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a worker food safety training program in place?</td>
<td></td>
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<tr>
<td>Are workers trained about hygiene practices and sanitation with signs posted to reinforce messages?</td>
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<td></td>
<td></td>
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<tr>
<td>Are workers and visitors following good hygiene and sanitation practices?</td>
<td></td>
<td></td>
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<tr>
<td>Are smoking and eating confined to designated areas separate from product handling?</td>
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<tr>
<td>Are workers instructed not to work if they exhibit signs of infection (e.g., fever, diarrhea, etc.)?</td>
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<td></td>
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</tr>
<tr>
<td>Do workers practice good hygiene by:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- wearing clean clothing and shoes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- changing aprons and gloves as needed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- keeping hair covered or restrained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- washing hands as required?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- limiting bare hand contact with fresh products?</td>
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<td></td>
<td></td>
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<tr>
<td>- covering open wounds with clean bandages?</td>
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</tbody>
</table>

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

Signature of Seller: ____________________________ Date ________________

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Prepared by Amy Casselman, graduate student; Catherine Strohbehn, PhD, RD, CP-FS, HRIM extension specialist; Sam Beattie, PhD, extension food safety specialist.

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