



Dear Producer,

The ever-growing concern of food safety issues is something we take seriously at Oneota Community Co-op and we are asking you to help us with a project aimed to assure our customers that the products we sell are safe. We value your farming practices and your concern for the health of our community and environment. If you have any questions about this process, please call me, David Lester, GM, at the Co-op.

Included in this mailing is our new "Successful Vending" pamphlet that clearly defines our expectations of all vendors and guidelines everyone should follow when making deliveries to our store. Also included in this mailing is a questionnaire about your growing/handling practices and information about proper insurance that we require vendors to carry.

The **first step** in this process is to make sure that the providers of locally produced goods have good, safe practices in place. Most of our local vegetable producers received and returned our "Checklist for Retail Purchasing of Local Produce" last year. We have changed this form to include meat, dairy and egg producers as well. If you have received a form in this mailing, please return it to us as soon as possible. The Co-op may also schedule a farm visit from one or more of our staff to verify farming practices.

The **second step** that we are asking producers to provide for us is proof of insurance for your business. We would like for you to provide to us a copy of your liability insurance for us to have on file and are glad to talk to you about liability amounts that we prefer.

The **third and final step** in this process is listing Oneota Community Co-op as an "Additional Insured" on your insurance policy. The typical cost for this is about \$0-\$30 with most insurance companies. If you have questions regarding this, please contact your insurance provider or agent.

We value the relationships with our small, local growers. These relationships are an integral part of the fabric of the Co-op and it is our intent to increase our purchases from our local producers each year. We were proud to announce that \$1.3 million (25%) of our sales in 2017 came from our local vendors within a 100 mile radius. Local sales are on the rise! We have yearly inspections at our store from the Iowa Dept. of Health and from the USDA. Food safety guidelines are important to the management at the Co-op.

If you have any questions or would like to talk to me about this matter, please call me at 563-382-4666.

Sincerely,

David Lester, General Manager, Oneota Community Co-op



Oneota Community Food Coop • 312 West Water Street • Decorah, Iowa • 52101 • 563.382.4666 • www.oneotacoop.com

## Retail Vendor Questionnaire - Farm

Name of Farm \_\_\_\_\_

Name of Producer/Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Total acres farmed \_\_\_\_\_ Availability of promotional materials \_\_\_\_YES \_\_\_\_NO

Products to be purchased \_\_\_\_\_

Is an insurance liability required? \_\_\_\_YES (Dollar amount \_\_\_\_\_) \_\_\_\_NO

Is the facility licensed and inspected to process products? \_\_\_\_YES \_\_\_\_NO

Are there acceptable substitutes available if an order cannot be filled? \_\_\_\_YES \_\_\_\_NO

### PRODUCTION PRACTICES

Are wells protected from contamination?	YES	NO	N/A
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If irrigation is used, what is its source?	WELL	STREAM	POND	MUNICIPAL	OTHER _____
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What types of manures are used?	RAW MANURE	COMPOSTED	AGED	NO MANURE IS USED
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Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?	YES	NO	N/A
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Is the manure application schedule documented with a copy submitted to the retail operation?	YES	NO	N/A
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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
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Is the field exposed to runoff from animal confinement or grazing areas?	YES	NO	N/A
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Is land that is frequently flooded used to grow food crops?	YES	NO	N/A
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Are coliform tests conducted on soil in frequently flooded land?	YES	NO	N/A
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Are farm livestock and wild animals restricted from growing areas?	YES	NO	N/A
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Are portable toilets used in a way that prevents field contamination from waste water?	YES	NO	N/A
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Are you a certified organic farm?	YES	NO	N/A
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Are you a G.A.P. certified farm?	YES	NO	N/A
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If yes, who was the certification agency and the date of certification?

Certification agency \_\_\_\_\_ Date of Certification \_\_\_\_\_

Do you use chemical pesticides and/or herbicides to control weeds and pests?	YES	NO	N/A
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If yes, please specify what you are currently using and have used in the past year \_\_\_\_\_

\_\_\_\_\_

Have you ever planted genetically engineered seed or crops on your property?	YES	NO	N/A
If yes, please specify what seed you are currently using and what it is used for _____			
_____			
Are you aware of any neighboring farms that plant genetically engineered seed?	YES	NO	N/A
If yes, please specify what measures you are taking to prevent cross contamination of your own crops _____			
_____			
Do you ever feed your animals genetically modified feed throughout their lifetime?	YES	NO	N/A
Would you agree to refrain from using genetically engineered seed and/or feed in the future?	YES	NO	N/A
Do you ever use antibiotics on your animals throughout their lifetime?	YES	NO	N/A
If yes, please specify roughly how often antibiotics are used and how they are administered _____			
_____			
_____			

## 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 packaging?	YES	NO	N/A
Are food grade packaging materials clean and stored in areas protected from pets, livestock, wild animals, pests 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 the transport vehicle well maintained and clean?	YES	NO	N/A
Are there separate designated areas in transport vehicle(s) for food products and non-food items?	YES	NO	N/A
Are products kept cool during transit?	YES	NO	N/A

## FACILITIES

Is potable water/well tested at least once per year and results kept on file?	YES	NO	N/A
Is product protected as it travels from field to packing facility?	YES	NO	N/A
Is a product packing area in use with space for culling and storage?	YES	NO	N/A
Are packing areas kept enclosed?	YES	NO	N/A

Is your kitchen or processing facility inspected by the state in which it resides?	YES	NO	N/A
If so, we would like to request a copy of your certificate of completed inspection.			
If not, do you have plans for inspection and certification in the future?	YES	NO	N/A
If so, please indicate when you will be seeking certification _____			
Are food contact surfaces regularly washed and rinsed with potable water and then sanitized?	YES	NO	N/A
Are food grade packaging materials used?	YES	NO	N/A
Do workers have access to toilets and hand washing stations with proper supplies?	YES	NO	N/A
Are toilets and hand washing stations clean and regularly serviced?	YES	NO	N/A
Is a pest control program in place?	YES	NO	N/A

## WORKER HEALTH AND HYGIENE

Is there an effective and ongoing worker food safety training program in place?	YES	NO	N/A
Are workers trained about hygiene practices and sanitation with signs posted to reinforce messages?	YES	NO	N/A
Are workers and visitors following good hygiene and sanitation practices?	YES	NO	N/A
Are smoking and eating confined to designated areas separate from product handling?	YES	NO	N/A
Are workers instructed not to work if they exhibit signs of infection - including fever, diarrhea, etc?	YES	NO	N/A
Do workers practice good hygiene by:			
- Wearing clean clothing and shoes?	YES	NO	N/A
- Changing soiled or contaminated aprons and gloves as needed?	YES	NO	N/A
- Keeping hair covered and restrained?	YES	NO	N/A
- Washing hands as required?	YES	NO	N/A
- Limiting bare hand contact with fresh products?	YES	NO	N/A
- Covering open wounds with clean bandages and effective barriers (such as finger cots)?	YES	NO	N/A

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

Signature of Seller: \_\_\_\_\_

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

**NOTE:** If you have additional information you would like to provide, please use another sheet of paper.