



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 - Other

Name of Business _____

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

PRODUCT HANDLING

Are food grade packaging materials clean and stored in areas protected from pets, livestock, wild animals, pests and other contaminants?	YES	NO	N/A
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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 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. _____			
Which of the following do you obtain potable water through? (please circle those that apply) CITY WELL			

If potable water is obtained through a well, is it tested at least once per year and results kept on file?

YES NO N/A

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.