

Local Produce Procurement Checklist

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.

Name of Producer/Farm:

Address:

City:

Zip:

Telephone:

E-mail:

Products to be purchased:

Production and Handling Practices	Yes	No	N/A
What is irrigation source? <input type="checkbox"/> Well <input type="checkbox"/> Stream <input type="checkbox"/> District canal <input type="checkbox"/> Pond <input type="checkbox"/> Municipal <input type="checkbox"/> Other			
If well water is used, is well protected from contamination?			
Is manure applied at least 120 days prior to harvest? If compost produced according to USDA standards is used, is it applied at least 90 days prior to harvest? <i>These are the USDA National Organic Program rules, which have been recently adopted in the new GAP standards. Compost that wasn't made according to these standards is considered "manure."</i>			
Is land use history available to determine risk of product contamination?			
Is the field protected from potential run-off from animal confinement or grazing areas?			
If portable toilets are used for workers, are they situated in a way that prevents field contamination from waste-water?			
Is dirt, mud, or other debris removed from the 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, rinsed and sanitized before using?			
Are harvesting baskets, totes, or other containers kept covered and cleaned (with potable water) and sanitized before using?			
Is storage facility well maintained and clean, with designated areas for food products and non-food items?			
Is transport vehicle well maintained and clean, with designated areas for food products and non-food items?			
Are products kept cool during storage and transport? If ice is used is it from a potable water source?			
Are workers trained in safe food handling practices?			

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Are workers instructed not to work if they exhibit signs of infection (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 Volume 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 Receipt From Grower:

Date: _____
 Received by: _____
 Donated: _____ Purchased: _____ Purchase price: _____
 Description and amount of product purchased: _____

 Date harvested: _____
 Harvest location: _____ Lot # if available _____
 Name of grower: _____
 Address: _____
 Phone: _____ E-mail: _____

Reference: Iowa State University Extension, **Checklist for Retail Purchasing of Local Produce**
<http://www.extension.iastate.edu/Publications/PM2046A.pdf>

