RESOURCE GUIDE FOR

PRODUCE FARMS

Growing and Selling Produce for Food Processing

Funding for this guide was provided by the Vermont Community Foundation
Purpose of Guide

The VFVC purchases fruits and vegetables from local farms to make fresh cut and frozen local products for a variety of markets – from wholesale to retail markets. This guide is a resource for both current and potential farmer vendors working with and selling produce to the Vermont Food Venture Center (VFVC).

This guide is a living document, summarizing basic operations, as well as detailing policies and procedures to help guide produce suppliers in meeting the demands of the VFVC.

The guide can also be used as a reference and/or starting point for other food hubs and food-related businesses that are conducting aggregation and processing.

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Part 1 – Introductions

• The Center for an Agricultural Economy (CAE) is a non-profit organization founded in 2004, whose mission is to build a regenerative, locally based, healthy food system through collaboration opportunities, education, outreach and infrastructure. Our vision is a food system which is place-based, supports good livable wages for food producers, and helps Vermont feed itself. We believe in working lands, working people and local food.

• The Vermont Food Venture Center (VFVC), a program of the Center for an Agricultural Economy, is a multi-use food processing facility that supports job creation, farms, and food business clients. We provide food safety training, equipment, and business planning, and expand market opportunities for Vermont farms. Through our commercial processing equipment, certified kitchens, technical advising and storage capacity, we offer the infrastructure to scale up the production of fresh cut and frozen local fruit and vegetable products in Vermont. We work with farms that are interested in or currently growing for wholesale. We specialize in processing fresh broccoli, potatoes, carrots, and beets into fresh cut and frozen products for wholesale and retail markets.

Part 2 – Policies & Procedures

• General Requirements
  o The Vermont Food Venture Center works with a diverse range of farmers, comprising all levels of experience and scale. As a not-for-profit, providing services for the public to advance the local food system and the agricultural economy, we are always seeking food producers who are local, and are committed to the highest level of product quality, sustainability and service. In addition, communication and engagement from our suppliers are critical in order for the VFVC to uphold our commitment to farmers, food processors, and the community. Below you will find a list of general requirements for all suppliers to the VFVC. These are necessary for us to maintain product quality, service, and an operation that is transparent and accountable.
  o On an annual basis, suppliers must agree to:
    ▪ Show proof of liability insurance of at least $1 million with Center for an Agricultural Economy listed as additional insured (the CAE is the legal entity for the VFVC)
    ▪ Follow all required federal, state, or local food safety and labeling requirements.
    ▪ Complete and return the VFVC Traceability Checklist for Produce Farms (Appendix C)
    ▪ Demonstrate and verify to the VFVC that supplier follows food-safe processes in growing, harvesting, and storing produce. The VFVC strongly encourages suppliers to follow UVM Extension’s Checklist for Selling or Purchasing Local Produce (Appendix B).
- Deliver product that meets VFVC product labeling, grading, and packaging standards
- Complete and sign Good Faith Agreement with VFVC (Appendix F)
- Meet sales commitments set forth in the annual planning process and engage in appropriate communication to notify the VFVC in the event of shortfall. Communication expectations are detailed in Good Faith Agreement (Appendix F)
- In addition to federal, state, or local labeling requirements, provide logo, contact information, business description, photos, website and links to social media. Engage in VFVC follow-up surveys periodically throughout the year for grant reporting purposes.

**Annual Planning**
- Will occur between December and February
- Review of sales history and projected sales to VFVC
- Decision-making processing is based on supplier’s ability to meet requirements including food safety, grading, packaging, and labeling standards.
- Final outcome is completing and signing a Good Faith Agreement with the VFVC
- Sales from a previous year will be used to determine projected quantities and production rates. Our goal is to create an annual planning process to evaluate sales in advance of crop planning.

**Pricing**
- Pricing decisions are made during the annual planning process. Pricing exceptions are made under certain circumstances, such as event of extreme weather conditions, natural disasters, among other factors.

**Ordering**
- The VFVC confirms regular orders with suppliers to verify availability. It is best practice for suppliers to send a weekly or bi-weekly availability list to the VFVC buyer to communicate current availability for real time purchasing. Regularity of orders will be dictated by crop and processing schedule, likely on a bi-weekly basis.
- If a supplier is unable to meet their commitment, then the VFVC will seek out a replacement and make purchases in real time.

**Deliveries**
- The Vermont Food Venture Center facility is located at 140 Junction Road, Hardwick, VT (behind Aubuchon Hardware). The facility is equipped with refrigerated, dry, and frozen storage space, three processing kitchens, a loading dock, and a pallet jack.
- Receiving hours for the VFVC facility are Monday – Friday from 8:00am – 4:00pm. Please locate VFVC staff when you deliver. The loading dock door is always locked, so please ring buzzer next to door and VFVC staff will come receive the product. After-hours deliveries can be accommodated with prior approval from VFVC staff.
- The VFVC can hold suppliers’ boxes and containers for reuse for up to seven days. We store waxed boxes on pallets located outside the facility. Suppliers are welcome to use reusable plastic containers to deliver VFVC product. These containers should be cleaned and kept in circulation. Logistics for circulating reusable containers between the farm and the VFVC will be coordinated on a case-by-case basis.
• Please refer to Appendix E for type of containers the VFVC prefers to receive for each crop.

• Product Refusal & Crediting
  o Suppliers are required to deliver produce according to VFVC product quality standards (food safety, grading, packaging, labeling, volume) detailed in Appendix’s B, C, and E. If more than 10% of product in delivery does not meet these standards, then produce will be subject to refusal. Product can be refused by VFVC staff upon delivery or within a 24-hour period after delivery. If product is refused, then the supplier may choose to replace the product with one that meets VFVC product quality standards within 48 hours or VFVC will request credit.
  o If discrepancies are found between the agreed-upon case size weight and the case weight as delivered to VFVC, it is responsibility of the farm to make proper adjustments or offer credit.

• Billing & Payments
  o Suppliers must invoice the VFVC on the day of delivery. Invoices can be submitted upon delivery, by mail, or by email to alissa@hardwickagriculture.org. Invoices must contain the following information:
    § Date of billing
    § Supplier name
    § Supplier contact information
    § Address for payment
    § Product name
    § Quantity delivered
    § Price per unit
    § Total cost
    § Lot #
  o The Center for an Agricultural Economy operates on a 30 day billing cycle, meaning all invoices will be paid within a 30 day period.

Part 3 – Product Quality Standards
The VFVC is committed to offering our customers the highest quality food – fresh, healthy, and safe. All product supplied to the VFVC must meet VFVC product quality standards including food safety, grading, packaging and container labeling as outlined below.

• Food safety
  o Suppliers selling product to the VFVC are expected to use best practices (i.e. such as those described by Good Agricultural Practices) to ensure food safety when growing, harvesting, handling, storing, and distributing products for the VFVC. Suppliers must follow all required federal, state, and local food safety regulations, as well as properly label product as required by applicable laws and regulations. Suppliers are categorized and regulated based on the products being produced.
  o If growers are GAPs certified they should provide proof of certification to the VFVC. The VFVC does not require produce farms to hold any food safety
certifications, such as GAPs or GHPs certifications, unless compliance with applicable law requires licensure.

- The VFVC requires that farms complete the Traceability Checklist (Appendix C) and strongly encourages farms to follow UVM Extension’s Checklist for Selling or Purchasing Local Produce (Appendix B).
- The VFVC requires that farms have a written food safety plan or that they complete the template provided in Appendix B. Documentation (records) may be requested to show that the food safety practices described have been implemented. Farmers can refer to the following resources to develop, implement, and maintain a proper food safety plan:
  - UVM’s Practical Produce Safety for Produce Farms to learn more about creating a comprehensive food safety plan: [http://www.uvm.edu/sustainableagriculture/?Page+whatwedo/producesafety/PSManual.html](http://www.uvm.edu/sustainableagriculture/?Page+whatwedo/producesafety/PSManual.html)

- Grading
  - Crops sold to the VFVC must be graded based on the finished product for which they will be used.
  - The VFVC follows USDA Grade Standards for Processing for quality specifications, listed in Appendix E. The VFVC’s size specifications are also listed in Appendix E. In the event of additional size specifications, they would be listed in detail in the Good Faith Agreement (Appendix F) on a case-by-case basis.

- Packaging
  - Suppliers must follow the VFVC guidelines regarding packaging, including but not limited to acceptable containers and appropriate case sizes. Acceptable containers include RPCs, wax and fiberboard boxes, plastic totes, plastic vented bags, and bulk field bins. Case sizes are specific to each product. Refer to Appendix E for a full list of accepted containers and case sizes by product.

- Container Labeling
  - All containers delivered to the VFVC must be properly labeled. At a minimum, labels must include
    - Farm name
    - Product name
    - Address
    - Phone or email (preferred method of communication)
    - Pack date
  - See Appendix C for further information
  - Refer to Appendix D for more information about documenting trace-back and trace-forward requirements.
Part 4 – Technical Assistance & Support

At the Center for an Agricultural Economy, we are part of the Vermont Farm to Plate network and work closely with a diverse and knowledgeable group professionals that provide robust resources for farmers. The Center for an Agricultural Economy is connected to the Vermont Farm and Forest Viability Program, offering a comprehensive business-planning program that helps Vermont farm operations and value-added businesses improve their viability. The Vermont Farm and Forest Viability Program provides beginning and established farmers the opportunity to work with professionals throughout the state who provide specialized support and business planning assistance to help them expand their markets, increase revenues and achieve additional quality of life goals that are critical to farming.

The CAE is also works closely with the UVM New Farmer Project, an initiative that brings together information and resources from UVM Extension and the broader Vermont Agriculture community to assist new farmers in creating successful agricultural businesses.
Appendix

Appendix A.
Center for an Agricultural Economy Staff and Contact List.

Alissa Matthews, Marketing and Outreach Coordinator
alissa@hardwickagriculture.org
w: (802) 472-5362 x 204
c: (802) 448-2409

Connor Gorham, Facilities Manager
connor@hardwickagriculture.org
w: (802) 472-5362 x 210
c: (802) 730-8274

Daniel Keeney, Farm and Food Business Specialist
daniel@hardwickagriculture.org
w: (802) 472-5362 x 210

Sarah Waring, Executive Director
sarah@hardwickagriculture.org
w: (802) 472-5362 x 209
Appendix B.
Best On-Farm Food Safety Practices: Checklist for Selling or Purchasing Local Produce.

**Checklist for Selling or Purchasing Local Produce**

---

Producer/Farm ____________________________
Address _____________________________________________________________________________
Phone ____________________________________________
E-mail: ____________________________________________

Have Liability Insurance? Y / N

Amount ____________________________________________

Products to be Purchased: ______________________________________________________________
Substitutes available if order cannot be filled: ______________________________________________

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<table>
<thead>
<tr>
<th>Practice</th>
<th>Yes</th>
<th>No</th>
<th>N/A or Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the farm have a written food-safety plan?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cultivation and Field Practices: Land History, Soil Fertility, Irrigation, Field Contamination</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any current or previous sources of potential contamination (dumps, recent flooding or runoff from manure or compost sites, etc...) on the land?</td>
<td></td>
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</tr>
<tr>
<td>What types of manure are used? Raw  Aged  Composted  No Manure</td>
<td></td>
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</tr>
<tr>
<td>Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>If irrigation is used, what is its source? Well  Stream/River/Pond  Spring  Municipal</td>
<td></td>
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</tr>
<tr>
<td>Is irrigation water tested for E.coli?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are any actions taken to restrict farm animals and wildlife from growing areas?</td>
<td></td>
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<tr>
<td>Are there policies in place to not harvest produce contaminated by feces or chemicals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Harvesting Produce: Cooling &amp; cold chain, Cleaning Produce, Harvest Containers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is field heat removed by cooling in water or placing in cooler?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is dirt, mud, or debris removed from product before packing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are harvest bins and totes, bulk hauling vehicles and hand harvesting tools cleaned before use with potable water and kept covered and clean between use?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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RESOURCE GUIDE FOR PRODUCE FARMS
<table>
<thead>
<tr>
<th>Category</th>
<th>Practice</th>
<th>Yes</th>
<th>No</th>
<th>N/A or Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvest Containers</td>
<td>Can harvest containers and containers for non-food uses (trash, culls, compost, carrying tools) be clearly distinguished so that only harvest containers are used for food contact?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are bulk hauling vehicles and hand harvesting tools that come into contact with food kept as clean as practical and sanitized between contact with manure/compost/animal products and produce?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washing Produce</td>
<td>Washing Produce: Wash water, Cleaning Routines for contact surfaces, Packing Containers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If produce is washed before packing, is wash water tested for E.coli annually?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are leafy greens and washable herbs double or triple rinsed? Or if single rinsed, is a sanitizer added?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If produce is washed, is a disinfectant added to the wash water?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are food contact surfaces in the wash and pack shed made out of washable materials (plastic or stainless steel) and cleaned on a regular basis or as needed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are packing containers kept covered and protected from contamination?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storing Produce</td>
<td>Storing Produce: Storage conditions and cleaning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are the storage facilities (cooler, root cellars, produce storage rooms) clean and cleaned and maintained on a regular basis?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are non-food-grade substances such as fertilizers, chemicals, lubricant’s etc. kept in a manner as to not contaminate food?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is there a policy in place for produce that falls on the floor during packing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is there a pest control program in place for storage facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracking Produce</td>
<td>Are shipping containers clearly labeled with farm name and address, date packed, and type of produce for traceback to farm?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does farm have a system in place for recalling produce if necessary? (e.g. can farm use invoices to trace sold produce one step back to field and one step forward to buyer(s)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worker / Visitor Health &amp; Hygiene</td>
<td>Worker / Visitor Health &amp; Hygiene: Potable water, Toilet and Handwashing facilities, Employee Training in Hygiene, Health and First Aid, Visitor Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is water used for employee drinking and handwashing tested for potability on an annual basis?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do workers have access to toilets and a place to wash their hands supplied with potable water, soap and single use paper towels?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Is there a training program for employees on food safety practices (e.g. personal health and hygiene, field practices, standards operating procedures for cleaning)</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are workers trained not to handle food if they are ill with fevers or could have diarrhea or other serious illness?</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are workers trained to wash hands after using restroom, smoking, eating and before handling food?</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there first aid kits available and accessible for workers and are they instructed to cover open wounds?</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the farm has on-farm visitors (U-Pick, CSA, farmstand, etc..) are handwashing facilities available and signs posted about their availability?</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments:**
Appendix C.
Traceability – VFVC Requirements.

Traceability Checklist for Produce Farms
VERMONT FOOD VENTURE CENTER

The following checklist is an agreement between the Vermont Food Venture Center (VFVC) and a participating produce supplier to verify that traceability practices are being used on-farm and en-route to the VFVC to minimize quality issues or potential food safety risk.

**Map** completed each year for annual or perennial crops showing which crops are planted where, with codes or names for each production area. (See document “Best On-Farm Food Safety Practices: Documenting Trace-Back and Trace-Forward of Harvested Produce” in Appendix D.) Farms will provide the VFVC with an updated map on an annual basis.

- **Label** on master carton with the following information (at a minimum):
  - Farm name
  - Product name
  - Address
  - Phone
  - Pack date

- **Invoice** that includes, in addition to billing information, the following (at a minimum):
  - Date of billing
  - Supplier name
  - Supplier contact information
  - Address for payment
  - Product name
  - Quantity delivered
  - Total cost
  - Lot # or Pack date/Field number combination
  - *Grower should also keep a copy of each invoice

- Based on the above pieces of information, each farm must be able to:
  - Determine date or range of dates the produce on the invoice was picked
  - Identify the individuals who may have handled the produce
Best On-Farm Food Safety Practices: Documenting Trace-Back and Trace-Forward of Harvested Produce

James R. Hollyer,¹ Luisa F. Castro,² Lynn Nakamura-Tengan,³ and Albert Louie⁴

¹Agricultural Development in the American Pacific, ²Department of Natural Resources and Environmental Management, ³Department of Human Nutrition, Animal and Food Sciences, and ⁴Hawai‘i Department of Agriculture.

Step 1. Map all production fields or greenhouses, and assign numbers to identify specific growing areas.
Step 2. Using a labeling gun, mark all produce packages with the date and location of harvest.

Step 3. Put the harvest date and location I.D. on each invoice.

Published by the College of Tropical Agriculture and Human Resources (CTAHR) and issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Andrew G. Hashimoto, Director/Dean, Cooperative Extension Service/CTAHR, University of Hawai‘i at Mānoa, Honolulu, Hawai‘i 96822. An equal opportunity/affirmative action institution providing programs and services to the people of Hawai‘i without regard to race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. CTAHR publications can be found on the website http://www.ctahr.hawaii.edu/freepubs.

UH–CTAHR Trace-Back and Trace-Forward of Harvested Produce FST-36 — Mar. 2009
Step 4. Establish procedures to deal with a problem.

Trace-back
The information in this publication may change over time, and online updates will reflect those changes. Download the latest version at http://www.ctahr.hawaii.edu/oc/freepubs/pdf/FST-36.pdf. Acknowledgments: Lori Nagatoshi (Hawai'i State Department of Health) provided review. Funding was provided by the Hawai'i Department of Agriculture and the Hawaii Farm Bureau Federation.

A consumer or store has contacted the farm about a food safety concern (an actual or potential food-safety hazard that may become a liability).

Trace-forward
The company or its suppliers (e.g., growers) has decided to recall items that have been distributed in the food system.

The company person who will take the lead on follow-up is: ____________________________

A. Immediately inform the Hawai'i Departments of Health (808-586-4725) and Agriculture (808-632-0700) about the suspected problem. (Contact numbers are open M–F, 7:45–4:30, and voicemail can be left at other times, leaving a message is desirable.)

B. Isolate all products from the suspected batch that are still on site.

C. Collect and copy all invoices that have anything to do with the recalled product.

D. Using invoices and your buyers contact (and shipping company) list, contact each vendor who received the suspected product as soon as possible. Record these and all other contacts throughout the investigation on a pad of paper. This will illustrate your due diligence during any investigation.

Traceback labeling for wholesalers

Wholesaler’s label (applied with a label gun) includes code to identify the farmer and when the item was received (calendar date or Julian day)

RESOURCE GUIDE FOR PRODUCE FARMS
<table>
<thead>
<tr>
<th>Crop</th>
<th>Variety</th>
<th>Size</th>
<th>Other details</th>
<th>USDA Grade Standards: #1 grade</th>
<th>USDA Grade Standards: #2 grade</th>
<th>Final product (after processing)</th>
<th>Minimum delivery quantity (in pounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broccoli</td>
<td></td>
<td></td>
<td></td>
<td>Consists of stalks or portions of stalks of broccoli which are fresh, tender, and have good characteristic color and compact heads, are well-trimmed and free from decay and cull material, and are free from damage caused by discoloration, freezing, hollow stem or pithiness, scars, dirt, or other foreign material, disease, insects or mechanical or other means.</td>
<td></td>
<td>Florets, frozen</td>
<td>500</td>
</tr>
<tr>
<td>Potatoes</td>
<td></td>
<td></td>
<td></td>
<td>Moderately firm</td>
<td>Not seriously misshapen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fairly well shaped</td>
<td>Free from freezing or freezing injury, blackheart, late blight tuber rot, southern bacterial wilt, bacterial ring rot, insects, worms, larvae, soft rot and wet breakdown, and loose sprouts, dirt, and foreign material</td>
<td>Moderate firm, unpeeled, fresh cut. At least 50% of peel remaining.</td>
<td></td>
</tr>
<tr>
<td>Crop</td>
<td>Variety</td>
<td>Size</td>
<td>Receiving container method</td>
<td>Other details</td>
<td>USDA Grade Standards: #1 grade</td>
<td>USDA Grade Standards: #2 grade</td>
<td>Final product (after processing)</td>
</tr>
<tr>
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<td>----------------------------</td>
<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Carrots</td>
<td>Sugarsnax, possibly other long carrot varieties</td>
<td>between 8&quot; - 10&quot; long</td>
<td>25# - 50# vented plastic bag</td>
<td>U.S. #1</td>
<td>Firm, fairly well-colored and formed, fairly smooth, not woody, free from growth cracks, sunburn, green core, watercore, freezing, dry rot, other disease, unusable material</td>
<td>Unusable material is pieces of carrots under 2 inches in length, loose tops, portions of attached tops or sprouts in excess of the specified length or loose crowns or portions of crowns</td>
<td>Sticks, fresh cut</td>
</tr>
<tr>
<td>any</td>
<td>at least 5&quot; long</td>
<td>25# - 50# vented plastic bag</td>
<td>U.S. #1 or #2</td>
<td>Medium 1/2&quot; dice, fresh cut</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>any</td>
<td>at least 5&quot; long</td>
<td>25# - 50# vented plastic bag</td>
<td>U.S. #1 or #2</td>
<td>Shred, fresh cut</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>any</td>
<td>n/a</td>
<td>n/a</td>
<td>U.S. #1 or #2</td>
<td>Soup mix, frozen</td>
<td>processing by-product</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The full list for grading standards of produce for processing can be found on the USDA website here:
http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateEv&navID=FreshFruitandVegetableGradeStandardsandManuals&rightNav1=FreshFruitandVegetableGradeStandardsandManuals&topNav=&leftNav=&page=SCIResource&pageType=&acct=sci

<table>
<thead>
<tr>
<th>Crop</th>
<th>Variety</th>
<th>Size</th>
<th>Receiving container method</th>
<th>USDA Grade Standards: #1 grade</th>
<th>USDA Grade Standards: #2 grade</th>
<th>Minimum delivery quantity (in pounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beets</td>
<td>any</td>
<td>any</td>
<td>Between 2&quot;-25#/50# vented plastic bag</td>
<td>Consists of beets of similar varieties, which are fairly well formed, free from soft spots, frost cracks, decay, and other damage caused by injury, disease, pests, and adverse weather conditions.</td>
<td>Consists of beets of similar varieties which are free from soft spots, frost cracks, decay, and other damage caused by injury, disease, pests, and adverse weather conditions.</td>
<td>500</td>
</tr>
</tbody>
</table>

SLICE, FRESH CUT, PEEL, WHOLE, FRESH
Appendix F.

Grower’s Good Faith Agreement Template

Grower’s Good Faith Agreement
VERMONT FOOD VENTURE CENTER Value-Added Local Produce

Farm Name________________________ Address______________________________

Owner name(s) ________________________________

City_____________________State_________Zip Code_________County____________

Date_________________ Phone_____________________ Cell_____________________

Preferred method of communication during growing season:

• What type of communication (email, cell phone, etc)? __________________________
• What time of day? _________________________________________________________
• How quickly do you expect to be able to respond? _____________________________

NAME, title of Farm name, in consideration of the mutual understanding herein agrees with the Center for an Agricultural Economy (CAE), a non-profit in Hardwick, Vermont on the terms and conditions stated below, to raise for the Center for an Agricultural Economy on his/her farm the crop(s) stated below during the year season.

CROP: crop name and variety

In year, farm name will grow quantity of crop and variety in order to supply the Center for an Agricultural Economy with local, ecologically grown crop.

Farm name will:

• Supply the CAE with quantity and crop/variety name
• Review and comply with all items in the VFVC Farmer Resource Guide. Specific items include:
  o Follow product size, grade, and variety specifications detailed in VFVC’s Crop Specifications for Growers, found in Appendix E of the VFVC Farmer Resource Guide. The VFVC will refer to USDA Grade Standards, summarized in Appendix E, for determining quality in crop grade in the event of grading discrepancy between the CAE and farm.
    ▪ Any modifications or additional specifications for the crop are listed and described in detail below:
Comply with the VFVC’s Traceability Checklist for Produce Farms, found in Appendix C of the VFVC Farmer Resource Guide, on transactions with the CAE.

Complete and return Best On-Farm Food Safety Practices: Checklist for Selling or Purchasing Local Produce, found in Appendix B of this guide. Farms that have an existing written food safety plan in operation may submit their plan to the CAE in lieu of completing said Checklist.

- Supply a minimum quantity of quantity during the period between month/year – month/year
- Communicate with Center for an Agricultural Economy about the status of the crop as the harvest date nears.

Center for an Agricultural Economy will:

- Agree to purchase crop and variety from farm name at no more than price/lb.
- Purchase quantity during the period between month/year – month/year, provided that crop meets all criteria.
- Payment terms are net 30.

Both parties mutually agree:

- Any lots of produce in which over 10% fails to meet the product quality and size specifications agreed to by grower and CAE can be rejected in their entirety by the CAE. If the CAE refuses to accept a product or a substantial part thereof, for any valid reason, then the grower assumes liability.
- Either party to this agreement may be released because of conditions beyond its control in preventing them from fulfilling the terms of the same. (Included but not limited to such causes as partial crop failure, floods, arson, epidemics, and national emergencies.)
- This agreement when signed by both parties shall constitute the good faith agreement between the parties.

Grower signature_________________________ Date___________

Purchaser signature_______________________ Date________________