



COMMUNITY FOOD PRODUCER – Contact Information

School Name _____

Address _____ City _____ Zip _____

Principal _____

Name of the body that runs your school garden _____

Garden Location on Campus _____

Operator's Name _____ Title _____

Email Address _____ Phone _____

Co-Operator's Name (if applicable) _____ Title _____

Email Address _____ Phone _____

COMMUNITY FOOD PRODUCTION

In order to sell school garden produce to your school community via a Youth Garden Stand, you need to become a Community Food Producer. You must sell your school garden grown produce on your school's campus, as Community Food Producers are required to sell their produce on the property where they grew the food. This protocol is intended to ensure that the school garden identified is a safe source of food to sell to your school community via a Youth Garden Stand. Once this protocol is completed, be sure to keep a copy of the agreement on file. Refer to Appendix 1 for additional tips on running your Youth Garden Stand. Refer to Appendix 2 for a checklist to be completed before your Youth Garden Stand can begin operations. Refer to Appendix 3 for additional resources.

The California Retail Code (CalCode), section 113752, defines a Community Food Producer as a producer of agricultural products on land that is not zoned for agricultural use but is otherwise in compliance with applicable local land use and zoning restrictions, including, but not limited to, restrictions governing personal gardens, community gardens, school gardens, and culinary gardens. A Community Food Producer may sell or provide whole uncut fruits or vegetables directly to the public, to a permitted food facility, or to a cottage food operation if the community food producer meets all of the following requirements (starts on page 2):



OPERATIONAL REQUIREMENTS	Site Visit Check List – Boxes for reviewer
<p>1. Compliance with Applicable Laws Are the fruits and vegetables grown or produced in compliance with all applicable federal, state, or local laws, regulations, and food safety guidelines issued by a regulatory agency?</p>	<input type="checkbox"/>
<p>2. Labeling Are the agricultural products labeled with the school name and address of the community food producer?</p>	<input type="checkbox"/>
<p>3. Direct sales or distribution of community products: vegetables, fruits Are you selling or providing only whole uncut fruits and vegetables?</p>	<input type="checkbox"/>
<p>4. Signage Is conspicuous signage (name and address) provided in lieu of labeling when the agricultural product is sold on the site of production by the community food producer?</p>	<input type="checkbox"/>
<p>5. Best Management Practices Have you implemented all applicable best management practices outlined in the California Department of Food & Agriculture Small Farm Food Safety Guidelines on safe production, processing, and handling of foods?</p>	<input type="checkbox"/>
<p>6. Records Do you retain records related to the sale or provision of the food, including the type of food sold and the date of sale?</p>	<input type="checkbox"/>
CONDITIONS FOR USE OF GARDEN-GROWN PRODUCE IN YOUTH GARDEN STAND	Garden Visit Check List – Boxes for reviewer
<p>Water Quality</p> <p>a) Water used for irrigation must be obtained from a public water system or from wells that have been shown to be free from pathogens.</p> <p>b) Gray water, or recycled water, is not an approved water source.</p> <p>c) Water runoff from other irrigation practices unrelated to the community food producer garden, or rainfall water runoff, must be prevented from coming into contact with the community food producer garden.</p>	<input type="checkbox"/>
<p>Septic Systems</p> <p>d) Gardens shall not be planted over septic systems or leach fields.</p>	<input type="checkbox"/>
<p>Protection from Contamination</p> <p>e) Efforts shall be maintained to exclude animals, including domestic animals, from the growing area.</p> <p>f) Gardens must be protected from contamination by an appropriate method. This may include: physical barrier, monitoring program, or other effective method.</p>	<input type="checkbox"/>



<p>Pesticides & Herbicides</p> <ul style="list-style-type: none">g) Pesticides & herbicides shall not be applied in or around Community Food Producer gardens.h) School garden coordinator must communicate with the District’s Integrated Pest Management Department to ensure awareness of edible school garden.	<input type="checkbox"/>
<p>Compost</p> <ul style="list-style-type: none">i) Compost applied to culinary gardens must be fully composted, and may not contain animal fecal materials or post-consumer waste. Vermicompost may be applied to culinary gardens. <i>(NOTE: Commercially processed compost could contain animal waste, but because it is commercially heat treated to eliminate the pathogens associated with animal waste, this commercially processed compost is allowed.)</i>j) Compost must be composted in an appropriate vessel or container.k) Non-commercial compost produced at the school site must be less than one cubic yard of food material at any one time. Waste must be generated and used on site.	<input type="checkbox"/>
<p>Sanitary Practices</p> <ul style="list-style-type: none">l) Gardening and harvest equipment must be maintained in a clean condition and stored in a sanitary location. Culinary gardens must have equipment dedicated to, and shall be solely used in, the school garden and not used for other purposes on the property.m) Vegetation at the edges of gardens should be maintained to prevent harborage places for rodents and insect pests.	<input type="checkbox"/>
<p>Harvesting & Selling Garden Produce</p> <ul style="list-style-type: none">n) A school garden leader who is an approved operator of the Community Food Production garden must be present when food is harvested for the Youth Garden Stand.o) Produce should be harvested and sold in the same day.p) Produce need not be washed prior to sale. Please display a sign at your sale reminding consumers to wash their produce purchases before consumption. Do not package produce.q) During time of sale, display produce in smooth, sanitized, easily cleanable containers on sanitized tables topped with tablecloths. Wash hands wells before handling produce.	<input type="checkbox"/>
<p>Student & Garden Leader Sanitation</p> <ul style="list-style-type: none">r) Sick or potentially ill students and garden leaders exhibiting symptoms are not allowed to participate in the harvest of foods for use by the Youth Garden Stand at any time.s) Students, staff, garden leaders, or any gardeners harvesting produce from culinary gardens, must properly wash their hands before handling produce and be free of open cuts or wounds on their extremities.t) Staff or garden leader must ensure that students are following hand washing procedures, including liquid soap and single use paper towel.u) Restroom facilities with water and soap must be readily accessible to anyone working in a culinary garden.v) Gardeners should avoid cross-contamination of produce by ensuring equipment, gloves, and other sources of contamination do not come into contact with produce after being potentially contaminated by compost or other materials.	<input type="checkbox"/>



Inspection/Notification w) All garden facilities, equipment, operations, and records shall be subject to inspection by SDUSD Food Services Department staff, the San Diego Department of Environmental Health (DEH), and relevant government institutions at any time without prior notice. x) SDUSD Food Services will inspect the garden before Youth Garden Stand operations begin.	<input type="checkbox"/>
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District Garden Regulations y) Any culinary garden must first meet standards outlined for school garden development by Physical Plants & Operations, Support Services in the <i>School Site Garden Guidelines Manual</i> .	<input type="checkbox"/>
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SOURCE OF IRRIGATION AND RINSE WATER

What is the water source that will be used for irrigation?

A Municipal Water District or regulated water system. Name _____

A private water well* that meets the minimum bacterial and chemical standards of a Transient Non Community (TNC) water system.

Other: _____

What is the water source that will be used to wash produce? *(Note: you are NOT required to wash produce before sale)*

A Municipal Water District or regulated water system. Name _____

A private water well* that meets the minimum bacterial and chemical standards of a Transient Non Community (TNC) water system.

Other: _____

***Private Water Wells – NOTE:** If your site is served by a private water well, the water must be analyzed by a California-certified testing laboratory to ensure it meets the minimum bacterial & chemical standards of a transient, non-community (TNC) water system. See the “Potable Water Requirements for a Cottage Food Operation” or testing requirements. Testing results must be maintained by the community food producer and available upon request.

TYPE AND DISTRIBUTION OF COMMUNITY FOOD PRODUCTS

Where do you plan to sell your agricultural products?

Please list the agricultural products that you plan to produce below. Attach an additional sheet if needed.



Operator’s Certification Statement and Signature

I declare under penalty of perjury that I am the operator of this community food production operation at _____ School Site of SDUSD, and that information contained in this document is correct and true. The school garden, school Community Food Producer operators, and school principal agree to conform with applicable requirements of the California Retail Food Code and applicable City or County codes, including directives and orders issued under these codes. I agree to grant access to the Department of Environmental Health to conduct an inspection of my community food production operation in the event of a food recall or a food safety complaint associated with my community food products.

If the operator or co-operators of this community food production operation change at any time, I understand that the new operator and/or co-operators will need to work with SDUSD Food Services to review and re-sign this Community Food Producer agreement.

Operator’s Signature: _____ Date: _____

Operator’s Printed Name: _____ Title: _____

Co-Operator’s Signature: _____ Date: _____

Co-Operator’s Printed Name: _____ Title: _____

School Principal’s Signature: _____ Date: _____

School Principal’s Printed Name: _____

Food Services Departments’ Conditional Approval of Food Source

The Food Services Department of SDUSD approves the Community Food Producer garden identified above as an approved food source for a Youth Garden Stand on the school’s campus. The approval is conditioned upon the garden leaders’ and school site’s adherence to the requirements and to ‘best agricultural practices’ described above, and shall be null and void if those practices are not followed. **The Food Services Department of SDUSD is not assuming liability in the event of food safety complaints associated with this Community Food Producer’s products.** I certify “in good faith” that I have inspected the Community Food Producer garden identified and that it conforms to the regulations as outlined above.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Questions? Contact our Farm to School Specialist at jmanzano@sandi.net



Appendix 1



The What:

Your school garden will become a “Community Food Producer” in order to sell school garden produce to your school community. DO NOT call your produce sale a “Youth Farmers Market,” as this would require you to be certified by the Department of Agriculture as a certified farmers’ market. Instead, call it a “Youth Garden Stand.”

Stick to selling fresh, whole, uncut fruits and vegetables, grown organically in your school garden without pesticides or herbicides. You can call your produce “pesticide-free,” but you CANNOT call it “organic” because this would require certification by the county. You can also sell seeds/seedlings.

Sell produce that you can grow in sufficient quantities.

Sell fruits/veggies that will be popular with your customers.

The How:

Harvest produce the day of your youth garden stand. Harvest produce with sanitized hands, put in sanitized containers, & display a sign reminding customers to wash their purchases.

Sell by quantity or by bunches, NOT by weight (as this can lead to inaccuracies). Display signs with item names & prices.

Display produce in sanitized, easily cleanable containers. Do NOT package produce, as packaged produce must comply with many regulations. Encourage customers to bring bags.

When a customer makes a purchase, hand them a label with your school name and address written on it (for traceability).

Record all transactions with customers (date, item, profit).

The Where:

The location of sale must be on your school campus, as community food producers must sell their produce on the property where they grew the food.

Set up table(s) & tablecloth, a canopy if desired, and signage.

The When:

We recommend that your produce sales take place either before or after school in order to reach the most people.*

*NOTE: Foods sold on school campus during the school day that are not part of the National School Lunch or Breakfast programs are called “competitive foods”. If these foods do NOT comply with USDA Smart Snacks guidelines, then competitive foods cannot be sold between midnight and 30 minutes after school ends each day. However, because the items you will be selling in your Youth Garden Stand are strictly whole fruits and vegetables, they DO comply with the Smart Snacks guidelines. Therefore, your sale will NOT be restricted in the same way as noncompliant competitive foods, and you are free to sell your garden produce immediately before or after school.

The Who:

San Diego Unified Food & Nutrition Services inspects garden to approve as safe food source. School Garden Coordinator & Principal sign our Community Food Producer protocol.

School garden volunteers (parents, teachers, community members, etc.) support students in running the stand.

Have students turn in before/after school activity permission forms to the school if required.

Coordinate location/date/time with school principal.

Market via posters, announcements, web notifications, etc.

The Why:

Students learn how to run a small business – including money exchange, customer service, pricing models, etc.

Invest money earned back into your school garden program.

Encourage consumption of fresh fruits and vegetables in your community by increasing accessibility and convenience.

Students learn about how local food supply chains work.

Appendix 2



1

Have an established school garden and designated garden coordinator.

2

Review our Youth Garden Stands TIP SHEET and our Community Food Producer PROTOCOL. Ensure that you will be able to follow all requirements.

3

Contact San Diego Unified Food Services. Submit the 1st page of a Community Food Producer Protocol. Schedule a school garden site inspection and onsite mini-training with Farm to School Specialist.

4

School garden coordinator, school principal, and Farm to School Specialist sign the Community Food Producer PROTOCOL. School garden receives a Certificate of Approval.

5

Begin your Youth Garden Stand!*

*The approved school operator(s) listed on your Community Food Producer Protocol must be present during operations.

*The school, SDUSD Food Services, and DEH will keep a copy of the signed Community Food Producer Protocol on file.

*Fill out a transaction log after each Youth Garden Stand, and email the form to jmanzano@sandi.net.

Youth Garden Stand: LABELS (template)

Please fill out these labels with your school information, and print/cut out numerous copies. Each time a customer makes a purchase at your Youth Garden Stand, please hand them one of these labels during the money exchange.

<p>Thank you for supporting our Youth Garden Stand! We hope you enjoy your delicious produce, grown by: School: _____ Address: _____ _____</p>	<p>Thank you for supporting our Youth Garden Stand! We hope you enjoy your delicious produce, grown by: School: _____ Address: _____ _____</p>	<p>Thank you for supporting our Youth Garden Stand! We hope you enjoy your delicious produce, grown by: School: _____ Address: _____ _____</p>
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Youth Garden Stand: SIGN (template)

Please display this sign at your Youth Garden Stand, to remind your customers to wash their purchased produce before they consume it.



**Please wash your
fresh fruit and
vegetable purchases
before you eat and
enjoy them!**

Youth Garden Stand: OUTREACH FLIER (template)



Youth Garden Stand!

Support

's

(School Name)

School Garden on

(Date)

at our Youth Garden Stand!

Find us _____
(Location on School Campus)

at _____!
(Time)

*Fresh fruits and vegetables
grown pesticide-free by our
very own student gardeners!*