Guidelines for Potential Meat Producers/Suppliers
Presented April 11, 2007 by ISU Dining – Updated 11/05/12

Definitions
- Important for marketing products
- Alternative Agricultural Practices - (Examples Below)
  - Grass Fed
  - USDA Never Ever 3:
    - No Growth Promotants: http://processverified.usda.gov/
    - No Antibiotics: http://processverified.usda.gov/
    - No Animal By-Products http://processverified.usda.gov
    Organic is a labeling term that indicates that the food or other agricultural product has been produced through approved methods that integrate cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Synthetic fertilizers, sewage sludge, irradiation, and genetic engineering may not be used
  - USDA Sustainable Agriculture
    http://www.nifa.usda.gov/nea/ag_systems/in_focus/sustain_ag_if_legal.html
    an integrated system of plant and animal production practices having a site-specific supplication that will over the long-term achieve the following goals: 1. Satisfy human food and fiber needs, 2. Enhance environmental quality and the natural resource base upon which the agriculture economy depends; 3. Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; 4. Sustain the economic viability of farm operations; and 5. Enhance the quality of life for farmers and society as a whole
  - Local – within Iowa
  - Farm to ISU- local products traced to farms
  - Regional - 500 mile radius around Ames

- All producers will be asked to fill out the Farmer Information Form and Farm and Production Practices Food Safety Questionnaire *this is a process, we may ask more questions about your production practices in the future

Purchasing
- When making purchasing decisions, the managers will consider: product quality, the distance it has traveled, production practices, and price.

<table>
<thead>
<tr>
<th>Quality</th>
<th>• Quality standards will be documented for future decisions</th>
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| Distance | • Local-within Iowa  
|          | • Regional-within ~500 miles |
| Production Practices | • Alternative: USDA defined practices  
|                     | • Grass Fed  
|                     | • USDA Never Ever 3  
|                     | • USDA Organic  
|                     | • Sustainable Agriculture  
|                     | • Transitioning/Green practices (production questionnaire)  
|                     | • Conventional  |
| Price | • In relation to other suppliers/ producers |
• Consideration will also be made for those producers that are defined as Targeted Small Business (self-employed minorities and/or women)

Supply
• ISU Dining understands that local producers may not be able to supply all of their meat needs and they will try to include local foods as part of the order (i.e. an order for 100lbs of ground beef can be divided into 70lbs from a local producer and 30lbs from a distributor)
• To understand the quantity demands of varieties of produce items, please contact the Meat Manager: 515-294-5329, mmost@iastate.edu.

Certification
• Fill out “Approved Vendor” application www.public.iastate.edu/~purchasing/vendor_app_process.htm
• For assistance with vendor app. call Purchasing Representative at 515-294-8201 or quotedesk@iastate.edu
• Organic: Send copies of USDA Organic Certification to Farm to ISU Coordinator, 1215 Friley Hall Ames, Iowa, 50011
• Alternative: Send copies of USDA certification to Farm to ISU Coordinator, 1215 Friley Hall Ames, Iowa, 50011

Insurance
• Food safety must have $1 million in liability insurance

Food Safety
• Annually complete a water quality test
• Recommended reading and training: Good Agricultural Practices (see ISU Extension PM1947a, b, and c)
  o Contact the Farm to ISU Coordinator regarding the next available GAP training session (cost covered by ISU Dining)
  All must fill out the Farm and Production Practices Food Safety Questionnaire

Delivery
• All deliveries must be made in clean, refrigerated covered trucks (no tarp covers); if the meat is completely frozen upon arrival, it will be accepted if it is not delivered in a refrigerated truck (i.e. it is in coolers with dry ice)
• The meat must be packaged in clean, food-safe boxes, packed by package units (as specified by USDA or Iowa standards)
• Carbon copy invoices must be provided upon delivery
• Deliveries will be received between 6:30AM and 4:00PM on weekdays.
• The meat manager will specify delivery dates and product quantities in the Request for Quotation.
• When you show up for a delivery remember to be early and be patient. You will have to wait your turn as all trucks are unloaded one at a time.
• The right to refuse: ISU Dining has the right to refuse to accept products that do not meet quality standards (high temperature, broken packaging, etc…)

Pricing/bid process
• When the meat manager makes a purchasing decision, these are the questions they consider: Are there any other farmers who can deliver the same product under the same conditions at the same price or lower? Are there any minority/women farmers who can deliver the same product? (see ISU Dining Vendor Application’s definition of “Targeted Small Business”)
• Meat bids need to be sent to producers on the Monday or Tuesday 2-3 weeks before the required delivery date.
• Responses from the producers are due by noon the following Friday by fax, e-mail, or personal delivery to 0145 Friley Hall with the product type, quantity, and price supply.
• Responses from the meat manager will be received by the producers that Friday afternoon.

Payment
• Your invoice will be processed within 10 days; you will receive a check (in the mail) after the invoice is processed.
• Please let staff know if you are equipped for credit card payment. This is a preferred payment method.

Marketing
• When feasible, ISU Dining markets to our guests, local products that are featured in the residential and retail locations on ISU’s campus.
  o In order to assist the marketing and educational aspects of Farm to ISU please submit a copy of your farm logo or photos of your operation/growers/family.

Contacts
• Mike Nostwich, Meat Manager, for questions about purchasing and to set up a time to deliver samples (provide your contact information, bring marketing materials, and be ready to share the story about your farm). 515-294-5329, mnost@iastate.edu
• ISU Dining Sustainability Coordinator, if you have further questions. 515-294-2892, farm2isu@iastate.edu

More information
• ISU Dining Meat Bid/Pricing sheet from the previous week, contact Mike Nostwich, 515-294-5329, mnost@iastate.edu
Farm and Production Practices Food Safety Questionnaire

For Meat, Dairy & Eggs
1. Has the water tested been tested in the last year?
   O yes O no
2. Are test records on file?
   O yes O no
3. Are wells protected from contamination?
   O yes O no
4. Are baskets, totes, or other containers used to collect or transport food products cleaned and sanitized before each use?
   O yes O no
5. Are packing materials that are used for food products kept clean?
   O yes O no
6. Are packing containers appropriate for food contact?
   O yes O no
7. Are food products kept at appropriate temperatures?
   O yes O no
8. Is the source of wash water used storage containers protected from cross contamination (e.g. manure, livestock, pets)?
   O yes O no
9. Are food product contact surfaces washed, rinsed and sanitized at the end of the day?
   O yes O no
10. Is there a pest control program in place (for rodents, mice, etc… )?
    O yes O no
11. If there is a food product packing facility, is it enclosed?
    O yes O no
12. Is there an approved manure management plan in place?
    O yes O no
13. Is there certification in place?
    O Organic O Alternative O other

*this is a process, we may ask more questions about your production practices in the future
Farmer Information Form

Contact Name: _______________________________
Phone:  _____________________________________
Cell phone:   _________________________________
Company Name:  _____________________________
Address:  ____________________________________
E-mail: ______________________________________

Would you like to be put on an informational e-mail list?
   O yes  O no

Have you sold to ISU before?
   O yes  O no

Products:
   O Meat  O Produce  O Dairy  O Other (check all that apply and list below)
      (for example: raspberries, walnuts, honey crisp apples, organic milk & organic green beans)
_____________________________________________________
_____________________________________________________
_____________________________________________________

Number of acres:
   O 0 to 50  O 51 to 200  O 201 to 500  O 501+
Number of generations:
   O first  O second  O third  O fourth+
Number of children at ISU (grad or current student):
   O 1  O 2  O 3  O 4+
Did you or your partner graduate from ISU?
   O one of us  O both of us  O neither of us
How did you find out about this program?
   O another farmer  O a farmer organization  O ISU webpage  O other
Have you direct marketed before?
   O with a restaurant  O to a farmer’s market  O with a university  O other

Additional information about your operation (certification, use of antibiotics, growth promotants, animal by-products , etc...):
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________