Guidelines for Potential Produce Growers/Producers
Presented April 11, 2007 by ISU Dining – Updated 4/19/2012

Definitions
• Important for marketing products
  o USDA Organic - certified USDA Organic http://www.ams.usda.gov/AMSt1.0/nop
  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
  an integrated system of plant and animal production practices having a site-specific suppletion
  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
  o Local – within Iowa
  o Farm to ISU- local products that can be traced to farm
  o 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.

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<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  
• 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 farmers may not be able to supply all of their produce
  needs and they will try to include local foods as part of the order (i.e. an order for 100lbs
  of peppers can be divided into 70lbs from a local grower and 30lbs from a distributor)
To understand the quantity demands of varieties of produce items, please contact the Produce Manager at 515-294-0612 or kschmit@iastate.edu

Certification
- Fill out “Approved Vendor” application www.public.iastate.edu/~purchasing/vendor_app_process.htm
- For assistance with vendor app. contact a 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
- **GAP Training:** Attend a GAP training workshop (workshops will be held through Farm to ISU), and complete quiz on Farm to ISU website http://www.dining.iastate.edu/farm/

Insurance
- Specific liability insurance may be required depending on type of production. This will be verified through communication with purchasing upon vendor application approval.

Food Safety
- Annually complete a water quality test
- Recommended reading and training: *Good Agricultural Practices* (see ISU Extension PM1947a, b, and c)
  - Contact the Farm to ISU Coordinator regarding the next available GAP training session (cost covered by ISU Dining if approved ISU vendor)
- All must fill out the Farm and Production Practices Food Safety Questionnaire
- Attendance of GAP workshop (through Farm to ISU or other organization), as well as completion of quiz at the Farm to ISU website http://www.dining.iastate.edu/farm/. This is a valuable process to show the importance of food safety practices and ISU Dining’s requirements for safe production without having to become certified in GAP.

Delivery:
- All deliveries must be made in clean covered trucks (no tarp covers)
- The produce must be clean and in clean, food-safe boxes, packed by package units (for industry standards contact Karen Rodekamp, 515-294-0612, kschmit@mail.adp.iastate.edu)
- Invoice must be provided upon delivery
- Deliveries will be received between 6:30AM and 2:00PM on weekdays (unless you agree upon some other time with the produce manager)
  - You will need to contact the produce manager to discuss with them how often you will be delivering and in what quantity.
  - 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 (spoiled produce, produce that is showing signs of age, torn packaging…)
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.
  - 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
- Karen Rodekamp, Produce 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). 515-294-0612, kschmit@mail.adp.iastate.edu
- ISU Dining Sustainability Coordinator, if you have further questions. 515-294-2892, farm2isu@iastate.edu

More information
- ISU Dining Produce Bid/Pricing sheet from the previous week, contact Karen Rodekamp, 515-294-0612, kschmit@mail.adp.iastate.edu
Farm and Production Practices Food Safety Questionnaire

For Produce

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. If raw manure is incorporated into the soil, is it added at least 2 weeks prior to planting or 120 prior to harvest?
   - O yes O no

5. Are baskets, totes, or other containers used to collect or transport food products cleaned and sanitized before each use?
   - O yes O no

6. Are packing materials that are used for food products kept clean?
   - O yes O no

7. Are packing containers appropriate for food contact?
   - O yes O no

8. Are food products kept at appropriate temperatures?
   - O yes O no

9. Is the source of wash water used on food products and storage containers protected from cross contamination (e.g. manure, livestock, pets)?
   - O yes O no

10. Are food products washed, rinsed, and sanitized?
    - O yes O no

11. Are food product contact surfaces washed, rinsed and sanitized at the end of the day?
    - O yes O no

12. Is there a pest control program in place (for rodents, mice, etc… )?
    - O yes O no

13. If there is a food product packing facility, is it enclosed?
    - O yes O no

14. 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 (use of greenhouse, certification, use of herbicides & pesticides, etc…):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
