

AGRICULTURE
CAMARILLO HOSPICE CERTIFIED FARMERS MARKET
RULES AND REGULATIONS

All certified farmers at the Camarillo Hospice Certified Farmers Market (CHCFM) must show evidence that they are in conformance with all California State, County and City regulations and are qualified in all respects to sell at a Certified Farmers Market as defined by the State of California Department of Food and Agriculture. All certified farmers must have current permits, licenses, and certificates issued by appropriate authorities. A photocopy of all current and up-to-date documentation must be delivered to the Market General Manager upon acceptance to the Market.

1. Certified Farmers Qualifications: All certified farmers at the CHCFM must provide the Market General Manager with the following documentation prior to being approved for participation in the Market:
 - a. An embossed Certified Producer's Certificate.
 - b. A current certificate of insurance.
 - c. A list of all products to be sold at CHCFM. The Market General Manager must clear future changes in the list.
 - d. A list of personnel authorized to sell. List must be in accordance with current requirements. (See page 5, paragraph 9).
 - e. Avocado growers must possess an Exemption Permit.
 - f. Flower growers and nursery stock producers must possess a current Nursery Stock License.
 - g. Current seal issued by a Ventura County Director of Weights and Measures on scales used to measure weights of products.
 - h. A completed CHCFM Questionnaire, stating pertinent facts about the certified farmers operation, and a signed statement that the CHCFM Rules and Regulations have been read, understood, and accepted.
 - i. All equipment and display materials must be in good operating condition, clean, and in compliance with safety standards.

2. Market space location assignments are at the discretion of the Market General Manager or Duty Manager. Any space assignment will normally be valid until the person releases it. However, if a certified farmer misses two weeks without notifying the Market General Manager, the space will be forfeited if needed or requested by another participant. If the assigned certified farmer has not occupied his/her space by 7:45 a.m. on a Saturday, that space can be forfeited or the certified farmer turned away. Please inform the Market General Manager no later than Friday noon if you cannot make a Market.

3. All certified farmers should check their stands prior to opening to ensure that:
 - a. Their Certified Producers Certificate is in a conspicuous place (at eye level).

- b. All products for sale are listed on the Certificate.
 - c. All produce and fruit is at least six (6) inches above the pavement.
 - d. All merchandise is identified and priced.
 - e. All prepackaged items indicate weight or quantity and identification.
4. Cleanliness of spaces assigned is the responsibility of the person in charge of the location. Spaces must be kept clean both during and after each market. Trash receptacles will be available for your small trash. Certified farmers must remove large items.
5. Cut food samples are now permitted at the CHCFM under certain provisions as follows.

Sampling Kit.

There are two parts to the Sampling Kit:

- a. A hand washing sink which includes
 - The large tub and lid
 - Water jug - Two and one-half (2 ½) gallons
 - Roll of paper towels
 - Liquid soap in dispenser
 - Piece of wood (as a support for water jug above tub)
- b. A Sample cutting arrangement, which includes:
 - Knife
 - Clorox (for sanitizing solution)
 - Cutting board
 - Knife holder with sanitizer
 - Sample container
 - Toothpicks
 - Paper towels
 - Spray bottle (to distribute sanitizer).
- c. There are five areas that the certified farmer needs to know about to correctly use this sampling process
 - a. Samples shall be kept in approved, clean, covered containers. Produce can be cleaned two ways, either before coming to market or washed in a regular sink (but not in a restroom sink).
 - b. Hands can be cleaned at three places, in a restroom facility with single service soap and towels, or in a gravity-fed system with single service soap and towels, or in a gravity-fed system with single service soap and towels at your own vehicle.
 - c. Utensils must be cleaned with one of three acceptable sanitizer solutions:

- i. Knives should be stored in a sanitizer solution when not in use.
- ii. Cutting boards and other items used in sampling (containers) must be sanitized and air-dried before you use them.
All utensils should be in food grade, non-absorbent (plastic & metal, not wood) containers, and in good repair.
- iii. Three acceptable sanitary solutions are:
 - 1. 100 ppm chlorine
1/2 ounce per gallon water
(1/2 ounce = 1 tablespoon)
(2 capfuls from a quart bleach bottle).
 - 2. 200 ppm quaternary ammonium
1/2 ounce per gallon of water.
 - 3. 25 ppm iodine
1/2 ounce per 2.5 gallons of water.
- d. Waste can be handled in the following approved ways:
 - i. Liquid waste, which includes ice, must be dumped into the normal sewer system. Water used to keep flowers fresh can be dumped on landscaping with CHCFM permission.
 - ii. A licensed waste removal company can pick up liquid waste.
 - iii. Farmers can take their waste (both solid and liquid) back to their farms as approved by the CHCFM.
 - iv. All Market solid waste must be stored in watertight containers (closed trash bags) and disposed of in acceptable garbage bins.
- e. Samples must be delivered to the customer in acceptable manner.
 - i. Prepared samples must be protected from droplet contamination, insects, dust, and from customer contact.
 - ii. Seven methods approved for use at the CHCFM:
 - 1. Capped squeeze bottle for items such as honey. Bottle is uncapped and product is squeezed onto a disposable stick for each customer. Bottle is recapped. Stick is discarded.
 - 2. Modified shaker bottle for items such as nuts or grapes.
 - 3. Bulk liquid container for items such as juice. Dispensed with a down-facing, self-closing spout into a cup given to the customer by farmer. Cup is used once, then thrown away.

4. Small sample cup for items such as sprouts or jams. Disposable cups are filled in approved facility or manner for individual distribution to customer.
 5. Covered serving dish for items such as sprout mixes, jellies, and jams. Serving dish should have a hinged lid that opens on the grower's side of the table. Certified farmer lifts lid using a disposable spoon to scoop out a small sample portion. Spoon is given to customer.
 6. Sliced produce can be carried in washable containers with lids, and dispensed by grower by the use of disposable toothpicks, etceteras.
 7. Sneeze guards can be used for products with an open display (like a salad bar).
 - c. Potentially hazardous food samples shall be maintained at or below 45 degrees Fahrenheit. All other food samples shall be disposed of within two hours after cutting.
 - d. Clean, disposable plastic gloves shall be used when cutting food samples.
6. It is expected that certified farmers will sell products of acceptable quality and display them in an aesthetic and appetizing manner. Good marketing procedures are encouraged.
 7. At the CHCFM, a certified farmer or his/her employee may sell for one other certified producer providing the following rules are met:
 - a. The agricultural products shall be separated and identified by each certified farmer's valid certificate at the point of sale.
 - b. Prior to sale, the Market General Manager has obtained written authorization which verified that the certified farmer selling on behalf of other certified farmers, has authority to do so.
 - c. The certified farmer selling for other certified farmers must also sell, or offer for sale, agricultural products, which he/she has produced.
 8. Personnel allowed to sell include the parents, children, grandparents, or grandchildren of the certified farmer, or a family member regularly residing in the producer's household. A person, who is employed by a certified farmer at a regular salary or wage on either a full or part-time basis, is also allowed to sell.
 9. Organic certified farmers must comply with all regulations outlined by the State and County. They must display a sign stating that their products are "organically grown in accordance with the California Health and Safety Code."

10. Certified Agricultural Products are defined as:

“Agricultural products, which are certified under the jurisdiction of the county agricultural commissioner relative to inspection and verification of compliance with the provisions of this article, include fresh fruits, nuts, vegetables, shell eggs, honey, flowers, and nursery stock.”
11. Certified farmers products will be displayed in the main part of the CHCFM.
12. Certified farmers may sell only certified products and by products of certified agricultural products in the area designed as the Certified Farmers Market. Certified farmers may sell certified produce, such as: fresh fruit, nuts, vegetables, eggs, honey, along with non-certifiable produce which is produced by the certified farmers in the Certified Farmers Market, These non-certifiable agriculture products include, but are not limited to jams, jellies, juices, pickles, and olives. The certified farmers must produce the products they have listed on their certificate. Certified farmers may not sell non-agriculture products, such as baked goods, in the CHCFM.
13. To ensure that consumers do not think non-agriculture products are certified, non-agriculture booths must be located outside of the designated Certified Farmers Market. In addition, certified farmers may not sell non-agricultural products in the same booth as the certified and non-certifiable agricultural products. An example of non-agricultural products would be baked goods.
14. All products in containers for sale to consumers must be labeled with: Identity (commodity), Responsibility (name and address, including zip code); and Quantity (i.e., weight). (Ventura County Weights and Measurers requirement.)
15. All certified farmers must be prepared at all times to answer questions from inspectors/personnel of the Ventura County Agriculture Commissioner’s office, Department of Environmental Health, Department of Weights and Measures, or other governing entity.
16. Safety in the Market is of paramount importance. Any violation of good safety practices should be reported to the Market General Manager or Duty Manager immediately. Instances of violations would be overloaded tables, boxes on the ground that might be tripped over, falling signs, etc.
16. No customer pets, bicycles, skateboards, roller skates, roller blades, autos, or trucks are allowed in the CHCFM.
17. There shall be no smoking in the entire CHCFM area.
18. Political and other non-market signs are not allowed in the CHCFM. Political and other groups, with permission of the Market General Manager or Duty

Manager, may set up display tables in the specially-designated area outside the CHCFM.

19. Political advertising and political advocating are not allowed in the CHCFM.

20. Non-Market signs are not allowed in the CHCFM.

21. The Market General Manager or Duty Manager will have final authority in interpreting and enforcing CHCFM Agriculture Rules and Regulations. He/she will also have control over the quality of products sold at the market.

22. Certified farmers, who do not observe these regulations, may be asked to leave the CHCFM and may or may not be permitted to return depending upon the decision of the CHCFM Market General Manager. The Market General Manager or Duty Manager shall implement and enforce all the rules and regulations pertaining to the operation of the Camarillo Hospice Certified Farmers Market in a fair and equitable manner.

23. Any certified farmer denied the right to sell at the CHCFM may appeal his/her cause, in writing, first to the CHCFM Appeals Committee.

The CHCFM Appeals Committee shall consists of: Two (2) members of the Camarillo Hospice Board of Directors, one (1) year-round certified farmer from CHCFM, the Market General Manager, and the Duty Managers. The Market General Manager shall chair the Committee and call meeting(s) of the group.

Following a decision by the CHCFM Appeals Committee, a final appeal, in writing, may be made to the Camarillo Hospice Board of Directors.

If you have any questions, please contact:

Camarillo Hospice, 805-389-6870 or info@camarillohospice.org
or
Market General Manager, Ruff Smith, at 805-987-3347 or
clayruff@verizon.net.

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GENERAL INFORMATION

MARKET SCHEDULE	Every Saturday morning (rain or shine) * 7 a.m. to 8 a.m. - Certified farmers set up. 8 a.m. – Certified farmers must have completed set-up and be ready to sell. 8 a.m. to 12 noon - Market open. No certified farmers’ vehicles are allowed to enter or leave the CHCFM during this time. *subject to CHCFM cancellation.
<u>PLACE</u>	2220 Ventura Boulevard in “Old Town” Camarillo.
<u>RESERVATIONS</u>	Once established, certified farmers have a permanent location. New certified farmers must contact Market General Manager or Duty Manager for space assignment, upon proof of eligibility.
<u>FEES</u>	Each certified farmer shall pay seven (7) percent of his/her gross sales to the Market General Manager or Duty Manager at the end of each Market day plus all applicable State fees as established by law.
<u>INFORMATION</u>	Market office on site. Market General Manager: Ruff Smith, 805-987-3347; clayruff@verizon.net Fax: 805-389-0296 Mail: c/o Camarillo Hospice, 400 Rosewood Avenue #102, Camarillo, CA 93010; 805-389-6870; info@camarillohospice.org
<u>PARKING</u>	Certified farmers should park at assigned spaces. If the certified farmer does not park in assigned place, the certified farmer and/or his/her employee(s) should park on Palm Street. Adjacent parking lot and Ventura Boulevard parking spaces are reserved for customers of the CHCFM.
<u>RESTROOMS</u>	In City of Camarillo-owned building at 2220 Ventura Boulevard.
<u>TELEPHONE</u>	Market General Manager, Duty Manager, and/or shift volunteers shall have a cell phone(s).

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QUESTIONNAIRE

The following questionnaire is required for Camarillo Hospice Certified Farmers Market (CHCFM) records. Please complete the form and return it at your earliest convenience. If you have a change of address or phone number, please inform the CHCFM immediately.

Business name of Certificate Holder_____

Name of Owner (If other than above)_____

Mailing Address_____

Main phone number_____ Alternate phone number_____

Email_____ Website_____

Representative at CHCFM (If other than owner)_____

Certificate Date_____ What County_____

Sellers Permit Acct. Number (if applicable)_____

License to Sell Nursery Stock - License No._____ Date_____

Products to be sold at CHCFM _____

Will you have items to sell 12 months of the year?_____

If not, what months will you not have items to sell?_____

Which other farmers markets do you attend? _____

Other remarks/suggestions_____

I understand and have read the CHCFM Agriculture Rules and Regulations defining the conditions for sampling as found in Item No. 5 of these Rules and Regulations.

Signed_____ Date_____

Please Print Name_____

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AGREEMENT

I have read and fully understand the Camarillo Hospice Certified Farmers Market (CHCFM) Agriculture Rules and Regulations, and I agree to observe these rules and regulations pertaining to the specific items that I intend to sell.

Furthermore, I will abide by all rules and regulations regarding license and certification requirements, the safety of my equipment, and the cleanliness of my assigned space.

It is expressly understood that my business or organization, and employees thereof, shall hold the Pleasant Valley School District, the City of Camarillo, County of Ventura, and Camarillo Hospice Corporation harmless from any and all claims, or causes of death or injury to persons, or damage to property from intentional or negligent acts and errors or omissions of the undersigned while engaged in the use of the Camarillo Hospice Certified Farmers Market spaces.

Name of Your Organization (please type or print)_____

Name of Owner or Representative (please type or print)_____

Address (with zip)_____

Main phone number_____ Alternate phone number_____

Email_____

Signature_____ Date_____

Print Name _____