

Adopted 4/7/2015  
Amended 6/14/16  
Amended 9/30/16

## Producer Guidelines Kitsap Fresh

Kitsap Fresh is dedicated to providing a marketplace for its members and local Kitsap farmers. The mission is to promote seasonal, local food production and community minded solutions for our local food system. In addition, Kitsap Fresh exists to support and develop existing local producers; to support and develop new farmers, including non-traditional farmers. The following guidelines should be followed by all producer members of Kitsap Fresh.

### General guidelines:

1. Individual producers can join Kitsap Fresh as producer members.
2. Producers from within Kitsap County have top priority. Jefferson and Mason county producers have second priority. Clallam and Pierce county producers have third priority. Producers from outside Kitsap County must have a product that is not easily grown in Kitsap County or that Kitsap producers consistently can't provide. These producers and products must be approved by the Board and must be reevaluated annually.
3. Producer members may only sell products through Kitsap Fresh that they themselves have raised, grown, or processed. Members may not buy wholesale from someone else and retail the product through Kitsap Fresh.
4. Every producer member is responsible to know and be in compliance with all appropriate federal, state and local inspections, licenses, statutes, taxes and ordinances. Producer members must comply with any relevant health codes or agricultural laws regarding direct sales of farm and food products to the public. Copies of current licenses and renewals need to be provided to Kitsap Fresh to verify compliance. If copies of current licenses are not made available, Kitsap Fresh may restrict the ability of the member to sell through the cooperative.
5. Producers of Certified Organic, Certified Naturally Grown, Animal Welfare Approved products, or with any other certified claim, must provide a copy of all current certificates.
6. Producers are responsible for delivering to the designated aggregation site point during the pre-appointed time. Producers are responsible for delivering high quality and safe products. Kitsap Fresh reserves the right to refuse product that does not appear to be of adequate quality, or that is not acceptable for sale, or that appears to have been mishandled.
7. All goods received at the aggregation site must have a **label** or **legible marking** indicating producer name, product name and all ingredients in cottage food products. The **customer's name** is only required if the product is weight and/or size specific; or if more than one item is in a bag, then the customer's name and ordered items must be clearly

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indicated on the bag. If the item purchased requires specific or suggested methods to finish for consumption, directions for optimal use must be included.

8. Products that go through Kitsap Fresh's distribution system are owned by producer members, who then sell these products directly to consumer members. Kitsap Fresh facilitates the transaction but does not take title to the products and assumes no liability for them. Directors and Kitsap Fresh have no liability for products sold through the cooperative association.
9. Members set their own prices for their products. Kitsap Fresh will not restrict the number of Kitsap food producers who are selling specific products through Kitsap Fresh. The Board reserves the right to oversee price fairness.
10. Every producer member selling product through Kitsap Fresh must fully disclose information on their products and production practices by using the standard Producer Registration Forms provided by the cooperative and posted on Kitsap Fresh website. Examples of production practices that must be fully disclosed include the use of hormones or antibiotics in livestock, and the application of chemical fertilizers, herbicides, insecticides or fungicides on fruits or vegetables. Full disclosure of all ingredients and production practices is necessary so consumer members can choose products based on both grower practices and price, and is a guiding principle of the cooperative.
11. All information from Producer Registration Forms will be reviewed by Kitsap Fresh's Board of Directors, or their delegate. Producers will be notified when they have been approved to sell product through Kitsap Fresh.
12. Kitsap Fresh reserves the right to verify all production claims made by members. Verification may include unannounced farm/business visits.
13. Beef, pork, lamb, goat, broilers, and other meat products sold through Kitsap Fresh must be processed in a USDA or state inspected plant. Each package must have either a USDA or state approved stamp. Meats processed by custom butchers with packages stamped "Not for Sale" cannot be sold through Kitsap Fresh.
14. A producer may not simply buy animals and have them processed for sale through the cooperative as though it were their own. Producer members may purchase feeder pigs or feeder calves, or other young animals, for meat sales through the cooperative. A general guideline is: an animal offered for sale through Kitsap Fresh should have been residing on the member farm for approximately 2/3 of its life. If a producer plans on selling animals which they have not raised from birth, records must be available detailing when and where the animal was purchased, and this fact must be clearly stated in the producer's profile.

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Value-added products:

15. Producer members may only sell value-added products through Kitsap Fresh that they themselves have raised, grown, or processed. Value-added products for sale through Kitsap Fresh should use as many ingredients as possible produced by the member, or purchased from Washington farmers. An exception will be made if the ingredients cannot be raised, grown or processed in Washington; for example coffee beans locally roasted for sale through Kitsap Fresh. In addition, an exception exists for ingredients that cannot be raised, grown or processed in Washington in sufficient quantity, or with adequate quality. When ingredients cannot be sourced locally we prefer producers to seek out products grown using sustainable farming methods, and fair trade and fair labor practices.
16. Producers of all value-added products must list all ingredients and identify those that are from Washington farmers in the “product description” on the Kitsap Fresh website. The location of the kitchen or processing facility for each product is also required to be submitted, along with current copies of licenses for those facilities. Full disclosure of all ingredients and production practices is required to list products for sale through Kitsap Fresh.

Non-Food:

17. Producer members may sell non-food items that they themselves make. Nonfood products that can be sold through Kitsap Fresh may include soaps and household cleaning supplies. All non-food items must be approved in advance by the board. Except during the holidays, the number of non-food items shall be limited to 20% of market products.

Other:

18. The Board of Directors may authorize sales of local products from secondary suppliers or processors in the area. Examples could include locally produced yogurt or dairy products, or locally grown produce from a wholesale distributor. These sales may be made on either a member or nonmember basis, by decision of the Board.