



# **VENDOR MANUAL**

**Membership, Protocols and Crop Specifications**

**Version 2 (February 2021)**

This manual is intended for vendors participating in the Curbside Market.

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## Acknowledgements

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This manual was originally developed by North Iowa Fresh, LLC member, Jim Cherry, based upon from the following resources:

- Checklist from - Field To Family Regional Food Coalition and the “Checklist for Retail Purchasing of Local Produce” (PM2046a) produced by Iowa State University Extension which received support from the Leopold Center for Sustainable Agriculture.
- Crop Specifications from *Grower’s Manual: A Template for Grower Cooperatives* produced by Leopold Center for Sustainable Agriculture.
- Some of the crop specifications in this manual have been modified by members of North Iowa Fresh, LLC.

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# PROJECT INTRODUCTION

## WHAT IS CURBSIDE MARKET?

We are proud to make accessing fresh, local foods and supporting our hard-working area farmers more convenient than ever before through our new Curbside Market online ordering program.

The USDA Farmers Market Promotion Program (FMPP) grant project #AM190100XXXXG097 titled “Expanding Customer Base and Market Development Through Online Sales in North Iowa” started December 2019. During the 2020 and 2021 market seasons, Healthy Harvest of North Iowa will partner with the University of Northern Iowa’s (UNI) Local Food program and North Iowa Fresh, LLC (NIF) to pilot a local food online ordering system for curbside order delivery at five local farmers markets. (Mason City, Clear Lake, College Hill Farmers Market, and Waterloo Urban Farmers Market in year 1 and Cedar Falls Farmers Market will be added in year 2.). This will build on NIF’s successful use of Local Food Marketplace, an online ordering platform, by increasing the number of farmers utilizing the system, and adding a broader audience base, with the aim of increasing local food purchases in North Iowa. The project will now be referred to as Curbside Market.

We will promote the farmers markets and online sales options through a variety of promotional opportunities including digital billboards, social media, and radio. This project will improve the success of farmer markets across North Iowa by reaching a new audience of online shoppers and help increase consumption and access of locally produced agricultural products benefiting both consumers and vendors. This new market opportunity will also assist farmers market vendors by encouraging pre-orders, providing a source of risk management.

## WHO IS HEALTHY HARVEST OF NORTH IOWA?

Healthy Harvest of North Iowa is a 501(3) nonprofit organization, led by a small part-time team, that works to connect and educate in support of the local food system. More information is available at: [www.healthyharvestni.com](http://www.healthyharvestni.com).

## WHO IS NORTH IOWA FRESH, LLC?

North Iowa Fresh, LLC is an independent producer owned business formed in February 2014. North Iowa Fresh, LLC’s Mission is to:

- Connect our producers and buyers
- Bring local, fresh, and nutritional products to market
- Support the sustainability of local producers

***NIF Slogan:*** Connecting you and your family to the Bounty of North Iowa

***NIF Values*** - Participating producers are interested in building strong connections between local food producers and North Iowa communities. It's important to these producers that the foods are produced with sustainable practices that demonstrate good stewardship of the environment.

North Iowa Fresh Broker/Manager is the primary decision maker regarding sales and marketing, product quality and producer issues.

### **WHO IS THE CEDAR VALLEY REGIONAL FOOD & FARM NETWORK (CVRFFN)?**

CVRFFN is a coalition of food and farm businesses, restaurant and grocery owners, food service staff, farmers market managers, emergency food organizations, and other community leaders. The coalition is sponsored by the UNI Local Food Program, Iowa State University Extension and Outreach surrounding counties, and Northeast Iowa Food Bank. The coalition:

- Is a catalyst for collaborations towards meeting the region's community food-related needs and understanding food insecurity.
- Raises awareness of local food resources in our region.
- Creates food- and farm-related economic opportunity.

The UNI Local Food Program Manager is the primary decision maker regarding sales and marketing, product quality and producer issues.

The UNI Local Food Program Manager works with UNI students, UNI AmeriCorp VISTA members, the NIF Management Team and Healthy Harvest of North Iowa.

### **WHO CAN SELL THROUGH THE CURBSIDE MARKET?**

The pilot project is open to all businesses who are paid vendors at participating farmers markets (Cedar Falls Farmers Market, Clear Lake Farmers Market, College Hill Farmers Market, North Iowa Farmers Market and Waterloo Urban Farmers Market). Our primary focus is local food and local food producers will get priority on technical assistance with the project.

It is required that vendors are able to reliably project and fulfill orders.

### **CURBSIDE MARKET MEMBERSHIP:**

Currently the grant funds are paying for vendor memberships. In 2022, vendors will start paying membership fees to help sustain the project. This section will be updated for 2022.

# CRITERIA FOR PARTICIPATION IN THE CURBSIDE MARKET PILOT PROJECT 2020 SEASON

Participants must:

1. Be approved vendors of the market(s) where participating in the Curbside Market.
2. Be on-site on market day to participate in the Curbside Market.
3. Agree to deliver pre-sold product to the Curbside Market Tent at least 45 minutes prior to market start time for timely aggregation needs of products for customers.
4. Hold applicable insurance as required by the farmers market where vending.
5. Respect the Curbside Market Project Team, Curbside Market On-site Coordinators, and Market Managers as the customer's first line of contact.
  - a. The Curbside Market Project Team are the project representatives who have direct contact with our customers and all sales are managed by the Team.
  - b. Vendors may have conversations with potential customers and direct them to use the website to order their products.
6. Agree to sell to Curbside Market customers only through the Curbside Market structure, at the Curbside Market prices that have been established by Curbside Market. Note: Do not establish your own online system and offer better prices to farmers market customers through your system.
  - a. *Update 5/11/20: This specifically refers to prohibiting Curbside vendors from creating online systems intended to aggregate products from multiple vendors for sale at farmers market.*
7. Agree to hold confidential Curbside Market produce pricing structures that are arrived at based on the North Iowa Fresh recommendations.

Produce growers, must:

- a. Follow the Crop Specifications (pages 11-17) for the crops marketed through Curbside Market.
- b. Agree to clearly label products not grown by you. You must note the farm and location of where the product was grown in the online product listing. All products must be grown within 100 miles of the farmers market.
- c. Deliver good quality products (clean, in good condition, etc.) consistent with crop standards outlined on pages 11- 17 of this document.

It is also recommended that produce vendors should:

- a. Have a record of an annual water test.
- b. Have attended at least one food safety training workshop or approved online training in the past 36 months, either FSMA or [ISU online training modules 1 and 2](https://www.safeproduce.cals.iastate.edu/farmers-market-food-safety-training)  
(<https://www.safeproduce.cals.iastate.edu/farmers-market-food-safety-training>)

- c. Keep basic on-farm food safety records, as listed in [Iowa State University's Checklist for Retail Purchasing of Local Fresh Produce](#) (and others as required by Produce Safety Rule).

All food vendors must:

1. Have records of any applicable licenses based on products sold (i.e. warehouse license for meat producers, egg handlers' license, home bakery license, etc.)

## PRODUCT QUALITY STANDARDS

Quality is a top priority for Curbside Market. Products must arrive at the market in “market ready” condition per pick sheet:

- All products are to be fresh and within appropriate storage limits (per expiration dates if applicable, etc.)
- Produce should be cleaned, sanitized (suggested) and boxed/bagged by specified weight or count.
  - Produce should be free of field dirt, weeds, foreign material, and should be cooled to the proper temperature as specified in the post-harvest handling guidelines (in the crop specifications).
  - Bagging and packaging of all products should be done by the producer. **New, clean bags are required to be used**, versus re-used grocery bags (Example: NO reused Fareway bags).
- Meat is expected to be frozen and protected to remain frozen through delivery.
- Records of proper storage must be maintained by the producer prior to delivery to Curbside Market, as appropriate, based on the product.
- Records of proper delivery (i.e. delivery temperature and use of dry ice if necessary) must be maintained by the producer and may be examined by the On-Site Coordinators and/or Curbside Market Project Team, as necessary.

### **If the quality appears to be an issue:**

- The Curbside On-Site Coordinator and Market Manager will reach a consensus on whether or not to accept the product if it is in question.
- Vendors will not be paid for the products deemed unacceptable.
- A “Quality Concern Record” report will be completed and will be shared with the vendor, market manager, Curbside Market Project Team, and On-site Coordinator.
- A total rejection of product for quality issues will trigger Step 1 of Curbside Market **Conflict & Arbitration Policy, below.**

## CONFLICT & ARBITRATION POLICY

### **For disputes between Curbside Market & it's vendors:**

Disputes between Curbside Market and its vendors are possible related to the above criteria, specifically (but not limited to) the following situations:

- a. If products do not meet quality, cleanliness or storage standards, as outlined above, and in this manual's Produce Crop Specification section.
- b. Selling around the Curbside Market (i.e. vendor sells directly to Curbside Market customers using another pre-order and/or online system). This behavior undermines the collaboration and service the Curbside Market is providing between the market, vendors and customers.
- c. Questions regarding the source of the product. You must note the source of the origin of where the product was grown.
- d. Missing and/or damaged product.

### **Curbside Market will work with vendors to attempt to resolve these kinds of problems quickly and effectively, by taking the following steps:**

1. A Quality Concern Record or Incident Report will be completed by the Curbside On-Site Coordinator, market manager, or Curbside Market Project Team.
2. The Curbside Market Project Team will notify the vendor of the problem and what is required to correct the problem. Notification will be sent by email and the vendor will be asked to respond to ensure notification was received.
3. If the same issue persists within six months of the first infraction, the vendor will receive a second notification and be required to submit a written plan to correct the issue. The vendor will not be allowed to sell through the Curbside Market until the written plan has been received, reviewed, and accepted by the Curbside Market Project Team.
4. **If the problem persists a third time, the vendor will be notified and not allowed to sell through Curbside Market** pending review by the Curbside Market Project Team. The vendor will be required to come to a Team meeting to discuss the situation and what they will do to correct the problem. The Curbside Market Project Team reserves the right to restrict a vendor's ability to sell if it deems the vendor unable or unwilling to correct the problem. In the case of missing and/or damaged product, an attempt will be made to determine the cause and who is responsible for the incident. It will be at the discretion of the Curbside Market Project Team, to determine who will incur the cost of the product and/or management time that was incurred to rectify the problem and whether any further action will be necessary.



## **COMMUNICATION PROTOCOL & REPORTING REQUIREMENTS**

Communications between the Curbside Market Project Team and vendors will be primarily by:

- Email
- Text messages (if appropriate) or phone call may also be used when needed, but are discouraged as the primary means of communication simply due to time required

### **All members are expected to:**

- Ensure that their product availability is updated, at least weekly, using the software Local Food Marketplace.
- Check emails (and or phone/text messages) regularly.
- Provide timely responses to the Curbside Market Project Team.

## **WEEKLY SCHEDULE (Exact days/times vary by market)**

- Vendors post product availability weekly 4-5 days in advance.
- Customers shop 1-3 days before market.
- Shopping closed 24 hours before market and vendors receive a “pick list” of what has sold (vendors pick and pack for distribution).
- Vendors deliver products to “Curbside Tent” no later than 45 minutes before market start.
- Curbside Coordinator sorts orders and “delivers” to customers as they arrive to pick up.
- Vendors pick up their reusable boxes/totes at the end of each market day.

## **TIPS FOR WATER QUALITY TESTING (for Produce Growers)**

### **Water Quality Testing:**

In Iowa – one FREE annual test by County Sanitarian – offered in 98 of our 99 counties.

Find your local contact through the Iowa Environmental Health section of Iowa Department of Public Health. Director, Ken Sharp

[http://www.idph.state.ia.us/webmap/default.asp?map=envhealth\\_resources](http://www.idph.state.ia.us/webmap/default.asp?map=envhealth_resources)

Test for:

- Total Coliform
- E Coli Bacteria
- Nitrates
- (if run through LGI, Iowa Falls) Sulfates

The test fee (\$22) is covered by REAP funds

If the test comes back “unsafe”, repeated testing is necessary until a clear report is provided.

## **TIPS FOR PRODUCT LIABILITY INSURANCE & LICENSURE**

**All Curbside Market vendors must have liability insurance.**

Many farms have property liability insurance, but product liability is specific to cover the risk of illness from your products. Here is a list of points you should discuss with your insurance agent:

- What products you are selling
- Where you are selling
- What you are using for transportation

If you are selling value-added products, meat, dairy, or other “Temperature Controlled for Safety” foods through the Curbside Market you **must** provide a copy of the appropriate license to the Market Manager to keep on file.

Non-food vendors are required to have a Iowa Sales Tax Permit. Curbside Market is not collecting sales tax so vendors are required to keep their own records of tax collection and report it as required.

## **CURBSIDE MARKET VENDOR APPLICATION AND AGREEMENT**

**To participate in the Curbside Market pilot project**, please read the Curbside Market Manual and complete the online vendor form available at:

<https://www.healthyharvestni.com/CurbsideVendorForm>

### **Curbside Market Produce Growers Checklist:**

We encourage all produce vendors to complete Iowa State University’s Checklist for Retail Purchasing of Local Fresh Produce. Vendors are encouraged to [download this fillable copy of this form](#), and upload a completed version in their Vendor application, or email it to their respective Curbside Market Project Team representative.

This checklist is meant to facilitate communication between farmers and the Curbside Market Project Team to give us background knowledge about your farm. Checking “no” on a given question does not penalize you and will not necessarily prohibit you from selling through the Curbside Market pilot project.

## PRODUCE CROP SPECIFICATIONS PACKAGING, HARVESTING & GRADING, COOLING, AND CLEANING RECOMMENDATIONS

### ALL PRODUCTS:

**Weights and Measures:** All products MUST be sold by Iowa Department of Inspections and Appeals [acceptable measures](#), listed by product below. **Only vendors with certified scale may sell by weight.**

**Harvesting:** Reminder: Produce may only one have “one cut” to be sold without a processing license. For example, greens should be cut off the stock with one cut, but should not be chopped/shredded.

**Packing:** All products must be packaged in a new, clean bag or box. It is highly recommended to package individual products in food safe bags or packages (ex. A quart of green beans should be put into a small food safe plastic bag, such as a ziplock or grocery-store-style produce bag). It is recommended that you provide all customer orders to the Curbside tent in a clean, reusable box or tote. It will be returned to you at the end of each market, if it is labeled with your business name.

**Washing and Sanitation:** Vendors should provide clean products to customers. If products are to be washed, it is recommended that they also be sanitized. Refer to [ISU's Guide to Liquid Sanitizer Washes with Fruit and Vegetables](#) for recommended practices.

### INDIVIDUAL PRODUCTS:

**Asparagus: Acceptable Measure** Bunch. **Harvesting & Grading** Stalks should have closed bracts and be 6-10” long. They should be fairly straight and fresh as well as free from decay and damage. There should be no broken tips, dirt, disease, or insect damage. They should be free of excess woody fiber in the stems. Harvest with a field knife in the morning or when cool. Do not harvest when the stem is thinner than a pencil. Asparagus should be packed upright. Do not let asparagus overheat. **Cooling** Hydro-cool or store at 32° F. **Cleaning** Wash, sanitize (suggested) and rinse.

**Beans (Green, Yellow & French): Acceptable Measure** Quart. **Harvesting & Grading** Do not harvest when wet. Do not pick too young—pods should be well formed and straight. Bulging seeds and fibrous pods are too old and unacceptable. Beans should be free from soft rot and damage and not broken. **Cooling** Put directly into the cooler or hydro-cool. Store at 41 to 46°F. **Cleaning** Washing is not needed if beans are clean. If beans are hydro-cooled they should be drained and as dry as possible. If washing, sanitize (suggested) and rinse.

**Bok Choy / Pac Choi: Acceptable Measure** Bunch/head. **Harvesting & Grading** Cut roots off below crop. There should be no spotting, discoloration or wilting on stems. Damaged or yellow leaves should be removed. Cut open several heads to ensure there is no tip burn on internal leaves. **Cooling** Hydro-cool promptly, store at 32° F. **Cleaning** Sanitize with approved solution (suggested). Rinse thoroughly.

**Broccoli (Broccolini): Acceptable Measure** Bunch/head. **Harvesting & Grading** Harvest firm head

with buds not open. Head should be 4-6" in diameter, with 6-8" of stem. For Broccolini, stems should be 8" long and heads should be small. There should be no discoloration of bud clusters and the head should be free from decay, dirt and insects. Bud clusters should be generally compact. Pack so that stem ends do not damage crowns. **Cooling** Hydro-cool promptly, store at 32° F. **Cleaning** Sanitize (suggested) with approved solution. Rinse thoroughly.

**Brussels Sprouts: Acceptable Measure** Quart. **Harvesting & Grading** When sprouts are 1-2" in diameter harvest the entire stem with sprouts intact. The sprouts should be well colored, firm and free from soft decay. There should be no dirt, disease, or insects. **Cooling** Store at 32° F. **Cleaning:** Washing is not recommended.

**Cabbage, Green or Red: Acceptable Measure** Each. **Harvesting & Grading** Heads should be uniform in size in each case. Crisp, firm, compact heads should be easy to harvest and should not have loose leaves or be cracked open. At harvest, leave 1 to 2 wrapper leaves, which can have minimal insect damage. Do not ship cabbages that are full of worm excrement. Cut open some cabbage to check for internal problems. Stems should not be longer than 1/2". **Cooling** Store at 32° F. **Cleaning** Rinse thoroughly.

**Cabbage, Chinese: Acceptable Measure** Each. **Harvesting & Grading** Heads should be uniform in size in each case. Crisp, firm, compact heads should be easy to harvest and should not have loose leaves. Cut open several heads to ensure there is no tip burn on internal leaves. For CSA boxes heads should be approx. 3-4 lbs. **Cooling** Store at 32° F **Cleaning** Rinse thoroughly.

**Carrots: Acceptable Measure** Bunch. **Harvesting & Grading** Tap root should be well trimmed, firm, clean, fairly well colored, fairly smooth, fairly well formed; which are free from damage of any kind. 6-8" long, 3/4 to -1 1/2" diameter. Size: be uniform in size in each case. CSA boxes carrots are bagged at 1 lb. per box. **Cooling** Store at 32° F **Cleaning** Wash thoroughly to remove all field dirt, drain.

**Cauliflower: Acceptable Measure** Each. **Harvesting & Grading** Cauliflower should be white to cream in color and firm and compact. Handle with care as heads bruise easily. Cauliflower should be free of mechanical damage, decay, insects, browning or yellowing which is caused by sun exposure. Heads should be at least 6" in diameter and surrounded by a whirl of trimmed green leaves. For CSA boxes melons should be approx. 2 lbs. **Cooling** Hydro-cool promptly, store at 32° F. **Cleaning** sanitize (suggested) with approved solution. Rinse thoroughly.

**Cantaloupe: Acceptable Measure** Each. **Harvesting & Grading** Melons are harvested based on "slip," or the ease with which they can be detached from the vine. Harvest cantaloupe at half slip, which means part of the stem will detach from the fruit, but part remains. The blossom end must be firm. Handle melons with care and sample the melons for ripeness. Avoid high temperatures and sun when harvesting. Send fruit that are uniform in size. For CSA boxes melons should be 2-3 lbs. **Cooling** Store at 40° F **Cleaning**

Wipe off fruit in the field with a clean product towel; they can be water washed if necessary.

**Corn, Sweet: Acceptable Measure** Each/Dozen. **Harvesting & Grading** Harvest early in the day when it is cool. Sweet corn should be uniform in size and well developed, not over or under ripe. Corn should be free from insect damage and decay. **Cooling** Put directly into the cooler or hydro-cool. It is extremely important to not let your corn heat up: The better the corn is cooled the better it holds its sweetness. **Cleaning** Washing is not necessary.

**Cucumbers: Acceptable Measure** Each. **Harvesting & Grading** Harvest when dry, regardless of temperature. Fruit should be firm, glossy, crisp, and free from injury from sunscald, scarring, mosaic, and other diseases. Fruit is overripe when skin starts to yellow or seeds start to harden. Slicing cucumbers should be 7-9" long. Cucumbers within a case should be uniform in size. **Cooling** Store at 50-54° F. **Cleaning** Can be brush washed; if washing, sanitize (suggested) and rinse.

**Eggplant: Acceptable Measure** Each. **Harvesting & Grading** Pick when dry; wear cotton gloves to wipe off field dirt. Approximately 1 lb. for globe eggplants (other varieties may vary). The flesh must be firm, the calyx must be a fresh green, and the color must be bright. Harvest with clippers and keep the stem short. Be careful not to scratch the fruit. **Cooling** Rapid cooling to 50° F is necessary. Store at 50-54° F. **Cleaning** Wash only if necessary.

**Garlic, heads: Acceptable Measure** Each. (scapes sold in bunches) **Harvesting & Grading** Should be clean and consistent in color and size. Minimum diameter is 1 1/2 ". Garlic is ready to dig when there are 3-5 dry leaves. **Cooling** Cooling is not necessary; long-term storage is at 32° F. To cure, bunch in 10 -12 stems and hang, or lay on a screen, in a warm ventilated environment for 8-14 days. **Cleaning** After curing, remove outer 1 – 2 layers of skin; the stem end should be at least 1" and roots removed.

**Herbs (Basil, Cilantro, Fennel, Sage, Rosemary, Thyme, Tarragon, etc.): Acceptable Measure:** Bunch. **Harvesting & Grading** Be gentle when handling fresh herbs, damage to leaves or stems will lead to reduced shelf life. Stems and leaves should be fresh and green without blemishes. Weeds or grass should be removed. Bunches should be banded with a twist-tie or rubber band, 2 ounces each. Use appropriate methods for preserving freshness after harvest to keep the product from wilting (i.e. placing stems in water is a common method of preventing wilting and covering loosely with plastic to prevent water loss and damage, however ensure that any water used is safe for drinking). **Cooling** Most herbs should be stored at 32° F. Some herbs (i.e. basil) are damaged by cooling. Special Basil note: Store at room temperature with stems in water and covered with a plastic bag. Under no circumstances should basil be lower than room temperature. **Cleaning** If they are dirty they can be rinsed and must then be gently dried. Herbs will spoil if left too wet. If herbs are washed then they should also be sanitized (suggested).

**Greens, Loose (Including Baby Spinach, Arugula, Mustard Green, Mitzuna): Acceptable Measure** Bunch. **Harvesting & Grading Loose leaf** - Pick small leaves, nothing over 3-4" long. Remove all damaged and imperfect leaves as well as foreign material, including insect damage, wilted or holey leaves, grasses and sticks. For all loose greens it is best to harvest them in the morning when it is cool and the sugar content is highest. A field knife should be used to harvest to prevent crushing the stem. Do not over-pack by smashing greens. Pack loosely in bags to prevent breakage. **Cooling** Loose leaves and full heads should be cooled to 32° F as soon as possible after harvest. **Cleaning** Handle greens carefully: Do not run water directly on greens at high-pressure, as this will damage the leaves. Wash gently and rinse thoroughly. sanitize (suggested). Rinse thoroughly. Spin Dry. Pack for storage /delivery.

**Greens, Lettuce Head (including Romaine, Butter): Acceptable Measure** Each. **Harvesting & Grading** Lettuce should be fresh, green, and not soft or split, with no leaf decay, spotting, or discoloration. Cut when the head is full (1/2-3/4 lb./head), leaves are 6-10" long, free of blemishes. Cut base of head with sharp field harvest knife. Remove damaged or yellow leaves. Load heads into harvest tote carefully to avoid leaf breakage. Keep out of sun and spray with water to reduce dehydrating. Cut open a couple of heads to ensure there is no tip burn on internal leaves. **Cooling** Hydro-cool to 32° F as soon as possible after harvest. **Cleaning** Immerse gently in wash water, clean cut base, rinse to remove any foreign material collected among the leaves. sanitize (suggested). Rinse. Drain and shake excess water off. Pack for storage /delivery

**Greens, Spinach (Full Size): Acceptable Measure** Bunch. **Harvesting & Grading** Remove all damaged and imperfect leaves as well as foreign material. These include insect damage, wilted or holey leaves, grasses and sticks. Stems should be no longer than 1" and there should be no coarse stems. Field heat should be removed as quickly as possible. **Cooling** Hydro-cool **Cleaning** Wash and rinse thoroughly. sanitize (suggested) with approved solutions. Rinse thoroughly. Spin Dry. Pack loosely in boxes and bags to prevent leaf breakage.

**Greens, Kale / Chard: Acceptable Measure** Bunch. **Harvesting & Grading** A bunch is defined as 8 ounces of stems banded, with the stems uniform and at least 4" long. Leaves should not be limp, discolored or browning. Do not pick too young or too old. **Cooling** Hydro-cool; store at 32° F. **Cleaning** Wash via hydro-cooling. sanitize (suggested) and rinse.

**Kohlrabi: Acceptable Measure** Each. **Harvesting & Grading** Heads should be uniform in size in each case. Only young kohlrabi should be harvested. Succulent and tender leaf stems are a good indicator of youth. Remove leaves and root stem. **Cooling** Store at 32° F. **Cleaning** Wash if necessary. sanitize (suggested) and rinse if washing.

**Leeks: Acceptable Measure** Bunch. **Harvesting & Grading** Pick leeks that are at least an inch thick, the larger the better. Use a fork to dig, do not pull. Cut the leaves in an inverted V with a scissors or a field

knife. They should be firm and smooth and free of blemishes with characteristic white stems and dark green leaves. **Cooling** Store at 32° F. **Cleaning** Peel off the loose dirty skin and spray with a hose to remove dirt. sanitize (suggested) and rinse.

**Onions, storage/cooking and fresh/sweet: Acceptable Measure** Each. **Harvesting & Grading** Harvest mature bulbs with good firmness and compactness of fleshy scales. They should be free of mechanical damage, insect damage, decay, and sunscald or sprouting. Onions should be generally uniform in size in each bag. Medium onions are 2 – 3 1/4” in diameter and Large onions are 3 1/4” or greater. Onions for curing should not be picked before the tops begin to dry naturally. **Cooling** Long-term storage is at 32° F. **Cleaning** For fresh onions, wash, rinse, and trim off the roots and stem. After curing, trim roots and stems, and brush off before or after storing. **To cure:** Field cure onions for 3-5 days without rain, then put in a warm ventilated area at 68 – 86° F.

**Onions, Green (Scallions): Acceptable Measure** Bunch. **Harvesting & Grading** Pick scallions before a bulb forms and the onion end is bigger than a pencil. They should be firm, smooth, and free of blemishes. Trim roots and bunch with a rubber band. A bunch is 10-12 scallions. Cut tops so they are uniform and at least 6” long. **Cooling** Store at 32° F. **Cleaning** Peel off the loose dirty skin and spray with a hose to remove dirt. sanitize (suggested) and rinse.

**Peas: Acceptable Measure** Quart. **Harvesting & Grading** Stems should be green and pod should be uniformly bright green and free from defects. There should not be any broken peas. Snow peas should be 2” or longer and flat. Snap peas should be 2 1/2 - 3” long and well-formed but not bulging. Shell peas should be 2 1/2 - 3” long, uniform and well-shaped with a fully developed pea. Do not let peas heat up when picking. **Cooling** Put directly into the cooler or hydro-cool; store at 32° F. **Cleaning** Washing is not needed if peas are clean. If peas are hydro-cooled they should be drained and as dry as possible.

**Peppers, Bell (Green, Red, other): Acceptable Measure** Each. **Harvesting & Grading** Peppers should be free from injury caused by sunscald, decay, or insects; colored peppers should be at least 95% colored. They should be of similar size and variety when packed. Peppers should average 2-3 peppers/# . Peppers should not have decay or injury from insects. Pick when dry. **Cooling** - Cool immediately to no lower than 45° F (Hydro-cool if necessary), as they are subject to chilling injuries. **Cleaning** Wipe off if only dusty. If muddy, Spray wash and rinse and wipe to remove water spots.

**Peppers, Other (Hot, Banana or Italian Frying): Acceptable Measure** Quart. **Harvesting & Grading** Peppers should be free from injury caused by sunscald, decay, or insects; colored peppers should be at least 95% colored. They should be of similar size and variety when packed. **Cooling** - Cool immediately to no lower than 45° F (Hydro-cool if necessary), as they are subject to chilling injuries. **Cleaning** Wipe off if only dusty. If muddy, Spray wash and rinse and wipe to remove water spots.

**Potatoes: Acceptable Measure** Quart. **Harvesting & Grading** Potatoes should be fairly well shaped, free from damage, firm, and fairly clean. Potatoes should be of similar characteristics and the size should be noted on the label. B size potatoes have a diameter of 1 1/2–2 1/4”, Medium potatoes have a diameter of 2 1/4–3 1/4”, and Large potatoes have a diameter of 3–4 1/4”. Test some potatoes by cutting in half to ensure there are no internal defects; these sample potatoes should not be packed. New potatoes are considered to be new when the skins are not well formed and the potato is not mature; this is any time from blossom formation until the vines begin to die back naturally. Washing and packaging should be done with care to ensure there is no damage to the potato due to the fragile skins. **Cooling** Potatoes that are to be kept in long-term storage should be cured for 1 to 2 weeks at 68° F. After curing, the temperature should be lowered gradually until reaching 45–50° F. By definition, new potatoes are not cured and should be stored immediately at 45–50° F. **Cleaning** Hand wash, barrel wash or brush wash if potato skins are tough enough.

**Radishes: Acceptable Measure** Bunch. **Harvesting & Grading** Roots should be well formed, crisp and fresh. Target root size: 1-1.5" diameter for cherry belle types, 1.5-2" for Fresh Breakfast types. Roots should be free from defects, and not split. Bunched radishes are bunched 1/2 lb (approx.. 10 to a bunch) and held together with a rubber band. Each bunch needs to be generally uniform in size. Fresh eating radishes should only be topped if required on the purchase order. Daikon radishes are always topped. **Cooling** Hydro-cool; store at 32° F. **Cleaning** Barrel wash or spray to clean, sanitize (suggested) and rinse.

**Rhubarb: Acceptable Measure** Bunch. **Harvesting & Grading** Pull or cut rhubarb stems at ground level. Trim leaves back to 1” or less from the stem. The stem should be at least 10 inches long, and no more than 15 inches. **Cooling** Hydro-cool or cool to 32° F. **Cleaning** Wash and rinse.

**Root Crops (Beets, Turnips, Carrots, Rutabagas, Parsnips) Acceptable Measure** Bunch. **Harvesting & Grading** Tops should be well trimmed; the long root should be trimmed to no shorter than 1/2”. Roots should be fairly smooth and free from defects. Each case should be generally uniform in size:

- Beets and turnips, not less than 2” in diameter, (1–1 1/2 ”for baby beets) (1 1/2 - 2 1/2” for beets)
- Carrots should be 1/2–3/4” at the shoulder and at least 5” long. Hairy carrots are bitter and should be culled.
- For parsnips the minimum diameter is 1 1/2”.
- Rutabagas should not be smaller than 3” in diameter.
- Tops on : 2# bunch +/- 1/4#

**Cooling** Store at 33–36° F. **Cleaning** Barrel wash or spray to clean and rinse. If they will be stored long term, parsnips and rutabagas should not be washed until after storage.

**Raspberries and Blackberries: Acceptable Measure** Quart. **Harvesting & Grading** Berries should be free of injury from decay, sunscald, mold or bugs. When picking, the berry must come free easily from the plant; should be uniform in color, firm and not mushy or broken. **Cooling** Berries should be air cooled to



34° F as soon as possible after picking. They need to be stored at 32° F. **Cleaning** Berries should not be washed.

**Salad Turnips: Acceptable Measure** Bunch/Quart. **Harvesting & Grading** Roots should be well formed, crisp and fresh. Roots should be free from defects. Bunched salad turnips are 10 to a bunch and held together with a rubber band. Each bunch needs to be generally uniform in size. **Cooling** Hydro-cool; store at 32° F. **Cleaning** Barrel wash or spray to clean, sanitize (suggested) and rinse.

**Squash, Summer: (Zucchini -green; Summer squash -yellow) - Acceptable Measure** Each. **Harvesting & Grading** Squash should be 5–9” long and not over-ripe. Cut the stems instead of breaking them off; wear clean cotton gloves and handle with care because of the delicate skins. The surface should be shiny, clean, and free of physical injury. Be sure to avoid stem damage when packing boxes. Squash should be uniform in size within each case. **Cooling** Store at 41–50° F. **Cleaning** If necessary, wipe off squash with a clean product towel or clean cotton gloves.

**Squash, Winter and Pie Pumpkin (Includes Butternut, Buttercup, Delicata, Spaghetti, Sunshine Red Kabocha, Acorn, Pie Pumpkin): Acceptable Measure** Each. **Harvesting & Grading** Cut squash with pruners and leave a short stem. Flesh should be fully colored with a bright yellow or orange base spot indicating maturity. Outer skin should be firm and resist puncture or thumbnail. Package to ensure stems do not bruise other squash. Squash can be sold immediately without curing, but should be cured for long storage. **Cooling** Cooling is not necessary. **To cure**, place in a warm ventilated dry area, in temperatures from 85 to 95° F for 8 to 10 days. Store at 50 to 55° F. **Cleaning** Wash, or wipe off with a clean product towel, at time of shipment.

**Tomatoes (including Cherry /Grape Tomatoes) Acceptable Measure** Each/Quart. **Harvesting & Grading** Tomatoes should be 6-10 ounces for standard varieties and 8-16 ounces for heirloom varieties. Ripeness required varies by buyer. Retail customers will want the tomatoes that are ripe and fully red but still firm. Tomatoes should be picked without the stem, unless they are heirlooms, and put in boxes stem end down. Tomatoes should not have splits. Do not pick over-ripe cherry or grape tomatoes as they will split in shipping. Number 1 tomatoes will be of the same variety type, mature (not overripe or soft), clean, well developed, and fairly smooth and well formed. They should be free from decay, freezing injury, sunscald, or damage from any other cause. **Cooling** Store at 66–70° F. **Cleaning** If necessary, wipe off tomatoes with a clean product towel or clean cotton gloves.

**Watermelon: Acceptable Measure** Each. **Harvesting & Grading** Sample melons for ripeness. Handle melons with care. For CSA boxes melons should be 3-4 lbs. **Cooling** Cool to and store at 50–59° F. **Cleaning** Wipe off in the field with a clean product towel; melons can be water washed if necessary.