General Program Requirements

- Eligible produce is limited to the whole edible portion of a plant in its raw and natural state of fruits, nuts, vegetables, and herbs.
- Community Food Producer must follow the Best Management Practices (BMP) enumerated below that are applicable to their operation.
- Community Food Producer shall maintain records sufficient to demonstrate compliance with applicable BMPs. The BMP records shall be retained for two years and made promptly available to the Department of Environmental Health upon request.
- Failure to follow BMPs may be grounds for revocation of certification.
- The Approved Source Certificate must be renewed annually.
- All produce donated or sold must be grown in Santa Clara County; home, school and community gardeners may participate.
- A Community Food Producer shall only sell produce of their own production. Buying and reselling produce requires a state produce broker or merchant license that can be obtained through the California Department of Agriculture.
- A Community Food Producer agrees to allow inspection of their premises at the request of any regulatory agency in response to a complaint or investigation. A Community Food Producer may be required to reimburse the investigating agency at the current Board approved hourly rate.

Additional Requirements

- Community Food Producer shall ensure that produce and harvest equipment are stored in a sanitary location, protected from vectors, such as rodents and insects that can spread disease.
- Community Food Producer shall provide sanitary hand washing and toilet facilities within ¼ mile of work location and shall ensure that they are utilized properly.
- For residential homes, restroom facilities with warm water and soap must be readily accessible.
- Community Food Producer and all workers shall be made aware of and practice safe food handling techniques, including but not limited to, proper hand washing, washing hands between activities, changing gloves (if gloves are used) when working with produce, and potential sources of contamination.
- Workers exhibiting signs of diarrhea, vomiting, fever, sudden yellowing of the skin, or infected wounds shall be excluded from harvesting, washing, and handling produce.
- All persons handling the produce shall have any open wound(s) covered appropriately.
- Community Food Producer shall minimize the presence of vector attractants, such as rotting and nesting materials, in the growing area and the area immediately adjacent to the crop during the production season.
- Reasonable measures shall be taken to keep animals, including pets, away from the growing area to avoid contamination.
- Appropriate measures shall be taken to minimize the leaking of equipment fluids (such as oil and fuel), concentrated nutrients, and pesticides in the growing grounds.

Water

- Water used for irrigation must be obtained from a public water system or well that has been tested and shown to be free from pathogens and other contaminants.
- Greywater or recycled water is not a safe water source and shall not be used.
- No contained spring or surface water may be used.

Sewer

- Gardens shall not be planted over or within 10 feet of a septic system or leach field.
Compost and Manure
- Composted manure or other soil amendments may only be used if purchased from a commercial outlet.
- Raw or aged manure may not be used. No human, cat or dog manure allowed.
- Operator shall minimize the presence of vector attractants such as piles of decaying fruit and vegetables.

Pesticides
- Community Food Producer shall ensure that pesticides are utilized in accordance with federal, state, and local requirements and in accordance with manufacturer’s instructions. Community Food Producers who want to use any type of pesticide (insecticides, rodenticides, herbicides, fungicides, etc.) on their crops, or in their growing area, shall contact the Santa Clara County Agriculture Department to obtain a Pesticide Operator Identification Number before utilizing any pesticides. This includes pesticides purchased at hardware stores, garden centers, etc.
- Only pesticides that are registered for use in California and are labeled for the intended crop are permitted to be used on crops that will be sold or distributed for human consumption.

“Organic” Claim
- Community Food Producers shall not use the term "organic" in reference to their practices or produce unless they have registered as an organic producer with the California Department of Food and Agriculture. Contact the Santa Clara County Department of Agriculture for more information about becoming a registered organic producer.

Traceability and Transport
- A sales receipt, invoice or memo of sale/donation shall be issued with each transaction to provide traceability back to source and proof of ownership. The sales receipt, invoice or memo of sale/donation shall include: Community Food Producer/Gleaner name, address and phone number of seller/donator and recipient, common name and quantity of each commodity, and the date of the transaction.
- Community Food Producer shall use clean transport containers and shall clean containers before each use, repairing or discarding damaged ones. The use of a new sanitary liner, although not required, is highly recommended to help assure over-all food safety.
- Opportunities for contamination and microbial growth during shipping shall be minimized.
- Packing boxes or other transport containers shall be clearly marked with the Community Food Producer’s name, city, state, and ZIP code of the growing location. Markings should be placed on the end(s) of containers to aid in identifying stacked boxes.
- Pre-used packing boxes may be utilized if all identifying information from the previous Community Food Producer/Gleaner is obscured.

Restrictions / Limitations
- Foraged foods do not qualify for public sale
- Produce must be grown on property the Community Food Producer owns or leases.
- Mushrooms, leafy greens, sprouts, and honey are not covered under this program
- Cutting or processing produce by the Community Food Producer is prohibited under the self-certification program. The program is intended for whole, uncut produce only.
Plant Material (Pest Prevention) / Quarantine
- Community Food Producers shall obtain plant material from growers and licensed nurseries that are in compliance with all State and Federal agricultural quarantines. It is preferred that local Community Food Producers utilize plants that come from a local source (Santa Clara County or neighboring counties). If there are any uncertainties regarding the compliance status of any nursery or grower, please contact the Santa Clara County Department of Agriculture before purchasing the plant material.
- Community Food Producers that are located within any agricultural quarantine area in Santa Clara County shall comply with all quarantine requirements. To determine if you're in a local agriculture quarantine area, please contact the Santa Clara County Department of Agriculture.

Eggs
- Community Food Producers shall register with the California Dept. of Food and Agriculture Egg Safety & Quality Management program prior to offering shell eggs for sale. Contact the Santa Clara County Department of Agriculture for more information regarding additional requirements when selling shell eggs.

Certified Producer Certificate
- A Certified Producers Certificate only allows the certified producer to sell at a Certified Farmers’ Market.

Donations
- Community Food Producers that donate to a Non-Profit Organization for distribution to the end user at no charge may be covered under the Non-Profit Organization’s certification and internal quality assurance process/procedures. The Non-Profit Organization must self-certify that their system is adequate to protect public health and ensure traceability.
  
  (A form will be developed to specify criteria)
- Donations are restricted to citrus and other low hazard fruits and vegetables. No leafy greens, mushrooms, sprouts, etc. will be allowed.