CONNECTICUT GROWN

Farmers' Market

REFERENCE GUIDE

THE LOCAL FLAVOR.

The Connecticut Department of Agriculture - Bureau of Marketing
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An Introduction to Connecticut Farmers' Markets

In Connecticut, the demand for farmers' markets is increasing and each year there are a number of requests to establish new ones. Many consumers would prefer to purchase fresh Connecticut Grown products if given the opportunity to do so. The purpose of this Reference Guide is to provide guidance for those who want to start a new market, expand an existing market, or participate in selling of goods.

The markets provide a benefit for farmers and consumers alike. For the consumer, farmers' markets provide a variety of fresh products at a reasonable price, while creating a weekly community event. Consumers enjoy a wide selection of products while supporting local agriculture and meeting the farmers who grow their food. Farmers' markets provide an opportunity for farmers to sell their crops and to market their farm to a wide audience.

Certified Farmers' Market

The Connecticut Department of Agriculture is proud to work closely with both the producers and the markets that are committed to offering CT Grown farm products. Farm products are defined by Connecticut General Statutes (CGS) Ch.1 Sec.1-1. Farmers' markets that are committed to CT Grown products and those that wish to work with CT DoAG receive a variety of benefits. These benefits include:

- Yearly participation in the CT Farmers' Market Brochure
- Yearly participation on our website, www.CTGrown.gov
- Additional promotional opportunities with a variety of media outlets
- Market usage of the CT Grown Logo
- An option to participate in supplemental food programs including the WIC & Senior Farmers' Market Nutrition Program (FMNP)
- Certified markets provide participating farmers the use of the farmer's kiosk designation. This designation allows exempt items (jams, jellies, acidified foods, etc.) to be sold at certified farmers' markets. Without this designation, off farm sales of these products are prohibited.
- Farmer/Vendor recruitment
- Support in dealings with other government agencies (federal, state, and local)

Farmers' markets committed to CT Grown farm products that wish to work with CT DoAG and be identified as "certified farmers' markets", as defined by CGS Ch. 422, Sec.22-6r, should contact CT DoAG. All certified markets need to sign a Memorandum of Understanding (MOU) before being recognized and benefit from the departments programs. Other governing agencies utilize this list to applicably regulate farmers within their jurisdictions. For up to date listings of Connecticut's Certified Markets, please visit out website, www.CTGrown.gov.

Farmers' markets are also affiliated with several supplemental food programs including: WIC Farmers' Market Nutrition Program (FMNP), Senior FMNP, WIC Fruit and Vegetable Check Program, and Supplemental Nutrition Assistance Program-SNAP (also

referred to as Electronic Benefits Transfer or EBT). These supplemental nutrition programs provide eligible individuals with access to fruits and vegetables, thereby increasing the demand for CT Grown products. Participants receive benefits that can be used at certified farmers' markets. Each of these programs has a chapter in this guide dedicated to them.

Food safety is a concern in all aspects from farm to table. Farmers' markets have become one stop shopping locations to purchase fresh, high-quality produce and other specialty items. It is important that farmers, vendors, and market masters be familiar and comply with the applicable food safety regulations at the farmers' market. This manual provides a general overview of the most common requirements. Working cooperatively with your local health department and the appropriate state agencies early on in the process will assist vendors in providing safe and wholesome foods at the farmers' market.

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Internal Cooking Temperatures:

Whole Roasts, Corned Beef, Pork Roasts:

130°F. 121 minutes
140°F. 12 minutes
145°F. 3 minutes

Shell Eggs, Fish, Meat (Including Pork)

145°F. 15 seconds

Ground or Comminuted Meat and Fish Products:

145°F. 3 minutes
150°F. 1 minute
155°F. 15 seconds
158°F. Instantaneously

Poultry, Ground or Comminuted Poultry
Stuffed: Fish, Meat, Pasta, Poultry or Stuffing containing PHF ingredients:

165°F. 15 seconds

Raw animal food cooked in a microwave oven shall be:
rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least 165° F. in all parts of the food, and allowed to stand covered for 2 min. after cooking.

Cold and Hot Holding Temperatures:

45° F. or less or **140°** F. or more for all potentially hazardous foods except whole beef and pork roasts which may be held hot at **130°**F. or above

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to **140°** F. or greater for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

Cooling Requirements:

Cooked Potentially Hazardous Food shall be cooled:
140°F. ⇨ 70°F. within 2 hours
70°F. ⇨ ≤45°F. within an additional 4 hours

Reheating Temperatures:

Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at **least 165°F. for 15 seconds within 2 hours** except **remaining unsliced portions of roast beef** which may be reheated to **145°F. for 3 minutes within 2 hours**.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 140°F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

This document is intended as guidance only and should not be viewed as all-inclusive . Market masters and vendors must contact the appropriate federal, state, and/or local agencies for compliance with all applicable laws and codes pertaining to their respective markets/booths.

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Food Safety Guidelines for Farmers' Markets

In the past, when people thought of a farmers' market, they thought of fresh fruit and vegetables for purchase that they could take home and make into delicious salads and other dishes. However, what was once an extension of the basic farm produce stand has now evolved into a variety of foods from whole unprocessed fruits and vegetables to seafood, meats, salsas, baked goods, pizzas and many other prepared and processed food items. These markets are a great way for consumers to connect with local farms and the products they offer, but the more complex market foods become, the greater the risk consumers face of possibly contracting foodborne illness. With the increased complexity of items being offered for sale at farmers' markets across Connecticut, it is important that farmers and local health departments work in cooperation to provide the residents of Connecticut safe, fresh, locally grown and prepared products that won't cause foodborne illness. This publication was developed to provide market masters with an overview of regulations that pertain to prepared food items and to discuss basic food safety practices that will need to be followed within their respective markets. Working together with the local health department, vendors will be able to provide consumers with excellent products in a safe and healthy manner.

Selling Food Products

Some products sold at farmers' markets can present a risk to consumers, depending on how the product is prepared and sold. Each market master, in cooperation with the local health authority, should decide which products can and cannot be sold, provide a list of foods to be sold to the local health department, and include this information in the bylaws or rules for his or her market. Market masters must include the following:

- Will the market allow processed foods?
- Will there be food preparation on site?
- Will the market allow food samples to be given away?
- Is the off-site base of operations (where the food is stored or prepared) licensed and inspected by a regulatory agency, if applicable?

Classification of a Farmers' Market

The Department of Public Health (DPH) advises local health departments that farmers' markets offering foods other than raw, whole produce, be regulated as temporary food service establishments, per the Connecticut Public Health Code section 19-13-B42. This allows the local director of health to relax some of the structural requirements normally associated with permanent food service establishments. It should be noted that a temporary food service establishment may also contain retail food components (packaged and bulk raw foods) that may be regulated by Connecticut Public Health Code section 19-13-B40. Ultimately, the classification and regulation of each farmers' market will be determined by the types of foods offered and the manner in which they are processed or prepared.

The local health departments are responsible for licensing and inspecting any establishment that prepares or offers food and/or drink to the public, whether for consumption on or off-site. These departments will have the necessary information for each vendor to comply with state and local codes, if the food items offered are subject to such regulation. DPH advises the local health departments to provide a seasonal license to vendors attending the market every week, if such a license is required by the local health authority..

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Risky Foods

Certain types of food allow for the rapid and progressive growth of pathogens and are deemed "potentially hazardous foods." Foods classified in this category include dairy products, meat poultry, seafood, shellfish, eggs, sliced melons, raw sprouts, cut tomatoes, tofu, and garlic-in-oil mixtures. These products must be kept at proper temperatures to keep consumers safe. Information on proper temperatures for these foods or products can be provided by the local health department.

Meat, poultry, dairy, egg products, and other potentially hazardous foods must always be transported to and from the market in facilities capable of maintaining the food at a temperature of 45°F or less.

Unless properly processed by commercial means, canned or jarred foods may pose a high risk of botulism. Such foods may include (but are not limited to) sauces, dressings, fruit butters, pickles, salsa, soup, and dips. All prepared and processed foods must be produced in a facility that is inspected by a regulatory agency to ensure safe preparation and handling practices. The only exemptions to this requirement are properly labeled jams, jellies, preserves, and maple syrup (CGS sec 21a-24b). All other processed and prepared foods to be sold at a farmers' market must come from an approved source and must be prepared at an approved, inspected facility. These facilities can be commercial kitchens, inspected church kitchens, or other retail or wholesale food establishments. Each vendor should make arrangements with the appropriate personnel to use these facilities. ***Private kitchens cannot be used for processing or preparing foods.***

Food that is prepared for immediate consumption at the market must also be prepared using safe food handling procedures, in conformance with regulations. Cutting produce, preparing samples for consumers, and preparing sandwiches are all considered food preparation. Proper thawing of potentially hazardous foods must also be followed. The local health department will review your procedures and provide information on safe food handling and approved facilities.

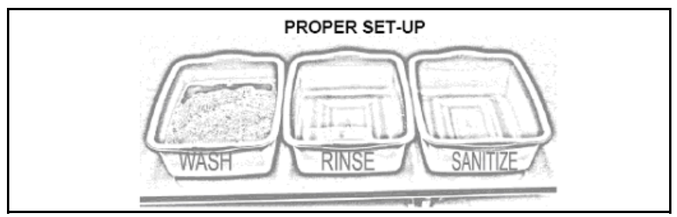
Protect Food from Contamination

Open foods sold at a farmers' market, such as sliced or cubed cheese, must have an approved protective cover over the display area. This is especially important if the food is prepared on-site. Overhead awnings are an additional measure of protection and may be required by the local health authority. Although food samples are a good way to increase purchase of a product at the farmers' market, this practice must be performed with extreme caution and in conformance with the food protection controls approved by the local health authority. Ill food workers, unprotected sneezes and coughs, consumers' hands, and insects are major sources of potential food contamination.

Temperature Requirements and Storage

There are specific guidelines for the cooking temperature/time requirements of each type of raw, potentially hazardous food. Foods cooked on-site at a farmers' market must meet all temperature and time requirements. When held hot, potentially hazardous foods must be maintained at 140°F or above; cold potentially hazardous food being held must be maintained at 45°F or below. An accurate, acceptable temperature measuring device needs to be available for use in booths that require monitoring of storage, holding and cooking temperatures of potentially hazardous foods. Food storage at a farmers' market is somewhat difficult due to the equipment and space limitations. While there are many sources of potential food contamination, here are a few tips to help decrease the likelihood that product contamination will occur from contact with raw foods, contaminated water, or ice.

- Use only clean, potable ice from an approved source.
- Be careful not to store ready-to-eat foods in direct contact with ice.
- Do not store raw foods in the same container as ready-to-eat foods.
- Drain ice continuously to avoid pooling water in the cold storage unit.

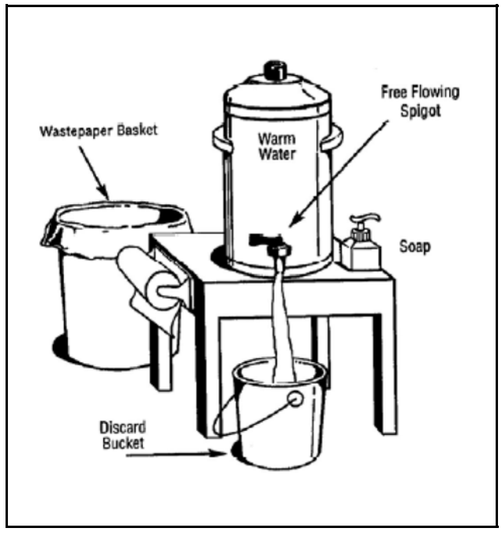


Infected Food Handlers

All vendors who handle food should note that it is absolutely imperative that any person experiencing symptoms of nausea, vomiting, diarrhea, fever, sore throat, or jaundice, must be excluded from handling any food products, utensils, single service paper goods, or linens, unless authorized to do so by the regulatory agency. It is equally important that any person diagnosed with salmonellosis, shigellosis, *E. coli* infection, hepatitis A, or norovirus infection be excluded. If a food handler is living in a household with someone who has been diagnosed with these illnesses, he or she might also need to be excluded from food handling. Lesions on the hands or wrists, including boils, must be covered and protected with an impermeable cover and a single-use glove. A tight fitting bandage must be used on lesions located on other parts of the body.

Food Contact Surfaces

If utensils are used to chop, cut, trim, serve or otherwise process food in any way, they must be properly washed, rinsed, sanitized, and allowed to air dry after use or at least every four hours throughout the event, as approved by the local health department. This also applies to food-contact surfaces such as cutting boards or prep tables. Appropriate facilities to wash, rinse, and sanitize soiled utensils and other food contact surfaces must be available or an adequate supply of utensils, cutting boards, etc. must be provided for the full course of the event. To sanitize correctly, an approved sanitizer mixed at the appropriate concentration, equal to 50 ppm of chlorine must be available and located within the booth. Soiled equipment may be brought back to the approved base of operations for correct cleaning and sanitization.



Hand Washing Facilities

Hand washing is the best way to prevent the spread of disease. If a vendor is serving ready-to-eat foods, preparing foods on-site, or providing free samples of product, an approved handwashing facility will be required. Hand washing stations require potable running water, some form of hand cleaner (soap), disposable towels, and a waste container. Products such as hand sanitizers should not be used as a replacement for hand washing. When washing, vendors must wash their hands for at least 20 seconds. There is no set requirement for the number of hand washing stations required per person; however, the facilities must be accessible, unobstructed and convenient for use. The local health department will evaluate what is deemed adequate and provide guidance when necessary.

Approved Sources of Food

All food, including food ingredients used for the preparation of foods, demonstrations, and for sampling, must come from an approved source.
NOTE: *Unprocessed, whole, raw fruits and vegetables shall be wholesome, free from spoilage, and otherwise deemed safe for human consumption based on generally recognized industry standards.*

Sources:

- *Purdue University– Publication EC-740 "Food Safety Regulations for Farmers' Markets"*
- *Massachusetts Department of Public Health– Publication RF-08 "Food Protection Program Policies, Procedures, and Guidelines"*
- *Nebraska Department of Agriculture- www.agr.state.ne.us/pub/daf/farmmkt.htm*
- *Connecticut Public Health Code 19-13-B42*

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State of Connecticut General Statutes Pertaining to Farming and Farmers' Markets

The Definition of Agriculture

The definition of agriculture in Connecticut state statute is the legal description of what activities and land uses constitute a "farm", "agriculture" and "farming". This is the definition that is used when questions such as "Is this really a farm?", "How can I tell if what I am doing is considered agriculture?", or "Is my neighbor really operating a farm?" arise. Over the last twenty years Connecticut has faced mounting challenges to the definition of agriculture as the state has come under increasing pressures to develop land for homes and industry. Most importantly, as you contemplate the definition of agriculture, please pay special attention to the very last sentence in the definition. What this sentence means is that towns in the state of Connecticut have the authority to zone land use as the town sees fit, provided such zoning does not conflict with or ignore state statute. Therefore, it is vitally important that you pay attention to your local government's treatment of farming, agriculture and its associated activities.

Section 1-1. Words and Phrases.

(q) Except as otherwise specifically defined, the words "agriculture" and "farming" shall include cultivation of the soil, dairying, forestry, raising or harvesting any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training and management of livestock, including horses, bees, poultry, fur-bearing animals and wildlife, and the raising or harvesting of oysters, clams, mussels, other molluscan shellfish or fish; the operation, management, conservation, improvement or maintenance of a farm and its buildings, tools and equipment, or salvaging timber or cleared land of brush or other debris left by a storm, as an incident to such farming operations; the production or harvesting of maple syrup or maple sugar, or any agricultural commodity, including lumber, as an incident to ordinary farming operations or the harvesting of mushrooms, the hatching of poultry, or the construction, operation or maintenance of ditches, canals, reservoirs or waterways used exclusively for farming purposes; handling, planting, drying, packing, packaging, processing, freezing, grading, storing or delivering to storage or to market, or to a carrier for transportation to market, or for direct sale any agricultural or horticultural commodity as an incident to ordinary farming operations, or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market or for direct sale. The term "farm" includes farm buildings, and accessory buildings thereto, nurseries, orchards, ranges, greenhouses, hoophouses and other temporary structures or other structures used primarily for the raising and, as an incident to ordinary farming operations, the sale of agricultural or horticultural commodities. The term "aquaculture" means the farming of the waters of the state and tidal wetlands and the production of protein food, including fish, oysters, clams, mussels and other molluscan shellfish, on leased, franchised and public underwater farm lands. Nothing herein shall restrict the power of a local zoning authority under chapter 124.

The "Right to Farm"

This law exempts farms that follow "generally accepted agricultural practices" from nuisance laws, regulations and ordinances related to the odors, noises and other objectionable by-products associated with farming. However, a farmer who causes a nuisance through his own negligence or willful or reckless misconduct is not exempt from such claims.

Section 19a-341. Agricultural or farming operation not deemed a nuisance; exceptions. Spring or well water collection operation not deemed a nuisance. Agricultural or farming operation not deemed a nuisance; exceptions. Spring or well water collection operation not deemed a nuisance. (a) Notwithstanding any general statute or municipal ordinance or regulation pertaining to nuisances to the contrary, no agricultural or farming operation, place, establishment or facility, or any of its appurtenances, or the operation thereof, shall be deemed to constitute a nuisance, either public or private, due to alleged objectionable (1) odor from livestock, manure, fertilizer or feed, (2) noise from livestock or farm equipment used in normal, generally acceptable farming procedures, (3) dust created during plowing or cultivation operations, (4) use of chemicals, provided such chemicals and the method of their application conform to practices approved by the Commissioner of Environmental Protection or, where applicable, the Commissioner of Public Health, or (5) water pollution from livestock or crop production activities, except the pollution of public or private drinking water supplies, provided such activities conform to acceptable management practices for pollution control approved by the Commissioner of Environmental Protection; provided such agricultural or farming operation, place, establishment or facility has been in operation for one year or more and has not been substantially changed, and such operation follows generally accepted agricultural practices. Inspection and approval of the agricultural or farming operation, place, establishment or facility by the Commissioner of Agriculture or his designee shall be prima facie evidence that such operation follows generally accepted agricultural practices.

(b) Notwithstanding any general statute or municipal ordinance or regulation pertaining to nuisances, no operation to collect spring water or well water, as defined in section 21a-150, shall be deemed to constitute a nuisance, either public or private, due to alleged objectionable noise from equipment used in such operation provided the operation (1) conforms to generally accepted practices for the collection of spring water or well water, (2) has received all approvals or permits required by law, and (3) complies with the local zoning authority's time, place and manner restrictions on operations to collect spring water or well water.

(c) The provisions of this section shall not apply whenever a nuisance results from negligence or willful or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.

Definition of a Farmers' Market

The following section, passed as Public Act 06-52, establishes the farmer's kiosk at a farmers' market as an extension of the farmer's business and that the laws and regulations applied to selling products on a farm shall apply to selling products at a kiosk. The last subsection notes that this section is not to supersede, "any state or local health and safety laws, regulations or ordinances."

Sec. 22-6r. Certified farmers' markets. Sale of farm products at farmer's kiosks. Definitions. (a) For purposes of this section:

(1) "Farmers' market" means a cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season, which operates principally as a common marketplace for a group of farmers, at least two of whom are selling Connecticut-grown fresh produce, to sell Connecticut-grown farm products directly to consumers, and where the farm products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income;

(2) "Fresh produce" means fruits and vegetables that have not been processed in any manner;

(3) "Certified farmers' market" means a farmers' market that is authorized by the commissioner to operate;

(4) "Farmer's kiosk" means a structure or area located within a certified farmers' market used by a farm business to conduct sales of Connecticut-grown farm products;

(5) "Connecticut-grown" means produce and other farm products that have a traceable point of origin within Connecticut;

(6) "Farm" has the meaning ascribed to it in subsection (q) of section 1-1;

(7) "Farm products" means any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese and other dairy products, food products of "aquaculture", as defined in subsection (q) of section 1-1, including fish, oysters, clams, mussels and other molluscan shellfish taken from the waters of the state or tidal wetlands, products from any tree, vine or plant and their flowers, or any of the products listed in this subdivision that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products.

(b) A farmer's kiosk at a certified farmers' market shall be considered an extension of the farmer's business and regulations of Connecticut state agencies relating to the sale of farm products on a farm shall govern the sale of farm products at a farmer's kiosk.

(c) A farmer offering farm products for sale at a certified farmers' market shall obtain and maintain any license required to sell such products.

(d) Section 22-6g or this section shall not supersede the provisions of any state or local health and safety laws, regulations or ordinances.

Connecticut Farmer's Market/Women, Infants and Children Program

Below are the laws pertaining to the Connecticut Farmer's Market/WIC Program for women with children who qualify for subsidized food allowances to gain access to nutritional food.

Sec. 22-6g. Connecticut Farmers' Market/Women, Infants and Children Program: Definitions. For the purposes of sections 22-6g to 22-6p, inclusive:

(1) "Application" means a request made by an individual to the department for vendor certification in CFM/WIC on a form provided by the department;

(2) "Authorized farmers' market" means a farmers' market that operates within the service area and is a site authorized by the department for the exchange of vouchers and Connecticut-grown fresh produce;

(3) "Certified vendor" means an individual who has met all CFM/WIC conditions as outlined by the department and who is guaranteed payment on all vouchers accepted, provided compliance is maintained by that individual regarding all CFM/WIC rules and procedures as outlined in the vendor certification handbook;

(4) "Certified vendor identification stamp" means a department-issued stamp that shall be utilized by the certified vendor during each occurrence of voucher deposit in the financial institution of certified vendor choice. This stamp shall remain the sole property of the department and shall be forfeited by the certified vendor to the department in the event of suspension;

(5) "Certified vendor identification sign" means a department-issued sign which shall be clearly displayed by the certified vendor at all times when accepting or intending to accept vouchers in an authorized farmers' market. Signs shall remain the sole property of the department and shall be forfeited by the certified vendor to the department in the event of suspension;

(6) "Certified vendor number" means a personal identification number issued by the department and assigned to an individual whom the department has identified as a certified vendor;

(7) "Commissioner" means the Commissioner of Agriculture;

(8) "Department" means the Department of Agriculture;

(9) "Designated distribution WIC clinic" means a site authorized by the department for dispersal of vouchers by the local WIC agency;

(10) "Distribution" means the process outlined by the department and the means by which local WIC agencies actually dispense vouchers to eligible participants;

(11) "Farm products" means any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese and other dairy products, food products of "aquaculture", as defined in subsection (q) of section 1-1, including fish, oysters, clams, mussels and other molluscan shellfish taken from the waters of the state or tidal wetlands, products from any tree, vine or plant and their flowers, or any of the products listed in this subdivision that have been processed by

the participating farmer, including, but not limited to, baked goods made with farm products;

(12) "Farmers' market" means a cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season, which operates principally as a common marketplace for a group of farmers, at least two of whom are selling Connecticut-grown fresh produce, to sell Connecticut-grown farm products directly to consumers, and where the products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income;

(13) "Fresh produce" means fruits and vegetables that have not been processed in any manner;

(14) "CFM/WIC" means the Connecticut farmers' market supplemental food program for women, infants and children as administered by the department;

(15) "Local WIC agency" means an entity that administers local health programs and which has entered into contract for voucher distribution and related service with the department;

(16) "Connecticut-grown" means produce and other farm products that have a traceable point of origin within Connecticut;

(17) "Posted hours and days" means the operational time frames stated in assurances submitted by a duly authorized representative of an authorized farmers' market which includes a beginning and an ending date for each year of operation;

(18) "Participant" means a client of WIC who is at least one year of age, who possesses one of the WIC classification codes selected for inclusion by the Department of Public Health and who is an active participant in a designated distribution clinic;

(19) "Season" means a clearly delineated period of time during a given year that has a beginning date and ending date, as specified by the department, which correlates with a major portion of the harvest period for Connecticut-grown fresh produce;

(20) "Service area" means the geographic areas that encompass all of the designated distribution clinics and authorized farmers' markets within Connecticut for a given season;

(21) "USDA-FNS" means the United States Department of Agriculture-Food and Nutrition Service;

(22) "Vendor certification handbook" means a publication by the department that is based on USDA-FNS mandates and guidelines, addresses CFM/WIC rules and procedures applicable to a certified vendor, and provides the basis for vendor training. A copy of the publication shall be issued to each individual prior to application. New editions supersede all previous editions;

(23) "Voucher" means a negotiable instrument issued by the department to participants that is redeemable only for Connecticut-grown fresh produce from certified vendors at authorized farmers' markets, with a limited negotiable period that directly correlates to the season designated by the department;

(24) "WIC" means the special supplemental food program for women, infants and children, as administered by the Department of Public Health.

Sec. 22-6h. Connecticut Farmers' Market/Women Infants and Children Program:

Purposes. Administration. (a) There is established the Connecticut Farmers' Market/Women, Infants and Children Nutrition Program which shall be jointly funded by the state of Connecticut and the Food and Nutrition Service of the United States Department of Agriculture. The program shall supply Connecticut-grown fresh produce to participants of the special supplemental food program through the distribution of vouchers that are redeemable only at designated Connecticut farmers' markets. The program is designed to provide both a supplemental source of fresh produce for the dietary needs of women, infants and children who are judged to be at nutritional risk and to stimulate an increased demand for Connecticut-grown fresh produce at Connecticut farmers' markets.

(b) The program shall be administered by the Commissioner of Agriculture who shall maintain all conditions as outlined in the farmers' market nutrition agreement entered into with USDA-FNS, as amended.

Sec. 22-6i. Connecticut Farmers' Market/Women, Infants and Children Program: Eligibility requirements. (a) The Department of Public Health WIC client screening processes and records shall provide the basis for identifying participants eligible for receipt of vouchers.

(b) Local WIC agencies shall distribute vouchers at designated distribution clinics to participants in the manner specified by the department in the program and procedures guide for distribution clinic staff. Local WIC agency services shall ensure that:

(1) Vouchers are distributed only to participants through verification that the client name and number on the distribution registry provided by the Department of Public Health correspond with the client name and number printed on the WIC identification folder in the possession of the participant.

(2) Each eligible participant is issued five two-dollar vouchers during each distribution as authorized by the department.

(3) The voucher serial numbers issued to the participant correspond to the number in the distribution registry in which the participant signature is affixed.

(4) Each voucher issued and the distribution registry are properly signed by the participant in the presence of local agency staff at the time of distribution.

(5) A proxy is not allowed to act on behalf of a participant, except in the case of a parent or legal guardian acting on behalf of a participant child or infant, or in the case of a husband acting on behalf of his wife.

(6) Each participant is provided a thorough explanation of program guidelines and participant responsibility as outlined by the department.

(7) All CFM/WIC support materials are put into use as outlined by the department.

(8) Accurate and complete records of all related CFM/WIC activities in the possession of a WIC local agency are maintained and retained for a minimum of four years. In the event of litigation, negotiation, or audit findings, the records shall be retained until all issues arising from such actions have been resolved or until the end of the regular four-year period, whichever is later.

(9) All agency records pertaining to this program shall be made available for inspection to representatives of USDA-FNS, the Comptroller General of the United States, the state Auditors of Public Accounts, the department, and the Department of

Public Health as necessary, at any time during normal business hours, and as frequently as is deemed necessary for inspection and audit. Confidentiality of personal information shall be maintained as to all program participants at all times.

Sec. 22-6j. Connecticut Farmers' Market/Women, Infants and Children Program: Responsibilities of participants. Participants shall be responsible for:

(1) Qualifying under WIC program guidelines and attending a designated distribution clinic during the relevant distribution cycles when vouchers are dispersed;

(2) Properly countersigning a voucher at time of use in the presence of the certified vendor who is accepting each voucher in exchange for fresh produce;

(3) Using vouchers only to purchase Connecticut-grown fresh produce from certified vendors who display CFM/WIC signs at authorized farmers' markets;

(4) Redeeming vouchers on or before the expiration date printed on the face of the voucher or surrendering all claim to the value of vouchers that remain unredeemed;

(5) Ensuring vouchers that are received are not assigned to any other party other than as provided by the department;

(6) Reporting violations or problems to the department or the local agency; and

(7) Reporting all incidents of lost or stolen vouchers to the local agency.

Sec. 22-6k. Connecticut Farmers' Market/Women, Infants and Children Program: Records. Authorization of markets. (a) Each authorized farmers' market shall maintain records of operation which shall be provided to the department and which shall include posted hours and days and shall be signed by a duly authorized representative of the farmers' market. Farmers' market assurances shall be submitted in a manner outlined by the department and shall provide evidence of:

(1) Whether a farmers' market possesses the capability to serve the additional demands brought about by distribution of vouchers in the area without causing undue harm to the existing farmers' market consumer base; and

(2) A willingness by persons associated with the farmers' market to meet all CFM/ WIC requirements. Information submitted by a farmers' market shall include, but not be limited to:

(A) The number of Connecticut-grown fresh produce vendor participants,

(B) Hours of operation to be maintained per week,

(C) Season of operation, and

(D) Accessibility and consistency of farmers' market location.

(b) The department shall give priority to a farmers' market with previous involvement in CFM/WIC provided the farmers' market has maintained the conditions outlined in its farmers' market assurances and does not have a high incidence of certified vendor noncompliance or suspensions.

(c) In determining a farmers' market's authorization, the commissioner shall consider the number of eligible applications received by the department prior to the first of May

which indicate the intent to participate in the proposed farmers' market. The standard for the authorization of a single or principal farmers' market in a county shall be one eligible application for every one hundred participants who participate in the distribution clinic in said county. A minimum of two or more eligible applications shall be required for a farmers' market to receive authorization.

(d) The number of farmers' markets authorized for the season shall be determined by the department no later than the thirty-first day of May prior to each season.

Sec. 22-6*l*. Connecticut Farmers' Market/Women, Infants and Children Program: Vendor certification. (a) Vendor certification shall not be in effect and vouchers shall not be accepted until receipt by the applicant of a certified vendor identification stamp, a certified vendor identification sign and the applicant copy of the department-vendor agreement.

(b) Vendor certification shall expire at the end of each year of issuance. The department shall not limit the number of vendors who may become certified under CFM/WIC. A vendor who satisfies all the following criteria shall be certified to accept vouchers:

(1) Agrees to maintain only Connecticut-grown fresh produce on display in a certified vendor stall;

(2) Indicates an intent to participate in one or more authorized farmers' markets;

(3) Demonstrates participation in training on CFM/WIC rules and procedures through attendance in an entire session of one of the scheduled training meetings conducted by department staff;

(4) Submits a signed statement of receipts of a vendor certification handbook;

(5) Submits a completed application and crop plan to the department prior to the deadline established by the department; and

(6) Submits completed and signed certified vendor agreements to the department.

Sec. 22-6m. Connecticut Farmers' Market/Women, Infants and Children Program: Responsibilities of vendors. (a) A certified vendor may accept vouchers only for a transaction that takes place at a certified farmers' market and only in exchange for Connecticut-grown fresh produce and may accept vouchers as payment for Connecticut-grown fresh produce only if presented on or before the usage expiration date printed on the face of the voucher.

(b) A certified vendor shall (1) prominently display a certified vendor identification sign as outlined in the certified vendor handbook, (2) provide Connecticut-grown fresh produce to participants upon receipt of a valid and properly completed voucher, which is signed by the WIC client, (3) handle transactions with WIC participants in the same manner as transactions with all other customers, (4) not collect state or local taxes on purchases involving vouchers, (5) charge participants a price for Connecticut-grown fresh produce that is equal to or less than the current price charged to nonparticipant customers, (6) not levy a surcharge based on the use of vouchers by participants, (7) return no cash or issue credit in any form to participants during sales transactions that involve vouchers only and in the event of a single transaction in which a participant presents a combination of cash and vouchers for the purchase of Connecticut-grown fresh produce, cash or credit up to the value of the cash portion of the payment shall be given to the participant, (8) participate in training as the department deems necessary to

carry out the intent of CFM/WIC, (9) cooperate with the department in the evaluation of each season by completely and accurately responding to a survey, with resubmission to the department in a specified and timely manner, (10) immediately inform the department in the event of loss, destruction, or theft of either the certified vendor endorsement stamp or certified vendor identification sign so that a replacement may be issued, and (11) comply with all procedures and rules as herein outlined and as delineated in the department-vendor agreement, the certified vendor handbook and official written notices of clarification issued by the department to the vendor.

Sec. 22-6n. Connecticut Farmers' Market/Women, Infants and Children Program: Penalties for violations. (a) The commissioner shall return a voucher to a certified vendor unpaid if the certified vendor identification number is not properly affixed to the back of the voucher, the certified vendor does not endorse the voucher or the participant's signature is missing on the face of the voucher. A voucher may be resubmitted for payment in the event that the signature or vendor certification identification error can be properly and legally corrected by the certified vendor. Violations of CFM/WIC procedures and rules applicable to a certified vendor shall be identified as Class I violations, Class II violations and Class III violations. Violations involving the use of multiple vouchers in a single sales transaction shall be considered as a single violation. Violations involving multiple sales transactions, regardless of time elapsed, shall be considered multiple violations at a standard of one violation per sales transaction.

(b) For Class I violations, the commissioner shall issue a warning letter to the violating certified vendor. Failure to appropriately display the certified vendor identification sign shall constitute a Class I violation.

(c) For Class II violations, the commissioner shall issue an official written citation of noncompliance to the violating certified vendor. The following shall constitute Class II violations:

(1) Noncompliance with rules and procedures as outlined in the vendor certification handbook and in the department-vendor agreement which is not specifically identified as a Class I violation;

(2) Participant is charged a price that is greater than that charged nonparticipant or is charged for items not received;

(3) Refusal to accept valid vouchers for Connecticut-grown fresh produce;

(4) Failure to permit or comply with procedures regarding inspection of evidence by the department when point of origin of fresh produce on display or offered for sale in a certified vendor staff is in question;

(5) Abusive or discriminatory treatment of participants or CFM/WIC staff;

(6) Displaying or offering for sale non-Connecticut-grown fresh produce in a certified vendor stall;

(7) An authorized farmers' market is neither open nor staffed during posted hours and days during the season in which the certified vendor is a designated participant; or

(8) The second like instance of a Class I violation by a single certified vendor.

(d) For Class III violations, the commissioner shall suspend the violating vendor from participation in CFM/WIC. The following shall constitute Class III violations:

(1) A third Class I violation by a single vendor;

(2) The second of two Class II violations of the same type by a single vendor;

(3) Exchanging ineligible products or cash for vouchers; or

(4) Cashing vouchers for a noncertified market.

(e) The commissioner shall issue a written official notice of noncompliance to the certified vendor within seventy-two hours of receipt of evidence involving an act of noncompliance. Suspension of a certified vendor from participation in CFM/WIC shall remain in effect for the remainder of the season. An exception shall occur when suspension occurs within thirty days of the expiration date for voucher usage by participants. In such case, suspension shall also include the entire season of the following calendar year. In the event of a suspension, the vendor shall reimburse the commissioner for the value of any vouchers deposited and paid upon after the official date of suspension notification. At the conclusion of a suspension period, the vendor may reapply for certification in order to resume participation in CFM/WIC.

(f) Any vendor successfully recertified following a suspension shall be on probationary status for one full season. Recurrence of a Class II violation during the probationary period and for which the certified vendor has been cited shall be sufficient grounds for immediate and automatic suspension.

Sec. 22-6o. Connecticut Farmers' Market/Women, Infants and Children Program: Citation of noncompliance of vendor. A written notice of noncompliance or suspension from the department shall be pending for seventy-two hours of receipt by the certified vendor. The certified vendor shall be granted the pending period for presenting sufficient evidence to the department to substantiate a reversal. Remedies undertaken in response to receipt of written notice of a pending citation of noncompliance or suspension shall not constitute evidence in defense of such citation. Failure to present any evidence to the department within the specified pending period shall constitute acceptance of the citation of noncompliance or suspension by the certified vendor. Submission of insufficient evidence by the certified vendor for determination of reversal on the pending citation by the department shall result in an official citation of noncompliance or suspension upon completion of the pending period.

Sec. 22-6p. Connecticut Farmers' Market/Women, Infants and Children Program: Assurances. Vouchers. (a) Assurances, on forms provided by the department, must be submitted no later than the first day of March in order for the farmers' market to receive consideration of authorization for the upcoming season.

(b) All applications shall be submitted no later than one month preceding the last date in which vouchers may be used by participants at authorized farmers' markets.

(c) Vouchers shall be valid from the time of issue through the season ending date as designated by the department. Such date shall be clearly printed on the voucher face. Voucher usage shall be null and void after expiration date.

(d) All vouchers accepted by a certified vendor shall be deposited on or before thirty days following the date of expiration for voucher usage by participants. Such date shall be clearly printed on the front of vouchers. Any claim to voucher payment beyond the voucher reimbursement expiration date is not valid and shall be denied.

(e) Deadlines for submission of records, reports, survey instruments and

undistributed vouchers by local agencies shall be established by the department and specified in the agreement entered into with the local agency.

(f) The department shall develop and submit a completed operations report in January in a manner prescribed by USDA-FNS which summarizes the CFM/WIC operations for the previous year.

Connecticut Farmers' Market/Senior Nutrition Program

The following is the section that establishes the Connecticut Farmers' Market/Senior Nutrition program to allow qualifying seniors access to nutritional food.

Sec. 22-6q. Connecticut Farmers' Market/Senior Nutrition Program. (a) There is established the Connecticut Farmers' Market/Senior Nutrition Program which shall be provided for from funds available to the commissioner and from other sources as such funds may become available. The program shall supply Connecticut-grown fresh produce to senior participants through the distribution of vouchers that are redeemable only at designated Connecticut farmers' markets. For purposes of this section, a "senior participant" is defined as a person who is sixty years of age or older and is currently residing in elderly housing, or is a participant of a registered congregate meal site, or has been identified by a municipal elderly agent as being at nutritional risk. The program is designed to provide both a supplemental source of fresh produce for the dietary needs of seniors who are judged to be at nutritional risk and to stimulate an increased demand for Connecticut-grown produce at Connecticut farmers' markets.

For further information regarding land use and agriculture, please visit the Department of Agriculture's website at www.ct.gov/doag or www.CTGrown.gov.

For general questions regarding the above, please contact:

Legislative Liaison
Department of Agriculture
165 Capitol Avenue
Hartford, CT 06106
(860) 713-2509

Last edited 2/17/2010

Recent Legislation Pertaining to Farmers' Markets

Public Act 08-184 was passed during the 2008 legislative session. It includes a provision specific to farmers' markets and became effective on June 12, 2008. For the specific language for this and other Public Acts the Connecticut General Assembly website is a valuable resource. The address is: http://www.cga.ct.gov.

Melanie Attwater-Young, Legislative Liaison, Department of Agriculture can also be contacted at (860) 713-2509 for assistance.

Public Act 08-184 – ***An Act Concerning Revisions to Statutes Pertaining to the Department of Public Health***
Section 9 of this act allows food service establishments to purchase CT-grown farm products at a farmers' market, as long as they conform with all applicable state and local regulations. Appendix B gives an example of some food items commonly found at farmers' markets that may or may not be suitable for use in a foodservice establishment. If purchasing such products, the food service establishment must request and obtain an invoice from the farmer or person selling the product. The specific definition of farm products is as follows: "Farm products" means any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese and other dairy products, food products of "aquaculture", as defined in subsection (q) of section 1-1 of the general statutes, including fish, oysters, clams, mussels and other molluscan shellfish taken from the waters of the state or tidal wetlands, products from any tree, vine or plant and their flowers, or any of the products listed in this subdivision that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products.

Below is the language of this section.

> Sec. 9. Section 22-6r of the 2008 supplement to the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):
>
> (a) For purposes of this section:
>
> (1) "Farmers' market" means a cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season, which operates principally as a common marketplace for a group of farmers, at least two of whom are selling Connecticut-grown fresh produce, to sell Connecticut-grown farm products **[**directly to consumers and to sell fresh produce to food service establishments, as defined in section 19-13-B42 of the regulations of Connecticut state agencies,**]** <u>in conformance with the applicable regulations of Connecticut state agencies</u> and where the farm products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income;
>
> (2) "Fresh produce" means fruits and vegetables that have not been processed in any manner;

(3) "Certified farmers' market" means a farmers' market that is authorized by the commissioner to operate;

(4) "Farmer's kiosk" means a structure or area located within a certified farmers' market used by a farm business to conduct sales of Connecticut-grown farm products;

(5) "Connecticut-grown" means produce and other farm products that have a traceable point of origin within Connecticut;

(6) "Farm" has the meaning ascribed to it in subsection (q) of section 1-1;

(7) "Farm products" means any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese and other dairy products, food products of "aquaculture", as defined in subsection (q) of section 1-1, including fish, oysters, clams, mussels and other molluscan shellfish taken from the waters of the state or tidal wetlands, products from any tree, vine or plant and their flowers, or any of the products listed in this subdivision that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products.

(b) A farmer's kiosk at a certified farmers' market shall be considered an extension of the farmer's business and regulations of Connecticut state agencies relating to the sale of farm products on a farm shall govern the sale of farm products at a farmer's kiosk.

(c) **[**(1)**]** A farmer offering farm products for sale at a certified farmers' market shall obtain and maintain any license required to sell such products.

[(2)**]** <u>(d)</u> A food service establishment, as defined in section 19-13-B42 of the regulations of Connecticut state agencies, **[**shall request and obtain**]** <u>may purchase farm products that have been produced and are sold in conformance with the applicable regulations of Connecticut state agencies at a farmers' market, provided such establishment requests and obtains</u> an invoice from the farmer or person selling **[**fresh produce**]** <u>farm products</u>. The farmer or person selling **[**fresh produce**]** <u>farm products</u> shall provide to the food service establishment an invoice that indicates the source and date of purchase of the **[**fresh produce**]** <u>farm products</u> at the time of the sale.

[(d)**]** <u>(e)</u> Section 22-6g or this section shall not supersede the provisions of any state or local health and safety laws, regulations or ordinances.

Last edited 03/230/2009

Supplemental Food Programs Offered at Connecticut Farmers' Markets

Supplemental food programs first became part of Connecticut farmers' markets in the late 1980's. It was at this time that Connecticut was chosen as one of ten pilot states to offered the Farmers' Market Nutrition Program. The first year was a success, and the program has continually grown.
Connecticut offers an ideal setting for the supplemental food programs offered. Many large population centers are easily within driving distance for Connecticut farmers, giving them additional markets that may not be available without these programs. These population centers have thousands of Women, Infant, and Children (WIC clients) and low income seniors that receive benefits for use at authorized farmers' markets.

Currently, there are two separate supplemental food programs offered to Connecticut Farmers' Markets.

Farmers' Market Nutrition Program (FMNP)

- Originally began in 1989
- This program is administered by the Connecticut Department of Agriculture
- It serves both WIC clients and low income seniors
- More details about this program can be found on 5a-1

WIC Fruit and Vegetable Check Program

- Originally began in 2010
- This program is administered by the Connecticut Department of Public Health WIC Office
- Its serves WIC clients
- More details about this program can be found on 5b-1

Funding for these programs comes from United States Department of Agriculture – Food and Nutrition Program and the state of Connecticut.

Both of these programs are optional for all Connecticut Farmers' Markets. A market has the choice of participating in one, both, or neither.

All farmers/vendors brining eligible products to an authorized market must go through training. Eligible products are described later in this chapter. Each market must make the decision to offer these programs or not to offer these programs. All eligible farmers/vendors MUST participate if a market chooses to offer one or both of these programs.

WIC & Senior Farmers' Market Nutrition Program (FMNP)

Farmer Training:

Any farmer that produces fruit, vegetables, fresh cut herbs, or honey who wishes to participate in a WIC & Senior FMNP Authorized Farmers' Market should contact the CT Department of Agriculture. All producers bringing the products mentioned above must be certified before participating in a FMNP authorized farmers' market.

The training consists of a short, on-farm meeting. During this meeting, the applicant is presented with a certification packed that contains paperwork that must be filled out and returned. Following the brief explanation of the program, the CT Department of Agriculture Representative performs a production area verification. This requirement is necessary to maintain the integrity of the FMNP and of Connecticut's authorized farmers' markets.

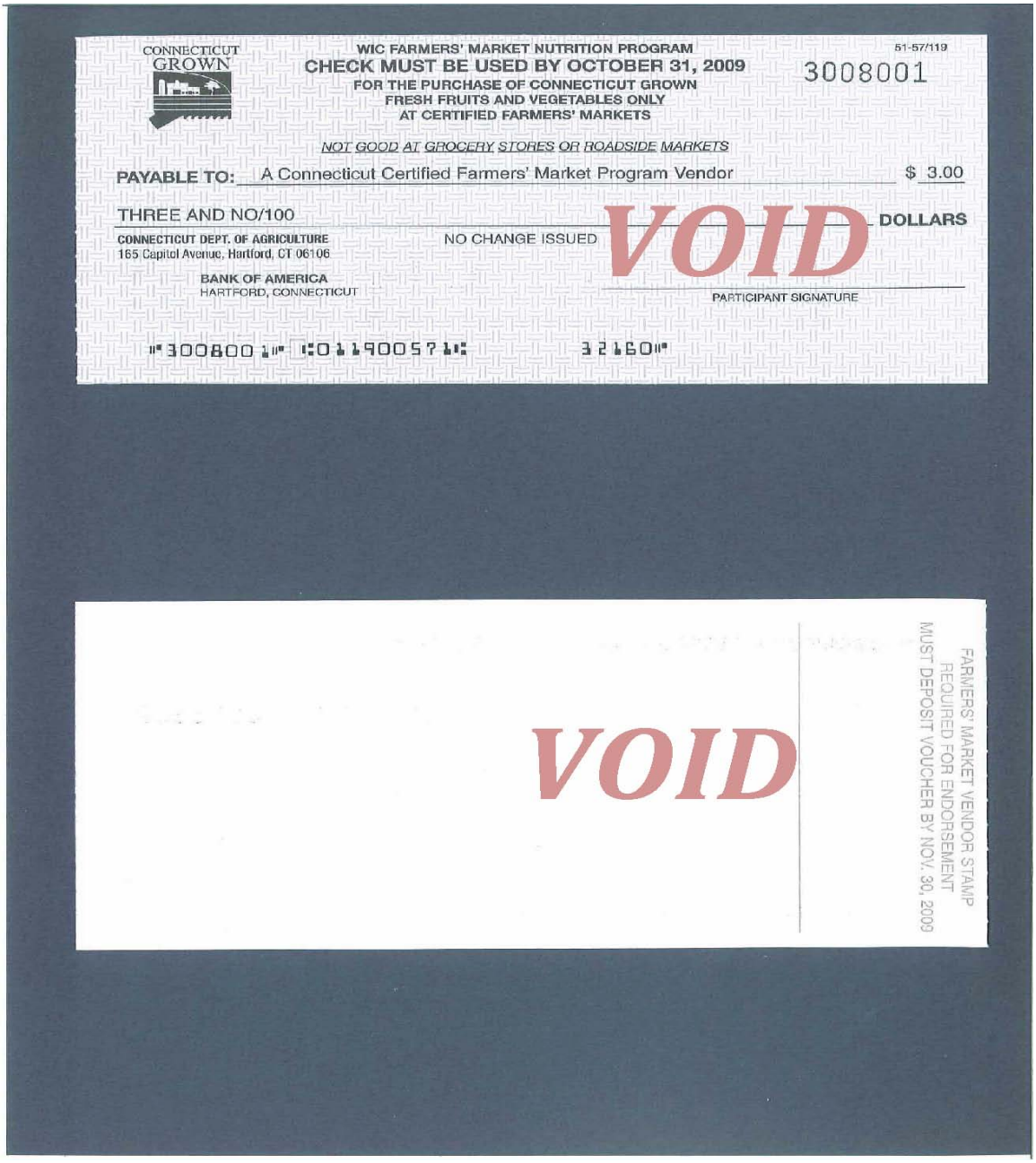
The applicant must return the completed Crop Plan, Specialty Crop Plan (if applicable), and a signed Letter of Agreement (LOA). Upon receipt of these documents, the Connecticut Department of Agriculture will issue an authorized vendor stamp needed to deposit the FMNP checks and an authorized vendor poster used for identification purposes at farmers' markets.

This certification is good for three years. The first certification, as stated above, is an on farm certification. The following certifications are done in groups at various locations statewide at the end of three years blocks determined by the CT Department of Agriculture.

The Connecticut WIC Farmers' Market Nutrition Program (WIC FMNP) is a congressionally authorized program administered by the Connecticut Department of Agriculture and jointly funded by the State of Connecticut and the United States Department of Agriculture – Food and Nutrition Service (USDA-FNS). This program is designed to provide a supplemental source of fresh fruits and/or vegetables for the clients of the Women, Infants and Children (WIC) Program who are judged to be, "nutritionally at risk," and to promote agricultural diversification by stimulating the demand for CT Grown fresh, unprocessed fruits and vegetables at farmers' markets. Connecticut farmers are reimbursed for the face value of the vouchers, which are distributed, to WIC recipients, thereby enhancing the farmers' earnings and supporting their participation in farmers' markets. Participating WIC clients receive $15 worth of vouchers that can only be used at designated farmers' markets and for authorized purchases from state certified vendor/farmers. To be eligible to accept these vouchers, a farmer must have signed a *Letter of Agreement* and *Crop Plan* with the Connecticut Department of Agriculture. WIC agencies statewide receive FMNP vouchers form the Department of Agriculture and distribute the WIC FMNP vouchers to all eligible recipients during the months of July, August and September. Each eligible recipient will receive five (5) three-dollar ($3) vouchers ($15 per recipient, per market season). The certified farmers may deposit all

FMNP vouchers at any Connecticut financial institution (bank, savings and loan, credit union, etc.) by appropriately endorsing each voucher.

WIC FMNP Check:


CONNECTICUT GROWN

WIC FARMERS' MARKET NUTRITION PROGRAM
CHECK MUST BE USED BY OCTOBER 31, 2009
FOR THE PURCHASE OF CONNECTICUT GROWN
FRESH FRUITS AND VEGETABLES ONLY
AT CERTIFIED FARMERS' MARKETS

51-57/119
3008001

NOT GOOD AT GROCERY STORES OR ROADSIDE MARKETS

PAYABLE TO: A Connecticut Certified Farmers' Market Program Vendor $ 3.00

THREE AND NO/100 DOLLARS

CONNECTICUT DEPT. OF AGRICULTURE
165 Capitol Avenue, Hartford, CT 06106

NO CHANGE ISSUED

VOID

BANK OF AMERICA
HARTFORD, CONNECTICUT

PARTICIPANT SIGNATURE

⑈300800 1⑈ ⑆011900571⑆ 32160⑈

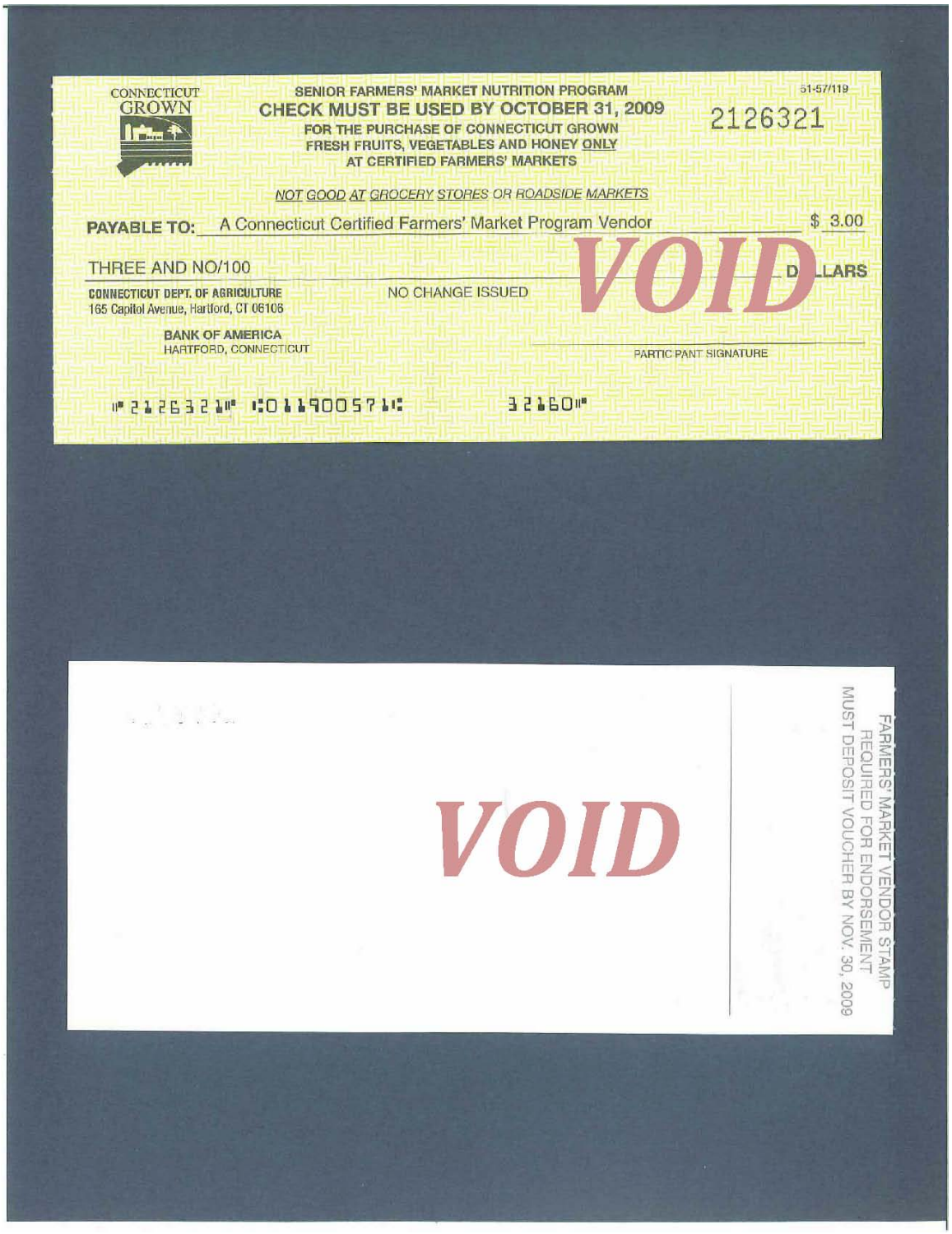
VOID

FARMERS' MARKET VENDOR STAMP
REQUIRED FOR ENDORSEMENT
MUST DEPOSIT VOUCHER BY NOV. 30, 2009

The Connecticut Senior Farmers' Market Nutrition Program (SFMNP) is administered by the Department of Agriculture. This program is similar in most respects to the WIC FMNP. Seniors from selected towns and cities who live in subsidized, low-income housing, are enrolled in renter-rebate programs, and/or subscribe to congregate

meal programs are eligible to participate. Each eligible recipient will receive five (5) three-dollar ($3) vouchers ($15 per recipient, per market season), which can be redeemed at authorized CT Farmers' Markets. The vouchers are issued to elderly housing sites and/or town social service offices by the Department of Agriculture. The vouchers are distributed to seniors by staff and volunteers of the elderly site.

Senior FMNP Check:


CONNECTICUT GROWN

SENIOR FARMERS' MARKET NUTRITION PROGRAM
CHECK MUST BE USED BY OCTOBER 31, 2009
FOR THE PURCHASE OF CONNECTICUT GROWN
FRESH FRUITS, VEGETABLES AND HONEY ONLY
AT CERTIFIED FARMERS' MARKETS

51-57/119
2126321

NOT GOOD AT GROCERY STORES OR ROADSIDE MARKETS

PAYABLE TO: A Connecticut Certified Farmers' Market Program Vendor $ 3.00

THREE AND NO/100 DOLLARS

VOID

CONNECTICUT DEPT. OF AGRICULTURE
165 Capitol Avenue, Hartford, CT 06106

NO CHANGE ISSUED

BANK OF AMERICA
HARTFORD, CONNECTICUT

PARTICIPANT SIGNATURE

⑈2126321⑈ ⑆011900571⑆ 32160⑈

VOID

FARMERS' MARKET VENDOR STAMP
REQUIRED FOR ENDORSEMENT
MUST DEPOSIT VOUCHER BY NOV. 30, 2009

Authorized Farmer Poster:

For further information contact the Connecticut Department of Agriculture – Marketing Bureau:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 06/08//2010

WIC Fruit and Vegetable Check Program

Beginning in the summer of 2010, Connecticut Farmers' Markets will have the option to participate in the *WIC Fruit and Vegetable Check Program*. This program will be running separately from the Connecticut Department of Agriculture's very popular and well established *WIC Farmers' Market Nutrition Program (FMNP)* as described in Ch. 5a

Who does the WIC Fruit and Vegetable Check Program Serve?

- Women who are pregnant, breastfeeding, or have had a baby in the last six months
- Children under the age of five years old

Who is involved in the WIC Program?

This is a federally funded program, through the USDA – Food and Nutrition Service. The program is administered at the state level by the Connecticut Department of Public Health – WIC Program. The State WIC office works with local WIC Agencies state wide to ensure eligible clients receive these benefits and nutritional education. Once checks are received from a local WIC office, eligible clients can redeem these benefits at authorized locations, which now includes certain farmers' markets throughout the state of Connecticut.

How does a Connecticut Farmers' Market Participate?

In order for a Connecticut Farmers' Market to participate in the WIC Fruit and Vegetable Check Program, every farmer selling a fruit and/or vegetable must attend a training session and submit the required paperwork to the state WIC office. The market then should declare to the Connecticut Department of Agriculture their intentions to participate in this program.

What Products are Eligible for the WIC Fruit and Vegetable Checks?

Most varieties of fruits and/or vegetables. For exceptions, see the next page.

What Products are NOT eligible for purchase with the WIC Fruit and Vegetable Checks?

- No White Potatoes
  - All varieties, including: Yukon Gold, Red Potatoes, Purple Potatoes, Russets, etc
  - Sweet Potatoes/Yams **ARE** eligible
- No Herbs, fresh or dried
- No Spices
- No Canned, Jarred, Preserved, or Dried Fruits & Vegetables
  - No decorative item – Painted Pumpkins, Gourds
  - No Prepared Foods – breads, pies
  - No Fruit & Nut mixtures
  - No Grain or Grain Mixtures
  - No Garlic
  - No Dried Beans/Peas

How are the transactions handled at an authorized Connecticut Farmers' Market?

WIC Client:

- ✓ Selects eligible commodities and hands a check to the farmer

Farmer:

- ✓ Check the ID
  - Compare the family number on the WIC check with the family ID number on the ID card
  - Compare the name on the WIC Check with the name on the ID
  - If they don't match – terminate the sale. No transaction can take place unless this information agrees
- ✓ Make sure the current day is within the "First day to use/Last day to use" boxes on the WIC checks
- ✓ Verify the items selected by the client are eligible
- ✓ Write in sale amount on the check in <u>black ink</u>. Black ink is recommended.
  - Amount will vary from $5.00 or $6.00. The maximum amount is specified on the check
  - If the sale is less than the maximum amount indicated on the check, then write in the exact amount
  - If the sale is more than the maximum amount indicated on the check, then write in the maximum value and collect the difference from the client
  - NO change can be given to the WIC client
- ✓ Ask the participant to sign and date the check in <u>black ink</u>(recommended)
- ✓ Compare the signature on the check to the one on the WIC ID card
  - If the signatures do not match, terminate the sale
  - The WIC ID card is a booklet/pamphlet that each client will have

- The farmer may assist the WIC client with entering the date and/or price.
- Do NOT accept a check that is pre-signed

What do the WIC Fruit and Vegetable Checks Look Like?

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH: SPECIAL SUPPLEMENTAL NUTRITION PROGRAM
FOR WOMEN, INFANTS, AND CHILDREN (WIC PROGRAM) 410 Capitol Avenue, Hartford CT 06106 1-800-741-2142

64-1968 /611

42207001

SEQUENCE NO.	FAMILY	WIC ID	PAYEE NAME	SITE	FIRST DAY TO USE
42207001	123456	012-1234567	DOE, JANE	012	02/02/10

PAY TO THE ORDER OF:
AUTHORIZED WIC VENDOR
STAMPED HERE:

PACKAGE:

1 UP TO $6 WIC-APPROVED FRUITS & VEGETABLES
(NO POTATOES, EXCEPT SWEET POTATOES/YAMS)
*** ***
*** ***
*** ***
*** ***

VOID

LAST DAY TO USE: 02/02/10

ACTUAL $ AMOUNT OF SALE

VENDOR MUST DEPOSIT WITHIN 60 DAYS OF "FIRST DAY TO USE" DATE
UNITED COMMUNITY BANK
Marietta, GA

IMPROPER USE OF THIS CHECK IS SUBJECT TO STATE AND FEDERAL PROSECUTION

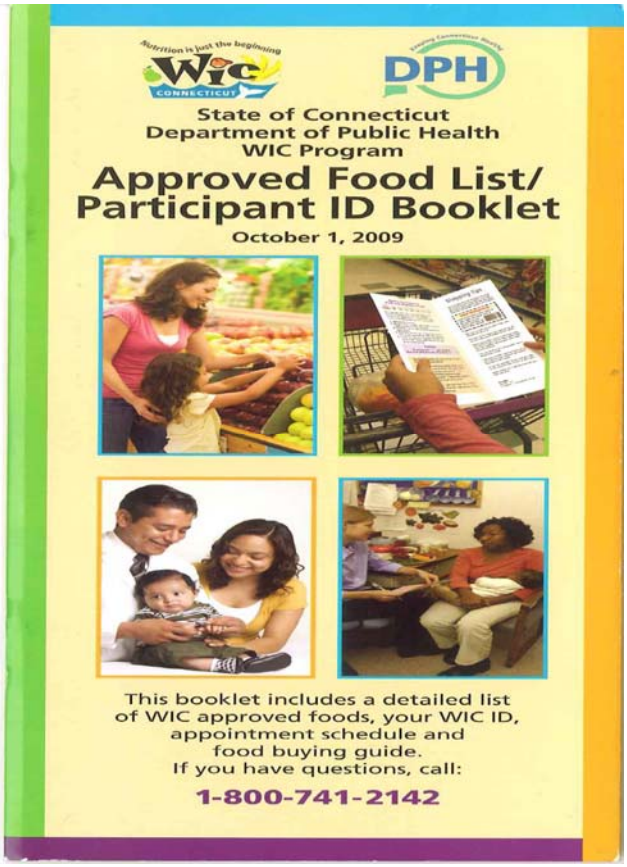
SIGNATURE OF PARTICIPANT OR AUTHORIZED PROXY

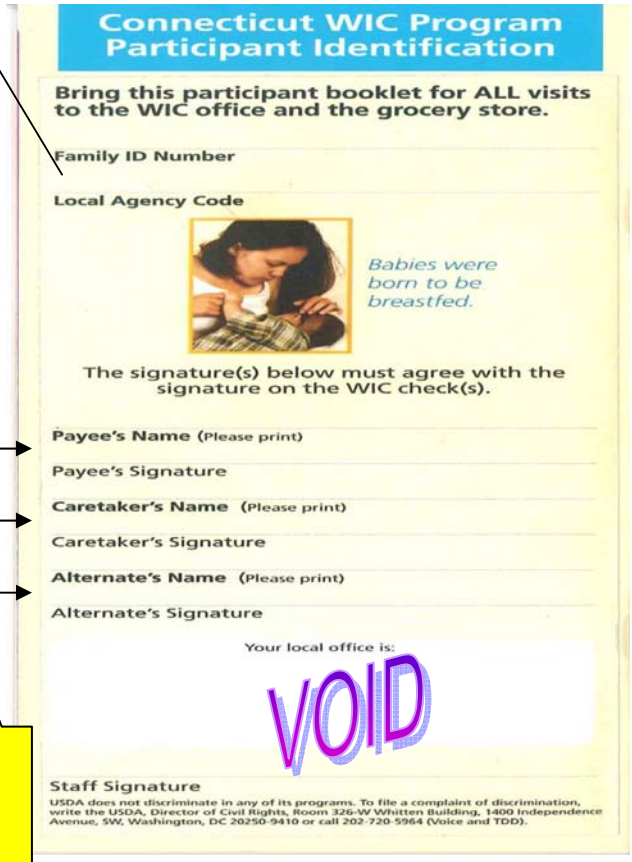
NOT NEGOTIABLE UNLESS SIGNED

DATE

⑈42207001⑈ ⑆061119684⑆ 2500254⑈

What does the WIC ID (booklet each client will have) look like?





Check for a Matching Signature

This is a participant booklet. Within the booklet there are reminders and information for each WIC client. Also with the booklet there will be *WIC Fruit and Vegetable Checks* and the *WIC Farmers' Market Nutrition Program Vouchers*. The WIC clients will bring this along with both *WIC Fruit and Vegetable Checks* AND *WIC Farmers' Market Nutrition Program Vouchers* to the market to make purchases.

The image on the left is the cover, the image on the right is the back cover. Farmers will be concerned with the back cover that will have the signatures on it. This is where they will compare the signature on the check to one of the three signatures on the back of this booklet officially referred to as the WIC ID.

How do the Farmers Deposit the WIC Fruit and Vegetable Check?

Each authorized farmer will receive a WIC Fruit and Vegetable Check Program Endorsement Stamp. This stamp looks different and is different from the WIC/Senior FMNP Endorsement stamp.

- Use this self inking stamp on the front of the check marked "Pay To The Order Of"
- Insure that the check is completed accurately
- Corrections to the amount and/or date can be made by drawing ONE line through the error and writing the corrected information
- WIC Fruit and Vegetable Checks are to be deposited in the farmer's bank account within 60 days from the "First Day to Use" date stated on the check. If there are no errors, the checks will be paid by the WIC bank within two or three days after deposit.

Checks may be rejected by the bank if…

- The check is redeemed before the "First Day to Use" or after the "Last Day to Use"
- Missing the signature
- Missing the farmers stamp
- Missing the purchase price
- Priced in excess of the maximum dollar value of the check
- Farmer's bank encodes price incorrectly

Rejected Check Reimbursements

If a check is rejected because of an error on the Local Agency's behalf:

- The State WIC Program will reimburse the farmer the appropriate amount of the check

- The local agency (where the check was printed) will reimburse the amount of the bank fee. The farmer must petition the local agency for this.

If the check is rejected because of a farmer error:

- The state WIC Program will reimburse the farmer the appropriate amount
- The farmer will be charged a $4.00 administrative fee for each check
- Per federal regulations and the WIC farmer agreement, the WIC Program cannot reimburse bank fees due to farmer errors

Violations: Warnings, Disqualifications, Fines

Warnings will be given if violations are present. The fines listed below will be issued should program abuse be discovered. Farmers' markets are a new redemption location for this program. Some of these rules may not apply to the farmers' market but federal requirements of this program require these rules.

Your farm will be permanently disqualified if you or your employees are:

- Convicted in court of trafficking WIC checks or of selling guns ammunition, explosives or illegal drugs in exchange for WIC checks

Your farm will be disqualified for six years if you or your employees are:

- Administratively found to have bought or sold WIC checks for cash (trafficking), or selling guns, ammunition, explosives, or illegal drugs in exchange for WIC checks

Your farm will be disqualified for three years if you or your employees:

- Over charge the WIC Program on purchases made by clients
- Accept or cash WIC checks from unauthorized vendors, farmers or persons
- Give alcohol, alcoholic beverages, or tobacco products in exchange for a WIC Check

Your farm will be disqualified for one year if you or your employees:

- Accept WIC checks in exchange for unapproved items

Your farm will be disqualified for same amount of time if it is found to be in violation of other federal/state programs such as the Supplemental Nutritional Assistance Program (SNAP), formally known as the Food Stamp Program. A description of this program can be found in Ch. 26 of this guide.

Further Program Violations and associated fines:
A $500 fine may be issued if…

- Requested information within the designated time frame
- The purchase price is not entered in ink on a WIC check at the time of the purchase

A $250 fine may be issued if…

- An altered WIC check is redeemed
- A farmer fails to attend an assigned training session with active participation in the program
- False information is provided in the application for the program

A $125 fine may be issued if…

- A cashier does not check the WIC identification (booklet each client will have) at the time of purchase
- A cashier fails to compare the signature on the WIC check with the signature on the WIC identification booklet that each client will have at the time of purchase
- Prices are not posted on ALL eligible items
- The cashier does not have a WIC customer date a WIC check, after signing it during the transaction
- An unauthorized or counterfeit WIC stamp is used
- Not reporting a change of a farmer's bank account
- Accepting a WIC check before the "First Day to Use" or after the "Last Day to Use" as specified on the check

IMPORTANT:

Farmers are responsible for training their help at the markets. The farmers are accountable for the actions of their employees at the markets.

For further information on the WIC Fruit and Vegetable Check Program, please contact:

Connecticut Department of Agriculture, Marketing Bureau
Richard Macsuga, Marketing Representative
Phone: (860)713-2544
Richard.Macsuga@ct.gov
www.CTGrown.gov

or

Connecticut Department of Public Health, WIC Program
Kevin Krusz
Phone: (860) 509-8084 or
(800) 741-2142
Kevin.Krusz@ct.gov
www.ct.gov/dph/wic

Last edited 3/24/2010

Guide to Establishing a Farmers' Market

Farmers' markets play a vital role in providing small to medium-sized growers access to consumers wishing to buy their farm products. These markets provide a unique marketing experience for both farmers and consumers, enabling them to stay in business and increase profit margins. Consumers can purchase farm fresh products and get the chance to meet and interact with the people who actually grow the food. This form of farmer-to-consumer direct marketing has experienced phenomenal growth in recent years, as producers respond to consumers' demands with new and alternative marketing strategies for their farm enterprises.

Identifying the site
Preliminary identification and assessment of a market site are essential in determining the feasibility of the project. Give initial consideration to:

- Location- Identify a site with optimum visibility from streets and walkways.
- Space- Assess the number of vendors the site will accommodate.
- Availability- Determine days and hours the site is available.
- Restrictions- Determine if there are any restrictions such as number and type of vendors; ordinances such as any town Zoning issues and/or state and local/district Health Department requirements; parking issues such as need to cover meters; or need to have market site cordoned off.

Market cooperative/sponsors
Groups to contact to identify farmers, determine product availability, and help coordinate market activities include the following:

- Connecticut Department of Agriculture
- Cooperative Extension Offices
- Local Community Organizations
- Town Government
- Agricultural Organizations

Identifying farmers/vendors
Local farmers and vendors should be identified in collaboration with market cooperators/sponsors. Considerations include:

- Establishing direct communication with farmers/vendors
- Developing a good product variety/mix
- Ensuring top-quality products
- Ensuring farmer/vendor diversity.

Schedule
Develop an appropriate operating schedule to maximize the potential of the local harvesting season as well as consumer participation. Issues to consider:

- Fees- Determine the costs of insurance, site fees, advertising and/or marketing
- Season- Determine the number of months to operate the market.

- Calendar- Determine the day(s) of week the market will operate, including market dates and times.

Rules and regulations for farmers/vendors
To ensure an efficient and orderly market, it is important to adopt and enforce concise rules and regulations:

- Requirements for participation (farmer, determine if other vendors are needed such as bakery, crafts, specialty foods, etc.)
- Commitment to schedule/season
- Timelines (arrival, setup, disassembly, etc.)
- Cancellation (Specify a period of notification)
- Display area (size of vendors area)
- Signage (name, type of farm/product, price, farm location)
- Vehicle size (Limit truck size for easy site access)

Market management
Determine management and operating procedures. An important element of this is to plan for enforcing relevant rules and regulations.

Market activity
Entertaining and informative activities that complement the market environment should be planned for consumers. Consider:

- Special events (on-site chef/nutritionist, flower day, seasonal product promotion, etc.)
- Promotional plans (press releases, newsletters, posters, flyers, public service announcements)

Gleaning
Farmers' market groups may want to donate food and/or food products to local food banks and other charitable food groups. They should be sure to check with the local health authority to ensure compliance with requirements for donating to charitable food service establishments such as soup kitchens.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 3/20/2009

Market Master's Suggested Roles and Responsibilities

The market master (manager) is responsible for the day-to-day operation of the farmers' market. The role of the market master may vary from handling the basic operation of a market, to developing the market and coordinating special activities, along with handling any conflicts that may develop.

Qualifications of the market master

1. Good communication skills and relates well with others.
2. Good organizational skills, responsible, and capable of carrying out a variety of duties at the same time.
3. Good leadership skills and the ability to guide and maintain the stability of the market.
4. Is willing to accept the market master position as their sole responsibility.
5. Has a thorough understanding of the regulations and ordinances governing the farmers' market, and the effect those rules have on the operation of the market.
6. Good decision-maker, with the ability to make quick, accurate decisions and stand by them.
7. Reliable and punctual.

Responsibilities of the market master

1. Acts as the administrator of the market, exercising general supervision over the market and its activities. Keeps the operation of the farmers' market running smoothly and effectively.
2. Be familiar with state and local food regulations and requirements.
3. Interprets market rules and regulations. Makes necessary judgments and decisions if questions or concerns arise.
4. Enforces all farmers' market rules, regulations, ordinances and codes.
    a. Monitors activities within the market.
    b. Ensures all market activities and events comply with stated guidelines.
    c. Takes disciplinary action when necessary.
5. Mediator
    a. Settles disputes in the market.
    b. Deals with complaints.
    c. Accepts suggestions.
    d. Works to achieve equitable and fair decisions.

6. Communication and information link between all facets of the market development and operation.
    a. Keeps vendors aware of market policies, activities and promotions, serves as a liaison between the market and other businesses and organizations.
    b. Responds to all consumer inquiries and complaints.
7. Responsible for handling market fees.
    a. Collects stall fees from vendors.

       Seasonal fees: A vendor pays a set rate to reserve a specific stall for the duration of the farmers' market season.
    b. Responsible for handling market fees.
8. Assigns stall to each vendor.
9. Serves as quality control person for the market. All products must comply with the food guidelines developed for the market. Only top quality products should be sold through the farmers' market.
10. Works with growers to encourage an adequate quantity and a broad variety of products each market day. The market master provides information as to which products are in high demand and/or in low supply.
11. Ensures that all required forms dealing with the operation of the farmers' market are properly filled out and filed. Crop plan, insurance, and any required licensing should be included.
12. Arranges for someone to be responsible for the market during any absences, and gives vendors prior notice.
13. Maintains a clean and attractive market at all times.
    a. Ensures that the market area is properly cleaned up at the end of the day.
    b. Enforces penalties on vendors who do not leave their stall area clean.
14. Develops and prepares emergency plans. As leader of the farmers' market, the market manager should always be prepared for emergencies.
    a. It is advisable that she/he have quick access to a first-aid kit and a fire extinguisher.
    b. Knowledge of first aid and CPR is beneficial.
15. May develop and maintain a consumer information booth at the farmers' market.
    a. Displays point of purchase information.
        i. Supplies nutritional information of specific products.
        ii. Offers recipes, preparation, and storage ideas.
        iii. Provides food samples, protected and served in conformance with state regulations and approval of the local health department, allowing the consumer to see and taste a product.

For more information contact the Connecticut Department of Agriculture:

Rick Macsuga Mark Zotti

(860) 713-2544 (860) 713-2538

Last edited 3-20-2009

Suggested Market Rules

The market members or the sponsoring entity should establish rules for the day-to-day operation of the market. Market rules contribute to the experience for the customer, the success of the farmers and keep squabbles to a minimum if they are enforced consistently.

Rules should reflect the purpose for the market and protect the credibility of the market in the eyes of the customer. Many markets operate successfully with a single page of 10 rules. Some choose to be more extensive. Either way, you should make sure each member gets a copy of the rules and reads and understands them. Many markets require members to sign a copy of the rules as part of their membership agreement to ensure they are understood.

How to get started

Decide basic information about how you want the market to work and make rules that ensure those basic items. Democracy is great, but getting everyone to agree on every rule will be difficult. It is best to appoint a committee and have the committee develop some working rules for the season. Ask everyone to direct any comments, questions, or complaints to the committee so they can revisit the rules after a couple of months. Don't be hesitant to make needed changes; but don't do it on the basis of one person's complaint. For every complaint, someone may be very happy with the way the rule reads now.

One of the first rules that should be established is how to make and change rules. This process needs to be fair and open and allow for producer input but should limit endless discussion or arbitrary changes at the whim of one or two members.

Hints for making rules

- Rules should be easily understood.
- Rule should be written down and made available to all members and sponsors.
- Rules need to be fairly and consistently enforced. Rules that can't be enforced should be scrapped.
- Rules should work to the advantage of the producers selling at the market.
- Rules should protect the credibility of the market by requiring producers to properly label and represent product at the market.
- Most importantly, the rules should protect and direct the market rather than settle squabbles between vendors.

Membership and fees

The rules should specifically state how a producer applies for and maintains his or her membership. Fees should be outlined in detail. Any restrictions on space usage or required number of days at market should be spelled out.

Markets do not have to take all applicants and should set criteria for producers to meet in order to be members. How many market days are they planning on being at the market? Will the product they offer add to the diversity of the market? Competition between vendors is good and should not be discouraged by severely limiting tomato producers, for instance, because your president happens to grow tomatoes. But if space is tight, then a judicious look at applicants who offer something different may be in order.

Enforcement of rules

Success of rules depends on the enforcement of those rules. Every market should try and keep from dissolving into numerous petty arguments. Each member should be aware of how the rules are enforced and agree to submit to the process before joining the market. Some markets have instituted levels of violations; for example, being late for the market opening is a small violation whereas selling misrepresented product would be a big violation. Some develop "three strikes and you're out" provisions. Fair, consistent enforcement and an established way for vendors to lodge a complaint is the key. Market days and times. The days, times and location of your market should be outlined in the rules. Opening date and closing date should also be covered. Opening and closing dates help producers who want to offer early or late product. Established times will help customers find you and know when to shop. If your market closes a market day or location late in the season, or has a location and day that is only open part of the year, the criteria for that decision should be spelled out. Along with establishing and keeping market hours, this is important if your market hopes to accept vouchers for the Farmers' Market Nutrition Program - WIC or Senior.

Sources of Products

<u>CONNECTICUT GROWN ONLY!</u> No exceptions. For information on people bringing products or items they don't produce themselves, please see the Section Titled "Market Types"

Licensing and necessary permits

Vendors are required by the health department to obtain different types of permits or licenses for different products. To eliminate market liability for each vendor complying with all regulations, markets may include a catch-all rule that states that each vendor shall be responsible for complying with all applicable state and local laws, regulations and requirements.

Products allowed

Each market can determine what products will be allowed for sale at their market. When discussing these rules, it is good to revisit why the market was started in the first place. Products besides agriculture products can give a market a flea market feel that does little to lead to the success of the local farmer.

On the other hand, restricting products to only fresh fruits and vegetables can limit some farmers from branching out into value-added products as well as preventing the market

from attracting all the customers it could. Meats, flowers, jams, gourd art, eggs, and more will help the market grow.

Spaces

How spaces are assigned should be included in the rules. Some markets choose to assign spaces based on seniority. Others, in order to encourage and reward producers who come the entire market season, allow producers to choose their space on the basis of number of days they were at the market the previous year. To those starting a new market this issue becomes critical and should be given sufficient attention as it causes many disagreements at markets.

Some agreement needs to be reached on when vendors can move into another vendor's reserved spot if the vendor doesn't come to market that day. A specific time for any moves needs to be set so those who wish to move can do so without upsetting a vendor who is running late.

The size of the space each vendor requires will vary. We recommend planning on each vendor needing 3 parking spaces or approximately 24 feet wide. Not all vendors will need all that space and you can adjust you plans from there.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 3/27/2008

Market Safety

Farmers' markets need to concern themselves with the safety of both their vendors and their customers. By taking a few simple steps the market can ensure it remains a great place to visit.

Tents, Umbrellas, Etc.
It is reported that the number one cause of injury at farmers' markets is toppling tents. A gusty wind coming from just the right direction will cause a tent to become a very heavy, damaging projectile. Any market vendor who has sold at an open-air market for any length of time can attest to this.

Because some traditional ways of securing a tent can add a tripping obstacle to the sales area, smart market vendors devise ways to secure tents and umbrellas without adding to the safety problem. Some suggested ways to secure tents include hanging water filled gallon jugs from each corner high in the tent, filling a PVC pipe with sand and hanging it from each corner and securing it to the bottom of the leg as well.

Anything placed lower than waist high can actually create another safety problem. The often-seen concrete block on each leg or a coffee can filled with cement and attached to the tent with bungee cords can pose a trip hazard if some strategy to alert customers to the trip hazard is not employed. Sand bags at each tent leg require the same strategy of drawing the customers' eye down to see the trip hazard.

Traffic
Markets try to locate themselves in high traffic areas for visibility to draw in the most customers. But anytime you mix pedestrians and vehicles, accidents can occur. Both customers and the passing motorists will be looking at the market offerings and not for each other. A little planning is required to make things safer.

The location of parking in relation to the market can raise several issues. Do the customers park across the street from the market and have to cross a busy street? Perhaps the market should contact local authorities to allow the placement of a sign in the roadway to alert motorists to pedestrian traffic in the area.

The market should post signs to direct the flow of traffic into and out of the parking area allowing for a clear line of sight for exit. These signs can advertise the market as well as serving to ease confusion.

Cars in the market shopping area are not a safe situation for either the vendors or the customers and it is very risky for families with small children. Designing the placement of booths, adding traffic barriers, and the like should be done to protect the walkability of the market shopping space.

Surfaces
Parking lots and the market area should be free of holes, short poles out of the line of sight of drivers, drop off areas and any other obstacle that may cause injury or damage. Any possible problem area should be cordoned off and clearly marked.

Vendors should be cautioned to avoid placing items on the ground around their booth. Empty boxes or containers should be stored in their vehicle and not thrown around the truck. Loose wires, twine, or ropes will present a trip hazard if not covered.

The market area should be kept clean and all produce/garbage picked up or swept away. A piece of cantaloupe or a broken jar of jelly can make a slippery surface out of an asphalt parking lot. Any dropped items should be cleaned up immediately and each market should have supplies on hand to clean these things up.

If dogs are allowed in the market, customers should be gently reminded to pick up after their dogs and a receptacle for them to use should be made available. Also, according to the state Public Health Code, with the exception of permitted guide dogs or assistance dogs, animals are not allowed in areas where the preparing, cooking or serving of food takes place. Related to this, all exposed food must be adequately protected from contamination by any animals. Livestock brought to the market by a farmer for display in conformance with the guidelines offered in Chapter 10 of this manual must be kept at least 20 feet away from any food booths.

Displays
All tables should be stable and setups outside your primary table should be sturdy and able to hold weight. All glass jars and containers should be displayed so that customers can pick up and replace a jar as they shop. The same thing applies to elaborate produce displays. The choice of one tomato should not cause the entire stack to collapse.

Be Prepared
If someone falls at your market and needs first aid are you prepared? A market may keep a first aid kit at the market to handle basic injuries. If market vendors are reluctant to provide first aid, the supplies can be given to the injured person and/or persons there with the injured person to use.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 11/12/08

Displaying of Livestock

The Connecticut Department of Agriculture strongly recommends that Connecticut farmers' markets do not sell or display any livestock and other animals. Livestock and other animals on display must meet agency regulations for the Control of Rabies in Public Settings.

Although multiple benefits of human-animal contact exist, infectious diseases, rabies exposures, injuries, and other human health problems associated with these settings are of concern.

Several infectious disease outbreaks reported during the previous decade have been attributed to animal-related pathogens (i.e. Rabies, *E. coli 0157*, *Campylobacter*, *Cryptosporidium*, *Salmonella*, *Coxiella burnetii*, *Mycobacterium tuberculosis*, and Ringworm). Such incidents can have substantial public health, legal, and economic consequences.

RABIES REQUIREMENTS

On August 4, 2009, the Department of Agriculture adopted regulations for the **"Control of Rabies in Public Settings"**. The complete regulation can be found at Control of Rabies in Public Settings.

The following summarizes the applicable regulations:

Animals for which there is a licensed Rabies vaccine

• **Horses, cattle, and sheep must be currently vaccinated against rabies** by a veterinarian unless they are under the minimum age to be vaccinated. (Dogs, cats and ferrets are also included in this category if displayed.)

• These animals must have a rabies vaccination certificate signed by the veterinarian administering the vaccine that includes the animal's identification and description, name and address of owner, name of the vaccine's manufacturer, serial number, date the vaccination was administered and date when it expires.

• If it is the animal's first vaccination, it must be given at least **30 days** prior to be considered current.

Animals not having an approved Rabies vaccination

• Includes animals for which there is not a licensed rabies vaccine and animals for which there is a licensed rabies vaccine but are under the age to be vaccinated. (Most rabies vaccines are labeled to be administered when animals reach 3 mo. of age – young animals for exhibition should be vaccinated as soon as possible after 3 mo. of age.)

• Animals must be separated from the public by sufficient means to avoid direct contact between people and animals, such as a double fence, plexiglass, or other means or a conspicuous sign must be posted near the animal enclosure stating "CONNECTICUT RABIES ADVISORY NOTICE – DO NOT FEED OR TOUCH ANIMALS".

Yellow tape with the advisory notice wording will be available for purchase from the Department of Agriculture.
Please contact the Department at (860) 713-2504 if you have questions regarding the requirements contained in the rabies regulations or if you wish to obtain the advisory notice tape.

The following links are available on the Connecticut Department of Agriculture's website: www.CTGrown.gov.

Complete Rabies Manual

Regulations for the Control of Rabies in a Public Setting

Further questions regarding the sales and/or displaying of livestock at farmers' markets can directed to:

Department of Agriculture
Bureau of Inspection and Regulation
165 Capitol Avenue, G8A
Hartford, CT 06106
(860) 713-2504
FAX: (860) 713-2515

Last Edited 06/08/2010

Food Safety Guidelines and Regulations

The following is only a guideline for selected regulatory requirements. You must be in compliance with all applicable regulations. Contact your local health department for specific requirements and guidance in conforming to the applicable regulations of the Connecticut Public Health Code, section 19-13-B42.

All farmers/vendors at farmers' markets should contact their local health department for specific requirements and guidance in conforming to the applicable regulations of the Connecticut Public Health Codes (including those listed at the end of this chapter).

Depending on the food items offered and how they are prepared, some or all of the following may be required.

The Basics
This manual cannot cover all situations and food items, but in most situations you must provide equipment and maintain practices that provide for:

- use of potable water
- all produce washed prior to use
- approved sources for food items
- handwashing
- clean utensils
- maintaining proper temperature, if applicable
- delivering samples and prepared foods to the customers in such a manner to prevent anyone from touching any sample or product other than the one they will consume
- food protection
- ensuring that food workers are not working while ill or while experiencing ill symptoms, recent vomiting and/or diarrhea, or have exposed infected boils or lesions

Potable water
All water must be potable. That is, the water shall be drinking quality. Municipal water fits this category perfectly. If you have a private well for a water source, then the water must have been tested and found to be free of contaminants before you use it in the preparation of samples. The local health department can assist you with this task. Approved, commercially bottled water is readily available and can be used for food preparation.

All water used at the market to wash produce, utensils, and for clean up must be disposed of properly and not poured out on the ground.

Produce used for sampling must be washed prior to cutting
All raw produce must be washed thoroughly with running potable water prior to cutting, combining with other ingredients, cooking, or serving in a ready-to-eat form for samples. The water has to be running to carry away any dirt or contaminants that may be on the outside of the product (ie: you cannot wash your tomatoes in a bucket of clean water). Produce with rinds pose a special problem. Cantaloupes and muskmelons with netting need a good scrubbing to remove all dirt and contaminants from deep in the netting, prior to cutting.

Approved sources for food items
All food ingredients used for the preparation of foods, demonstrations, and for sampling must come from an approved source. This means all meats must be USDA approved and stamped, all milk and milk products must be pasteurized (except for properly aged and licensed raw milk cheeses), all fish and seafood must have been harvested by commercial means under the proper licenses and permits, and all foods offered for individual portion must have been produced in commercial establishments under a regulatory inspection program.

Handwashing and toilet facilities
An adequate number of approved handwashing and toilet facilities must be provided for food service workers as required. The toilet facilities should be conveniently located to the food preparation areas (within 500 feet). Toilets may consist of properly designed, operated and maintained portable toilets.

There must also be a way for food service workers to properly wash their hands. Though a good addition to hand washing, hand sanitizers do not substitute for proper hand washing. Hand sanitizer does not remove soil or eliminate all contaminants. Gloves can be used but you must be careful to keep them uncontaminated and they must be put on after washing hands first.

You should wash your hands or change your gloves anytime either is exposed to potential contamination, including:

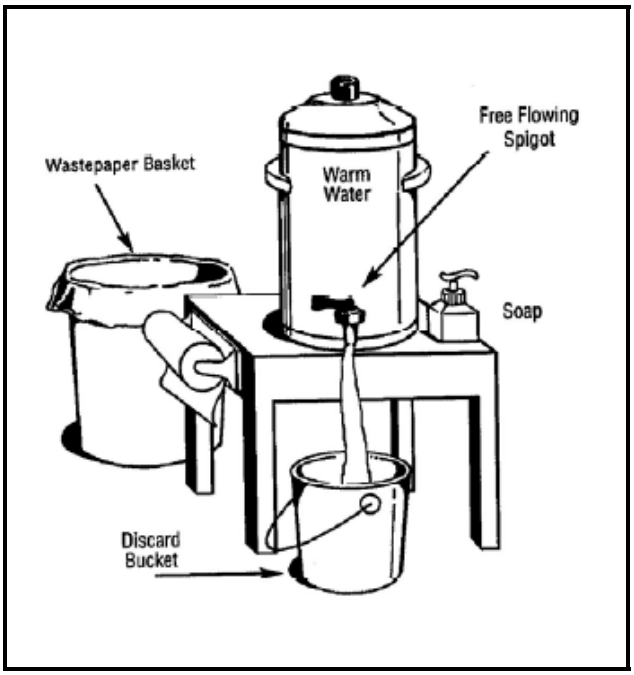
- After touching bare human body parts
- After coughing, sneezing, using a tissue, using tobacco, eating, or drinking
- After handling money, unwashed produce, baskets, and anything not clean and sanitized
- Prior to beginning any food preparation including cutting raw fruits or vegetables for samples
- Any time you leave your stand, return, and handle food items in any way (except raw fruit and vegetables)
- After using the bathroom and upon returning to your stand
- After touching animals
- When switching between working with raw foods and ready-to-eat foods

Depending on the market setup, providing for hand washing may mean each vendor must have his or her own station. A station may be shared if it is easily accessible with no

physical impediments between the vendor and the station and has been approved by the local health department.

The basic items required for a proper hand washing station are:

- A container of potable water of sufficient size to provide enough water for the entire time the market is open. This container should be fitted with a free-flowing dispensing valve and should be raised off the ground to allow a catch basin under the spigot.
- One catch bucket for wastewater that fits under the container of water's spigot.
- Paper towels
- Liquid hand washing soap in a pump or squeeze bottle.



Proper handwashing procedure:

- Wet your hands
- Apply liquid soap
- Briskly rub your hands together – including fingernails and backs of hands for a minimum of 20 seconds (a long time!)
- Rinse your hands under free flowing water
- Dry your hands with a disposable paper towel

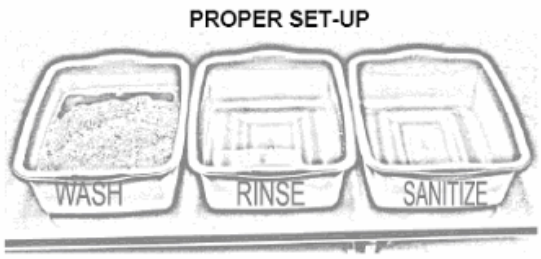
Clean utensils

All utensils utilized for preparing food items or samples must be washed in a detergent, rinsed in clean, potable water, and soaked for 60 seconds in a sanitizing solution. Depending on how involved your food preparation or sampling system is, you may need to set up a wash, rinse, and sanitize station for utensils and cutting boards being utilized in the booth.

- If providing a wash, rinse, and sanitize station, sanitizing solution must be approximately 50 parts per million of bleach (approved for use on a food-contact surface) contained in a water solution or another comparable, approved sanitizer. This is approximately one capful of bleach to one gallon of water. The sanitizing container should be of sufficient size to completely immerse the largest utensil in use.
- Allow all cleaned and sanitized utensils to air dry on a clean non-porous surface or dish rack. Do not dry with a towel.
- The "washing, rinsing, and sanitizing station" and the "hand washing station" must be set up before preparing <u>any</u> samples.

If you are only using a few utensils, you may choose to bring a number of clean and sanitized backup utensils with you to the market. Having an adequate supply of clean and sanitized utensils available may be adequate for the food items in your booth.

- If samples of both meat and vegetables are going to be cooked and offered, there should be 3 separate sets of utensils. The first is for raw meat, the second for cooked meat and the third for vegetables and fruits.
- If one of the utensils you use is a knife then you must have a proper cutting board that must be handled like any other utensil – wash, rinse, sanitized. Use only plastic (nonabsorbent) or approved hardwood cutting boards for cutting produce for sampling.



Proper temperature
If you bring cold potentially hazardous foods to the market for sampling you must maintain them at 45°F or below (per DCP meat must be kept at 41°F or below). That means you will need to ice the food items above and below, or provide a refrigerated unit if electrical power is offered to the market. If using ice, you need to make provisions for melted ice to drain away from the product. All ice used for cooling must be made from an approved source. Any potentially hazardous foods you reheat at the market must be heated to 165°F or above within 2 hours. You must have a way to attain this temperature. If you are serving potentially hazardous foods, an accurate and appropriate temperature-measuring device will be required and must be available and used to monitor food temperatures. All potentially hazardous foods need to be cooked to the required temperatures (see the temperature chart provided on the next page). If hot holding these foods at the market, all potentially hazardous foods must be held at 140°F or above.

Food Protection
All food shall be stored off the ground. Keep all food items not wrapped and also all samples covered and protected from dust, insects, customer handling, coughs and sneezes from patrons, and other sources of contamination that may be encountered at the market. Each vendor has the responsibility to protect against contamination of food items from all sources of contamination. If you cannot assure your storage, preparation or sampling methods can meet this standard you will have to consider a new method or even discontinue preparation or sampling all together.

All foods must be protected from unnecessary handling and ready-to-eat foods should not be handled with bare hands. Clean and sanitized utensils should be utilized whenever possible to avoid cross-contamination from handling of food.

Internal Cooking Temperatures:

Whole Roasts, Corned Beef, Pork Roasts:

130°F. 121 minutes
140°F. 12 minutes
145°F. 3 minutes

Shell Eggs, Fish, Meat (Including Pork)

145°F. 15 seconds

Ground or Comminuted Meat and Fish Products:

145°F. 3 minutes
150°F. 1 minute
155°F. 15 seconds
158°F. Instantaneously

Poultry, Ground or Comminuted Poultry,
Stuffed: Fish, Meat, Pasta, Poultry or Stuffing containing PHF ingredients:

165°F. 15 seconds

Raw animal food cooked in a microwave oven shall be:
rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least 165° F. in all parts of the food, and allowed to stand covered for 2 min. after cooking.

Cold and Hot Holding Temperatures:

45° F. or less or **140°** F. or more for all potentially hazardous foods except whole beef and pork roasts which may be held hot at **130°**F. or above

Cooling Requirements:

Cooked Potentially Hazardous Food shall be cooled:

140°F. ⇨ 70°F. within 2 hours
70°F. ⇨ ≤45°F. within an additional 4 hours

Reheating Temperatures:

Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least **165°**F. for 15 seconds within 2 hours except remaining unsliced portions of roast beef which may be reheated to **145°**F. for 3 minutes within 2 hours.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 140°F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

Applicable Connecticut State Regulation

19-13-B42. Sanitation of places dispensing foods or beverages

No person, firm or corporation shall operate or maintain within the State of Connecticut any place where food or beverages are served to the public except in compliance with the following requirements:

(a) Definitions, as used in this section:

(1) "Authorized agent" means any individual certified by the commissioner to inspect food service establishments and enforce the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies under the supervision and/or authority of the director of health.

(2) "Comminuted" means reduced in size by methods including chopping, flaking, grinding, or mincing and includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef and sausage.

(3) "Commissioner" means the commissioner of public health.

(4) "Department" means the state of Connecticut Department of Public Health.

(5) "Director of health" means the director of a local health department or district health department approved by the commissioner as specified in Connecticut general statutes sections 19a-200 and 19a-242, respectively.

(6) "Food employee" means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces.

(7) "Food service establishment" means any place where food is prepared and intended for individual portion service and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term does not include a kitchen in a private home where food is prepared or served and not offered for sale, or a bed-and-breakfast operation that prepares and offers food to the guests if such operation is owner occupied and has the total building occupant load of not more than 16 persons including the owner and occupants, and has no provisions for cooking or warming food in the guest rooms, and breakfast is the only meal offered, and placards are posted at the registration area which read "this establishment is exempt from section 19-13-B42 of the regulations of the public health code."

(8) "Full-time position" means thirty (30) hours per week or the number of hours per week that the food service establishment is open for business, whichever is less.

(9) "Hazard analysis" means an evaluation of food handling operations to identify points of potential product contamination and assess the adequacy of hot processing and hot and cold storage methods for foods.

(10) "Potentially hazardous food" means any food or food ingredient, natural or synthetic, that is in a form capable of supporting:

(A) the rapid and progressive growth of infectious or toxigenic microorganisms, or

(B) the slower growth of Clostridium botulism.

(11) "Qualified food operator" means a food operator employed in a full-time position who has demonstrated a knowledge of safe food handling techniques.

(12) "Ready-to-eat food" means food that is in a form that is edible without washing, cooking, or additional preparation by the food service establishment or the consumer and that is reasonably expected to be consumed in that form.

(13) "Supervisory position" means the position of a person who directs and inspects the performance of food service workers.

(14) "Temporary food service establishment" means a food service establishment that operates at a fixed location for a temporary period of time, not to exceed two (2) weeks, in connection with a carnival, circus, public exhibition, festival, celebration, or similar transitory gathering.

(b) The floor surfaces in kitchens, in all other rooms and areas in which food or drink is

stored or prepared, in which multi-use utensils are washed, and in walk-in refrigerators, dressing or locker rooms and toilet rooms, shall be of smooth nonabsorbent materials, and so constructed as to be easily cleaned. The floors of nonrefrigerated dry food storage areas need not be nonabsorbent. All floors shall be kept clean and in good repair. Floor drains shall be provided in all rooms where floors are subjected to flooding type cleaning or where normal operations release or discharge water or other liquid waste on the floor. No sawdust or similar material shall be spread on the floors. All exterior areas where food is served shall be kept clean and properly drained, and the surfaces in such areas shall be finished so as to facilitate maintenance and minimize dust.

(c) The walls and ceilings of all rooms shall be kept clean and in good repair. All walls of rooms or areas in which food or drink is prepared, or multi-use utensils or hands are washed, shall be easily cleanable, smooth, light colored, and shall have washable surfaces up to the level reached by splash or spray.

(d)(1) Effective measures shall be taken to protect against the entrance into the establishment or breeding on the premises of insects, rodents and other animals by:

(A) filling or closing holes and other gaps along floors, walls, and ceilings,

(B) closed, tight-fitting windows, and

(C) solid self-closing, tight-fitting doors; or

(2) if windows or doors are kept open for ventilation or other purposes, the openings shall be protected against the entrance of insects, rodents or other animals by:

(A) 16 mesh to 25.4 mm (16 mesh to 1 inch) screens,

(B) properly designed and installed air curtains, or

(C) other methods which are submitted for review and approval by the local director of health. The submission of an alternative method to those listed in (A) and (B) of this subdivision for review by the director of health shall be accompanied by documentation which the director of health finds demonstrates that the method will be as effective in preventing the entrance of insects and rodents or other animals as those listed in (A) and (B) of this subdivision.

(3) Subdivision (2) of this subsection does not apply if flying insects and other pests are absent due to the location of the establishment, the weather, or other limiting condition.

(e) All areas in which food or drink is prepared or stored or multi-use utensils are washed, handwashing areas, dressing or locker rooms, toilet rooms and garbage and rubbish storage areas shall be well lighted. During all cleanup activities, adequate light shall be provided in the area being cleaned and upon or around equipment being cleaned. All rooms in which food or drink is prepared or served or multi-use utensils are washed, dressing or locker rooms, toilet rooms, and garbage and rubbish storage areas shall be well ventilated. Ventilation hoods and devices shall be designed to prevent grease or condensate from dripping into food or onto food preparation surfaces. Filters, where used, shall be readily removable for cleaning or replacement. Ventilation systems shall comply with applicable state and local fire prevention requirements and shall, when vented to the outside air, discharge in such a manner as not to create a nuisance.

(f) Each food service establishment serving food or drink shall be provided with adequate, conveniently located toilet facilities for its employees. Toilet fixtures shall be sanitary and readily cleanable. Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair. The doors of all toilet rooms shall be self-closing. Toilet room walls shall be tight and extend from floor to ceiling. Toilet tissue shall be provided. Easily cleanable receptacles shall be provided for waste materials, and such receptacles in toilet rooms for women shall be covered. Toilet and handwashing facilities accessible to the public shall be provided in conformance with sections 19-13-B105 through 19-13-B113 of the Regulations of Connecticut State Agencies. Where the use of non-water-carried sewage disposal facilities has been approved by the local director of health, such facilities shall be separate from the food service establishment. All sewage shall be

disposed of in a public sewerage system or, in the absence thereof, in a manner approved by the local director of health. Plumbing shall be so sized, installed and maintained as to prevent contamination of the water supply; as to properly convey sewage and liquid wastes from the food service establishment to the sewerage or sewage disposal system; and as not to constitute a source of contamination of food equipment or multi-use utensils, or create an insanitary condition or nuisance.

(g) The water supply shall be adequate, of a safe, sanitary quality, be in conformance with section 19-13-B102 of the Regulations of Connecticut State Agencies and be from an approved source which is in conformance with sections 19-13-B51A through 19-13-B51M of the Regulations of Connecticut State Agencies. Hot and cold running water under pressure shall be provided in all areas where food or drink is prepared or equipment, multi-use utensils or containers are washed. Hot water supplied in all areas where food or drink is prepared and where multi-use utensils and equipment are washed, and for other general purposes shall be maintained at a temperature of at least one hundred and ten (110) degrees F. through a mixing valve or combination faucet. Hot water supplied at hand washing sinks available to the public shall be in conformance with section 19-13-B111 of the Regulations of Connecticut State Agencies. Ice used for any purpose shall be made from water which comes from an approved source; and shall be used only if it has been manufactured, stored, transported, and handled in a sanitary manner.

(h) Each food service establishment serving food or drink shall be provided with handwashing facilities located to allow for convenient use by employees in food preparation, food dispensing, and warewashing areas, and within or immediately adjacent to all toilet rooms. The handwashing facilities shall be equipped with hot and cold or tempered running water, hand cleansing soap or detergent dispensed in a sanitary manner, individual disposable towels or other hand drying device acceptable to the director of health. The use of a common towel is prohibited. A handwashing facility shall not be used for purposes other than handwashing. The handwashing facilities shall be maintained so that they are accessible at all times for employee use. Such facilities shall be kept clean and in good repair. No employee shall resume work after using the toilet room without first washing his hands.

(i) All equipment and multi-use utensils, and all show and display cases or window counters, shelves, tables, chairs, and refrigerating equipment shall be so designed and of such material and workmanship as to be smooth, easily cleanable and durable and shall be in good repair. The food contact surfaces of such equipment and utensils shall, in addition, be easily accessible for cleaning, nontoxic, corrosion-resistant and relatively nonabsorbent. Sinks, dishtables and drainboards shall be constructed of galvanized metal or better, suitably reinforced, of such thickness and design as to resist denting and buckling, and sloped so as to be self-draining. Exceptions approved by the local director of health may be made to the above material requirements for equipment such as cutting boards, blocks and bakers' tables and containers for dry products.

(j)(1) All equipment shall be so installed and maintained as to facilitate the cleaning thereof and of all adjacent areas.

(2) Equipment in use on October 15, 1963, which does not fully meet the above requirements may be continued in use if it is in good repair, capable of being maintained in a sanitary condition and the food contact surfaces are nontoxic. Utensils containing or plated with cadmium or lead shall not be used, provided solder containing lead may be used for jointing. All cloths and towels used by waiters, chefs and other employees shall be clean.

(3) All multi-use eating and drinking utensils shall be thoroughly washed and rinsed and sanitized after each use, in accordance with the following approved sanitizing processes.

(A) When manual dishwashing is used, a three-compartment sink shall be provided and used wherever washing, rinsing, and sanitization of equipment or utensils are conducted; provided, that in food service establishments where the only utensils to be washed are limited to spatulas, tongs, and similar devices, and when the only equipment to be

cleaned is stationary and does not require disassembly for proper cleaning, a two-compartment sink may be approved by the director of health for this purpose. At least a two-compartment sink shall be provided and used for washing kitchenware and equipment which does not require sanitization. A warewashing sink shall not be used for handwashing or dumping mop water. Sinks used to wash or thaw food shall be sanitized before and after using the sink to wash produce or thaw food. Utensils after thorough washing and rinsing, clean to sight and touch, shall be sanitized by:

(i) Immersion for at least one (1) minute in clean, hot water at a temperature of at least one hundred and seventy (170) degrees F. An approved thermometer shall be available convenient to the vat. The pouring of scalding water over the washed utensils shall not be accepted as satisfactory compliance; or

(ii) Immersion for at least one (1) minute in a sanitizing solution containing: at least fifty (50) mg/l of available chlorine at a temperature of not less than seventy-five (75) degrees F. The bath should be made up to a strength of one hundred (100) mg/l or more of available chlorine and shall not be used after its strength has been reduced to fifty (50) mg/l; or at least twelve and one-half (12.5) mg/l of available iodine in a solution having a pH value not higher than five (5.0) and a temperature of not less than seventy- five (75) degrees F.; or any other chemical sanitizing agent that has been demonstrated to the satisfaction of the director of health to be effective and nontoxic under use conditions, and for which a suitable field test is available. Such sanitizing agents, in solutions used, shall provide the equivalent bactericidal effect of a solution containing at least fifty (50) mg/l of available chlorine at a temperature not less than seventy-five (75) degrees F.

(B) When dishwashing is done by machine hot water for sanitizing may be used provided that:

(i) Wash water shall be kept clean, and rinse-water tanks shall be so protected by distance, baffles or other effective means as to minimize the entry of wash water into the rinse water. All water inlets shall be protected against backflow.

(ii) The flow pressure shall be not less than fifteen (15) or more than twenty-five (25) pounds per square inch on the water line at the machine, and not less than ten (10) pounds per square inch at the rinse nozzles. A suitable gauge cock shall be provided immediately upstream from the final rinse sprays to permit checking the flow pressure of the final rinse water.

(iii) The temperature of the wash water shall not be less than:

(a) One hundred and sixty-five (165) degrees F. for a single temperature stationary rack machine;

(b) One hundred and sixty (160) degrees F. for a single tank, conveyor, dual temperature machine;

(c) One hundred and fifty (150) degrees F. for a single tank, stationary rack, dual temperature machine; and

(d) One hundred and fifty (150) degrees F. for a multitank, conveyor, multitemperature machine.

When hot water is relied upon for sanitization in a mechanical warewashing operation, the temperature of the fresh hot water sanitizing rinse as it enters the manifold shall not be less than one hundred and sixty-five (165) degrees F. for a stationary rack, single temperature machine; or one hundred and eighty (180) degrees F. for all other

machines. The temperature of the fresh hot water sanitizing rinse shall not be more than one hundred and ninety-four (194) degrees F. as it enters the manifold. The item being sanitized shall attain a temperature of one hundred and sixty (160) degrees F. on its surface during the final rinse. When a pumped rinse is provided, the water shall be at a temperature of at least one hundred and sixty (160) degrees F.

(iv) Conveyors in dishwashing machines shall be accurately timed to assure proper exposure times in wash and rinse cycles.

(v) An easily readable thermometer shall be provided in each tank of the dishwashing machine which will indicate the temperature of the water or solution therein. In addition, a thermometer shall be provided which will indicate the temperature of the final rinse water as it enters the manifold.

(vi) Jets, nozzles and all other parts of each machine shall be maintained free of chemical deposits, debris and other soil. Automatic detergent dispensers, if used, shall be kept in proper operating condition.

(C) Dishwashing may be done by machines using chemicals for sanitization provided:

(i) The machines, chemical sanitizer, and method of drying utensils are approved by the commissioner.

(ii) The temperature of the wash water shall not be less than one hundred and twenty (120) degrees F.; and

(iii) the wash water shall be kept clean; and

(iv) Adequate amounts of chemicals for washing, sanitizing, and drying shall be available. Chemicals added for washing, sanitization, and drying purposes shall be automatically dispensed, compatible, not interfering with the effective purpose of each other; and

(v) Utensils and equipment shall be exposed to the final chemical sanitizing rinse in accordance with the manufacturer's specifications for time and concentration; and

(vi) The chemical sanitizing rinse water temperature shall be not less than seventy-five (75) F. nor less than the temperature specified by the machine's manufacturer; and

(vii) A test kit or other device that accurately measures the parts per million concentration of the solution shall be available and used.

(4) All kitchenware and food contact surfaces of equipment that have been used in the preparation or serving of food and drink, and all multi-use food storage utensils, exclusive of cooking surfaces of equipment, shall be thoroughly cleaned at least every four (4) hours. Cooking surfaces of equipment shall be cleaned at least once a day. All food temperature measuring devices, multi-use utensils and food contact surfaces of equipment used in the preparation or storage of potentially hazardous food shall be thoroughly cleaned and sanitized prior to such use and following: a change from working with raw animal foods to working with ready-to-eat foods; a change in the type of raw animal food such as beef, fish, lamb, pork, or poultry; use with raw fruit or vegetables prior to use with potentially hazardous food; and at any time during the operation when contamination may have occurred. Unless approved by the director of health for a different frequency of cleaning, equipment, food contact surfaces and utensils that have been used with potentially hazardous food shall be cleaned and sanitized at least every four (4) hours.

Non-food contact surfaces of equipment shall be cleaned at such intervals as to keep them in a clean and sanitary condition.

(5) No article, polish, or other substance containing any cyanide preparation or other

poisonous material shall be used for the cleaning or polishing of utensils.

(k) After cleaning and until use, all food contact surfaces of equipment and multi-use utensils shall be so stored and handled as to be protected from contamination. All single-service eating and drinking articles shall be made from nontoxic materials, and shall have been manufactured, packaged, transported, stored, handled and dispensed in a sanitary manner, and shall be used only once. Drinking straws or any other device, hollow in nature, whereby through its use a beverage can be drawn into the mouth shall be separately wrapped either individually or in pairs with a sanitary protective covering for individual use. Food service establishments which do not have adequate and effective facilities for cleaning and sanitizing multi-use utensils shall use single-service articles.

(l) All garbage and rubbish containing food wastes shall, prior to disposal, be kept in a leak-proof, nonabsorbent container which shall be kept covered with tight fitting lids when filled or stored, or not in continuous use; provided such containers need not be covered when stored in a vermin-proofed room or enclosure or in a food waste refrigerator. All other rubbish shall be stored in containers, rooms or areas in a manner approved by the director of health. The rooms, enclosures, areas and containers used shall be adequate for the storage of all food waste and rubbish accumulating on the premises. Adequate cleaning facilities shall be provided, and each container, room or area shall be thoroughly cleaned after the emptying or removal of garbage and rubbish. Food waste grinders, if used, shall be installed in compliance with state and local standards and shall be of suitable construction. All garbage and rubbish shall be disposed of with sufficient frequency and in such a manner as to prevent a nuisance.

(m)(1) Except during necessary periods of preparation and service, potentially hazardous foods shall be maintained at forty-five (45) degrees F. or below, or one hundred forty (140) degrees F. or above, except beef roasts and pork roasts cooked to an internal temperature and time specified below may be held hot at one hundred thirty (130) degrees F. or above. The use of time only, rather than time in conjunction with temperature, may be permitted by the director of health and may be used as a public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption if: the food is marked or otherwise identified with the time within which it shall be cooked, served, or discarded; the food is served or discarded within 4 hours from the point in time when the food is removed from temperature control; the food in unmarked containers or packages, or for which time expires, is discarded; and written procedures that assure compliance are maintained in the food service establishment and are made available to the authorized agent upon request. Except as specified raw food shall be cooked as follows:

(A) Whole roasts, corned beef, and pork roasts shall be cooked to heat all parts of the food to the following minimum temperatures and corresponding minimum holding times: one hundred thirty (130) degrees F. for one hundred twenty-one (121) minutes; or one hundred forty (140) degrees F. for twelve (12) minutes; or one hundred forty-five (145) degrees F. for three (3) minutes;

(B) Shell eggs, fish, meat and pork (other than whole roasts, corned beef, and pork roasts) shall be cooked to heat all parts of the food to at least one hundred forty-five (145) degrees F. for fifteen (15) seconds;

(C) All meat and fish products that are ground or comminuted shall be cooked to heat all parts of the food to at least one hundred and forty-five (145) degrees F. for three (3) minutes, one hundred and fifty (150) degrees F. for one (1) minute, one hundred and fifty-five (155) degrees F. for fifteen (15) seconds, or one hundred and fifty-eight (158) degrees F. instantaneously;

(D) Game meats, poultry, ground or comminuted poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, or stuffing containing potentially hazardous food ingredients shall be cooked to heat all parts of the food

to at least one hundred sixty-five (165) degrees F. for fifteen (15) seconds;

(E) Raw animal foods cooked in a microwave oven shall be: rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least one hundred sixty-five (165) degrees F. in all parts of the food; and allowed to stand covered for two (2) minutes after cooking to obtain temperature equilibrium;

(F) Pasteurized eggs or egg products shall be substituted for raw shell eggs in the preparation of foods that are not thoroughly cooked such as caesar salad, salad dressing; hollandaise or bearnaise sauce, mayonnaise, egg nog, ice cream, egg-fortified beverages, and in recipes requiring pooled eggs that are not cooked immediately. Exempted from the above is a raw animal food such as raw egg, raw fish, raw-marinated fish; raw molluscan shellfish; steak tartare; or partially cooked food such as lightly cooked fish, rare meat, and soft cooked egg that is served or offered for sale in a ready-to-eat form. Pork and poultry products are not exempt from the required cooking times and temperatures. The consumer shall be informed of the risks involved with the consumption of raw or undercooked animal food by means of posters, brochures, menu advisories, label statements, table tents, placards, or other written means available at the food service establishment which state: "thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness." Exemptions to the food temperature requirements shall not be allowed at food service establishments serving highly susceptible populations such as immuno-compromised individuals or older adults in hospitals, nursing homes, or similar health care facilities as listed in Connecticut General Statutes section 19a-490 and that are subject to this section and preschool age children in a facility that provides custodial care and is subject to this section such as child day care centers as defined in the Connecticut General Statutes section 19a-77(a)(1).

(2) Frozen food shall be kept at such temperatures as to remain frozen, except when being thawed for preparation or use. Potentially hazardous frozen food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, shall be thawed at refrigerator temperatures of forty-five (45) degrees F. or below; or under cool, potable running water seventy (70) degrees F. or below; or quick thawed as part of the cooking process; or by any other method satisfactory to the local director of health. Waste water from refrigeration equipment shall be disposed of in a proper manner.

(3) Cooked potentially hazardous foods shall be cooled from one hundred forty (140) degrees F. to seventy (70) degrees F. within two (2) hours, and from seventy (70) degrees F. to forty-five (45) degrees F. or below within four (4) additional hours. Potentially hazardous food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least one hundred sixty-five (165) degrees F. for fifteen (15) seconds, provided that remaining unsliced portions of roasts of beef that are cooked as specified in this subsection may be reheated for hot holding to one hundred forty-five (145) degrees F. for three (3) minutes. Reheating for hot holding shall be done within two (2) hours. Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least one hundred forty (140) degrees F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

(4) Food temperature measuring devices shall be provided and be readily accessible for use in ensuring attainment and maintenance of proper food temperatures. Food temperature measuring devices shall be accurate to ± two (2) degrees F.

(n) All food and drink in food service establishments shall be from sources approved or considered satisfactory by the director of health, based on a determination of conformity with principles, practices, and generally recognized standards that protect public health; shall be in compliance with applicable state and local laws and regulations; shall be transported and delivered at required temperatures; and shall be clean, wholesome, free from spoilage, free from adulteration and misbranding and safe for human consumption. Any food or drink considered unsafe for human consumption shall be destroyed or disposed of in a manner satisfactory to the director of health. No hermetically sealed, non-acid or low-acid food which has been processed in a place other than a commercial food processing establishment shall be used.

Molluscan shellfish shall be from sources listed in the most recent publication of the interstate certified shellfish shippers list distributed by the Federal Food and Drug Administration and approved or considered acceptable by the Connecticut Department of Agriculture, Bureau of Aquaculture, and, if shucked, shall be kept until used in the containers in which they were received. Shell stock tags or labels shall be retained for 90 days from the date the container is emptied. Finfish shall be commercially and legally caught or harvested. Fluid milk and milk products shall be pasteurized and conform to Grade A standards, the requirements of the United States Public Health Service, Food and Drug Administration "Grade A Pasteurized Milk Ordinance" and "Grade A Condensed Milk Ordinance." Shell eggs shall be from commercial, regulated sources inspected according to law and shall be received clean and sound, and shall be graded as required by law.

(o)(1) All food and drink while being stored, prepared, displayed, served or sold at food service establishments, or during transportation between such establishments, shall be protected from dust, flies, vermin, depredation and pollution by rodents, unnecessary handling, droplet infection, overhead leakage or other contamination. Raw fruits and vegetables shall be washed before use. If used, single-use gloves shall be used for only one task such as working with ready-to-eat food or with raw animal food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation.

(2) Food once served to the customer shall not be served again. Wrapped non potentially hazardous food which has not been unwrapped and which is wholesome may be re-served.

(3) All means necessary for the elimination of flies, roaches and rodents shall be used. All exposed food shall be stored at least eighteen (18) inches above the floor.

(4) Only such poisonous and toxic materials as are required to maintain sanitary conditions and for sanitization purposes may be used or stored in food service establishments. Poisonous and toxic materials shall be identified and shall be stored and used only in such manner and under such conditions as will not contaminate food and drink or constitute a hazard to employees or customers.

(p)(1) Food employees shall wear clean outer garments, maintain a high degree of personal cleanliness and conform to hygienic practices. Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. Food employees shall keep their fingers, nails, hands, and exposed portions of their arms clean by using a cleaning compound to lather hands and arms for at least 20 seconds, followed by thorough rinsing with clean water in a handwashing facility, and hand drying using approved sanitary towels or other approved hand drying device. Employees shall wash their hands thoroughly in an approved handwashing facility before starting work. Food employees shall clean their hands and exposed portions of their arms as often as may be required to remove soil and contamination; after touching bare

human body parts; after using the toilet room; after caring for assistance animals; after coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking; after handling soiled equipment or utensils; when changing gloves; after handling money; immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles; during food preparation as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks; when switching between working with raw foods and ready-to-eat foods; and after engaging in other activities that contaminate the hands. Employees shall not expectorate in rooms in which food is prepared. All persons, while working in direct contact with food preparation, food ingredients or surfaces coming into contact therewith shall wear hairnets, headbands, caps or other effective hair restraints. Employees shall not use tobacco in any form while engaged in food preparation or service, or while in equipment and multi-use utensil washing or food preparation areas. Designated locations in such areas may be approved by the local director of health for smoking, where no contamination hazards will result.

(2) SMOKING IS PROHIBITED IN ALL INDOOR PUBLIC AREAS OF A FOOD SERVICE ESTABLISHMENT. SIGNS SHALL BE POSTED AT EACH ENTRANCE STATING THAT SMOKING IS PROHIBITED BY STATE LAW.

(3) Outdoor seating areas maintained for the service of food that have no roof or other ceiling enclosure and that have a permit to sell alcoholic liquor shall have at least seventy-five per cent of the outdoor seating capacity in an area in which smoking is prohibited and such area shall be designated with written signage as a nonsmoking area.

(4) Outdoor temporary seating areas established for special events and not used on a regular basis shall not be subject to the smoking prohibition or signage requirements of this subsection.

(5) Outdoor seating areas of establishments that do not serve alcohol shall not be subject to the smoking prohibition or signage requirements of this subsection.

(q)(1) All parts of the establishment and its premises shall be kept neat, clean and free of litter and rubbish. Cleaning operations shall be conducted in such a manner as to minimize contamination of food and food contact surfaces. None of the operations connected with a food service establishment shall be conducted in any room used as living or sleeping quarters. Soiled linens, coats and aprons shall be kept in suitable containers until removed for laundering. No live birds or animals shall be allowed in any area used for the storage, preparation or serving of food, or for the cleaning or storage of utensils, or in toilet rooms or employees' dressing rooms or areas, in vehicles used for transporting food, or in any other area or facility used in the conduct of food service establishment operations; provided guide dogs or assistance dogs accompanying blind, deaf, or mobility impaired persons and dogs accompanying persons training such dogs as guide or assistance dogs as defined pursuant to the Connecticut General Statutes Sections 46a-42 and 46a-44, may be permitted in dining rooms.

(2) Adequate facilities shall be provided for the orderly storage of employees' clothing and personal belongings. Where employees routinely change clothes within the food service establishment, one (1) or more dressing rooms or designated areas shall be provided for this purpose. Such designated areas shall be located outside of the food preparation, storage and serving areas, and the multi-use utensil washing and storage areas. When approved by the local director of health, such an area may be located in a storage room where only completely packaged food is stored. Such designated areas or dressing rooms shall be equipped with adequate lockers or other suitable facilities. Dressing rooms and lockers shall be kept clean and orderly.

(r) No person while affected with any disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, sores or an acute respiratory

infection, shall work in any area of a food service establishment in any capacity in which there is a likelihood of such person contaminating food, drink or food contact surfaces with pathogenic organisms, or transmitting disease to other individuals; and no person known or suspected of being affected with any such disease or condition shall be employed in such an area or capacity. If the management of the food service establishment has reason to suspect that any employee has contracted any disease in a communicable form or has become a carrier of such disease, he shall notify the local director of health immediately. When the local director of health has reasonable cause to suspect possibility of disease transmission from any food service establishment employee, such director shall secure a morbidity history of the suspected employee, or make such other investigation as may be indicated, and take appropriate action. The director of health may require any or all of the following measures:

(1) the immediate exclusion of the employee from all food service establishments;

(2) the immediate closure of the food service establishment concerned until, in the opinion of the director of health, no further danger of disease outbreak exists;

(3) restriction of the employee's services to some area of the food service establishment where there would be no danger of transmitting disease; and

(4) adequate medical and laboratory examinations of the employee, or other employees, and of his and their body discharges; and

(5) food employees shall not contact exposed ready-to-eat food with bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single use disposable gloves or dispensing equipment, except when washing raw fruits and vegetables to remove soil and other contaminants. Food employees shall minimize bare hand contact with exposed food that is not in a ready-to-eat form. Ready-to-eat food includes: unpackaged potentially hazardous food that is cooked to the temperatures and time required for the specific food under section 19-13-B42(m)(1); raw, washed, cut fruits and vegetables; whole, raw fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet; and other food presented for consumption for which further washing or cooking is not required and from which rinds, peels, husks, or shells are removed.

(s)(1) No person, firm or corporation shall operate or maintain any place where food or beverages are served to the public within any town, city or borough, without a local permit or license, or otherwise without registration of the name and business address with the local director of health of the town, city or borough in which the business is conducted, if such permit or license is required by local ordinance. Permits for temporary food service establishments shall be issued for a period of time not to exceed fourteen (14) days.

(2) A temporary food service establishment serving food or drink shall comply with all provisions of this section which are applicable to its operation. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or may modify specific requirements for physical facilities when in his opinion no health hazard will result.

(3) Food service establishment classification. The director of health, registered sanitarian, or authorized agent shall classify each food service establishment by using the criteria outlined in this subdivision. Establishments shall be classified at the time of licensure, where licensure is required by local ordinance, or otherwise at the time of registration with the local director of health. The classification shall be reviewed by the director of health, registered sanitarian, or authorized agent during each inspection and in no case less than annually. The food service establishment shall be placed into the highest classification that describes any of the food operations conducted. When it comes to the attention

of the director of health, registered sanitarian, or authorized agent that the food service establishment has changed to a different class the director of health, registered sanitarian, or authorized agent shall reclassify that food service establishment. No food service establishment shall change operations to a different classification without prior written approval by the director of health, registered sanitarian, or authorized agent. The classes of food service establishments are as follows:

(A) Class I is a food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.

(B) Class II is a food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.

(C) Class III is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.

(D) Class IV is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.

(4) Qualified food operator required. Each person owning, operating or managing any food service establishment designated either as class III or class IV shall be a qualified food operator or shall employ on-site at least one (1) qualified food operator who is in a supervisory position at said establishment. Each food service establishment shall be in compliance with this subdivision by August 1, 1997. Satisfactory evidence of compliance with this subdivision shall be documentation that the qualified food operator has passed a test administered by a testing organization approved by the department, or other documentation satisfactory to the department attesting to the individual's knowledge of safe food handling techniques as specified in subdivision (6) of this subsection. Said documentation shall be maintained on file at the food service establishment and provided to the local director of health, registered sanitarian, or authorized agent on request. Any person who serves meals to individuals at registered congregate meal sites funded under Title III of the Older Americans Act of 1965, as amended, which were prepared under the supervision of a qualified food operator, shall be exempt from the examination requirement for qualified food operators. Any volunteer who serves meals for a nonprofit organization shall be exempt from the examination requirement for qualified food operators. Exempt from the requirements of this subdivision are: temporary food service establishments and special events sponsored by non-profit civic organizations such as, but not limited to, school sporting events, little league food booths, church suppers, and fairs. Soup kitchens that rely exclusively on services provided by volunteers are also exempt from the requirements of this subdivision.

(5) Criteria for approval of testing organizations. To be approved, a testing organization shall make application to the department on forms provided by the department and therein demonstrate responsibility for all aspects of the testing system from the development of the test, through test administration including test security system, documentation of successful test completion and record maintenance. Testing organizations must reapply for approval every five (5)

years. Testing organizations shall demonstrate responsibility for all of the following areas:

(A) Test development. The test shall be based on an objective job analysis to determine content areas and shall include, but not be limited to, elements that test the qualified food operator's knowledge of food allergies. The test shall be developed based on generally accepted standards of test development. A passing score study to set the required passing scores shall be conducted. Content validation and examination field test studies shall be conducted.

(B) Test security. The testing organization shall have test security systems to ensure the integrity of the test during all phases of test development and handling. Test administrators must be trained in test security procedures. Where client based testing is conducted, proctoring agreements that establish examination handling and proctoring procedures are required between the testing organization and the proctor. Different forms of the test shall be maintained.

(C) Test administration. The testing organization shall serve as the primary contact for individuals interested in the test. Explanatory test materials shall be available to interested parties. Guidelines for test administration shall be developed. The test shall be readily available to meet the needs of Connecticut.

(D) Documentation and record keeping. All individuals taking the test shall be provided documentation indicating whether they passed or failed the test. Statistics on the test including an item analysis shall be maintained. A registry of all individuals who have taken the test shall be maintained. Statistical and registry information shall be made available to the department and local health departments upon request.

(6) Other documentation satisfactory to the department. In the absence of documentation that the qualified food operator has passed a test administered by a testing organization approved by the department, a signed statement by the owner/operator of the food service establishment attesting that the qualified food operator has demonstrated knowledge of food safety as specified in subparagraphs (A) and (B) of this subdivision shall constitute satisfactory evidence of compliance with subdivision (4) of this subsection. The local director of health may require documentation to support the signed statement. The following specific elements of knowledge and competence are required:

(A) Elements of knowledge

(i) Identify foodborne illness--define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define and recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.

(ii) Identify time/temperature relationship with foodborne illness--recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.

(iii) Describe the relationship between personal hygiene and food safety-- recognize the association between hand contact and foodborne illness; recognize the association between personal habits and behaviors and foodborne illness; recognize the association between health of a foodhandler and foodborne

illness; recognize how policies, procedures and management contribute to improved food hygiene practices.

(iv) Describe methods for preventing food contamination from purchasing to serving-define terms associated with contamination; identify potential hazards prior to delivery and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.

(v) Identify and apply correct procedures for cleaning and sanitizing equipment and utensils-define terms associated with cleaning and sanitizing; apply principles of cleaning and sanitizing; identify materials, equipment, detergent, sanitizer; apply appropriate methods of cleaning and sanitizing; identify frequency of cleaning and sanitizing.

(vi) Recognize problems and potential solutions associated with facility, equipment and layout--identify facility, design, and construction suitable for food service establishments; identify equipment and utensil design and location.

(vii) Recognize problems and potential solutions associated with, temperature control, preventing cross contamination, housekeeping and maintenance-implement self inspection program; implement pest control program; implement cleaning schedules and procedures; implement equipment and facility maintenance program.

(viii) Identify and recognize the foods most commonly associated with food allergies.

(B) Demonstrable elements of competency

(i) Assess the potential for foodborne illness in a food service establishment--perform operational food safety assessment; recognize and develop standards, policies and procedures; select and train employees; implement self audit/inspection program; revise policy and procedure (feedback loop); implement crisis management program.

(ii) Assess and manage the process flow-identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding/service/display procedures; implement and maintain cooling and post preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.

(7) Replacement of qualified food operator. Whenever the qualified food operator terminates employment, is terminated or is transferred, the person owning, operating or managing the food service establishment shall notify the local health department in writing. A replacement qualified food operator shall be employed within sixty (60) days from the date of termination or transfer of the qualified food operator. The local health department may grant an extension not to exceed an additional sixty (60) days to comply with this subdivision if deemed necessary.

(8) Responsibilities of qualified food operators

(A) The qualified food operator is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The qualified food operator of each food service establishment is responsible for ensuring training of food preparation personnel. The following are exempt from the examination requirement for qualified food operators but shall receive training from any qualified food operator:

(i) volunteers who serve meals for a nonprofit organization; and

(ii) persons who serve meals at registered congregate meal sites funded under Title III of the Older Americans Act of 1965, as amended, which were prepared under the supervision of a qualified food operator. All such personnel shall receive training that shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The qualified food operator of each food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health department upon request. The owner, operator, manager or qualified food operator of a food service establishment at a nonprofit organization or registered congregate meal site for senior citizens shall maintain such documentation and make such records available to the local health department upon request.

(B) The owner or manager of the food service establishment shall designate an alternate person who has complied with section 19-13-B42(s)(6) to be in charge at all times when the qualified food operator cannot be present. This alternate person in charge shall be responsible for: ensuring that all employees comply with the requirements of this section, and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the inspection report.

(t) Inspection of food service establishments. All food service establishments shall be inspected by the director of health, registered sanitarian, or an authorized agent of the director of health, if such director, sanitarian or agent has been certified by the commissioner. Candidates for certification must be sponsored by a local director of health, and possess as minimum requirements a bachelors degree or three years experience in a food safety or regulatory food protection program acceptable to the department. Candidates shall not be involved in the ownership or management of a food establishment located within his jurisdiction. The certification program shall consist of a two stage process: (1) successful completion of classroom training and passing score on a final written exam; and (2) completion of a series of inspections with a certification officer from the department food protection program. Upon completion of the certification process, the department shall notify the department of health and the candidate in writing specifying the issuance of certification and expiration date. The commissioner shall have the authority to renew certification of each persons conducting such inspections every three years. Recertification may be granted upon the successful completion of sixteen (16) hours of approved food protection training every three (3) years. The department shall be responsible for approving and assuring the provision of such training. Failure to comply with recertification requirements shall result in the certification to conduct inspections not being renewed. The department shall notify the director of health and the chief elected official of the affected food service jurisdiction when a certification is not renewed. All food service establishments shall be inspected in accordance with this subsection.

(1) Class I food service establishments shall be inspected at intervals not to exceed three hundred and sixty (360) days.

(2) Class II food service establishments shall be inspected at intervals not to exceed one hundred and eighty (180) days.

(3) Class III food service establishments shall be inspected at intervals not to exceed one hundred and twenty (120) days.

(4) Class IV food service establishments shall be inspected at intervals not to exceed ninety (90) days, except that an interval not to exceed one hundred and twenty (120) days may be allowed where one (1) of the inspections is a hazard

analysis inspection.

(5) Access to establishments. The director of health, registered sanitarian or authorized agent after proper identification, shall be permitted to enter, at any reasonable time, any food service establishment for the purpose of making inspections to determine compliance with this section. He shall be permitted to examine the records of the establishment to obtain information pertaining to food and supplies purchased, received, or used, and persons employed, but not including financial records.

(6) (6) Inspection records. Weighted values. Rating scores. Whenever the director of health, registered sanitarian or authorized agent makes an inspection of a food service establishment, he shall record his findings on an inspection report form included in this section and shall furnish a copy of such inspection report form to the owner or operator. Such form shall summarize the requirements of this section and shall set forth weighted point values for each such requirement. Forms, such as computer forms, which are substantially equivalent to the inspection form included in this section may be approved by the commissioner. Upon completion of an inspection, the director of health, registered sanitarian or authorized agent shall total the weighted point values for all requirements in compliance, such total becoming the rating score for the food service establishment. The total weighted point value shall be scored for each item in violation. The maximum rating shall be one hundred (100).

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GENERAL CHECKLIST FOR TEMPORARY FOOD SERVICE OPERATORS:

NOTE: SUBJECT TO ADDITIONS OR DELETIONS BASED ON THE MENU AND VARYING SITUATIONS.

_____ **Probe-type thermometer** for monitoring proper cooking and holding temperatures (Range of $0^{o}F$ – $220^{o}F$, accurate $\pm$ $2^{o}F$)

_____ **Thermometers for all refrigerators or cooling units –** all units used for keeping foods cold must be maintained at a temperature below $45^{o}F$. Meat must be kept at or below $41^{o}F$.

_____ **Coolers packed with ice / ice packs or refrigeration units –** if applicable

_____ **Plastic wrap / covers for all containers**

_____ **Hand washing station with liquid hand soap, paper towels, wastebasket**

_____ **Extra utensils, cutting board, and/or gloves -** for food preparation, service, sampling, and demos

_____ **Potable water supply –** for washing and hand washing

_____ **Utensil wash/rinse/sanitize containers –** where required

_____ **Soap and water solutions –** for washing equipment and surfaces

_____ **Sanitizer solutions –** for sanitizing equipment and surfaces, and for storing wiping cloths

_____ **Wastewater disposal container**

_____ **Grease disposal container**

_____ **Garbage containers -** with plastic liners

_____ **Paper towels / Clean wiping cloths**

_____ **Aprons**

_____ **Hair restraints**

_____ **Shelving / crates –** for off the ground storage of all food products, single service articles and equipment

_____ **Lights –** with shields and caps or shatter proof bulbs (if lighting is needed)

_____ **Adequate toilet/handwashing facilities—** for the food workers with exposed foods as required

_____ **Adequate facilities to maintain hot potentially hazardous foods at 140° F. or higher**

Food Service (Individual Portions), Sampling and Cooking Demonstrations

The following is only a guideline for selected regulatory requirements. You must be in compliance with all applicable regulations. Contact your local health department for specific requirements and guidance in conforming to the applicable regulations of the Connecticut Public Health Code, Section 19-13-B42.

Farmers Providing Foodservice and Individual Portions at the Market

Cooking, providing samples, or preparing food items at a farmers' market by any individual, even those not considered to be farmers, will be classified and regulated as a temporary food service establishment. Farmers who wish to cook or prepare food such as sandwiches, grilled meat, cider or other types of fresh juices, etc. at a farmers' market or who will be providing individual portions of food prepared on-site or that were previously prepared at an off-site location different than the market location, must contact their local health department for guidance regarding permit applications, food safety rules and regulations, and inspections. Cooking or preparing food at a farmers' market will generally require some form of local health department permit and inspection. Particular food safety concerns include employee hygiene (including hand washing), protecting food products from human (sneezing, coughing, etc.) and environmental (dust, insects, etc.) contamination, cooking potentially hazardous foods at temperatures high enough to destroy harmful pathogens, maintaining safe hot and cold holding temperatures, and keeping utensils clean and free of contamination. This type of food service is subject to Section 19-13-B42 of the Public Health Code.

If you plan to cook or prepare individual portion food items at your market or within your booth, you must contact the local health department that has jurisdiction over foodservice establishments in the town where the farmers' market is located.

Be advised that your local health department reserves the right to restrict items prepared at a temporary food service setting based upon degree of food safety risk. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or may modify specific requirements for physical facilities when in his/her opinion no health hazard will result.

Food Vendors (other than farmers)
The selling, cooking, providing samples, or preparing food items at the farmers' market by anyone will be classified and regulated as a "temporary foodservice establishment" and must operate in accordance with the CT PHC 19-13-B42 and all local ordinances including but not limited to application, permit and licensing, fees, and inspection. These types of vendors include, but are not limited to value-added vendors, bakeries, restaurants, hot dog vendors, itinerant vendors, ice cream vendors, etc.

A "temporary food service establishment" is defined as a food service establishment that operates at a fixed location for a temporary period of time, in connection with a carnival, circus, public exhibition, festival, celebration, or similar transitory gathering. Vendors seeking to obtain a "temporary food service establishment" permit will need to contact the local health department in the particular town or district in which they intend to operate. Permit fees for temporary food service establishments are determined by each individual local health department.

Any food service vendor at the market who is preparing foods, providing samples, or conducting a cooking demonstration needs to contact the appropriate local health department prior to setting up at the market.

Farmers Providing Food Samples

Providing food samples at farmers' markets allows consumers to try a product before purchasing it. This is especially important when the farmer is offering a new or different product that the customer has never tried before. Unsafe sampling methods can contaminate food and result in foodborne illness. Good marketing practices require that basic sanitation practices be followed when samples are offered at farmers' markets. Following the basic food safety practices mentioned in Chapter 11 can reduce your risk. The farmer offering samples should look carefully at every step of their sampling process to make the samples as safe as possible. The regulations of the Connecticut Public Health Code 19-13-B42 apply to all food samples offered at the farmers' market, including cut produce, fresh squeezed juices of all types, grilled meats, dips, spreads, etc.

Sample delivery

It is a good practice to use disposable single-use utensils for distribution of samples to customers. These include toothpicks, cups, etc. or you can use tongs if you control them. Customers should never reach into a plate or bowl containing exposed samples. You should have a wastebasket lined with a plastic bag available for customers to dispose of their sample waste. Follow the handwashing protocols discussed in the chapter titled "Food Safety Guidelines and Regulations" to prevent contamination of the food. Use toothpicks, wax paper, paper sampling cups or another appropriate means to distribute samples. In this way each farmer and his workers can prevent the hands of customers from touching and contaminating the food. Each farmer's dispensing method must prevent contamination by the customer, additional workers, and the farmer.

> If you plan to offer samples at your market or within your booth, you must contact the local health department that has jurisdiction over foodservice establishments in the town where the farmers' market is located.

Cooking Demonstrations

One of the most successful events at farmers' markets is hiring a chef to come to the market to cook seasonal produce, meats and other products, and offer samples to the customers of the market. In order to promote uniformity and farmers' market food safety across the state, all farmers' markets that intend to conduct cooking demonstrations are required to operate in accordance with section 19-13-B42 of the Connecticut Public Health Code as well as the guidelines and procedures discussed in the following sections.

1. Samples must have been prepared from approved source foods only.
2. In all instances the person cooking, whether they are a farmer, hired chef, or other individual, shall comply with section 19-13-B42 of the Connecticut Public Health Code for temporary food-service establishments and requirements for sampling at the market.

Summary of cooking demonstration requirements

- If the cooking and prep areas of the demonstration are not under cover, some sort of overhead protection needs to be provided. A tent, canopy, or umbrellas are examples of overhead protection. The product needs to be protected at all times.
- Food products shall not be exposed to insects or other environmental contaminants such as dust, as well as any unnecessary handling as seen with bare hand contact of food. If electricity is available, a fan may be used to keep a gentle breeze going to keep insects off the product. (The chef may appreciate the fan as well.) Covering product in some manner at all times will also deter insects
- During the event, the person cooking will need a way to wash his/her hands. A simple, health department-approved set up could consist of an elevated container of potable water that is equipped with a turn-spout dispenser or drain, with a catch bucket placed below the container. Liquid soap and disposable towels must also be provided at the hand wash station. The section on "Food Safety Guidelines and Regulations" discusses hand wash stations and includes a picture of the simple setup.
- Facilities to wash and sanitize all utensils used throughout the day may be required, depending on the type of cooking demonstration and the food items involved. A three-compartment sanitizing wash station can be easily constructed with three tubs, potable water, soap, and an approved sanitizer. A temporary event 3-bay setup is pictured in the "Food Safety Guidelines and Regulations" section. You will find that this set up is convenient for cleaning up after the event. You will need more water than you think so bring an adequate supply. Remember, utensils must also be protected from insects, dust and other forms of contamination. An extra measure of protection for clean utensils, food, and food-related items can be accomplished by storing the items in a plastic container with a tight-fitting lid.
- All potentially hazardous foods must be maintained at safe hot and cold temperatures throughout the entire event. Hot potentially hazardous foods must be maintained at an internal temperature of 140°F or greater. Cold potentially hazardous foods must be maintained at 45°F or less. Coolers and plenty of ice packs must be available. Coolers cannot be made of Styrofoam, as these coolers

are impossible to sanitize. At no time should any product sit in water. You will need to have provisions for melted ice to drain away from the product.

Serving the cooking demonstration samples to your customers

The samples need to be adequately protected from all forms of contamination. The easiest way to accomplish this is to serve each sample individually. Examples are to serve each sample in an individual cup or plate or served with individual toothpicks. (You should provide plenty of waste containers to dispose of these items.) This will help to avoid customers touching any sample that is not theirs. This works best if you have a helper that controls the samples and will reduce the chance of any cross contamination. Helpers should be careful to avoid touching the product and avoid contamination of any utensils used to portion out the samples.

Farmers who plan to conduct cooking demonstrations of products being sold within their booth, must contact the local health department that has jurisdiction over foodservice establishments in the town where the farmers' market is located.

Licensing

Food Service License/ Permit for Farmers
Farmers, who are participating in local farmers' markets as vendors, and are selling **ONLY** fresh, raw, unprocessed produce are typically not regulated by the local health departments.

Fresh produce includes fruits and/or vegetables that have not been processed in any way. This means that the products have not been washed, cut, peeled, dried, pickled, packaged, cut, or modified from their natural state in any way. Rinsing of fresh fruits and vegetables for marketing purposes is a common practice. This is acceptable if clean water is used to rinse the produce and it is clear that the rinsed produce is not pre-washed and intended to be ready-to-eat. It is highly recommended that consumers be advised to wash all produce prior to consumption.

Farmers intending to sell or offer food beyond fresh, raw produce must contact the local health department in the particular town or district in which they intend to operate. Licenses for processed/manufactured products must be obtained from the state agency having jurisdiction over the specific food item being processed, unless the food item is a jam, jelly, preserve, or maple syrup exempt by state statute and properly labeled.

Licenses/Permits for Processed Products
Although the sale and marketing of whole, fresh, uncut fruits and vegetables generally does not require a permit to operate, the sale of processed food products in Connecticut typically requires some permit (or permits) to operate. When does a product become "processed?" Generally speaking, whenever you take a knife to a raw agricultural product, change its temperature and/or combine ingredients, or dry, portion, or pickle the product, it is a "processed" product. Packaged food products are also typically considered processed products.
You will need to check with both your market and appropriate state/local health departments before you plan to process and sell any of your products. Processors should be aware that processing a product, even minimally, increases the risk of contamination.

For these reasons, it is important that you make every effort to communicate your plans to state and local health department officials well in advance of actual manufacture and promotion of the food product.

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Requirements of Processed/Packaged Foods and Baked Goods

The term "processed food" means any food other than a raw agricultural commodity and includes any raw agricultural commodity that has been subject to processing, such as canning, cooking, freezing, dehydration, or milling. Processed foods can include single ingredient foods such as flour or a watermelon that has been cut.

All packaged food products, regardless of whether or not they require a Connecticut license issued by the Department of Consumer Protection, must meet sanitary requirements and are subject to inspection by the Department of Consumer Protection. Local/district health departments may also inspect and/or license food processors.

Processed/packaged food products include but are not limited to:

- Bakery products
- Juice and other beverages packaged in bottles/jars
- Maple syrup and foods made with maple syrup
- Popcorn and kettle corn
- Candy, toffee and/or fudge
- Trail mix and nuts
- Pickles and relishes
- Jams and jellies
- Meat
- Seafood
- Cut produce
- Salsa, dips and dressings

Licensing

The following are items that require licensing. Some items have a specific chapter in this manual that should be referred to for further details. This list should not be considered exhaustive. If you are making or considering making and selling a product that you do not see on this list, please refer to the contact information at the end of this chapter for the Division of Food and Standards at the Department of Consumer.

- Baked goods (i.e. pies, breads, cookies, etc.) require a Connecticut Bakery License. **See also Chapters 11 and 12 concerning Food Safety and Food Service**
- Apple Cider requires a Connecticut Apple Juice/Cider Registration. **See also Chapter 22 concerning Cider.**
- Beverages (i.e. juice drinks, lemonade or bottled water) require a Connecticut Non-Alcoholic Beverage License. **See also Chapters 11 and 12 concerning Food Safety and Food Service**

- Frozen Desserts (i.e. ice cream, frozen yogurt, etc.) require a Connecticut License to Manufacture Frozen Desserts for Retail/Wholesale. **See also Chapter 17 concerning Dairy and Frozen Desserts.**

Manufacturing and labeling of processed foods
All processed foods must be made in an approved facility that has been inspected and licensed by the Department of Consumer Protection. (See Chapter 23: Exempt Items for exceptions.) Facilities that manufacture foods shall not be used for residential use. It is important to note that all aspects of the manufacturing, processing, packaging, displaying and transporting of foods must be clean and sanitary and are inspected for the same.

Processed foods must also be properly labeled. Food labeling shall include, but not be limited to, the following items:

- Common or usual name
- Ingredients in descending order by predominance by weight
- Declaration of responsibility (name and address of manufacturer or distributor)
- Net weight or volume expressed in metric and English units
- For seafood, the country of origin

Pursuant to the Federally mandated Country of Origin Labeling, the Connecticut Uniform Food & Drug Act and Section 43-3b of the Connecticut General Statutes packaged food sold in Connecticut must be labeled in accordance with the Federal Food Drug and Cosmetic Act, the Federal Fair Packaging and Labeling Act and the Uniform Packaging and Labeling Regulation as adopted by the National Conference of Weights and Measures.

Transporting and displaying processed foods
Processed foods must be transported in a sanitary manner. When at the market they must be protected either by being properly packaged or by being displayed in an appropriate display case. Perishable and potentially hazardous foods must be held at the following specified temperatures. For:

- Cut produce- at or below 45ºF.
- Meat storage rooms- at or below 41ºF.
- Frozen foods- at or below 0ºF. and maintained in a frozen solid condition (ie: no thawing & refreezing)

Helpful documents:
The FDA Food Labeling Guide can be found at:
http://www.cfsan.fda.gov/~dms/2lg-toc.html

For ingredient labeling guidance including information on allergen labeling requirements, visit:
http://www.cfsan.fda.gov/~dms/2lg-6.html#label

Questions regarding regulations concerning sanitary standards for food establishments and regulation of bakeries should be directed to:

Connecticut Department of Consumer Protection
Division of Food and Standards
Frank Greene, Division Director
(860) 713-6160
(860) 713-7237 Fax
Frank.Greene@ct.gov

Labeling can be submitted for review for compliance with these laws. Copies of proposed labels should be sent to the attention of:

Food Label Review
Department of Consumer Protection
Division of Food & Standards
Room 165, 165 Capitol Avenue
Hartford, CT 06106

Connecticut General Statute references

Sec. 21a-13 through 21a-90.	General Provisions, Pure Food & Drugs
Sec. 21a-91 through 21a-125	Uniform Food, Drug & Cosmetic Act
Sec. 21a-135 through 150j	Nonalcoholic Beverages
Sec. 21a-151 through 21a-164	Bakeries
Section 43-3b	Method of Packaging & Labeling

Associated state regulations

Sec. 21a-101-1 through 21a-101-8 *(Regulations Concerning Sanitary Standards for Food Establishments)*

Last edited 3/20/2009

Unprocessed Fruits and Vegetables

Unprocessed, whole, raw fruits and vegetables shall be wholesome, free from spoilage, and otherwise deemed safe for human consumption based on generally recognized industry standards. Fruits and vegetables that have been cut, peeled, dried, pickled, packaged, or modified from their natural state in any way are no longer considered a raw fruit or vegetable and may be subject to licensing in order to sell or sample at a farmers' market.

Food safety concerns are at an all time high. There are several on-farm food safety audits that are available on a voluntary basis. Currently, there are no mandatory on-farm inspections for fruits and/or vegetables. Please take great pride and careful consideration when preparing fields, picking product, packaging product and delivering it to your customers. Cooperative Extension and the Agriculture Experiment Station each have a staff of professionals available to make recommendations to make your operation safer and more profitable. Fruits and vegetables make up the backbone of every farmers' market, and in Connecticut we pride ourselves in being able to provide the freshest and safest fruits and vegetables to our faithful consumers.

Please remember, any farmers wishing to sell fruits or vegetables at a WIC certified farmers' market must contact the Connecticut Department of Agriculture prior to participating in the market. For more information please see WIC/Senior Farmers' Market Nutrition Program chapter.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 11/12/08

Meat Requirements

Except for special exempt cases, all meat and processed poultry sold in Connecticut must be USDA inspected. This requirement extends to the slaughter, processing and packaging stages. Any meat that is slaughtered, processed or packaged outside of USDA inspection is not legal for sale in Connecticut

Slaughtering and processing

All meat and poultry products sold in the state of Connecticut must be slaughtered and processed under USDA inspection. Please be aware that just because an animal has been slaughtered in a USDA inspected facility does not mean that the carcass can be taken to another facility to be cut and packaged unless that facility is also under USDA-FSIS inspection and the processing takes place under USDA inspection.

Special exemption for retail processing

As indicated above there are exemptions from inspection for meat and poultry products. The most common is a "Retail Exemption" or “Butcher Shop Exemption” for meat processing at retail at an establishment with **a retail store operation.** The store can acquire bulk cuts of meat, such as halves or quarters, from an inspected USDA/FSIS slaughter facility for further processing and packaging of meat cuts for direct sale to consumers. As an example grocery stores are able to butcher and package, without continuous inspection, larger cuts of meat into smaller portions, such as chops or roasts, for sale to the consumer

Labeling

Labels must include the following information under USDA and Connecticut regulations:

- Species, primal source and standard descriptive term (retail name)
- Name of packaging firm
- Address of packaging firm
- Net weight
- Price per pound
- Total package price
- Whether the product is boneless or bone-in
- Safe handling label
- List of all ingredients for multi-ingredient products such as sausage
- Species and primal source or area if not a multi-ingredient product as follows:
  - <u>Beef:</u>
    cheeks, tongue, gullets or esophagus, shoulder, chuck, heart, brisket, shank, shin, rib, plate, diaphragm, loin, flank, rump, top round or bottom round
  - <u>Veal</u>

cheeks, tongue, gullets, or esophagus, heart, neck, shank, breast, shoulder, rib, loin, sirloin, rump or leg.

- Lamb
  cheeks, tongue, gullets or esophagus, heart, neck, shank, breast, shoulder, rib, loin or leg
- Pork
  cheeks, tongue, gullets or esophagus, heart, tail, jowl, shoulder, shoulder picnic, shoulder butt, feet, side, spareribs, loin, loin-shoulder end or loin-rib end, loin-center cut, loin-loin end, fat back or ham

Packaging and retail sale

The bottom of the package must be at least 70% visible and labeling on top of the package must not exceed the specified area in relation to the total package size. There are exemptions to this rule for ground meat, liver and sausage. If minimum visibility requirements are not met, a "100% Guarantee" label must be provided on each package and honored by the vendor. Any repackaging must be done following the provisions of sections 21a-101-1 through 21a-101-8 of the Regulations of Connecticut State Agencies

All retail meat sales rooms are subject to Department of Consumer Protection approval/inspection and must comply with the Connecticut sanitary standards for food establishments (see citation below) and all local authorities including the local health department/district, fire marshal and zoning requirements.

Sale of animal for custom slaughter or "custom exempt"

"Custom exempt" is a USDA provision that applies to live animals that have been purchased by a customer and are slaughtered per customer request. These animals are either slaughtered and processed by the owner or slaughtered and processed at the request of the owner on a custom basis by the farmer from whom it was purchased.

"Custom exempt" is regulated under USDA- FSIS - Food Safety and Inspection Service (FSIS). "Custom exempt" meat must be labeled "Not for Retail Sale" and is intended for consumption by the owner and may not be resold. Food service establishments in the state of Connecticut may not purchase "custom exempt" meat.

Handling

Meat that has never been frozen must be kept at 41°-33°F at all times and frozen meat must be maintained frozen at all times. It is of critical importance that these standards be maintained. It is also of critical importance that any frozen product, once thawed be maintained at 32°-41°F. The maintenance of appropriate holding temperatures is subject to inspection at farmers' markets.

For further information or clarification on federal requirements, please contact:
U.S. Dept. of Agriculture Food Safety & Inspection Service (USDA FSIS)

District 65 – Albany, NY
Mr. Haroon Mian, District Manager
230 Washington Ave. Extension
Albany, NY 12203-5369
Phone: (518) 452-6870
FAX: (518) 452-3118
Emergency 24-Hour: (518) 452-6870, Ext. 250

For further information on the inspection of and regulations concerning the sale of meat in Connecticut, please contact:
Department of Consumer Protection
Division of Food and Standards
165 Capitol Avenue
Hartford, CT 06106
(860) 713-6160
FAX: (860) 713-7237

Connecticut General Statute references
Sec. 42-115m-q – Packaging of Meat
Sec. 21a-100 – Labeling of Meat

Associated state regulations
Sec. 42-155m-1 through 42-155m-7 *(Regulations Concerning the Packaging of Meat and Meat Products)*
Sec. 21a-100-1 through 21a-100-6 *(Regulations Concerning the Labeling of Various Cuts of Meats)*
Sec. 21a-101-1 through 21a-101-8 *(Regulations Concerning Sanitary Standards for Food Establishments)*

Last edited 4/19/2010

Poultry Requirements

The sale of Poultry at farmers' markets is allowed under the USDA Poultry Exemption Provision Custom Exemption.

- Custom exemption, both slaughter and processing, exempts an operator from the requirement of federal inspection when he/she prepares a product for the personal use by an individual.
- **The poultry must be owned by the individual prior to slaughter.**
- The carcasses, parts, meat and meat food products on the poultry must be used exclusively by the owner and the members of the owner's household, non-paying guests or employees.
- A federal inspector does not need to be present when poultry is slaughtered or processed.
- An operator is considered custom when he/she charges a fee for the service in lieu of the poultry itself.

Exemptions from federal inspection
The Federal Meat Inspection Act (FMIA) and the Poultry Product Inspection Act (PPIA) exempt various operations from the requirements of federal inspection. The two pieces of legislation differ greatly. Therefore, do not assume that what holds for beef will hold for chicken. Be sure to refer to the proper regulation for your product.

Keep in mind that some of these exemptions will change periodically and in some cases a policy is developed to cover a specific situation, which is not directly addressed.

Below are the federal poultry exemptions as outlined in Section 464 of the PPIA

USDA Food Safety and Inspection Service (1-518-452-6870 or 1-800-772-7033)
A custom exemption business may slaughter or process an unlimited number of poultry when the poultry is delivered by the owner and the following five criteria are met:

1. The custom slaughterer does not engage in the business of buying or selling poultry products capable for use as human food;
2. The poultry is healthy when slaughtered;
3. The slaughter and processing at the custom slaughter facility is conducted in accordance with sanitary standards, practices, and procedures that produce poultry products that are sound, clean, and fit for human food (not adulterated);
4. The custom slaughtered or processed poultry is for the personal use of the grower/owner of the poultry – the grower/owner of the custom slaughtered or processed poultry may not sell or donate the custom slaughtered poultry to another person or institution; and

The shipping containers bear: the owner's name, the owner's address, and the statement, "Exempt P.L. 90-492"

The PPIA can be viewed in full at the following website:

http://www.fsis.usda.gov/regulations_&_policies/Poultry_Products_Inspection_Act/index.asp

Handling
Slaughter must take place under appropriate conditions. The process must occur in a sanitary facility. All birds subject to slaughter must be non-adulterated and free from disease.

Poultry meat must be held at or below 41°F. If the meat is frozen at any point, the poultry must be kept at such temperatures as to remain frozen. It is of critical importance that you maintain these standards. You may be subject to inspection at a farmers' market with regard to the maintenance of appropriate holding temperatures for poultry.

Record keeping and labeling
Once a live bird is sold to an individual customer and provisions have been made between the customer and the farmer to have the bird dressed by the farmer, the processed bird cannot under any circumstances be resold. **Resale is prohibited**. Unclaimed birds may not be resold. The original customer may pick-up the bird at the farm, as long as the bird has been transported back to the farm under proper temperature controls.

Sale to any Connecticut food establishment, including but not limited to hotels, restaurants and institutions is prohibited. Farmers should be keep in mind that any local health sanitarian made aware of a customer purchasing large quantities of fowl at one time may warrant further investigation to be certain the customer is not purchasing the product for use in a foodservice establishment. This may include reviewing farm records and logs pertaining to sales of custom-slaughtered poultry. Logs and records regarding sales of custom-slaughtered poultry must be made available to the sanitarian, if requested.

Included with any poultry meat at the time of delivery must be a label that includes the following information in legible 10 point font:

- Customer's name, address and phone number
- Date of order
- Date of requested pickup
- Details of order (type of bird, quantity, etc.)
- Signature of customer upon delivery
- "Poultry not processed in a government inspected facility, or under USDA or State of Connecticut inspection process"
- "This bird has been custom slaughtered and therefore is **not for retail sale.** It is for personal use by the purchaser only."
- "Not for use in any Connecticut food establishments, including but not limited to hotels, restaurants, and institutions."

(See next page for example)

POULTRY TAGS:

01001 Date:

Customers Name:

Address:

Phone Number: Date of P/U:

Order Type:

Signature:

"Poultry not processed in a government inspected facility, or under USDA or State of Connecticut inspection process. This bird has been custom slaughtered and therefore is **not for retail sale.** It is for personal use by the purchaser only. Not for use in any Connecticut food establishments, including but not limited to hotels, restaurants, and institutions.

- Each Poultry Tag should be number for filing and tracking purposes.
- The farmer is required to keep a record of all transactions for two years.

IN ADDITION:

POULTRY MAY ALSO BE SOLD IF SLAUGHTER, PROCESSING, & PACKAGING ARE DONE AT A USDA/FSIS POULTRY INSPECTED FACILITY.

For further information or clarification on federal requirements, please contact:
U.S. Dept. of Agriculture Food Safety & Inspection Service (USDA FSIS)
District 65 – Albany, NY
Mr. Haroon Mian, District Manager
230 Washington Ave. Extension
Albany, NY 12203-5369
Phone: (518) 452-6870
FAX: (518) 452-3118
Emergency 24-Hour: (518) 452-6870, Ext. 250

Please see USDA Publication: Guidance for Determining Whether a Poultry Slaughter or Processing Operation is Exempt from Inspection Re3quirements of the Poultry Products Inspection Act. This can be seen at:
http://www.fsis.usda.gov/OPPDE/rdad/FSISNotices/Poultry_Slaughter_Exemption_0406.pdf

For further information on the inspection of and regulations concerning sales of poultry in Connecticut, please contact:
Department of Consumer Protection
Division of Food and Standards
165 Capitol Avenue
Hartford, CT 06106
(860) 713-6160
FAX: (860) 713-7237

State of Connecticut statutory references:
CGS Sec. 42-115m-q – Packaging of Meat
CGS Sec. 21a-100 – Labeling of Meat

Associated state regulations:
Sec. 42-155m-1 through 42-155m-7 *(Regulations Concerning the Packaging of Meat and Meat Products)*
Sec. 21a-100-1 through 21a-100-6 *(Regulations Concerning the Labeling of Various Cuts of Meats)*
Sec. 21a-101-1 through 21a-101-8 *(Regulations Concerning Sanitary Standards for Food Establishments)*

Last Edited 3/20/2009

Dairy and Frozen Desserts Requirements

Dairy products are one of the most regulated foods and must be handled properly at all stages of production, distribution and use in order to be safe for human consumption. The following recommendations are critical in maintaining safe, quality product.

Milk
Refrigeration is the single most important factor in maintaining the quality of milk. By law, Grade A milk must be maintained at a temperature below 40°F. to prevent the growth of spoilage bacteria. It is critical that these temperatures be maintained through warehousing, distribution, delivery, handling and storage. It is wise to refrigerate milk promptly after purchase and each use. Properly refrigerated, milk should last 3-5 days beyond the sell date. The colder milk is kept the longer it lasts.

According to Section 22-133-132 of the Regulations of the State of Connecticut, each raw milk container that is not pasteurized and is offered for retail sale must bear a label that conspicuously and legibly bears the exact language below in letters no less than 1/8 inch in height and be of a color that contrasts with the rest of the label:

Raw milk is not pasteurized; pasteurization destroys organisms that may be harmful to human health.

Licenses
The following licenses are required in the state of Connecticut:

Retail Raw Milk, Raw Milk Cheese Mfg
If you produce, retail raw milk and/or manufacture raw milk cheese

Milk Dealer License
If you want to process or distribute milk, yogurt, egg nog, cheese, and dry milk

Cheese Manufacturer
If you pasteurize milk and manufacture cheese

Milk, Distributor
If you want to distribute (only) fluid milk and/or yogurt

Milk, Retail Store License
If you sell fluid milk and milk products at retail

Cheeses
Fresh (un-aged) and soft and semi-soft cheeses must be maintained at a temperature below 40°F. and must be made from pasteurized milk. Any cheeses produced from raw

milk must be aged for a minimum of 60 days and maintained at a temperature less than 45°F. Proper labeling for all cheeses is required

Milk, Soft and Semi Soft Cheese

C.G.S. § 22-194 applies to fluid milk and milk products such as milk, flavored milk, cream, sour cream and yogurt, these products must be maintained at a temperature below 40°F to retard the growth of spoilage bacteria and in the case of Retail Raw Milk this temperature will also retard the growth of most pathogens. Soft spreadable cheese and semi-soft cheese are manufactured from pasteurized milk, sold as a fresh product and must be stored at the temperatures prescribed in the Food Code (below 45°F). Any ice used to maintain refrigeration temperatures must be made from potable water. Care must be taken not to contaminate the pouring lip of containers. Coolers must be cleaned and disinfected before each use. It is critical that these temperatures be maintained through warehousing, distribution, delivery, handling and storage. Consumers should be advised to refrigerate milk promptly after purchase and each use. Properly refrigerated, milk should last 3-5 days beyond the sell date. Refrigeration is the single most important factor in maintaining the quality of dairy products.

Aged and Hard Cheeses

These cheeses are characterized by their moisture content, texture, pH, water activity and aging. The relative safety of these cheeses at certain temperatures and their storage requirements vary considerably based on these characteristics. All cheeses are required to be maintained at 45°F or below, unless approved by the local health department based on adequate laboratory data submitted to the health authority for review. Long term storage of these products such as overnight storage must comply with the Food Code (below 45°F) as well as cheese lacking the documentation cited above. Per the Code of Federal Regulations and R.C.S.A. § 22-133-128 any cheese manufactured from unpasteurized milk must be aged for a minimum of 60 days before being offered for sale. Proper labeling for all cheeses is required. Consumers should be advised as to the best handling and storage practices for each type of cheese.

Frozen desserts

Anyone manufacturing frozen desserts for wholesale or retail sale must be licensed by the Department of Consumer Protection. Examples of frozen desserts are soft serve ice cream, batch made ice cream, shakes, and popsicles.

For more information concerning dairy products (other than frozen desserts) contact the following:

Department of Agriculture
Bureau of Inspection and Regulation – Dairy Division
165 Capitol Avenue, G8A
Hartford, CT 06106
(860) 713-2508

FAX: (860) 713-2515

Statutory Reference:
Sec. 22-127 through 22-203z.

For more information on frozen desserts contact:

Department of Consumer Protection
Division of Food and Standards
165 Capitol Avenue
Hartford, CT 06106
(860) 713-6160
FAX: 860-713-7237

Statutory Reference:
Sec. 21a-48 through 21a-58

Last edited 3/27/2009

Shellfish Requirements

Inspection and regulations concerning shellfish
Shellfish under this guideline includes only raw fresh or frozen molluscan shellfish (clams, mussels, oysters and whole or roe-on scallops.

Approved shellfish sources
All shellfish must be from an approved source. An approved source is defined as a shellfish harvester or dealer licensed by the state control authority and is listed in the US Food and Drug Administration (FDA) Certified Shellfish Shippers List which is accessible online at www.cfsan.fda.gov/~ear/shellfis.html.

The Connecticut Department of Agriculture (CT DOA) is the Connecticut shellfish control authority and licenses all commercial shellfish harvesters and dealers in accordance with the National Shellfish Sanitation Program Model Ordinance. Only retail food stores that sell shellfish directly to the consumer are not required to be licensed by the CT DOA. Retail food stores are required to be licensed if they sell wholesale or sell to a party that is not the ultimate consumer of the product. All retail food stores are regulated by the Connecticut Department of Consumer Protection, Connecticut Department of Public Health and local health departments.

Food service establishments are not allowed to purchase shellfish if the vendor is not licensed by the CT DOA and is not listed in the US FDA Certified Shellfish Shipper's list. A certified shellfish shipper licensed by the CT DOA that is a vendor at a farmers' market that sells to a food service establishment must provide the restaurant with the shellfish shipping tag and an invoice that indicates the source and date of purchase.

Tags/labeling
All shellfish must be identified with a shellfish shipping tag that contains the name, address and certificate number of the shellfish shipper. It must also contain the original shipper's certificate number if shellfish were harvested by a dealer other than the one noted above. The date of harvest, shipping date, harvest location, type of shellfish and quantity of shellfish must also be indicated on the tag. Shellfish shipping tags must be attached to every shellfish container purchased and remain on that container until it is emptied and then retained for 90 days. If sold to a restaurant the tag must not be removed.

A sign must be prominently displayed informing the consumer of the country of origin of the shellfish and if the product is farm raised or wild. It must also provide a health disclosure that is noted on the shellfish tag.

Temperature control
All molluscan shellfish must be received, transported and stored in equipment that maintains an ambient air temperature of 45 ^{0}F. or less. Shellfish must be displayed under temperature controls of 45 ^{0}F. or less. Accurate thermometers must be provided to periodically check temperatures of the holding equipment.

Water source
An adequate supply of potable water must be available for cleaning and sanitizing equipment, utensils and food contact surfaces. If a permanent potable water supply cannot be provided, the local director of health may approve an alternate temporary potable water supply or require that approved commercially bottled drinking water be used.

Shellfish storage and display
Shellfish shall be properly stored and displayed in manner protected from contamination and adulteration. Shellfish may not be stored in stagnant water, in close proximity to raw fish or raw meat or on the ground/floor. When stored on ice, the ice shall be well drained.

The ice shall be made from water that comes from an approved source; and shall be used only if it has been manufactured, stored, transported and handled in a sanitary manner. Handled scoops and containers shall be used and sanitized prior to use.

Hand washing/personal hygiene
All employees must wash their hands in an approved hand wash station based on the requirements explained in Chapter 11.

Employees or other food workers with communicable diseases that can be transmitted through food must be excluded from all food handling activities.

The local director of health must be notified by the vendor if any food workers are, or have been ill with vomiting and/or diarrhea or another illness transmissible thorough food.

A hand washing station with warm running potable water in a vendor's booth is not required if all shellfish are sold in the shell and sold by the bag or dispensed by using a handled scoop.

Please reference the *Compliance Guide for Temporary Foodservice Events* issued by the State of Connecticut Department of Public Health dated 8/1/2008 for additional information and requirements. This is available at the Connecticut Department of Public Health or your local health department.

For further information on the following items, see the listed contacts:

<u>Inspection and Regulations Concerning Shellfish</u>

James Citak, Supervising Environmental Analyst
Connecticut Department of Agriculture
Bureau of Aquaculture
PO Box 97
190 Rogers Ave.
Milford, CT 06460
Phone: (203) 874-0696

<u>Public Health Requirements</u>

Tracey Weeks, Coordinator
Connecticut Department of Public Health
Food Protection Program
410 Capitol Ave.
Hartford, CT 06134
Phone: (860) 509-7297

Last edit 3/20/2009

Finfish/Crustaceans Requirements

There a high demand for seafood at CT Farmers' Markets. The Connecticut Department of Agriculture has reviewed state statutes and taken into consideration the view points of both the CT Dept. of Environmental Protection (DEP) and the CT Seafood Council.

Seafood is considered "Farm Products" as defined by state statute. The CT Seafood Council and the DEP have an understanding that CT seafood being caught/harvested by fisherman in boats that are landed in Connecticut is to be considered Connecticut Caught. Out-of-state fishermen are not permitted to participate in Connecticut's certified farmers' markets. The definition of certified farmers' market is covered on page 3-3 in this reference guide.

Anyone wishing to sell finfish at a Connecticut farmers' market must have the appropriate commercial fishing license from the Connecticut Department of Environmental Protection (CT DEP) and/or Federal permits issued by the National Marine Fisheries Service.

The following is a list of the specific licenses issued by the CT DEP that may be required depending upon the operation:

- Commercial Blue Crab License
- Commercial Horseshoe Crab License
- Commercial Landing License
- Seafood Dealer's License
- Commercial Fishing License
- Commercial Lobster Pot License
- Commercial Finfish License

Please refer to the CT DEP Marine Fisheries Manual (http://www.ct.gov/dep/lib/dep/fishing/saltwater/marinecirc.pdf). This manual is provided to inform commercial and recreational fishermen about Connecticut statutes and regulations that govern the taking of lobsters, marine and anadromous finfish, squid and crabs.

Federal permits are required to fish for, harvest and possess fish in federally regulated waters. These permits are:

- Federal Vessel Permit
- Federal Dealer Permit

For information pertaining to molluscan shellfisheries (oysters, clams, bay scallops and conch), see Chapter 18: Shellfish of this manual or contact the Department of Agriculture's Bureau of Aquaculture.

You must also check with your local health department as to specific requirement regarding set up and sales at the farmers' market.

For more information please contact:
Connecticut Department of Environmental Protection
Marine Fisheries Division
PO Box 719
Old Lyme, CT 06371
Phone: (860) 434-6043

Last edited 4/15/2010

Honey Requirements

Registration
Hives in Connecticut must be registered with and inspected by the Connecticut Agricultural Experiment Station (Connecticut General Statutes Sections 22-89 through 22-90, inclusive).

The apiary inspection and registration program is designed to prevent the introduction or establishment of honey bee diseases, parasites or undesirable races of honey bees. Apiary inspection is the only way to accurately assess the health of the bee colony. The owners of beehives containing live honey bees that are located within Connecticut must register the location of the beehives with the Office of the State Entomologist each year on or before October first. To comply with the requirements, write to:

Office of the State Entomologist
Connecticut Agricultural Experiment Station
P. O. Box 1106
New Haven, CT 06504-1106

or

call (203) 974-8479 during any weekday between the hours of 8:30 a.m. 4:30 p.m.

There is no fee for registration or inspection. The Department of Consumer Protection, Foods and Standards Division will conduct an inspection for labeling purposes, upon request.

Product labeling
Honey sold in Connecticut must be labeled with the following information:

- Common name in bold letters, (e.g.: **HONEY**)
- Net quantity in both English and metric—descriptive terms such as "Approximate" or "Full ounce" are not allowed
- Declaration of responsibility (manufacturer or packager name and address)
- Content statement (if any additional ingredients have been added).

For further information or label review contact:
Department of Consumer Protection
Division of Food and Standards
165 Capitol Avenue
Hartford, CT 06106
Phone: (860) 713-6160
Fax: (860) 713-7237

Last edited 3/20/2009

Eggs Requirements

Marketing and minimum labeling requirements
Producers selling shell eggs of their own producing at farm stands, farmers' markets or direct to household users are exempt from having to grade and size shell eggs and are not required to put a net weight on the carton. Shell eggs must be labeled with the name and address of producer or distributor, and grade or size, if applicable. New cartons naturally present a stronger marketing advantage. However, if used cartons are employed, they must comply with the following:

- USDA shield must be obliterated
- Original plant code, expiration/sell by date must be obliterated
- Original trade name/address must be obliterated
- The name and address of the current producer or distributor and a phone number to receive complaints must be included on the carton and clearly legible
- Safe handling statement must be legible

The surface of the egg should be cleaned in an approved manner; that will remove dirt and debris without damaging the egg's natural coating.

Eggs not subject to USDA inspection and regulation cannot be sold to other retail establishments or food service establishments.

Sizing and grading
Eggs cannot be sold as graded eggs or sized eggs unless those eggs originate from a USDA or state inspected grading facility using USDA grading and sizing guidelines.

Handling
Shell eggs must be kept in a cooler or refrigerated enclosure that is maintained at a temperature at or below 45 degrees Fahrenheit.

The Food and Drug Administration (FDA) published a final rule in the Federal Register of December 5, 2000 (65 FR 76092) entitled, *"Food Labeling, Safe Handling Statements, Labeling of Shell Eggs; Refrigeration of Shell Eggs Held for Retail Distribution."* The final rule applies to shell eggs that have not been specifically processed to destroy all live *Salmonellae* before distribution to the consumer. For these shell eggs, packers must include a safe handling statement on the carton. This statement must appear on the label prominently, conspicuously, and in a type size no smaller than one-sixteenth of one inch. The statement must appear in a hairline box and the words "safe handling instructions" must appear in bold capital letters (see next page).

SAFE HANDLING INSTRUCTIONS: To prevent illness from bacteria: keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly.

For further information on the safe handling of eggs:

"Guidance for Industry -Food Labeling: Safe Handling Statements, Labeling of Shell Eggs; Refrigeration of Shell Eggs Held for Retail Distribution - Small Entity Compliance Guide" at ***http://www.cfsan.fda.gov/~dms/eggsguid.html***

Questions regarding the sale of eggs at retail or wholesale should be directed to:

Frank Greene
Department of Consumer Protection
Division of Food and Standards
165 Capitol Avenue
Hartford, CT 06106
(860) 713-6160
FAX: (860) 713-7237
Frank.Greene@ct.gov

Agricultural Commodities
Connecticut Department of Agriculture
Bureau of Inspection and Regulation
Phone: (860) 713-2587
Fax: (860) 713-2515

Last edited 4/1/2009

Cider and Juices (Unpasteurized) Requirements

The State of Connecticut Departments of Public Health, Consumer Protection and Agriculture strongly advise against the service/sampling of unpasteurized cider.

Packaged or bottled raw (unpasteurized) cider and juices of all types may only be sold at retail in accordance with state and federal laws and must bear the federal warning label. The statement must appear on the label prominently, conspicuously and must appear in a minimum type size of one-sixteenth inch. The statement must appear on the label prominently, conspicuously, and must appear in a minimum type size of one-sixteenth inch. The statement must appear in a box set off by hairlines. The word "warning" must appear in bold capital letters.

WARNING: This product has not been pasteurized and, therefore, may contain harmful bacteria that may cause serious illness in children, the elderly, and persons with weakened immune systems.

Unpasteurized cider and juices may not be sold to other retail or to food service establishments

Please be advised that if you plan to allow the public to sample unpasteurized cider or unpasteurized juices that have not yet been bottled and have been prepared for immediate consumption, you are subject to the provisions of the of the Connecticut Public Health Code, Section 19-13-B42. If a vendor chooses to sample these items, they are strongly encouraged to include a notice to the public warning them that the product is unpasteurized and may potentially contain harmful bacteria that could cause serious illness in children, the elderly and persons with weakened immune systems.

Producers of cider must annually register with the Department of Consumer Protection, as inspection of the production area is required in order to obtain a license to sell cider.

Inspection and Regulations Concerning Apple Juice and Cider License
Issuing Agency:

Department of Consumer Protection
Division of Food and Standards
165 Capitol Avenue
Hartford, CT 06106
(860) 713-6160
FAX: (860) 713-7237

Connecticut General Statutes reference
Sec. 21a-146 – Registration of Cider Plants

Public Health Code
Full text of the Public Health Code can be found at:
http://www.ct.gov/dph/site/default.asp

Last edited 3/20/2009

Requirements For Items Exempt From Inspection

It is important to note, that generally, no food products may be made in a facility that is also used for residential use. However, in Connecticut, jams, jellies, preserves, acidified foods, and maple syrup are exempt from a sanitation inspection of the processing facility when preparation and sale of these items occurs on a residential farm. These products may also be sold at "certified farmers' markets" per Connecticut General Statutes (CGS).

> **Ch.422, Sec.22-6r**:
> (b) A farmer's kiosk at a certified farmers' market shall be considered an extension of the farmer's business and regulations of Connecticut state agencies relating to the sale of farm products on a farm shall govern the sale of farm products at a farmer's kiosk.

These products still need to be labeled with the following in ten-point type:

- Common or usual name
- Ingredients in descending order by predominance by weight
- Declaration of responsibility (name and address of manufacturer or distributor)
- Net weight or volume expressed in metric and English units
- A content statement if any additional ingredient has been added.

Acidified Foods, jams, jellies, preserves and maple syrup labels must also bear the following statement:

"Not prepared in a government inspected kitchen"

Acidified Foods, Jams, Jellies and Preserves

The following is the current language of Connecticut General Statutes regarding jams, jellies and preserves:

Sec. 21a-24a. Sale of jams, jellies and preserves. (a) As used in this section:

(1) "Jam" means a food, with a pH value of 4.6 or less, made by cooking fruit with sugar to a thick mixture.

(2) "Jelly" means a food, with a pH value of 4.6 or less, made by cooking fruit juice that has been boiled with sugar.

(3) "Preserves" means a food, with a pH value of 4.6 or less, consisting of fruit preserved whole by cooking with sugar.

(4) "Residential farm" means property (A) being utilized as a farm, as defined in subsection (q) of section 1-1, and (B) serving as the primary residence of the owner of such property.

(b) Notwithstanding the provisions of sections 21a-91 to 21a-120, inclusive, and section 19-13-B40 of the regulations of Connecticut state agencies, the preparation and sale of <u>acidified food products,</u> jams, jellies or preserves on a residential farm shall be allowed in a room used as living quarters and exempt from inspection by any state or local agency, provided such <u>acidified food products,</u> jams, jellies or preserves are prepared with fruit <u>or vegetables</u> grown on such farm <u>and in the case of acidified foods, provided (1) the water supply of such residential farm comes from a public water supply system or, if from a private well, is tested and tests negative for coliform bacteria, (2) a pH test of such foods is performed by a laboratory after completion of the recipe for</u>

such product, (3) use of the kitchen where such foods are prepared is restricted from non-processing individuals, pets, children or any other potential contaminants during such preparation, and (4) the preparer of such foods (A) possesses documentation of such preparer's successful completion of an examination concerning safe food handling techniques administered by an organization approved by the Department of Public Health for qualified food operators, or possesses documentation indicating successful completion of an approved course concerning safe food processing techniques administered by an organization approved by the Department of Consumer Protection, and (B) such documentation is made available to the local health department or the Department of Consumer Protection upon request. If the local health department or the Department of Public Health has reason to believe that a private well used pursuant to subdivision (1) of this subsection may be contaminated with coliform bacteria, such department may require such private well to be retested for the presence of coliform bacteria. **Each container of acidified food products, jam, jelly or preserves offered for sale on such farm shall have on its label, in ten-point type: "Not prepared in a government inspected kitchen".**

Training requirements

The act states "(4) the preparer of such foods (A) possesses documentation of such preparer's successful completion of an examination concerning safe food handling techniques administered by an organization approved by the Department of Public Health for qualified food operators, or possesses documentation indicating successful completion of an approved course concerning safe food processing techniques administered by an organization approved by the Department of Consumer Protection,"

Acceptable training according to the Public Act must either be as a qualified food operator or an acceptable alternative by DCP.

- Qualified Food Operator class information is available by contacting the CT Department of Public Health – Food Protection Program at (860)509-7297.

- The DCP acceptable alternative based in part on the limited availability of suitable in-state courses for processors, training should be from a recognized Better Process Control School (BPCS). A list of BPCSs courses recognized by the Grocery Manufacturers Association is located http://www.fpa-food.org/content/BPCS.asp.

Maple Syrup

Maple syrup may be produced on a "residential farm" or a maple sugarhouse. This exemption does not include processed foods made with maple syrup. Maple producers and retailers must label maple syrup with the following:

- Common or usual name
- Name and address of manufacturer or distributor
- Net weight or volume expressed in metric and English units.

The label must also contain, in ten-point type, the following:

"Not prepared in a government-inspected kitchen."

Inspection by the Department of Consumer Protection is available and is conducted on an "upon request" basis.

The following is the current language of Connecticut state law regarding maple syrup:

> **Sec. 21a-24b. Sale of maple syrup.** (a) As used in this section, "residential farm" means property (1) being utilized as a farm, as defined in subsection (q) of section 1- 1, and (2) serving as the primary residence of the owner of such property.
> (b) Notwithstanding the provisions of sections 21a-91 to 21a-120, inclusive, and any regulations adopted there under, the preparation and sale of maple syrup on a residential farm shall be allowed in a room used as living quarters and shall be exempt from inspection by any state or local agency. Each container of maple syrup offered for sale on such farm shall have on its label, in ten-point type: "Not prepared in a government-inspected kitchen."

The above exempted products may only be sold directly to consumers at the residential farm producing the products or at the farmers' market kiosk at a certified farmers' market. Wholesale operations, e.g., through third party sales, e.g. stores not on a residential farm are not covered under this exemption. If you wish to engage in wholesale operations please contact the CT Department of Consumer Protection - Division of Food and Standards.

Questions regarding the sale of acidified foods, jams, jellies, preserves, or the sale of maple syrup at retail or wholesale should be directed to:

Frank Greene, Division Director
Connecticut Department of Consumer Protection
Division of Food and Standards
Phone: (860) 713-6160
Fax: (860) 713-7237
Food.standards@ct.gov

Last edit 01/25/2011

Information Regarding Producing and Selling of Organic Products

The United States Department of Agriculture accredits state, private and foreign organizations or persons to become "certifying agents." Certifying agents certify that organic production and handling practices meet the national standards.

Who needs to be certified?
Operations or portions of operations that produce or handle agricultural products that are intended to be sold, labeled, or represented as "100% organic", "organic," or "made with organic ingredients" or food group(s).

Who does not need to be certified?
Producers and handling (processing) operations that sell less than $5,000 a year in organic agricultural products do not need to go through the certification process. Although exempt from certification, these producers and handlers must abide by the national standards for organic products and may label their products as organic.

How do farmers and handlers become certified?
An applicant must submit specific information to an accredited certifying agent. Information must include:

- The type of operation to be certified;
- A history of substances applied to the land for the previous 3 years;
- The organic products being grown, raised, or processed;

The organic system plan (OSP) – a plan describing practices and substances used in production. The OSP also must describe monitoring practices to be performed to verify that the plan is effectively implemented, a record-keeping system, and practices to prevent commingling of organic and non-organic products and to prevent contact of products with prohibited substances.

Applicants for certification must keep accurate post-certification records for 5 years concerning the production, harvesting, and handling of agricultural products that are to be sold as organic.

These records must document that the operation is in compliance with the regulations and verity that information provided to the certifying agent. Access to these records must be provided to authorized representatives of USDA, including the certifying agent.

USDA Accredited certifier list (USDA/NOP)
The list of accredited certifiers is available at www.ams.usda.gov/nop
The majority of Connecticut Organic Farmers use Bay State Organic Certifier, located in Winchendon, MA.
Phone: (978)297-4171
Email: baystateorganic@earthlink.net

Inspection and certification process
Certifying agents review applications for certification eligibility. A qualified inspector conducts an on-site inspection of the applicant's operation. Inspections are scheduled when the inspector can observe the practices used to produce or handle organic products and talk to someone knowledgeable about the operation.

The certifying agents reviews the information submitted by the applicant and the inspectors report. If the is information demonstrates that the applicant is complying with the relevant standards and requirements, the certifying agent grants certification and issues a certificate. Certification remains in effect until terminated, either voluntarily or through the enforcement process.

Annual inspections are conducted of each certified operation, and updates of information are provided annually to the certifying agent in advance of conducting these inspections. Certifying agents must be notified by a producer or handler immediately of any changes affecting an operation's compliance with the regulations, such as application of a prohibited pesticide to a field.

Compliance review and enforcement measures
The regulation permits USDA or the certifying agent to conduct unannounced inspections at any time to adequately enforce the regulations. Certifying agents and USDA may also conduct pre- or post harvest testing if there is reason to believe that an agricultural input or product has come into contact with a prohibited substance or been produced using an excluded method.

Cost-Share Grant Program
The Connecticut Department of Agriculture offers a cost share grant from USDA. This grant allows certified organic growers to receive reimbursement of 70% or up to $500 for the cost of certifying their farm.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 11/12/08

Pricing

Setting market prices is a challenge every vendor faces. Pricing should be based on total costs of production, transportation and marketing.

Price fixing is illegal and farmers/vendors cannot overtly conspire to set price.

Department of Agriculture representatives frequently visit the markets and keep track of prices and make them available through a weekly email to assist vendors in knowing what average prices are.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 11/12/08

Electronic Benefits Transfer (EBT)

EBT is part of the SNAP – Supplemental Nutrition Assistance Program, formally known as Food Stamps. In order to become an Electronic Benefits Transfer (EBT)/SNAP approved farmers' market, call the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) Application line at 1-877-823-4369.

Once authorized, decide on technology to process transactions. Possible options include:

- FREE EBT only Point of Sale (POS) machine from EBT vendor – requires a phone line and electricity
- Wireless device – can be expensive, but most versatile and can also accept Credit and Debit transactions
- Paper Vouchers – most cumbersome, requires a phone call authorization

Also, wooden tokens can be obtained from Connecticut's Department of Agriculture and utilized at farmers' markets for this program.

Process at the Market

The Market Master (MM) or their designee processes transactions upon the request of an EBT client and hands out wooden tokens. The transaction is processed either by swiping the EBT card and having the client enter their PIN or filling out the paper voucher and placing a phone call to "hold" the funds:

EBT clients can spend their wooden tokens only on food stamp approved items. Individual farmers collect wooden tokens throughout the market day. At the end of the day, they turn the wooden tokens over to the MM. Arrangements are made to pay the individual farmer by the MM.

The MM receives payment/settlement from EBT the vendor electronically, usually the next day. If paper vouchers are used, the MM must "clear" the vouchers electronically via an EBT only machine within 15 calendar days. This can be done at a location other than the market, as electricity and a phone line are required.

EXEMPT SALES OF MEALS AND FOOD ITEMS

The following are among the circumstances under which sales of meals and food items **are exempt from sales and use taxes**:

- Sales of items purchased with federal food stamps; Conn. Gen. Stat. §12-412(57) and §12-412e.

Other items are also eligible but not relevant to farmers' markets.

EBT Eligible Foods

Eligible Items

- Fruits and Vegetables
- Breads and Cereals
- Meats, Fish, and Poultry
- Dairy Products

NON Eligible Items

- Beer, Wine, Liquor, Cigarettes or Tobacco
- Any Nonfood Items, such as:
    - Pet Foods
    - Soaps, Paper Products
    - Household Supplies
- Vitamins and Medicines
- Ready to Eat Foods or Food Eaten in the Store/Market
- Hot Foods

For further information on accepting Electronic Balance Transfers, please contact the Connecticut Department of Social Services:
Kristin Krawetzky, EBT Supervisor
Phone: (860)424-5756
Kristin.krawetzky@ct.gov

Last edited 2/3/2010

Supplemental Nutrition Assistance Program (SNAP) at Farmers Markets:

A How-To Handbook

A joint publication by:
USDA Agricultural Marketing Service
USDA Food and Nutrition Service
Project for Public Spaces, Inc.

USDA
United States Department of Agriculture

Agricultural Marketing Service

June 2010

USDA Agricultural Marketing Service

USDA Food & Nutrition Service

Placemaking for Communities

PPS PROJECT for PUBLIC SPACES

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Supplemental Nutrition Assistance Program (SNAP) at Farmers Markets:

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USDA Agricultural Marketing Service
Wendy Wasserman, Debra Tropp, and Velma Lakins

USDA Food and Nutrition Service
Carolyn Foley, Marga DeNinno, and Jezra Thompson

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Nora Owens and Kelly Williams

USDA

United States Department of Agriculture

Agricultural Marketing Service

June 2010

$1 value
Colorado Farmers' Market Association
Food Stamp Coupon
2010 Season
value
$1

Introduction

The Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) is the Nation's largest nutritional assistance program and the cornerstone of Federal Government efforts to alleviate hunger in the United States and its territories. SNAP benefits are funded by the United States Department of Agriculture's Food and Nutrition Service (FNS). They are issued by individual States and redeemable at any authorized FNS SNAP retailer, which includes an increasing number of farmers markets.

SNAP benefits are accessed via an Electronic Benefit Transfer (EBT) card that is processed using electronic funds transfer technology. EBT cards look and operate like bank-issued debit cards. SNAP benefits are accessed by swiping the EBT card on a point-of-sale (POS) terminal at an FNS SNAP retailer location and entering a personal identification number (PIN). FNS SNAP retailers can either use EBT-only machines, which look like standard commercial POS terminals and are provided for free by FNS, or supply their own terminals. EBT-only machines require electricity and a phone line connection and accept only EBT cards. Many FNS SNAP retailers choose to pay for commercial POS terminals that accept EBT, debit, and credit cards on the same machine.

Electrical hookups and phone line connections are not available at many farmers market sites, preventing the use of the free EBT-only machines. Even when market managers and vendors are willing and able to invest in wireless POS terminals, the technology can be difficult to manage and promote at farmers markets.

Operating an EBT machine requires an FNS license. FNS allows markets to obtain a single FNS license for all eligible vendors at the market. SNAP benefits are redeemed using one centrally located POS terminal; transactions are processed throughout the farmers markets using scrip (paper certificates, tokens, or receipts). SNAP customers redeem their benefits by swiping their EBT cards at the POS terminal in exchange for scrip, which they can use to buy eligible food products. This process is similar to one sometimes used for accepting credit and debit cards at farmers markets. While it is possible for individual vendors to have their own FNS license and POS terminal, scrip projects are the most common way for farmers markets to accept SNAP benefits.

This handbook is a how-to guide for accepting SNAP benefits at farmers markets. Topics include:

- Why to accept SNAP benefits
- How to install EBT systems at farmers markets
- How to use scrip projects to accept SNAP benefits at farmers markets
- How to become an FNS SNAP retailer
- What equipment is required to accept SNAP benefits at farmers markets
- How to make SNAP EBT succeed at farmers markets
- A glossary and some tools and resources

Brief history

The USDA began issuing commodity vouchers (stamps) between 1939 and 1943, in one of the first efforts by the Federal Government to supplement the diets of low-income Americans by connecting supply with demand. The Food Stamp Act of 1964 created the Food Stamp Program, which funded pilot projects to test whether a federally funded program could help low-income households obtain a healthier diet. The Food Stamp Act of 1977 reauthorized the Food Stamp Program and set national eligibility requirements. Although the program initially issued paper food stamp coupons, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 required all States to issue food stamp benefits via EBT. The switch from coupons to EBT was completed nationwide in 2004.

The move from coupons to EBT cards was a step forward in increasing program integrity, reducing fraud, and eliminating the stigma for using food stamps. In 2008, Congress renamed the program the Supplemental Nutrition Assistance Program to more accurately describe it. Participation in SNAP is currently at a historic high. As of December 2009, almost 39 million Americans (one in eight) were receiving SNAP benefits. SNAP redemptions for fiscal year (FY) 2009 were approximately $50 billion.[1]

1 USDA, Food and Nutrition Service, Supplemental Nutrition Assistance Program, Fiscal Year 2009, Benefit Redemption Division Annual Report

What are the benefits of participating in SNAP?

Adopting EBT technology to accept SNAP benefits can help markets tap into a larger customer base by providing an easy and convenient way for consumers to redeem SNAP benefits on eligible food items.[2] For vendors selling eligible food items, the potential for increased sales from SNAP redemptions can be substantial. Between fiscal year 2008 and 2009, for example, the total value of SNAP redemptions at farmers markets and farm stands nearly doubled, from over $2 million to over $4 million.[3] Although the recent growth in SNAP redemptions at farmers markets has been impressive, it is important to recognize that the amount of SNAP benefits redeemed at farmers markets and farm stands in FY 2009 ($4.33 million) still only represents *less than one-hundredth of 1 percent* of the total ($50 billion).[4] Of more than 193,000 retailers participating in SNAP in 2009, only one-half of 1 percent, or just over 900, were farmers markets or farm stands, even though the number of farmers markets in the United States exceeded 5,200 in that year.[5] Therefore, there remains much room for growth in the ability of farmers markets to increase their share of the SNAP redemption pool by adopting EBT technology at their facilities.

EBT technology also allows markets that normally accept only cash to accept bank-issued debit and credit cards. While it is possible to increase vendor sales via EBT sales alone, the ability to process debit and credit cards, along with EBT, stimulates a sharper increase in vendor revenue, which can be used to offset EBT operating costs. However, when embarking on this process, it is essential to understand all the fees involved in accepting debit and credit cards, such as fees for connecting and disconnecting the POS terminal; bank and routing fees; monthly service fees (including those charged in the off season); and EBT, credit, and debit transaction fees.

Case Study: Greenmarket, New York, NY

Greenmarket, the largest network of producer-only farmers markets in New York City, has accepted SNAP benefits since 2005 at several of its farmers markets. Working with a variety of partners at all levels of the government and community, Greenmarket has been able to fund its SNAP project, reaching more potential customers. In 2006, it received a USDA Farmers Market Promotion Program (FMPP) grant to evaluate the implementation of wireless EBT terminals at the market and the impact on market sales. Greenmarket also partnered with the Human Resources Administration, which administers SNAP for New York City, to promote the project. The organization collaborated with several community groups and organizations, including food stamp offices, faith-based organizations, soup kitchens, and food pantries, to help spread the word that SNAP is accepted at many of its farmers markets. This multi-level support helped Greenmarket fund its SNAP program and allowed Greenmarket to increase SNAP sales from $101,000 in 2008 to $251,000 in 2009.

For more information, please visit: www.cenyc.org/greenmarket.

2 For more details about eligible food items, see www.fns.usda.gov/snap/retailers/eligible.htm
3 USDA, Food and Nutrition Service, Supplemental Nutrition Assistance Program, Fiscal Year 2009, Benefit Redemption Division Annual Report
4 *Ibid*
5 www.ams.usda.gov/AMSv1.0/WFMFarmersMarketGrowth

What is involved in setting up SNAP EBT at farmers markets?

Accepting SNAP benefits at farmers markets calls for a well-thought-out business plan, which considers not just the initial set-up costs, but ongoing operating and labor costs for administration and for promoting and marketing the program. Time and resources will be spent developing the infrastructure (equipment, staff time, and additional accounting procedures). Wireless POS terminals can cost nearly $1,000 to install and program, and operation costs can run even more.[6] Many expenses (monthly wireless network service, transaction fees, and labor) will exist for the life of the program. It may take a few years for SNAP redemptions to justify programmatic costs, thus, it is important to have realistic expectations about how quickly SNAP and credit card sales will grow.

How do farmers markets use EBT technology to accept SNAP benefits?

Implementing a scrip project is the most common way for farmers markets to participate in SNAP because it allows multiple vendors at a market to accept SNAP benefits without having to obtain individual SNAP licenses and POS terminals for each vendor. Instead, the farmers market gets one SNAP license and uses an alternate form of currency (paper scrip or tokens are the most common) to complete the transaction between individual vendors and SNAP customers, using a single POS terminal. Scrip can also be used to accept bank-issued credit and debit cards when there is a single POS terminal in use. Vendors process the scrip currency the same way—whether or not the shopper is making an EBT or a debit/credit card purchase—which can help lessen the stigma sometimes associated with using SNAP benefits. The market is responsible for the design and cost of the scrip.

How are SNAP purchases made in farmers markets that operate a scrip project?

Two types of scrip can be used: paper scrip/tokens or receipts. Markets can either swipe the SNAP customer's EBT card on a central POS terminal, or they can fill out a paper voucher to redeem SNAP benefits in exchange for scrip/tokens or receipts. Regardless of the system employed, the deposit is made directly into the market's bank account within 2 business days after the purchases are entered into the POS terminal. The market then follows its own procedures for reimbursing vendors.

Case Study: Eastern Market, Detroit, MI

In 2007, Detroit's Eastern Market began accepting SNAP benefits by using wooden tokens. In the beginning, customers redeemed SNAP benefits for the tokens at an EBT machine at one booth in the market. Due to demand by both customers and vendors, a second booth was added. By August 2009 over $137,000 in SNAP benefits were redeemed at Eastern Market, and in January 2010 SNAP sales topped $200,000. In September 2009, in cooperation with the Fair Food Network, Eastern Market piloted a 7-week program to offer an additional $10 in spending power to SNAP customers using benefits at the market via the Michigan "Mo' Buck" vouchers (Michigan's SNAP cards). More than 1,000 customers used this program during the limited time it was offered, yielding over $21,000 in SNAP sales at the market in 7 weeks. There are plans to renew the matching program again in June 2010.

For more information, please visit: www.detroiteasternmarket.com.

6 Hahn, Marcia, "EBTs Bring More Revenue to Farmers Markets," *Farmers Markets Today*, March/April 2008, p. 23.

Option 1 – Using scrip or tokens

1. A SNAP customer swipes the EBT card at the central POS terminal and enters the PIN.

2. The staff person enters the amount of scrip or tokens requested into the terminal.

3. Once the transaction is approved, the SNAP customer is given a transaction receipt and scrip or tokens.

4. The SNAP customer then uses the scrip or tokens at any participating vendor's stand to purchase eligible items.

Option 2 – Using receipts

1. A SNAP customer shops at a vendor's stand and receives a receipt from the vendor for food items purchased, and then leaves the purchased items with the vendor.

2. The SNAP customer goes to the central POS terminal without the purchased goods to swipe the EBT card for the amount on the vendor's receipt and enters the PIN.

3. Once approval is granted, the manager gives the customer another transaction receipt to confirm payment, which the customer brings back to the vendor to retrieve the purchased items.

Manual Vouchers

Farmers markets without a POS terminal, or that use an offsite terminal, can employ manual vouchers. Manual vouchers are also used if a customer's EBT card or the EBT system is not functioning. Manual vouchers can be used with either scrip, tokens, or receipts.

1. The market staff calls a customer's EBT card number into the retailer EBT customer service number for transaction approval, placing a hold on the customer's SNAP account for the amount of the transaction.

2. The staff member records the transaction on a manual voucher that the customer signs, as well as in the market's log book for bookkeeping.

3. The next step depends on whether the market has an offsite POS terminal:

   a. If it does, the manual vouchers are keyed into the offsite terminal for processing at the end of the market day.

   b. If the market does not have a POS terminal, the manual vouchers are mailed to the State's EBT contractor. Markets generally have 15 days to mail in the vouchers. The direct deposit into the market's bank account occurs within 2 business days after the EBT contractor receives the vouchers in the mail.

Key Contacts for EBT installation

- **FNS** is the USDA agency that administers SNAP and approves all retailers who participate in the SNAP program. (www.fns.usda.gov/snap)

- **FNS Field Offices** are located in each State and are the primary points of contact for any EBT- or SNAP-related questions, including completing and submitting a SNAP retailer application. (www.fns.usda.gov/cga/contacts/fieldoffices/default.htm)

- **State SNAP Offices** manage SNAP at the local level and may be referred to as the SNAP or EBT office. These offices inform participating vendors about changes and/or directives from FNS, and relay information to FNS about any changes reported by farmers markets (like change of location or contact information). More information about State SNAP offices can be found at: www.fns.usda.gov/snap/ebt/fm.htm.

- A list of toll-free EBT customer service numbers is available at: www.fns.usda.gov/snap/edt/pdfs/statelines.pdf.

Which farmers markets are eligible to participate in SNAP?

A farmers market is eligible to become an FNS SNAP retailer if the market sells eligible food products and meet at least one of two criteria, identified as criterion A and criterion B.

> Criterion A – Offer on a continuous basis at least three different varieties of food in each of the following four staple food groups, with perishable foods in at least two categories, on a daily basis: Fruits and Vegetables (includes plants and seeds for growing fruits or vegetables); Breads and Grains; Dairy; and Meat, Poultry, and Fish.
>
> or
>
> Criterion B – Have at least 50 percent of total gross farmers market retail sales in eligible staple food items (e.g., bread, flour, fruits, vegetables, beef, chicken, fish, etc.). Most farmers markets meet this requirement.

For more information on FNS SNAP retailer eligibility requirements, please visit: www.fns.usda.gov/snap/retailers/store-eligibility.htm.

How does a farmers market apply to become an FNS SNAP retailer?

To become an FNS SNAP retailer, a farmers market applies for a license on behalf of participating vendors. The market is considered the sponsoring organization on the application. The leader of the sponsoring organization, often the chair of the market's board of directors or the market's manager, is usually named as the "responsible party." All retailers, including farmers markets, are legally required to file a Social Security number at the time of application. The primary purpose of collecting Social Security numbers is to maintain program integrity and to discourage fraud. While the application may request the names of the board of directors, it is not necessary for all directors to submit their Social Security numbers. FNS will accept the name and Social Security number of one member. All Social Security numbers are kept strictly confidential and are only collected to help prevent fraud.

Applications to become an FNS SNAP retailer may be found at: www.fns.usda.gov/snap/ebt/fm.htm. A paper application can also be requested from FNS by phone at: (877)-823-4369.

What is the process for submitting an FNS application?

Follow these steps to submit an FNS application:

1. Complete the FNS SNAP application and provide supporting documents to FNS. Follow the links on the FNS Farmers Market Web site to find the FNS contact information for your State. (www.fns.usda.gov/cga/Contacts/FieldOffices/default.htm)

2. Determine which scrip system will be used at the market: paper scrip, tokens, or receipts. FNS will gather this information when the application is submitted.

3. Agree to comply with the FNS guidelines by signing and submitting the application.

Applications to become an FNS SNAP retailer can take up to 45 days to process. Applications may be approved faster if all required documents are filled out completely.

What happens after the FNS application is approved?

- FNS will send a training manual and video to the farmers market. Additional guidance is available at: www.fns.usda.gov/FSP/retailers/pdfs/Retailer_Training_Guide.pdf.

- FNS notifies the State EBT contractor. (Each State contracts with an EBT contractor who is responsible for SNAP EBT services in that State.)

- The EBT contractor will contact the farmers market to determine POS equipment needs.

EBT-Only Machines

- If the farmers market will use an EBT-only terminal, the State's EBT contractor provides a retailer agreement to be signed and returned by the responsible party.

- Once the EBT contractor receives the signed retailer agreement, the contractor will mail the EBT-only terminal to the farmers market within 2 weeks with instructions on how to install it. If the market needs additional assistance, the market can call the toll-free retailer customer service number provided by the EBT contractor. On-site assistance is also available upon request.

- Once the equipment is operational, the EBT contractor processes EBT transactions free of charge and distributes funds directly into the farmers market's bank account.

- Any changes in banking information should be reported to the EBT contractor 2 weeks in advance of the change. This notification is very important to continue the uninterrupted transfer of funds.

Commercial POS Equipment

- If the farmers market wishes to use a wireless terminal, or to accept debit and credit cards as well as EBT, a market representative must enter into a contract or agreement with a Third Party Processor (TPP) and purchase or lease the POS terminal.

- The State's EBT contractor will help identify the TPP that can supply wireless POS terminals capable of accepting debit and credit cards along with EBT cards.

- It can take up to 30 days to purchase and receive a wireless POS terminal. However, markets can begin the process of obtaining a commercial POS terminal before the FNS application is approved.

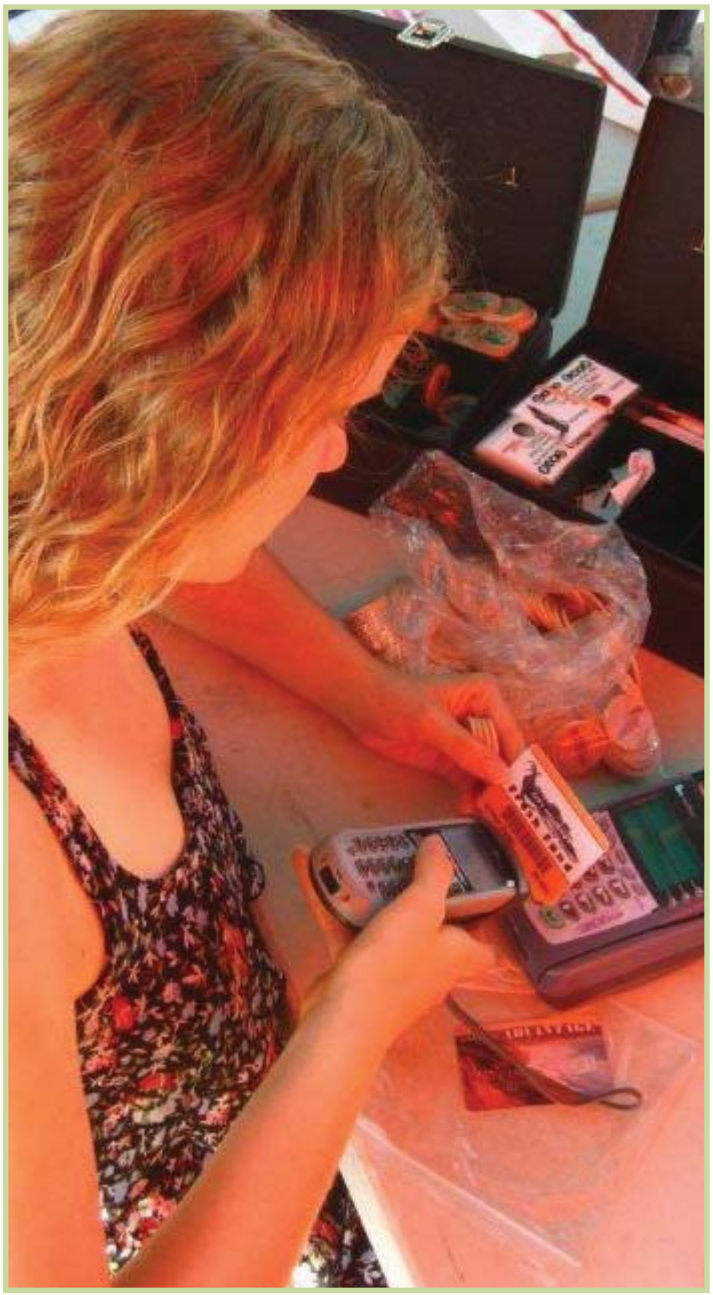
- All costs associated with this option are the market's responsibility.

Will grants and fundraising opportunities help cover some expenses?

The most popular method of funding SNAP at a farmers market is through grants. Several grant opportunities are available, such as the USDA's FMPP (additional USDA funding resources listed in Appendix D).[7] State farmers market associations may also have some funding ideas and suggestions on how to implement the program. Some markets defray the operating costs of SNAP participation by modestly increasing their vendors' stall fees. Vendors can also share all or some of the costs of the initial equipment and supplies. Some States may offer funding opportunities as well. States have the option to provide farmers markets free or subsidized wireless POS terminals that also accept credit and debit cards. The Federal Government will share administrative costs associated with the wireless terminals, but only for specific costs attributable to processing SNAP transactions.

Case Study: Colorado Farmers Market Association

In 2006, the Colorado Farmers Market Association (CFMA) was awarded an FMPP grant to educate farmers market managers and market vendors about SNAP and EBT use at farmers markets. The grant allowed CFMA to purchase wireless EBT machines for 21 markets across the State. CFMA also coordinated with the State-identified EBT contractor to provide training, technical support, and other resources to participating farmers markets and market managers.



7 www.ams.usda.gov/FMPP

Can farmers markets offer a bonus incentive program to attract SNAP customers?

In addition to marketing, education, and outreach efforts, some markets are turning to bonus incentive programs to increase their SNAP customer base. SNAP bonus incentive programs provide bonus or matching funds for SNAP purchases, usually by giving SNAP customers extra scrip when they use their EBT card at the market. Incentives like this encourage first-time SNAP shoppers at farmers markets; experience has shown that many become regular customers. SNAP bonus incentive programs are funded by nonprofit organizations, local governments, and private foundations. The Federal Government does not provide funding for these programs.

What are some good recordkeeping practices when accepting SNAP benefits?

Markets that operate a scrip project should keep records of scrip sales. Appendix B includes sample recordkeeping forms. Farmers markets typically track:

- Amount spent on scrip by customers using each of the different accepted payment types (EBT, debit, or credit cards).
- Scrip returned and credited back to the customer's EBT/debit/credit accounts. (SNAP customers cannot receive change or cash back. All returns must be credited back onto the customer's SNAP EBT account.)
- Scrip turned in for reimbursement by every vendor on each market day.
- Monthly and yearly sales reports.

FNS does not require any reporting for scrip projects. However, if markets have adopted a bonus incentive program, such as offering matching dollars or supplemental dollar coupons, the program's sponsors may require an additional set of records to evaluate the incentive program. Markets must submit a copy of any reports required by the incentive program's sponsors to FNS. FNS reserves the right to request additional information as needed.

Case Study: City Heights Open Air & Certified Farmers Market, San Diego, CA

The City Heights Open Air & Certified Farmers Market opened in July 2008. It was the first farmers market in San Diego county to have an EBT machine that accepted SNAP. The market uses wooden tokens to process SNAP purchases. In partnership with the Wholesome Wave Foundation (a private foundation that offers programs to match dollar values of SNAP benefits at farmers markets), the market offered an additional $5 in "fresh fund dollars" to SNAP customers who spent more than $10 of their SNAP benefits at the market. This incentive program proved so successful that SNAP redemptions nearly tripled. In 2008, the City Heights Open Air & Certified Farmers Market also received an FMPP grant to encourage the redemption of SNAP payments via incentive programs.

What is the process for designing and purchasing scrip and/or tokens?

Paper scrip or tokens can be purchased from various printing and specialty item companies (see Appendix E for a list). Keep these factors in mind when choosing between paper scrip or tokens. Although paper is less bulky to handle than wooden or plastic tokens, it is more easily counterfeited. Tokens are cumbersome and bulky in large quantities, but are not easy or cost-effective to counterfeit. When using paper scrip, select paper that cannot be photocopied to prevent fraud. Serial numbers on scrip are strongly advised.

Are taxes charged on SNAP purchases?

Some States have sales tax on all food purchases; however, **SNAP purchases cannot be taxed** regardless of State or local food tax rules. In States where food is taxed, market vendors traditionally fold the tax into the listed price of the food item. However, vendors must deduct the tax from the total price of an item purchased with SNAP benefits. Each State has different tax rates and, in some cases, they vary by counties within States. Check with the State's farmers market association or other designated State agency about obtaining a relevant tax adjustment table that vendors can use when adjusting for SNAP purchases.

Are vendor training and agreements necessary to participate in SNAP?

Neither vendor training nor vendor agreements are required by law, but it's a good idea for market managers to institute agreements and offer training to vendors participating in SNAP so they will know what to expect from the EBT system and what they will need to do to accept SNAP benefits. At least one training meeting should happen before the market's opening day, giving vendors an opportunity to walk through every step of the process and become familiar with the signage and equipment and the scrip, tokens, or receipts. They will need to understand the reimbursement procedures and recordkeeping forms that will be used in conjunction with the EBT system.

Market managers should also plan to make agreements with vendors that delineate requirements for SNAP program participation before the beginning of the market season. The agreements should include:

- A list of food items that *can and cannot* be purchased with SNAP benefits.
- Clear explanation of the types of records needed to process reimbursement.
- Information about the reimbursement process and schedule.
- Recommended and required signage.
- Guidelines on any additional rules associated with SNAP purchases (i.e., not giving change or cash back, no taxes charged, etc.).

A sample agreement can be found in Appendix C, and a preparatory checklist is in Appendix B.

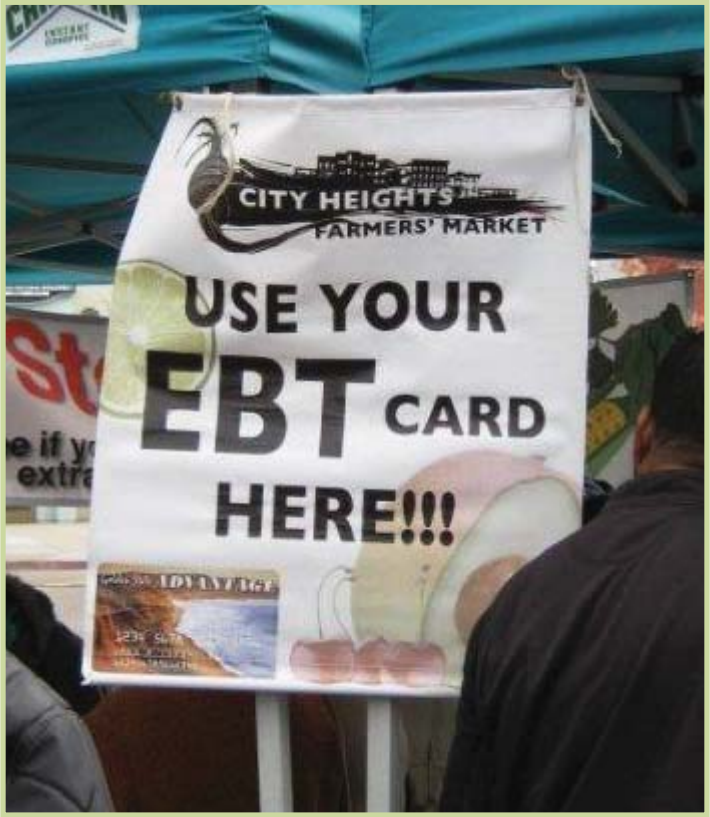
How do farmers markets tell customers they accept SNAP EBT cards?

Anecdotal reports indicate that customers often cite "word of mouth" as the number one way they found out about a market accepting SNAP benefits. Many markets develop banners and signage with the SNAP and EBT logos advertising that SNAP EBT cards are accepted at farmers markets. Vendors, especially those that are certified SNAP retailers, may also have their own signage. Some farmers markets may develop their own printed material or brochures about the SNAP program. All printed materials should be clear, simple, and concise and should include the SNAP logo according to the FNS guidelines, which are available at: www.fns.usda.gov/snap/roll-out/logo.pdf.

Printed material should include:

1. Clear indication that the market accepts SNAP EBT cards.
2. Location of the EBT machines and whether they also accept credit/debit cards.
3. The market's location and days and times of operation.
4. The products available for SNAP customers to purchase.
5. The State-specific name for SNAP EBT cards.

Useful SNAP outreach and nutrition education materials are also available online at the SNAP-Ed Connection: snap.nal.usda.gov.



Case Study: Athens Farmers Market, Athens, OH

The Athens Farmers Market, which began accepting SNAP in 2007, is located in Ohio's rural southeast corner. The market's mission is to offer business opportunities to regional growers and producers and to provide a place for the Athens community to buy fresh, local food. It has strived to be a welcoming place for people from all socioeconomic backgrounds. The market formed a partnership with Athens County Job and Family Services, which provided funding for staffing and marketing and helped connect their SNAP clients with the market.

Athens County Job and Family Services was also helpful in advising on the types of promotional materials and efforts that would work best for attracting new customers. SNAP clients received promotional postcards about SNAP at the market. In July 2008, the Athens Farmers Market offered $5 incentive coupons to SNAP customers to encourage them to shop at the market.

For more information, please visit: www.athensfarmersmarket.org.

How can community partnerships help publicize EBT programs at farmers markets?

Farmers markets partner with a wide range of groups, including city, State, and Federal government agencies; groups focused on "buy local" initiatives; food pantries; hospitals and clinics; faith-based organizations; and senior centers. Partners can help with promotion in many ways—they can hand out fliers about the market SNAP EBT program, host cooking demonstrations and nutrition education events at the market, and encourage their clients to attend the farmers market. Partners can promote SNAP at farmers markets at local health fairs, school events, and community festivals to reach targeted audiences. They can provide signage and flyers about farmers markets' SNAP participation to local SNAP and Women, Infants, and Children (WIC) offices, senior centers, hospitals, clinics, food pantries, schools, churches, and community centers to effectively notify the public that SNAP is available at the farmers market. Press releases and local calendar listings are also effective marketing tools. Special events and outreach initiatives produced with partner support can draw media and other community attention.

What other resources are available to boost SNAP and EBT use at farmers markets?

Many States have used their farmers market associations as a resource. Farmers markets that have successfully implemented and run SNAP EBT programs are also excellent resources. The following organizations can offer additional guidance:

- **AMS –** The USDA agency that supports public markets through funding opportunities, etc. (www.ams.usda.gov/wholesalefarmersmarkets)
- **FNS –** The USDA agency that administers SNAP. (www.fns.usda.gov/snap/ebt/fm.htm)
- **Know Your Farmer, Know Your Food Initiative –** A USDA-wide effort to create new economic opportunities by better connecting consumers with local producers. The initiative's Web site includes information on Federal grant programs available for farmers markets and farmers. (www.usda.gov/knowyourfarmer)

- **Farmers Market Coalition** – This nonprofit organization provides resources for farmers markets. Its Web site contains a list of resources to help markets accept SNAP and a list of State farmers market associations. (www.farmersmarketcoalition.org)

- **Project for Public Spaces –** A nonprofit organization that operates a public markets program dedicated to reconnecting communities and local economies through markets. Their Web site hosts resources to help markets accept SNAP benefits and other ways for farmers markets to become more accessible to low-income communities. The site includes a report on the W. K. Kellogg Foundation-funded Diversifying Markets Grant Program. (www.pps.org/markets/)

- **Wholesome Wave Foundation –** This nonprofit organization operates a program to double the value of SNAP, WIC Farmers Market Nutrition Program (FMNP), and Senior Farmers Market Nutrition Program (SFMNP) benefits when used at farmers markets. Wholesome Wave also provides technical support to participating farmers markets. The initiative, called "Nourishing Neighborhoods," operates in over 50 markets in 11 States and is rapidly expanding. (www.wholesomewave.org)

Appendix A: Glossary of Terms

Abbreviations Used in This Handbook

AMS USDA's Agricultural Marketing Service

EBT Electronic Benefit Transfer

FMPP Farmers Market Promotion Program

FNS USDA's Food and Nutrition Service

PIN Personal Identification Number

POS Point of Sale

SNAP Supplemental Nutrition Assistance Program

TPP Third party processor

USDA United States Department of Agriculture

WIC Special Supplemental Nutrition Assistance Program for Women, Infants, and Children

Agricultural Marketing Service (AMS): The USDA agency that, among other things, supports farmers markets with grants, research, and education.

Bonus incentive program: A program that provide matching "bonus dollars" for purchases made at farmers markets with SNAP or WIC benefits. The incentives, funded by private foundations, nonprofit organizations, and local governments, are structured to improve the purchasing power of low-income families at farmers markets, encouraging them to buy more fruits and vegetables and other healthy foods.

Commercial POS terminal: A point-of-sales (POS) terminal that can process bank-issued credit and debit cards as well as SNAP cards.

Electronic Benefit Transfer (EBT) System: An electronic payments system, maintained and managed by a State or its contractor, that uses electronic funds transfer and POS technology for the delivery and control of food and public assistance benefits.

Eligible food items: Products that can be purchased using SNAP benefits. Eligible food items include bread, cereal, fresh produce, meat, fish, poultry, dairy, and starter plants. SNAP benefits cannot be used to purchase hot meals, prepared foods, soap, or other body care items. A list of eligible food items is available at: www.fns.usda.gov/snap/retailers/eligible.htm.

EBT card: A plastic card issued to SNAP and other public assistance clients that, in combination with a PIN, allows them access to benefits issued by the State.

EBT-only machines: POS terminals deployed by the State EBT contractor to eligible FNS SNAP retailers for redeeming, free of charge, SNAP and other EBT benefits. These are wired—not wireless—terminals that do not accept bank-issued debit or credit cards. To be eligible, retailers must expect to have an average of at least $100 in SNAP business per month.

Farmers Market Promotion Program (FMPP): An AMS grant program that awards funds for the development or sustainability of farmers markets. By law, at least 10 percent of the funds must be directed towards new SNAP EBT projects.

FNS SNAP retailer: Any merchant that has been approved by FNS to accept SNAP as payment for eligible food items. Authorized SNAP retailers include retail grocery stores, food chains, farmers markets, roadside vendors, delivery services, and cooperatives.

Food and Nutrition Service (FNS): A USDA agency that administers 15 of the Nation's food assistance programs, including SNAP, WIC, and the School Breakfast and Lunch Programs. FNS provides children and low-income people access to food, a healthful diet, and nutrition education.

Manual voucher: A paper document signed by the EBT cardholder to redeem benefits through telephone verification when the EBT system is down. It can also be used by retailers who do not have a POS terminal.

Personal Identification Number (PIN): A four-digit numeric code selected by or assigned to a household and used to verify the identity of an EBT cardholder when performing an EBT transaction.

Point-of-Sale (POS) terminal: Devices that process transactions through the use of EBT, debit, or credit cards to initiate electronic debits and credits of customer and retailer accounts. These terminals can be wired or wireless.

Scrip: A certificate that can be exchanged for goods at the farmers market that issued it. Scrip can be paper vouchers, tokens, or receipts.

Scrip project: A system for redeeming SNAP benefits by having a farmers market sponsor obtain an FNS SNAP license that allows market vendors to accept SNAP benefits using a central POS terminal to issue scrip. The scrip is used to shop for eligible food items anywhere in the market.

Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC): A Federal program that provides supplemental food, health care referrals, and nutrition education at no cost to low-income pregnant and postpartum women, and to infants and children up to 5 years old who are at nutritional risk.

State EBT contractor: An entity that is selected through a competitive process to perform EBT-related services for the State SNAP agency.

State SNAP agency: The State entity that administers SNAP at the local level. A State agency may represent a State department, agency, board or commission, authority, or other State institution.

Supplemental Nutrition Assistance Program (SNAP): A Federal program operated pursuant to the Food and Nutrition Act of 2008 (7 USC 2011-2036) and administered by the States to help low-income people buy the food they need for good health.

Third Party Processor (TPP): Any transaction processing provider that manages and maintains commercial POS terminals, routes EBT and commercial credit/debit transactions, and settles transaction amounts to retailer bank accounts for a fee.

Wired POS terminals: POS terminals that require electricity and phone line to operate; they are stationary.

Wireless POS terminals: Portable POS terminals that can operate anywhere there is cellular coverage.

Sample Checklist for installing EBT and accepting SNAP

The Day Before the Market Opens

- Charge terminal battery if using a wireless terminal.
- Organize scrip and ensure that there is enough for the market day.
- Organize vendor scrip redemption envelopes to be handed out during market setup, including the vendor redemption form in each envelope.
- Account for vendor reimbursement.
- Pack equipment:
  - POS terminal.
  - Receipt box or envelope.
  - Scrip.
  - Blank note cards to record lost sales and manual vouchers in case of machine failure.
  - Bag or fanny pack to hold returned tokens.
  - Nametags for individuals staffing the SNAP redemption booth.
  - Notebook for staff communication, machine instructions, resource contacts, etc.
  - Calculator, stapler, pens, and extra paper rolls.

Market Day, Before the Market Opens

- Organize booth and set up equipment.
- Hang signage and check that all participating vendors have their signs displayed.
- Check in with staff to answer questions and receive feedback.
- Review redemption and other procedures with vendors.
- Give participating vendors scrip redemption envelopes to store their scrip and completed log for that market day.

Market Day, During Operating Hours

- Ensure that someone is available to answer customer and vendor questions.
- Ensure that someone is available to operate the central POS terminal at all times.
- Record all scrip that is returned on the Daily Scrip Issuance Log.

Market Day, After Operating Hours

- Collect vendor reimbursement envelopes, which contain their scrip and log.
- Give vendors a receipt for scrip that has been turned in.
- Run a batch report from the POS terminal, which is a long paper document showing the day's transactions.
- Reconcile the batch report with all of the receipts, scrip received/returned, and vendor reimbursements.
- Record the amount of scrip given out and the amount returned in the daily scrip issuance log.
- Complete bookkeeping for vendor reimbursement.

Sample Food Stamp EBT Program Vendor Agreement
[ASSOCIATION NAME], [MARKET NAME]

This agreement is between _____, an association of eligible food vendors (herein referred to as "ASSOCIATION") organized within **[MARKET NAME]** and _____, an authorized food vendor (herein referred to as "VENDOR").

This agreement allows the above-mentioned VENDOR to participate in the Food Stamp Electronic Benefits Transfer (EBT) Card Program at the **[MARKET NAME]**.

VENDOR is bound by this agreement to follow all guidelines, as set forth by federal and state authorities and ASSOCIATION.

ASSOCIATION reserves the right to immediately suspend or terminate VENDOR from the program if ASSOCIATION observes, or receives evidence of, failure to abide by any of the agreements below.

VENDOR may voluntarily quit participating in the EBT program at any time, but must notify ASSOCIATION of such action.

The EBT Card Program will operate in the following manner:

Patrons who have been issued an authorized EBT card may purchase scrip in the form of wooden tokens, up to the amount authorized, from designated ASSOCIATION staff. The patron's EBT card will be debited for the value of the tokens purchased. Patrons will use the tokens only for purchase of eligible foods from authorized vendors at the ASSOCIATION. Patrons have no time limit on the use of purchased tokens at the ASSOCIATION. Patrons may return unused tokens to ASSOCIATION staff for credit only on the same day as purchase. Credit for the value of these tokens will be returned to the patron's EBT card. No patron will be credited for tokens returned above the amount of that day's purchase by that patron. ASSOCIATION staff will exchange tokens for cash, each market day, only with the designated agent of each authorized vendor, and only when the designated agent presents the appropriate written permit.

The only tokens used will be wooden tokens with the unique imprint of ASSOCIATION on each side, with the currency amount also imprinted on each side. The only tokens used will be in 50¢ and $1 denominations.

The EBT Card Program will be strictly and carefully monitored at all times by ASSOCIATION.

VENDOR Agreements:

- VENDOR agrees to designate a specific person to be an agent for this program. The designated agent shall be responsible for the vendor's participation in the program. The designated agent will be the only individual that may conduct EBT token redemptions with ASSOCIATION staff. The designated agent will be provided with a written permit from ASSOCIATION and must always present it to ASSOCIATION staff when redeeming EBT tokens or otherwise representing the vendor in EBT business.

  - The designated agent for this vendor is: _____. Any change in designated agent must be made by the authorized vendor, in writing, before a different authorized agent will be allowed to redeem tokens.

- VENDOR agrees to accept only ASSOCIATION wooden tokens and will not accept any other market's tokens and/or printed scrip.

- VENDOR agrees to accept tokens only for the purchase of food stamp program-eligible foods, including: bread products, produce, meat, fish, poultry, eggs, dairy products, seeds, and plants which produce food to eat.

- VENDOR agrees that no U.S. currency will be returned to the customer as change, if payment for product is solely by tokens. The value of the tokens received by VENDOR will not exceed the posted value of the product purchased by the customer. (Customers will receive full value for their tokens.)

- VENDOR agrees to not exchange any tokens for U.S. currency with any person except authorized ASSOCIATION staff.

- VENDOR agrees to post a sign (to be provided by ASSOCIATION) identifying VENDOR's stall as an authorized EBT vendor.

_____	_____	_____
EBT Program VENDOR Agent	Space Number	Date

_____	_____	_____
ASSOCIATION Representative **[MARKET NAME]**	Title	Date

Funding Options Within the USDA

- **Agricultural Marketing Service (AMS)**

  - Farmers Market Promotion Program (FMPP)
    - Focus: to improve and expand farmers markets, roadside stands, community-supported agriculture, and other direct producer-to-consumer market opportunities.
      - 2009 Priorities: New EBT Start-up, Growing Farmers, Professional Development
    - Eligible: agricultural cooperatives, local governments, nonprofit corporations, public benefit corporations, economic development corporations, regional farmers market authorities, and Tribal governments.
    - Grant Range: $2,500 - $100,000
      - No matching funds required.
    - Contact Information:
      - www.ams.usda.gov/AMSv1.0/FMPP
      - (202) 694-4000

- **National Institute of Food and Agriculture (NIFA)**

  - Community Food Projects Competitive Grants Programs
    - Focus:
      - To meet the food needs of low-income people.
      - To increase the self-reliance of communities in providing for their own food needs and promote comprehensive responses to local food, farm, and nutrition issues.
      - To meet specific State, local, or neighborhood food and agriculture needs for:
        - Improving and developing infrastructure.
        - Planning for long-term solutions.
        - Creating innovative marketing activities that benefit both agricultural producers and low-income consumers.
    - Eligible: private companies, nonprofits.
    - Grant Range: $10,000–$300,000/Matching funds required
    - Contact Information:
      - www.nifa.usda.gov/fo/communityfoodprojects.cfm

Sources of Scrip and Tokens

Scrip can be printed by local printers. You can have it printed on durable paper for longer life; ask your printer for recommendations. Emboss scrip with a stamp unique to your market to make it more difficult to counterfeit.

Wood or plastic tokens are available from:

Absorbent, Ink.
www.absorbentprinting.com/toys-and-novelties/wooden-nickels

Anickelsite.com
www.anickelsite.com/

ChurchSupplier.com
www.churchsupplier.com/shopsite_sc/store/html/ccoins.html

Drink Tokens.com
www.drink-tokens.com/nickel.htm?gclid=CNetp-Tm9KACFdlw5QoddTJuvw

Heirloom Wooden Toys
www.heirloomwoodentoys.com/-pr-18749.html

Imprint Items.com
www.imprintitems.com/custom/8222744

Ituit.com
www.ituit.com/

Oldtime Wooden Nickel Co.
www.wooden-nickel.com/

Promo Peddler
www.promopeddler.com/03-59/screened-wooden-nickels-qqp190019.htm

The Widget Source
www.thewidgetsource.com/

USImprints.com
www.usimprints.com/store/all-promotional-products/product/5-working-days-screened-wooden-nickels-1-1-2-dia-priced-per-thousand/

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Cynthia Torres, Colorado Farmers Market Association

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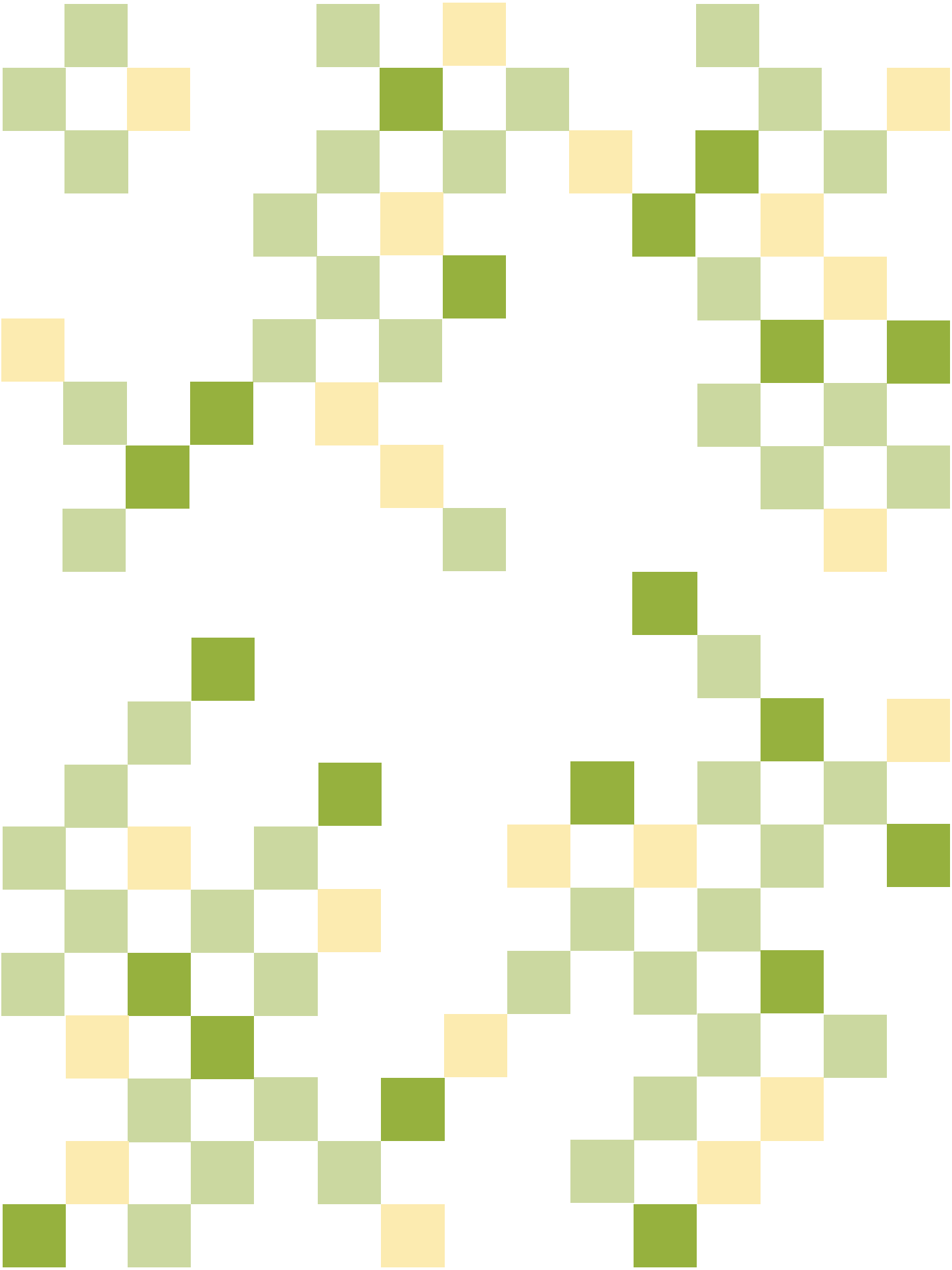

Units of Sale and Scales

Units of sale
Pricing at farmers' markets is done in a variety of ways. Vendors sell their product by:

By the piece, bunch, head, etc.
For example:
- Apples, 2/$1.00
- Radishes, $1.50/bunch
- Lettuce, $2.00/head

By the container with size clearly marked
For example:
- Blueberries, $4.00/pint

By weight from a certified scale
For example:
- Tomatoes, $3.00/lb.

Scales
Scales must be for legal trade and made for commercial use. A legal-for-trade scale will be marked with:
- Serial Number
- Model Number
- Class III designation on the identification plate or seal

All scales must have an NTEP (National Type Evaluation Program) certificate of conformance. The scales must have been manufactured after July 1, 2003 to have this certificate.

Scales suitable for farmers' markets will have ½ ounce or smaller or .01 pound or small increment.

Scales marked "Not Legal for Trade" are not acceptable. Baby scales or kitchen scales are two types of scales that are not legal.

There is no problem with hanging scales as long as they meet all of the criteria. There are some hanging scales that do not meet these criteria, so get the assurance from the vendor in writing. The face of the scale should state that the spring is temperature compensated.

It is the responsibility of the scale owner to have the device inspected and to maintain the accuracy of the scale. Scales should be inspected annually. Some growers report increased sales by using digital scales. With these scales they get an exact price instead

of rounding down the price to the closest weight. This technology can prevent “nickel and dime” losses.

To have your scale certified or for more information contact:
Connecticut Department of Consumer Protection
Food and Standards Division
165 Capitol Avenue
Hartford, CT 06106

Phone: (860) 713-6160

Last edited 11/12/08

Suggested Insurance Coverage

No business should operate without the proper insurance. The right coverage provides protection for both the business owner and the customer. In today's litigious society no one should gamble with their livelihood. There are two types of insurance purchased by farmers' markets and/or farmers' market vendors – overall liability (slip and fall) and product liability. Below is a basic description of the two types:

Liability
Liability insurance covers the market for accidents that may occur at the market during business hours, such as customer falls and injuries.

Product liability
Product liability policies cover the individual vendors from liability from the products they have sold.

If someone becomes ill due to your product or slips and falls due to your negligence, you must have the proper coverage to protect yourself. Any farm, regardless of size, is a business. Whether products produced on the farm are sold at a roadside stand or at a local farmer's market, insurance should be considered a standard part of the cost of doing business.

If you have a homeowner policy now, it can be converted to a farm owner policy. Unless endorsed, be aware that homeowner policies exclude liability for businesses, such as farming, even if incidental. Farm insurance rates are very competitive with homeowner rates. You would have everything that you currently have with the homeowner policy plus you would have farm and product liability.

Virtually all of Connecticut's Farmer's Markets now require that all market participants provide a certificate of insurance showing that a minimum liability limit of $300,000 is in place. Insurance is frequently a large expense. Markets are encouraged to fully understand the policy they are purchasing and shop around for the best coverage and rates. The kind of policy your market should purchase and how much coverage you need should be discussed with an insurance professional.

The individual market should be listed on the certificate. Certificates are provided by your farm insurance agent at no cost.

Be properly covered, your farm could depend on it.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 3/20/2009

Market Types

All Certified Connecticut Farmers' Markets must have two or more farmers selling Connecticut-grown fresh produce per Section 22-6r of the Connecticut General Statutes (see Chapter 4). This is not to be confused with farm stands, roadside markets, or flea markets.

There are two different types of certified farmers' markets:

Producer Only and **Exempt**

Producer only is a market where farmers/vendors can only bring what they produce.

Exempt markets are markets where farmers/vendors do not produce all commodities and/or supply does not meet demand. Therefore certain products are deemed exempt products and any and all vendors at that market may purchase these products from another Connecticut farmer and resell them at the market.

For example, if there is a shortage of berry producers available to participate in farmers' markets, an application can be filled out and, if accepted, the farmers will be permitted to purchase Connecticut Grown berries to be sold at the market.

At these markets, the farmers/vendors must be in agreement, fill out an Exempt Application, and return it to the Connecticut Department of Agriculture prior to the start of the market. Anything purchased and brought to the market must be Connecticut Grown.

Farmers/vendors may also be required to provide the Department of Agriculture with valid receipts of all exempt produce being sold if a place of origin is ever in question.

Connecticut Department of Agriculture reserves the right to perform growing area verifications on all farmers that submit a signed crop plan clearly stating all the crops that they grow. Verifications are initially done when a farmer first begins to participate in a farmers' markets. If complaints are received, crop verifications may be performed by a Department of Agriculture representative.

Please note advertising of non-Connecticut Grown products for sale as Connecticut Grown products carries a fine up of up to $1000 per commodity.

Non-Farming Vendors:

Many non-farming vendors have found success at Connecticut Farmers' Markets. The amount and types of non-farming vendors is a market decision. Some markets discourage the participation of any non-farming vendors while others will only allow a small number. Any products sold by non-farming vendors should originate from

Connecticut. CT Farmers' Markets were developed to promote and sustain Connecticut farmers. They are expected to remain farmers' markets and not to be confused with flea markets that also sell fruits and vegetables. The CT Department of Agriculture reserves the right to discontinue ties with any flea market that misrepresents itself as a farmers' market.

For further information contact the Connecticut Department of Agriculture:

Rick Macsuga	Mark Zotti
(860) 713-2544	(860) 713-2538

Last edited 3/20/2009

Crop Plans and Specialty Crop Plans

Market Masters and the Connecticut Department of Agriculture should have a copy of crop plans from all farmers/vendors participating in each farmers' market. Many local health departments will also request a copy of the crop/specialty crop plans. The crop plan and specialty crop plan serve a variety of purposes. We recommend that they be filled out clearly and accurately. This is especially important to any vendors participating in Producer Only markets. Any changes in the crop plans from year to year should be verified with both the market master and the Connecticut Department of Agriculture.

Last edited 11/12/08

S T A T E O F C O N N E C T I C U T
DEPARTMENT OF AGRICULTURE

Marketing Bureau

2009 - 2011 CROP PLAN

Name_____ **Farm Name**_____

MailingAddress_____

Town_____ **Zip** _____

Farm Address _____

Town_____ **Zip** _____

Phone _____ **(home)** _____ **(cell) Fax**_____

Email Address: _____

Website Address: _____

Acres on Your Farm _____ **Acres Leased** _____ **Total Acres Cultivated** _____

Name to appear on WIC/Senior Check Endorsement Stamp:

_____

List the Farmers' Markets you are participating in:

_____

By affixing my signature to this statement (General Statues of Connecticut, Vol 13, Sec 53a – 157b under penalty of false statement(*) in the second degree: Class A misdemeanor). I acknowledge that I have read it and/or have had it read to me and it is true to the best of my knowledge and belief.

_____

Farmer Signature **Date**

Approved and Accepted by: _____ **Date:**_____

Market Master

****

CONNECTICUT DEPARTMENT OF AGRICULTURE

Approved and Accepted by: _____ **Date:**_____

****

(*)Sec. 53a-157b. (Formerly Sec. 53a-157). False statement in the second degree: Class A misdemeanor. (a) A person is guilty of false statement in the second degree when he intentionally makes a false statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function.

165 Capitol Avenue, Hartford, CT 06106
Phone: 860-713-2503 Fax: 860-713-2516

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Revised 3/05/2010

PLEASE ENTER THE COMMODITY AND AMOUNT PRODUCED FOR EACH OF THE FOLLOWING CROPS LISTED BELOW. USE A SEPARATE SHEET OF PAPER IF NECCESARY.

FRUITS

	#Trees	Acres	Rows/Ft
Apples	_____	_____	_____
Apricots	_____	_____	_____
Cherries	_____	_____	_____
Nectarines	_____	_____	_____
Peaches	_____	_____	_____
Pears	_____	_____	_____
Plums	_____	_____	_____

	Acres	Tnths	Rows/Ft
Blackberries	_____	_____	_____
Blueberries	_____	_____	_____
Currants	_____	_____	_____
Gooseberries	_____	_____	_____
Grapes	_____	_____	_____
Kiwi	_____	_____	_____
Raspberries	_____	_____	_____
Rhubarb	_____	_____	_____
Strawberries	_____	_____	_____
Melon	_____	_____	_____
*HONEY	_____	_____	_____

VEGETABLES/GREENS

	Acres	Tnths	Rows/Ft	Grnhse SqFt
Artichokes	_____	_____	_____	_____
Asparagus	_____	_____	_____	_____
Beans	_____	_____	_____	_____
Beets	_____	_____	_____	_____
Bok Choy	_____	_____	_____	_____
Broccoli	_____	_____	_____	_____
Broccoli Raab	_____	_____	_____	_____
Brussels Sprts	_____	_____	_____	_____
Cabbage	_____	_____	_____	_____
Callaloo	_____	_____	_____	_____
Carrots	_____	_____	_____	_____
Cauliflower	_____	_____	_____	_____
Celery	_____	_____	_____	_____
Chicory	_____	_____	_____	_____
Collards	_____	_____	_____	_____
Corn	_____	_____	_____	_____
Cucumbers	_____	_____	_____	_____
Daikon	_____	_____	_____	_____
Eggplant	_____	_____	_____	_____
Escarole	_____	_____	_____	_____
Fiddlehead	_____	_____	_____	_____
Garlic	_____	_____	_____	_____
Horseradish	_____	_____	_____	_____
Kale	_____	_____	_____	_____
Kohlrabi	_____	_____	_____	_____

VEGETABLES/GREENS CONT.

	Acres	Tnths	Rows/Ft	Grnhse SqFt
Leeks	_____	_____	_____	_____
Lettuce	_____	_____	_____	_____
Mushrooms	_____	_____	_____	_____
Mustard	_____	_____	_____	_____
Okra	_____	_____	_____	_____
Onions	_____	_____	_____	_____
Parsnips	_____	_____	_____	_____
Peas	_____	_____	_____	_____
Peppers	_____	_____	_____	_____
*Potatoes	_____	_____	_____	_____
Pumpkins	_____	_____	_____	_____
Radicchio	_____	_____	_____	_____
Radishes	_____	_____	_____	_____
Romaine	_____	_____	_____	_____
Rutabaga	_____	_____	_____	_____
Shallots	_____	_____	_____	_____
Spinach	_____	_____	_____	_____
Sprouts	_____	_____	_____	_____
Squash/summer	_____	_____	_____	_____
Squash/winter	_____	_____	_____	_____
Sweet Potatoes	_____	_____	_____	_____
Swiss Chard	_____	_____	_____	_____
Tomatillo	_____	_____	_____	_____
Tomatoes	_____	_____	_____	_____
Turnip	_____	_____	_____	_____
Other	_____	_____	_____	_____

HERBS

	Acres	Tnths	Rows/Ft	Grnhse Sq Ft
Arugula	_____	_____	_____	_____
Basil	_____	_____	_____	_____
Chives	_____	_____	_____	_____
Chervil	_____	_____	_____	_____
Cilantro	_____	_____	_____	_____
Dill	_____	_____	_____	_____
Lovage	_____	_____	_____	_____
Marjoram	_____	_____	_____	_____
Mint	_____	_____	_____	_____
Oregano	_____	_____	_____	_____
Parsley	_____	_____	_____	_____
Rosemary	_____	_____	_____	_____
Sage	_____	_____	_____	_____
Savory	_____	_____	_____	_____
Sorrel	_____	_____	_____	_____
Tarragon	_____	_____	_____	_____
Thyme	_____	_____	_____	_____
Other	_____	_____	_____	_____

WIC/SENIOR FMNP VOUCHERS CAN BE USED TO PURCHASE FRUITS, AND VEGETABLES, FRESH CUT HERBS
WIC FRUIT AND VEGETABLE CHECKS MAY BE USED FOR PURCHASE OF FRUITS AND VEGETABLES

**For more information please refer to the CT Farmers' Market Reference Guide*

S T A T E O F C O N N E C T I C U T
DEPARTMENT OF AGRICULTURE

Marketing Bureau

2009 - 2011 SPECIALTY CROP PLAN

Name_____ **Farm/Business Name**_____

Mailing Address_____

Town_____ **Zip** _____

Farm/Business Address

_____

Town_____ **Zip** _____

Phone _____ **(home)** _____ **(cell) Fax**_____

Email Address: _____

Website Address: _____

Acres on Your Farm _____ **Acres Leased** _____ **Total Acres Cultivated** _____

List the Farmers' Markets you are participating in:

_____

By affixing my signature to this statement (General Statues of Connecticut, Vol 13, Sec 53a – 157b under penalty of false statement(*) in the second degree: Class A misdemeanor). I acknowledge that I have read it and/or have had it read to me and it is true to the best of my knowledge and belief.

_____

Farmer/Vendor Signature **Date**

Approved and Accepted by: _____ **Date:**_____

Market Master

****

CONNECTICUT DEPARTMENT OF AGRICULTURE

Approved and Accepted by: _____ **Date:**_____

****

(*)Sec. 53a-157b. (Formerly Sec. 53a-157). False statement in the second degree: Class A misdemeanor. (a) A person is guilty of false statement in the second degree when he intentionally makes a false statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function.

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PLEASE ENTER THE TYPES OF PRODUCTS AND AMOUNT BEING PRODUCED BY YOUR FARM/BUSINESS

LIVESTOCK/POULTRY

(Cows)

Dairy _____ Beef _____ Veal _____

(Sheep)

Lambs _____ Ewes _____

(Goat)

Meat _____ Milking _____

(Pigs)

Feeder Pigs _____ Mkt Hogs _____ Sow/ Boars _____

(Chickens)

Broiler _____ Layers _____ Spent Hens _____

(Eggs – Dozens per week)

_____

(Turkeys)

Toms _____ Hens _____

(Others)

_____
_____
_____
_____
_____

CHEESE

Type of Cheese	Lbs/Year

SEAFOOD HARVESTED

(Type of Fish/Shellfish)

_____
_____
_____
_____
_____

BAKERY

(Name of Product)

_____
_____
_____
_____
_____

VALUE-ADDED SPECIALTY FOODS

(Name of Product)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

HONEY

# of Hives	Lbs/Year

MAPLE SYRUP

# of Taps	Gals/Year

BEDDING PLANTS/ANNUALS

Grnhse SqFt	Flats/ Containers	Hangers

(Name of Plants)

PERENNIALS

Grnhse Sqft.	Flats	Containers

(Name Of Plants)

CUT FLOWERS

Acres	Rows Ft	Grnhse SqFt

Please List All Licenses and which Agencies/Districts they are from:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Please visit www.ctgrown.gov and review the latest version of the Farmers' Market Reference Guide. This will provide information pertaining to common goods sold at all Connecticut Farmers' Markets.

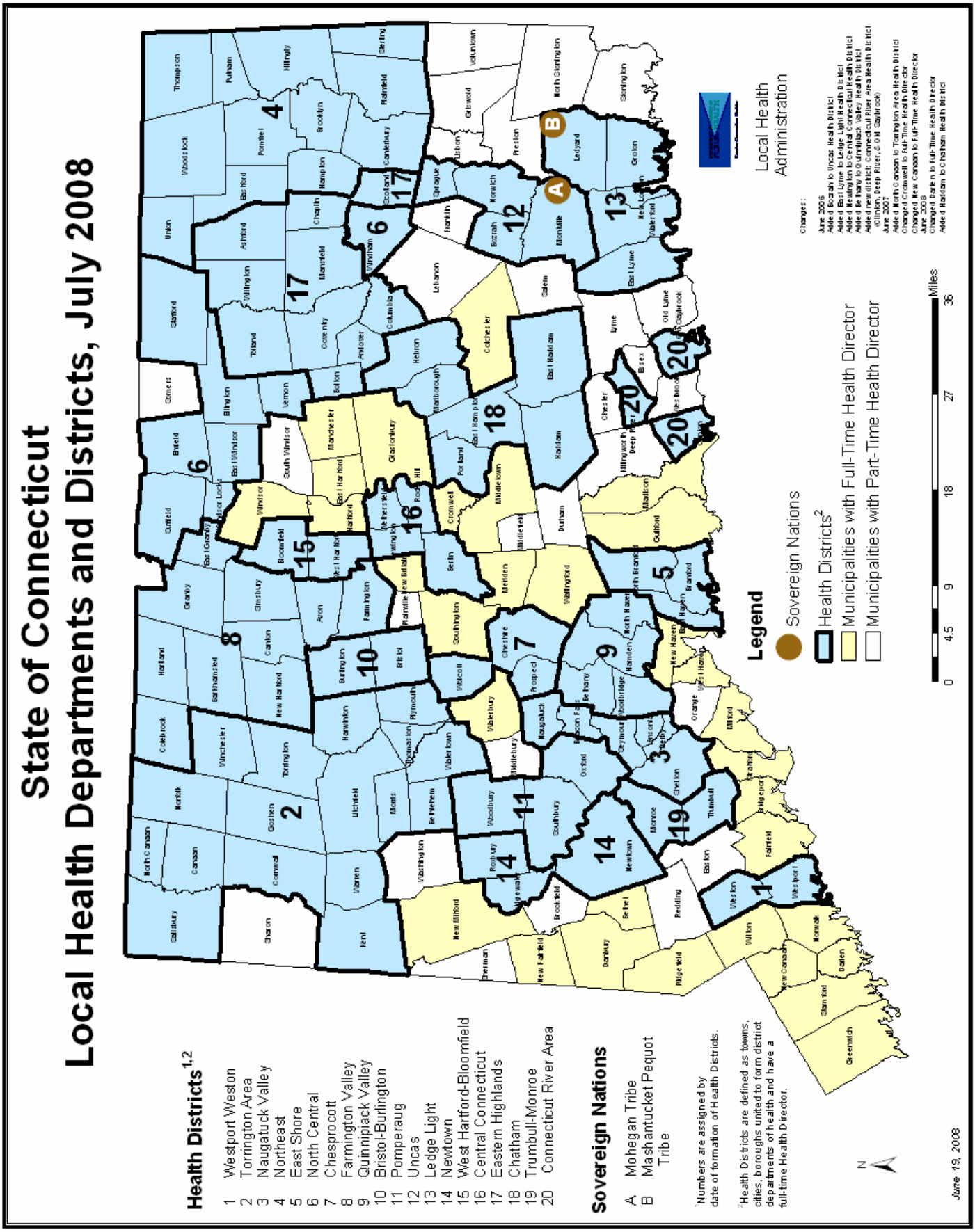
**Honey is eligible for the Senior FMNP Vouchers*

PRODUCTS LISTED ARE NOT ELIGIBLE FOR THE WIC/SENIOR FMNP VOUCHERS or the WIC FRUIT AND VEGETABLE CHECK PROGRAM

Revised 3/5/2010

Local Health Departments

Questions or concerns in regard to health inspections of a farmers' market should be directed towards the presiding local health department of the town in which the farmers' market is located. On the next page is a map of health departments and health districts in the state of Connecticut. Following that map is an alphabetic directory of those departments and districts.


State of Connecticut
Local Health Departments and Districts, July 2008
Health Districts[1,2]
1 Westport Weston
2 Torrington Area
3 Naugatuck Valley
4 Northeast
5 East Shore
6 North Central
7 Chesprocott
8 Farmington Valley
9 Quinnipiack Valley
10 Bristol-Burlington
11 Pomperaug
12 Uncas
13 Ledge Light
14 Newtown
15 West Hartford-Bloomfield
16 Central Connecticut
17 Eastern Highlands
18 Chatham
19 Trumbull-Monroe
20 Connecticut River Area
Sovereign Nations
A Mohegan Tribe
B Mashantucket Pequot Tribe
[1]Numbers are assigned by date of formation of Health Districts.
[2]Health Districts are defined as towns, cities, boroughs united to form district departments of health and have a full-time Health Director.
June 19, 2008
N
Legend
Sovereign Nations
Health Districts[2]
Municipalities with Full-Time Health Director
Municipalities with Part-Time Health Director
0 4.5 9 18 27 36
Miles
Local Health Administration
Changes:
June 2006
Added Bozrah to Uncas Health District
Added East Lyme to Ledge Light Health District
Added Mentington to Central Connecticut Health District
Added Bethany to Quinnipiack Valley Health District
Added new district: Connecticut River Area Health District (Clinton, Deep River, & Old Saybrook)
June 2007
Added North Canaan to Torrington Area Health District
Changed Cromwell to Full-Time Health Director
Changed New Canaan to Full-Time Health Director
June 2008
Changed Darien to Full-Time Health Director
Added Haddam to Chatham Health District

Bethel

Laura Vasile, MPH, RS
Director of Health
Bethel Health Department
1 School Street

Bethel, CT 06801-0274

Health Dept: (203) 794-8539
Town Hall:
Fax: (203) 794-8145

Email: VasileL@betheltownhall.org

Bridgeport

Marian Evans, MD
Director of Health
Bridgeport Health Department
752 East Main Street

Bridgeport, CT 06608-2335

Health Dept: (203) 576-7680
Town Hall: (203) 576-7201
Fax: (203) 576-7816

Email:

Bristol-Burlington Health District

Lynn Abrahamson, MPH, RN
Director of Health
Bristol-Burlington Health District
240 Stafford Ave

Bristol, CT 06010-4617

Health Dept: (860) 584-7682
Town Hall:
Fax: (860) 584-3814

Email: jillroy@ci.bristol.ct.us

Brookfield

Donna Culbert, MPH, PE, RS
Acting Director of Health
Brookfield Health Department
100 Pocono Road
P.O. Box 5106
Brookfield, CT 06804

Health Dept: (203) 775-7315
Town Hall: (203) 775-7315
Fax: (203) 740-7677

Email: mszpryngel@Brookfield.org

Central Connecticut Health District

Paul Hutcheon, MPH, RS
Director of Health
Central Connecticut Health District
505 Silas Deane Hwy

Wethersfield, CT 06109

Health Dept: (860) 721-2822
Town Hall:
Fax: (860) 721-2823

Email: paul.hutcheon@wethersfieldct.com

Chatham Health District

Thad D. King, MPH, RS
Director of Health
Chatham Health District
20 East High Street

East Hampton, CT 06424

Health Dept: (860) 267-9601
Town Hall: (860) 267-4468
Fax: (860) 267-6430

Email: healthdirector@easthamptonct.org

Chesprocott Health District

Thomas Wegrzyn, MPH, RS
Director of Health
Chesprocott Health District
1247 Highland Ave

Cheshire, CT 06410

Health Dept: (203) 272-2761
Town Hall:
Fax: (203) 250-9412

Email: chesprocott@snet.net

Chester

Konrad Kotrady, MD
Director of Health
Town of Chester
203 Middlesex Ave.

Chester, CT 06412

Health Dept: (860) 526-0013
Town Hall: (860) 526-0013
Fax: (860) 526-0004

Email: info@chesterct.org

Colchester

Wendy Mis, MPH
Director of Health
Colchester Health Department
127 Norwich Avenue

Colchester, CT 06415

Health Dept: (860) 537-7214
Town Hall: (860) 537-7280
Fax: (860) 537-7287

Email: Healthdirector@colchesterct.gov

Connecticut River Area Health District

Mary Jane Engle, RS, MPH
Director of Health
Connecticut River Area Health District
166 Main Street
Unit 2
Old Saybrook, CT 06475

Health Dept: (860) 661-3300
Town Hall:
Fax: (860) 661-3333

Email: mengle@crahd.org

Cromwell

J. Wesley Bell, RS, MS, MPH
Director of Health
Town of Cromwell
41 West Street, Municipal Center

Cromwell, CT 06416-3424

Health Dept: (860) 632-3426
Town Hall: (860) 632-3410
Fax: (860) 632-3477

Email:

Danbury

Scott T. LeRoy, MPH, MS
Director of Health
Danbury Health and Housing Department
155 Deer Hill Avenue

Danbury, CT 06810

Health Dept: (203) 797-4625
Town Hall: (203) 797-4500
Fax: (203) 796-1596

Email: s.leroy@ci.danbury.ct.us

Darien

David M. Reed, MD, MPH, MBA
Acting Director of Health
Town of Darien
2 Renshaw Road

Darien, CT 06820-5397

Health Dept: (203) 656-7320
Town Hall: (203) 656-7300
Fax: (203) 656-7486

Email: EKilbourn@darienct.gov

Durham

Bradford W. Wilkinson, MD
Acting Director of Health
Town of Durham
c/o Coginchaug Family Practice
6 Main Street, Suite B
Durham, CT 06422

Health Dept: (860) 349-8253
Town Hall:
Fax: (860) 349-0764

Email: bmilardo@townofdurhamct.org

East Hartford

James Cordier, MPH, RS
Director of Health and Social Services
East Hartford Health Department
740 Main Street

East Hartford, CT 06108

Health Dept: (860) 291-7324
Town Hall: (860) 291-7200
Fax: (860) 291-7326

Email: jcordier@ci.east-hartford.ct.us

East Shore Health District

James Monopoli, MPH
Director of Health
East Shore Health District
14 Business Park Dr.

Branford, CT 06405

Health Dept: (203) 481-4233
Town Hall:
Fax: (203) 483-6894

Email: info@esdhd.org

Eastern Highlands Health District

Robert L. Miller, MPH, RS
Director of Health
Eastern Highlands Health District
4 South Eagleville Rd

Mansfield, CT 06268

Health Dept: (860) 429-3325
Town Hall:
Fax: (860) 429-3321

Email: EHHD@mansfieldct.org

Easton

Christopher Michos, MD
Director of Health
Town of Easton
225 Center Road

Easton, CT 06612

Health Dept:
Town Hall: (203) 268-6291
Fax: (203) 268-4928

Email: Polly@eastonct.org

Essex

Acting Director: Ray Sullivan, MD
Director of Health
Town of Essex
29 West Ave.

Essex, CT 06426

Health Dept: (860) 767-4340
Town Hall: (860) 767-4340
Fax: (860) 767-8509

Email: clord@essexct.gov

Fairfield

Arthur Leffert, MS, RS
Director of Health
Fairfield Health Department
725 Old Post Road

Fairfield, CT 06824

Health Dept: (203) 256-3020
Town Hall: (203) 256-3000
Fax: (203) 256-3080

Email: aleffert@town.fairfield.ct.us

Farmington Valley Health District

Richard H. Matheny, Jr., MPH, MFS, RS
Director of Health
Farmington Valley Health District
50 Avon Meadow Lane
P.O. Box 529
Avon, CT 06001

Health Dept: (860) 676-1953
Town Hall:
Fax: (860) 676-2131

Email: info@fvhd.org

Franklin

Robert W. Powitz, Ph.D, MPH
Acting Director of Health
Town of Franklin
7 Meetinghouse Hill Road

North Franklin, CT 06254

Health Dept:
Town Hall: (860) 642-7352
Fax: (860) 388-9566

Email: Powitz@sanitarian.com

Glastonbury

David Boone, MPH RS
Director of Health
Glastonbury Health Department
2155 Main St
P.O. Box 6523
Glastonbury, CT 06033

Health Dept: (860) 652-7534
Town Hall: (860) 652-7500
Fax: (860) 652-7533

Email: david.boone@glastonbury-ct.gov

Greenwich

Caroline C. Baisley, MPH
Director of Health
Greenwich Health Department
101 Field Point Rd
P.O. Box 2540
Greenwich, CT 06830-2540

Health Dept: (203) 622-7836
Town Hall: (203) 622-7899
Fax: (203) 622-7770

Email: cbaisley@greenwichct.org

Griswold

Albert Gosselin, MD
Director of Health
Town of Griswold
28 Main Street

Jewett City, CT 06351

Health Dept: (860) 376-7060
Town Hall:
Fax: (860) 376-3789

Email: agosselin@griswold-ct.org

Guilford

Dennis Johnson, MPH,RS
Director of Health
Guilford Health Department
50 Boston St
Town Hall South
Guilford, CT 06437

Health Dept: (203) 453-8118
Town Hall: (203) 453-8029
Fax: (203) 453-8034

Email: johnsond@ci.guilford.ct.us

Hartford

Carlos Rivera, MPH, MBA, LCSW
Director of Health
Hartford Health Department
2 Holcomb Street

Hartford, CT 06112

Health Dept: (860) 543-8860
Town Hall:
Fax: (860) 722-6851

Email: rivec003@hartford.gov

Killingworth

Edward Winokur, MD
Director of Health
Town of Killingworth
27 Commerce St

Clinton, CT 06413

Health Dept:
Town Hall: (860) 663-1616
Fax: (860) 669-4382

Email: mklein@townofkillingworth.com

Lebanon

Robert W. Powitz, Ph.D, MPH
Acting Director of Health
Town of Lebanon
579 Exeter Road

Lebanon, CT 06249

Health Dept:
Town Hall: (860) 642-6028
Fax: (860) 388-9566

Email: Raya@lebanontownhall.org

Ledge Light Health District

Baker Salsbury, MPH, MSW, MHSA
Director of Health
Ledge Light Health District
943 North Road (Route 117)

Groton, CT 06340

Health Dept: (860) 448-4882
Town Hall:
Fax: (860) 448-4885

Email: bsalsbury@ledgelighthd.org

Lisbon

Albert Gosselin, MD
Director of Health
Town of Lisbon
28 Main Street

Jewett City, CT 06351

Health Dept: (860) 376-7060
Town Hall:
Fax: (860) 376-3789

Email: agosselin@griswold-ct.org

Lyme

Dana Cavicke, MD
Director of Health
Town of Lyme
c/o Backus Health Center
163 Broadway St.
Colchester, CT 06415

Health Dept: (860) 434-7733
Town Hall:
Fax: (860) 434-2989

Email: lymehealth@twnlyme.org

Madison

John N. Bowers, MS, RS
Director of Health
Madison Health Department
8 Campus Dr

Madison, CT 06443

Health Dept: (203) 245-5681
Town Hall: (203) 245-5602
Fax: (203) 245-5613

Email: bowersjn@madisonct.org

Manchester

Maryann Cherniak Lexius, MPH, RS
Director of Health
Manchester Health Department
479 Main St
P.O. Box 191
Manchester, CT 06045-0191

Health Dept: (860) 647-3173
Town Hall:
Fax: (860) 647-3188

Email: health_dept@ci.manchester.ct.us

Mashantucket Pequot Health Department

Shanna T. Alexander,
Tribal Health Services Director
Mashantucket Pequot Health Department
P.O.Box 3179

Mashantucket, CT 06339

Health Dept: (860) 312-8014
Town Hall:
Fax: (860) 312-4883

Email: stalexander@mptn.org

Meriden

Beth Vumbaco, RN, MS
Director of Health
Meriden Dept. of Health
165 Miller St

Meriden, CT 06450

Health Dept: (203) 630-4221
Town Hall: (203) 630-4123
Fax: (203) 639-0039

Email: bvumbaco@ci.meriden.ct.us

Middlebury

Raymond Sullivan, MD
Director of Health
Town of Middlebury
1212 Whittemore Road

Middlebury, CT 06762

Health Dept: (203) 577-4011
Town Hall: (203) 577-4162
Fax: (203) 598-7640

Email: healthdept@middlebury-ct.org

Middlefield

Matthew Huddleston, MD
Director of Health
Town of Middlefield
405-1 Main Street

Middlefield, CT 06455

Health Dept: (860) 349-7123
Town Hall: (860) 349-7114
Fax: (860) 349-7115

Email: tom.health1@sbcglobal.net

Middletown

Joseph A. Havlicek, MD
Director of Health
Middletown Health Department
245 DeKoven Drive
PO Box 1300
Middletown, CT 06457

Health Dept: (860) 344-3474
Town Hall:
Fax: (860) 344-3588

Email: joseph.havlicek@cityofmiddletown.com

Milford

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Last Edited 11/12/08

	APPROVED FOR CONSUMER SALES	SPECIAL CONSIDERATIONS FOR CONSUMER SALES	APPROVED FOR FSE SALES	SPECIAL CONSIDERATIONS FOR FSE SALES
RAW MILK	✓	labeling, temp requirements	✗	unable to be used in FSE
RAW MILK CHEESES	✓	must be aged for 60 days, minimum. Proper labeling, DOA license required. Samples ok	✓	must be aged for 60 days, minimum. Proper labeling, DOA license required. Samples ok
LARGE WHEEL HARD CHEESE	✓	product stored at proper temperature once cut. Temp control samples	✓	product stored at proper temperature once cut. Temp control samples
HONEY	✓	source approved by DCP	✓	must be source approved by DCP
JAMS/JELLIES/PRESERVES	✓	exempt from inspection and regulation. labeling requirements apply	✗	must be commercial source
EGGS	✓	labeling, temp requirements	✗	commercial source, inspected, graded
BAKERY PRODUCTS	✓	commercial kitchen needed, license	✓	licensed,inspected by DCP, LHD
SALSA	✓	licensed,inspected by DCP, LHD commercial kitchen required	✓	licensed,inspected by DCP, LHD commercial kitchen required
PICKLES	✓	licensed,inspected by DCP, LHD commercial kitchen required	✓	licensed,inspected by DCP, LHD commercial kitchen required
MEATS	✓	USDA stamped, inspected, slaughter & packaged under USDA inspection	✓	USDA stamped, inspected, slaughter & packaged under USDA inspection
SHELLFISH see also 19-13-B42 (n) language	✓	Must be properly licensed by DOA Bureau of Aquaculture	✓	tags avail., must be licensed by DOA Bureau of Aquaculture
MAPLE SYRUP	✓	exempt from inspection regulation, labeling requirements apply	✗ ✓	Must be commercial source, inspected Can be used if source acceptable to DCP
RAW, FRESH PRODUCE	✓	no special considerations	✓	Must ask for receipt indicating source, date of purchase, farm/FSE name
SEAFOOD (NOT SHELLFISH)	✓	proper licenses from DEP, temperature controlled, commercial sources	✓	proper license from DEP, temperature controlled, commercial sources
DOG BISCUITS	✓	must be permitted by DOA Agriculture Commodities. Approved source issues, crude analysis, etc	✗	not for human consumption
YOGURT FROM FARM MILK (made in CT from CT milk)	✓	requires license from DOA	✓	can be used if licensed and inspected by DOA
JERKY	✓	exempted from USDA inspection, must use USDA meats, proper labeling if packaged, commercial facility. Wholesaling requires inspection by USDA.	✗	not approved for FSE, based on lack of inspection and regulation by enforcement agency
CUSTOM SLAUGHTERED POULTRY	✓	customer can purchase live bird and have farmer slaughter for later pickup	✗	not approved for FSE, based on lack of inspection and regulation
VEGETABLE/MEAT BREADS	✓	temperature controlled, commercial facility or licensed bakery, inspection	✓	temperature controlled, commercial facility or licensed bakery, inspection

✓	Ok for use
✗	Not approved for use