



SISKIYOU FARM CO.

PRODUCER'S GUIDE

ESTABLISHED 2020

PRODUCER REQUIREMENTS

ELIGIBILITY

We value all local producers and the following requirements are necessary to use the Siskiyou Farm Co. platform.

- All products must be farmed, fished, foraged, or produced locally.
 - Siskiyou Farm Co. management may approve other producers on a case-by-case basis.
- Place of production must be locally owned and operated.
- Producers may only sell what they have produced or harvested.

PRODUCTS

Producers on this platform must sell, produce value-added food, meat, produce, eggs, dairy, spices, mushrooms, honey, baked goods. Other products may be approved at the discretion of Siskiyou Farm Co.

- Producers: Certified Agricultural Products
 - Fresh fruits, nuts, vegetables, shell eggs, honey, flowers, nursery stock;
 - Must have a Certified Producer's Certificate as of 2022. (if applicable)
 - Packaging must have an IRQ label stating Identity (What it is), Responsible Party (Name, address, and zip code of producer), Quantity (count, weight, volume);
 - If selling eggs, must have an Egg Handlers License in addition to Certified Producer's Certificate;
 - If selling plants, must have a Nursery Stock License in addition to Certified Producer's Certificate. You can obtain a Fee Exempt License if your sales of plants will amount to less than \$1000 in 12 months.

REQUIREMENTS CONT...

- Livestock meat, poultry, and rabbits
 - Livestock meat must be processed in a USDA inspected slaughter facility and be labeled as such.
 - Poultry and rabbits raised on your farm may be slaughtered on your premises and are exempt from state laws (limited to 1000 animals per year or less);
 - Meat for sale must be kept frozen.
- Value added or Cottage Food Operators: Non-Agricultural Food Products
 - Baked goods, candy, dried fruit, dried pasta, dry baking mixes, fruit pies, granola and cereals, jams and jellies, nut butters, popcorn, vinegar and mustard;
 - Must have current Siskiyou County Cottage Food Permit;
 - Must comply with labeling requirements for Cottage Food;
 - Must have current California Homemade Food Act Registration (and obtain a class “B” permit).
 - Additionally, we strongly encourage the following standards:
 - Made from scratch with simple ingredient lists
 - Encouraged use of locally-sourced ingredients
 - Labeling should indicate local ingredients

REGULATIONS

All farmers, ranchers, growers, and producers selling on Siskiyou Farm Co. must abide by all applicable federal, state, and local health regulations.

REQUIREMENTS CONT...

- Producers are responsible for being aware of and following local, state, and federal regulations about the production and sale of food they produce;
- Producers must comply with the regulations within the state of California including regulations pertaining to the harvesting, food preparation and safety, and labeling of products in California for products that are selling on the Siskiyou Farm Co. platform;
- When applying to Siskiyou Farm Co., all applicants must include a copy of all applicable reports, permits, and licenses required by the health department of the state or county from which the products originated;
- All permits and licenses must be kept current while selling on the Siskiyou Farm Co. platform.
- Licenses + Certifications
 - Proof of ownership or copy of signed lease agreement(s) for farmer/rancher/grower;
 - Copies of organic certification documents (if applicable);
 - Copies of all food safety forms, inspection reports, and licenses/permits applicable to the sale of your product(s) includes but not limited too;
 - Certified Producer's Certificate;
 - California Homemade Food Act Registration (and obtain a class "B" permit);
 - Siskiyou County Cottage Food Permit;
 - Egg Handlers License;
 - Nursery Stock License;
 - Meat must be processed in a USDA inspected facility.
 - Producers must carry general and product liability insurance of at least \$1 million and Siskiyou Farm Co. must be "named insured".

OPERATIONS

ONLINE TECHNOLOGY

Siskiyou Farm Co. partnered with a web-based platform called Local Line so producers can list their products on Siskiyou Farm Co.

- Siskiyou Farm Co. producers are required to use the our platform to sell their product(s);
- Producers are responsible for maintaining an accurate record of available product;
- Descriptions and photos on the seller platform must be representative of your product(s).
 - Producers are encouraged to include as much descriptive detail about their products, growing practices, and operation;
- Maintain accurate online inventory

ORDER PROCESS

The order window for Siskiyou Farm Co. is from Wednesday at 11:00 p.m. to Sunday at 11:00 p.m.

- Wednesday's are customer pick-up days at our three pick-up locations in Siskiyou.
 - Mt. Shasta Ray's Food Place Parking Lot
 - 9:30 AM - 11:00 AM
 - Scott Valley, Scott Valley Feed and Garden
 - 12:30 PM - 2:00 PM
 - Yreka, Scott Valley Feed
 - 3:00 PM - 4:30 PM

OPERATIONS CONT...

DELIVERY

Producers must follow delivery procedures communicated by Siskiyou Farm Co.;

- Producer Delivery days are 24hrs prior to consumer pick-up window;
 - product drop-off day is on Monday's.
- Producers are responsible for delivery of their inventory to Siskiyou Farm Co., drop off locations. [TBD]

PACKAGING

Products must be pre-weighed (if sold by weight) and in "ready to sell" condition upon delivery to Siskiyou Farm Co.

- pre-weighed (if sold by weight);
- in "ready to sell" condition (clean, representative of the product listed online);
- and appropriately packaged, including labels that meet CFDA standards;

The Siskiyou Farm Co., reserves the right to refuse products based on quality or appearance.

FEE SCHEDULE

Producers selling through Siskiyou Farm Co., set their own product prices. Siskiyou Farm Co. retains 25% of each order. Please consider the impact of your prices on other producers with similar products. We highly suggest comparable pricing.

OPERATIONS CONT...

FEE USE

The revenue generated from this markup directly funds the commerce platform, staff to provide marketing, administration, order processing, and distribution. The revenue generated also helps pay for hard costs such as packaging, marketing, and distribution truck costs.

PAYMENT

Siskiyou Farm Co. pays out producers via Stripe. You will be required to have a STRIPE account in order to receive payments.

SERVICES

Siskiyou Farm Co., provides the following services for producers;

- Assistance and support - licensing/insurance, packaging, quality, tech, etc.;
- Product storage, aggregation, and inventory management;
- Order packing and distribution;
- Customer service, including payment with accessible options;
- Weekly marketing and annual vendor spotlights;
- Connection to other services, like technical assistance.

MISCELLANEOUS

CONDUCT

Producers, Management, on the Siskiyou Farm Co. platform are, in part, representing Siskiyou Farm Co., Siskiyou Economic Development Council, and the USDA. We ask that you treat everyone with respect and have a cooperative attitude. Siskiyou Farm Co. reserves the right to remove any producer not adhering to conduct.

FEEDBACK

Surveys will be conducted at least once a year for Producer Feedback. Other feedback may be submitted to Siskiyou Farm Co. via email [niki@siskiyoucounty.org, tandy@siskiyoucounty.org], in writing, or in a scheduled phone call or meeting. We appreciate all feedback.

MEDIA

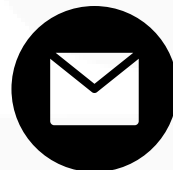
Any photos you provide may be shared by Siskiyou Farm Co. in print or online. We ask vendors to share our information about the the local food hub as much as possible. Follow us on Facebook and Instagram to share posts. Tag us in your social media posts to be featured on Siskiyou Farm Co., Discover Siskiyou, and Siskiyou EDC. Hashtags are also welcomed, #siskiyoufarmco #discoversiskiyou #siskiyouedc



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MISCELLANEOUS CONT...

TECHNICAL ASSISTANCE

This project is funded by the USDA Farmers Market Promotion Program grant, and is administered by the Siskiyou Economic Development Council. Siskiyou Farm Co. will provide a centralized online marketplace for local producers to aggregate, market, and sell locally raised and produced food. We provide the following services that Siskiyou Farm Co. producers will benefit from:

- Technical assistance
- Aggregating
- Products Packing
- Orders Distributing
- Orders Marketing
- Cold/Dry storage
- Inventory Management
- Customer Service

PROJECT PARTNERS

This project is funded by the USDA Farmers Market Promotion Program grant, and is administered by the Siskiyou Economic Development Council.

PRODUCER AGREEMENT

By applying to be on the Siskiyou Farm Co., platform you agree to the following;

1. [I am a/we are] local producer(s) of goods or products that can be marketed through Siskiyou Farm Co. as defined by the Producer's Guide.
2. [I/we] agree to follow the Producer Requirements described in the Producer's Guide.
3. [I/we] understand it is [my/our] responsibility for being aware of and following local, state, and federal regulations about the production and sale of food produced;
4. [I/we] carry a general and product liability insurance policy of at least \$1 million per occurrence that includes "Siskiyou Farm Co." as a named insured.
5. [I/we] agree to be responsible for maintaining [my/our] own online inventory, product descriptions, and pricing as described in the Producer's Guide.
6. [I/we] agree to follow the Market Operations described in the Producer's Guide.
7. [I/we] understand it is [my/our] responsibility to have products delivered to the drop point at the specified time each week.
8. If I choose to store products with Siskiyou Farm Co., I assume liability for my products if a loss of products occurred.