



County of San Diego

HA DANG

AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

DEPARTMENT OF AGRICULTURE WEIGHTS AND MEASURES

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MĒGAN MOORE

ASSISTANT DIRECTOR

CERTIFIED FARMERS' MARKET (CFM) CERTIFICATE APPLICATION

A CFM is a location approved by the County Agricultural Commissioner where only agricultural products, which have been produced by a certified producer, may be sold or offered for sale. A CFM certificate is valid for up to twelve months from the date of issue but no longer than the indicated expiration date on the certificate.

QUALIFIED APPLICANTS must be one of the following:

- Certified Producer
- Nonprofit Organization
- Local Government Agency

ALL APPLICANTS SUBMIT:

- Completed Application form (attached)
- Application fee of **\$150**. Method of payment:
 - Check or money order payable to: *County of San Diego*.
 - Cash, Visa or MasterCard (*walk-in only*)
- List of the names of certified producers selling at market
- Detailed map of market that clearly locates and identifies the contiguous boundaries of the certified area as well as the non-certified, and/or non-agricultural product areas of the market, and gives market location, including cross streets (*see sample map*)
- Load Sheet (form used to record daily sales by participants)
- (Renewals Only) A complete set of Load Sheets from a recent market day

ADDITIONAL DOCUMENTS (submit when applicable):

- CERTIFIED PRODUCERS:** copy of valid Certified Producer Certificate.
- NONPROFIT ORGANIZATIONS:** California Franchise Tax Board nonprofit status.
- Document authorizing market manager to act on applicant's behalf.

RENEWALS:

- To avoid market closure, submit application and fee 30 days prior to current CFM certificate expiration date. Extensions are not given.
- Certificate will only be renewed when all outstanding fees are paid in full.

ADDITIONAL REQUIREMENT: A CFM is defined as a food facility and a valid health permit is required from the County of San Diego Department of Environmental Health (DEH). Contact DEH at (858) 505-6900 or DEH.FHDUTYEH@sdcounty.ca.gov

RESOURCES: See page two.

CERTIFIED FARMERS' MARKET RESOURCES & INFORMATION

REGULATIONS (copies available by request):

Specific requirements for the operation of a certified farmers' market are found in:

- California Food and Agricultural Code, Division 17, Chapter 10.5.
- California Code of Regulations, Title 3 commencing with Section 1392.
- California Retail Food Code, Chapter 12.

All agricultural products, when sold or offered for sale at a certified farmers' market, shall comply with all applicable laws and regulations.

WEBSITES:

- http://www.cdffa.ca.gov/is/i_&c/cfm.html: California Department of Food and Agriculture - CFM Program information, links to Laws and Regulations, and market locator.
- http://www.sdcounty.ca.gov/awm/farmers_markets.html: Agriculture, Weights & Measures - CFM webpage has application packets, list of San Diego markets, and civil administrative penalty guidelines.

ADDITIONAL INFORMATION:

- Scales used to sell any agricultural products by weight must be tested and sealed by a county sealer. A copy of current registration must accompany scale.
- Organic producers must be registered and certified (if sales are more than \$5,000/year) as required by the Food & Agricultural Code.
- Packaged commodities must be labeled with identity, responsibility, and quantity in accordance with the California Code of Regulations.
- Fresh fruits, nuts, and vegetables sold outside of the Certified Farmers' Market designated area must conform to size, standard pack, container, and labeling requirements pursuant to the Food and Agricultural Code.
- See attached "Self-Inspection Checklist" as a helpful guide to complying with CFM regulations.

PROGRAM CONTACT

For more information, please contact the Ag Standards Program at (858) 614-7786 or AgStandards.AWM@sdcounty.ca.gov

APPLICATION FOR CERTIFIED FARMERS' MARKET CERTIFICATE

APPLICANT IS (CHECK ONE)

- Certified Producer(s)
 Local Government Agency
 Nonprofit Organization

APPLICANT INFORMATION

| | |
|----------------------------|-------------------|
| ORGANIZATION NAME | FIRST & LAST NAME |
| MAILING ADDRESS | BUSINESS PHONE |
| CITY, STATE, & ZIP | OTHER NUMBER |
| BUSINESS/RESIDENCE ADDRESS | FAX NUMBER |
| CITY, STATE, & ZIP | E-MAIL ADDRESS |

MARKET INFORMATION

| | |
|---------------------|----------------|
| MARKET NAME | BUSINESS PHONE |
| MAILING ADDRESS | OTHER PHONE |
| CITY, STATE, & ZIP | FAX NUMBER |
| MARKET MANAGER NAME | E-MAIL ADDRESS |

MARKET LOCATION

| |
|---|
| (Include Cross Streets) |
| CITY & ZIP COUNTY OF SAN DIEGO |

PLANNED SCHEDULE OF OPERATION

| | |
|-----------------------------------|-----------------------------------|
| DAY | EST. # OF VENDORS PER MARKET DAY: |
| SEASON 1 – MONTHS OPEN | SEASON 1 – HOURS OPEN |
| FROM _____ TO _____ | TO _____ FROM _____ |
| SEASON 2 (optional) – MONTHS OPEN | SEASON 2 (optional) – HOURS OPEN |
| FROM _____ TO _____ | FROM _____ TO _____ |

As the applicant, I hereby certify that the information provided on this application is true and that the Certified Farmers' Market will be operated in compliance with the Direct Marketing regulations as provided in Title 3, Chapter 3, Group 4, Article 6.5 of the California Code of Regulations.

PRINTED NAME _____

CHECK ONE: APPLICANT APPLICANT REPRESENTATIVE

SIGNATURE _____

DATE _____

CERTIFIED FARMERS' MARKET COMPLIANCE RESOURCE
Self-Inspection Checklist

| REQUIREMENTS | COMPLIES | | | REMARKS |
|--|----------|----|-----|---------|
| | Yes | No | N/A | |
| CERTIFIED SECTION | | | | |
| <i>Farmers' Market Certificate</i> | | | | |
| Valid certificate on site | | | | |
| <i>Certified Producers (CPs)</i> | | | | |
| Certificates valid and posted at booth. | | | | |
| Sellers are producers, immediate family members, or direct employees of producers | | | | |
| Sells only agricultural products | | | | |
| All products of CPs own production | | | | |
| All certifiable products on certificate | | | | |
| <i>Certified Producers selling for other CPs</i> | | | | |
| CP selling own products | | | | |
| CP names cross referenced | | | | |
| CPs products separated and identified | | | | |
| <i>Load Lists</i> | | | | |
| Collect load lists from each producer at market. | | | | |
| Lists complete with <ul style="list-style-type: none"> • name of producer and certificate number • identity of product as appears on certificate • quantity sold at market • name and date of market | | | | |
| Retain lists for 18 months | | | | |
| ALL SECTIONS OF MARKET | | | | |
| <i>Organic</i> | | | | |
| Valid Registration. Registration number | | | | |
| Proof of Certification (over \$5,000/yr) | | | | |
| Other claims (i.e. no pesticides) true | | | | |
| <i>Avocados</i> | | | | |
| Certificate of Maturity | | | | |
| Exemption Permit | | | | |
| <i>Eggs</i> | | | | |
| Labeling (on package or placard) <ul style="list-style-type: none"> • Size and grade • Sell by date and pack date • Packer ID number • "Keep Refrigerated" | | | | |
| Refrigeration: kept at 45 degrees. (Unless in certified section and meets DEH conditions.) | | | | |
| <i>Weights & Measures</i> | | | | |
| Prepackaged products are labeled with: <ul style="list-style-type: none"> • Identity • Responsibility • Quantity (net weight) | | | | |