



Local Produce Information Sheet

Required for all local producers selling directly to store

GENERAL INFORMATION

Name of Producer/Farm _____

Address: _____ City _____

State _____ Zip _____ Phone _____ E-mail _____

Total acres farmed _____ Availability of promotional materials: YES ___ NO ___

INSURANCE

Please note insurance limits of current coverage:

General Liability: YES (Dollar Amount: \$ _____) NO ___

Umbrella Coverage: YES (Dollar Amount: \$ _____) NO ___

Auto/Vehicle Liability: YES (Dollar Amount: \$ _____) NO ___

REGULATORY/CERTIFICATIONS

Are you USDA Certified Organic? YES ___ NO ___

Are you GAP Certified? YES ___ NO ___ Do you have 3rd Party Audits conducted? YES ___ NO ___

Are you required to have a Preventive Control Plan under FSMA Produce Rule? YES ___ NO ___

Is the facility licensed by state or federal agency? YES (by whom: _____) NO ___

Management	Yes	No	N/A
Is there a food safety policy			
Is there a written food safety plan or Preventive Control Plan that covers the operation?			
If plan is available, can it be reviewed by Hy-Vee?			
Are there specific individuals responsible for food safety? If so, please list: _____			
Are workers trained in food safety?			
Are corrective actions documented?			
Is there a recall program?			
Is documentation available to provide traceability of products produced?			
Are self-audits or inspections done regularly by management?			
Are outside or third party audits or inspections done?			
Is food safety documentation maintained and available for review by Hy-Vee?			

Water and Irrigation	Yes	No	N/A
Are wells or other water sources protected from contamination?			
If irrigation is used, what is its source? <input type="checkbox"/> Well <input type="checkbox"/> Stream <input type="checkbox"/> Pond <input type="checkbox"/> Municipal <input type="checkbox"/> Other			
Is potable water/well tested at least one time per year and results kept on file?			
Is the field exposed to runoff from animal confinement or grazing areas?			
Is land that is frequently flooded used to grow food crops?			
Are coliform tests conducted on soil in frequently flooded land?			
Is land use history available to determine risk of product contamination? (e.g. runoff from upstream, flooding, chemical spills or excessive agricultural crop application)?			

Soil, Water, Agricultural Chemical Management	Yes	No	N/A
What types of manures are used? <input type="checkbox"/> Raw manure <input type="checkbox"/> Composted <input type="checkbox"/> Aged <input type="checkbox"/> No manure is used			
Is raw manure incorporated at least 2 weeks prior to planting and/or 120 days prior to harvest?			
Is the manure application schedule documented with a copy submitted to the retail operation?			
Are farm livestock and wild animals restricted from growing areas?			
Are portable toilets used in a way that prevents field contamination from waste water?			
Are chemical pesticides used during the produce growing season?			
Are chemical herbicides used during the produce growing season?			
Are employees that apply pesticides or herbicides trained or licensed and supervised during applications?			
Are all applications of nutrients, manure, pesticides, herbicides or other materials documented?			

Facilities	Yes	No	N/A
Is product protected as it travels from field to packing facility?			
Is a product packing area in use with space for culling and storage?			
Are packing areas kept enclosed?			
Are food contact surfaces regularly washed and rinsed with potable water and then sanitized?			
Are food grade packaging materials used?			
Do workers have access to toilets and hand washing stations with proper supplies?			
Are toilets and hand washing stations clean and regularly serviced?			
Is a pest control program in place?			
Is preventative maintenance done on facilities and equipment?			

Product Handling	Yes	No	N/A
Are storage and packaging facilities located away from growing areas?			
Is there risk of contamination with manure?			
Are harvesting baskets, totes, or other containers kept covered, cleaned (with potable water) and sanitized before use?			
Is harvesting equipment/machinery that comes into contact with the products kept as clean as			
Are product and non-product containers available and clearly marked?			
Is dirt, mud, or other debris removed from product before packing?			
Are processes utilized to prevent or minimize physical hazards in product (stones, metal, etc.)?			
Are food grade packaging materials clean and stored in areas protected from pets, livestock, wild animals, and other contaminants?			

Transportation	Yes	No	N/A
Is product loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well maintained and clean?			
Are there designated areas in transport vehicle for food products and non-food items?			
Are products kept cool during transit?			

Worker Health and Hygiene	Yes	No	N/A
Is a worker food safety training program in place?			
Are workers trained about hygiene practices and sanitation with signs posted to reinforce			
Are workers and visitors following good hygiene and sanitation practices?			
Are smoking and eating confined to designated areas separate from product handling?			
Are workers instructed not to work if they exhibit signs of illness (vomiting, diarrhea, fever, etc.)?			
Do workers practice good hygiene (hand washing, wearing gloves, hats or hair coverings when needed)?			

PRODUCTS

List below all products that will be sold or supplied to Hy-Vee:

Products to be Sold to Hy-Vee	Grown or produced onsite	Grown or produced in different location

(Attach additional pages if needed)

Are there acceptable substitutes available if an order cannot be filled? Yes _____ No _____

If yes, list Substitute Products	Grown or produced onsite	Grown or produced in different location

(Attach additional pages if needed)

NOTE: Certain documents that might be useful for due diligence (map of farm with water sources, animal confinements, septic fields, buildings and restrooms clearly identified, adjacent land use identified recent well inspection report or city water repo, manure management schedule including composting parameters and flooding history of land. If composted manure is used – composting schedule and temperatures) may be requested for review. By signing above, you agree to provide these upon request.

As the person responsible for the operation, I will insure to:

1. Maintain the food safety system compliant with all regulatory requirements and industry GAP.
2. Cooperate in a timely manner with Hy-Vee in any efforts to follow-up on statements made in the self-declaration or inquiries regarding products provided.
3. Inform Hy-Vee **in writing** of any changes to the operation, including the scope of activities and products listed above, the legal operating name and address, name(s) of person(s) responsible for the operation, modification to food safety program, or any other changes that affect the production or supply of products to Hy-Vee.
4. Allow access by Hy-Vee, or its agents, to inspect at any time farm, facilities and equipment used to produce, harvest, process, store and/or transport products destined for Hy-Vee stores or distribution.
5. Complete the self-declaration and self-assessment checklist honestly, accurately and in full. *Termination of business relationship will result if false declarations are made. There is no time limit on discovery of false declarations.*

I confirm that the information provided above is accurate to the best of my knowledge.

Signed for and on behalf of:

Name of Operation (Legal Operating Name)

Signature (Owner/Authorized Agent)

Print Name

Title

Date

Contact Information (telephone/email)