



## North Coast Growers' Association

Humboldt County Farmers' Markets

www.northcoastgrowersassociation.org PO Box 4232 Arcata CA 95518 (707) 441-9999

### 2019 NCGA Member Pre-Season Prep List

- Get a **Certified Producer's Certificate (CPC)** from the County Agricultural Commissioner's Office to sell certifiable agricultural products. Contact Bryan Atkinson at 707-441-5271. You must provide NCGA with a copy of your CPC at or before the first market you plan to attend or you will not be allowed to sell at the market. You must also have this certificate on hand at each market you attend. If you plan to sell for a second producer, you must have each other listed on your respective CPCs, comply with second producer regulations, and inform the Market Manager in advance.
- If you sell products by weight, you must have an **approved scale** that is certified annually by the County Agricultural Commissioner's Office. Contact Bryan Atkinson at 707-441-5271.
- If you plan to sell plants, you must acquire your **State Nursery License or Exemption** from the County Agricultural Commissioner's Office. Contact Bryan Atkinson at 707-441-5271. If you sell more than \$1,000 of nursery plants you need to have the state license.
- To sell taxable items, you must obtain a **Resale License** from the State Board of Equalization. (This usually just applies to those selling nursery plants.)
- **Organic Registration and Certification.** If you are selling any products as organic, you must register with the CDFA. Contact Bryan Atkinson at 707-441-5271. If you are selling more than \$5,000 of product as organic, you must also become certified through a USDA-approved, third-party agent.
- Distribution of samples in a manner that ensures safe, unadulterated samples for the public is allowed and encouraged at all our farmers' markets. If you plan to provide samples of your products, you must have a hand-washing station at your booth and follow all Environmental Dept. **Sampling Rules for Certified Farmers' Markets**, which can be found on the our website or at the Info Booth.
- If you are selling any **processed products** such as jams, dried fruit, cheese or tinctures, you must obtain the required **health permits & certificates** from the Humboldt County Division of Environmental Health office. Facilities for producing certified processed products must be approved by Environmental Health - 100 H Street, Suite 100, Eureka (707) 445-6215
- Follow proper **product labeling guidelines**. Any products sold in closed containers must include the IRQ on the label (Identity, Responsibility, Quantity).
- For vendors selling in Arcata, complete your **Arcata Business License** application and submit it along with the fee to NCGA staff on or before your first market. Make business license checks payable to City of Arcata.
- Prepare a **farm display sign** to identify your booth. The sign must include your farm name, location, county of production, and a statement that you grow what you sell.
- It is recommended that you create a farm **Food Safety Plan**. Contact Michelle at CAFF: [michelle@caff.org](mailto:michelle@caff.org)

### 2019 First Market Checklist

- **Farm display sign, "conspicuously posted,"** including farm name, location, county, and statement that you grow what you sell
- **Certified Producer's Certificate** from the County Agricultural Department, posted at your booth
- **Certified scale**, with current "seal" from the Humboldt County Department of Agriculture
- Completed **2019 Arcata Business License** application (Arcata markets only).
- **Nursery license** if selling over \$1,000 in plants (or Exempt license if selling less).
- **Resale License** from the Board of Equalization if selling taxable items.
- Current **Organic Registration** from the State (CDFA) if you are selling any product as Organic
- Current **Organic Registration** from a USDA certified agent, if you are selling more than \$5,000 of product as organic.
- **Labels with IRQ** (Identity, Responsibility, Quantity) if selling any products in closed containers.
- **Load List** template to be completed at or directly after each market. Load lists must include farm name, date, market location, and a list of all products sold that day, along with their varieties and quantities. Load lists must be turned into the market manager at the end of the market day, or no later than the start of the next market.