



Kodiak Harvest Food Co-op (KHFC) Non-Potentially Hazardous Homemade Foods Producer Agreement

Thank you for partnering with your local co-op! We are committed to supporting Kodiak producers. This document defines the responsibilities of the producer and provides general guidelines for non-potentially hazardous foods. Before selling non-potentially hazardous foods to Kodiak Harvest Food Co-op, producers must read, sign, and return the last page. If you have any questions, please email us at sales@kodiakharvest.org or call us (907) 512-6263. Thank you.

- **COMPLIANCE with ADEC regulations**

- a. Producers must be in compliance with all regulations listed on the Alaska DEC website: <https://dec.alaska.gov/eh/fss/homemade-food>
 - i. [Milk or milk products](#)
 - ii. [Meat or meat food products](#)
 - iii. [Poultry or poultry products](#)
 - iv. [Game meat or food that contains game meat](#)
 - v. [Seafood or food that contains seafood](#)
 - vi. [Shellfish or food that contains shellfish](#)
 - vii. [Reindeer or reindeer meat products](#)
 - viii. [Nonamenable species or products of nonamenable species](#)
 - ix. [Food that contains uninspected or inspection-exempt meat](#)
 - x. [Food that contains uninspected or inspection-exempt poultry](#)
 - xi. [Food that contains uninspected products of nonamenable species](#)
 - xii. [Oils rendered from animal fat or food that contains those oils](#)
 - xiii. [Controlled substances or food that contains controlled substances](#)

- **Food handlers certificate**

Every producer in your operation should have an Alaska Food Workers Card. The course to receive the Food Workers Card is available online and costs \$10. Proof of valid Food Workers Card must be submitted with signed agreement.

<https://dec.alaska.gov/eh/fss/food-worker-card/>

- **Right to reject**

KHFC reserves the right to reject any product that is not up to standard or is delivered spoiled, damaged, or contaminated.

- **INGREDIENTS**

KHFC seeks to provide quality, healthy, and safe products for our customers and community. This means we strive to provide products made with organic ingredients to the extent feasible. We realize that certain ingredients may require you to deviate from this for sustainable business practices, but ask that you be prepared to address this with customers.

- **LABELING STANDARDS**

The producer's name, current address, telephone number, and AK business license number; and the statement, "**This food was made in a home kitchen, is not regulated or inspected, except for meat and meat products, and may contain allergens**"; and an ingredients list

- **INSPECTION RIGHTS**

KHFC has the rights to inspect and access means and methods of production. KHFC may periodically review all products and may at any time question a producer about their compliance with KHFC, local, state, and federal standards. Products that do not meet these standards may be prohibited for resale.

- **ADDITIONAL:**

- a. **Copy of business license and any other applicable certifications**

- Producer should submit any relevant documentation related to their business, including copies of certifications, to KHFC with the submission of the signed Producer Agreement page.

- **PRODUCER EXPECTATIONS**

- a. Producers are expected to communicate regularly with the specified coordinator.
 - b. Producers are expected to provide a quality product that they would be comfortable selling directly to the consumer.

- **PRICING**

Standard purchase pricing is 20% mark down from your established retail rate. KHFC may re-negotiate producer's selling price as to what the market will bear after markup. The goal is to develop a sustainable pricing strategy that will be fair to producers and consumers alike.

- **MARKETING**

KHFC will market your product in store and on social media, and may utilize your info in online, radio, and print ads. If you have social media we tag you for improved exposure. We ask that you cross-tag KHFC.

- **PAYMENT**

KHFC will pay you by check within 14 days of receiving the product.

Remember: Quality, honesty, professionalism and consistency are what will make customers happy and individual producers successful. Successful producers and satisfied customers will make the co-op successful for all!

2025 Kodiak Harvest Food Co-op Non-Hazardous Homemade Foods Agreement:

I have read and agree to the terms outlined by Kodiak Harvest Food Co-op.

Signature

Date

Printed Name

Business Name

Food Product Type(s)

Allergens: _____

CONTACT INFORMATION:

Address: _____

Phone Number: _____

Email Address: _____

Products Type selling: _____

- Appropriate permits, licenses, and insurance (if your products call for such):

- Business License, Food Handler's Card (required for all prepared food/cottage food sellers):