



Kodiak Harvest Food Co-op (KHFC) Produce Supplier Agreement

Thank you for partnering with your local co-op! We are committed to supporting Kodiak growers. This document defines the responsibilities of the producer and provides general guidelines for handling produce. Before selling produce to Kodiak Harvest Food Co-op, growers 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.

1. COMPLIANCE with GAP, GHP, local, state and federal regulations

We strongly recommended that all producers become familiar with the principles of **GAP (Good Agricultural Practices)** and **GHP (Good Handling Practices)** and have an active Food Safety Plan in place. The producer is responsible to know and follow all appropriate local, state, and federal regulations.

<https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm334114.htm>

Every individual involved in growing or harvesting product 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/>

General Guidelines for Produce Harvest and Post-Harvest

- Harvest early in the morning or late in the evening when the temperature is cooler to avoid wilting of produce. Keep produce in a shaded area.
- Wash to remove debris. Remove damaged or discolored leaves.
- Please reference the link below for product specifications:
<https://www.cefs.ncsu.edu/ncgt/wholesale-and-retail-product-specs-2.pdf?x47549>
- Handle the product no more than absolutely necessary to maintain quality.
- Be aware of state and federal rules, regulations, and laws governing food processing.

2. STORAGE

Please contact us at sales@kodiakharvest.org or (907) 512-6263, and we will discuss how we can help with arrangements for cool storage.

3. GROWING PRACTICES

KHFC seeks to provide quality, healthy, and safe produce for our customers and community. This means we strive to provide produce grown to organic standards: non-GMO, no pesticides, herbicides, or petroleum based fertilizers. We realize that certain crops or conditions may require you to deviate from this for business practices, but ask that you be prepared to address this with customers.

4. RIGHT TO REJECT

KHFC reserves the right to reject any product that we believe is not up to standards or is delivered spoiled or contaminated. Damaged, sunburned, diseased, major insect damage and unmarketable products will not be accepted. For specified standards of specific produce, please visit

<https://www.ams.usda.gov/grades-standards/vegetables>.

5. LABELING STANDARDS

Produce packaging must have the name of the grower and location grown.

6. 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.

7. ADDITIONAL:

a. Copy of business license, any 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.

8. PRODUCER EXPECTATIONS

- a. Producers are expected to deliver all items at the specified location in a timely manner. Location and time will be predetermined.
- b. Producers are expected to communicate regularly with the specified coordinator.

9. 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.

10. 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.

11. 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 farmers successful. Successful farmers and satisfied customers will make the co-op successful for all!

Kodiak Harvest Food Co-op Produce Supplier Agreement:

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

Signature

Date

Printed Name

Business Name

CONTACT INFORMATION:

Address: _____

Phone Number: _____

Email Address: _____

Products Type(s): _____

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

· Business License, Food Handler's Card: