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email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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### Objectives

- Define local food procurement
- Explain how to get started and how to enhance local food procurement
- Identify opportunities to partner with farmers and other divisions to promote the use of local foods in school nutrition programs
- Review and document food safety practices
- Identify local food procurement resources



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### Farm to School Procurement: Types of Local Food

- |                     |                   |
|---------------------|-------------------|
| • Apples            | • Hay             |
| • Aquaculture       | • Hogs            |
| • Broilers          | • Peaches         |
| • Cattle and calves | • Potatoes        |
| • Corn              | • Pumpkins        |
| • Cotton            | • Sheep and lambs |
| • Cucumbers         | • Soybeans        |
| • Dairy             | • Tomatoes        |
| • Grapes            | • Turkeys         |
| • Green beans       | • Watermelon      |



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### Farm to School Procurement: Definition of Local Food



You decide!



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Let's hear from you!

- What types of local food do you currently purchase?
  - Fruit
  - Vegetables
  - Grains
  - Dried peas, beans, legumes
  - Meat (beef, pork, poultry)
  - Fish
  - Fluid milk or other dairy items
  - Eggs
  - Nothing yet, but tell me more!



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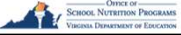
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### Purchasing Local Food for the Whole Tray

- Locally grown fruits and vegetables
- Pulaski County sources beef from local ranchers
- Prince William County sources local tortilla chips

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### Time to chat!

Where does your local food come from?




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### Expanding Local

- Building a division's Farm to School Program and local food procurement




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### Incorporate Local Foods into the School Nutrition Program

- Start with the menu!
- Utilize larger amounts of local in main dishes and sides
- Use existing recipes to maximize locally procured foods
- Modify recipes to include local, based on availability and/or seasonality
- Expand menu offerings
- Incorporate locally grown items into the Fresh Fruit and Vegetable Program




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### Incorporating Local Foods into the School Nutrition Program

- Nutrition education opportunities:
  - Harvest of the Month
  - Taste tests
  - Smoothie bikes
  - School gardens
  - Farm visits
  - Farmer in the classroom and/or cafeteria (Farm to School Day)
  - Virginia Farm to School Week

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### Let's Chat!

- Based on your current menu and existing recipes, what specific produce items could you procure in January?
  - Apples
  - Beets
  - Cabbage
  - Carrots
  - Carrots (rainbow)
  - Celery Root
  - Collard Greens
  - Fennel
  - Garlic
  - Kohlrabi
  - Leeks
  - Potatoes
  - Radishes (Red, Watermelon, Purple Daikon)
  - Rutabaga
  - Salad Mix (Hydroponic)
  - Spinach
  - Sunchokes
  - Sweet Potatoes
  - Swiss Chard
  - Tomatoes (Hydroponic)
  - Turnips
  - Winter Squash

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### The 4 P's for Local Procurement

- Plan
- Purchase
- Prepare
- Promote




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### Incorporating Local Food Purchases into the Procurement Profile

- Calculate statistical budget information
- Describe demographics and operational details
- Identify key purchasing initiatives
- Define sales calls policy




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Let's hear from you!

Do you have a procurement profile that incorporates details such as school information, participation data, and specific local foods desired for your farm to school program?

- Yes
- No
- In Progress



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### Hot Potatoes - Planning!

- ❑ Complete Procurement Profile
- ❑ Review cycle menu and identify local items to buy
- ❑ Forecast quantity
- ❑ Identify storage procedures/space/additional equipment for production




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### Hot Potatoes - Planning! (Continued)

- ❑ Identify local source(s) that meet your needs
  - Virginia Food Market Maker
    - See resource handout
  - Cooperative Extension
    - See resource handout
  - Identify other divisions or organizations (colleges/universities, hospitals, and restaurants) buying local in your area
- ❑ Identify distribution/transportation channels
  - Producer, distributor, Food Hub or Cooperative

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**The 4 P's for Local Procurement**

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- Plan
- Purchase
- Prepare
- Promote



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**Hot Potatoes - Purchasing!**

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- Write or work with your purchasing department to develop the solicitation/boilerplate
- Remember to include information such as:
  - Number of schools or delivery sites
  - Delivery windows
  - Payment terms
  - Food safety requirements
  - Liability insurance
  - What else?



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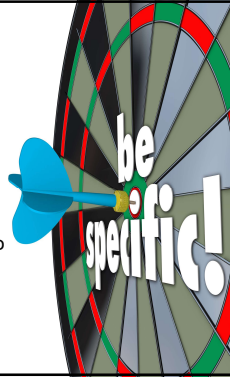
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### Spec Your Tubers!

- Write specification; consider:
  - Size
  - Type/variety
  - Quality, condition (may use U.S. Grade Standards)
  - Cleaned and/or trimmed requirements
  - Type of packing
  - Size of container, weight of container, type o container



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### Hot Potatoes – Purchasing! (Continued)

- Determine Procurement Method
  - Micro-purchases up to \$10,000
  - Simplified Acquisition Threshold up to \$200,000
  - Sealed Bids (IFB's) and Requests for Proposals when costs exceed \$200,000



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### Geographic Preference

- Divisions may apply geographic preference
- More information included in the Virginia Farm to School Toolkit



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## Hot Potatoes – Purchasing! (Continued)

- Describe the business processes to potential partners
- Publicize solicitation
- Receive and evaluate submittals
- Award and execute contract
- Manage and monitor the procurement - service, quality, price, and contract compliance

### CONTRACT



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## The 4 P's for Local Procurement

- Plan
- Purchase
- Prepare
- Promote



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## Hot Potatoes - Preparing!

- Review and or modify recipe(s)
- Confirm recipe and portion yield and recommended portion tool
- Test quality holding temperature and time
- Conduct staff training (retest recipe)
- Photograph recipe or make a video of production
- Identify serving container



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### The 4 P's for Local Procurement

- Plan
- Purchase
- Prepare
- Promote



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Hot Potatoes - Promoting!



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Local Food Hub

Procurement Summary

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## Food Safety: From Farm to School

- Food Safety Modernization Act (FSMA)
- Good Agricultural Practices (GAPs)
- Good Handling Practices (GHPs)
- Traceability
- On site Farm Visits

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### Food Safety Modernization Act of 2011 (FSMA)

- Established regulatory standards
- Developed the Produce Safety Rule - Growing, harvesting, packing and holding standards (some produce items exempt)



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### Good Agricultural Practices (GAPs) & Good Handling Practices (GHPs)

- Proactive steps to reduce or mitigate risks of foodborne illness
- Identifies critical contact points or points of contamination
  - Water
  - Soil
  - Humans
  - Animals
  - Tools/equipment



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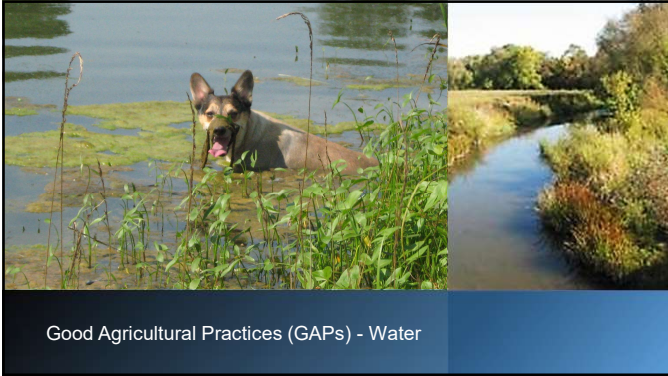
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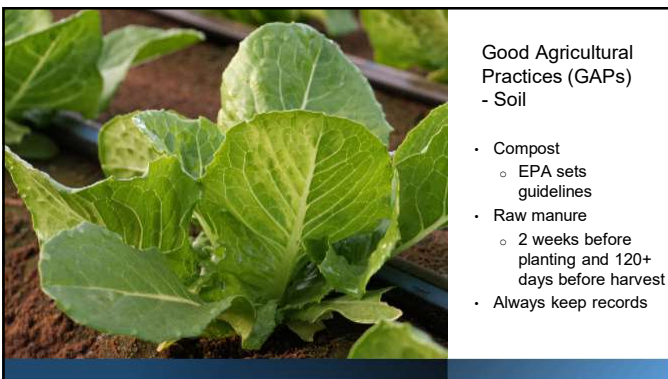
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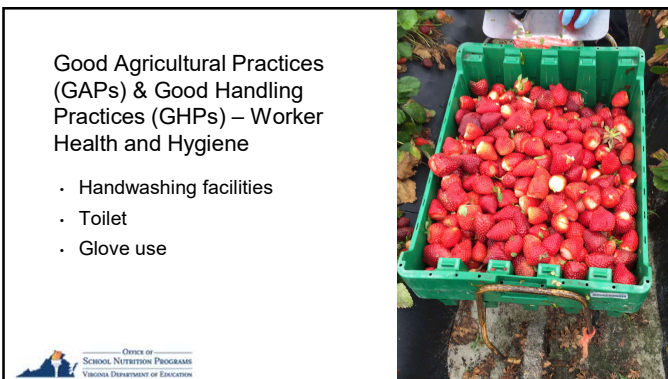
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Traceability  
– One Step  
Forward;  
One Step  
Back



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### Traceability Documentation

- Schools can purchase from the farm, co-ops, distributor, produce distributor, or obtain food items from the school garden



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### GAP Certification

- GAP Audit to Obtain Certification (\$)
- GAP Certification
- Harmonized GAP
- Group GAP
- Not Mandatory for School Nutrition Programs



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### Food Safety Criteria and Expectations



- Has the producer identified on-farm food safety risks for their farm?
- Does the producer have a written food safety plan and/or procedures in place to mitigate identified risks, such as providing worker health and hygiene training?
- How are food safety policies, procedures, and practices verified?
- How much liability insurance does the producer carry?

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### Liability Insurance

- Types of Insurance
  - Food product liability
  - General farm liability
  - Commercial business liability
  - Auto
- Bodily injury does not include transmission of bacteria, viruses, parasites, or other foodborne hazards

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### Farm Visits to Verify Food Safety Practices

- Have all workers, including family members, been trained in proper health, hygiene, and produce handling practices and policies for any of the stages they are involved in?
- Are visitors instructed in expectations, especially if they are allowed in any production and packing areas?
- Is appropriate signage posted to remind workers and visitors of food safety practices and policies?
- Are port-a-johns or indoor restrooms and wash stations readily available?
- Do all workers and visitors wash hands after using the restroom and at other specified times as stated in training/policy?

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### USDA Resource: Verifying On-Farm Food Safety



Prior to purchasing produce from a local farm, school nutrition operators should visit the farm to observe key food safety practices and ask questions about produce handling. Because a visit will require time from the farmer's schedule as well as your schedule, you may wish to organize a group visit with other school nutrition directors in your purchasing cooperative or local area. Information in this document can be used to ensure that you collect sufficient information on your visit to make an informed decision about purchasing from the farm.

**Finding a Farm**  
Finding farms to work with is the first step. Follow these suggestions to locate farms that may be a good fit for your operation:

- Contact your state farm to school coordinator, if applicable. Check with the state department of education or agriculture to find out if there is a farm to school coordinator in your state.
- Contact your state department of agriculture or check their website for lists of farms in your area.
- Contact cooperative extension agents in your area.
- Contact other school nutrition directors in your area who are purchasing local products from farms.
- Talk to farmers at your local farmer's markets.
- Visit [www.ams.usda.gov/goodag](http://www.ams.usda.gov/goodag) for a list of farms that have been certified in Good Agricultural Practices/Good Handling Practices through USDA's third party audit program.
- Search on farm to school or community-based agriculture websites.

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### Incorporating Farm to School within the Food Safety Plan

- Receiving
- Storing
- Preparing
- Cooking
- Holding
- Serving
- Cooling
- Reheating



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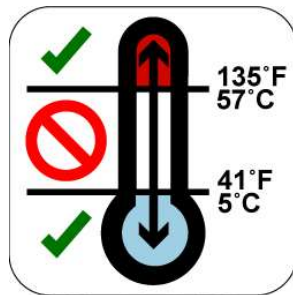
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### School Food Safety Plan

- Site specific plan
- HACCP-based SOPs



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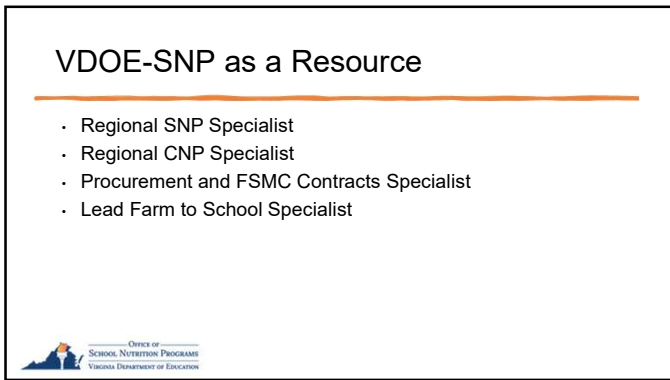
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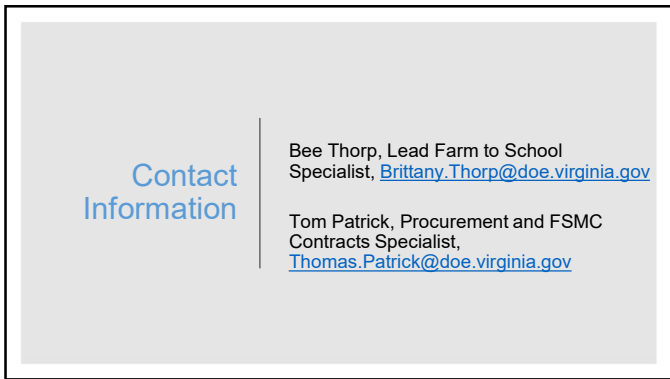
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### USDA Buying Local Food Resources

USDA Patrick Leahy Farm to School Website:

- Procuring Local Foods in Child Nutrition Handbook
- Farm to School Fact Sheets
- Finding, Buying, and Serving Local Foods Webinar Series
- Farm to School Policy Memos and Regulations



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### VDOE Farm to School Website

- Virginia Farm to School Toolkit
- Procurement Templates
- Resources related to:
  - Farm to School Procurement
  - Nutrition Education
  - School Gardens
  - Seasonal Availability Calendar
- [Link to Resources](#)



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### Virginia Partners

- VDACS Virginia MarketMaker Website
- Virginia Cooperative Extension Farm to School Program Team



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