



County of San Diego

HA DANG
AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

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CERTIFIED FARMERS' MARKET CERTIFICATE APPLICATION

A Certified Farmers' Market (CFM) is a location approved by the County Agricultural Commissioner (CAC) where agricultural products, which have been produced by a producer or certified producer, may be sold or offered for sale. The operator of a CFM may operate a separate non-agricultural products (community events) area next to the CFM. A CFM Certificate is valid for up to twelve months from the date of issue but no longer than the indicated expiration date on the certificate.

QUALIFIED APPLICANTS must be one of the following:

- Certified Producer(s)
- Local Government Agency
- Nonprofit Organization

ALL APPLICANTS SUBMIT:

- Completed Application form (attached)
- Application fee for Fiscal Year 2023-24 of **\$202**
Method of payment:
 - Online (*See contact information on page 2 and contact Ag Standards Program for instructions*)
 - Check or money order payable to: **County of San Diego**
 - Cash, Visa or MasterCard (*walk in only*)
- List of the names of certified producers selling at market
- Total number of vendors selling in the community events area (*if applicable*)
- Detailed map of market that clearly delineates and identifies the contiguous boundaries of the certified area and community events area, and the CFM's location, including cross streets (*See enclosed sample map*)
- Product Load Sheet (form used to record daily sales by participants)

ADDITIONAL DOCUMENTS (submit when applicable):

- CERTIFIED PRODUCERS:** copy of valid Certified Producer's Certificate.
- NONPROFIT ORGANIZATIONS:** Proof of nonprofit status, such as Secretary of State filing, Articles of Association, bylaws, etc.
- LIMITED LIABILITY COMPANIES & CORPORATIONS:** Articles of Organization, Incorporation, Association or other documentation including list of directors and officers
- Signed document listing individuals, including market manager(s), who are authorized to act on the applicant's behalf. (See attached "*CFM Authorized Representatives*")

RENEWALS:

- CFM Certificates will only be renewed when all outstanding fees and fines are paid in full.
- To avoid market closure, submit application and fee 30 days prior to current CFM certificate expiration date. Extensions are not given.

Certified Farmers' Market Certificate Application
County of San Diego

- Submit a complete set of Product Load Sheets from a recent market day
- Existing CFMs for which the operator or location has changed are considered new applications.

PROCESSING:

- An inspector will contact you to review the details of your application.
- The CAC office will contact you when the CFM Certificate is ready for your signature.
- The CFM Certificate will be signed, embossed, and then issued to you by CAC.

ADDITIONAL REQUIREMENTS:

- A CFM is defined as a food facility and a valid health permit is required from the County of San Diego Department of Environmental Health (DEH). Contact DEH at (858) 505-6900 or fhdtmpevents@sdcounty.ca.gov
- CFMs must be operated in compliance with the local Planning, Fire, Police and Public Works Departments.
- Visit www.sdfarmersmarkets.org and select “Open a CFM” to learn about other agencies’ regulatory requirements for CFMs.

INSPECTIONS:

- The CAC inspects CFMs at least twice a year for compliance with Direct Marketing laws and regulations. (See attached “*CFM Resources & Information*”)
- The property inspection fee in Fiscal Year 2023-24 is **\$182.00 per hour**, including round trip drive time to and from the inspection location. The fee must be paid before the certificate is renewed.

PROGRAM CONTACT:

For more information, please contact the Ag Standards Program at (858) 614-7786 or AgStandards.AWM@sdcounty.ca.gov

CERTIFIED FARMERS' MARKET RESOURCES & INFORMATION

LAWS AND REGULATIONS (copies available by request):

Specific requirements for the operation of a certified farmers' market are found in:

- California Food and Agricultural Code, Division 17, Chapter 10.5
- California Code of Regulations, Title 3 commencing with Section 1392
- California Retail Food Code, Chapter 12

All agricultural products, when sold or offered for sale at a certified farmers' market, shall comply with all applicable laws and regulations.

WEBSITES:

- www.sdfarmersmarkets.org: Agriculture, Weights & Measures - CFM webpage has application packets, list of San Diego County CFMs, and training resources for certified producers and market operators (copies available by request).
- www.cdfa.ca.gov/is/i_&c/cfm.html: California Department of Food and Agriculture - CFM Program information, links to Laws and Regulations, and market locator.
- https://www.cdfa.ca.gov/is/i_&c/sffsg.html: California Department of Food and Agriculture – Small Farm Food Safety Guidelines.

ADDITIONAL INFORMATION:

- CFM operators are responsible for ensuring that their market is operated in compliance with Direct Marketing laws and regulations.
- Violations at certified producers' booths can result in violations for the CFM.
- Please review the resources available at www.sdfarmersmarkets.org and speak with an inspector to learn more about the requirements that apply when operating a CFM.
- Keep enclosed "*Certified Farmers' Market Self-Inspection Checklist*" as a guide for you to comply with Direct Marketing laws and regulations.

PROGRAM CONTACT

For more information or to email application and documents, please contact the Ag Standards Program at (858) 614-7786 or AgStandards.AWM@sdcounty.ca.gov

APPLICATION FOR CERTIFIED FARMERS' MARKET CERTIFICATE

APPLICANT IS: (CHECK ONE)

- Certified Producer(s) Local Government Agency Nonprofit Organization

APPLICANT INFORMATION

ORGANIZATION NAME	FIRST & LAST NAME
MAILING ADDRESS	BUSINESS PHONE
CITY, STATE, & ZIP	OTHER NUMBER
BUSINESS/RESIDENCE ADDRESS	FAX NUMBER
CITY, STATE, & ZIP	E-MAIL ADDRESS

MARKET INFORMATION

MARKET NAME	BUSINESS PHONE
MAILING ADDRESS	OTHER PHONE
CITY, STATE, & ZIP	FAX NUMBER
MARKET MANAGER NAME	E-MAIL ADDRESS

MARKET LOCATION

(Include Cross Streets)	
CITY & ZIP	COUNTY OF SAN DIEGO

PLANNED SCHEDULE OF OPERATION

DAY	EST. # OF VENDORS PER MARKET DAY:
SEASON 1 – MONTHS OPEN	SEASON 1 – HOURS OPEN
FROM TO	FROM TO
SEASON 2 (optional) – MONTHS OPEN	SEASON 2 (optional) – HOURS OPEN
FROM TO	FROM TO

ADDITIONAL MARKET INFORMATION

- Market participates in:** SNAP/EBT WIC Market Match Do not participate but interested
(Please send me information)

As the applicant, I hereby certify that the information provided on this application is true and that the Certified Farmers' Market will be operated in compliance with the Direct Marketing regulations as provided in Title 3, Division 3, Chapter 1, Subchapter 4, Article 6.5 of the California Code of Regulations.

PRINTED NAME _____

CHECK ONE: APPLICANT APPLICANT REPRESENTATIVE

SIGNATURE _____

DATE _____

CERTIFIED FARMERS' MARKET AUTHORIZED REPRESENTATIVES

I _____, legal operator of the _____
Certified Farmers' Market (CFM), do currently authorize the following people, pursuant to Title 3, Article 6.5
of the California Code of Regulations §1392.2(b), to represent the CFM in matters relating to signing of the
CFM certificate, application, and other documentation, and on-site management during CFM operation.

NAME

NAME

I will immediately notify the endorsing Agricultural Commissioner/Sealer upon termination or change in status
of CFM authorized representatives.

I am aware that any violation of the Direct Marketing Regulations (Title 3, Article 6.5 of the California Code of
Regulations) by the CFM operator or by its authorized representatives may result in a civil administrative
penalty and/or revocation of the CFM certificate and/or the privilege to operate a CFM.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name

Certified Farmers' Market Certificate No.

Signature

Date

CERTIFIED FARMERS' MARKET SAMPLE SITE MAP for:

Agriculture Weights and Measures (AWM)

Site Map Instructions

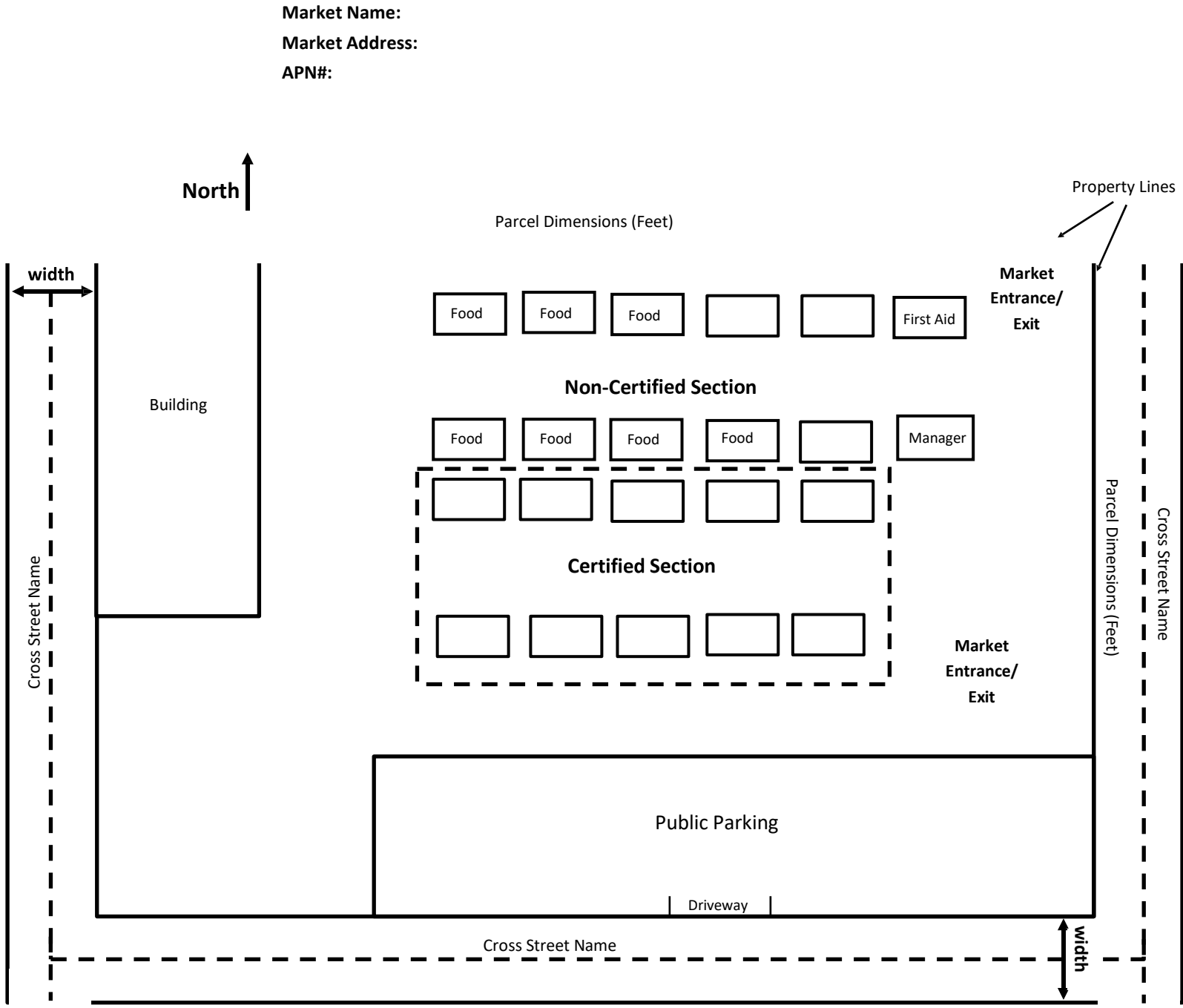
The following site map items are required by the agencies listed above.

Maps must be clear and legible and include:

1. Property owner's name, current address, parcel address (if available)
2. Assessor's parcel number(s) (APN)
3. Parcel property dimensions of parcel in feet
4. Show North arrow direction in map
5. Certified (farmers selling agricultural products) and non-certified (all other sales) sections
 - ✓ Certified area must be contiguous and separate from the non-agricultural section

CERTIFIED FARMERS' MARKET SAMPLE SITE MAP FOR:

Agriculture Weights and Measures (AWM)



CERTIFIED FARMERS' MARKET COMPLIANCE SELF-INSPECTION CHECKLIST

(Use this checklist to review each booth for compliance each market day)

REQUIREMENTS	COMPLIES			REMARKS
	Yes	No	N/A	
All Certified Producers (CPs)				
Certificate(s) valid, embossed and posted at booth				
Sellers are authorized representatives of CP				
All products listed on certificate				
All products produced by CP				
Only agricultural products offered for sale				
Signage posted including:				
<ul style="list-style-type: none"> • Name of Farm • "We Grow What We Sell" or similar statement • County(ies) where products produced 				
All product representations accurate/not misleading				
Products comply with maturity and quality standards				
Load Lists – All CPs complete each market day				
Lists complete with:				
<ul style="list-style-type: none"> • Name and date of market • Producer name and certificate number • Identity of product as it appears on certificate • Quantity sold at market as it appears on certificate 				
Selling for Other CPs				
Primary CP selling greater amount of own products				
CP names cross-referenced on each certificate				
All certificates valid, embossed and posted at booth				
Products separated and identified by certificate				
Products are not the same as Primary CP				
Products for other CP not processed, only fresh				
"We Grow What We Sell" signage posted in correspondence with each CP's products				
Selling Products in Closed Containers				
Containers labeled with "IRQ":				
<ul style="list-style-type: none"> • Identity of product • Responsibility (name, address, zip code of farm) • Quantity in container 				
Selling Products by Weight				
Scales are approved and sealed				
Selling Organic Products				
CP is registered as organic producer (and certified if sales >\$5,000/year)				
Valid registration and certification posted at booth				
Organic products properly labeled*				
Selling Avocados				
Valid Exemption Permit or Certificate of Maturity				
Selling Eggs				
CP is registered egg handler				
Eggs properly labeled*				
Eggs clean, sanitized, free of defects, not displayed in direct sunlight				
Selling Processed Products of Primary CP, not on behalf of cross reference				
All ingredients produced by CP				
Products properly labeled*				
Processing facility documentation posted at booth				

*Ask an inspector about labeling requirements

**Ask an inspector about exceptions

FILL OUT CFM LOAD SHEETS COMPLETELY



It's important to be able to track the identity and quantity of products sold at CFMs

- For Investigations
- To Ensure the Integrity of the Direct Marketing Program

COMPLETE LOAD SHEETS MUST INCLUDE:

- The name of the Certified Producer
- Name and date of the Market
- Identity of each product sold, *as it appears on CPC.*
- Quantity of each product sold, *as it appears on CPC.*



SAMPLES OF VIOLATIONS

Uptown Certified Farmers' Market
Load Sheet

Date: 5/21/18
Certified Producer Name: BULSEYE RANCH
Certificate #: 8888

Identity	Quantity
<u>Herbs</u>	<u>40 bunches</u>
<u>cilantro</u>	
<u>oregano</u>	
<u>sage</u>	
<u>thyme</u>	
<u>lima Beans</u>	<u>2 LBS</u>
<u>kale</u>	<u>6 bunches</u>
<u>onion</u>	<u>5 bunches</u>
<u>Peas</u>	<u>10 bags</u>

How much of each type of herb was sold?

How are the herbs identified on the certificate? Not identified as "Herbs"

How are the onions identified on the certificate? Bunching or Bulb?

Uptown Certified Farmers' Market
Load Sheet

Date: May 21, 2018
Certified Producer Name: A BEE ZZZZ HONEY
Certificate #: 1777

Identity	Quantity
<u>Honey</u>	<u>22</u>

e.g. units of ...
 ½ pint
 Quart
 Oz.
 LBS.

Does this give a quantity of the amount of honey sold?

Uptown Certified Farmers' Market
Load Sheet

Date: 5-21-2018
Certified Producer Name: Newland Produce
Certificate #: 9999

Identity	Quantity
<u>mini bouquets</u>	<u>5 bunches</u>
<u>mix bouquets</u>	<u>12 bunches</u>
<u>Kangaroo Paw</u>	<u>3 bunches</u>
<u>Origan mist</u>	<u>4 LBS</u>
<u>SA</u>	<u>3 bunches</u>
<u>Valencia Oranges</u>	<u>300LBS</u> -?

How are the flowers identified on the certificate?

Does this tell us the identity and quantity of each type of flower sold in the bouquets?

Illegible writing?

Does it make sense to sell 300 lbs. Valencia oranges?

SAMPLES OF CPC ENTRIES

OKRA	OKRA	10	SqFt	50	Lbs.
ONION	BULB ONION MISC	10	SqFt	75	Lbs.
ONION	BUNCHING	1	SqFt	5	Bunches
OREGANO	OREGANO MISC	2	Plants	10	Bunches
OREGANO P	OREGANO	2	Plants	10	Pots

PEPPER CHILI	POBLANO	2	Plants	6	Lbs.
PEPPER CHILI	SERRANO	2	Plants	6	Lbs.
PEPPER CHILI	THAI HOT	2	Plants	6	Lbs.
PEPPER SWEET	BELL GREEN/ RED	2	Plants	6	Lbs.
PEPPER SWEET	BELL MISC	10	SqFt	50	Lbs.
PEPPER SWEET	BELL PURPLE	2	Plants	6	Lbs.



San Diego County
Dept. of Agriculture,
Weights & Measures

Agricultural Standards Division

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