



Clatskanie Farmer Collective

Farmers Market Vendor Handbook

501(c)(3) non-profit organization

Our Mission & Values

Clatskanie Farmer Collective cultivates a resilient local agricultural system by increasing market opportunities, community engagement, and producer support.

Resiliency, Holistic Stewardship, Innovation, Accountability

WHAT'S INSIDE

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We strive to create a market where everyone can feel safe, respected, and uplifted by one another. There is no tolerance in our market for racism, discrimination, harassment, hate, or violence. We acknowledge the land we now call Clatskanie as the traditional territory of the Siletz, Grande Ronde, Clatsop, and Chinook Tribal nations. We also acknowledge the Tribal governments and their roles today in taking care of these lands.

The Clatskanie Farmer Collective, a 501(c)(3) non-profit organization, is overseen by a dedicated Board of Directors (BOD). These volunteers are working year-round behind the scenes to help coordinate our programs. By vending at one of the CFC market opportunities you become a member of the CFC and therefore have annual voting rights to elect the BOD.

CFC main program areas include our year-round food hub, a weekly summer farmers market, the hub classroom and our community garden. Questions? Contacts here:

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Our Farmers Market is known to be a unique, fun and quirky market experience! Our top priority is creating a welcoming, engaging and educational environment for everyone to learn, gather and enjoy the bounty of the PNW right in the heart of Clatskanie, OR.

We welcome everyone to become a vendor or a shopper at our market. CFC Farmers Market is open June through September as an open-air market from 10am-2pm in downtown Clatskanie. We provide live music for every market day and throw festivals throughout the year. **EBT/SNAP payments for qualifying purchases** are especially welcome, and we encourage you to “Double Up” with Double Up Food Bucks (DUFb); spend \$20 get \$20! Some farmers also honor **Farm Direct Nutrition Program (FDNP)**.

Buying locally grown groceries maximizes your dollar, our local economy, and the nutrition of the food that nourishes you and your family. Picked fresh, minimally transported, and full of local flavor, our farmers market produce is the best choice and money well spent. Come thrive with us!

Your Onboarding Checklist for the CFC Farmers Market:

TASK OR TOOL	STATUS
Submit an application and pay application fee (application here: 2024 Farmers Market Application)	<input type="checkbox"/>
Schedule a time with Kelsey to go over submitted items (make sure all documentation is submitted with application)	<input type="checkbox"/>
<p>Full-time vendors pay by May 1st for discounted rate (via check, drop at hub or online payment). If you are full-season and will miss a market, you must notify manager a week in advance.</p> <ul style="list-style-type: none"> ● Pay by May 1st - \$220/full season 10'x10', \$12 per day ● Pay by May 1st - \$440/full season 10'x20', \$24 per day ● May 1st - June 1st - \$270/full season 10'x10', \$15 per day ● May 1st - June 1st - \$540/full season 10'x20', \$30 per day 	<input type="checkbox"/>
<p><u>Week-to-week Vendors and Festival Vendors</u></p> <ul style="list-style-type: none"> ● \$20 per day: 10'x10' space ● \$40 per day: 10'x20' space ● Payable to Clatskanie Farmer Collective via check, cash drop during food hub hours or online on our website. For week-to-week vendors, day of payment is accepted but not encouraged. ● ALL festival vendors must pay one week in advance of festival attendance (non-refundable unless emergency related) <p><i>A \$25 fee is charged on all returned checks.</i></p>	<input type="checkbox"/>
<p>Attend the pre-season Vendor Information Session.</p> <p>March 10th 12pm - 4pm - 80 Art Steele Street Clatskanie, Oregon</p> <ul style="list-style-type: none"> ● Online option available if unable to attend - contact Manager. 	<input type="checkbox"/>
<p>For farm and produce vendors - sign up for the Farm Direct Program by June 1st and sign the DUFB / Produce Match acceptance form before attending market.</p>	<input type="checkbox"/>

Please note: Vendors are responsible for having the most recent Handbook version. The policies and procedures outlined in this handbook are subject to change, relative to directives of the ODA, City of Clatskanie, CFC BOD, OFMA, and/or other entities. All vendors and products are subject to the discretion of the Board. Active vendors will be contacted promptly by the Program Manager if changes to operating procedures occur.

General Market Rules:

1. No smoking allowed anywhere in or near the market area.
 2. Animals on leash are allowed in the market at Manager's discretion, but not in or by food/beverage establishments
 3. Beer garden for our Pollination Celebration, Garlic Fest & Harvest Fest for onsite alcohol sales & tasting
 - Alcohol stays within the beer garden area
 4. Must arrive no later than 9 am (notify manager for emergency situations)
 5. Check-in at information booth for space location (layouts will be sent every Friday before market)
 6. If possible, unload all items and then move car to parking area
 - Drive very carefully on park grass
 - During rainy days market may be on the street
 7. No cars allowed in market area 30 minutes before opening
 8. No vehicles are allowed back into the market for 15 minutes after the market closes
 9. Selling begins to customers at 10 am
 10. You can sell to other vendors 15 minutes before market opening
 11. Hand washing station required for sampling product (**pg. 13**)
 12. If you would like to sell an item not submitted on your vendor application, approval is required
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General Vendor Rules:

1. All prices must be clearly displayed and meet ODA rules/requirements for weight & packaging
 - a. Proper use of scale with current certification required
2. All vendors must display a name of farm or business
 - a. Farm direct producers are required to have address displayed
3. Each canopy leg must have 25 lbs of weight holding it down
4. Vendors are responsible for all set-up materials that fit within the allotted space
 - a. 10 ft x 10 ft or 10 ft x 20 ft
 - b. All selling happens within the space
5. Vendors are responsible for any trash produced at their booth
6. All applicable licenses and certificates are up-to-date & present
7. Fire extinguishers present (if applicable)
8. Booth free of clutter and garbage
9. Liability insurance is highly recommended for ALL vendors - list "Clatskanie Farmer Collective" on insurance
10. Restrooms for vendors located at the food hub

Weekly informational & data collection envelopes will be distributed from the info booth and must be picked up prior to the opening of the market. Vendors are responsible to return completed envelopes & any payment/fees/tokens to the Information Booth when done for the day. Vendor booth fees and anonymous sales data records will be collected each market day.

Packaging Guidelines

CFC encourages the use of environmentally friendly packaging and minimizing packaging when possible.

- Styrofoam is not allowed in the market.
- One-time use plastic bags are not allowed at the market and additional single-use packaging is not encouraged.
- No trash or recycling will be available for vendors. Minimizing waste is our top priority.

CFC strives to promote transparency with growing practices in the pursuit of educating consumers (conventional versus grown “organically”, certified or non-certified, biodegradable or industrial compostable etc.)

Food Assistance at the Farmers Market

Customers will pick up tokens and cards from the information booth.

FDNP Checks

Farmers must sign up for this program themselves before June 1st through the FDNP program and all transactions are done between the customer and the farmer. We only ask that you record the daily intake of FDNP checks received.

SNAP Tokens

SNAP tokens allow customers to purchase local fresh food through signing up for a monthly benefits program based on income/household size, see list of accepted items.

DUFB Cards

A \$20 matching program for customers using SNAP benefits at the market, see list of accepted items.

EBT Tokens

EBT cash acts as any regular cash and customers are able to purchase any items at the market with this.

Produce Match Cards

A \$20 matching program for customers using EBT cash at the market see list of accepted items.

Power of Produce Tokens

Tokens only for fruits, vegetables and plant starts for kids ages 2 - 12 years old. The kids can ask for the tokens at the info booth.

- Vendors are required to record the amount of food assistance accepted at the Farmers Market on the vendor sales slip handed out at each market by the manager
- Vendors are required to educate themselves on whether they are allowed to accept a currency type and display proper food assistance signage
- Payment schedule for food assistance intake at the Farmers Market:
 - **Full season and week-to-week vendors will receive a monthly check** (sent out by the 1st of each month) to a *listed mailing address* of all food assistance received at the market for that month of vending (June, July, August, September)
 - **Festival only vendors** will receive reimbursement the same day for food assistance currencies accepted at the market (Sprouts, Pollination, Garlic and Harvest)

Booth Sharing and Vendor Incubation Program

- a. CFC encourages community members to work together in their business endeavors and help one another bring their products to market, but we are **unable to allow booth sharing** due to market viability.
- b. CFC offers a vendor incubation booth to a limited number of vendors. The goal of this program is to:
 - i. Support new and developing vendors in their pursuit to bring items to market independently.
 - ii. Offer opportunities for community members to have experiential learning.

Guidelines: Fill out a [Vendor Incubator Application Here](#) and contact the Market Manager for your inquiry into joining the Vendor Incubation Program. An equipment waiver will be required.

Licenses and Insurance Requirements

- CFC requires documentation of all required licenses and certifications.
- For **ALL** dairy, meat, prepared and hot food vending, the market requires a Certificate of Product Liability Insurance, for \$1,000,000, with the Clatskanie Farmer Collective listed as an additional insured.
- All other vendors are highly recommended to purchase their own liability insurance.
- CFC has limited liability insurance to cover activities occurring in the market, but that coverage does not extend to producers and their products.
- CFC will secure a business license that covers all vendors doing business on market days – no additional city business license is required.
- Vendors are responsible for complying with State and Local licensing requirements governing the sale and production of their products. Failure at any time to conform to Local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees.

Native American Vendors: The treaty rights of Native American vendors allows them to sell certain products without licensing. The vendor's tribal identification card will need to be submitted with the application to confirm Native American status. Insurance for dairy/meat/hot food vendors is still a requirement.

Non-Profit Organizations: All non-profit organizations must submit a letter of determination by the IRS and be received by the Manager thirty days prior to the desired market day.

- Non-profits are required to fill out an application and pay the application fee of \$20, but all other fees are waived.
- Only 4 non-profit booths are allotted for market days and 6 spaces allotted for festivals with priority to those that align with our mission and values.
- The distribution of items for fundraising must align with our mission and values.

Alcohol Vendors: Must have approval by the City of Clatskanie (Greg Hinkleman) and **OLCC special event** application submitted and approved prior to attendance of festival event.

1. Product Exclusivity and Fair Market Value

- a. The market does not guarantee any vendor the exclusive right to sell any one product. The Manager will determine when a product category is adequately represented and may make the decision to deny applications from vendors with similar products, who may then be placed on a waiting list. The product mix in the market, as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items and the Manager will attempt to place similar vendors in a non-competing arrangement.
- b. The Manager has the right to ask for a fair market value in order to encourage a non-competing market space. If the vendor does not agree to the fair market value, then a meeting with the BOD will be set up to discuss market value.

2. Enforcement of Market Rules

- a. All rules of the market, local, state and federal regulations are enforced by the Manager and BOD.
- b. If a vendor does not abide by any rule of the market, the Manager and/or BOD has the discretion to impose a penalty: a written warning or suspension from the market for a specified time. Overall, the market reserves the right to prohibit any product from being sold in the market or prohibit a vendor from selling at the market.

- c. The BOD reserves the right to modify the rules of the market as circumstances warrant. Vendors will receive notice, and a revised copy of the rules as soon as changes are incorporated into the rules.

3. **“ON THE SPOT” Vendor Checks**

- Hand washing stations present and ready to use (if applicable).
- Vendor/employee present in the booth with a Food Handler’s card (if applicable).
- All food at least six (6) inches off the ground, or in appropriate containers.
- Items requiring temperature control (either hot or cold) will be verified by certified thermometer by the Market Manager.
- All applicable licenses & certificates are up-to-date & displayed, including organic, FDNP
- Each canopy leg is secured with weights 25lbs or greater, to hold canopy regardless of weather and adheres to CFC guidelines
- Booth is set up with regard for public safety, components of booth contained in boundaries
- Proper signage indicating the name and address of producer
- Prices of product clearly and accurately posted
- Fire extinguishers present (if applicable)
- Vendor’s booth free of clutter and garbage, etc.
- Proper use of scale with current certification required
- All products for sale are listed on application and approved by the Manager**
- Vendor and employees must be parked in spaces designated for vendors
- Vendor vehicles are not in the market area 30 minutes before opening; do not return until 15 minutes after closing

4. **Eligible Products and Labeling**

Vendors must submit a complete list of products that they produce and wish to sell at the time they apply to the market. All products must be on the approved list or clarified by the Manager. If a vendor wants to sell an item not previously approved, they must obtain written permission from the Manager before the new item can be sold at the market.

Primary Producer Rule and Farm Direct Products:

- i. Products must be grown, raised, produced, or foraged in Oregon and Washington. Products allowed to be sold at the market are agricultural products such as fruits, vegetables, herbs, cut flowers and plants, certain value-added products, honey, fungi, some processed foods, eggs, ready to eat foods and beverages, and a limited amount of hard goods. Products grown or processed using genetically modified seeds may not be sold at the market.
- ii. All products must be of good quality and must comply with any applicable regulations pertaining to their production and sales. Produce vendors must grow/raise 100% of their product on land owned/leased by said farmer/grower. All vendors must have and prominently display proper signage that identifies the farm/vendor name and address. All products must be on site for sale but subscription sales (i.e. CSA) will be allowed only with preapproval by Manager. Resale of products is not allowed.
- iii. Vendors found in violation of the Primary Producer Rule will be subject to the following penalties: the first violation involves a written warning and product removed from the sale at market that day, any further violations will jeopardize continued participation in current and future markets.

Unlimited Sales of the following agricultural products, with no additional labeling required:

- fruits
- vegetables
- fresh herbs (dried allowed only “if part of normal post-harvest handling” with no alterations including cutting or combining; normal post-harvest handling includes garlic, lavender, etc.)

Unlimited Sales of the following agricultural products, with additional labeling required of “NOT INSPECTED:”

- grains, whole or cracked
- parched and roasted grains
- legumes and seeds, fresh and dried
- flour

Unlimited Sales of the following agricultural products, with additional labeling required of
“THIS PRODUCT IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT. NOT FOR RESALE”

**FARM
FRESH
EGGS**

- The principal display panel of shell eggs that are sold directly to the consumer without a license shall contain in a prominent location the following statement above in legible, all capital, and bold-face type no less than one-eighth inch.
- Only be sold by the owner of the chickens who lay them as per ODA Rules and must be fresh, contained in clean, properly labeled containers, and kept in coolers (33 – 45 degrees).
- Does NOT need a license if eggs are to be sold directly to the consumer from the farmers market or ungraded to a dealer.
- No person shall sell eggs for human consumption in previously used consumer containers bearing the brand, trademark or officially designated number of another egg handler, unless the same is removed or defaced.
- Required to have an egg handler’s license if eggs are to be sold at: retail establishments, food service establishments, food processors, and or food distributors.

Unlimited Sales of the following agricultural products, with additional labeling required of:

NATURAL HONEY, NO ADDITIVES

- Honey labels must comply with both state and federal laws (federal labeling law 21CFR101):
 - (1) Product identity: “Honey” must be prominent and not less than 1/2 the size of the largest font used
 - (2) Honey weight must be listed in grams and ounces. One pound of honey would be labeled: 16 oz. (454 g.)
 - (3) Name and physical address of manufacturer. PO Box is not sufficient, per the ODA. Smallest print size: lower case “o” is equal to or greater than 1/16 inch.
- Producers selling only to retail customers (end users) do not need a Food Safety Program license, regardless of the number of hives owned, per the ODA Exemption from Licensing.
- If a honey producer has more than 20 hives, then all honey must bear a label that states: **“This product is not prepared in an inspected food establishment,” and “Not For Resale.”**
- Honey producers still need an apiary registration with the Commodity Inspection Program of ODA if they own five or more hives. Producers who have more than 20 hives and are wholesaling honey need a Food Safety Program license.

- The following are products that agricultural producers may sell directly to customers. Much of the following information is available from the [**Oregon Department of Agriculture**](#).
- Items prepared onsite and not intended for immediate consumption.** If an agricultural producer wishes to pop or roast their own commodities for immediate consumption, they should contact the County Health Department to discuss the requirements for a temporary restaurant license.
 - nuts, shelled and/or unshelled
 - popcorn, popped
 - nuts, roasted
 - peppers, roasted
 - corn-on-the-cob, roasted

[Resource: Ingredient Sourcing Form Here](#)

Farm Direct Producer Processed Products:

- i. Farmers/growers are allowed by the ODA (since Jan. 1st, 2012) to directly market high-acid preserved fruits, nuts and vegetables that they grow themselves per the "Farm Direct Rule." An "acidic food" is a bottled, packaged, or water-bath canned food that meets any of the following requirements: Product has a naturally occurring equilibrium pH of 4.6 or below; Product has been lacto-fermented to decrease the equilibrium pH of the food to 4.6 or below; Product has a water activity greater than 0.85 and has been acidified to decrease equilibrium pH of the food to 4.6 or below. **Records for the CFC Farmers Market Manager:**
- An ingredient sourcing form (found at the end of this handbook)
 - The publication and recipe used
 - Product label

- canned fruit (acidic, fruit-based)
- syrups (acidic, fruit-based)
- preserves (acidic, fruit-based)
- jams (acidic, fruit-based)
- jellies (acidic, fruit-based)
- salsas that are naturally acidic, or made acidic by addition of ingredients
- sauerkraut, kimchi, and other lacto-fermented fruits and vegetables
- pickles in vinegar (fruit or vegetable)
- pickle relish, acidified
- chutneys that are naturally acidic, or made acidic by addition of ingredients

These are the only Farm Direct Producer Processed products allowed at the Market without a license. A product not on this list does not fall under the exemption rule and cannot be sold without certain licensing.

Labeling Requirements - all producer-processed products must be labeled with the following:

- Product identity
- Name of agricultural producer
- Full physical address of agricultural producer (PO Box is not sufficient)
- Net weight
- List of ingredients in descending order (including any major allergens)
- The following full statements as written here:
"THIS PRODUCT IS HOMEMADE AND IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT"
"NOT FOR RESALE"

- i. Agricultural producers must grow all the principal ingredients.
- ii. Agricultural producers are not required to produce the sugar, pectin and lemon juice for the product. Farm Direct Marketing rules limit the additional, non-principal ingredients that may be added to foods processed under these rules to herbs, spices, salt, vinegar, pectin, lemon or lime juice, honey, and sugar.
- iii. Garlic, onion and celery would need to be grown by the farm direct marketer. Agricultural producers who have another licensed processor manufacture their product for them are not eligible for the Farm Direct Marketing exemption.
- iv. Water-bathed canned products with a pH at or below 4.6 inhibit the growth of clostridium botulinum and are generally considered to be safe as the process destroys harmful vegetative cells. Monitoring of pH levels in tomato-based foods is especially important since certain varieties of tomatoes may not be sufficiently acidic to produce a safe product without additional acid, such as vinegar.
- v. All recipes used must include a published process and product formulation that has been approved by a recognized process authority; this includes recipes using process methods such as low

temperature pasteurization and low sugar. Again, ALL recipes for Farm Direct Producer Processed Products under the allowed exemption MUST be from an approved resource.

- vi. There is a \$20,000 sales limitation on farm direct producer processed products under the Farm Direct Bill. If an agricultural producer's gross sales of jams, jellies, pickles and other acidic foods exceed \$20,000, the producer must either obtain a license for his or her own facility or transfer production to a licensed co-processor.
- vii. The ODA requires that acidified foods (such as salsas, sauerkraut, fruit or vegetable pickles, relish, chutney, etc.) need to have batch-by-batch records kept. Processing and production records, for products having a water activity greater than 0.85 and having been acidified to decrease the equilibrium pH of the food to 4.6 or below, will show that the process and product formulation comply with all critical factors mandated by a recognized process. These records include: providing batch-by-batch finished product testing; pH meter calibration records; colorimetric methods (including, but not limited to, indicator solutions and indicator paper which may be used if the equilibrium pH of the product is 4.0 or lower.)

Resources: [USDA Complete Guide to Home Canning](#), [Home Food Safety/Preservation](#)

Baked Goods:

The “**HOME BAKING BILL**” allows home bakers to engage in the direct sale of their non-potentially hazardous baked goods and confections without an ODA license. Bakery products must be made locally, from scratch, from quality ingredients. Preference is given to vendors who source ingredients locally. All products must be safe to consume and follow the requirement of the Baking Bill Exemption.

- Restrictions include: direct sales only, no sales online or to restaurants or stores, sales limit of \$20,000 annually, and only non-PHF products allowed. “Potentially hazardous” baked goods don’t qualify for this exemption and are baked goods requiring temperature control (e.g., refrigeration) to prevent the rapid growth of infectious or toxic microorganisms.
 - **Items exempt from home baking bill:** Baked goods that require refrigeration after production, such as pies, cakes or pastries containing cream, custard, meringue, or cream cheese icings or fillings; Focaccia- style breads containing vegetables (including raw garlic) or cheese; Candied fresh fruit products including caramel and candy apples; Baked goods containing fresh, frozen, or dried meat, or fish or shellfish products (e.g., potpies or pastries with those ingredients). For baked goods not included in the exemption, domestic kitchen licensing is required.
- Label requirements for home baked goods: the required statement is “**This product is homemade and is not prepared in an inspected food establishment.**” In addition, the label shall disclose the following product information:
 - The name, phone number and full address for the food establishment;
 - The name of the product;
 - The ingredients of the product in descending order by weight;
 - The net weight or net volume of the product;
 - Any applicable allergen warnings as specified under federal labeling requirements;
 - If the label provides any nutrient content claim, health claim or other nutritional information, product nutritional information is needed as described in federal labeling requirements.
 - Note: Baked goods that are not easily packaged, ex. single items (such as one cookie or muffin) there must be a place-card at the location that states, “**This product is homemade and is not prepared in an inspected food establishment.**” And you must have all required label information available upon request.

Processed Food Products (not under Farm-Direct):

- Food products processed under this category should be made from local products where and when available and made under the direction of the owner of the food business.
- The owner is not required to raise any of the raw ingredients. However, priority is given to foods that contain locally grown ingredients.
- A **complete Ingredient Sourcing Form** is required with vendor's application.
- A contract for a commercial kitchen, an **ODA License** and product liability insurance is required.
- All products must be approved by the ODA for the licensed kitchen being used.
- Additionally, some products may need approval from a process authority, and specific product testing.
- If all products are approved through the ODA then the owner does not need to gain product process approval from the Manager.

Dairy and Meat Products:

- A dairy processors license, available from the ODA Food Safety, is required.
- A meat sellers' license is required.
- 100% of all meat products must be from humanely raised animals by the farmer/producer.
- Animals must be butchered or processed in compliance with all local health ordinances and regulations.
- Product liability insurance for dairy and meat products is required.
- **Poultry Exemptions:** Under separate rules there are exemptions from licensing for a person who slaughters not more than 1,000 poultry per year as **outlined in the Poultry Bill.**

Wild Mushrooms:

- An application to sell fresh, whole wild mushrooms must be accompanied by an ODA form titled Food Safety Program – **Wild Mushroom Buyer Verification form.**
- Applications to sell fresh, whole wild mushrooms will be considered on a case-by-case basis by the Market Manager.
- Wild mushrooms that have been processed in any way (sliced, dried, or used in products) require a food processing establishment license.

Arts and Crafts:

- CFC prioritizes the use of natural, agriculturally produced, recycled, or repurposed arts and crafts.
- All arts and crafts items must be homemade.
- CFC is devoted to minimizing the footprint of goods and encourages vendors to source materials locally.
- If unable to source items locally, we ask that you use packaging that is compostable and/or reusable.
- Resale of any items is prohibited.
- The number of Arts and Crafts vendors at the CFC Farmers Market is at the discretion of the Manager.

Non-Food Agricultural Products:

- The market encourages non-food agricultural products such as wool, goat's milk soap, lotions, lavender wands, wreaths, alcohol, and beeswax candles.
- Vendors who have grown or produced the main ingredients in the category item such as the lavender in the lavender wand, will be prioritized. These products must be preapproved in advance by the Manager.
- At this time, tobacco and marijuana products are not permitted.

Nursery Plants (non-edible):

- Nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions and sold in standard, non-decorative nursery containers.
- When non-traditional containers are appropriate such as Bonsai dishes, succulent dishes, baskets or planter boxes, the value of the container may not exceed the value of the plant material.
- Selling a finished product purchased from another grower is prohibited.
- Nursery vendors may sell a limited number of hard-good items such as plant stands and hangers, ornamental garden decorations, stakes or trellises if the items are handmade or biodegradable. **For ornamental plants, nursery license required if sales exceed \$250.**

Vendors Using Scales for Pricing:

All scales used for weighing customer goods must be certified by the ODA Standards Division annually and a copy of certificate provided to the Manager. Vendors who operate scales used for commercial purposes (buying, selling, or processing commodities by weight, and using those weights to determine charges or payments), in Oregon, must obtain an annual scale license for each device from the **ODA's Weights and Measures Program.**

Food and Beverages Consumed in Market Premise: Food Carts, Hot Foods...

- Temporary Restaurant License obtained from the County Health Department
- Food Handlers License for at least one employee who will be in the booth always
- Certificate of Liability Insurance for \$1,000,000 listing the market additional insured
- Submit a menu with their application (No food or drinks containing high fructose corn syrup may be sold)
- Vendors with BBQs, cook stoves or other cooking devices are required to place a protective mat or flooring under cooking unit such as plywood or tarps to protect the market site surface from grease.
- All vendors cooking at the site must have a fire extinguisher in their booths. Per the Fire Department regulations, all vendors using deep fat fryers must have a K style extinguisher, made especially for grease fires. All other food vendors are required to have the multi- purpose 2A10BC extinguisher. This includes vendors using electric equipment such as coffee brewers, waffle irons and soup warmers.

The Public Health Foundation of Columbia County oversees licensing restaurants or ready-to-eat foods that are prepared (hot or cold) on site to be consumed in the market. The Farmers Market both would like to ensure that these food vendors handle food properly to minimize the risk of food borne diseases. The 2011 legislature passed a bill supported by OFMA that allows for 90-day restaurant licenses. Food Vendors will pay a pre-operational review fee, which may be required on an ongoing basis, in addition to the 90-day seasonal temporary restaurant license. The license is good at only one location. Restaurant licenses generally require one person physically present in the operation to hold a food handler's certificate. Other requirements include a diagram of the food booth and menu details. Food carts fall under a separate area of health law. Mobile food

carts have four levels, with Level 4 allowing the most complex activities. Regulated by the [Columbia County Health Department](#) with guidance from the Oregon Health Authority.

Suitable Hand Washing Station:

- a) Provide potable water in an enclosed container.
- b) Utilize a spigot that can be opened to provide a constant flow of water.
- c) Provide soap; Gel sanitizer may be used in addition to handwashing BUT not in place of it.
- d) Provide paper towels rather than cloth towels and a receptacle for used towels.
- e) Maintain a wastewater collection container with a minimum capacity equal to or greater than the freshwater container's capacity.
- f) Station needs to be accessible from inside the booth – not for customer use.
- g) Maintain handwashing equipment in a clean and sanitary manner.
- h) Use only potable water for hand washing (free of fecal coliform bacteria).
- i) Hand wash station is for the VENDOR to use while dispensing food samples.
- j) Empty the hand wash station's wastewater on gravel rather than on park grass.

**SAMPLING
PRODUCT**

Thank you for your participation in the Clatskanie Farmer Collective!

