



# Procedures of Operation

## *for Vendors at the Farmers' Market*

### **Who Needs a License?**

- Any vendor who buys and sells produce.
- Any vendor who sells a processed food product. Such items would include: meat, poultry, or fish, dairy products, flavored honey, maple syrup and maple syrup products, snack foods, baked goods, and desserts, etc.

### **How Do. Obtain a License?**

- Before starting a food business, the vendor must notify our Metro office at (651) 296-1592, Southern Minnesota office at (507)-280-2935, or Northern Minnesota office at (218) 723-4690, prior to beginning operation.
- The area inspector will then contact the vendor to discuss operating procedures and licensing.
- The vendor should also contact the city where the Market is located regarding any additional licensing or permit requirements.

### **Who Is Exempt From Licensing?**

- No license is required if you sell only eggs or fresh produce grown on your farm.
- Selling home prepared foods requires no license if you meet *all* the following requirements:
  - a. Your total food sales are less than \$1,000 for the calendar year;
  - b. You operate 10 days or less in this same year;
  - c. The foods you sell are not potentially hazardous food.
    - *Examples of foods that may be sold:* jams, jellies, fruit syrups, cakes, cookies, fruit pies, breads and lefse.
    - *Examples of foods that may not be sold:* pickles, pickled vegetables, salsa, chutney, pies with meringue topping, custard pies, creme puffs, any food with meat, any food requiring refrigeration, any acidified food or hermetically sealed food.
  - d. Exempt vendors must display a visible sign or placard which states:  
***"These products are homemade and not inspected."***

### **What Are the Special Equipment Requirements?**

- Mechanical refrigeration is required for all potentially hazardous foods, which must be held cold (41° F. or lower). This also applies to foods which must be frozen solid during transport and display for sale.

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- Proper handwashing facilities are required if you are selling any food that is not packaged, other than produce or eggs.
  - You must follow the Food Sampling Guidelines handout if you are going to give away samples of your products.
  - All food service equipment must be manufactured to National Sanitation Foundation (NSF) standards if you are serving hot food, such as brats, hotdogs, soups, etc.

### How Do I Store and Display Food?

- All foods and food-related products must be kept at least six inches above the ground, and stored and displayed in a manner which prevents contamination. (When displayed for sale, foods must be in properly sealed or covered containers intended for food, or in prepackaged form.)
- Food containers may *not* be reused unless they have been properly cleaned and sanitized in a licensed food processing facility.

### What Are the Requirements for Vehicles Transporting Food?

- Vehicles used to store and transport foods and food related items must be kept clean and in good repair. To prevent the possibility of contamination, non-food related items and chemicals must *not* be stored or transported together in the same vehicle. Foods must be protected at all times.

### What Kind of Labeling Is Required?

- All prepackaged food sold by *licensed* firms or individuals must be properly labeled to include the following information: name of product, net weight, list of ingredients in descending order of predominance by weight, and the name, address, and zip code of the manufacturer or distributor.
- *With the exception of shell eggs sold directly by farmers, vendors who are not required to have a license are exempt from the above labeling requirements.*
- In order to provide needed information to customers with food sensitivities or allergies, it is recommended that all prepared food containing the most common allergens (eggs, peanuts, other nuts, soy, milk and dairy products) be labeled with an ingredient. statement.

### What Kind of Personal Hygiene Practices Must Be Followed?

- *Anyone* who provides food samples to the public, and all those who engage in limited food handling or preparation *must* keep their hands clean.
- *Minimum* hand wash facilities are required.
- Wear clean clothing. Clean aprons or similar protective clothing is encouraged.
- Wear effective hair restraints such as clean caps or hairnets, during food preparation. Hairspray or very short haircuts are *not* a substitute for proper hair restraints-
- No smoking or eating is allowed within the retail sales or food preparation areas.
- Personal items such as purses or coats are *not* to be stored with food or food service articles.
- Persons who are ill are *not* to work in the food stands especially with symptoms of vomiting or diarrhea or with infected cuts or bumps on the hands.

### Are Pets Allowed in Food Stands?

- No pets or other live animals are allowed in food stands. Only police dogs and service animals such as patrol or handicap assistance dogs are allowed in the area in which these stands are operating.
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