

SUPPLEMENTAL INFORMATION

Distribution of Samples

Vendors who wish to distribute samples of their products must comply with "Farmers' Market Guidelines" as set by the ODA: Food Safety Division. (http://www.oda.state.or.us/Food_Safety/FSDINFO.html).

Following are highlights of those guidelines and are **NOT** meant to be a comprehensive summary:

- The Vendor should keep himself or herself and the selling area clean and neat in appearance.
- Hands must be washed with soap and clean water before handling the food and after using the toilet.
- No smoking is allowed while preparing or distributing samples.
- All surfaces, equipment and utensils which come into contact with food must be nontoxic, easily cleaned, and in good repair, and must be cleaned and sanitized prior to use. Disposable food service items may not be reused. Utensils must be stored covered or in a sanitizing solution.
- Any fruit or vegetables must be washed before preparing and distributing.
- Each Vendor that prepares samples at the sales location must have a portable hand washing station at the sample preparation site. (See "guidelines" for details.) Disposal towels must be used.
- Samples should be offered in such a way to avoid contamination from one customer to the next, such as in small cups or candy holders or using toothpicks. Samples must be covered when customers are not actively sampling them.
- Vendors will provide a trashcan for refuse from the distribution of samples.

Licenses and Special Requirements for Specific Products:

The following information is provided to aid Vendors in complying with regulations concerning their product. It is not a comprehensive list, and Vendors should contact the appropriate State agency for more detailed information. Fees subject to change. Contact appropriate State agency.

**Oregon Department of Agriculture
Food Safety Division
635 Capitol Street, NE
Salem, OR 97301-2532
Tel: (503) 986-4720
Fax: (503) 986-4729**

Any Vendor selling "certified organically grown" produce must provide a copy of his or her Oregon Tilth certification. More information can be obtained from:

**Oregon Tilth Certification
PO Box 218
Tualatin, OR 97062
(503) 620-2829**

Food items, which are produced from organically grown products, must meet State Dept. of Agriculture requirements. For the purposes of marketing, vendors cannot advertise "certified organically grown" or "organically grown" at the market without meeting the requirements of certification.

Any processed food must have been prepared in a licensed facility, and a copy of the Vendor's license must be provided for the Market. All such products must be packaged, canned or bottled according to State regulations. Guidelines for labeling of prepackaged food items are available from the Oregon Dept. of Agriculture, Food Safety Division.

Dairy products, meat, fish, and eggs, as well as any prepared foods containing these are considered "potentially hazardous foods". The temperature of these products must be kept at 45°F or below, or 140°F or above, at all times. Eggs must be fresh, sized, clean, whole, uncracked, and odor free. They must be sold in new containers showing the grade, size, date, and name and address of the Vendor. Regulations and licensing requirements for each type of product vary and Vendors should obtain complete information from the State Dept. of Agriculture. Vendors of these products should work with Market Master to assure the Market that all requirements are being met.

Vendors who sell nursery products and bedding plants are required by the state to obtain a nursery license if annual sales are over \$250. Obtain more information from:

**Oregon Dept. of Agriculture, Plant Division
635 Capitol St., NE
Salem, OR 97310-0110
(503) 986-4635**

Scales must be licensed annually by the Oregon Dept. of Agriculture. The fee is \$20.00 per year, and at the department's licensing year runs from July 1 to June 30. More information may be obtained from:

**Oregon Dept. of Agriculture, Measurement Standards
635 Capitol St., NE
Salem, OR 97310-0110
(503) 231-2171**