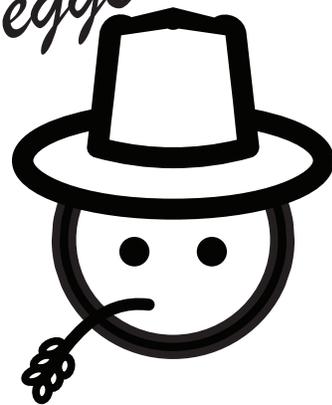


FOOD *from* FARMS

APPENDIX C: Sourcing Local Meat & Eggs

*Buying local meat and eggs
from farmers is legal!*



FOOD from FARMS

Appendix C: Sourcing Local Meat & Eggs

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Buying Local Meat & Eggs from Farmers is Legal.

Farmers who get their animals slaughtered and processed under inspection in USDA or Equal-To plants are subject to the same federal and state food safety regulations as any other approved source of meat. Farmers in Minnesota who sell meat or poultry they raise are often not required to have a food handlers license from the Minnesota Department of Agriculture (MDA). An MDA food handlers license is required only if the farmer is selling meat products with ingredients added, such as sausage with added spices.

Supporting documents for local meat and egg purchases by all food facilities in Minnesota:

Approved Sources of Meat and Poultry for Food Facilities. 2011. Minnesota Department of Agriculture.
<http://www.mda.state.mn.us/licensing/inspections/~media/Files/food/foodsafety/meatpoultry.ashx>

Sale of Locally Raised Eggs to Food Facilities. 2016. Minnesota Department of Agriculture.
<http://www.mda.state.mn.us/licensing/inspections/~media/Files/food/foodsafety/eggssales.ashx>

Supporting documents for local meat and egg purchases by school districts and other participants in USDA Child and Adult Nutrition Programs:

Local Meat in Child Nutrition Programs. 2016. USDA Food & Nutrition Service.
https://www.fns.usda.gov/sites/default/files/f2s/FactSheet_Local_Meat.pdf

Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs. 2015. USDA Food & Nutrition Service.
https://www.fns.usda.gov/sites/default/files/cn/SP01_CACFP%2001_SFSP01-2016os.pdf

Geographic Preference Does Not Apply to Meats with Added Ingredients

In programs subject to USDA-FNS Child & Adult Nutrition Program rules, foods with added ingredients and some types of processed foods cannot be sourced using geographic preference provisions.

Geographic preference can only be used for local sourcing of foods that are raw, or processed only in ways that don't change the character of the food.

Meats with added ingredients or processing can still be procured from local farmers, but geographic preference points cannot be used as a basis for awarding contracts. Under informal procurement rules, local procurement of these multi-ingredient and/or processed products can be achieved by targeting only local suppliers when requesting quotes.

Geographic preference is explained on pages 63-75 of Procuring Local Foods for Child Nutrition Programs, https://www.fns.usda.gov/sites/default/files/f2s/F2S_Procuring_Local_Foods_Child_Nutrition_Prog_Guide.pdf.

The list of food processing techniques allowed for geographic preference can be found on page 65 of that document.

Procuring Local Foods for Child Nutrition Programs. USDA Food & Nutrition Service. Pages 84-86.
https://www.fns.usda.gov/sites/default/files/f2s/F2S_Procuring_Local_Foods_Child_Nutrition_Prog_Guide.pdf

Required Documentation

Statement² from the supplier of the product.

When purchasing local meat, schools are required to track the purchase and verify that the meat has an acceptable mark of inspection. In order to do so, the following steps should be completed.

- Track the purchase by receiving an invoice from the farmer. The invoice must include the farmer's name, farm name and address.
 - If a farmer doesn't have letterhead, provide the instructions for creating letterhead on page 5.
 - See the example invoice on page 6.
- Verify the mark of inspection by taking a photo of the label on the meat packages.

If meat purchased directly from a farmer includes ingredients the farmer didn't produce, such as salt or spices, the farmer must have an MDA food handlers license. In that case:

- Request a copy of the farmer's MDA food handlers license, or ask the farmer to put their license number on their invoice.

Licenses can be verified using the food license search tool on the MDA website: <http://www2.mda.state.mn.us/webapp/lis/default.jsp?food=y>

Additional Documentation by Institutions

For raw meats, schools and other Child and Adult Nutrition Programs must reference the USDA's Food Buying Guide for Child Nutrition Programs¹ to determine the appropriate type of meat, the amount of the meat needed, and the specific yield contribution the meat makes toward the meal pattern requirements for Nutrition Programs. If a type of meat or meat product does not appear in the Food Buying Guide, then the school must receive a Product Formulation

Farm Letterhead is Not Required for Invoices

The USDA-FNS does not require that farmers' invoices be on letterhead.

However, it helps administrators, boards of directors, and the general public have confidence in the program if the invoices from farmers look professional.

Other types of food services that are not subject to Child and Adult Nutrition Program rules might find the Food Buying Guide useful for estimating quantities to purchase for their needs.

To determine the nutritional content of local meat products, including calories, fat and sodium, use the USDA Food Composition Database.³

Optional Documentation from Farmers

If a school district or other entity wants to have additional documentation from farmers who supply meat, farmers can be asked to supply a letter that provides detailed information about their product.

Farmers can use the example letter at the end of this section, shown on pages 6 and 7. Farmers should copy the letter on to their own farm's letterhead, and change wording so it matches their product. If a farmer doesn't have letterhead for their farm, provide the instructions for creating letterhead on page 5.

Optional information to include in the letter:

1. Processor. Provide the name of the USDA or Minnesota Equal-To inspected processing plant, its location, and its establishment number. Find the establishment number inside the little mark of inspection on the product labels:



USDA



MN Equal-To

2. Product Description. Say what the product is, and add

¹ USDA Food Buying Guide for Child Nutrition Programs, Meat and Meat Alternates. <https://www.fns.usda.gov/sites/default/files/tn/fbgmma.pdf>

² Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products. USDA-FNS. <https://www.fns.usda.gov/sites/default/files/PFSmma.pdf>

³ USDA Food Composition Database. <https://ndb.nal.usda.gov/ndb/>

any factual information specific to how the animals are raised: their age at slaughter, use or non-use of medications, access to pasture, type of feed, etc. Only make claims that can be documented.

3. Product Composition.

- **Age:** Say how fresh the meat is. If it's frozen, say how long it went between slaughter and getting frozen. It's okay to say "less than X days" rather than an exact period of time. Farmers can find out from their processor the maximum length of time between when they slaughter and when they freeze the processed meat, and use that in place of "X."
- **Allergens:** State any allergens present in the product. The major causes of food allergies recognized by the Food & Drug Administration are:
 - Eggs
 - Milk
 - Wheat
 - Tree nuts
 - Peanuts
 - Soy ingredients
 - Fish
 - Shellfish

If the product contains any of those allergens, the product label must list them.
- **Label.** List the things that appear on the product label. For example, the label may include the farm name, the product name, safe handling instructions, ingredients,

and the mark of inspection.

- **Packaging:** Describe how the product will be packaged when the buyer receives it.
 - **Physical:** Say what the product is expected to look, smell, and feel like. If it's a plain raw meat product with no additives, say "odors and appearance typical of raw [product type]." State that the product will be free of extraneous materials such as metal, wood, plastic, paper, etc.
 - **Temperatures:** State the storage temperature for the product and the temperature at the time of shipping. It is okay to say "less than" a certain temperature or within a certain range of temperatures.
4. **Shelf life.** If a frozen product, state the length of time the product is expected to still be good if it is kept frozen. One year is a reasonable estimate for a frozen meat product.
 5. **Lot coding.** If the farmer has a lot coding system they use for their product, explain what that is. If the farmer relies on the processing plant to assign lot numbers, say that and refer to the processing plant if there is a need to trace a lot number.
 6. **Include the farmer's signature.**

Help! I don't have letterhead for my farm!

If you don't have a letterhead established for your farm, it is easy to create in a word processing program.

At the top of a document, type in the following information:

Example:

Choose where you want to position the names, pick a font, and add a logo or image.

Your farm name
 Your name
 Your street address
 City/State/Zip
 Your phone number(s)
 Your website or Facebook page

Pretty Prairie Farm
 Sally Flynn
 90210 Bee Street
 Anyville, MN 55555
 320-333-1234
 www.prettyprairie

 **Pretty Prairie Farm**
 Sally Flynn
 90210 Bee Street
 Anyville, MN 55555
 320-333-1234
 www.prettyprairie

That's it! Save the document as "letterhead." If you don't have your own computer or printer, have a printing shop or a friend print blank copies of the letterhead for you. Then you can type or handwrite information on the blank letterhead sheets. If you have a computer and printer, then anytime you need to use letterhead, open the letterhead file and save it with a new filename that describes what you are writing; for example: "WholeTurkey_cover_letter." Then add your product information on the document, below the letterhead. Save the file when you are done.



Pretty Prairie Farm

Sally Flynn

90210 Bee Street

Anyville, MN 55555

320-333-1234

www.prettyprairie.com

Invoice #: 1234
Date of invoice: 10/24/15
Purchaser: Anyville Elementary School
10112 XYZ Ave.
Anyville, MN 55555

Customer PO: 4567
Terms: Net 30

Description	Quantity (lbs.)	\$/unit	Total
25 Whole Chickens	130.23	\$2.75	\$358.13
TOTAL			\$358.13

Thank You!
Sally



Sally Flynn
90210 Bee Street
Anyville, MN 55555
320-333-1234
www.prettyprairie.com

Product Name:

Pretty Prairie Farm Whole Frozen Chicken

Processor:

Anyville Poultry Processor
Anyville, MN
Minnesota Equal-To Establishment #9999

Product Description:

Whole chicken with neck and giblets, no added ingredients, bone-in; from meat-type chickens < 9 weeks old at time of slaughter; free-range and pasture-raised. No antibiotics or other medications were given to the birds.

Product Composition:

- Age: Fresh chicken meat, chilled and frozen same day as slaughter
- Allergens: Product will be free of major food allergens, their by-products, or derivatives as a result of cross-contamination or as a component of a processing aid or incidental additive.
- Label: Product – “Whole Young Chicken;” product weight; safe handling instructions; processing establishment name and number, Minnesota Equal-To inspection bug; lot number.
- Packaging: Whole chickens in plastic shrink-wrap bags; one bird per package. Birds shall average > 5 lbs. per package.
- Physical: Typical colors and odors of fresh, raw whole chicken. Product shall be free of extraneous foreign material or objects (e.g. metal, plastic, wood, paper, etc.)
- Temperatures: Product is held frozen at temperatures -25 to -10 degrees F and < 0 degrees F at time of shipping.

Shelf-Life:

- 1 year frozen from date of slaughter.

Lot coding:

- The package label will contain a lot code assigned by the processing plant and able to be referenced to a slaughter date by the processing plant upon request.

Sally Flynn
Sally Flynn, Owner-operator