**Farm to School**

**Food Safety/HACCP Guidance**

A school may purchase and use uncut quality locally grown fruits and vegetables. Schools that participate in the USDA National School Lunch and School Breakfast Programs are required to implement Hazard Analysis and Critical Control Point (HACCP) procedures. School food service directors/managers must be certain that they are purchasing and receiving safe food. The products received from our vendors/suppliers must meet the standards for safe food handling.

Our guidance requires that a letter is on file from each supplier/vendor stating that they have a HACCP plan in place with standard operating procedures for produce production, harvesting and post-harvest handling OR that they follow safe food handling procedures. Additional information is required including whether the produce is or is not organically grown; and if not organically grown, a written statement that herbicides and pesticides have been used according to label directions and that the produce has met the pre-harvest interval between the last application of pesticide and the date of the harvest. A sample letter to request information from growers/suppliers is available at www.kn-eat.org

Locally grown produce can safely provide superior flavor and nutritious variety at reasonable costs.

**Farm to School**

**Sample Vendor/Supplier Letter**

*Date*

*Recipient’s Name*

*Recipient’s Job Title*

*Company’s Organization*

*Street Address or P.O. Box*

*City, State and Zip Code*

Dear *Name:*

Schools that participate in the USDA National School Lunch and School Breakfast Programs must implement Hazard Analysis and Critical Control Point (HACCP) procedures. As the school food service *director/manager*, I must assure that we purchase and receive safe food.

HACCP guidance requires each vendor/supplier to provide a letter to our school district stating that a HACCP plan is in place with standard operating procedures for produce production, harvesting and post-harvest handling or that safe food handling procedures are followed. Additional required information includes whether the produce is or is not organically grown; and if not organically grown, a written statement that herbicides and pesticides have been used according to label directions and that the produce has met the pre-harvest interval between the last application of pesticide and the date of the harvest.

If you have questions, please contact me at *provide contact information.*

Sincerely,

*Your first and last name*

*Your job title*