**FARM/BUSINESS INSPECTION(S)**

Farm Inspections are an important tool to protect the Grower-Only status of the Berea Farmers Market. They provide sound evidence of what is being produced by each vendor, can be useful in resolving conflicts between vendor/market customer or vendor/Market Board, and also help reassure our customers that the produce and products they are purchasing are indeed from a local or Kentucky source.

Representatives of the Market shall have the right to conduct an inspection of the production areas of those products sold by a vendor at the Market. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection will constitute a violation of Market rules and the procedure~~s~~ outlined under “3.Termination or Refusal of Membership” outlined in the Berea Farmers Market Bylaws will be followed.

Signature(s) of a member or their representative are required to allow inspection of production facilities. Permission may be documented by (a) submitting a written agreement with the member or the member’s representative, specifying access for inspection or (b) the signature of the member or the member’s representative on the annual membership application.

There are two types of farm inspections: routine and conflict. A routine inspection is intended to determine the farm production present, and to quantify it, as well as establish and document future production according to the annually submitted farm plan, if possible. Conflict inspections will include a routine inspection, plus be designed to provide specific data pertinent to a conflict between the Market Association and a vendor, or with a market customer.

Any member can be subject to inspections. There will be several (3-6) routine inspections annually. The farms to be inspected will be chosen at random anytime after the application deadline . The Board reserves the right to promote a specific farm for inspection. The Farmers Market Board may decide to conduct additional inspections as new farms apply for membership throughout the year.

Conflict inspections will be conducted as part of a conflict resolution process with the inspection aim directed by the nature of the conflict needing resolution. However, all conflict inspections will include a routine inspection, plus additional checks and documentation required.

These are the guidelines that will be used by the farm inspectors for farm visits, made on behalf of the Board of Directors:

1. **Inspection Guidelines**

A. The visit will be pre-arranged, insuring that the member or the member’s representative will be present for the inspection.

B. The inspectors will be briefed by the Board.

C. There will always be at least two inspectors present at any farm inspection.

D. The inspectors must have a copy of the member’s BFM application with the submitted farm plan. The farm inspectors will conduct the inspection following the report form and explain the method to the farmer or farmer’s representative.

E. There are several types of measurements that may be necessary to verify the quantification the grower used in his/her application. These may include: number of acres; plant count; feet of row; number of animals; ‘small patch’ estimates.

F. The inspectors will sign and date any form/report used for notes during the inspection, and have the member or member’s representative also sign and date the report. The signature establishes the member’s/ representative's presence during the inspection, not their agreement with the findings.

G. There will be no field decisions. The inspectors solely establish and document the production present and planned, if possible, and relay their findings to the BFM Board for review.

 **II. Inspectors**

A. At least two inspectors have to be present for the inspection, preferably two non-market -members. If that is not possible an inspector team of one non-member and one farmer-member is permissible. The producer subject to the farm inspection has a choice between two farmer-members.

B. The BFM Farm Inspection Committee will solicit vendor and non-member volunteers and maintain a reference list for the current vending year.

C. Inspector responsibilities will be rotated depending on availability in an attempt to ensure that non-member volunteers will not have to conduct more than two inspections per vending year; farmer-members will not be expected to conduct more than one.

D. The driver will receive the current standard mileage rate for miles travelled from the inspector’s home to the farm to be inspected and back to the inspector’s home. Inspectors are encouraged to share vehicles.

 **III. Grievance Procedure**

* Person with concern approaches Chair of Farm Inspection Committee or should be directed towards them. The concern has to be submitted in written form.
* The Chair formulates an “Action Needed” e-mail to the BFM Board, explaining the concern.
* The Board decides the course of action.
	+ The Board dismisses the complaint based on previous evidence/knowledge. A written statement will be submitted to the concerned party.
	+ Vendor response - The Board reviews the concern and sets a possible. inspection date. The Farm Inspection Committee Chair informs the vendor of the problem and that a farm inspection might follow within 3 days, unless a response and/or other evidence (perhaps pictures, other member vouches, etc.) that the board deems sufficient to dismiss the complaint, can be submitted within that timeframe.
	+ If a farm inspection is deemed necessary by the Board it will be conducted within 3 days of notifying the farmer.
	+ After the inspection, inspectors will present the findings to the Board and the Board will decide further action.
		- Dismissal of complaint.
		- If the Board finds a problem, a written warning with required correction and timeline will be issued to the vendor.
			* If the advised corrections are not implemented or repeated issues arise, the Board may decide to terminate the membership according to “3. Termination or Refusal of Membership” of the BFM Bylaws.
* All complaints as well as the inspection report and other documentation shall be noted and filed for future reference.

**Berea Farmers Market**

**Farm Inspection**

Date:

Farm Inspected:

Address of Farm Inspected:

Observations:

Areas of concern:

Any action taken:

Inspected by: