

TO: CERTIFIED PRODUCERS

FROM: SUTTER COUNTY AGRICULTURAL COMMISSIONER

To help minimize issues with the Direct Marketing program the following procedures or changes have been implemented in Sutter County regarding application and issuance of a Certified Producer's Certificate.

Your cooperation is appreciated.

1. It is highly recommended that you call our office at (530) 822-7500 to make an appointment.
2. The person whose name appears on the Certified Producer's Certificate must present the completed certificate at the Agricultural Commissioner's office, **IN PERSON**.
3. A copy of all lease agreements, **notarized and signed before** planting annual crops or bloom for perennial crops, will be required to be submitted prior to, or at the time the Certified Producer's Certificate is issued. The agreements must meet DIRECT MARKETING REGULATIONS REQUIREMENTS.
4. If a producer allows another certified producer to sell their produce at a Certified Farmer's Market, a copy of a signed and dated Grant of Authorization form will be required from the producer. In addition, the certified producer selling for another must complete and sign an Acknowledgement and Acceptance of Authorization form.
5. Prior to any amendments to a currently issued certificate, all previously issued embossed Certified Producer's Certificate's shall be returned to the Agricultural Commissioner's Office.
6. An accurate and detailed map of each production site must be submitted to the Agricultural Commissioner's Office. When multiple certified producers are growing on the same parcel, a "Landlord Map" must be provided, which identifies the precise areas (by dimensions in feet) within the total acreage where each certified producer is leasing land from the landlord. No certificates will be issued to any producer without the appropriate map and a copy of a dated lease agreement, if applicable.
7. Counties listed on the Certified Producer's Certificate will ONLY be those counties within which the producer currently participates in a Certified Farmers' Market or where an application is pending. Producers will be given one (1) free amended Certificate should they later need to add additional counties to their Certificate.

SUTTER COUNTY AGRICULTURAL COMMISSIONER'S OFFICE CERTIFIED PRODUCER'S CERTIFICATE INFORMATIONAL HANDOUT

- The purpose of the Direct Marketing Program is to assist growers in the sale of fruit, nuts, vegetables, honey, eggs, nursery stock and cut flowers directly to the consumer.
- Sale of products can only be from the point of production and/or at a Certified Farmers' Market.
- Certified Farmers' Markets have rules and policies which must be followed by all participants who sell at the Certified Farmers' Market.
- The Certified Producers' Certificate (CPC) must be displayed in full view of the consumer at the Certified Producer booth in the Certified Farmers' Market.
- Relatives and regularly paid employees may sell for the producer at a Certified Farmers' Market.
- Pre-packaged, closed containers must be labeled with IRQ requirement (identity of the product, the net quantity within the container and the name, address and zip code of the responsible producer on the outside of each container).
- Inspection of the producer's growing grounds is authorized by the certificate holder upon issuance of the Certified Producer's Certificate. Growing grounds may be inspected by the Agricultural Commissioner during business hours.
- Formal written complaints received by the Agricultural Commissioner will be investigated.
- Violations of the Direct Marketing Regulations can lead to fines, suspension of the certificate and/or associated privileges after an administrative hearing.
- A set of the regulations pertaining to the Direct Marketing Program is available from the Agricultural Commissioner's Office at a minimal charge.
- Prior to the purchase and use of pesticide(s) for the production of an agricultural commodity, the operator of the property SHALL obtain an operator identification number from the county commissioner. CCR Section 6622.
- **Resale of purchased products is prohibited under this program.**
- I am currently admitted to or applying to the following Certified Farmers' Markets:

Certified Holder

Date Received and Sign

SUTTER COUNTY
CERTIFIED PRODUCER'S CERTIFICATE (CPC) CHECKLIST
Addendum No. 1

Print Name_____ Signature_____

CPC Number_____ Date_____

New and renewing applicants must complete the following questions and provide the specified documents in accordance with the California Code of Regulations, Sections 1392.4, 1392.9 and 1392.1.

1. Yes_____ No_____ Are you authorized to sell for any other certified producers?
If yes; a copy of a written letter of authorization from other certified producers for you to sell for them must be presented, and the names of the certified producers you represent must be on your certificate. You may sell for no more than 2 other certified producers in a 12 month period.

2. Yes_____ No_____ Do you authorize any other certified producer to sell for you?
If yes; a copy of your written letter of authorization for other certified producers to sell for you must be presented, and the names of the certified producers you authorize to sell for you must be on your certificate. You may not authorize any more than 2 other certified producers to sell for you in a 12 month period.

3. Yes_____ No_____ Are you applying for Certified Producer's Certificate (CPC) based on being in a farming partnership, sharecropping agreement, or similar contractual agreement?
If yes, a copy of the current written agreement or proof of partnership must be provided to the Agricultural Commissioner at the time of application. The information must contain all of the following details:
_____ *A clear description of the property location and size.*
_____ *The degree of financial and material involvement by each party.*
_____ *The date of the agreement.*
_____ *NOTORIZED signatures of all parties executing the agreement.*

4. Yes___ No___ Are you leasing the farm property on which the certified agricultural products are produced?
If yes, a copy of the current written agreement or proof of partnership must be provided to the Agricultural Commissioner at the time of application. The information must contain all of the following details:
_____ *A clear description of the property location and size.*
_____ *The degree of financial and material involvement by each party.*
_____ *The date of the agreement.*
_____ *NOTORIZED signatures of all parties executing the agreement.*

5. Yes___ No___ Accurate detailed parcel map including adjacent crops has been provided to the Ag Commissioner, including the "Landlord Map" when multiple certified producers are growing on the same parcel.