

Local Ingredient Sourcing Audit Processors and Prepared Food Vendors



All vendors received information about our local sourcing guidelines and audit process through our Vendor Meeting, Vendor Newsletters, 2014 Policies and Rules, and letters in the mail. They state:

Local Ingredient sourcing: Our intent is to support local agriculture. **It is expected that creators of processed and prepared foods will use raw ingredients that are grown in Washington, and use products from participating market farmers, as appropriate for the product.** Locally sourced products should be included in the 2014 application and must be communicated truthfully to the NFM and to the public thereafter.

Local Ingredient Signage: **Processor and prepared food vendors are required to display signage at each market stating locally sourced ingredients.** Vendors may create their own signage or may use the Neighborhood Farmers Markets template sign. This signage is important for consumer transparency and is a positive promotion of your product to customers. This signage should reflect seasonal changes throughout the year as sourced ingredients change.

Starting today, we will be assessing all vendors to benchmark and verify compliance. You will receive a report of our observations, and have an opportunity to follow up if your local sourcing is considered insufficient. Future audits will include fines for non-compliance, the possible revocation of your Permit to Sell at the markets, and/or not being granted a 2015 Permit to Sell. We have a mandate from our Board of Directors to ensure that all vendors at the markets support the NFM's mission to support and strengthen Washington's small family farms and our markets.

**Local Ingredient Sourcing Audit
Processors and Prepared Food Vendors**



Business Name _____ **Date** _____ **Market** _____

Vendor Staff Member _____

3 Main Ingredients Used (by quantity)	Source	Grown in WA?

Top Local Ingredients Used in Today's Products	Source	Qty.	Date Purchased (Approx)	Verified? (Auditor to fill in)

Estimated % of local ingredients in currently available products: _____

Notes (barriers, explanation, seasonality, etc.):

