

Safe Food Sampling Worksheet for Minnesota Farmers' Markets



MFMA's Safe Food Sampling legislation became law on April 11, 2014 ([M.S. 28A.151](#)). One part of the law gives regulatory authorities (e.g., Minnesota Dept. of Agriculture, Minnesota Dept. of Health or delegated agencies) the right to request from vendors and food demonstrators who are offering food samples, information about their food samples and food safety procedures.

This worksheet is designed to help vendors and food demonstrators easily provide this information upon request. Although this worksheet is *not* required, MFMA strongly encourages farmers' market managers to request a copy of this worksheet from vendors and food demonstrators. If you have questions or need help completing this worksheet, please contact MFMA at info@mfma.org or (320) 250-5087.

Basic Points of the Safe Food Sampling Law

- ◆ Farmers' market vendors and food demonstrators who want to offer food samples at farmers' markets must follow the same safe food handling practices as a licensed ["Special Event Food Stand"](#) but without obtaining the license or paying the fee.
- ◆ Food samples must be: prepared on-site at the farmers' market, free, 3-ounces or less, and offered as single-servings.
- ◆ Vendors offering food samples must include as a main ingredient in the sample a product sold by the vendor at the farmers' market. (This allows vendors to use, for example, condiments or spices, with their samples.)
- ◆ Defines a farmers' market: an association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product.

Your Name				Date	
Address					
City		State		Zip Code	
Phone		Email			

Tips for Vendors and Food Demonstrators

1. The purpose of this worksheet is to help you think through your entire food sampling / cooking demo process: from pre-cleaning to prepping to cooking to serving to clean up.
2. In order to comply with both the Special Event Food Stand license and the requirement to prepare all food samples and cooking demos on-site, we recommend keeping your food samples and cooking demos as simple as possible.
3. You only need to complete this form once during the season, unless your sampling / demo plans change substantially.

Requirement

1. Type and amount of food to be served

- ◆ Describe what you plan to offer as food sample(s). If the sample(s) will change during the season, list what you plan to serve each week. *Be specific* about the food item(s) you will serve. (For example: jam on a cracker; piece of cookie or bread; veggie slaw made with zucchini, carrots, and peppers.)

2. Source(s) of the food sample(s)

- ◆ List all the ingredient(s) in your food sample(s) produced on your farm/garden.

- ◆ List the ingredient(s) in your food sample(s) *not* produced on your farm/garden and where they come from. (E.g., salt, pepper, spices and herbs: grocery store; honey: beekeeper)

- ◆ Will any of these food allergens be in your food sample? If yes, make sure you have a sign for the public indicating the food allergen(s).
 - Peanuts
 - Tree Nuts
 - Fish
 - Shellfish
 - Milk
 - Egg
 - Soy
 - Wheat

Requirement

3. Equipment used to serve, hold, prepare, package, or otherwise offer food sample(s)

- ◆ Describe the utensils, cutting boards, bowls, knives, etc., that you will use to prepare your food sample(s) at the market. (E.g., plastic gloves, plastic tongs, plastic cutting board, stainless steel knives, etc.)

- ◆ Describe the equipment you will use to keep cold food(s) cold (40°F or colder)

- ◆ Describe the equipment your will use to keep hot food(s) hot (140° F or hotter).

- ◆ If you're offering condiments with your food samples, describe how your condiments will be offered as single-serving.

- ◆ Describe the containers or utensils that will be used to offer food samples. (E.g., toothpicks, 3-ounce paper cups)

4. Time period and location of operation

- ◆ List the name, location, days, dates, and hours of the farmers' market(s) where you will offer food sample(s). (E.g., My Favorite Farmers' Market; Main Street, Any Town, Minn.; Saturdays, June 7 – October 25, 9 a.m.-1 p.m.)

- ◆ All food sample(s) must be prepared on-site at the farmers' market. List the complete length of time you will prepare and serve food sample(s) on any market day.

Requirement

5. Facility for washing hands

If you serve food sample(s), you must wash your hands under running water using soap for 20 seconds, and dry your hands with single-use disposable towels. Hands must be washed before putting on plastic gloves, before handling any food item, after using the bathroom, or after handling any non-food item (utensils, money, brochures, clothing, boxes, etc.) Containers are needed to catch the used water and paper towels. MFMA has developed a fact sheet describing [Approved Handwashing Stations for Minnesota Farmers' Markets](#). Contact MFMA at info@mfma.org or (320) 250-5087 or visit our website www.mfma.org to receive a copy of the fact sheet.

- ◆ Describe your hand washing station or attach a picture of it.

6. Facility for washing utensils and equipment

You have two options for the utensils and equipment (these are called “wares”) that you use to prepare your food sample(s) at the market:

- ◆ Option 1: Bring enough clean wares with you that you never re-use a dirty item
- ◆ Option 2: Wash the wares at the market

If you wash wares at the market, you must have three containers of water from a clean, tested water source: one for washing, one for rinsing, and one for sanitizing. If you need to change your water during the farmers' market, you will need to have containers to store that dirty water.

Describe your plan for making sure you always use clean utensils, bowls, cutting boards, etc. (E.g., you bring MULTIPLE sets of all utensils; OR you use three containers for washing, rinsing and sanitizing.)

Requirement

7. Source of water

The water you use for handwashing and ware washing must be “potable.” Potable means that it must be drinkable water. It can come from a municipal water supply; or from a private well if the well water is tested at least once per year and shown to be within approved limits of pathogens or contaminants.

Check the appropriate response:

- I use water from my municipal water source
- I use water from my own well
 - List the lab that tested your well water and the date of your latest well water test
 - Water testing lab: _____
 - Date of latest well water test: _____

8. Methods of liquid and solid waste disposal

You are responsible for the safe disposal of all the water and materials you use to serve food sample(s): paper towels and water from washing hands, water from washing wares, containers for the samples, etc. (Note: waste water CANNOT be poured down a street drain since that water does not go through a water treatment system.)

Describe how you will handle and dispose of waste water, food scraps, paper trash, plastic trash, etc. (E.g., all water is contained in pails with lids; all trash and compostables are put in plastic bags; everything is brought back home and disposed of.)

9. Location and Construction of Food Stand

Your booth is required to have a canopy or other overhead protection to protect the food from contamination. The booth needs to be located away from potential contamination sources like toilets, garbage, petting zoos, etc. Control contamination of dust and mud with protective coverings. Food preparation and cooking areas are protected from the public by food shields or distance separation. If cooking, a fire extinguisher with a minimum 2A 10 B C rating is required by state fire marshal.

- ◆ Describe the construction of your booth or attach a picture of it. (E.g., Booth is a flame retardant tent with an overhead canopy. Samples are prepared in back half of the tent and served in the front of the tent.)

- ◆ Where will your stand be located? (E.g., booth #52, center of market on asphalt pavement covered with a tarp, away from bathrooms. No animals present at market.)

Requirement

- ◆ If you're cooking your food samples, describe compliance with applicable gas hook-ups and service (M.S. 1346), electrical (M.S. 1315) and fire code requirements.

10. Personnel

You must not prepare or serve food samples if you are ill with vomiting and/or diarrhea for at least 24 hours after symptoms end. Hair must be restrained. No drinking, eating or tobacco is allowed in booth.

- ◆ Describe how you will ensure food preparers and servers are not ill and follow personal hygiene procedures. (E.g. check with workers about health status before leaving home. Train workers on health and hygiene requirements.)

Additional Resources

[MFMA Fact Sheet: Approved Handwashing Stations for Minnesota Farmers' Markets](#)

[MDH Fact Sheet: Special Event Food Stand](#)

[University of Minnesota Extension: Food Safety Tips for Food Event Volunteers](#)

For more information on the entire MFMA Safe Food Sampling statute, [M.S. 28A.151](#), please contact the MFMA at info@mfma.org or (320) 250-5087.

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