

# Certified Producer's Certificates

## I want to sell at a certified farmers market. What do I need to do?

- 1) If you produce/grow fruits, vegetables, nuts, honey, eggs or flowers, you are eligible to sell in the certified portion of the farmers market.
- 2) First talk to a Farmers Market Manager. Here is a list of all the Certified Farmers Markets in Napa County, their dates & hours of operation, along with the name of the market manager & their contact information. If there is an opening at the market, then....go to step 3.

| Name of Market  | Days & Hours of Operation  |
|---|--|
| <b>American Canyon Farmers' Market</b><br>100 Benton Way, American Canyon<br>Phillip West Aquatic Center<br>Manager: Pacific Coast Farmers Market Association<br>Website: <a href="http://www.pcfma.org/">http://www.pcfma.org/</a> | Sundays, May – October<br>9:00 AM – 1:00 PM  |
| <b>Napa Farmers Market</b><br>195 Gasser Drive, Napa<br>Manager: Charlotte Billings<br>Website: <a href="mailto:napafmmanager@gmail.com">napafmmanager@gmail.com</a>  | Tuesdays & Saturdays April - October<br>8:00 AM-12:30 PM   |
| <b>St Helena Farmers' Market</b><br>360 Crane Ave, St Helena<br>Crane Park, St Helena<br>Manager: Ed Smith<br>Website: <a href="http://www.sthelenafarmersmkt.org/">http://www.sthelenafarmersmkt.org/</a>                          | Fridays, May –October<br>7:30 AM - noon  |
| <b>Calistoga Farmer's Market</b><br>1399 Washington St, Calistoga<br>Sharpsteen Museum Plaza<br>Manager: Karen Verzosa<br>Website: <a href="http://www.calistogafarmersmarket.org/">http://www.calistogafarmersmarket.org/</a>      | Saturdays, year –round<br>9:00 AM - noon   |
| <b>Long Meadow Ranch</b><br>738 Main St, St Helena<br>Manager: Laddie Hall<br>Website: <a href="http://www.longmeadowranch.com/Gardens/Rutherford-Gardens">http://www.longmeadowranch.com/Gardens/Rutherford-Gardens</a>            | Saturdays & Sundays, year-round<br>11:00AM-4:00PM<br>Fridays, Nov-April at Farmstead<br>9:00AM – 1:00 PM |

3) Get a Certified Producer's Certificate (CPC). Since you are producing & growing your own fresh fruit, vegetables, cut flowers, nursery stock, honey, eggs, herbs or nuts and want to sell these products at a certified farmers market—these products must be certified by the Napa County Agricultural Commissioner's office and included on a Certified Producers Certificate.

*Note: You **must** be selling at a Certified Farmers Market to obtain a Certified Producer's Certificate (CPC). If you are growing vegetables, fruits, flowers, nuts eggs & honey and **ONLY** want to sell to restaurants, schools, stores and **not** at certified farmers markets, you must fill out an **approved source application** from Planning, Building & Environmental Services.*

<http://www.countyofnapa.org/DEM/GardenApplication>

## How do I get a Certified Producer's Certificate?

You will need to submit an application on the California Department of Food & Agriculture's (CDFA) website: <http://www.cdfa.ca.gov/egov/farmersmarket/>

Click on "Application for Certified Producers Certificate"



Note: It's best to make a list of everything that is in the ground and sprouted before you begin submitting the application online.

### The information needed on the application is as follows:

**Name:** First & last name of producer

**DBA:** "Doing Business As" List the name of your business if you have one.

**Address:** Street address

**City & Zip**

**Phone #s:** Residential & Business

**Production Site:** List the street address of *all* sites where you are producing agricultural commodities that you would like to sell at a certified farmers' market

**Storage Locations:** List the street address of any facility that you use to store your produce (This is not applicable for most cases in Napa County)

**Months in Storage:** Number of months your produce is in storage (This is not applicable for most cases in Napa County)

**Authorized Counties:** List the counties that you intend to sell your agricultural commodities

**Names of Producers that the Certificate Holder May Sell For:** As a certified producer, you may sell for up to *two* other certified producers (producers "B" & "C") during a 12 month period. You must provide the Agricultural Commissioner's Office with a letter from producers authorizing you to sell their

produce. Producers “B” & “C” must have your name listed on their CPC in order for you to sell for them. At the certified farmers’ market, you must display certificates for producers “B” & “C” as well as your own. The produce from “B” & “C” must be separated from your own, and labeled with the name of the producer.

**Names of the Producer Authorized to Sell the Certificate Holder’s Product:** List the names of up to two certified producers who are authorized by you to sell your produce at a certified farmers’ market.

|   |                          |  |                         |
|---|--------------------------|--|-------------------------|
| Issuing County:<br>Napa   |                          |  |                         |
| <b>CERTIFIED PRODUCER</b>   |                          | <b>FOR OFFICIAL USE ONLY</b>   |                         |
| Name:<br>Naomi The Farmer   |                          | Certificate No.:   |                         |
| DBA:<br>Napa County Agriculture   |                          | County Fee:  |                         |
| Address:<br>1710 Soscol Ave   |                          | Issuing Date:  |                         |
| City:<br>Napa   | ZIP:                     | Expiration Date:   |                         |
| Phone (res.):<br>707-253-4357   | Phone (bus.):            | Amended Date:  |                         |
| Email:<br>naomi@countyofnapa.org  |                          | Copies Issued:   |                         |
| <b>PRODUCTION SITES</b>   |                          |  |                         |
| Production Site 1:<br>1710 Soscol Ave   |                          | Production Site 2:<br>12156 A Nice Road  |                         |
| Production Site 3:  |                          | Production Site 4:   |                         |
| Production Site 5:  |                          | Production Site 6:   |                         |
| <b>COMMODITIES</b>  |                          |  |                         |
| Enter general information, submit record, and then add commodities at bottom of form. |                          |  |                         |
| <b>STORAGE LOCATIONS / MONTHS IN STORAGE</b>  |                          |  |                         |
| Storage Location A:<br>N/A  | Months:                  | Storage Location B:  | Months:                 |
| <b>AUTHORIZED COUNTY(IES)</b>   |                          |  |                         |
| Napa  | Solano                   | Sonoma   | Marin                   |
|   |                          |  |                         |
|   |                          |  |                         |
| <b>Name(s) of the Producer(s) that the Certificate Holder May Sell FOR:</b>           |                          | <b>Name(s) of the Producer(s) Authorized to SELL the Certificate Holder's Product:</b> |                         |
| Bob The Farmer  | Certificate Number: 1234 | Bob The Farmer   | Date Declared: 07/06/16 |
|   |                          |  |                         |
| <a href="#">Submit This Record</a>  |                          |  |                         |

## Commodity Information Required

**Site #:** Referring to the production site from the box above, list only one site number per box. If a commodity is grown on multiple sites, list each site in a separate line.

**Commodity:** The common name of the agricultural product

**Variety/Type:** If you do not know the variety of the agricultural product, write “unknown”. If you are growing several different varieties, list each separately.

**Amount/Acreage:** You can report this in several ways. List individually by plants (i.e. 24 plants) or by rows, including how many rows and length of rows (i.e. 2- 20 ft rows, do NOT use the ‘ symbol for foot)

**Harvest Season:** List the months the commodity will be harvested and /or available at a certified farmers’ market

**Estimated Production:** Estimate the amount of production you will be selling at the market in units in which you will be selling them at the market (i.e. 200 lbs, 50 bunches for herbs or flowers. Do NOT use the # sign)

| SITE# | COMMODITY                    | VARIETY / TYPE     | AMOUNT / UNIT GROWN | HARVEST SEASON | EST. PRODUCTION (LBS. CTN.) |                      |                        |
|-------|------------------------------|--------------------|---------------------|----------------|-----------------------------|----------------------|------------------------|
| 1     | <a href="#">Basil</a>        | Purple             | 20 Plants           | May-Oct        | 100 bunches                 | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Basil</a>        | Spicy Bush         | 20 Plants           | May-Oct        | 100 bunches                 | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Basil</a>        | Sweet              | 20 Plants           | May-Oct        | 100 bunches                 | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Blackberry</a>   | Triple Crown       | 2 plants            | Summer         | 2 lbs                       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Cucumber</a>     | Japanese           | 30 ft row           | May-Oct        | 50 lbs                      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Cucumber</a>     | Lemon              | 30 ft row           | May-Oct        | 50 lbs                      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 2     | <a href="#">Lettuce</a>      | Encore Lettuce Mix | 30 ft row           | year round     | 50 lbs                      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">potatoes</a>     | french fingerling  | 1- 20 ft row        | Summer - Fall  | 10 lbs                      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Potatoes</a>     | Russian Banana     | 1-10 ft row         | Summer         | 10 lbs                      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1     | <a href="#">Strawberries</a> | Seascape           | 20 plants           | Spring-Summer  | 5 baskets                   | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 2     | <a href="#">Tomato</a>       | Steak              | 10 Plants           | June-Oct       | 100 lbs                     | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 2     | <a href="#">Tomato</a>       | Yellow Pear        | 20 Plants           | June-Oct       | 100 lbs                     | <a href="#">Edit</a> | <a href="#">Delete</a> |

[Add New Commodities](#)

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## What happens after I submit my application?

Once you are done submitting your application, the state (CDFA) notifies us (the Napa County Agricultural Commissioner) that you submitted a CPC application. It’s also a good idea to call Sommer Woolley at (707)253-4357 or email [Sommer.woolley@countyofnapa.org](mailto:Sommer.woolley@countyofnapa.org) to let her know that you submitted an application. We then arrange for an inspection time where we come out to verify all that you are growing. During the visual inspection, plants should be in the ground or actively growing. Currently, the inspection charge time is \$60/hr. We charge for travel time.

## How do I update my Certified Producer's Certificate?

If you need to modify an existing Certified Producers application, go to CDFA's website:  
<http://www.cdfa.ca.gov/egov/farmersmarket/>



Click on **“Update Your Application”**

You must enter your name, email & phone number exactly as you originally entered it. An email will be generated with a link to your producer's certificate. Once you click on the link, you will need to verify your email address by entering it and then log in to update your application.

## Other Resources

Direct Marketing Chapter 10.5 Direct Marketing Section 47000-47050

<http://codes.lp.findlaw.com/cacode/FAC/1/d17/10.5>

CDFA Farmers Market Program: [https://www.cdfa.ca.gov/is/i\\_&c/cfm.html](https://www.cdfa.ca.gov/is/i_&c/cfm.html)

Napa County Environmental Health: <http://www.countyofnapa.org/PBES/>

Napa County Agricultural Commissioner's Office Food Quality & Marketing:  
<http://www.countyofnapa.org/AgCommissioner/FoodQuality/>

\*\*California Code of Regulations Title 3 of Food and Agriculture Code, Division 3 (Economics), Chapter 1 (Fruit and Vegetable Standardization), Subchapter 4 (Fresh Fruits, Nuts and Vegetables, Article 6.5

Direct Marketing [http://www.cdfa.ca.gov/is/pdfs/Adopted\\_Text\\_reg\\_effective\\_9\\_11.pdf](http://www.cdfa.ca.gov/is/pdfs/Adopted_Text_reg_effective_9_11.pdf)