

HOW TO RECEIVE A KENTUCKY DEPARTMENT OF AGRICULTURE FARMERS' MARKET SAMPLING CERTIFICATE

There are two categories of samples: those that are cooked or processed, and those that are raw or uncooked products. Depending on the product(s) you offer will determine which sampling certificate you need. Both will require the completion of the KDA Farmers' Market Sampling Application.

STEPS FOR OBTAINING A SAMPLING CERTIFICATE:

If you want to offer samples of your Home-based Processor or Home-based Microprocessor goods, commercially prepared products, and/or cooked samples of your meat, vegetables or fruit:

- Read the chapter on sampling in the 2024-2025 KDA Farmers' Market Manual and Resource Guide. www.kyagr.com click forms, click farmers' markets, click Kentucky Farmers' Market and Resource Guide
- For your convenience, this chapter has been included in this packet.
- Please print and clearly write answers to questions from the material in the chapter on the sampling application.
- Sign and date the application before returning to the KDA office.
- Return the completed application to the address on the form.
- If you have answered all questions correctly, you will be issued a **Cooked or Processed Samples Certificate** for offering cooked samples (**No sampling of raw products is allowed under this certificate**).
 - If applications are incomplete or answers incorrect, you will be contacted via email if provided or by phone.
 - Processing time varies based on many variables, do not wait until the last minute to apply.

If you want to offer samples of raw and uncooked products:

- You must have completed one of the following approved training classes:
 - Producer Best Practices Training (PBPT) class through your local UK Cooperative Extension Office.
 - On the application please list the diploma name and date of class.
 - KDA can verify this in our database.
 - PSA - FSMA (Produce Safety Training) Grower Training course
 - Attach a copy of PSA Certificate of Training to your sampling application.
 - Food Handlers Class from Local Health Department
 - Attach a copy of valid Food Handlers card to your sampling application.
- Read the chapter on sampling in the 2024-2025 KDA Farmers' Market Manual and Resource Guide, www.kyagr.com click forms, click farmers' markets, click Kentucky Farmers' Market and Resource Guide
- For your convenience, this chapter has been included in this packet.
- Answer the questions from the material in the chapter on the sampling application.
- Sign and date the application before returning to the KDA office.
- Return the completed application to the address on the form.
- If you have answered all questions correctly, you will be issued an **All Samples Certificate**. This will allow you to offer samples of cooked, processed, raw and/or uncooked products.

- If applications are incomplete or answers incorrect, you will be contacted via email if provided or by phone.
- Processing time varies based on many variables, do not wait until the last minute to apply.

Sampling certificates are only issued to an individual. Only the person listed on the certificate is able to offer samples. This means that family members, employees or volunteers must have their own sampling certificate issued in their name. Sampling may only be conducted at the market(s) listed on the certificate. If you move to a new market, please contact KDA so your sampling certificate can be updated.

For information or questions, you may contact:

Kate Hamilton, 502-782-9214 or email kate.hamilton@ky.gov

Please mail completed sampling applications to:

Kentucky Department of Agriculture
Attention: Farmers' Market Program - Sampling
111 Corporate Drive
Frankfort, Kentucky 40601

NOTE: The vendor retains all liability for the safety of the samples. Both the Kentucky Department of Agriculture and the Department for Public Health require vendors to follow the guidance in all instances, but the liability for the safety of the samples remains with the vendor. Markets are advised that they too may accept some added liability if samples are offered. They should provide for policing the offering of samples under the guidance provided and require such additional practices as may be required by the circumstances to meet basic food safety.

KENTUCKY DEPARTMENT OF AGRICULTURE
2024-2025 FARMERS' MARKET SAMPLING APPLICATION



DATE: _____ COUNTY: _____

NAME: _____

BUSINESS OR FARM NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

E-MAIL: _____

WORK/HOME PHONE NUMBER: _____ CELL PHONE: _____

Please check which sampling certificate you are requesting.

☐ Cooked and/or Processed Products – *no additional training required*

☐ Raw and/or Uncooked Products – *Class required – Complete one of the following:*

☐ *Produce Best Practices Training (PBPT) Class*

Have you received your PBPT Diploma from KDA? ☐ Yes ☐ No

Name on PBPT Diploma: _____

Completion Date for PBPT training: _____

☐ PSA Grower Training Course

Must attach a copy of PSA Grower Training Certificate

☐ Food Handlers Training Class from Local Health Department

Must attach a copy of valid Food Handlers Card

****If you have not completed one of the classes above and work as an employee or family member of a business or farming operation, you may operate under another member's training certification within that business or farming operation. Please submit their name and required information above.**

Please print and write clearly for all answers on this application. Unanswered or wrong answers will cause a delay in processing.

1. All water used to wash utensils or wash raw produce must be of what quality? _____

2. Name two things that should prompt you to wash your hands.

a. _____

b. _____

3. How long should you soak utensils in a sanitizing solution after you wash in detergent and rinse in clean potable water? _____

4. In a hand washing station, what type of dispensing valve should the potable water container be equipped with? _____

PLEASE PRINT AND WRITE CLEARLY. ANSWER ALL QUESTIONS.

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5. At what temperature should cold foods be stored for sampling? _____
6. At what temperature should warm foods be stored for sampling? _____
7. For the best quality and safety, samples should only remain out for how many minutes? _____
8. Who accepts the responsibility and liability for the safety of the samples being offered? _____
9. All food must be kept at least _____ off the ground. (circle answer)
a. 10 inches b. 6 inches c. 2 foot d. no requirements
10. Please list examples of product(s) that you will be offering samples of.
a. _____ b. _____
c. _____ d. _____
e. _____ f. _____
11. For the products listed in question 10, please tell how you will handle your samples so customers do not touch any sample other than the one they will consume?

12. How will you protect your samples from the elements and insects?

13. Bar soap is acceptable to use in a hand washing station. ☐True ☐False
14. Hand sanitizers and/or wearing gloves substitute for proper hand washing. ☐True ☐False
15. Cleaned and sanitized utensils can be dried with a towel. ☐True ☐False
16. All samples have to be prepared at the market. ☐True ☐False
17. When storing cold products in a cooler, you need to make provisions to keep melted ice away from the samples. ☐True ☐False
18. It is acceptable to combine the "washing, rinsing and sanitizing station" with the "hand washing station." ☐True ☐False
19. When handling samples, only food grade gloves can be used. ☐True ☐False
20. The Sampling Certificate issued by KDA must be on display when sampling. ☐True ☐False
21. A pocket knife can be used to cut samples at the market without any requirements. ☐True ☐False
22. Sampling products can be a great marketing tool for the producers. ☐True ☐False
23. With a sampling certificate, I can sample at any location. ☐True ☐False

PLEASE PRINT AND WRITE CLEARLY. ANSWER ALL QUESTIONS.

Please list all Farmers' Market(s) that you will be participating with for the 2024 and 2025 market seasons. We need the full name of the market(s) and location(s) as registered with KDA. **Remember, KDA can only issue a sampling certificate for the following three locations: 1) KDA Registered Farmers' Markets, 2) Certified Farm Market with Kentucky Farm Bureau or 3) the individual's on-farm market.**

Please read, check all lines and sign the following statement.

- ☐ I have read and understand the appropriate chapters in the 2024-2025 Kentucky Department of Agriculture Farmers' Market Manual and Resource Guide.
- ☐ I understand that I am responsible for following all accepted food handling practices.
- ☐ I understand that my sampling at any time is subject to inspection by the Department for Public Health.
- ☐ I understand that my sampling certificate must be posted at my booth when offering samples.
- ☐ I understand that I may offer samples only at the locations listed above, if approved by KDA.

Print Full Name: _____

Signature: _____ Date: _____

*****TO AVOID DELAY IN PROCESSING, PLEASE ENSURE ALL QUESTIONS ARE ANSWERED AND LEGIBLE.*****

- Please remember you are only allowed to offer samples at the approved locations listed on your Sampling Certificate issued by KDA.
- All members of your farming or business operation are required to have a sampling certificate issued in their name if they will be offering samples at your booth.
- Should you change or add a market during the season, please contact KDA so your certificate can be updated and a new one issued.

Please mail completed application to:

Kentucky Department of Agriculture
Attention: Farmers' Market Program - Sampling
111 Corporate Drive
Frankfort, KY 40601

PLEASE PRINT AND WRITE CLEARLY. ANSWER ALL QUESTIONS.

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