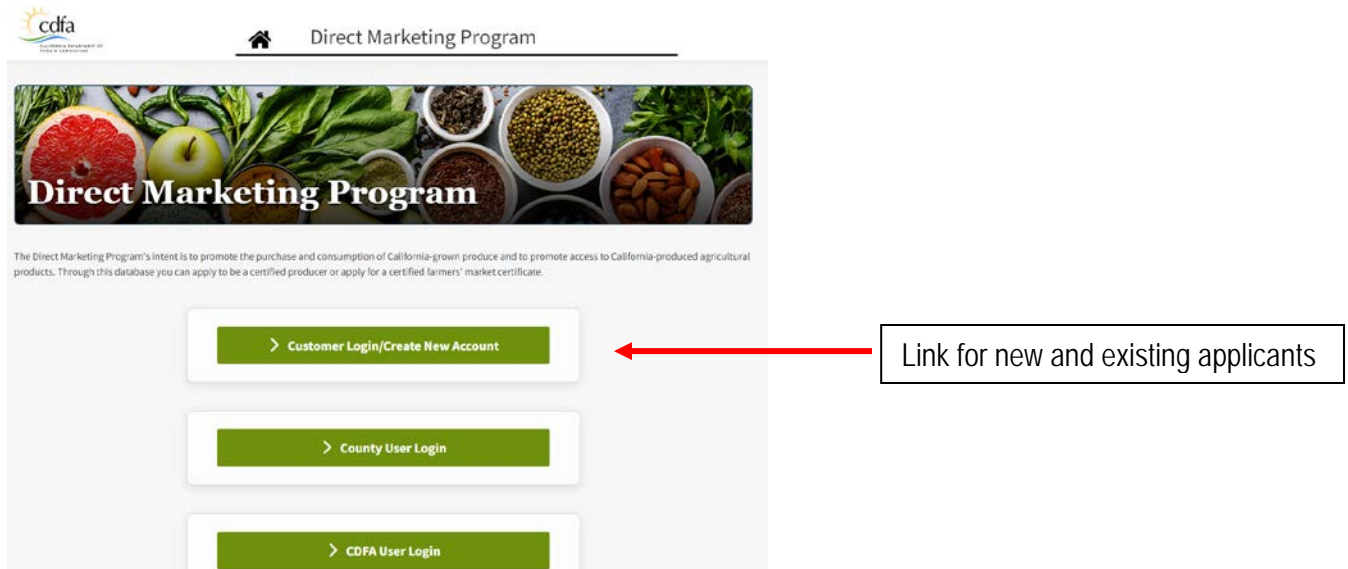<u>Certified Producers Certificate</u>
Here is the link for the CDFA database and the Certified Producers Certificate application:
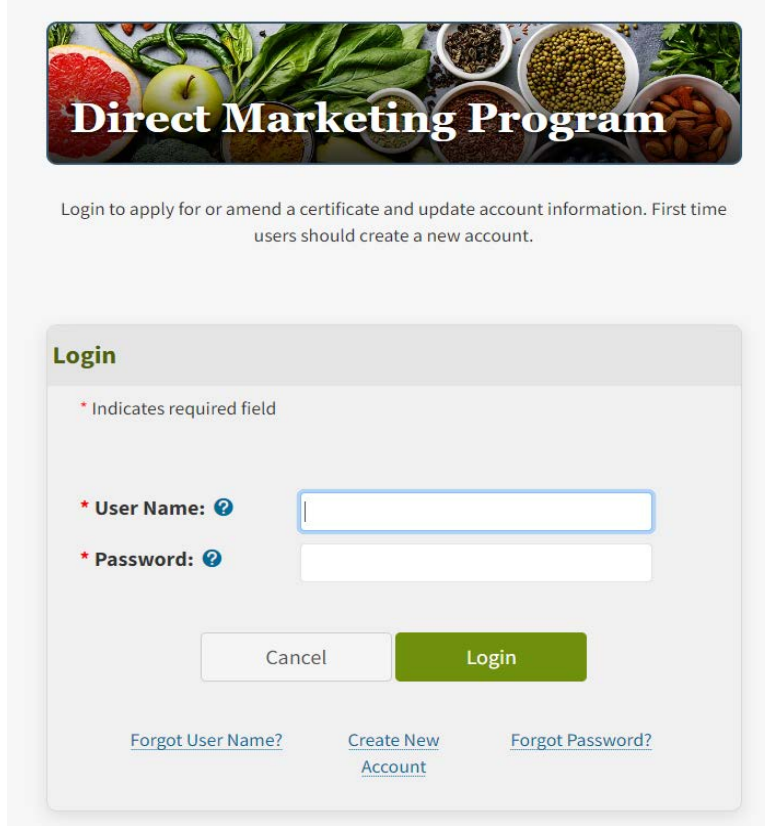https://www.cdfa.ca.gov/is/i_&_c/cfm.html

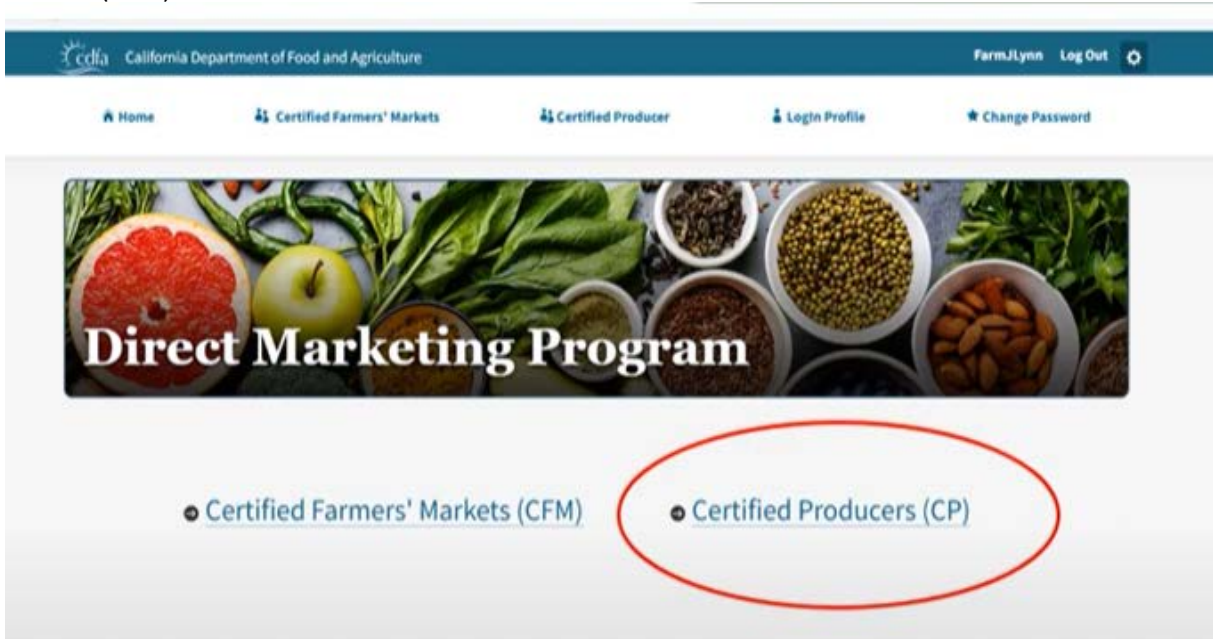To start the application process, use the Customer Login/Create New Account button.

Link for new and existing applicants

Enter Username and Password. If you do not have an account, select Create New Account.

On the homepage, make sure you click on the application for **Certified Producers (CP)**, not Certified Farmers' Markets (CFM).

Commodities should be the agricultural product (example: tomatoes, celery, roses, honey, or basil). When you click on the drop-down list, the commodities will be listed in alphabetical order—search for your commodity and select it. Variety must also be selected. If variety is unknow, select UNKNOWN.
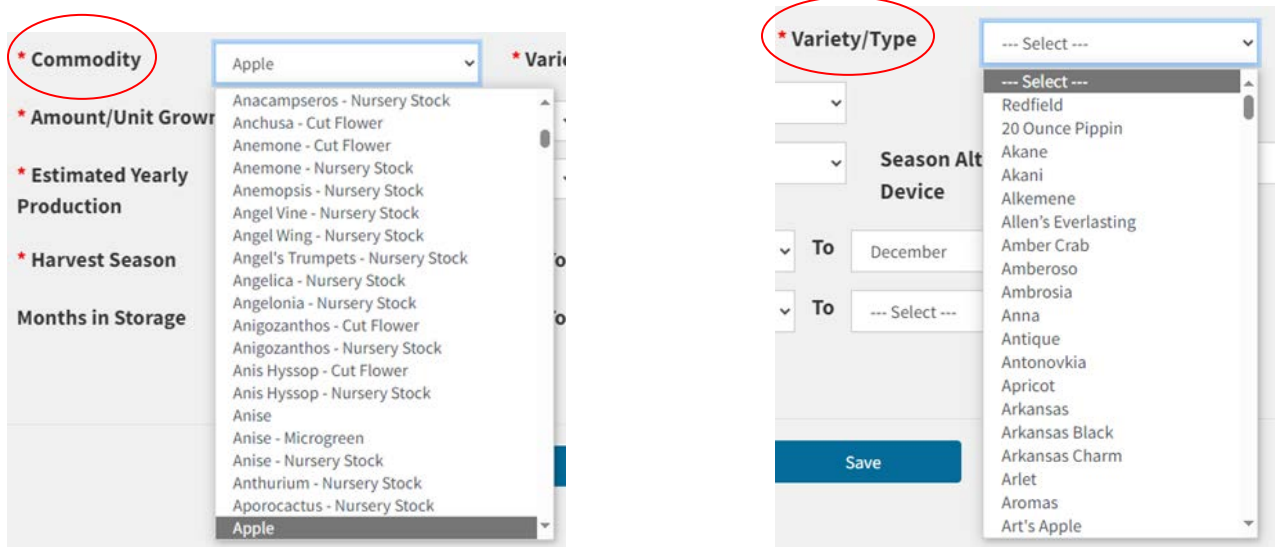
NOTE: If your commodity or variety is not listed—please contact us so we can request CDFA to update the database.

For the **AMOUNT/UNIT GROWN**, from the drop-down list, please select the best option available for your operation:

Current options available to choose from

The **HARVEST SEASON** should be the earliest month that the commodity will be harvested to the latest month that it could be harvested (example: June to August, March to April).

MONTHS IN STORAGE is referring to how long the commodity can be kept in cold storage (example: November to January).

The **ESTIMATED YEARLY PRODUCTION** is asking for your annual production. From the drop-down list, please select the best available option available for your operation:

The **SEASON ALTERING DEVICE** is for greenhouses or other devices that can extend the regular growing season for a crop. If you are using a season altering device, please select a device currently being used in your operation:

Season Altering Device

Hoop House ⌄

--- Select ---
GreenHouse
Hoop House
Hoop Tunnel
Hot House
Hydroponics
Aquaponics

December ⌄

--- Select --- ⌄

Example

The example below shows the way information should be submitted for a certificate application. Please call or email our office if you have any questions regarding your certificate application. (650)-363-4700, or czuniga@smcgov.org.

Production Site #	Commodity	Variety/Type	Amount/Unit Grown	Estimated Yearly Production	Harvest Season	Season Altering Device	Months in Storage
1	Almond	Independence	14.00 Acres	20000.00 Pounds	August - November		November - October
1	Apple	Fuji	4.00 Tree	4.00 Pounds	September - December		December - February
1	Apricot	Golden Sweet	3.00 Tree	600.00 Pounds	April - June		-
1	Avocado	Hass	3.00 Tree	5.00 Pounds	September - December		-
1	Blackberry	Unknown	1.00 Row by 900 feet	500.00 Pounds	June - September		-
1	Cactus	Unknown	1.00 Row by 100 feet	500.00 Pounds	April - September		-
1	Cherry	Bing	100.00 Tree	500.00 Pounds	March - May		-
1	Cherry	Rainier	6.00 Tree	50.00 Pounds	March - May		-
1	Lemon	Meyer	7.00 Tree	50.00 Pounds	October - March		-
1	Lime	Key	5.00 Tree	5.00 Pounds	November - March		-
1	Mandarin	Clementine	30.00 Tree	30.00 Pounds	September - December		-
1	Nectarine	White	18.00 Tree	1500.00 Pounds	July - September		-
1	Nectarine	Yellow	12.00 Tree	1500.00 Pounds	July - September		-
1	Orange	Navel	10.00 Tree	10.00 Pounds	October - March		-
1	Peach	Summer Lady	35.00 Tree	3000.00 Pounds	June - September		-
1	Peach	O'Henry	45.00 Tree	3600.00 Pounds	July - October		-
1	Peach	Ross	30.00 Tree	3000.00 Pounds	July - October		-
1	Persimmon	Fuyu	10.00 Tree	10.00 Pounds	October - December		-

Once you have submitted the application online, please call our office (650) 363-4700 to schedule a site inspection. We can only add commodities to your certificate that we see growing (and can tell what it is). After the inspection, we will be able to issue the certificate within a couple days. You will need to come into our office for us to issue the certificate. Once you have your certificate, you will need to bring the embossed copy and post it when selling at a Certified Farmers' Market.

List of Farmers Markets
Our website for the San Mateo County Department of Agriculture/Weights & Measures has a list of the farmers' markets operating within San Mateo County: http://agwm.smcgov.org/certified-farmers-markets

Banner Requirement
All vendors of agricultural products selling within a certified farmers' market must post a sign or banner at the point of sale that states:
1) The name of farm or ranch (this name should match the farm or ranch name, or DBA listed on the CPC)
2) The **county(s)** where the farms maintain the production grounds.
3) A statement that "We Grew What We Are Selling" or "We Raised What We Are Selling" or "We Grow What We Sell" or a similar phrase.
*If you are selling for another producer in a second certificate situation, you must have an additional banner for that producer.

Organic
If you plan to advertise as organic (verbally or with signage), you must be registered with CDFA as an organic producer. If you sell over $5,000 as organic, you must also be certified organic by an approved certifier. If you are interested or would like more information on registering with CDFA Organic Program, please visit the following website: https://www.cdfa.ca.gov/is/organicprogram/registration.html.

Partnerships
(a) Every person or entity that enters into a partnership as defined in Section 1392.2(u), sharecropping, or similar contractual agreement with another person(s) or entity and that applies for a certified producer's certificate under such agreement shall provide the issuing agricultural commissioner, at the time of application, with proof of partnership as defined in the United States and California Tax Codes, or the Partnership's Federal Tax Identification Number and a copy of their current written agreement which shall contain the following:
(1) A clear, concise, and accurate description of the property to be farmed. The description shall include the present use of the property, the dimensions, and the location of the property; and
(2) Partners shall demonstrate equitable risk by submitting a description of each party's financial and material resource input, which shall include the degree of involvement each party has in agricultural production; and
(3) The date of the agreement and the signatures of all parties involved; and
(4) A guarantee of the signatures on the agreement by a notary public executed at the time of signing by all parties. The notarized signatures on the agreement of all parties executing the agreement.
(5) A statement of verification that the property or properties to be farmed by the partnership or producers cooperating under a similar contractual agreement are under the exclusive control of the partnership as a separate entity from its individual members.

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<u>Leased Farms</u> – requires a copy of the current written lease agreement containing the following:
(1) A clear and concise accurate description of the leased property. The description shall include the present use of the property, the dimensions of the leased property and the location; and
(2) The purchase price (cost) of the lease; and
(3) The date of the agreement and the signatures of all parties involved; and
(4) A guarantee of the signatures on the agreement by a notary public executed at the time of signing by all parties. The notarized signatures on the agreement of all executing the agreement.

<u>Fictitious Business Name</u>
Note: DBA is "Doing Business As"—please put in your company name. If you are using a fictitious business name, you should contact the County of San Mateo's Clerk's Office, Business Services: (650) 363-4500.
555 County Center, 1st Floor
Redwood City, CA 94063
http://www.smcare.org/clerk/fictitious/instructions.asp

<u>Nursery License</u>
To sell seedlings, cut flowers, or potted plants, you will also need a Nursery License. If you will be selling less than $1,000, you may qualify for a Fee Exempt Nursery License. We can review the restrictions for the Fee Exempt Nursery License with you if you are interested. Here are the links for both (once you have completed the application, please submit it to our office (or CDFA) for approval:

Fee Exempt Nursery License: Please Submit to the San Mateo County Agriculture Department for processing:
https://www.cdfa.ca.gov/plant/pe/nsc/docs/nipm/nipm_2_4_fee_exempt_lic.pdf

Nursery License: Please submit to CDFA for initial processing: they will accept payment, process the application, and forward to our department for issuing.
https://www.cdfa.ca.gov/plant/pe/nsc/docs/nipm/nipm_2_1_nsy_lic_app.pdf

<u>Selling by Weight</u>
When any agricultural products are sold by weight, the type of scale used shall be approved by the Department of Food and Agriculture and shall be tested and sealed for use by the county Sealer-Director of Weights and Measures.

Fees (as of 4/5/2024): $100 location fee, $20 per scale and $1.10 State Admin fee per scale. So, 1 scale would be $121.10 and 2 scales would be $142.20.

Contact: San Mateo County Weights & Measures: (650) 363-4700

<u>Other Permits/Requirements: Cal GOLD (http://www.calgold.ca.gov/)</u>
The California Governor's Office of Business and Economic Development has a website where you can plug in your city or county of business along with the type of business (Crop Production) and it will list which offices to contact for other Departments you may need to contact for your business (example: business license, fire prevention information, Industrial Wastewater discharge permit, etc.)