



Date: _____

Dear AIM Member,

Your farm has been selected for an Agricultural Institute of Marin (AIM) farm audit. The AIM Farm Audit program was created in order to ensure that all farmers/ranchers participating at an AIM farmers market are complying with California State requirements that farmers/ranchers at a Certified Farmers Market are selling only products that they produce.

On _____ AIM's Farm Audit team visited your stall at the _____ Farmers Market to review your permits and all other relevant documentation, and to note the items you are currently selling. We also took photos to document our process. Prior to the next market, we need to schedule a visit to your far/ranch to verify that the products you had represented on your table at your farmers market stand are produced by you.

During our visit we will talk with you, walk the site(s), and take photos and notes. The principal purpose of our audit is to confirm the products you sell at our market(s) are verifiably produced as represented on the table at your stall, in line with AIM Rules and California law. The audit is part of our effort to maintain the integrity of our market place, to keep trust of our customers, and to ensure a fair playing field for all of our farmers/ranchers.

We will be calling you very soon to schedule our farm visit. We will work out a time that is convenient for all parties involved.

Please provide the following documents to AIM staff at the time of your farm audit visit:

- Map of all production site(s) showing where produce is currently being harvested from
- List of properties/production sites identifying if they are owned or leased
- Copy of all current lease agreements of production sites
- List of crops that are only coming from storage and will not be found in production at this time
- List of crops you plan to bring to market the following week (any changes from previous week)
- Employee verification for all employees that sell for you at market
- _____

If you have any questions about AIM's Farm Audit Program or procedures, please feel free to contact Tyler at (415)472-6100 x114. Thank you for your cooperation and your continued participation in the Agricultural Institute of Marin's farmers markets. Maintaining the integrity of our farmer markets ensures the success of all of our producers.

Sincerely,

Tyler Thayer

AIM Farm Audit Program