



City of Ann Arbor Farmers Market
2015 Vendor Inspection Report

Inspector Name: _____ Inspection Date: _____ Inspection Time: _____ am/pm

Vendor/Business Name _____

Person's Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Section 1: Property Verification List all properties used in the production of products for sale at the AAFM. Attach additional pages as necessary.

Property 1: Owned by vendor Rented, list property owner name: _____ Other (see notes below)

Street address: _____ City: _____ Zip code: _____

Total Acres Farmed: _____ Total Kitchen/Workshop Square Footage: _____

Production on this property Matches categories on application Conflicts with categories on application

Lease Information (if applicable): Corresponds to application Conflicts with application

Notes: _____

Property 2: Owned by vendor Rented, list property owner name: _____ Other (see notes below)

Street address: _____ City: _____ Zip code: _____

Total Acres Farmed: _____ Total Kitchen/Workshop Square Footage: _____

Production on this property Matches categories on application Conflicts with categories on application

Lease Information: Owned by vendor Corresponds to application Conflicts with application

Notes: _____

Property 3: Owned by vendor Rented, list property owner name: _____ Other (see notes below)

Street address: _____ City: _____ Zip code: _____

Total Acres Farmed: _____ Total Kitchen/Workshop Square Footage: _____

Production on this property Matches categories on application Conflicts with categories on application

Lease Information: Owned by vendor Corresponds to application Conflicts with application

Notes: _____

Greenhouse(s):

#	Site #	Square Footage	Heated? Y/N	Items Grown/Stored	Notes:
1					
2					
3					
4					
5					

Additional Information: List any sites or greenhouses used to produce products sold at AAFM that were not visited at this inspection. Explain.

Farm/Property Diagram: Use the diagram provided by the vendor in their application, which should consist of a sketch drawing or a printed map, clearly labeled, of all properties and include location of greenhouses and storage facilities as applicable. If the drawing provided in the file is insufficient, inspector should create a sketch to include in this report.

- Property map/sketch on file corresponds to actual site
- Property map/sketch on file conflicts w/ actual site
- Additional sketch has been included by the inspector

Section 2: Farm Information

WATER SOURCE/SYSTEM: Describe irrigation/water source for all crops, including greenhouse production.

LARGE EQUIPMENT: What large equipment used in production or product transportation was observed?

CULTIVATION SUPPLIES & PROCESS: Describe growing supplies observed on-site (i.e. soil, pots/flats, crates, etc...) and methods of production, including seedling/seed sources & planting process.

MARKET SUPPLIES: What market supplies were observed on-site (i.e. quarts/pint containers, boxes, etc...).

PRODUCT HANDLING & STORAGE: Describe process & equipment used to store products from harvest to time of sale.

MISCELLANEOUS: Please note any additional information.

Section 3: Resale

Does the vendor resell (broker) any products at other sales outlets? Yes No

Resale products and explanation

- Matches explanation list on application
- Conflicts with explanation on application
- No explanation is given on application

Notes:

Section 4: Farm Product List: Verify all products that a vendor proposes to sell or currently sells at the AAFM as they are listed in the most recent vendor application on file. Any additional information must be noted below or attached.

	Listed on current application	Observed	Not Observed	Property #	Notes
Nursery Stock					
Annuals*					
Bulbs*					
Ferns*					
Hanging Baskets*					
Hostas*					
Houseplants*					
Michigan Natives*					
Perennials*					
Potted Herbs*					
Succulents*					
Tree Starts*					
Vegetable Starts*					
Decorative Plants					
Bittersweet					
Cut Flowers*					
Evergreens					
Ornamental Eggplant					
Ornamental Peppers					
Pussy Willow					
Winterberry					
Wreathes*					
Other					
Cheese					
Chicken Eggs					
Duck Eggs					
Grains					
Honey					
Mushrooms					
Nuts					
Fruit					
Bitter melon					
Blackberries					
Blueberries					
Cantaloupe					
Cranberries					
Elderberries					
Gooseberries					
Grapes*					
Honeydew					
Raspberries					
Strawberries					
Watermelon					

	Listed on current application	Observed	Not Observed	Property #	Notes
Tree Fruit					
Apples*					
Apricots*					
Asian Pears*					
Cherries*					
Figs*					
Nectarines*					
Pawpaws*					
Peaches*					
Pears*					
Persimmons*					
Plums*					
Quinces*					
Vegetables					
Artichokes					
Arugula					
Asian Greens					
Asparagus					
Beans (Dry)					
Beans (Green)					
Beets					
Bok Choy					
Broccoli					
Broccoli Rabe					
Brussels Sprouts					
Cabbage					
Carrots					
Cauliflower					
Celery					
Chard					
Collards					
Corn					
Cucumbers					
Daikon					
Edamame					
Eggplant					
Endive					
Escarole					
Fennel					
Garlic					
Gourds					
Herbs*					
Kale					

	Listed on current application	Observed	Not Observed	Property #	Notes
Kohlrabi					
Leeks					
Lettuce (Head)					
Lettuce (Salad Mix)					
Lima Beans					
Mesclun					
Microgreens					
Okra					
Onions (Bunching)					
Onions (Storage)					
Parsnips					
Peas					
Peppers*					
Potatoes					
Potatoes (Sweet)					
Pumpkins					
Radicchio					
Radishes					
Rhubarb					
Romanesco					
Rutabaga					
Shallots					
Spinach					
Squash Blossoms					
Squash (Summer)					
Squash (Winter)					
Tomatillos					
Tomatoes*					
Turnips					
Wheatgrass					
Zucchini					
Meat					
Beef					
Chicken					
Duck					
Fish*					
Goat					
Lamb					
Pork					
Rabbit					
Turkey					
Additional Products					

Section 5A: Prepared Foods, Value-Added Products, Etc.

Food products:

- Are created in a licensed kitchen, as stated on application
- Are created in a home kitchen under MI Cottage Food Laws, as stated on application
- Are not covered under MI Cottage Food Laws and are not made in a licensed kitchen

Locally grown/sourced ingredients:

- Are being used
- Are not being used at this time (due to seasonal availability)
- Are not used at all

Product list: Matches list provided with application Does not match list provided with application

Notes _____

Section 5B: Artisan Product Classification

Product list: Matches list provided with application Does not match list provided with application

Notes _____

Section 5C: Food Preparation/Artisan Product Information (Include extra pages as necessary):

INGREDIENTS/MATERIALS: Describe ingredients/materials observed on site.

EQUIPMENT: What equipment used in production or product transportation was observed?

PACKAGING: Describe packaging supplies observed on-site (i.e. containers, seals, etc...).

PREP/PROCESSING: What preparation and processing techniques were observed on-site?

PRODUCT STORAGE: Describe process and equipment used to store products from time of harvest to sale.

MISCELLANEOUS: Please note any additional information.

Section 6: Product Verification *List any products that are observed at the time of inspection that are NOT included in the vendor application/updates on file.*

Section 7: Inspection Review & Follow Up

Overall Inspection Comments:

Check all that apply	Follow Up Items for Market Manager & Vendor:	Compliance due date (given by market manager)
	1. Recommend follow-up visit in a different season to observe other products in the vendor's product mix. (SEASON RECOMMENDED: _____)	
	2. Lease information provided by vendor recommended for review.	
	3. Conflicting information provided at time of inspection. Details below.	
	4. Written documentation for differentiating vendor-produced products and resale products needs to be filed.	
	5. Specific product recommended for producer-only status review. Details below.	
	6. Market product inventory recommended for review of product mix/quantity information.	
	7. Foods made in home kitchen are not approved for sale under MI Cottage Food Law.	
	8. Value-added/prepared food processes recommended for review. Details below.	
	9. Artisan production recommended for review. Details below.	
	10. Property map is inaccurate/needs to be updated.	
	11. No additional information requested from inspector at this time.	

Follow Up Items Details:

INSPECTOR VERIFICATION:

Inspector Signature: _____ Date: _____

MARKET MANAGER VERIFICATION

Date received by Market Manager: _____ Market Manager Signature: _____ Date: _____