

STANDARD OPERATING PROCEDURES FOR MICHIGAN PRODUCE

IT CAN BE HELPFUL TO WORK ON YOUR SOPS IN PARTNERSHIP WITH THE FARMER OR DISTRIBUTOR TO DETERMINE HOW YOU WILL RECEIVE THE PRODUCE.

Consider writing Standard Operating Procedures (SOPs) for procuring and receiving whole, fresh local produce. Whether you work directly with farmers, food hubs or specialty distributors, your receiving process may look very different than it does with your broadline distributors. You may want your SOPs to be specific to different kinds of local produce or focus on high-risk produce, such as melons, tomatoes, salad greens, etc.. Existing district policies on sourcing, such as farm or distributor food safety practices, help to inform your SOPs.

Here are some questions to discuss with your suppliers that will impact your planning and receiving procedures:



WASHING: Do your suppliers have the capacity to bring you products that have been pre-washed? Would you prefer they brush off visible soil? Would you rather do all of the washing in your kitchen?



PACKAGING: How will the different types of produce be packaged (type of package, units, etc.)? Consider if this packaging will meet your needs.



RECEIVING: If the described packaging is not something you are familiar with, how does it change your receiving procedure?



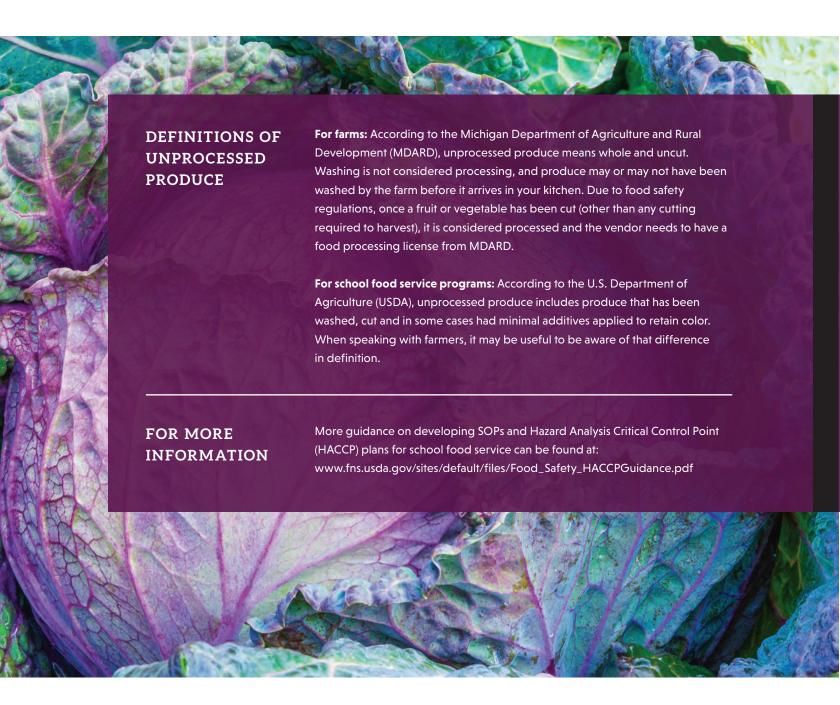
QUALITY: What quality specifications do you have? Perhaps smaller apples for small hands or misshapen root vegetables for soups are OK as long as it meets the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) serving requirements? As a team, you will need to decide what's OK and what's not, and ensure your suppliers are aware of your expectations.



SUBSTITUTIONS: Are substitutes acceptable? For example, if there is a crop failure for one type of leafy green, but another is available, could you make the switch?









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