



DROPP & GBCFC Delivery Rules

All items received by the GBCFC/DROPP must meet our quality standards upon arrival. The deliveries must be properly transported, clean, properly labeled, packed for longevity, and free of any decay. All items must be in closed boxes that are stackable. See our department specific Quality Standards for specifics below. Please follow the protocol below to ensure that we can properly take care of your very important local goods.

DELIVERY to DROPP Warehouse:

- All deliveries must be signed in by a DROPP staff member. Invoice and signature is required for payment to go through. See details below.
- Deliveries must be made on our receiving days, indicated by the pick ticket on Mondays and/or Thursdays during receiving hours between 9am & 1pm. Please make an appointment if these windows do not work for you and we will do our best to accommodate.
- We are now operating on a 3 strike policy. Any last minute cancellations due to lack of communication, no call no show, failure to communicate with DROPP about changes regarding your delivery, product, price, will be considered a strike. We need clear and concise communicate as soon as possible to ensure that we can communicate with our customers about changes.

***There are some items that must be delivered to the Co-op because of freshness, overall distribution, and storage issues. These items are fresh prepared foods with short shelf life, tap kombucha, local meats, body care, supplements, grocery items and general merch. These items will not be ordered through DROPP, they will be ordered directly from the department buyer. Please continue to observe our guidelines and need for a signed invoice at the time of delivery by the store manager on duty.

DELIVERY to GBCFC:

- All deliveries must be signed in by a Store Manager. Invoice and signature is required for payment to go through. We reserve the right to not pay for your products unless a delivery has a signed paper invoice.
- Deliveries must be made from 730am-7pm
- We are now operating on a 3 strike policy. Any last minute cancellations due to lack of communication, no call no show, failure to communicate with the GBCFC Buyer about changes regarding your delivery, product, price, will be considered a strike. We need timely and concise communication.

INVOICE:

- All deliveries must be dropped off with an invoice that includes:
 - Invoice #
 - Date
 - Name of Producer and address to send checks to
 - Terms Requested: We usually pay within 30 days.
 - Check payable: must be the legal name we can write a check to
 - Fully extended pricing
 - City of Origin
 - IF YOU ARE CERTIFIED ORGANIC, WE NEED YOUR LOT NUMBERS

PACKAGING:

- Make sure all boxes are clean and safe. If boxes are reused then they must be kept off the ground and in clean transport areas.
- All boxes must be cleared of old labeling including:
 - Labels from other farms
 - Labels from the correct farm but marked with old dates or other item descriptions
 - Masking tape with incorrect descriptions/dates
- All Boxes must be labeled with COOL(Country of Origin*) labeling. We would like you to include: Farm Name, Location (include the country of origin), Date Packed, and contents of the box as well as the customer name who ordered the product. Ex: Produce Dept or Grocery Dept.

COLD CHAIN:

- All products that require specific temperatures must be delivered in range of those necessary temperatures.

Produce:

- **Boxes:** We recirculate clean waxed boxes that were used for certified organic produce as well as clean Nevada Grown Boxes. Please pick some up when you deliver if you need any. We need you to deliver in boxes that you will leave with us.
- **Wet Produce:** Please use waxed boxes for wet produce items or if a regular box is used, please use a liner. It helps to place a piece of butcher paper or a wet clean towel on top of the produce to absorb extra moisture and it also acts as a cap that doesn't let too much moisture out through the top of the box. A piece of dry butcher paper also helps out in a bag of loose greens to absorb extra water. We suggest that you post your items on DROPP for sale by the dozen or the case of 24ct.
- **Dry Produce:** You can use non-waxed cardboard for dry produce. Nevada Grown Boxes are great for dry produce.
- **Any plastic bags used for loose baby greens must be new bags.** Please do not reuse plastic shopping bags or any other type of reused plastic container as this poses a potential food safety hazard. "If a product is kept in a sealed plastic bag, cell death can occur as a result of inadequate oxygen and excessive carbon dioxide. There are some cases where increased carbon dioxide and reduced oxygen can increase the shelf life of certain produce." (Production Guide for Storage of Organic Fruits & Vegetables, Cornell University 2012)

- **Pack with longevity in mind** and please stay within the acceptable range for pack sizes/bunch sizes. See our Produce Pack Size Guide below. “ The most fundamental post- harvest tool available to the fruit and vegetable producer is temperature control. It is critical to decrease the temperature of fruits and vegetables as quickly as possible after harvest to slow down their metabolism unless curing is part of the post harvest management.” (Production Guide for Storage of Organic Fruits & Vegetables, Cornell University 2012)
- **Produce Quality Standards:** We will not accept deliveries that do not meet our standards. You must check your order in with a DROPP staff member.
 - **Vegetables:** "U.S. No. 1" consists of vegetables of one variety or similar varietal characteristics, with stems or portions of stems attached, which are fairly young and fairly tender, fairly well formed, firm, free from decay and breakdown, and from damage caused by discoloration, cuts, bruises and scars, freezing, dirt or other foreign material, disease, insects, mechanical or other means.
 - **Greens:** "U.S. No. 1" consists of greens of one type which are well trimmed, not stunted, free from decay and from damage caused by yellow or discolored leaves, seedstems, wilting, bud burn, freezing, dirt, disease, insects, or mechanical or other means.
 - **Fruits:** Extra Fancy Grade consists of fruits which are mature but not overripe, clean, fairly well formed, free from decay, internal browning, internal breakdown, soft scald, scab, freezing injury, visible water core, and broken skins. The fruit is also free from injury caused by bruises, brown surface discoloration, smooth, net-like russeting, sunburn or spray burn, limb rubs, hail, drought spots, scars, disease, insects, or other means.

Produce Pack Size Guide:

- Bunched Greens: .75lb or 12 oz per bunch
- Bunched Herbs: 2 to 4 oz per bunch depending on what type of herb. Please check with DROPP team to clarify
- Bunched Carrots Regular: 6-10 carrots per bunch weighing between .75 and 1.5lb
- Bunched Baby Carrots: 6-12 carrots per bunch
- Bunched Beets: 5-6 silver dollar sized beets weighing between .75lb-1.5lb
- Bunched Radishes: 10-12 quarter sized radishes or an average of .65lb
- Green Onions: 6-10 onions per bunch and an average of .32 lb or 5 oz
- For clarity on other pack sizes, refer to the guidelines from “Wholesale Success” by Family Farmed. We have a copy on site and you can ask DROPP or the GBCFC Produce Manager

Eggs:

- Cartons- if you use cartons they must be new and labeled with the date packed as well as the basics: COOL(Country of Origin*) labeling. We would like you to include: Farm Name, Location (include the country of origin), Date Packed, and contents of the egg carton
- Loose- Loose eggs must be delivered in a clean container that holds flats of 30 eggs (5x6) or in such a way that the eggs are well protected and clean. The containers that hold the flats must be properly labeled as well: Farm Name, Location (include the country of origin), Date Packed, and contents

Meat:

- **USDA Bug:** Any meats that we sell must be inspected by a USDA Inspector and bear the seal of the inspection (unless an exemption through the local county and health dept are provided). When you process your meats with Wolf Pack or Ponderosa, please hold them accountable that they label it with the retail price that will be sold on the shelf in our store. Work with the meat buyer to understand how the pricing works.
- **We will not accept any packages that the vacuum seal has been compromised.** If time and resources allow, we will check your delivery in with you at the time of delivery. If this is not possible we will check in the boxes within 24 hours of drop off.
- **We will not accept packages that are not properly labeled with accurate pricing.** If there is a mistake at the packing facility, you must make arrangements by the time of delivery to the GBCFC.

Packaged Grocery:

- All products must have a label with the following information: name of product, name of producer, address of certified commercial kitchen of production, ingredients, and expiration date. Any products missing information on this label is not legal for resale and will not be accepted. All allergens must be displayed on label.

Signature and Agreements:

I _____ hereby acknowledge that I have read and fully understand the rules and guidelines laid forth in this document. I will to the best of my ability uphold these agreements and will communicate and failure to do so. Deviation from the guidelines can result in termination of relationship with DROPP and the GBCFC.

(Signature)

(Date)