Virginia Cooperative Extension

Virginia Tech • Virginia State University

Virginia Cooperative Extension
Virginia Tech • Virginia State University

Extension Resources for Farmers Markets

H. Lester Schonberger, Ph.D.
Associate Extension Specialist
Department of Food Science and Technology
hlschon@vt.edu

Melissa Wright, M.S.
Associate Extension Specialist
Department of Food Science and Technology
foodbiz@vt.edu

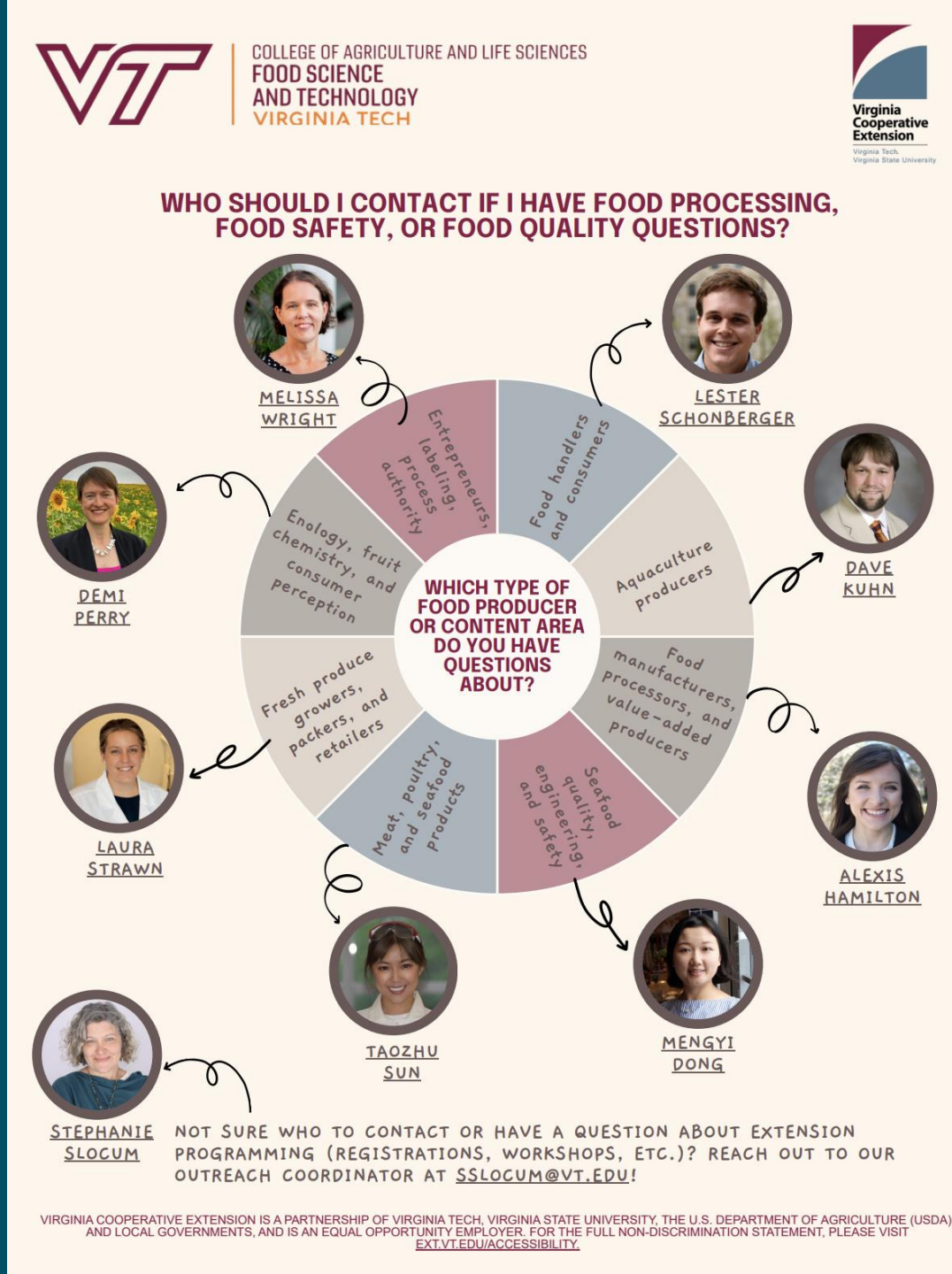
What is Virginia Cooperative Extension?

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Transfers expertise from Virginia Tech and Virginia State University into Virginia's communities
- Faculty specialists, regional/local agents, program assistants, volunteers
- Collaborative partnership with local, state, and federal governments

VT FST Extension

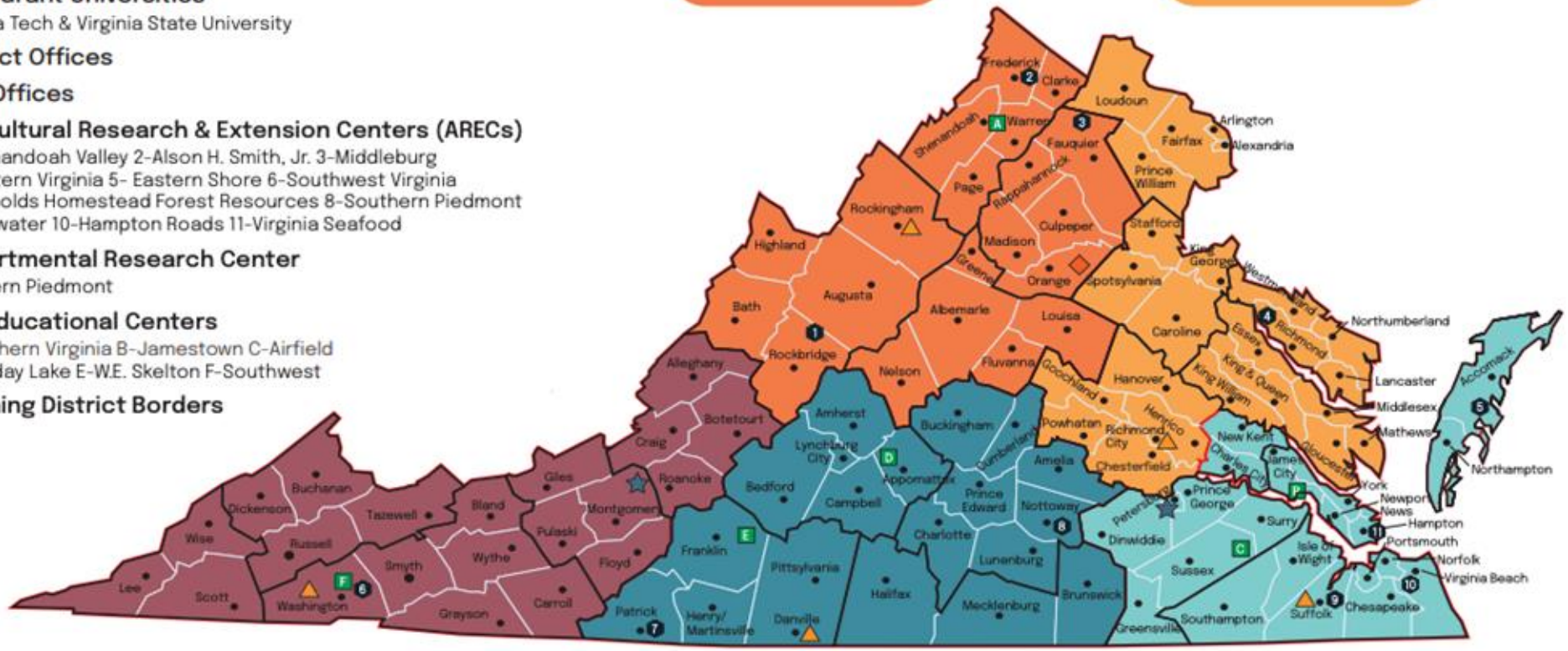
- Team of faculty specialists to support the farm-to-fork continuum



Locations

Virginia Cooperative Extension

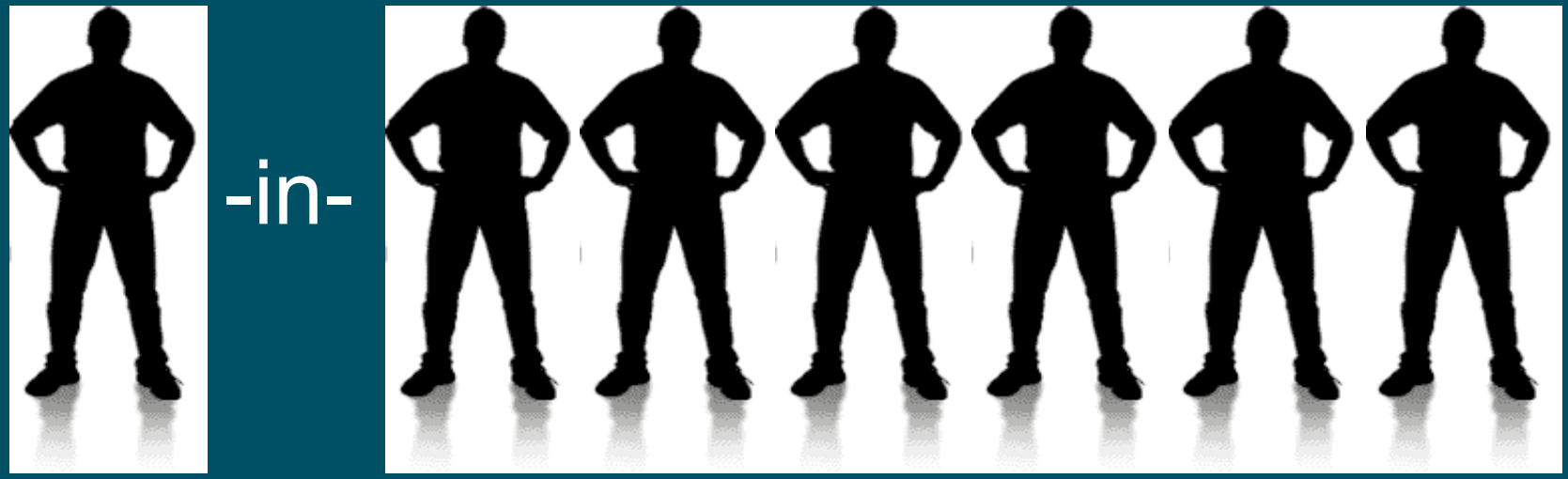
- **Land Grant Universities**
  Virginia Tech & Virginia State University
- **District Offices**
- **Unit Offices**
- **Agricultural Research & Extension Centers (ARECs)**
  1-Shenandoah Valley 2-Alson H. Smith, Jr. 3-Middleburg
  4- Eastern Virginia 5- Eastern Shore 6-Southwest Virginia
  7-Reynolds Homestead Forest Resources 8-Southern Piedmont
  9-Tidewater 10-Hampton Roads 11-Virginia Seafood
- **Departmental Research Center**
  Northern Piedmont
- **4-H Educational Centers**
  A-Northern Virginia B-Jamestown C-Airfield
  D-Holiday Lake E-W.E. Skelton F-Southwest
- **Planning District Borders**



VCE/0922/VCE-231NP (VCE-1122NP)

Virginia Cooperative Extension
Virginia Tech • Virginia State University

Foodborne Illness



- Estimate 48 millions cases of foodborne illnesses annually
- 128,000 hospitalizations
- 3,000 deaths

What's the big deal?

- Symptoms:
  - Diarrhea
  - Vomiting
  - Nausea
  - Abdominal pain
  - Fever
- Complications:
  - Reactive arthritis
  - Guillain-Barre syndrome
  - Spontaneous abortion, stillbirths
  - HUS (kidney failure)
  - TTP (blood clots, can lead to stroke)
  - Death

Farmer's Market Outbreak - 2000

- *Escherichia coli* O157:H7 linked to produce samples offered at a farmer's market in Fort Collins, CO
  - 14 People were ill and two elementary school-aged children required dialysis

Farmers Market Outbreak - 2008

- *Campylobacter jejuni* linked to raw, bagged peas sold at markets markets in south-central Alaska
  - 45 illnesses
  - 5 hospitalizations
    - 1 case of Guillian-Barré syndrome

Farmer's Market Outbreak - 2010

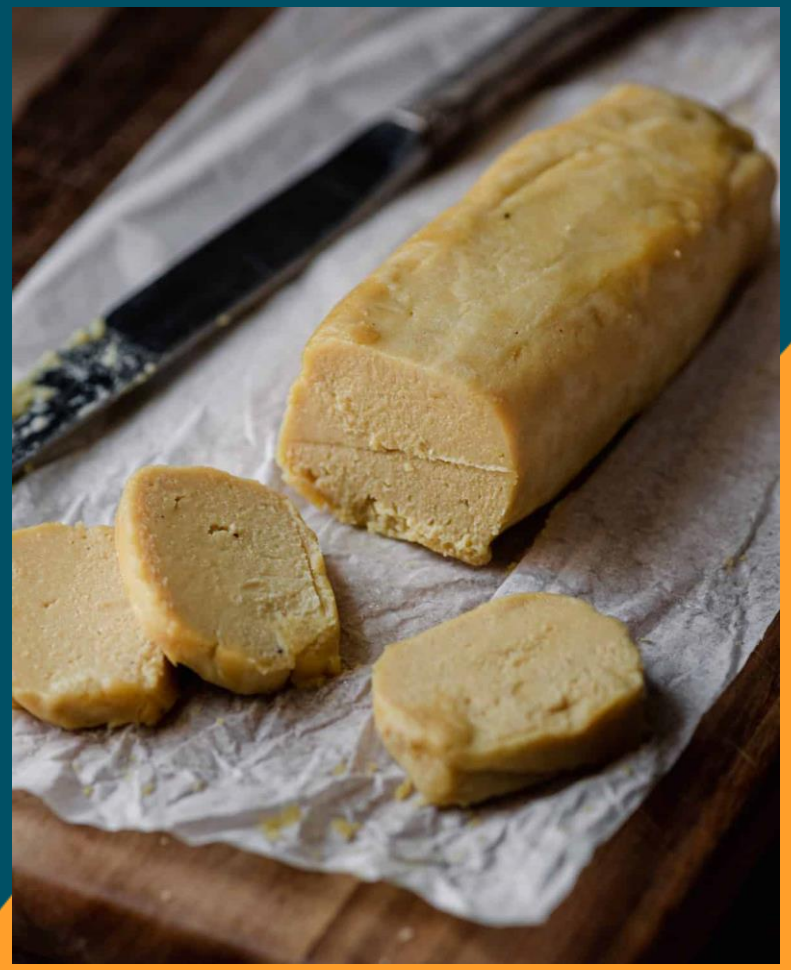
- *Salmonella* linked to guacamole, salsa and uncooked tamales at a farmer's market in east-central Iowa
  - 44 People sick and five hospitalized

Farmer's Market Outbreak - 2011

- *Escherichia coli* O157:H7 linked to strawberries sold at multiple farm stands and farmer's markets in Oregon
  - 16 Illnesses
  - 7 hospitalized
    - 2 suffered kidney failure
  - 1 death
- Linked back to deer on the farm

Farmers Market Outbreak - 2014

- *Salmonella* linked to cashew cheese sold at farmers markets in California
  - 15 illnesses
  - 3 hospitalizations



Farmers Market Outbreak - 2017

- *Salmonella Thompson* outbreak linked to shelled peas at Farmers Markets in Wisconsin
  - 7 illnesses
  - 1 Hospitalization
  - 3 counties
  - Likely linked to one vendor selling at several markets

Farmers Market Outbreak - 2022

- *Salmonella* outbreak linked to shelled peas at Farmers Markets in Wisconsin
  - 22 Illnesses
  - 4 Hospitalizations

Liability?

Illness Severity	Court Cases with Award Information	Percent Won by Plaintiff	Average Award
Premature death	6	66.7%	$274,580
Hospitalized & survived	60	31.7%	$141,199
Other cases	109	29.4%	$110,916

Table 1. Compensation in Court Cases by Severity Category, 1988-97*
Only 175 of 178 court decisions had award information. All awards are in 1998 dollars.

Buzby et al. (2001). Agricultural Economic Report 799. Economic Research Service, USDA,

VCE Resources

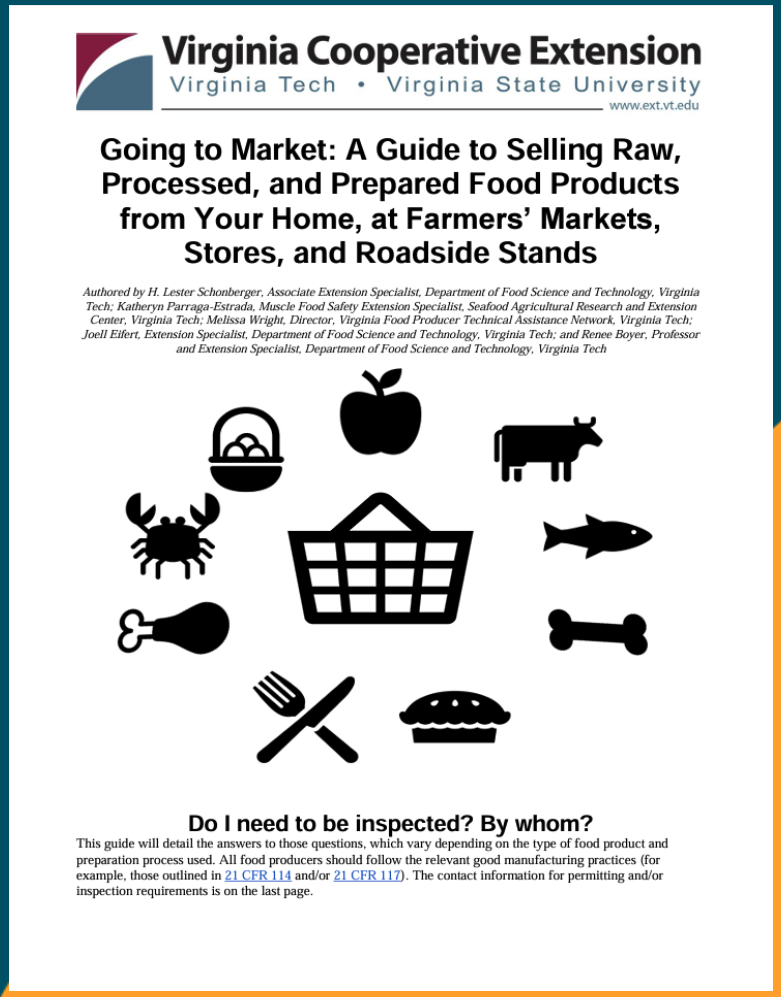
- Food safety trainings for vendors & market managers
- Factsheets
- Online trainings
- Volunteer programs

Program Registration

VCE Factsheets

Going to Market

- VCE booklet covering basic information for being able to serve/sell a variety of products
- Reviewed and reissued in 2024



Virginia Cooperative Extension
Virginia Tech • Virginia State University
www.ext.vt.edu

Going to Market: A Guide to Selling Raw, Processed, and Prepared Food Products from Your Home, at Farmers' Markets, Stores, and Roadside Stands

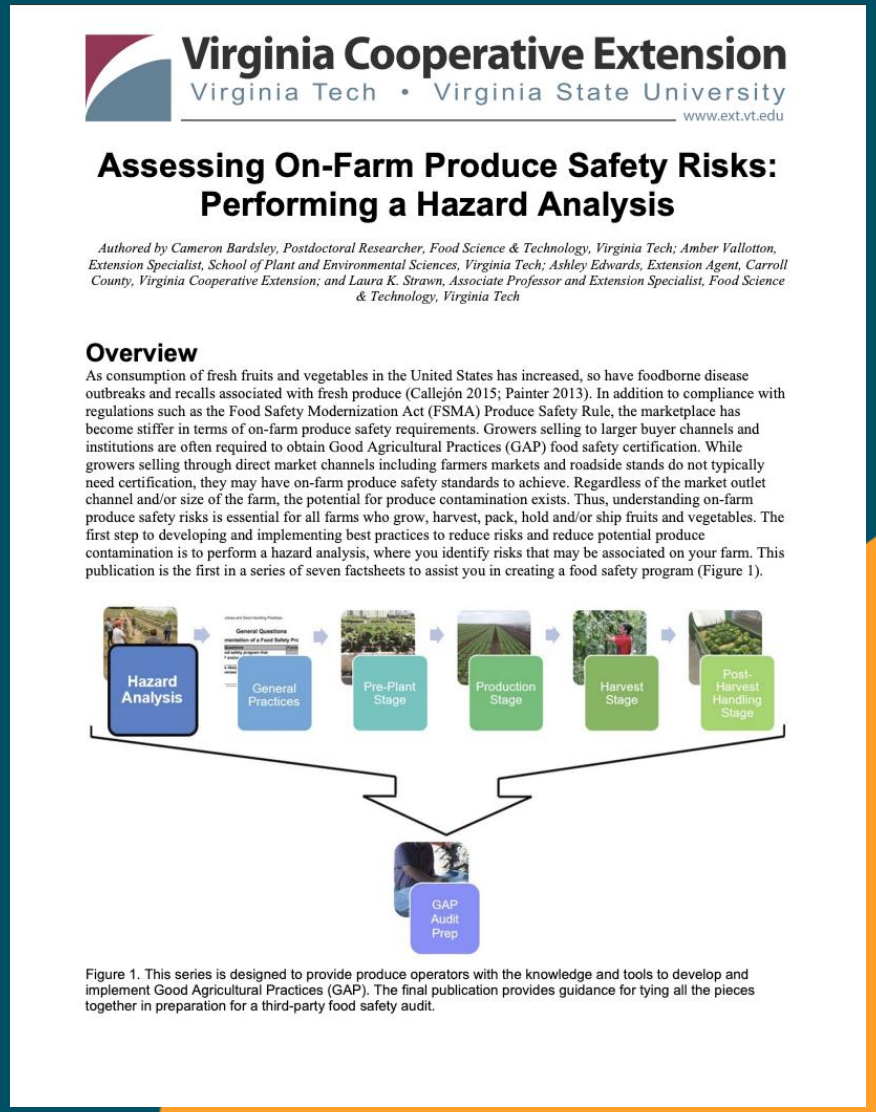
Authored by H. Lester Schonberger, Associate Extension Specialist, Department of Food Science and Technology, Virginia Tech; Katheryn Parraga-Estrada, Muscle Food Safety Extension Specialist, Seafood Agricultural Research and Extension Center, Virginia Tech; Melissa Wright, Director, Virginia Food Producer Technical Assistance Network, Virginia Tech; Joell Eifert, Extension Specialist, Department of Food Science and Technology, Virginia Tech; and Renee Boyer, Professor and Extension Specialist, Department of Food Science and Technology, Virginia Tech

Do I need to be inspected? By whom?

This guide will detail the answers to those questions, which vary depending on the type of food product and preparation process used. All food producers should follow the relevant good manufacturing practices (for example, those outlined in 21 CFR 114 and/or 21 CFR 117). The contact information for permitting and/or inspection requirements is on the last page.

Assessing Farm Food Safety Risks

- The potential for produce contamination exists regardless of size.
- Understanding on-farm produce safety risks is essential for all farms who grow, harvest, pack, hold and/or ship fruits and vegetables.
- The first step is to perform a hazard analysis, where you identify risks that may be associated on your farm.



Virginia Cooperative Extension
Virginia Tech • Virginia State University
www.ext.vt.edu

Assessing On-Farm Produce Safety Risks: Performing a Hazard Analysis

Authored by Cameron Bardsley, Postdoctoral Researcher, Food Science & Technology, Virginia Tech; Amber Vallotton, Extension Specialist, School of Plant and Environmental Sciences, Virginia Tech; Ashley Edwards, Extension Agent, Carroll County, Virginia Cooperative Extension; and Laura K. Strawn, Associate Professor and Extension Specialist, Food Science & Technology, Virginia Tech

Overview

As consumption of fresh fruits and vegetables in the United States has increased, so have foodborne disease outbreaks and recalls associated with fresh produce (Callejón 2015; Painter 2013). In addition to compliance with regulations such as the Food Safety Modernization Act (FSMA) Produce Safety Rule, the marketplace has become stiffer in terms of on-farm produce safety requirements. Growers selling to larger buyer channels and institutions are often required to obtain Good Agricultural Practices (GAP) food safety certification. While growers selling through direct market channels including farmers markets and roadside stands do not typically need certification, they may have on-farm produce safety standards to achieve. Regardless of the market outlet channel and/or size of the farm, the potential for produce contamination exists. Thus, understanding on-farm produce safety risks is essential for all farms who grow, harvest, pack, hold and/or ship fruits and vegetables. The first step to developing and implementing best practices to reduce risks and reduce potential produce contamination is to perform a hazard analysis, where you identify risks that may be associated on your farm. This publication is the first in a series of seven factsheets to assist you in creating a food safety program (Figure 1).

Figure 1. This series is designed to provide produce operators with the knowledge and tools to develop and implement Good Agricultural Practices (GAP). The final publication provides guidance for tying all the pieces together in preparation for a third-party food safety audit.

Enhancing The Safety of Locally Grown Produce

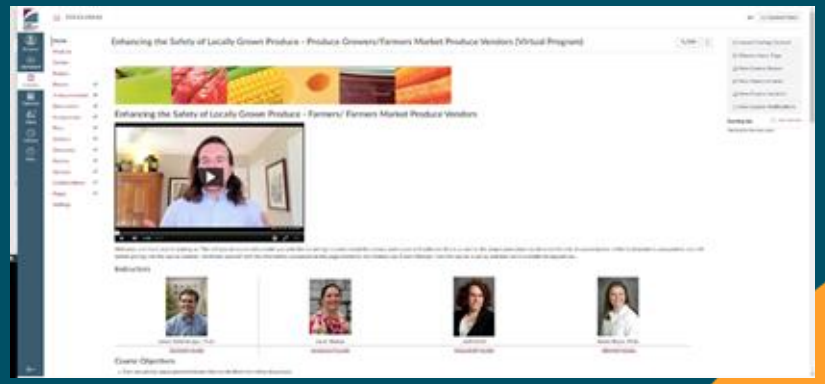
Virginia Cooperative Extension
Virginia Tech • Virginia State University

Farmer/Vendor

- Food safety on the farm
- Land use
- Water use
- Manure & soil amendments
- Hygiene, health & training
- Toilet & handwashing facilities
- Harvesting & Storage
- Transporting produce safely
- Training & certification options
- Food safety at the market
- Current events
- Additional resources

Market Manager

- Market review self-study
- Food safety at the market




Enhancing The Safety of Locally Grown Produce

Farm Worker Toilet and Handwashing Facilities

Promoting good worker hygiene is one of the most important steps farmers can take to prevent contamination of their fruits and vegetables with foodborne disease-causing microorganisms referred to as pathogens. A key step in promoting good hygiene is ensuring that there are handwashing stations and toilet facilities available on the farm in close proximity (not more than ¼ mile) to the workers.

Setting up a good handwashing station

Thorough handwashing is a "best practice" for keeping food safe. Thorough washing will cut down on the numbers of microorganisms present which in turn helps to enhance the effectiveness of the sanitizer. Hand sanitizers should only be used after proper handwashing, not in place of it.

A good handwashing station should be equipped with the following items:

- A clean container holding clean water that has been tested to be sure it has no detectable generic *E. coli* present.
- Single use paper towels.
- Hand soap or antibacterial soap in a pump dispenser.
- Trash receptacle.

Additional tips for a good handwashing station

- Use a large, closed, plastic container such as a carboy that has a spigot to hold the potable water.
- Use another large plastic container or bucket to catch the wash water, and avoid letting it get into growing areas.
- The handwashing station should be located close to where the workers are working in order for it to be easy for them to use.
- If your farm is large enough, house the handwashing station on a trailer so that it can be moved around your farm as the workers move from plot to plot.
- Include a sign with handwashing instructions or pictures for workers to follow. The instructions should be in English and/or Spanish or other native language.
- The station should be maintained on a regular schedule to ensure that it is clean and stocked with water, soap, paper towels, etc.

Examples of handwashing stations that farmers have created on their properties

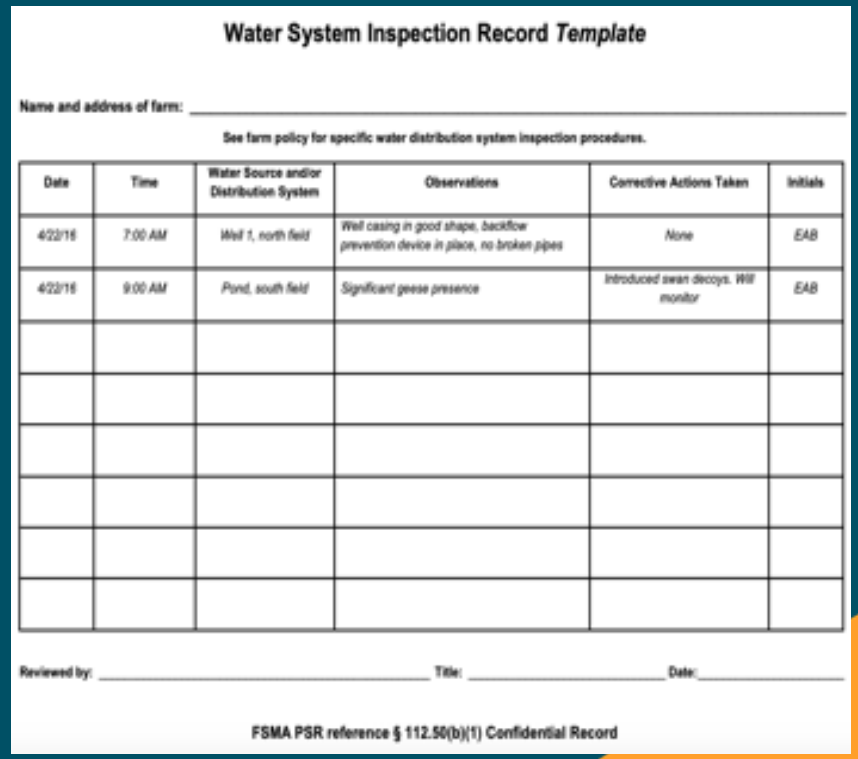
A Picture 1. The farmer constructed his station on a small trailer so that it can be moved around on the property. It has a sink with a faucet and a covered soap and paper towel dispenser.

A Picture 2. This is a simpler station, with the water container sitting on stacked pallets and a funnel collecting the wash water into a bucket underneath. A bottle of soap with a pump dispenser is on the pallet. Paper towels are stored in a covered plastic container beside the pallet.

Produce Safety Alliance Grower Training

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Depending on what you grow, how much you sell, and where you sell it, you may be required to complete the PSA Grower Training Course
  - Focus on required records
  - Classes held throughout the year
  - Scan QR code to see if there are any open classes or contact lstrawn@vt.edu



Water System Inspection Record *Template*

Name and address of farm: _____

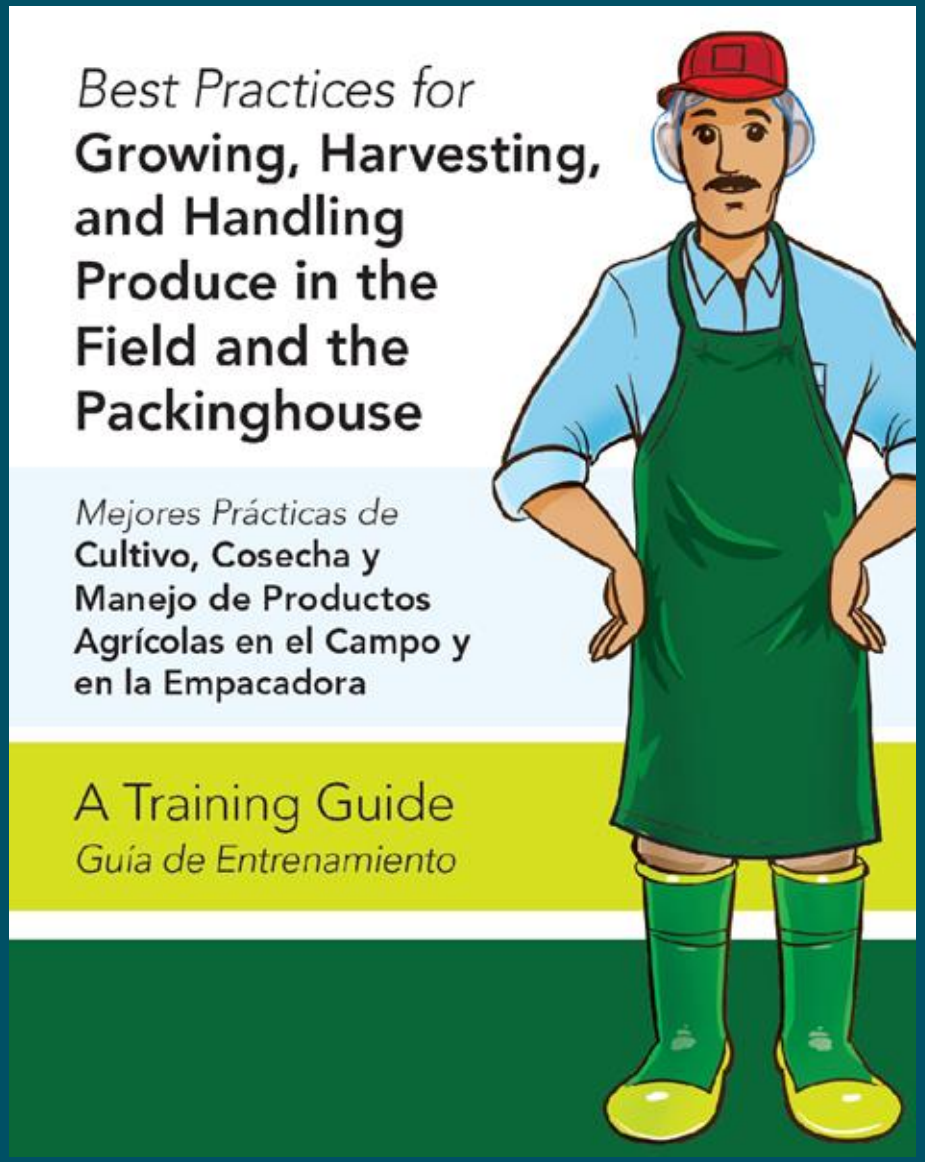
See farm policy for specific water distribution system inspection procedures.

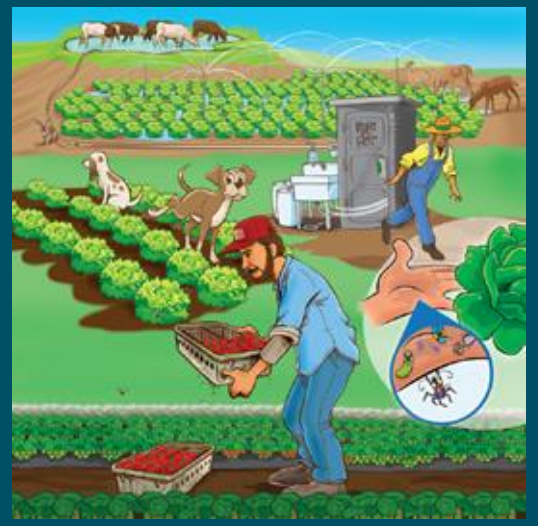
Date	Time	Water Source and/or Distribution System	Observations	Corrective Actions Taken	Initials
4/22/16	*7:00 AM*	*Well 1, north field*	*Well casing in good shape, backflow prevention device in place, no broken pipes*	*None*	*EAB*
4/22/16	*9:00 AM*	*Pond, south field*	*Significant geese presence*	*Introduced swan decoys. Will monitor*	*EAB*

Reviewed by: _____ **Title:** _____ **Date:** _____

FSMA PSR reference § 112.50(b)(1) Confidential Record

A training guide for farm employees:





Gleaning and Food Donation

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Gleaning is the process of recovering unharvested or unsold foods from farms and markets
- VCE is now offering three gleaning-related food safety trainings:
  - Gleaners
  - Farmers
  - Farmers Markets

Meat and Poultry Processing

- Programs addressing meat and poultry processing risks and safety
  - Meat and Poultry HACCP
  - VSU's Mobile Processing Unit

- Dahlia O'Brien, Ph.D.
  - Professor/Extension Specialist
  - Small Ruminants
- Jason Scheffler, Ph.D.
  - Associate Professor
  - Meat science/safety
- Taozhu Sun, Ph.D.
  - Associate Extension Specialist
  - Muscle Food Safety

Fish and Seafood

- Seafood product testing (quality and safety)
- Fish and seafood-related programs
  - Sanitation Control Procedures for Fish and Fishery Products
  - Seafood HACCP
  - Technical assistance in complying with USDA requirements related to catfish

- Taozhu Sun, Ph.D.
  - Associate Extension Specialist
  - Muscle Food Safety
- Mengyi Dong, Ph.D.
  - Assistant Professor and Extension Specialist
  - Seafood quality, safety, and engineering

ENHANCING THE SAFETY OF LOCALLY PREPARED FOODS

Farmers Market Food Safety Tool Kit

Publication FST-310NP

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Jams & Jellies
- Refrigerated/Frozen Meals
- Fermented Vegetables
- Refrigerated Dips, Spreads, Dressings and Salads
- Maple Syrup
- Dehydrated foods
- Acidified foods
- Meats
- Dairy
- Honey
- Baked goods
- Pet food
- Eggs
- Samples
- Labeling

ENHANCING THE SAFETY OF LOCALLY PREPARED FOODS

Farmers Market Food Safety Tool Kit

Publication FST-330NP

What do I need to know to provide SAMPLES at the farmers market?

Why should I provide samples at the farmers market?

Offering samples at the farmers market allows customers to sample your food before purchasing. This is a great way to promote your business. Even though samples are given away and not sold, vendors should follow safe practices when preparing and offering these food items.

Where should I prepare my samples?

There are two ways to prepare samples:

- Prepare and package samples in your home kitchen and transport them to the market.
- Prepare samples while at the market.

Regardless of how you choose to prepare your samples, safe food handling and preparation practices, and regulations associated with your business should be followed. This document will provide best practices for sample preparation.

What are some guidelines to follow for preparing and serving samples at the farmers market?

Apply the same food safety practices for preparing your samples as you do when making your product.

1. Follow good personal hygiene.
   - Pull your hair back, wear a cap, visor or helmet
   - Wash hands frequently with soap and water. (The use of hand sanitizers does not replace good hand-washing). Be sure to wash hands after doing other tasks, like smoking, eating, drinking, handling money etc.
   - Wear food-safe gloves during food handling and preparation to prevent contamination.
2. Clean and sanitize surfaces and utensils to prevent cross-contamination.
   - A good sanitizer to use that is easy to transport to/from the market is a mild bleach solution (1 tsp of regular strength unscented household bleach per gallon of water) in a spray bottle.
   - Keep samples that require refrigeration in a cooler on ice.
   - Use a calibrated thermometer to confirm that samples are kept cold at a temperature below 41 °F (5 °C).
4. Hold hot samples at hot-holding temperatures.
   - Use a calibrated thermometer to confirm that your samples are kept above 135 °F (57.2 °C).
5. Limit exposure of your samples to outside temperatures to four hours or less if they require temperature control.
   - After four hours, discard any uneaten samples.
   - If outside temperatures are greater than 90 °F (32.2 °C), then samples should not be left without temperature control for more than 1 hour.
6. Protect your samples from the environment, people, and pests.
   - Serve samples with
     - Toothpicks (see fig. 1).
     - Single-serve disposable utensils (e.g., small spoons or forks; fig. 2).
     - Single-use deli paper.
     - Single-use cups with lids (see fig. 3).
   - Keep samples covered (with a dome or plastic covering; see fig. 4).

"This work is supported by Food Safety Outreach Program [grant no. 2016 0020 25888/project accession no. 1010671] from the USDA National Institute of Food and Agriculture"

Virginia Cooperative Extension
Virginia Tech • Virginia State University

ENHANCING THE SAFETY OF LOCALLY PREPARED FOODS

Farmers Market Food Safety Tool Kit

Publication FST-352NP

What do I need to know to sell HONEY at the farmers market?

What is honey?

Honey is a naturally sweet and viscous food created by honeybees. The flavor of honey is created either naturally from the plants where bees harvest their nectar or through added flavorings. Some varieties of honey include:

- Tupelo honey.
- Orange blossom honey.
- Lavender honey.

Figure 1. There are many different types of honey; honey will appear differently depending on its variety and processing. (Photo courtesy of Pixabay Creative Common License.)

Why produce honey?

Honey is a natural sweetener and can be a value-added product.

Does the honey I produce require state inspection?

It depends on where your honey comes from and how much you produce. You can sell honey without a state inspection if (1) you produce AND process less that 250 gallons per year of pure honey from your own personal hives at your private residence AND (2) you do not produce other food products that require inspection (VDACS 2017).

State inspection is required if you (1) produce more than 250 gallons of honey per year, (2) produce a value-added honey product, and/or (3) produce other foods requiring inspection (VDACS 2017).

What is pure honey?

Pure honey is honey that has not been altered. If you wish to sell honey with added flavors or ingredients, the product becomes a value-added product and is considered an infused honey. If you sell infused honey, your process and product require inspection and may need process validation and product testing to determine safety.

Figure 2. Honey is a natural sweetener than can also be added to various types of foods. (Photo available at pxhere.com; CC0 public domain.)

What is raw honey?

Raw honey is pure honey that has not been heat-processed. Raw honey maintains its original content from the combs (it might still contain pollen, bee parts, honeycomb, and royal jelly). Raw honey is exempt from inspection.

"This work is supported by Food Safety Outreach Program [grant no. 2016 0020 25888/project accession no. 1010671] from the USDA National Institute of Food and Agriculture"

Virginia Cooperative Extension
Virginia Tech • Virginia State University

ENHANCING THE SAFETY OF LOCALLY PREPARED FOODS

Farmers Market Food Safety Tool Kit

Publication FST-300P (FST-363P)

What do I need to know to sell REFRIGERATED DIPS, SPREADS, DRESSINGS, and SALADS at the farmers market?

What are refrigerated dips, spreads, dressings, and salads?

Many prepared foods such as dips, spreads, dressings, and salads are popular items to sell at a farmers market. Most of these items require refrigeration to ensure safety. These foods contain a lot of moisture and do not have enough acidity to control microbial growth. They require time and temperature control for their safety, and they are often referred to as TCS foods. Some examples include:

- Hummus
- Refrigerated salsa
- Pesto (see fig. 1)
- Mayonnaise-based salads (e.g., potato salad; see fig. 2)
- Guacamole (see fig. 3)
- Salad dressings.

Figure 1. Example of a tomato-based pesto refrigerated product. (Photo: "Pesto, Tomatoes, Eat, Food, Healthy" by Einladung_zum_Essen, licensed under CC0 1.0) (Photo courtesy of Pixabay, Creative Commons License.)

Figure 2. Refrigerated potato salad. (Photo: "Potato Salad Food Meal Healthy Dinner" by kartynas, licensed under CC0 1.0)(Photo credit: Pixabay, Creative Commons License.)

Figure 3. Preparation of guacamole. (Photo courtesy of Susan Chen, Virginia Tech)

Note: All packaged, refrigerated foods require facility inspection by the Virginia Department of Agriculture and Consumer Services (VDACS 2017).

"This work is supported by Food Safety Outreach Program [grant no. 2016 0020-25888/project accession no. 1010671] from the USDA National Institute of Food and Agriculture"

Virginia Cooperative Extension
Virginia Tech • Virginia State University

2020 Publication FST-300P (FST-363P)

ENHANCING THE SAFETY OF LOCALLY PREPARED FOODS

Farmers Market Food Safety Tool Kit

Publication FST-297P (FST-361P)

What do I need to know to sell KOMBUCHA at the farmers market?

What is kombucha?

Kombucha is a beverage made from brewed tea and sugar that is fermented using a Symbiotic Culture of Bacteria and Yeast (generally abbreviated as SCOBY). Kombucha is slightly sweet and acidic often containing residual carbon dioxide. Some kombuchas also have fruit juice or other flavors added. Kombucha is generally made using the following steps (adapted from Nummer, 2013):

Table 1. General steps to produce kombucha

1	Boil water
2	Add tea and steep for 10 minutes
3	Remove tea leaves and cool
4	Add 10% inoculum (SCOBY).
5	Ferment at room temperature for 7 – 10 days
6	Refrigerate covered
7	Filter or remove culture mass

Why produce kombucha?

It is a beverage consumed in many countries and is quickly becoming a popular beverage in the United States because it has perceived health benefits.

What is the fermentation process and why is it important?

Kombucha is produced using a two-step fermentation process. In the first step, the yeast in the SCOBY ferments the added sugar and forms alcohol and carbon dioxide. In the second step, the bacteria in the SCOBY ferments the alcohol to produce vinegar (acetic acid). Production practices and fermentation conditions will influence the percent of alcohol and vinegar in the final product.

For this reason, alcohol production must be monitored closely! Food and beverage products that contain greater than 0.5% alcohol are subject to Alcohol Beverage Control Authority (ABC) and/or Alcohol and Tobacco Tax and Trade Bureau (TTB) regulation and taxation. Additionally, if fermentation continues for too long, excess vinegar may be produced making the product too acidic for frequent consumption.

Figure 1. Stirring tea on the stove during preparation of kombucha. Photo by Kevin Rail.

Why does kombucha continue to ferment after the SCOBY is removed?

Your kombucha will continue to ferment after the SCOBY is removed because tiny fragments of the SCOBY will remain in the beverage. If you do not pasteurize (heat treat) your product, the remaining yeast and bacteria will continue the fermentation process until there is no sugar left to ferment. This could lead to a beverage that is high in alcohol and/or dangerously acidic. Additional ingredients like juice or other flavorings could also contain sugar and allow for further fermentation, producing even more alcohol or vinegar.

How do I know if TTB Regulation is required for my product?

Kombucha producers must be aware that fermentation continues unless deliberately stopped. Therefore, the kombucha beverage could have less than 0.5% alcohol by volume when it is bottled, but the fermentation may continue after bottling. As a result the

"This work is supported by Food Safety Outreach Program [grant no. 2016 0020-25888/project accession no. 1010671] from the USDA National Institute of Food and Agriculture"

Virginia Cooperative Extension
Virginia Tech • Virginia State University

2020 Publication FST-297P (FST-361P)

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Administrator, 1890 Extension Program, Virginia State University, Petersburg.

Food Producer Technical Assistance Network

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Provide laboratory testing of food products for safety and quality
- Provide guidance on reformulation, if necessary
- Provide product label review for completeness and accuracy, including ingredient statements
- Create Nutrition Facts Panel graphics

Food Producer Technical Assistance Network: Regulatory Compliance

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Inform clients of potential state and federal regulatory issues
- Act as acidified food processing authority providing clients with FDA-compliant scheduled processes
- Provide scientific rationale behind food regulation
- Facilitate registration for training opportunities, including Juice HACCP, cGMPS, BPCS

FDA FOOD SAFETY MODERNIZATION ACT

DEPARTMENT OF HEALTH & HUMAN SERVICES • USA
FDA

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment
www.vdh.virginia.gov

Certified Food Protection Manager Certification

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Food establishments (including temporary food establishments) need to have at least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service who is a **Certified Food Protection Manager (CFPM)**.

- VCE offers the ServSafe® Certified Food Protection Manager courses

Additional Food Handler Food Safety Trainings

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- ServSafe's Food Handler Program
  - Designed for those individuals who are food handlers under supervision of CFPM
- VCE's Cooking for Crowds
  - Designed for those food handlers serving exempt organizations (nonprofits, religious organizations, etc.) that still benefit from safe food handling training
- Food Allergen Awareness
  - In-depth training addressing Big Nine allergens, symptoms of allergic reaction, etc.

Virginia Cooperative Extension Master Gardeners

- Volunteers trained by VCE to deliver gardening-related programming
- Local/regional Master Gardener chapters
- Booths at farmers markets to collect produce for donation
  - Customers who purchase extra
  - Vendors who do not want to take unsold produce

Virginia Cooperative Extension Master Food Volunteers

Virginia Cooperative Extension
Virginia Tech • Virginia State University

- Trained volunteers who can deliver food demonstrations and other health and wellness-related programs at the market

Virginia Cooperative Extension
Virginia Tech • Virginia State University

Questions?

And Justice for All

Virginia Cooperative Extension
Virginia Tech • Virginia State University

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; **email:** program.intake@usda.gov.

This institution is an equal opportunity provider. NIFA Form AD-475-A—Assisted Poster/ Revised September 2019

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de: correo

postal: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; o´ fax: (833) 256-1665 o´ (202) 690-7442; correo electrónico: program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades. NIFA Afiche complementario al Formulario AD-475-A/Revisado Septiembre 2019

Virginia Cooperative Extension

Virginia Tech • Virginia State University