**2012**

**FARMER MANUAL**



New Entry Sustainable Farming Project

**A Program of:**

**Tufts University, Friedman School of Nutrition Science and Policy Agriculture Food and Environment Program**

**and**

**Community Teamwork, Inc.Table of Contents**

Purpose of Farmer Manual…………………………………………………………3

New Entry Program Description……………….……..………………………...….4

2011 Fees and Payment Schedule……………………………………………….....7

2011 Trainings and Farm Visit Schedule………………………………………….8

General Farm Guidelines………………………………………………………….11

Water Use and Irrigation…………………………………………………...13

Soil and Land Use………………………………………………………….15

Equipment Use……………………………………………………………..17

Hoophouse Use……..……………………………………………………...19

Pest and Disease Management……………………………………………..20

Pesticide Safety…………………………………………………………… 22

Organic Guidelines……………….……………………………………………… 25

Insurance Requirements……...…………………………………………………...28

Marketing Cooperative Agreement (World Peas Coop)………………………….31

Food Safety Plan Requirement

Cooler / Refrigeration Use………………………………………………………..33

Recordkeeping and Reporting…………………………………………………….34

Consequences and Probation……………………………………………………...35

Agreement to Participate in the New Entry Farming Program……………...…….36

Purpose of Farmer Manual

The purpose of the New Entry Farmer Manual is to provide you with information you need to participate in our farmer training programs. Our project helps you:

* get access to land at affordable rates
* get basic farm supplies, training, and limited technical assistance so you can get started on a farm right away
* plan and move onto your own farm

There are many resources the New Entry offers and many steps you can take to become a successful farmer. There are also many things you can do so that you farm:

* safely
* legally
* responsibly

Many of these practices and rules are outlined in this manual. Some of the rules come from the landowners, some come from farmers participating in the program, and others come from commitments New Entry makes to groups who support the project. All of the rules are important for you to know so that you can be successful on your farm.

This manual also provides:

* training schedule for this season
* basic information on the fees, schedules, and rules of the New Entry training farms
* contact information for New Entry staff
* contact information for your fellow farmers (including where they are farming)

Please read each section very carefully and make sure you understand what we expect from you and what you can expect from us. If you have any questions, please talk to New Entry staff.



*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.*

#### New Entry Program Description

Now that you have finished the Farm Business Training Course and completed an approved business plan, you can participate in a 3-4 year program to help you with your new farm business. The program has two parts that work together:

**A. Beginning Farmer:** We help you to start your farming business. You will receive assistance all year long for three years to help you grow your crops and grow your business. You can choose to farm either on our training sites or on your own land. We will help you to implement your farm business plan, get farmland to grow crops, and find markets to sell your products.

**B**. **Independent Farmer:** We also help you to become successful as a farmer on your own after three years of building your production history. Together, we will plan for this independent farming business. We will help you to build your farm skills, find your own land to farm, and learn to manage your farm on your own. At the end of 3 years, we want you to have a viable independent farming business and to be successful on your farm.

**A. Beginning Farming Program - What we provide for you:**

**Land to farm:** You can rent land at one of our training farm sites. We will help with plowing, irrigation, equipment, storage, and other services. If you have your own land, we can give you advice on how to get it ready for farming.

**Before the season:**  We help you one-on-one with

* planning your crops and markets
* ordering seeds and seedlings
* getting permits and insurance

**Training and on-farm assistance:** We offer hands-on training so that you can learn to

* plant crops
* use a hoophouse
* set up irrigation systems
* controlling weeds and pests, and diseases safely
* use farm equipment

We also offer workshops and tours of markets and other farms.

**Markets:**  We help you find places to sell your crops and get the best prices for them. You can also join the World Peas Cooperative to sell your crops.

**Keeping records:** We help you keep track of: what you plant, pest problems, what you harvest and sell, and your income and expenses to establish a production history to qualify for federal programs.

**Managing your farm business plans:** We review your business plan regularly and help you make changes as needed.

**Loans and credit:** We can help you request a small loan through Accion or other lending programs.

**Beginning Farming Program – What we require from you**

**Completion of Business Training Course:** You must complete the Business Planning Course and develop a viable business plan before you begin to farm.

**Required Trainings:** You must attend the pest management and equipment safety training in order for you to learn how to operate safely and legally on your farm.

**Attendance at Trainings and Field Trips:**  You must attend at least 2/3 of the trainings and field trips during the season so that you can learn how to operate your own farm successfully.

**Agreement to Follow the Farmsite rules:**  You must agree to the site guidelines and pesticide use rules and follow them all season so that you can operate your farm successfully.

**Recordkeeping:**  We expect you to keep good records of:

* crops which you plant
* water use
* pesticide use
* expenses
* sales and revenues

You must share these with New Entry staff so that they can evaluate progress toward your farm goals and help you to become successful.

**Meetings with staff:** You will be expected to meet with New Entry staff on a regular schedule to work on and review your production and marketing needs. You are also expected to be available for farmer site meetings, public events, and farm tours that are scheduled. You will be given as much advance notice as possible. It is your responsibility to communicate your availability to staff organizing the meetings.

**B. Independent Farmer Assistance: What we will provide for you:**

**Help in finding farmland:** We will help you understand what kind of land you will need for your farming business. We will help you to find land and provide you with information regarding how to lease or buy land.

**Community connections:** We will help you connect with community programs and farming resources in your area.

**Hands-On Field Workshops:** We will provide workshops so that you can learn about farming topics that are important to you.

**One-on-one Assistance:** Our staff will be available on an hourly paid (fee for service) basis to help you to learn skills you need to become an independent farmer.

**Independent Farmer Assistance: What we require from you:**

**Farming goals:** You will work with New Entry staff to make a plan for your independent farm and to plan all the steps you will take to get there.

**Attendance at workshops:**  You are invited to attend farm training workshops and conferences recommended by New Entry.

**Meetings with staff:** You will be expected to meet with New Entry staff on a regular schedule to work on and review your independent farm plan.

**Records of progress:** You will keep records about how you are meeting your goals. Your records of progress will help New Entry staff assist you to become an independent farmer and will qualify you to access other state, federal and local partner programs.

**2012 Fees / Payments**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Fee** | **Due Date** | **Fee Includes** |
| Land Rental | $ 665/acre | April 1st | * spring/fall plowing * field scale PH/ fertility applications * landowner fees * sanitary facilities * access to irrigation & electricity * fall cover crop seed |
| **Technical Assistance** | $25/hour  **Or**  Weekly 1 hour appointment May 1-Aug 31 for $300 | Upon appointment or May 1st for package discount | * Any one on one Technical Assistance * Disease identification * Insect identification * Training topic follow ups * Best practices information * Printed materials on farm and production related topics * Record keeping advice |
| **Custom Tractor Work** | $45-$65/hour | Upon completion of work | * rototilling * disk and harrow * raised beds * plastic mulch laying (you supply your own plastic mulch and drip irrigation tape) * mowing |
| **Equipment Fee** | $ 150 / season | April 1st | * use of BCS rototiller (refueling, oil changes and repairs due to misuse are not included) * use of flame weeder * use of backpack sprayers * use of hand tools and wheelbarrows   **You Must follow all** **Equipment Use guidelines**. |
| **Pesticide Fee** | $55 / season | April 1st | Use of New Entry -approved and provided pesticides and fungicides.  You must follow all **Pesticide Safety and Pest Management guidelines**. |
| **Cooler Use** | $ 25 / shelf | April 1st | $10/shelf if only used from 5pm Thursday until 11:59 am Sunday  You must follow **Cooler Use guidelines**. |

Invoices will be mailed to farmers beginning April 1, 2012. If you cannot make payments by the due date, you need to make arrangements in writing with New Entry staff or a late fee will be charged.

#### 2012 Trainings and Farm Visit Schedule

The 2012 Technical Assistance Program includes three basic areas:

**1. Individual Assistance**

There is a lot to learn when starting your own farm, and you may have many questions beyond the information you receive in the training courses. For this reason, you can elect to receive individualized technical assistance in order to answer your questions and get advice. You can elect to meet with a Technical Assistance staff member for an hourly fee or purchase a seasonal rate package. Technical Assistance can include meetings:

* In the office (to make crop plans or to order seeds).
* At your home (to set up a home seed propagation system).
* In the field (to trellis tomatoes efficiently, or identify and manage pests).

**2. Hands on Field Workshop Series**

After graduating from the Farm Business Planning Course, you will learn additional skills through attending workshops in the field. You will learn about organic agricultural production and marketing, food and farm safety, and soil and water conservation. The workshops meet about 12 times over the growing season on weekday evenings. A workshop and field trip schedule will be emailed to you each month.

**3. Mandatory Trainings**

You are required to attend three trainings in order to operate safely and legally on your farm:

1. **pest management and pesticide safety training**
2. **equipment use training AND**
3. **food safety and Good Agricultural Practices (GAPS) training**

The workshops will be held on days scheduled in March, April, May, June, July and August. You will not be allowed to use pesticides or New Entry equipment unless you attend the trainings and demonstrate that you understand what you have learned. You will not be permitted to sell produce to the World PEAS Cooperative without attending the required Food Safety training.

**New Entry Workshop Schedule 2012**

**March 29 Greenhouse**

Join us in the greenhouse for the first chance of the season to get your hands in the soil and start farming.  Come learn how to make your own potting mix, how to make a sanitary environment for propagation, and how to start and manage your own seedlings.

**April 12 Small Farm Equipment**

Are you a maverick with a machine or a newcomer with no clue? Either way- this workshop is for you! Come brush up on your skills or learn for the first time about operating small farm and garden machines. You will learn about basic repairs and maintenance, and an emphasis will be put on the safe operation of rototillers, attachments (sickle bar, mowers, cultivators, hillers) and other small farm equipment and tools.

**April 26 Irrigation and Water**

What better way to be prepared for the hot summer months than by learning how to provide water to your crops for the times when the rains have stopped falling.

Join New Entry in the fields and learn how to plan for this season's inevitable months of sparse rainfall. Together we will install a drip irrigation system and you will learn about water conservation, water requirements for certain vegetable crops, and basic installation, maintenance and teardown of a drip system.

**May 10 Raised Beds and Field Preparation**

Once plowed, a field is a blank canvas. Whether it's your first season at the easel, or your fiftieth, you are sure to learn something new about molding your masterpiece for the 2011 growing season. Join New Entry in the fields and learn how to best prepare your fields. We will teach you how to lay out your fields and make raised beds with small and large farm equipment. There will be an appropriate scale of tools and machinery for everyone. We will be working with hand tools, walk behind tractors and full size farm equipment to help you achieve your ideal field layout. At this training there will be an emphasis on soil/water conservation and bed orientation.

**May 24 Organic Fertilizers**

Do you know what nutrients your hungry plants will need for good health, vigor and yield over this growing season? Please join New Entry in the fields to learn about taking soil samples for a soil test, interpreting soil test results, and how to apply the test recommendations through appropriate nutrient management. We'll be sure to teach you about how to manage nutrients through the use of cover crops, soil amendments and foliar applications.

**June 7 Organic Pest Management**

After a long, hard, and dormant winter here in the Northeast, if you think you're ready for some fresh local produce, just wait to see how hungry the bugs will be! Please join New Entry in the fields to learn about identifying and organically managing common insect pests in the northeast. We will cover management practices such as prevention, cultural controls and the appropriate application of organic (OMRI listed) pesticides.

**June 21 Food Safety and Good Agricultural Practices**

This week we will explore the diverse fields of the New Entry growers. We will learn about appropriate harvest times and techniques. We will talk about Good Agricultural Practices (GAPS) and will focus on sanitation, good worker training, and the proper handling, washing, cooling and storage of many different crops.

**July 5 Weed Management**

Whether you've been fighting an uphill battle against weeds in your fields for years, or are a newcomer to these competitive pests, this workshop is for you. Together we will learn how to identify the most common weeds that may be taking up residence in your fields. You will learn how to effectively manage weeds in an organic and sustainable way, weather you have a large farm or a smaller market garden. Please wear appropriate farm attire, including closed toed shoes, to this workshop. We will be working with farm equipment such as walk behind tractors, cultivators, hand tools and flame weeders. Weeds beware.

**July 19 Disease Management**

With plant disease, prevention is always the best medicine, but do you know what to do when disease threatens?  Please join New Entry in the fields to learn about how you can prevent, identify, and sustainably treat common (and not so common!) plant diseases in your fields. The diseases won't wait- so you shouldn't either! See you in the fields!

**August 2 Cover Cropping**

The first step in growing great market crops is growing great soil, and one way to do this is by planting cover crops. At this workshop, we'll teach you all about the importance of cover crops, how to select the covers that are right for you, and we'll even practice seeding a field of our own.

**August 16 Composting**

Composting is an important aspect of nutrient management on any farm.  At this workshop, we will discuss the beneficial role of compost in your soil, how compost is formed in a healthy compost pile, and some basic composting systems that are ideal for small farms.  We will go over the basic science of composting as well as the thought process behind designing your own system.

More workshops may be added as the season approaches. Please stay tuned for updates and changes as the 2012 growing season draws near.

**General Farm Guidelines**

**Schedule for training farm sites**:

Hours open: Sunrise to sunset (avoid darkness).

We begin spring plowing in April or May, **depending on weather and soil conditions.**

We begin fall plowing in late September/early October. Plant your late crops in one location so we can plow and plant cover crops in the other locations beginning in early fall. Please talk with the farm-site manager about where you want to plant your late crops. Make sure you:

* Remove all stakes and trellises by September 29thth.
* Store or remove all your property by October 1st.
* Till and plant cover crop seed on any areas still planted after fall plowing.

**Exception: pre- approved winter production**

**Locks & Gates:** We provide number code combinations to the locks on gates, storage sheds, and rototillers one time only. If you forget the combination, please call the New Entry office. Please keep gates closed and sheds locked at all times, even when working on the farm.

**Storage Shed:** There is a small amount of shed space to store your items. You may use the lockers in each storage shed to keep personal belongings – please use your own lock and remove it at the end of the season. If we need to cut off a lock and clean out your belongings, you will be charged a $20 fee. Keep all equipment and supplies we supply secure (see **Equipment Use Section)** and use as follows:

* Keep the shed clean and avoid items that bring insect pests, rodents, or mold.
* Keep walkways clean and open; store items neatly.
* Respect New Entry property and the property of your fellow farmers

**Structures and Buildings**: You are not permitted to build any structures on the training farms. New Entry must approve in advance the installation of any fences, and removal of trees/limbs. The Project will provide a shade shelter at each of the training farm sites for farmers to use. Feel free to bring your own lunch (no open fires) and enjoy some shaded breaks in these areas. Please remember to take all of your trash and food scraps with you every time you use the shade area.

**Trash**:

You are responsible for removing all trash from your farm site: stakes, trellis, and other supplies. Please note that **all plastic mulch must be bio/photodegradable.** Everything must be removed by September 29th.

* Keep your fields and all common areas clean and neat at all times. Remove all trash each day.
* Stack your farm supplies neatly and prevent them from blowing into the fields.
* If a dumpster is needed at the farm sites for year-end disposal, farmers will rent and pay for the dumpster.

**Parking:**

* Park only in approved spaces on the farm.
* Please do not block New Entry project vehicles or tractor / cooler / shed access.
* To drive on the farm you must have a driver’s license and the speed limit is 5 MPH.

**Farm Help and Visitors:** Give New Entry the names and address / phone for all persons working on your fields. You must be on your farm when visitors or helpers are there. Be sure your visitors understand the farm guidelines and make sure you have the proper insurance to cover these workers and volunteers.

**Sublet:** You are not allowed to sublet (rent out) your plot.

**Access to your plot:** New Entry staff is allowed to enter your field when necessary and without notice. We also host field visits, volunteer events, and educational tours at training farms. New Entry will notify you in advance of these events and encourage your involvement.

**Photographers and Media Requests**: During the Farm Business Planning Course, you signed a media release form allowing the program to photograph you during your participation in the New Entry program. Sometimes media, photographers, students, funders, donors, or other organizations may visit the farm and want to take photos of you or your crops in the fields. New Entry staff will do our best to notify you in advance, so that if you do not wish to be photographed, you can inform us. Otherwise, we respectfully request that you engage with visitors on the farm who may be learning about, writing about, or promoting you or the program.

General:

* Supervise children and visitors at all times.
* No open fires. Cook meals in picnic/shade areas.
* Alcohol, illegal drugs, and unregistered firearms are not permitted.
* Violent or aggressive actions -physical or verbal- to others are not allowed.
* No pets.
* Please respect neighbors. Stay off their land and prevent loud noises and music.

Water Use and Irrigation

These watering guidelines are only for dry periods. Use less water if it rains during the week. Measure rain amounts with a rain gauge.

One inch of rain is equal to four to five hours of watering with drip irrigation.

# **Water Required for Drip Irrigation**

|  |  |  |
| --- | --- | --- |
| **Immediately After Planting** | **When Growing** | **Before and During Harvest** |
| 2 – 3 hours immediately after planting | One inch per week | 2 – 3 inches per week |

# Always check the soil moisture before and after watering.

## Irrigation Schedule

You and your fellow farmers will work out watering schedules together with New Entry staff before **May 1** each year. You may water only during your scheduled time. You should keep the irrigation system working properly. You are responsible for making any repairs due damage which you cause or incidents that occur in your field (ie, rodent or mammal damage, knicks, tears, or leaks). You should notify New Entry of major irrigation problems or failures, especially involving a wellhead or pump**. It is important for you to fix any leaks as soon as you notice them in order to avoid waste of water, time, and money.** Turn off all pumps and watering systems at night and before you leave the farm.

## Conserve Water:

* Avoid watering between the hours of 10 AM and 4 PM because the water is wasted — 65% can evaporate, and the sun can burn the wet leaves.
* Plant crops with same root depth close together to save time irrigating.
* Check the soil 6 to 8 inches below the ground (root zone), before and after irrigating to see how much water to apply and whether you watered the root zone.
* Watch the weather. Irrigate less on cool, cloudy, or foggy days. Use a rain gauge.
* Use mulch, compost, hay or plastic to keep soil moist.
* Watering too much causes weak roots and unhealthy plants. It also washes away fertilizers.

Limitation of liability:

New Entry does not guarantee access to water at the two New Entry training farm sites, Smith Farm and Ogonowski Memorial Fields, located on Jones Ave. in Dracut, MA. New Entry has installed deep wells at each of the training sites, and has purchased and installed accompanying pressure tanks and pumps to accommodate growers’ needs to access water during the growing season. New Entry has invested in appropriate infrastructure to the extent possible to ensure that growers have access to water, though New Entry does not guarantee growers’ access to water. If an event beyond the financial or physical control of New Entry occurs that limits access to farm site water, New Entry can not assume liability.

Frost free hydrants at Ogonowski:

It is absolutely imperative that all frost free connections (hoses, irrigation) are removed every day in cold weather to ensure that the hydrant does not crack due to freezing above ground.

Soil and Land Use

**Organics:** New Entry organic farms produce crops by following the organic standards set by the National Organic Program (NOP). If your farm is managed organically, please read the **Organic Guidelines Section.** Contact a staff member if you have questions about what materials you can use under organic standards. Note: all seeds[[1]](#footnote-1), transplants, fertilizers, pesticides, cleaning products, and other supplies must have an “approved for organic” or OMRI-approved label. Keep accurate records of pest pressure and pesticide applications in your field. Submit copies of your records at year-end to New Entry staff.

**Soil Testing.** Farmers must do a Standard Soil Test with Organic Matter which costs $13.

We will give you a brochure for UMass Amherst Soil Testing Lab and we will teach you how to test the soil. You should test your soil at least once per year. You will have access to your plot no later than May 1.

**Fertilizers and Compost:** Your soil tests will determine which fertilizers and compost you should use. Record all fertilizer and compost use in the farm record book. Using too much can harm the soil and water quality.

**Cover Crops:** Plant cover crops (green manures: grains and legumes such as rye, oats, clover, vetch or peas) on all bare ground to stop erosion and weeds. After you finish harvesting a crop, plant a green manure or cover crop to improve the soil. If you don’t plant a cover, then you need to remove or till in all crop leftovers, and put mulch over the soil.

**Crop Rotation:** Keep a map of where you planted crops each year on a field map. Each year, you should grow crops in a new place. Wait three years to grow the same crop in the same area where the crop grew before. Submit copies of your crop rotation records to New Entry each season so we can advise future farmers how to allocate bed space on that land.

**Weeds:**  Control weeds by mulching, mowing, cultivating, or flame weeding. Keep weeds from entering other farmer’s fields. Mow edges of your fields and trim brush and/or weeds. You are not allowed to use weed killers (chemicals). Farmers should not grow any plants that are listed on the Federal Noxious Weed list. Check with New Entry staff before planting uncommon crops.

**Rocks and Stones:** Place rocks and stones from fields on existing rock walls or in marked locations. Please do not start new rock walls or piles on field edges or in your field.

**Pest Management:** Too much pesticide can poison the soil and water. Follow all rules in the **Pest Management and Pesticide Safety Guidelines**. Record all pesticides you use in the farm record book. Follow pesticide labels and state and federal laws. Alternate pesticides so pests do not get used to them. Always spray safely. Put up signs in the field on crops that you sprayed.**Equipment Use**

**After you attend the training workshops and demonstrate that you understand how to use the equipment, you will receive a key for the use the following New Entry equipment:**

* BCS rototiller and attachments: hiller/furrower, brush mower, sickle bar mower,

cultivator and rotary plow.

* Weed trimmer with string and blade attachments.
* Flame weeder with propane tank and tank cylinder dolly.
* Solo backpack pesticide sprayer.
* Recommended Pesticides (in storage cabinet):
  + Spintor
  + AzaDirect (Organic)
  + Surround (Organic)
  + Hot Pepper Wax
  + Garlic Barrier
  + PyGanic
  + Dipel
  + Others will be supplied as needed
* Hand tools: hoes, weeders, rakes, wheelbarrows, shovels, saws, hammers, etc.
* Chainsaw with prior safety approval

**Note**: *only New Entry staff may use the tractors and implements due to liability concerns.*

**Using equipment:**

* Sign out equipment every time - fill in the log book with the date, your name, how many hours used, and any problems.
* You may only use equipment for 2 hours if other farmers are waiting.
* When finished, clean the equipment, put in fuel, and put it in the shed.
* Keep shed locked at all times even if you are on the farm.
* Equipment must stay on the farm unless OK’d by New Entry.
* Let us know if the machines have problems or need maintenance.
* Get New Entry approval before repairing equipment.

# **Know the machine before working with it:**

* Take the New Entry Equipment Training. Watch the BCS operating videos. Get a refresher of the information in the Online Training.
* Read the operator's manual.
* Be gentle with the machines.
* Learn all the machine controls.
* Be sure other people who are not trained do not use the machines.

**Look for problems in the field:**

* Walk around the field and look for rocks, irrigation, stakes, animal traps, before using machines.
* Take care near slopes and ditches.

**Know the machine is in a safe condition before operating:**

* Always have the rototiller kick guard in place.
* Check the oil and fuel tanks before starting.
* Make sure all the tines are tight.
* Look for leaks.

**Protect yourself and others:**

* Avoid loose clothes since they can get caught on control levers and knobs.
* Use safety goggles and hearing protection (ear plugs).
* Use gloves and boots – no sandals.
* Never stand or reach under the machine when the machine is running.
* Keep small children away from machine when operating.

**Equipment damage:** Please tell New Entry about any problem or damage. If you break the machine from improper use, then you will be required to pay to fix it.

**Hoophouse Use**

The hoophouses are for New Entry farmers only. There is no charge to use the hoophouse. Farmers are responsible for replacing torn or worn plastic covers.

**Space:** You will share the hoophouse with other farmers. You will get your own space for your use only. You will work out a space schedule with other farmers. You must also communicate and coordinate a schedule for opening/closing the greenhouse.

**Use:** In spring, use the space to start seeds and grow seedlings. After that, you may grow crops in the soil or dry crops like onions, winter squash, or garlic that need solar heat.

**Equipment:** You must provide your own hoophouse supplies and equipment. The hoophouse is not a place to store tools, equipment, or personal belongings.

**Care for the greenhouse:** You must look after the hoophouse with the other farmers, and make any necessary repairs. Keep it clean to prevent insects, pests, weeds, and disease.

**Cleanup:** You will be expected to take part in regularly scheduled cleanup days for the hoophouses. You will meet with other farmers in early spring, mid-summer and in late fall to clean the hoophouse to prevent pests and disease. You are encouraged to sweep the hoophouse on a regular basis. You should remove plastic and ground cover at the end of the year. All trash (potting soil bags, broken trays/flats, etc.) should be removed from the hoophouse on a daily basis. All plant material not suitable for field production should be removed from the hoophouse and composted to eliminate pest and disease pressure.

**Safety and security:** You should secure the hoophouse and all materials in it. Do not leave valuables in the hoophouse since the hoophouse is not locked.

**Children and visitors:** You must escort all children and visitors in the hoophouses at all times. Children are not permitted without their parents in the hoophouse.

# If you fail to comply with the guidelines, New Entry will give you one warning. The second time you fail to comply, you will lose hoophouse privileges.

# **Pest and Disease Management**

# Control pests and disease by thinking about your whole farm. If you need to control pests or disease, it helps you and your customers to stay safe by minimizing the use of pesticides and disease treatments. This saves time and money and is good for the environment.

## Step 1) LEARN

* You must take our pest management and pesticide safety class.
* Learn to identify pests in your fields – know which insects are good for your crops and which pests hurt your crops.
* Remember what time of year pests show up on your farm.
* Find out ways to keep pests from making a home on your farm.
* Learn about ways to control the pests once they appear.

### Step 2) PREVENT

* Rotate your crops each year and plant varieties that are pest and disease-resistant. .
* Use row cover to prevent pests from finding your crops.
* Plant crops when pests are not active in the field.
* Use mulch to prevent weeds or crops from being splashed with soil.
* Practice good weed control, especially along edges of field.
* Plant flowers and herbs to attract good insects that eat the pests.

### Step 3) SCOUT AND MONITOR

* Check your plants for pests 3-4 times each week.
* Look on the top of the leaves and underneath the leaves; check in the soil by the roots.
* Look at the edges of your fields.
* Keep checking back and see what the pest is doing (eating leaves, chewing roots, or eating other bugs). Use sticky traps to catch pests in the field.

### Step 4) WRITE DOWN WHAT YOU FIND

* Keep a notebook with the dates you looked for pests.
* Write down what crops you examined and how many pests you found.
* Take a picture of the pest or draw it so that someone can help you identify it.

### Step 5) MAKE A DECISION

* Ask yourself if the pest is going to hurt your crop and cause you to lose money.
* If there are not enough pests to damage your crop, you might decide to do nothing.
* If there are so many pests that you will lose the crop, decide how you will control them.
* Using pesticides should be your **last** option.

### Step 6) TALK TO OTHER FARMERS ON THE FARM OR TO NEW ENTRY STAFF

* Find out if other farmers have the same pests.
* Ask them how they are controlling the pest.
* Work together to do the same things to avoid sending pests to other farmers’ crops if you control them on your field.
* Talk to New Entry staff to make sure your decision makes sense.

# **Pesticide Safety**

# **Step 1) TALK TO New Entry STAFF**

# If you decide to use pesticides to control a pest, first talk to New Entry staff about your decision.

# **Step 2) READ AND UNDERSTAND THE LABEL**

# The label is the law. Please follow the label instructions carefully.

# 

# The most important information on the pesticide label is:

* Brand name, type of pesticide, and danger level.
* Active chemicals.
* First aid.
* Directions.
* Time before you can go back into the field.
* Days to harvest.

**Please do** **not use a pesticide without a trained person to help you**.

### Step 3) WEAR SAFETY EQUIPMENT

### Read the pesticide label to learn what safety gear is required. It is a law to wear the proper safety gear when you are using pesticides.

### The most important safety equipment includes:

* Rubber gloves.
* Shoes plus socks.
* Masks.
* Rubber apron.
* Long pants.
* Long-sleeved shirt.

## 

## Step 4) MEASURE AND MIX IN PESTICIDE AREA ONLY

Please be very careful when you are measuring and mixing pesticides in the pesticide mixing area.

The most important things to remember are to:

* Follow the pesticide label instructions.
* Use the pesticide steps you learned in the pesticides training.

**Step 5) SPRAY SAFELY**

Please remember to keep your safety and the safety of other people in mind when you are using pesticides.

The most important things to think about are:

* The weather.
* The time of day.
* Other people at the farm..
* FOR EMERGENCIES: **GO TO A HOSPITAL QUICKLY.** PLEASE REMEMBER TO CARRY THE NAME OF THE PESTICIDE THAT YOU WERE USING.

**Step 6) POST SIGNS**

Signs will tell other people that you have sprayed a pesticide. The signs help keep everyone safe.

The most important things to do after spraying your pesticide are:

* Put a pesticide sign in your field after spraying pesticides.
* Take down the sign when it is safe to go back into the field.
* Do not harvest the crop until it is safe to harvest.

### Step 7) CLEAN UP & STORAGE

The most important things to remember for pesticide **CLEAN UP** are:

* Always wash with soap and water after using pesticides.
* Wash clothing you wore when spraying separately from other clothes.
* Clean and store all safety equipment and sprayers.
* Use clean water to rinse empty sprayers.
* Rinse and clean the sprayers three (3) times each time you use it.
* Spray clean water through the sprayer when you are done using the sprayer.
* Use pesticide equipment for pesticides only. Do not use pesticide equipment for anything else.
* Do not throw pesticides or pesticide bottles away in the trash.
* Do not store pesticide containers or sprayers or measuring tools in containers you use to harvest crops.

The most important things to remember for pesticide **STORAGE** are:

* Keep all chemicals in the locked pesticide cabinet at the farm.
* Protect pesticide containers when carrying them in your car. Keep them away from passengers, pets, and/or produce.
* Never store pesticides inside a vehicle or in your home.

**Step 8) ALWAYS WRITE DOWN WHAT YOU SPRAY (use the New Entry record sheets)**

Please use the pesticide record sheet in the shed every time you spray a pesticide. If you need help writing on the sheet please ask a New Entry staff member.

**Enforcing pesticide rules:**

It is your job to protect all farmers and their families from pesticides. You need to protect the people who eat your vegetables and the staff that help you on the farm. It is very important to follow pesticide safety rules and to always obey the law when using pesticides.

If you do not follow these guidelines then New Entry will need to take the following actions:

***First time breaking the rules:***  You will meet with a New Entry staff member to talk about reasons for the mistake. We will review the pesticide safety rules together. You will not be allowed to use pesticides without New Entry permission until we are sure that you have learned to use pesticides correctly.

***Second time breaking the rules:*** You will be dismissed from the farm site and New Entry programs.

#### Please refer to Consequences and Probation section of this manual for further details.

#### Organic Guidelines

**Organic farming** means:

* Using no chemical fertilizers or pesticides.
* Using crop rotation and mulch.
* Using aged animal manures and composts.
* Using organic fertilizers.
* Using organic pesticides.
* Planting good cover crops.
* Practicing good soil management.

### Crop rotation means:

* Planting the same families of crops together in the same place.
* Moving your crops to a different spot in the field the next year.
* Switching between crops that give the soil fertilizer and crops that take a lot of fertilizer.
* Switching between crops that help stop weeds and crops that always get weedy.

**Sustainable nutrient management** means:

### Testing your soil each year to know what fertilizers you need.

### Using only certified organic fertilizers.

### Using mineral fertilizers as a last resort.

### Manure and compost use means:

### Plants should be composted and used as fertilizer.

### Use aged manures and other waste from organic growing systems.

### Turn fresh manures and other waste products to compost before use.

### Make sure commercial manures and composts have an official “organic” symbol.

### Not recommended: Sawdust from woodlots; leaves collected from busy roadsides (they often include trash); and animal residues and manures from intensive livestock systems.

### Manures, composts and other materials containing plant foods should be covered and stored to avoid washing out of plant foods. Leaching washes away the nutrients and pollutes the groundwater.

### Apply manures and compost only to growing plants, or to soil where plants are soon to be grown. Use only one wheelbarrow full of well-rotted manure, or two of compost per 100 square feet of ground per year.

### Pest and Disease Management means you:

### Prevent pests and diseases.

### Give plants good soil and balanced food.

### Choose good plant varieties.

### Call “good bugs” - predators and parasites – to your farm.

### Use other things such as mulch, bug traps and row cover instead of pesticides.

* Use pesticides as the last resort.

*Things you can do to prevent pests and disease:*

* Use clean tools and equipment.
* Remove, burn or deeply bury crops that carry plant disease or insect pests.
* Control weeds.
* Watch your plants closely.
* Start with healthy seeds and plants.
* Grow plants that will do well in your soil type and weather conditions.
* Rotate your crops.
* Choose good planting dates.
* Water enough, but not too much.
* Build bat boxes or bird houses around your farm.
* Use live animal traps for rodents or rabbits.
* Use deer fencing.

### Weed Control:

### Draw your crop plan to help stop weeds before they star.

### Don’t use chemicals to kill weeds.

*Things you can do to practice good weed control*:

* + Plant crops in new places every year.
  + Use a hoe or pull weeds by hand before they make seeds.
  + Plant crops with close spacing.
  + Use ground cover or plant cover crops (clover) under larger vegetable crops.
  + Use straw, old hay, grass clippings to put between rows.
  + Use plastic mulches and remove them at the end of the growing season.
  + Practice flame weeding or use a “stale seed bed”.
  + Don’t using too much fertilizer.

**What Pesticides or Fertilizers Can I Use in Organic Crop Production?**

Always ask a certifier or New Entry staff to find out if a pesticide or fertilizer can be used in organic farming. The pesticides that are allowed and not allowed may change every year.

**Seed and Transplant Sources**:

* Only use organic seeds.
* Buy transplants from a certified organic source.
* Be careful not to use a commercial potting mix. They have fertilizers and chemicals that are not allowed.
* Organic farmers are not allowed to use genetically engineered (GE or GMO) seeds or plants.

**Record Keeping:** Keep good records because it is required for organic certification. Write down how and where a crop was planted. Write down what fertilizers or pesticides you used. Write down when and how your pesticides are stored. Keeping good records helps you to prove that the crop was organically grown. Your good records will show that your crops do not have chemicals on the

#### Insurance Requirements

There are three main types of insurance for farmers:

* Farm and Product liability insurance.
* Workers’ compensation insurance
* Crop insurance.

**Liability insurance**: Farm (general) liability insurance protects you from being sued if you hurt someone or damage their property. Farm liability insurance covers medical expenses, first aid, the cost of a lawyer, bodily injury and property damage, farm chemical transportation coverage, and more. Product liability insurance protects you from customers that sue you if they get hurt or sick from eating your crops. Product liability insurance is required for all farmers that sell to markets and make value-added products. Workers’ compensation insurance (also called workers’ comp) is required if you hire workers on the farm. Workers’ comp can be purchased through the state and the rates are determined by the employee salary and “risk level” of their work (see more info on workers’ comp below). As a farmer at any of the New Entry training sites or if you are selling produce through the World PEAS Coop, it is required that you carry ***both*** farm liability insurance and product liability insurance up to $1,000,000 in coverage. Typically these policies cost around $400 per year to maintain if your production is at the scale of the training site plots. If you are unable to provide New Entry with proof of your farm and product liability coverage, you will not be eligible to rent land at a New Entry training site or sell through the CSA. If you hire workers to help you at your farm plot, you are also required to carry workers’ compensation insurance.

There are many insurance companies that sell the different types of liability insurance. Choose an insurance company that is familiar with and sells farm insurance for farmers. Farm Family Casualty Insurance Company, [**Special Farm Package 10®** (**SFP 10®**)] gives you many insurance choices. Farm Family Casualty Insurance Company is in Northborough, MA and has many more branches in Massachusetts. Talk to an insurance agent there and explain how you plan to farm. Learn about the best types of insurance to protect you and your assets. The cost of your insurance premium can be related to your income from farming.

**NOTE:** If you want to be eligible for farm insurance, you need to be a member of the Massachusetts Farm Bureau. The Mass Farm Bureau has different levels of membership. Their most basic membership package is the **Associate Membership** that costs approx. $60.00**a year.**

**Massachusetts Farm Liability Insurance Contacts:**

## Farm Family Casualty Insurance Company

Agent: Don Ludwig, Westford, MA 01532

Phone: 978-467-1001

Email: don@ludwiginsuranceagency.com

**Bourgault, Ashe & Associates**

Agent: Richard Bourgault, Westford, MA 01532

Phone: 978-399-0025

Website: http://bourgaultashe.webs.com/apps/links/

**Massachusetts Farm Bureau Federation, Inc.**  
249 Lakeside Ave, Marlborough, MA 01752  
Phone: 508.481.4766 Toll Free: 1.866.548.MFBF

Website: http://www.mfbf.net/Home/tabid/70/Default.aspx

**Workers’ compensation insurance:**

According to the Official Website of the Executive Office of Labor and Workforce Development:

*All employers in Massachusetts are required to carry workers' compensation insurance covering their employees, including themselves if they are an employee of their company. This requirement applies regardless of the number of hours worked in any given week, except that domestic service employees must work a minimum of 16 hours per week in order to require coverage.*

*Employers are required to notify their employees of the name of the workers' compensation insurance carrier. A* [*NOTICE TO EMPLOYEES*](http://www.mass.gov/?pageID=elwdsubtopic&L=7&L0=Home&L1=Government&L2=EOLWD+Publications&L3=Workers'+Compensation+Publications&L4=Workers'+Compensation+Forms&L5=Complete+Form+List+(alphabetical)&L6=Notice+To+Employees+Posters&sid=Elwd) *poster must be posted in a common area of the work place in English and other appropriate languages. The poster can be obtained by calling the Department of Industrial Accidents (DIA), downloading it from our website, or from your insurance company. Failure to post this information may subject the employer to a fine of $100.*

*Members of a Limited Liability Company (LLC), partners of a Limited Liability Partnership (LLP), and partnerships or sole proprietors of an unincorporated business are not required to carry workers' compensation insurance for themselves.  However, under a change to the law in 2002, such members, partners and sole proprietors may now choose to purchase workers' compensation insurance coverage for themselves. To obtain coverage, the member or partner should contact an insurance broker and state that they wish to obtain a policy.  Please be advised that optional coverage applies ONLY to such members, partners or sole proprietors.  Any employee of such an entity, who is not a member or partner in the business, MUST be covered by workers' compensation insurance.*

**Crop Insurance**: Crop insurance protects the value of your crops if a disaster happens. Some of these disasters are: hail, drought, too much rain, freezing, heat, and disease. You can get crop insurance for over 76 kinds of crops. Crops covered by crop insurance in Massachusetts are: apples, clams, cranberries, peaches, potatoes, sweet corn, tobacco and winter squash. Crop insurance is available only through private crop insurance agents. You have to buy crop insurance before the damage happens. Please check on the dates that you need to buy the insurance.

**Catastrophic Risk Protection (CAT)** is the smallest level of insurance. The Federal government pays a lot of the cost. Farmers may have to pay a small fee, but sometimes there is no charge depending on your income. A crop insurance agent can help you. .

**Noninsured Assistance Program (NAP)**: For crops not covered by the above, NAP covers your crops similar to the CAT level. You must apply for NAP before you plant. Also, you need to give the local Farm Service Agency a production and acreage report each year.

**Adjusted Gross Revenue-Lite (AGR-Lite) insurance**: This “whole-farm” insurance protects all the money you would normally earn in a year on the farm. It protects you against low farm income if a natural disaster hits or your marketing fails. Most farm-raised crops, animals, and animal products are eligible for this insurance. AGR-Lite can be used with other Federal crop insurance plans. If you buy more than one type of crop insurance, your AGR-Lite premium will be lower.

**How AGR-Lite works:** You must file farm income taxes to be eligible, since it uses how much farm revenue you report on your federal taxes over 5 years. It also covers more than one crop by protecting all your farm income. To be eligible for AGR-Lite coverage, you must:

* Be a U.S. citizen or legal resident;
* File a farm tax return;
* Have less than $1 million in gross income;
* Have your IRS tax forms available for the past 5 years.
* Purchase by March 15th each year.

## Massachusetts Crop Insurance Contacts

[Cross, J](http://www3.rma.usda.gov/apps/agents/agentdata.cfm?id=46690309&showco=Y&pk=F7900F485) , (508) 867-7538 East Brookfield, MA

[Plastridge, P](http://www3.rma.usda.gov/apps/agents/agentdata.cfm?id=27984644&showco=Y&pk=F7900F485) (978) 486-3575 Littleton, MA

**Marketing Cooperative Agreement**

The World Peas Cooperative helps farmers sell their crops as a group. All farmers are invited to be members of the coop. The Coop will sell crops through a CSA program and other markets. The Coop is coordinated by New Entry staff. To be a part of World Peas, there is a fee to join, and an agreement to sign.

# **What is required of farmer members:**

* Help set up the cooperative for production and marketing by members.
* Pay coop fees in order to participate.
* Develop a food safety plan for your operation
* Grow food for the Coop to market according to plans and schedules you agree to.
* Deliver crops to the Coop according to plans and schedules you agree to.
* Attend meetings to plan and coordinate activities.
* Agree to guidelines set by the Coop.
* Keep records of production, harvesting and deliveries to The Coop.
* Help us evaluate how The Coop is working for farmers who participate.

# 

Assistance New Entry will provide includes:

* Overall management of Coop activities – planning, coordination, production, marketing, and management.
* Identify grants and donations for equipment, materials, and services for The Coop.
* Recruit new coop members and CSA customers.
* Teach Coop skills to all members.
* Evaluate the success of The Coop each year.
* Assist to keep track of sales and crop distribution.
* Assist to pay farmers on time for crops sold through The Coop.
* Coordinate with landowners to secure sites for farming, and for cooling and storage of products.

**Growing Practices and Food Safety Plan**

I agree to abide by New Entry rules and regulations regarding growing practices as well as good hygienic practices. I agree to follow all safety guidelines and read carefully and follow instructions on the label for the use of the organic pesticides allowed by New Entry. Specifically, I agree to the following:

1. a) All produce sold to Coop must be grown without the use of synthetic
2. pesticides, fungicides, herbicides or fertilizers.
3. b) The Marketing Coordinator reserves the right to refuse any produce that he/she
4. feels may have been exposed to synthetic pesticide, fertilizer or other chemicals.
5. c) Farmers must practice good hygienic practices on the farm and whenever
6. handling produce, containers or other farm tools.
7. d) Farmers must wash their hands after eating, using tobacco products or using the
8. bathroom
9. e) Farmers must use clean harvest containers and harvest tools, devoid of soil to
10. harvest crops. Farmers should disinfect harvest containers periodically with a
11. 10% bleach solution (or equivalent).
12. f) Farmers must wash containers used to wash and process produce with a concentration of 10% bleach solution (or equivalent) before each use. This includes wash bins and salad spinners and packing tables.
13. g) Farmers must use fresh, clean water to wash produce.
14. h) Farmers must properly dress any wounds before handling produce. Any produce that comes into contact with bodily fluids must be disposed of.
15. i) If farmers witness unhygienic behavior or conditions on the farm site, they must report it New Entry staff.

Each farmer must develop a Food Safety Plan to prevent contamination of food in the field, from wildlife or pets, from fertilizers/manure, from harvest tools and containers, during washing and from boxes, bins, and other packaging. This food safety plan, for example, should describe how you will clean your harvest containers and wash bins, how you will prevent contamination after using the bathroom or eating, and so forth. Given the resources at your disposal and those provided by New Entry, please describe your food safety plan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please attach additional pages if more space is needed*

#### Cooler / Refrigeration Use

New Entry’s Cooler is primary used for the World PEAS Marketing Cooperative. Farmers do not need to rent space in the cooler for crops sold to the Coop. If farmers wish to store crops for other (non-Coop) markets, they must rent space in the cooler.

**Cooler Use Guidelines:**

a) Cooler space is available for NESFP farmers regardless of whether they are selling through the Coop or not, on a first-come first-served basis.

b) NESFP staff will assign cooler spaces to farmers and label each shelf with the farmers’ name.

c) Crops that are not placed on the correct shelf, protrude into the central walkway or take up another farmer’s space will be discarded.

d) All boxes must be labeled with the following:

* + Farmer name
  + Crop name
  + Date of harvest and when put in the cooler

e) Unlabeled boxes will be disposed of

f) Crops that have spoiled will be disposed of at the discretion of NESFP staff

g) Farmers must load and unload quickly and be sure that door is firmly closed when leaving to avoid letting the cool air out.

h) Farmers must clean up any mess they create

j) Only raw, uncut vegetables may be stored in the cooler. No prepared foods, meats, dairy or other products.

If you do not follow the guidelines, you may lose cooler use after one warning.

Each shelf is rented separately. For black shelves one shelf is considered to be the space between the white legs on one level. Black shelves have three levels: the top, the middle and the floor.



**Please complete below if you are interested in renting cooler space:**

I would like to rent \_\_\_\_\_\_\_\_# shelves at $25 each, which I can use any day of the week.

I would like to rent \_\_\_\_\_\_\_\_# shelves at $10 each, which I can use from 5pm Thursday until 11:59 am Sunday. I understand that these shelves are used by World PEAS and any crops stored here outside of these will may be disposed of, or donated by World PEAS.

I agree to the above rules and guidelines

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Due $\_\_\_\_\_\_\_\_\_\_\_

**Record Keeping and Reporting**

You have to keep good records. Good record keeping is important for your farm business. Good record keeping helps New Entry help you. New Entry will provide a basic record keeping sign in sheet at both farms. All farmers have to fill out this sheet every time you are at the farm. New Entry will show you how to use the record keeping sheet and will help check it to be sure it is complete.

In addition to the farm record keeping sheet, you should also be keeping personal records, below is a suggested list of things you should be keeping detailed records of. By keeping good records right from the start, you can position yourself for eligibility and application of a Farm Service Agency (FSA) loan. These loans are only available to farmers who have proven at least 3 years worth of experience in operating—both the physical and financial operation of the farm business. You can’t prove this without records, so your first year is a great time to start with those detailed records.

Record keeping also helps you make your production and business better—it helps you remember what went well and what didn’t go well, so that you can make the needed changes for next season. Record keeping will help you plan your production for the following seasons and will be an invaluable set of tools when you prepare your farm taxes. If you need more help, advice or guidance with recordkeeping, New Entry staff will be happy to help out! See our starter topic list below:

* Business and crop plans.
* Marketing and Coop plans.
* Farm expenses.
* Planting and seeding schedules.
* Harvest (yield) and market schedules.
* Sales records.

**Consequences and Probation**

You and New Entry staff will agree to follow the guidelines in the Farmer Manual or you may be asked to leave the farm and the New Entry program. No refunds of rental fees will be issued if you are asked to leave the program.

**You will be on probation if you:**

* Miss more than 2 mandatory workshops or monthly meetings.
* Always miss meetings with New Entry staff.
* Do not complete record-keeping materials.
* Do not follow all the guidelines as documented in this Agreement.

If you are put on probation, the New Entry Director (Jennifer Hashley) will meet with you to discuss the reasons and the Director will set the terms of your probation. To continue in the program you will have to agree to the terms of your probation.

**You will be removed from New Entry if you:**

* Do not meet the terms of your probation.
* Do not cooperate with other farmers or New Entry.
* Disrespect the farm property - such as damage or neglect equipment, or litter.
* Do not use pesticides properly or use non-organic pesticides or fertilizers.
* Do not communicate with New Entry staff.
* Use alcohol, illegal drugs, or firearms on New Entry property.
* Steal from farm sites, other farmers or neighbors.
* Are violent or aggressive towards others.

**Complaints and appeals (grievances):**

**STEP 1)** You can file a complaint against another farmer, landowner, or New Entry itself. Your complaint should be in writing if possible. Write or speak your complaint as soon as possible after the problem happens.

**STEP 2):** The New Entry Director (Jennifer Hashley) will try to fix the problem directly with you, and/or seek other staff help to resolve the situation.

**Agreement to Participate - NESFP Farm Program**

The New Entry Farming Program helps you start a farm business and build a good farming business. New Entry offers a four-year program that has:

* A training course.
* Farm planning.
* Access to farmland.
* Help with producing crops.
* Help finding good markets for your products.
* Help with setting up your own separate farming business.

**Enrolling in the New Entry** **program:** After finishing the fall-winter training course with an approved business plan, you can sign up in the full New Entry program for the next 3 ½ years. New Entry will give you help and we also are asking you to agree to:

* Plan and start up a farm business this year and over the next 3 years.
* Grow and market your crops as a business.
* Get training and hands-on help from New Entry if you need it.
* Follow the guidelines and give us information about what you grow and sell.
* Work with us to plan and start up your own farm.

**Agreement to farm:** This document contains all the agreements and guidelines that are part of the New Entry. Please review this manual and talk about it with staff. When you sign your name below, it means you agree with all the rules in the New Entry Farmer Manual, including:

* Farmer plot assignments and land rental payments
* Payments for other services received as listed in the fee schedule
* Completing New Entry training program and farm business plan
* Participation in 2010 trainings and farm visit schedule
* Farm rules, requirements and guidelines:

(a) general farm guidelines

* + (b) water use and irrigation
  + (c) soil and land use
  + (d) equipment use greenhouse use
  + (e) pest management
  + (f) pesticide safety
  + (g) organic guidelines and
  + (h) use of cooler at Richardson’s Dairy
* Marketing - World Peas Cooperative agreement
* Recordkeeping and reporting
* Liability and workers’ compensation insurance
* Consequences and probation

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-have reviewed this document, understand it and agree to participate in the 2011 New Entry farmer program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farmer print name Farmer signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Entry print name New Entry sign name

1. Non-organic seeds may be used if you have proof (3 sources) that the organic variety is unavailable. Always use untreated seed. [↑](#footnote-ref-1)