

# 2020 FARMER MANUAL



**New Entry Sustainable Farming Project is a program of:**

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



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## Purpose of Farmer Manual

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

Our project helps you:

- Get access to land at our incubator farm 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 that New Entry offers and many steps you can take to become a successful farmer who farms in a safe, legal, and responsible way.

Many of these practices and rules are outlined in this manual. Some of the rules come from State and Federal regulations, 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 incubator farm
- Basic New Entry policy guides

**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.**



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# New Entry Incubator Farm Training Program Description

Now that you have finished the Farm Business Planning 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 **Incubator Farm Training Program**, will help you to start your farming business. You will receive assistance all year long for up to three years to help you grow your crops and grow your business. We will help you to implement your farm business plan, learn production and business skills, connect you to resources, and find markets to sell your products.

## **A. Incubator Farm Training Program – WHAT WE PROVIDE FOR YOU:**

### **Land to farm:**

You can access land at our Incubator Farm in Beverly. We will help with primary tillage, access to irrigation, equipment, storage, and other services.

### **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
- Utilize season extension resources
- Set up irrigation systems
- Control weeds, pests, and diseases safely
- Use farm equipment
- Establish cover crops

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 New Entry Food Hub 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 farmer lending programs.

## **B. Incubator Farm Training Program – WHAT WE REQUIRE FROM YOU:**

### **Completion of Business Training Course & Business Plan:**

You must complete The Farm Business Planning course and produce a viable business plan, to be reviewed and approved by our farmer training team, before you begin to farm. If you are returning for a second or third season, be sure to update and revise your business plan to fit your plan for the year and send it in for review.

### **Required Trainings & Attendance at Trainings:**

You must attend a **mandatory orientation** at the beginning of the season. There will also be a **mandatory end of season gathering**, that will serve as an end-of-season celebration and closing out of your incubator farm plots for the winter.

You are strongly encouraged to attend New Entry workshops and trainings that will take place throughout the Spring and early Summer concurrent with our crop production course. Please note that while these workshops will not be mandatory, you will not be able to use New Entry owned tools, including the BCS rototiller, without attending the tool safety workshop. Likewise, you will not be able to set up an irrigation system without proper training. Attending these workshops will be the best way to insure you are properly trained in a timely manner. **The content covered in these workshops is essential to growing on the incubator farm and you will be expected to make them up with the farm manager on your own time within two weeks if you cannot attend the workshop.**

You will also be required to do a one-on-one safety training with the Farm Site Coordinator before you can use the BCS tractors or flame weeder.

### **Recordkeeping:**

We expect you to keep good records of:

- Crops planted with a map of crop locations
- Pesticide use
- Nutrient and amendment inputs
- Sales and expenses
- Food safety plans and monitoring associated with plans

- Harvest records (final weights or units harvested at the end of the season)

**If you decide to pursue an Organic certification, keeping these records in an updated and efficient manner will be mandatory to remain in Organic compliance.** Regardless, these records will be necessary for both you and New Entry to be able to maintain Organic eligibility and you will need to follow record keeping guidelines.

We will assist you in your record keeping by providing you with templates and helpful reminders!

We also request that you diligently and accurately fill out the usage logs New Entry must keep to fulfill certain grant deliverables and ensure smooth farm operations. This includes, but is not necessarily limited to, equipment usage logs, which are also essential for maintaining a proper maintenance schedule and ensuring our equipment is working and available for all our on-site users.

### **Case Management meetings with staff & participation in New Entry events:**

You will be required to:

- Meet with New Entry staff three times per season. The purpose of these meetings is to ensure that incubator farmers are continuing to acquire all the skills they need to be profitable and sustainable small-scale farmers in the Northeast and to assist you in setting goals for their farming business. The farmer training team will reach out to each incubator farmer to schedule the three meetings; meetings will take place three times annually:
  1. **Pre-season meeting between March – May.** During this meeting we will assess skills, set season goals, review business plans, and plan for season record keeping.
  2. **Mid-season meeting between July – August.** During this meeting we will check in on progress towards goals, discuss season challenges, provide feedback on crop quality, and check in on record keeping management.
  3. **End-season meeting between October – December.** During this meeting we will reflect on season goals, review sales and fill out basic financial records, analyze the results of season record keeping, and discuss winter planning.

If an incubator farmer does not attend a scheduled meeting, they will receive a phone call notifying them of the missed meeting. They will have two weeks to reschedule and attend the meeting. **If the incubator farmer does not reschedule and attend the meeting within that 2-week period, they will be considered noncompliant with the Incubator Farmer Training Agreement and the New Entry Food Hub team may discontinue purchasing from that incubator farmer until they have come back into compliance.**

- Set regular weekly (or bi-weekly) meetings with the Incubator Farm Site Coordinator to track progress and set weekly goals and create task lists.
- Please do your best to be available to participate in occasional farm tours, speaking events, New Entry events and Incubator farm community work days. We will give you as much notice as possible.

## 2020 Fees / Payments

	Fee	Due Date	Fee Includes
<b>Program Agreement</b>	\$ 957/acre (\$315/per 1/4 acre)	April 30th	<ul style="list-style-type: none"> <li>• Spring/fall primary tillage</li> <li>• Cover crop consulting and supplies</li> <li>• Landowner fees</li> <li>• Sanitary Facilities (flat rate of \$100/farmer)</li> <li>• Access to irrigation &amp; electricity</li> <li>• Basic field-scale fertilizer and application</li> </ul>
<b>Technical Assistance</b>	\$350/ season One-on- One Support: March- December	April 30th	<ul style="list-style-type: none"> <li>• Any one on one Technical Assistance</li> <li>• Disease identification</li> <li>• Insect identification</li> <li>• Training topic follow ups</li> <li>• Best practices information</li> <li>• Printed materials on farm and production related topics</li> <li>• Record keeping advice</li> </ul>
<b>Custom Tractor Work</b>	\$35/hour	Upon completion of work	<ul style="list-style-type: none"> <li>• Primary tillage</li> <li>• Disc and harrow</li> <li>• Raised beds</li> <li>• Plastic mulch laying</li> <li>• Mowing</li> </ul>
<b>Plastic Mulch Supplies</b>	\$70/1000 bed feet	At start of season or completion of work	<ul style="list-style-type: none"> <li>• Available in 1000 bed ft. increments (roughly 1/8 acre)</li> <li>• Includes plastic mulch and <b>two</b> drip irrigation lines</li> <li>• Cost of custom tractor is <b>NOT</b> included</li> <li>• Farmer must be present to assist in plastic laying. Coordinate with farm staff to schedule.</li> </ul>
<b>Equipment Fee</b>	\$ 200 / season	April 30th	<ul style="list-style-type: none"> <li>• Use of BCS two-wheeled tractors and implements (tillers, mowers, rotary plow)</li> <li>• Scheduled maintenance and fuel included - <b>repairs due to misuse are not included</b></li> <li>• Use of flame weeder (fuel not included)</li> <li>• Use of string trimmers</li> <li>• Use of backpack sprayers</li> <li>• Use of hand tools and wheelbarrows</li> </ul> <p><b>You must follow all Equipment Use guidelines.</b></p>
<b>Pesticide Fee</b>	\$60 / season	April 30th	<p>Use of pesticides and fungicides approved of and provided by New Entry staff.</p> <p><b>You must follow all Pesticide Safety and Pest Management guidelines.</b></p>
<b>Cooler Use</b>	\$ 180 / season	April 30th	<p>You must follow <b>Cooler Use guidelines.</b></p>
<b>Greenhouse Rental</b>	\$330/ season	April 30th	<p>This price includes potting soil for seedling propagation</p> <p>You must follow all <b>Greenhouse Use guidelines.</b></p>

**2020 Field Workshop Schedule (dates shown are approximate based on past years. Exact dates and times will be determined based on maximum farmer availability).**

Date	Workshop	Description
<b>Sunday April 5<sup>th</sup> 1-4pm</b>	*Season Orientation for Incubator Farmers, Nutrient Management Plans and Food Safety Plans. Must attend on one of the two dates. <b>MANDATORY</b>	Join us for our opening season meeting. We will review the 2020 Incubator Farmer manual & farm policies for the season. We will go over all safety policies. We will review guidelines for the mandatory Nutrient Management and Food Safety Plans.
<b>TBD at orientation</b>	Field Preparations Tool safety and maintenance.	Learn how to prepare your fields for planting. We will use our variety of hand and tractor tools to provide different examples and options. We will review proper usage, handling and storage of all New Entry tools available to you, including the BCS and the flame weeders.
<b>TBD at orientation</b>	Irrigation	Learn how to set up drip and overhead irrigation systems. Understand the water needs of your crops and best practices for conserving water.
<b>TBD at orientation</b>	Weed, pest & disease management Pesticide safety	Learn the art of field walks, scouting and prioritizing farm tasks! Learn techniques to get on top of weeds and stay on top if it! And learn how to identify common diseases and pests...and what to do when you find them! Learn what chemicals controls are available to you on the incubator farm and how to safely apply them.
<b>TBD at orientation</b>	Soil Testing and Cover Cropping	Learn how to take soil samples and submit soil tests. Also learn about cover cropping and the best ways to prepare your farm for winter.
<b>Sunday November 1<sup>st</sup> 2-5pm</b>	End of Season Gathering <b>MANDATORY</b>	Join your fellow Incubator farmers to celebrate the end of the season!

# General Farm Guidelines

## Incubator Farm Hours:

Farm site is open from sunrise to sunset.

Generally no earlier than 6:30am and no later than 8pm. Even within these hours, please be considerate of our neighbors and keep noise levels as low as possible.

## Tillage Schedule:

### Spring:

We begin field tillage in April **depending on weather and soil conditions.**

### Fall:

We begin summer cash crop residue tillage in late September/early October. **Plant late-season crops in one location so we are able to prep the remaining areas for fall cover crops.** Please discuss your plan with the farm-site manager about where you want to plant your late crops.

You must:

- Remove all stakes and trellises by November 1st
- Store or remove all your property by November 15th
- Till and plant cover crop seed on any areas still planted after fall plowing.

**\*\*Exception: pre-approved winter production\*\***

## Locks & Gates:

All gates in the deer fence will be closed at all times to prevent accidental deer incursion. Please keep gates closed at all times, even when working on the farm. You must ensure the gate is closed when you are the last person leaving the field. Repeatedly leaving the fence unlocked and/or opened will be grounds for disciplinary action.

## Tool Shed + Storage:

There will be a small amount of space available to store your items. New Entry is not liable for any personal property stored at the farm.

**Starting in 2020, New Entry farm staff plans to reclaim the high tunnel for crop production. This means it will no longer be available for storage of personal supplies and materials. Storage space will be designated in the lower barn near where the BCS tractors are stored and will be discussed at our first meeting of the season.**

Keep all shared equipment and supplies secure (see **Equipment Use Section**) and use as follows:

- Keep storage areas clean and avoid items that bring insect pests, rodents or mold
- Keep walkways clean and open; store items neatly.

- Label personal supplies to avoid confusion among fellow farmers.
- Respect New Entry property and the property of your fellow farmers

### **Structures and Buildings:**

You are not permitted to build any structures on the incubator farm. New Entry must approve in advance the installation of any fences, and removal of trees/limbs.

### **Trash:**

You are responsible for removing all trash from your farm site: stakes, trellis netting, and other supplies. The dumpsters located behind the food hub building can be used for small amounts of trash. When disposing of larger amounts of material (during end-of-season field clean-up for example) each farmer should coordinate with New Entry staff for proper disposal.

### **Everything must be removed from your plot and the farm site by November 15th.**

- 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.

### **Entrance and Parking:**

You must only enter the Moraine Farm property through New Entry's designated driveway. Please park only in approved spaces on the farm. Please do not block New Entry vehicles or tractors, cooler, or food hub area access. Please limit driving in the fields to picking up and dropping off supplies and check in with Incubator Site Coordinator at orientation first. All vehicles must stay within designated drive lanes—no personal vehicles are to enter any other field space for any reason.

### **Farm Help and Visitors:**

Please give New Entry the names and contact information 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. See details under **Worker's Compensation Insurance in the Insurance section** for more information.

### **Renting the Plot:**

You are **NOT** allowed to rent out your plot to anyone else for any purpose.

### **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 encourages your involvement.

## **Photographers and Media Requests:**

During the Farm Business Planning Course, you signed a media release form allowing New Entry permission 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.

## **Additional Rules:**

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

## Organic Certification

As of June 2019, New Entry's farm site at Moraine Farm is certified organic. This allows us as a whole, and each incubator farm individually, to achieve USDA Organic certification without needing to wait through the three year transition period.

While New Entry's Organic Certificate covers the entirety of Moraine Farm, each incubator's field will be separated off (on paper) into its own field entity. Therefore, if you wish to grow as certified organic, **you must apply for your own organic certificate.** Each individual grower who pursues organic certification will be responsible for his/her own compliance with the Organic standards and the Organic certifying agency.

Any incubator farmer who wants to opt out of the organic certification process may do so. New Entry requires its growers to only use NOP (National Organic Program) compliant practices and amendments on their site to preserve our organic certification and allow subsequent growers to pursue their own certification without a transitional period. Growers who choose to opt out must keep a certain standard of records to demonstrate that their practices are in line with NOP requirements.

To learn more about the Organic certification process visit the Baystate Organic Certifiers website: <http://baystateorganic.org/>.

# Water Use and Irrigation

## Irrigation Schedule

You and your fellow farmers will work out watering schedules together with New Entry staff. A spirit of cooperation is necessary as everyone will be sharing a common resource. It is important that the irrigation system continues to work properly. You are responsible for making repairs due to damage you cause or incidents that occur in your field (i.e., rodent or mammal damage, nicks, 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 watering systems at night and before you leave the farm.

## Conserving Water:

- Avoid watering on sunny, windy days between the hours of 10 AM and 4 PM to avoid wasting water — more than 50% can evaporate.
- 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. Measure precipitation amounts with a rain gauge.
- Use mulch, compost, hay or plastic to conserve soil moisture.
- Watering too much causes weak roots and unhealthy plants. It also washes away fertilizers.

## Limitation of liability:

New Entry does not guarantee continuous access to water at all times at its Incubator Farm located at 733 Cabot Street in Beverly, MA. New Entry has access to a deep well at the farm and maintains the necessary equipment and pumps to accommodate water access needs during the growing season. New Entry has invested in appropriate infrastructure to the extent possible. If an event beyond the financial or physical control of New Entry occurs that limits access to farm site water, New Entry cannot assume liability.

It is absolutely imperative that all irrigation and water connections (hoses, irrigation hookups) are removed every day in cold weather to ensure that equipment is not damaged due to freezing above ground.

## Irrigation Well Usage Log:

It is important that all farmers record their irrigation schedule so New Entry can track well usage for maintenance and other recordkeeping purposes. A log will be kept next to the pump drive and will be reviewed at the early season orientation.

## Soil and Land Use

Incubator farmers are **required** to produce crops by following the organic standards set by the National Organic Program (NOP). If farmers do not want to participate in the organic certification process, they will be given the choice to opt out.

### Seeds and Seedlings:

- Use certified organic seeds when available or untreated conventional seeds if organic seeds are unavailable.
- Buy certified organically raised transplants.
- 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.
- Be sure to keep detailed records of seed purchases, especially when purchasing conventionally grown seeds (which must always be untreated).

### Soil Testing:

Farmers must do a Standard Soil Test (with Organic Matter) of their plot every year. As of December 2016, **all agricultural operations must complete a Nutrient Management Plan (NMP)**. Your NMP must be submitted to New Entry by May.

- Farmers must submit soil test results to farm manager.
- We will give you a brochure for UMass Amherst Soil Testing Lab and we will teach you how to test the soil.
- 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 the totals of fertilizer and compost used by you in the farm record book kept in the wash station.

- Uncomposted animal manures must be applied at least 90 days prior to harvest for crops whose edible portions do not come in contact with the soil and at least 120 days prior to harvest of crops whose edible portions do come in contact with the soil.
- Follow NOP guidelines on how to properly make compost and vermicompost. If buying compost, ensure the facility is producing certified compost. Many are not certified for organic production.
- Always refer to NOP standards to determine if a commercial made fertilizer is available for use on organic farms. Look for the OMRI (Organic Material Review Institute) seal on any amendments to ensure NOP compliance. Simply seeing “organic” on the bag or container is **not** adequate.

### Cover Crops:

We will assist you in the planting of cover crops such as buckwheat, oats, or winter rye in bare areas to stop erosion, suppress weeds, and reduce soil disturbance. Once you finish harvesting a crop, inform the New Entry farm coordinator so we can follow with a cover crop or even better, a green manure

combination such as peas & oats or hairy vetch and rye. Ideally each year your cash crops will be tilled in and planted to cover crops by the end of the season. Record all cover crop sowings with the New Entry record sheets.

### **Crop Rotation:**

Crop rotation helps to lessen impact of pests, diseases and weeds and improves uptake of nutrients between heavy and light feeding crops. You must keep a field map of where you planted crops throughout the season. Submit copies of your crop rotations to New Entry each season so we can advise future farmers how to allocate bed space from the history of previous crop records.

New Entry is implementing a three-year field rotation to ensure the long-term health of our soil. After three years of crop production, any given field will be removed from rotation for a minimum of one full farm season. The Farmer Training team will do their best to keep an incubator farm business on the same field for the duration of their time with New Entry. That being said, it is possible that farm sites will have to be moved from year-to-year to permit proper field rotation.

### **Weeds:**

It is imperative that you 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 synthetic herbicides (weed killers). Farmers should not grow any plants that are listed on the Federal Noxious Weed list. Check with New Entry staff before planting uncommon crops.

### **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 go to seed.
- Space crops to maximize plant growth as well as inhibit weeds.
- Under-sow cover crops (such as clover) under larger more established vegetable crops.
- Use mulches such as straw, old hay or leaves between rows to suppress weeds.
- Use plastic mulches and remove them at the end of the growing season.
- Practice flame weeding to burn off quick sprouting weeds before slow sprouting seedlings emerge or use a "stale seed bed" to burn off quick sprouting weeds prior to seeding.
- Avoid applying excess fertilizer or over watering.

### **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. Our fields are very stony. Larger rocks damage farm implements and equipment. Everyone needs to contribute to the process of persistently removing rocks from our plots.

## Equipment Use

After you attend the training workshops and demonstrate that you understand how to use the equipment, you will be allowing to use the following New Entry equipment:

- BCS two-wheeled tractor and attachments: rotary plow, roto-tillers, brush mower, flail mower, cultivation toolbar.
- Weed trimmers with string and blade attachments.
- Flame weeder with propane tank and tank cylinder dolly.
- Solo backpack pesticide sprayer.
- Pesticides (in storage cabinet):
- Hand tools: hoes, rakes, wheelbarrows, shovels, saws, hammers, etc.

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

### Using equipment:

- Sign out equipment every time - fill in the logbook 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 and put it in equipment storage bays.
- Each farmer is responsible for ensuring that the fuel tank is refilled after use.
- Equipment must stay on the farm-sites.
- 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.
- Reach out to the Incubator Farm Manager with any questions or concerns about equipment operation. Safety and proper equipment usage are integral to the success of a farm business.

### Look for problems in the field:

- Walk the field and look for rocks, irrigation lines, hydrants, stakes, etc. before using machines.
- Exercise caution when operating machines near slopes and ditches.

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

- Always have the rototiller kick guard in place.
- Check oil levels and fuel tanks before starting.
- Make sure all of the tines are tight.

- Look for leaks.

**Protect yourself and others:**

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

**Equipment damage:**

Please inform New Entry staff about equipment problems or damage ASAP (contact numbers will be provided at orientation). If you improperly use a machine and it breaks, you will be required to pay for repairs.

## Hoop House Use

**The hoop house will not be available for storage or incubator use in the 2020 season. New Entry staff will use the upcoming season to address fertility, compaction, and weed seed challenges in the tunnel soil and reclaim it for future production. Farm staff will soil test and reassess for the 2021 season.**

The hoop house is only for New Entry farmers to use on a rotating basis. There is no charge to use the hoop house.

### **Space:**

You will share the hoop house with other farm-site farmers. Plots for individual farmers will be allocated at the beginning of the season. Farmers who share hoop houses will be responsible for coordinating among themselves a schedule of managing and venting the hoop house daily. Each farmer is responsible for managing weeds in their individual plots & turning in crop residue at the end of harvest cycles.

### **Use:**

In a spirit of cooperation, growers will need to plan together seasonal use of the high tunnel and greenhouse. Potential uses of the structures could include direct seeded spring crops, a curing & drying site for onions, garlic, and winter squash or fall planted winter greens.

### **Equipment:**

Farmers must provide their own hoop house soil amendments and drying racks. The hoop house is not a place to store tools, equipment, or personal belongings.

### **Care for the hoop house:**

Farmers using the hoop house share responsibility for its upkeep and repair. You need to keep it clean to prevent insect, weed, disease, & rodent problems.

### **Snow removal:**

Farmers who are using the hoop house over the winter will be responsible for manually removing snow around the edges of the hoop house and in front of the doors so that the hoop house does not collapse from snow load.

### **Cleanup:**

You will be expected to take part in regularly scheduled cleanup days for the hoop houses. You will meet with other farmers in early spring, mid-summer and in late fall to clean the hoop house. You are encouraged to sweep the hoop house 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 hoop house on a daily basis. All plant material not suitable for field production should be removed from the hoop-house and composted to eliminate pest and disease pressure.

**Safety and security:**

You should secure the hoop house and all materials in it. Do not leave valuables in the hoop house since the hoop house is not locked.

**Children and visitors:**

You must escort all children and visitors in the hoop houses at all times. Children are not permitted without their parents in the hoop house.

**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 hoop house privileges.**

## Greenhouse Use

The New Entry Greenhouses are a shared resource that serve to provide you with greenhouse training and experience, as well as space to rent for the growing of your own seedlings. Please see the fee page with information on rental prices.

The Greenhouse is a shared space. As such, please make sure that you label all supplies and equipment that are yours and store in designated areas of the greenhouse or tool sheds. Please make sure the shared seeding and potting spaces are kept clean after every use.

### **Greenhouse Duty:**

If you participate in the Greenhouse Rental Agreement, you will be assigned several weekend days that you will be on “Greenhouse Duty” for each growing season. These will be your responsibilities:

- Open greenhouse doors at the beginning of the day (before 9am) and close them at the end of the day (no earlier than 5pm) as weather permits. Sometimes doors will remain open all night.
- Roll up sides on GH as weather permits. Good ventilation is integral to seedling health.
- Water entire greenhouse as needed, from zero to three times per day.
- Scout for pests and diseases and report to greenhouse manager.
- Tidy greenhouse as needed, make observations on state of greenhouse, make sure all equipment is working properly.
- Sign in at log book to record that you were there.
- Sign a Greenhouse Agreement Contract after taking the greenhouse orientation class.

You will be responsible for the health and well-being of your plants and those of your fellow incubator farmers throughout the season. If an emergency keeps you from coming to the farm for your greenhouse duties, please refer to contact numbers given out at orientation.

### **What we will provide:**

- The Farmer Training Team will coordinate weekday greenhouse watering and operations.
- Training in all aspects of greenhouse seedling production
- Access to propane heat and city water throughout the season- March 21st-October 15<sup>th</sup>.
- Cold Frame area for hardening off plants

# 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 attend our pest management and pesticide safety workshop.
- Learn to identify pests in your fields – know which insects are beneficial and which pests can damage your crops.
- Remember and record what time of year pests show up on your farm.
- Learn about ways to control the pests once they appear.
- Chemical applications are always the last line of defense.

## Step 2) PREVENT

- Rotate crops each year and plant varieties that are pest and disease-resistant.
- Use row cover to prevent pests from finding your crops.
- Learn individual insect cycles and plant susceptible crops when plant specific insects are not at their peak.
- Use mulch to inhibit weeds or crops from being splashed with soil.
- Utilize good weed management practices, especially along the edges of fields.
- Plant flowers and herbs to attract beneficial insects.
- Consider releasing beneficial insects, parasitoids, or microbial controls for certain pests.
- Use clean tools and equipment.
- Remove or deeply bury crops that carry plant disease or insect pests.
- Start with healthy seeds and plants.
- Grow plants that will do well in your soil type and weather conditions.
- Water enough, but not too much.
- Build bat boxes or birdhouses around your farm.
- Use live animal traps for rodents or rabbits.

## Step 3) SCOUT AND MONITOR

- Check plants for pests 3-4 times each week.
- Look on the top and underneath the leaves; check in the soil by the roots.
- Look at the edges of your fields and in fallow areas.
- Use sticky traps to monitor insects in the field.

## Step 4) WRITE DOWN WHAT YOU FIND

- Keep a notebook with the dates you scouted insects.
- Note the crops you examined and levels of insects you found.
- Take pictures to assist New Entry staff in identification.

## Step 5) MAKE A DECISION

- Ask yourself if the pest is going to cause sufficient damage for you to lose income.
- If damage is minor, you may decide to do nothing.
- If insect pressure is heavy, decide how you will control them.
- Using pesticides should be your **last** option.

**Step 6) TALK TO OTHER FARMERS OR TO NEW ENTRY STAFF**

- Find out if other farmers have the same pests. Chances are that if you have a pest issue, other farmers on site do as well.
- Ask them how they are controlling them.
- Work together to control damaging insects in adjoining plots.
- Talk to New Entry staff to make sure your decision makes sense.

# Pesticide Safety

**You must attend a New Entry pesticide safety workshop before applying any pesticide to your fields.**

## **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. Only “general use,” OMRI-approved pesticides are allowed.

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

The label is the law. Please follow the label instructions carefully. Be sure that the product you intend to use is listed for the pest or disease you hope to treat for. It is illegal to use a pesticide for something it is not listed for on the label.

The most important information on the pesticide label is:

- Brand name, type of pesticide, and danger level
- Active Chemicals
- Personal Protective Equipment (PPE)
- Environmental hazards
- First aid
- Directions for use, storage and disposal
- Time before you can go back into the field (re-entry interval (REI)).
- Days to harvest.

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

## **Step 3) WEAR SAFETY EQUIPMENT (PPE)**

Read the pesticide label to learn what safety gear (PPE) is required. It is a law to wear the proper safety gear when you are using pesticides. Always check that PPE is working properly before any handling or spraying.

The most important safety equipment includes:

- Chemical resistant gloves
- Safety goggles
- Shoes plus socks
- Masks
- Rubber apron, coveralls, Tyvek suit
- Long pants
- Long-sleeved shirt
- Have appropriate amount of water available for emergency decontamination (eye rinsing, hand washing, etc.) Soap and single use towels should be available.

## **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: It is best to spray on cloudy days with low winds
- The time of day: It is best to spray late in the day when pollinators are less active and UV light is less likely to denature the applied chemicals.
- Other people at the farm: Alert other farmers in the area that you will be spraying pesticides and keep a 25 foot exclusion zone.
- **FOR EMERGENCIES: Call 911. GO TO A HOSPITAL QUICKLY. PLEASE REMEMBER TO CARRY THE NAME OF THE PESTICIDE THAT YOU WERE USING.**
- Always report any accidents to New Entry staff within 24 hours.

### **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; before eating, drinking, smoking, using the bathroom, before touching eyes or mouth, or before getting into your personal vehicle.
- Change into clean clothing as soon as possible. Be mindful of contamination from shoes – remove before entering your home. Wash clothing you wore when spraying separately from other clothes. Decontaminate washing machine. Shower with soap and water and shampoo hair as soon as you can after work.
- Clean and store all PPE 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. Typically, pesticides used in agriculture are not to be used at home. Never take pesticides or pesticide containers home.

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

Record all applications at the Central Information Display Site in the wash station. If you need help writing on the sheet, please ask a New Entry staff member. You should also be recording any pesticide applications in your own records. Be sure to follow up and assess efficacy of your pesticide application after the product's "reentry interval" has passed.

### **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.**

# 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 New Entry Food Hub, 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 branches in Massachusetts. Talk to an insurance agent 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: Jason Charette, Topsfield, MA 01983  
Phone: 978-887-8304  
Email: Jason.charette@american-national.com

Agent: Don Ludwig, Westford, MA 01532  
Phone: 978-467-1001  
Email: don@ludwiginsuranceagency.com

Agent: Andrew Brodeur, Westford, MA 01532  
Phone: 978-467-1001

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

### **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](#) 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 their own workers' compensation insurance coverage. 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.

And from a local insurance agent:

The minimum premium a vegetable grower can pay to open a Worker's Comp policy (no reported payroll), is \$304/year. The owner would exclude him or herself from payroll. If the owner had labor costs, they would report on their audit at the end of the policy term, and the premium would be adjusted accordingly. If volunteered or donated labor, they need to keep track of hours worked. For WC purposes, volunteered labor will equal the hours worked multiplied by the minimum wage (100 volunteered hours, \$12 minimum wage equals \$1,200 reported payroll on WC policy). The rate for this particular class code is \$2.15/\$100 of payroll. To give you an idea, \$5,000 of reported payroll increases the premium to \$343, and \$10,000 of payroll increases the premium to \$546.

The MA Worker's Compensation website is <https://www.wcribma.org/mass/>, for your reference. Hover over 'Tools and Services --> Algorithms --> Voluntary Market. Plug in employer name, policy effective dates, and Employer's Liability limits (500/500/500). Enter the amount of payroll 'not subject to waiver' if you want to see other premiums based on the payroll. The class code you will use is 0008, FARM: GARDENING-MARKET OR TRUCK & DRIVERS.

We strongly encourage you all to carry Worker's Comp insurance, however we recognize the financial stressors of starting a new farm business. If your farm business is set up as an LLC, LLP, unincorporated partnerships, or unincorporated sole proprietorship, you are not required to carry worker's compensation to cover **yourself**. **However, if you are planning on employing anybody, even part time, or getting regular help from a non-family member, you are legally required to carry worker's 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:** “Whole-farm” insurance protects the income you would normally earn in a year on your 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. It is based on how much farm revenue you report on your federal taxes over 5 years. It also covers more than one crop by protecting all of 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 Contact:**

Lynn Ann Vozniak  
County Executive Director, Middlesex/ Essex Counties  
United States Department of Agriculture - Farm Service Agency  
319 Littleton Road Suite 203, Westford, MA 01886-4133  
978-392-1305

# Growing Practices and Food Safety Plan

1. All produce must be grown without the use of synthetic pesticides, fungicides, herbicides or fertilizers.
2. Each farmer must attend the Food Safety Workshop and develop a Food Safety Plan. See guidelines below for what should be included in your Food Safety Plan. Include this food safety plan in your business plan; additionally, the New Entry Food Hub will require submission of a food safety plan for their purposes.

## Produce Safety Requirements of New Entry Incubator Farm

**All incubator farmers are required to abide by any requirements dictated by the 2017 Food Safety Modernization Act (See FDA's flow chart at end of agreement to determine if you are subject to the produce rule). Any produce crate delivered to the New Entry Food Hub must contain a label with the name and complete business address of the producer's farm.**

### **In addition:**

1. Worker Health, Hygiene and Training
  - a. Think prevention first, not correction. Contamination cannot be reliably removed from fresh produce.
  - b. Have SOP's available, monitor and keep records, and take corrective actions if a problem occurs. Train any workers on how to identify and reduce food safety risks.
  - c. Provide adequate handwashing stations and train any workers on proper handwashing techniques. Wash hands after using the bathroom, before or returning to work, before and after eating and smoking, before putting on gloves, after touching animals or animal waste, whenever they become contaminated. Water for handwashing must contain no detectable generic E. coli.
  - d. Provide adequate toilet facilities and train any workers on how to use properly. Clean and maintain regularly.
  - e. No eating, chewing gum, or smoking in produce fields. Provide workers with an appropriate break area.
  - f. Do not handle produce while sick or injured. Discard any contaminated produce. Maintain a first aid kit on site.
  - g. Avoid contact with animals before harvesting – be mindful of contamination from clothing, shoes, gloves, equipment and tools.
  - h. Establish a schedule and SOP for cleaning and/or sanitizing food contact surfaces, including tools, harvest bins, wash station surfaces, wash bins and equipment such as salad spinners and transport vehicles.
  - i. Use only clean harvest bins. Assess produce pre-harvest for any contamination. Eliminate any produce with fecal contamination from domestic or wild animals or that may have been affected by flooding.
  - j. Make all visitors aware of your farm's food safety policies.
2. Soil Amendments
  - a. Maximize time between application of raw manure or other biologically-based soil amendments and harvest. Follow organic standards for timing intervals. Never side dress with raw manure.

- b. Do not contact edible portion of crop with raw manure.
- c. Minimize risk to adjacent fields during amendment applications.
- d. Properly cure compost. Follow NOP standards for procedures.
- e. Properly store and prevent runoff from manure and unfinished compost.
- f. Document each soil amendment application in your records.

### 3. Wildlife, Domesticated Animals, and Land Use

- a. Assess produce fields for any risks (adjacent land uses, wildlife risks) before planting.
- b. Exclude domestic and wild animals from produce fields.
- c. Exclude domestic and wild animals from water used for irrigation and washing.
- d. Flag any site in the field where wildlife damage occurred.
- e. Discard any contaminated produce. Document any contamination by domestic or wild animals.

### 4. Agricultural Water

- a. All production and post-harvest water must be safe and of adequate sanitary quality for its intended use. Know whether the source is public, ground or surface water.
- b. Inspect water sources and distribution systems at least annually. Test water if there are any concerns. Keep records of results.
- c. Assess and address any runoff risks. Keep water sources free of debris, trash, domestic animals and any other hazards.
- d. Address any risks with application or timing of production water. Maximize time interval between any applications and harvest.
- e. No detectable generic E. coli can be present in water that comes in direct contact with produce during or after harvest, has direct contact with food surfaces, is used to make ice or to wash hands.

### 5. Post-Harvest Handling

- a. Abide by all post-harvest intervals of any pesticides that have been applied in the field. Record all pesticide applications.
- b. Keep produce handling areas away from tractor repair, animal care, or other areas on the farm that could introduce risk.
- c. Clean, sanitize and organize wash station regularly.
- d. Regularly inspect equipment and discard any equipment that cannot be maintained and cleaned properly.
- e. Clean and maintain any coolers.
- f. Only new, single-use, or cleaned reusable containers will be used to pack produce.
- g. Discourage and exclude pests from wash station. Eliminate any standing water. Never use bait for pests inside packing area.
- h. Monitor any potential chemical (pesticides, detergents, sanitizers) and physical (wood, metal, glass, plastic) food safety risks.

## 2020 Cooler / Refrigeration Use Policy

New Entry operates and maintains a cooled shipping container at the Incubator Farm, for use by New Entry incubator training site farmers and by the Food Hub, on a first come, first served basis. The outdoor trailer cooler will be available for use exclusively by incubator farmers.

**The coolers inside the Food Hub will only be available for farmer use if fulfilling an immediate Food Hub order. Farmers should coordinate with the Food Hub manager if planning to transfer produce into one of the interior coolers. This includes the “tomato cooler” which will no longer be available for use.**

- a) All boxes must be labeled with the following:
  - Farmer name
  - Crop name
  - Date of harvest and when put in the cooler
- b) Unlabeled boxes will be disposed of – and a disposal fee of \$5/crate will be assessed.
- c) Crops that have spoiled will be disposed of at the discretion of New Entry staff – and a disposal fee of \$5/crate will be assessed.
- d) Farmers must load and unload quickly and be sure that the cooler door is firmly closed when leaving to avoid letting the cool air out.
- e) Only raw, uncut vegetables may be stored in the cooler. No prepared foods, meats, dairy or other products allowed.
- f) No boxes, containers, personal marketing materials, or any farm or market supplies may be stored inside the cooler or surrounding the premises of the post-harvest handling facility unless farmers receive prior approval.
- g) Farmers are responsible for cleaning all produce and boxes out of the Cooler by November 15<sup>th</sup>.

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

<b>Cooler Rental Fee:</b> \$180 per season (June – November)
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## Record Keeping and Reporting

Good record keeping is crucial to the success of your farm business and helps New Entry help you. Additionally, written records are an important part of FSMA compliance, organic certification, and a crucial factor in applying for and securing farm loans.

**New Entry will provide a log book binder. The binder will have separate sheets for each of your farm businesses. All farmers must keep certain records, as outlined below, as well any records that may be beneficial to their farm business.**

**The following activities must be recorded in the log (found in the wash station) on the day they occur and the following records must be shared with New Entry:**

- **Fertilizer applications**
- **Pesticide applications**
- **Wildlife related crop damage**
- **Cleaning and sanitizing records**

**The following activities should be recorded in logs located where they are stored:**

- **Machine/equipment usage**
- **Irrigation well usage**

New Entry will show you how to use the record-keeping logs and will oversee the logs to be sure they are complete.

In addition to the mandatory record-keeping sheets, you should also be keeping personal records to help track and grow your business. 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 helps 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 plans
- Farm expenses
- Planting and seeding schedules

- Harvest records
- Market inventories
- Sales records
- Orders and purchased supplies

## 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.
- Consistently 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 Incubator Site Coordinator or another member of the Farmer Training team will meet with you to discuss the reasons and they 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 Incubator Farm Sites 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 Incubator Site Coordinator will try to fix the problem directly with you, and/or seek other staff help to resolve the situation.

# New Entry Incubator Farm Training Program Contract

The New Entry Incubator Farm Training Program helps you start and build a farm business.

This program includes:

- Farm business planning course
- Access to farmland and infrastructure
- One-on-one technical assistance
- On farm field trainings and workshops
- Help with producing crops
- 3 meetings per season of individualized case management and goal setting
- Help finding good markets for your products
- Help with setting up your own separate farming business
- Assistance with transition off the incubator farm site

## Enrolling in the Incubator Farm Training program:

After completing the Fall or Winter farm business planning 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 Farmer's Manual. 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 2020 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, hoop house and greenhouse use
  - (e) Pest management
  - (f) Pesticide safety
- Recordkeeping and reporting
- Liability and workers' compensation insurance
- Consequences and probation

I \_\_\_\_\_ (name of incubator farmer) have reviewed this document, understand it and agree to participate in the 2020 New Entry farmer program.

IN NO EVENT WILL NEW ENTRY OR TUFTS UNIVERSITY BE LIABLE TO THE YOU OR ANY THIRD PARTY FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH YOUR PARTICIPATION IN THE NEW ENTRY SUSTAINABLE FARMING PROJECT, AND YOU HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS NEW ENTRY AND TUFTS UNIVERSITY FROM AND AGAINST ANY SUCH CLAIMS, DAMAGES OR OTHER LIABILITY.

\_\_\_\_\_  
\_\_\_\_\_  
Farmer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Farmer Signature

\_\_\_\_\_  
New Entry Staff Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Entry Staff Signature

## 2020 Farmer Fees

**Name of Farmer**

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**Farm Liability Insurance Certificate received:**                      Yes\_\_\_\_\_ No\_\_\_\_\_

Item	Required	Fee	Cost
Program agreement	Yes	\$315/per quarter acre	
Technical assistance	Yes	\$350/season	
Equipment Rental Fee	Yes	\$200/season	
Pesticide Fee	Yes	\$60/season	
Cooler Use	Yes	\$180/season	
Greenhouse Space	No (if you don't want to use the greenhouse to start seedlings)	\$330/season	
Custom Tractor Work	We will bill monthly, by the hour	\$35/hour	
Drip Tape and Black Plastic Mulch	No (fee includes supplies, not custom tractor work fees)	\$70/1000 bed feet (~1/8 <sup>th</sup> acre)	
		<b>TOTAL COST:</b>	

**We will send invoices to farmers by May 1, 2020.**  
**Please make checks out to The Trustees of Tufts University and send checks to:**  
**New Entry Sustainable Farming Project**  
**Attn: Brendan Murtha**  
**733 Cabot Street**  
**Beverly, MA 01915**