

Farm name/Logo

Farm Operations Procedures

Date last edited: _____

Instructions:

Congratulations on starting your farm operations and contingency planning! Here are a few pointers for using this template:

1. **Don't be overwhelmed—just take it a step at a time.**

Anything you start recording will be helpful in the case of an emergency, so just get started. Maybe spend an hour or two filling out the simple information and schedule a time to come back to it to when you have had a chance to gather more details. Or, take on one section at a time, filling them out weekly until you are done.

2. **Make the template practical for you and your operation.**

If a section does not quite fit your needs, feel free to adapt it, create your own version, or even skip it. As you work through, try to imagine your spouse, your cousin, a neighbor, or whoever might end up taking over responsibility doing various tasks around your farm and document the things they would need to know for each. Think about the details that will make tasks doable, but leave out details they don't need or can easily figure out on their own.

3. **Start a conversation**

Use this document to start a conversation with friends and relatives regarding potential emergencies. Talk to other producers about their succession plans and emergency procedures. Further, consider speaking to a few trusted producers to establish mutual aid arrangements to help each other if crises arise.

The Farm Operations Procedures includes:

- 1) Mission and Vision
- 2) Farm Personnel
- 3) Key Tasks & Operations
 - Livestock Calendar (optional)
 - Farm/Ranch Map
- 4) Contingency Plans
 - Irrigation Failure, Fire, Flooding, Infectious Disease, etc.
- 5) Key Contacts
 - Leases, Supplier, Buyers, Other
- 6) Farm Records

Mission & Vision

A mission statement is a set of guiding principles, including your values, that describe why and how you farm.

A vision statement describes what your farm or ranch, and the community in which it exists, will look like in the future.

Mission: *Raise pasture-based sheep for purposes of producing local lamb and wool, providing vegetation management, and supporting agriculture and natural resource education.*

Vision: *Advance sustainable stewardship of livestock and natural resources, and serve as a community asset for agriculture and natural resource education, through raising profitable pasture-based lamb, wool, and project lambs.*

Farm Personnel

Employees/Staff Contacts					
<i>Consider including family members, casual labor, and regular volunteers, as would be useful.</i>					
Name	Phone Number	Job Title/Key Responsibilities	Schedule	Pay Rate	Back-up
Payroll					
What would someone need to know to make sure your employees are paid? (payroll software, checkbook location, etc.)					
<i>Carrie at Foothill Financial does weekly payroll (see contacts)</i>					

Key Tasks & Operations

Key Tasks

In case of an emergency, these tasks are absolutely essential to the survival of the operation. (i.e. irrigation of crops/pasture, feeding of animals, etc.)

Task	Crop/Animal	Time & Frequency	Supplies	Notes <i>Location, instructions, etc.</i>
<i>Stock water</i>	<i>Cows</i>	<i>Daily</i>	<i>Plumbing parts/hoses</i>	
<i>Irrigate Trees</i>	<i>Mandarin</i>	<i>As needed/according to soil moisture</i>		<i>Consult w/Farm Advisor/Todd at Sierra Mandarin</i>

Livestock Locations by Season/Month

List the location of various livestock/livestock groups

<u>Group:</u>	<i>COWS</i>	<i>HEIFERS</i>	<i>BULLS</i>	<i>CALVES</i>
January	<i>Blue Oak Ranch</i>	<i>Tall Pines</i>	<i>Miller Farm</i>	<i>n/a</i>
February	<i>Blue Oak Ranch</i>	<i>Tall Pines</i>	<i>Miller Farm</i>	<i>n/a</i>
March	<i>Blue Oak Ranch</i>	<i>Tall Pines</i>	<i>Home</i>	<i>n/a</i>
April	<i>Piper's field</i>	<i>Taylor Orchard</i>	<i>Home</i>	<i>Taylor Orchard</i>
May	<i>Piper's field</i>	<i>Taylor Orchard</i>	<i>Home</i>	<i>Taylor Orchard</i>
June				
July				
August				
September				
October				
November				
December				

Farm/Ranch Map

Attach a map of the farm including property boundaries, grazing/growing areas, buildings, power/utilities, fencing, access roads, wells/ponds, fences and gates, water box, pumps, and irrigation lines, controls and shutoffs.

Leases

If you lease property, include information regarding these agreements and their uses. (This section may be more applicable for livestock operations with multiple leases.)

Location	Description/Terms	Owner	Contact
<i>123 Country Ln, Lincoln</i>	<i>6 acres; 5 year lease starting in May 2015; grazing ewes</i>	<i>Len Lord</i>	<i>530-555-5555</i>

Leases Cont.

Location	Description/Terms	Owner	Contact
<i>123 Country Ln, Lincoln</i>	<i>6 acres; 5 year lease starting in May 2015;</i>	<i>Len Lord</i>	<i>530-555-5555</i>

Insurance

List insurance providers

Name	Type of Coverage	Policy Name#/Info	Phone Number

Certificates, Licenses, & Permits

Include the location of important licenses and certifications

(i.e. Certified Producer's Certificate (CPC), certified scale certificate, pesticide license, organic certificate, humane raised, etc.)

Name	Yes / No	Location of Records/License	Notes <i>Include certifying agency, time of year for renewal, etc.</i>
Certified Producer's Certificate			
Certified Sale Certificate			
Pesticide Permit			
Organic Certification			
Brand Registration (CDFA)			
Watershed Coalition membership			
Other:			
<i>USDA Scrapie Premises No.</i>			
<i>Global GAP</i>			<i>Ramin Motiey:650-552-9389 Ramin.Motiey@ams.usda.gov</i>

Contingency Plans

Situational Contingency Plans

Outline what the necessary/best course of action would be for each of the following situations on your farm/ranch.

Irrigation Failure

Describe the necessary actions in the event of an irrigation failure, break, water disruption, or other emergency. (Who to notify, what back-up sources are available, etc.)

Irrigation Box # &
Canal Name:

Irrigation District Contact:
(name/#)

Impact

Mitigation

Other considerations:

<p>Fire <i>Describe the necessary actions in the event of a fire. (Who to notify/called for help, evacuation procedures, water to be turned on/off, etc.)</i></p>	
<p>Impact <i>Animal safety</i> <i>Loss of forage</i> <i>Loss of buildings</i></p>	<p>Mitigation <i>Evacuate animals with trailer, or place in irrigated pasture</i> <i>See forage insurance</i> <i>See insurance. If time allows, turn on irrigation in pasture surrounding barn.</i></p>
<p>Other considerations:</p>	
<p>Flooding <i>Describe the necessary actions in the event of a flood. (What needs to be done if you cannot reach the property for several days, where should equipment be moved, etc.)</i></p>	
<p>Impact</p>	<p>Mitigation</p>
<p>Other considerations:</p>	

Extreme Weather Event

Describe the necessary actions in the event of an extreme weather event such as cold, heat, and wind.

Impact

Frost

Mitigation

Turn on sprinklers before the temps drop

Other considerations:

Food Safety Incident

Describe the necessary actions in the event of a food safety incident/foodborne illness. (What trace-back procedures are in place, who needs to be contacted, how you dispose of contaminated product, location of Food Safety Manual & records, what needs to be documented, etc.)

Impact

Mitigation

Other considerations:

Electrical Outage

Describe the necessary actions in the event of electrical outage. (Location of a generator, systems that will need to be reset when power returns, etc.)

Impact

Mitigation

Other considerations:

Infectious Disease or Invasive Pests

Describe the necessary actions in the event of an infectious disease or invasive pest outbreak. (How to contact the vet, who else to notify, where to move animals, where are medications/pesticides stored, etc.)

Impact

Mitigation

Other considerations:

Key Contacts

Suppliers					
<i>Include feed, fertilization, pesticide, packaging and other pertinent sources.</i>					
<i>It may be helpful to include important idiosyncrasies for each supplier (only delivers on Tuesdays, \$200 min. order, etc.).</i>					
Name	Contact Info	Inventory Furnished	Quantities/ Frequency	Account	Delivery/Pick-Up Notes
<i>Feather River Packaging</i>		<i>Wax boxes (half bushel) and clamshell (1 pint)</i>	<i>Boxes: 1 pallet load each May Clams: 4 boxes/season</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No #: _____	<i>Need fork lift for box delivery in packing shed</i>
<i>Peaceful Valley</i>		<i>Drip tape (8 mil, 8 in emitters)</i>	<i>Used 4 rolls in 2017</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No #: _____	<i>Check for cut/damaged tape before loading</i>
				<input type="checkbox"/> Yes <input type="checkbox"/> No #: _____	
				<input type="checkbox"/> Yes <input type="checkbox"/> No #: _____	
				<input type="checkbox"/> Yes <input type="checkbox"/> No #: _____	
				<input type="checkbox"/> Yes <input type="checkbox"/> No #: _____	
				<input type="checkbox"/>	

Market/Buyer

Include regular or key buyers or markets and your contact person with each. Consider including standard pack or other arrangements with each buyer.

Name	Description/Info	Phone Number	Email
<i>Briar Patch</i>	<i>set order of carrots (50 lb box, bulk), cabbage (45 lb box) and sprouts (4 oz clamshells, 12/case)</i>	<i>530-555-5555</i>	<i>purchasing@briarpatch.coop</i>
<i>Foothill Farmers Market, Auburn Saturday Market</i>	<i>rent one stall for the season (April through Oct.)</i>	<i>530-823-6183</i>	<i>marketmanager@foothillfarmersmarket.com</i>
Pricing Location of a price list and/or matrix for calculating pricing	<i>Price list is kept in the market tote in the packing shed</i>		

Other Contacts

Include information for other potentially helpful contacts.

Name	Description/Info	Phone Number	Email
<i>USDA Processing Facility</i>	<i>set arrangement for 10 head/wk</i>	<i>530-555-5555</i>	
<i>Dr Hoof</i>	<i>Veterinarian</i>		
<i>Paul Smith</i>	<i>Previous Business Partner</i>	<i>530-555-5555</i>	<i>paulsmith@mail.com</i>
<i>Cindy Fake</i>	<i>Farm Advisor</i>	<i>530-555-5555</i>	<i>cefake@ucdavis.edu</i>
<i>PG & E (other utilities)</i>			
<i>Mr C.P. Accounts</i>	<i>Accountant, Foothill Financial</i>		

Farm Records

Records & Files		
<i>Include the location where key records kept, and if they are password or user secured, how they can be accessed.</i>		
Record	Location	Access
<i>Financial Records</i>	<i>farm laptop</i>	<i>User: farmer joe password: ihateweeds</i>
<i>Production Records</i>	<i>In binder on bookshelf in farm office</i>	
<i>Business Files</i>		
<i>CSA Membership and Records</i>		

Other Optional Information

If you have Job Descriptions, Equipment/Production SOPs, production calendars, or other potentially useful operations management documents, consider including a copy here, or documenting the location of such files.

United States Department of Agriculture, University of California, Placer & Nevada Counties cooperating.

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