

# Vendor Requirements

## The USDA Pilot Project for Procurement of Unprocessed Fruits and Vegetables

See [USDA Vendor Eligibility Requirements for further details](#)

- 1 Product Liability Insurance
- 2 Food Safety Certification

Which best describes your operation? Certification options vary by vendor type:

### Farm

Good Agricultural Practices (GAP)

### Distributor

Good Handling Practices (GHP) / Good Manufacturing Practices (GMP)

### Processor

Good Manufacturing Practices (GMP)

	<i>do NOT repack</i>	<i>repack or handle produce</i>	<i>dried or frozen</i>	<i>fresh-cut</i>
<a href="#">USDA Good Agricultural Practices (GAP)</a>		<a href="#">USDA Good Handling Practices (GHP)</a>	<a href="#">USDA Plant Survey</a>	<a href="#">USDA Plant Survey</a>
<a href="#">USDA Harmonized GAP</a>		<a href="#">USDA Plant Survey</a>	<a href="#">USDA Plant Systems Audit (PSA)</a>	<a href="#">USDA Plant Systems Audit (PSA)</a>
Any Global Food Safety Initiative (GFSI) recognized scheme. <a href="#">See GFSI website for options.</a>	Signed statement certifying that vendor meets GHP/GMP, and has been audited (audit can be other than USDA or GFSI recognized). Must have Food Defense Audit benchmarked by GFSI or USDA.	<a href="#">USDA Plant Systems Audit (PSA)</a>	Any Global Food Safety Initiative (GFSI) recognized scheme. <a href="#">See GFSI website for options.</a>	<a href="#">USDA Qualified Through Verification</a>
Approved Certifiers	Any Global Food Safety Initiative (GFSI) recognized scheme. <a href="#">See GFSI website for options.</a>			Any Global Food Safety Initiative (GFSI) recognized scheme. <a href="#">See GFSI website for options.</a>

[USDA - Agricultural Marketing Service \(AMS\)](#) - federal division that provides audit and accreditation programs

[Global Food Safety Initiative \(GFSI\)](#) - collaborative that recognizes various private food safety certifiers based on global quality standards

- ✓ All distributors and processors must have a USDA or GFSI benchmarked Food Defense Audit
- \* Do you have suppliers? Food safety certifications are required for all suppliers, except for produce processed into dried or frozen product.
- \* Do you handle non-domestic product? If so, you must submit a Product Segregation Plan to ensure only US-grown produce. Your supplier(s) plan may be requested during an audit.

fresh-cut requires a HACCP Plan certified by USDA or other recognized GFSI certifier

# Vendor Application Instructions

## The USDA Pilot Project for Procurement of Unprocessed Fruits and Vegetables

For vendors with required (1) product liability insurance and (2) food safety certifications

### A Complete two forms

(1) [Vendor Application Form](#) (electronic signatures accepted)

#### Attachment A - Company Info

List only products that will be sold through the pilot. All products must be certified through USDA Good Agricultural Practices (GAP) or other approved certifier.

#### Attachment B - Self-Certification (yes/ no check boxes)

Operations that sell more than 2,000 lbs per day and/or operations that negotiate the sale of produce on behalf of another person (i.e. a broker) need a [PACA license](#). Farms that handle their own product are exempt.

Operations that manufacture, process, pack or hold food for human consumption need a [FDA Food Facility Registration](#) (registration is free). Farms are exempt.

#### Attachment C - Domestic Origin Requirement (yes/ no check boxes)

This pilot is for US-grown food only. If you handle any non-domestic product, you must include your Product Segregation Plan. You are also responsible for your supplier(s) compliance. Their segregation plan may be requested upon audit.

#### Attachment D - Suppliers

If you plan to sell products from other suppliers, list those suppliers and their products. Only include suppliers that you will use for the pilot. Remember that you must be able to document food safety certifications for each of your suppliers. Vendors can also add more suppliers after becoming approved.

Attachment D is not required if you do not work with any other suppliers.

Visit [USDA-AMS](#) website for vendor application forms, eligibility requirements, list of approved vendors, invoice templates and more resources

(2) [WBSCM Form](#) (obtain online and save as pdf)

*This form registers your business to accept payment from USDA*

- Unless your operation is a Farm Service Agency, select “Central Vendor” instead of “International Freight Vendor”
- Requires a [SAM](#) (System for Award Management) registration and [DUNS](#) number which are both easy and free to obtain on their websites
- Business Type - If unknown or not officially certified, select “small business” or however you identify your business on SAM.gov
- Operation Type - Self-identify based on categories or select “other” and type individual response

### B Submit application to [fvpilot@ams.usda.gov](mailto:fvpilot@ams.usda.gov)

include

1 Vendor Application Form (Attachments A-D)

2 WBSCM Form (pdf)

3 Additional Attachments

Food Safety Certification (*for applicant, & supplier(s) if applicable*)  
HACCP Plan (*fresh-cut processors only*)  
Product Segregation Plan (*vendors handling non-domestic product*)