

## **Site Guidelines 2018: Old Fort Market Garden Incubator (OFMGI)**

This project is a partnership between Fort Lewis College (FLC), State Land Board (SLB) and the Colorado Department of Agriculture Specialty Crop program. All participating members of the Old Fort Market Garden Incubator should review these site guidelines.

- **Cooperative Spirit:** Farmers should cooperate with one another while working at the farm. Farmers will share equipment, a wash station, coolers, irrigation systems, and other OFMGI-provided resources. If any problems arise that farmers are not able to mediate on their own, please contact Beth LaShell to ask for assistance resolving the disagreement.
- **Season Dates:** The season will be from May 1 until October 1. Farmers are responsible for removing all crops and infrastructure by October 1.
- **Good Standing:** Farmers will be expected to remain in good standing throughout the year by attending required classes and work days as well as being current on financial obligations. Farmers who are not in good standing will lose access to tools, equipment, processing shed and marketing services.
- **Plot Assignments:** Farmers will have individual plots and may enter another farmers' plot only if they have permission. Final determination for plots rests with OFMGI staff.
- **Day/Time:** Farmers have use of the site seven days a week during daylight hours only. No camping.
- **Vehicles:** All vehicles must have insurance and anyone driving on site must have a valid driver's license. Parking is limited to the road outside of the incubator plot and established roads within fence. Please do not block road leading to the hayfields. To avoid congestion, cars should come inside the fence for loading and unloading only.
- **Tools:** The program will provide commonly used tools that can be checked out for use on site. Personal tools may be brought onto the site but should be safely stored. FLC, SLB and OFMGI are not responsible for lost or stolen items.
- **Equipment:** Use of small engine machinery (including pump and weed eater) provided by OFMGI can begin after completion of required training. **Appropriate personal protection equipment (PPE) must be worn when operating equipment.** Outside equipment operators must provide proof of appropriate insurance before entering incubator site.
- **Storage:** OFMGI will provide a small shed for storage of communal tools and supplies. All personal tools and equipment are the responsibility of the owner.
- **Sanitation:** Restroom facilities are available in the headquarters area and at north end of field. Handwashing stations are available for use in field and at processing shed. If paper towels, soap or water is depleted, please come to the office to re supply. Water coolers may be filled with potable water from shop or hydrant by propagation house. All other outside hydrants deliver non-potable water.
- **Trash:** Farmers must remove their trash from the farm on a daily basis. Keeping the OFMGI plots clean is a priority.
- **Wash Station:** OFMGI will provide a basic wash station for post harvest handling. Potable water is available from the shop. Guidelines for preparation and clean up of wash station

will be posted and must be followed including cleaning and sanitizing tables, crates and equipment before and after use.

- **Garden Maintenance:** Each farmer is responsible for the maintenance of his/her own plot. If a plot has gone untended and is affecting other farmers' fields (weed seeds, insect pests, etc), a member of the OFMGI staff will contact the farmer. Farmers will be responsible for the grassy areas East and West of their respective plots. A weed eater will be provided for maintenance of these areas. **Appropriate personal protection equipment (PPE) must be worn when operating equipment.**
- **Cover Crops:** OFMGI will perform fall tillage after October 1 and plant the cover crop for all plots. Any assigned land that is not in production by July 1 must be cover cropped by the individual farmer.
- **Water/Irrigation:** Incubators are responsible for watering their individual plots as well as daily maintenance of pumps and filters.
  - **Water Availability-** Farmers will be informed of the growing season's water availability each spring. Adjustments to crop plans may be required.
  - **Irrigation Supplies** OFMGI will provide pumps, mainline and pressure regulators for each 1/8 acre zone. Farmers are responsible for header lines, valves, drip tape and associated maintenance. All personal irrigation systems must be removed at the end of the season.
  - **Electric Pumps:** OFMGI will provide two electric pumps for the drip irrigation zones. Considerable coordination will need to occur among farmers to ensure that all plots are watered in a timely manner.
- **Crops:** Because of our funding stream, only Specialty Crops (fruit, vegetables and herbs) can be grown while food and feed grains are not included in this funding.
- **Growing Organically:** Organic practices will be used by all incubators. OFMGI staff will be available to help farmers determine the best organic practices for pest management and crop fertilization. All additions, amendments and applications must be properly documented.
- **Food Safety Guidelines:** Incubators will ensure that all workers follow food safety guidelines when working in fields or processing produce. Training videos are available online and records will be kept each year.
- **Interns, Apprentices and Volunteer Labor:** Incubator will follow the Fair Labor Standards Act law relative to interns, apprentices and volunteer labor.
- **Children and Guests:** Children should always be supervised by a parent. Incubators assume all responsibility for the training and safety of any employees; volunteers or family members working his/her plot. All guests are required to follow these same guidelines.
- **Pets:** Because of food safety concerns, no pets are allowed on incubator sites (including plots, wash station, root cellar, or cooler space). Please make arrangements for your pets to be leashed or in a vehicle at all times.
- **Alcohol/Drugs:** Use of alcohol and drugs are not allowed on the site.
- **Fires:** Open flames and fires in the field are not allowed. The use of gas grills is permitted as long as fire restrictions are not in place.
- **Firearms:** No firearms are allowed.

- **Security:** Gates to the incubator plots should be closed at all times even when farmers are in the field. FLC will not be responsible for damage done by animals, including cattle, when gates are left open.
- **General and Product Liability:** Incubators must have both general and product liability insurance naming both Fort Lewis College and the State Land Board as additional insured.
- **End of Season:** Each participant will be responsible for clearing their plot by October 1. This includes removing all irrigation, farm supplies and plant materials from the site. No winter storage space is available for tools and equipment. We will perform fall tillage and plant cover crop.
- **Violation of Policies:** Incubators will be notified of blatant violation of these policies and will meet with OFMGI staff as soon as possible. You are responsible for informing all guests of these policies and will be held responsible for their actions. Serious violations will result in expulsion from the program.

I have read the above guidelines and agree to abide by the requests made in these guidelines. I understand that violation of these guidelines could result in expulsion from the program:

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Participating Farmer Name

Signature