

General Policies applicable to all Producers:

All Producers need to have weights adjusted and entered into the customer invoices by 8:00PM Wednesday evening before Delivery Day.

All Producers are responsible for presorting their products for the Lincoln and Omaha drop off sites. Keeping products for Omaha customers separate from products for Lincoln customers, will greatly help volunteers and delivery route drivers in locating the right products as well as save time.

IN ADDITION WITH THE NEW ROUTES, PRODUCERS ARE RESPONSIBLE FOR GROUPING THE LIKE PRODUCTS FOR THE DIFFERENT ROUTES.

LNC - LNC (Keep all these labeled products together in the cooler/box/bag)

LNC - AUB (Keep all these labeled products together in the cooler/box/bag)

OMA - OMA (Keep all these labeled products together in the cooler/box/bag)

OMA - GRET (Keep all these labeled products together in the cooler/box/bag)

OMA - GRNDI (Keep all these labeled products together in the cooler/box/bag)

OMA - WPT (Keep all these labeled products together in the cooler/box/bag)

OMA - HWY 75 and 32 (Keep all these labeled products together in the cooler/box/bag)

OUT (outside of Omaha and Lincoln area) (Keep all these labeled products together.)

YOU DO NOT HAVE TO PLACE ITEMS FOR DIFFERENT ROUTES IN SEPARATE COOLERS, BOXES, or BAGS!!!! BUT MERELY KEEPING THEM GROUPED NEAR EACH OTHER WILL SIMPLIFY THE VOLUNTEER SORTING PROCESS.

FOR EXAMPLE: If you have the items for OMA-GRET on the bottom layer of your cooler followed by another layer of OMA-GRNDI items on top, this will help the volunteers save time in retrieving items for orders.

NFC has coolers available to be used by producers when transporting products. Before using a NFC cooler each month, it must be washed out and disinfected with bleach. For safety reasons this needs to be standard practice before any NFC deliveries are made. One wash and disinfecting for each Delivery Day is sufficient.

Lincoln Delivery Day Procedures

Producers dropping off in Lincoln at the ShadowBrook Marketplace must have their product delivered by 8:00 AM. *Please note that if your product is not at ShadowBrook by the time the driver going to Omaha leaves, you will be responsible for getting your product to Omaha.* The Omaha to Lincoln Delivery Driver leaves by 9:00AM. If a volunteer is not available to check in product then you will need to sign in yourself.

A producer sign in sheet will be posted at the ShadowBrook Marketplace. *Please find this in a bright blue three-ring notebook behind the counter with the cash register*. This sign in sheet is used by the driver to make sure all product headed for Omaha is loaded. For example, Farmer Brown of Happy Acres has 15 boxes or packages of meat to be delivered to Omaha and 10 packages to be left in Lincoln. Then he or she would sign in that Happy Acres is leaving 25 packages and 15 of those packages will go to Omaha. We are working on the labels to see if we can code them to designate Omaha and Lincoln drop off sites. The volunteer that comes to check-in product will then know that Happy Acres has 15 packages going to Omaha and will have these packages ready to leave with the Omaha driver by 9:00 am.

For the Lincoln drop off site we will have areas set aside in the freezer, cooler and the store for product going to Omaha. We hope that these additional procedures will eliminate the problem of having products left behind.

The Lincoln to Omaha Delivery Driver will use the producer sign in sheet to verify that all packages being delivered to Omaha are accounted for before leaving Lincoln. Currently, the Delivery Driver arrives at Jane's in Omaha around 3:00PM, due to non-NFC deliveries that he makes on the way.

Omaha Delivery Day Procedures

Omaha Producers dropping off at Jane's Health Market in Omaha must have their product delivered to Jane's between 9:00 am and 1:00 pm. Volunteers will be available during these hours to check in Omaha Producers. We believe it is necessary to limit product delivery to these hours as it ensures all products are checked in, sourced, and stored by NFC volunteers to prevent the loss of product.

A producer sign in sheet will be posted on the back door of Jane's for you to designate how many packages stay in Omaha and how many packages go to Lincoln. Our Omaha to Lincoln Delivery Driver leaves Omaha by 3:00PM.

The Omaha to Lincoln Delivery Driver will use the producer sign in sheet to verify all packages being delivered to Lincoln are loaded and accounted for. The Omaha to Lincoln Delivery Driver arrives at ShadowBrook Marketplace in Lincoln by 4:30PM.

Customer pick-up is: 5:00 pm to 6:00 pm in Lincoln.

5:00 pm to 7:00 pm in Omaha.

Producers, if you cannot absolutely make either the Lincoln or Omaha drop off times outlined above, or if you need further explanations, don't hesitate to contact Libby: 402-980-3757 or Liz: 402-326-8777. Libby will help you make other arrangements if possible. As we continue to grow, consistency in how we handle things will help everyone involved.

Suggestions for Packaging and Transport

Labels: our volunteers made some great suggestions to help keep your labels affixed to products, and readable. Please adhesive labels with waterproof ink or tape your paper labels using clear packaging tape. In this way, if the product comes in contact with moisture the ink will not run, and the paper label won't degrade.

Place the strip of clear packaging tape over the informational part of the printed label so the volunteers can read where it is to go. Using staples should be an exception. If using staples, please staple to heavy enough paper so the label cannot tear away from the product, such as thick cardstock.

*Eventually we hope to color code the labels or provide highlighters, using one color for Lincoln customers and another for Omaha customers. We'll keep you posted on this change when it goes into effect.

Egg Producers: Label each egg carton individually, or otherwise attach multiple-carton orders together. Placing eggs in bags with other product items is difficult for handling and visibility.

NFC has special coolers fit for egg cartons. If you would like to try using one please contact Libby at 402-980-3757 or we'll locate one for you for next time when you drop off product this month.

Remember, this is your coop! ALL ideas on how to better handle product distribution are welcome. To grow and get more people involved is exciting and challenging. We are starting a whole new concept for local food. We are creating a powerful network of consumers and producers who are more in control of their food system.