



GUIDE TO URBAN FARMING

in New York State



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Edited by Hannah Koski

Free Download: www.nebeginningfarmers.org



Acknowledgements

The Guide to Urban Farming in New York State was written in December 2012 as a Master of Professional Studies master's paper by Hannah Koski for the Department of Horticulture at Cornell University, under the guidance of committee members Anusuya Rangarajan and Scott Peters.

This *Guide* is meant to address the changing face of the agricultural industry, and to support farmers producing food in urban centers and on the urban fringe. It is a collection of topical factsheets including resources and information to answer the common questions of urban farmers.

Thank you to all of the organizations and individuals who participated in an initial survey to facilitate the writing of the *Guide*, and who provided feedback, suggestions, and additional resources throughout its writing. Your enthusiasm and engagement are deeply appreciated. To all of the organizations whose resources and services are included in the *Guide to Urban Farming in New York State*, thank you for sharing your resources and for your support of those who are working to build a more sustainable and equitable food system.

Questions, comments, or corrections can be referred to:

The Cornell Small Farms Program or the Northeast Beginning Farmer Project
15B Plant Science
Cornell University
Ithaca, NY 14853
Phone: 607-255-9911

Or use the Feedback Form, included in the *Guide to Farming in NYS*, available online at <http://nebeginningfarmers.org/publications/farming-guide/>.



Introduction

Not since the Victory Gardens of the First and Second World Wars has the United States seen such a resurgence of urban agriculture. Farms and gardens are popping up everywhere – on windowsills and balconies, on rooftops and in vacant lots, in schoolyards and in public parks, and the list goes on. As city dwellers become increasingly concerned with the origins and safety of their food, of the equality of their food systems, and of the strength and self-sufficiency of their communities, urban agriculture is bound to grow and to catch the public and political eye, as rural farming has done for decades.

This guide has been created in response to this new agricultural space, and to the new faces of city farmers whose needs may not in all cases parallel those of rural farmers.

This guide is a collection of resources available to urban farmers in New York State, and covers a variety of topics. It is intended to promote the start-up and prosperity of urban farming businesses, and to make easier and more economically feasible the production of food and farm products in urban environments. The guide is a compilation of fact sheets, each with a revision date in its right corner. All links included in the *Guide* were accessible at the time of that revision date.

Your feedback is strongly encouraged and will be fundamental in the continued shaping and development of this guide. Please feel free to send comments and suggestions to the Cornell Small Farms Program, 15A Plant Science, Cornell University, Ithaca, NY 14853.

Happy growing!





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Codes and Regulations

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Codes and Regulations

Until recently, city codes, zoning laws, and other regulations have largely ignored urban agriculture. However, these codes and regulations can intentionally and unintentionally regulate urban farming activities in a myriad of ways, such as by regulating the construction of structures, such as chicken coops or greenhouses, the ability to keep livestock, and so on.

Municipal codes and regulations can be accessed by contacting city governments and officials, or online through websites such as Municode (<http://www.municode.com/>) and General Code (<http://www.generalcode.com/ecode360/NY>). For New York City's zoning resolution, visit <http://www.nyc.gov/html/dcp/html/zone/zonetext.shtml>. Because these codes often impact urban farming indirectly and might be difficult to decipher, urban farmers should also consider discussing their plans with local farming organizations or other farmers.

The Urban Agricultural Legal Resource Library

The Urban Agricultural Legal Resource Library, a project of the Sustainable Economies Law Center (<http://www.theselc.org/>), provides general information and resources about agricultural legal topics as they pertain to urban farmers. These include planning and zoning, building codes, food and health regulations, employment law, homeowners' associations, and non- and for-profit urban agriculture issues and models. Visit <http://www.urbanaglaw.org> for more information.

See Factsheet #2, Advocacy and Planning, for information about changing zoning codes to support urban agriculture.





Sustainability Plans

Cities across New York State have developed and are developing sustainability plans to address climate change, food insecurity, and other challenges confronting governments today. Some examples are:

- New York City's PlaNYC 2030 at <http://www.nyc.gov/html/planyc2030/>;
- The City of Syracuse's Sustainability Plan at <http://www.syracuse.ny.us/sustainabilityplan.aspx>;
- Buffalo's Green Code at <http://www.buffalogreencode.com/>.

Given the recent attention of city governments to sustainability, now is the perfect opportunity to advocate for urban farming and its incorporation into the planning process.

Tools for Advocating for Urban Farming

When advocating for zoning and ordinance changes that support urban farming, certain planning tools can help:

- *Food charters* (a document that describes a community's agricultural policy, food distribution channels, food access, sustainability, and other issues relating to food to help guide advocacy strategy)
- *Food policy councils* (a group of stakeholders that examines a local food system and how it might be improved)
- *Community food assessments* (an assessment of community food security, including the locations and incidences of food deserts and strategies for increasing community food access, nutrition, etc.)

Additional information on these and other advocacy and planning resources is provided in *Urban Agriculture: Growing Healthy, Sustainable Places* by Kimberly Hodgson, Marcia Caton Campbell, and Martin Bailkey (American Planning Association, 2011).

Also see *What's Cooking in Your Food System: A Guide to Community Food Assessment* by Kami Pothukuchi, Hugh Joseph, Hannah Burton, and Andy Fisher (Community Food Security Coalition, 2002), available for free download at http://foodsecurity.org/pub/whats_cooking.pdf. This resource provides information on community food assessments, from planning to designing, carrying out, and applying research results.

The American Planning Association's National Centers on Planning also features several food system planning resources and publications at <http://planning.org/nationalcenters/health/food.htm>.

The Resource Centres on Urban Agriculture & Food Security (RUAF Foundation) is international in focus, but also provides helpful resources to integrate of urban farming and planning, including monitoring and evaluation methods to measure the impact of urban agriculture. Visit their website at <http://www.ruaf.org/>.





Advocacy and Planning

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Tools for Advocating for Urban Farming (cont'd)

The Community Food Security Coalition's North American Food Policy Council webpage (<http://www.foodsecurity.org/FPC/>) provides media advocacy tools, fundraising tips, and other information to help advocate for more sustainable food systems.

In 2011, the Turner Environmental Law Clinic compiled a report for Georgia Organics surveying the zoning ordinances for sixteen U.S. cities that have incorporated urban agriculture into land use planning. The publication, "Urban Agriculture: A Sixteen City Survey of Urban Agriculture Practices across the Country" is a helpful starting place when advocating for zoning changes, and is available at <http://www.georgiaorganics.org/Advocacy/urbanagreport.pdf>.

The Carrot City Initiative

The Carrot Initiative examines the role of design in enabling urban food production, and features a database of over 100 case studies of urban agricultural projects worldwide, as well as the recently published *Carrot City: Creating Places for Urban Agriculture* by Mark Gorgolewski, June Komisar, and Joe Nasr (Monacelli Press, 2011). For more information and to view the Carrot City database, visit <http://www.ryerson.ca/carrotcity/>.





Tips for Engaging Communities

There are as of yet no best practices for engaging communities in urban farming projects, but there are certain ways to encourage community members to be involved:

- Create a sense of belonging and ownership among community members, such as by hosting volunteer days;
- Encourage open access, such as by maintaining an open gate or no-fence policy and locating entry points where visible and easily accessible;
- Provide opportunities for community member contribution, such as by allowing them to host workshops or otherwise share their expertise;
- Host events that involve community members and other visitors, such as open farm days, farm tours, volunteer days, workshops and trainings, apprenticeships and internships, guest lecturers, pot lucks, and harvest dinners; and
- Give back to the community, such as by making produce available for free or at a low cost, hosting gleanings events, or providing assistance to other neighborhood gardeners.

Motivating Factors for Engagement

Below is a list of potential motivating factors for community engagement. This list is not comprehensive and does not include all motivational factors that encourage community members to become involved with urban farming projects. It is, however, a helpful start to creating a successful community engagement strategy.

- Social factors (forming friendships, socializing)
- Environmental factors (concern for the environment and sustainability)
- Health factors (physical activity, improved access to nutritious, fresh food)
- Voluntarism (desire to contribute)
- Food Supplementing (supplementing regular diet with fresh produce and other farm products)
- Gardening (enjoyment, lack of gardening space, cultural traditions)

Resources

Christina Snowdon's study, *Urban Agriculture and City Farms and their Role in Community Engagement* (Murdoch University Institute for Sustainability and Technology Policy, 2010), provides insight into how urban farmers can more successfully encourage community engagement, and is available for download at <http://www.brisbanetobogota.com/wp-content/uploads/2011/03/UACFReport.pdf>.





Land Access

Lack of accessible land can be one of the greatest constraints to urban farming, and finding growing space often requires creativity on the part of urban farmers. Empty lots, utility rights of way, private backyards, parks, institutional land (schools, hospitals, churches, prisons, universities, senior homes), and rooftops are all examples of vacant land that might be reclaimed for agricultural use.

Upon seeing vacant land with agricultural potential, urban farmers should take note of the street addresses on either side of the site and cross streets of the block. With this information, farmers can check with local tax assessors and Departments of Finance to view tax maps and property records to determine the site parcel number. This number will allow farmers to look up the site's ownership history and most recent owner, who can then be contacted to discuss use of the land.

The Essential Urban Farmer by Novella Carpenter and Willow Rosenthal (Penguin Books, 2011) provides additional information on locating, contacting, and communicating with property owners and purchasing vacant land.

Land Banks

New York State has recently passed legislation to enable cities to establish land banks to manage vacant land. Check with your local city government to see if your city has a land bank, and if so, gather information what properties are available, their zoning designations and land use histories, and any special programs to encourage their purchasing. For example, Syracuse maintains an online list of available city-owned properties and purchasing incentives at <http://www.syracuse.ny.us/BuyProperty.aspx>.

596 Acres

596 Acres, a New York City organization, also provides resources to connect urban farmers to vacant land, including a downloadable PDF outlining steps for how to access and secure land, a sample license agreement, tips for working with private land owners, and more. 596 Acres also provides consulting services for people in New York City and in other cities interested in starting projects on vacant land. Visit <http://596acres.org/> for more information.

Rooftop Access

There is no formal process to link urban farmers with building owners. Most successful rooftop farmers simply approach individual property owners until they find someone who is willing to host a project. It is important to recognize that not all buildings can support the weight of a farm or garden project, and certain structural considerations must be taken into account. See Factsheet #14, Roof Top Farming, for more information and resources.

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Land Use Agreements

In most instances, urban farmers will lease or otherwise use land under contractual agreement, rather than outright ownership. In such cases, creating a land use agreement can lessen property owner concerns and improve the likelihood that s/he will permit urban farming on the site. The Urban Agricultural Legal Resource Library, a project of the Sustainable Economies Law Center, outlines important elements of land use agreements for both public and private land and sample land use agreements, at <http://www.urbanaglaw.org>.

Government Land

Housing Authorities Transportation Departments or Authorities can also serve as sources of land for urban farmers. In New York City, for example, the NYC Housing Authority is planning a 1-2 acre farm site on government land. Information on this project is available at <http://www.nyc.gov/html/nycha/html/community/garden.shtml>.

Land-Linking Services

There are some recent efforts to make land more accessible to urban farmers, such as:

- The Open Accessible Space Information System (OASIS) in New York City, which provides maps of land use patterns, including open spaces, property information, transportation networks and more, in an effort to help individuals and groups better understand their environments, at <http://www.oasisnyc.net/>; and
- 596 Acres in New York City that helps individuals connect with vacant land in their community through a variety of services, including making municipal information available through an online interactive map of city-owned vacant land, in addition to the services outlined above. Visit <http://596acres.org/> for more information.

Land Tenure

Though outright purchase of land is preferred, land values, particularly in urban centers, are often prohibitively high. As such, many urban farmers resort to long-term contractual agreements and lease agreements, outlined above.

If unable to secure a long-term lease, consider using temporary or moveable cultivation practices, such as growing in raised beds or containers and using temporary structures such as hoop houses. The Garden State Urban Farm in Newark, New Jersey, for example, uses an entirely portable farming system called Earth Boxes (see Factsheet #13, Container Gardening).

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Land Tenure (cont'd)

To protect urban farmland, consider partnering with a land trust. Land trusts are non-profit organizations that actively work to conserve land, such as by their stewardship of land through purchase, lease, or easements. More information on land trusts and a listing of land trusts by state is available from the Land Trust Alliance at <http://www.landtrustalliance.org/>.

Sample Lease Agreement

This simple lease agreement is a starting point. Additional sample lease agreements and more information about leasing are available from Land for Good at <http://www.landforgood.org/resources.html>. For more detailed leases, consult an attorney.

This lease is entered in this ____ day of _____ between _____, landlord, and _____, tenant. The landlord leases to the tenant to use for agricultural purposes _____ acres of pasture and _____ acres of cropland, and the following building: (list or attach a list) located in the Town of _____ and County of _____ and commonly known as _____ Farm.

The tenant will pay the landlord \$ _____ per year (or other specified time period) with payment to be made as follows: _____. The tenant will also pay all the costs of planting, growing and harvesting crops grown on the land. The tenant will be required to maintain and repair fences, tile drains, and diversion ditches, and make ordinary repairs to maintain buildings and equipment used, and pay for utilities such as electricity and water (if relevant) during the period of the lease. The landlord will pay the taxes, fire insurance on buildings, major repairs or improvements, such as new fence, ponds, drain tiles, diversion ditches, etc.

The tenant will follow recommended conservation and agronomic practices in working the land. No green or growing timber may be harvested from the property by the tenant. The landlord has the right to inspect or enter the property at any time.
may be adjusted annually to account for increases in taxes, insurance or other costs of ownership.

This lease shall be for ____ years beginning (date) _____ with automatic renewal for (how long): _____ (years) unless either party gives written notice to the contrary at least 3 months (90 days) before the expiration of the current rental period. The rental rate may be adjusted annually to account for increases in taxes, insurance or other costs of ownership.

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Land Access and Tenure

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Sample Lease Agreement (cont'd)

Any meadow land plowed for annual crops will be re-seeded to a perennial forage crop at the end of the lease period (unless the lease has been automatically renewed). Any differences between the landlord and tenants as to their rights and obligations under this lease that are not settled by mutual agreement shall be submitted to an arbitrator or other such person who has authority to make a final decision. It is agreed that the stipulations of this lease are to apply to and bind the heirs, executors, administrators, and assigns of the respective parties and is made and executed in duplicate.

In witness whereof the parties have signed this lease on this date of _____.

Landlord _____

Tenant _____

Witness _____

Witness _____





Site Renovation

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Blacktop, Concrete, and Structure Removal

Farmers will often have to deal with existing blacktop and concrete surfaces when preparing vacant lots or other sites for urban farming. In such instances, farmers can choose to plant into containers or raised beds on top of these surfaces, or opt for removal of the blacktop/concrete. There are several online resources available to guide someone through the process of blacktop or concrete removal, or farmers can hire private companies. It should be noted, however, that removal and dump fees can be expensive, and this high-cost should be taken into consideration when deciding a course of action, particularly in the case of short-term or tenuous lease agreements.

Deconstruction Services

Deconstruction is an alternative to demolition that minimizes solid waste, reduces environmental impact, and the products of which are often tax deductible. Additionally, companies and organizations will often remove salvaged materials from the site as donations. Organizations offering deconstruction services and who may be able to assist with blacktop, concrete and structure removal in New York State include:

- Buffalo ReUse – 296 E. Ferry Street, Buffalo, NY, 14208, contact at (716) 882-2800 or info@buffaloreuse.org, visit online at <http://www.buffaloreuse.org/>,
- Built it Green! NYC (Queens) – 3-17 26th Avenue, Queens, NY, contact at (718) 777-0132 or astoria@bignyc.org, visit online at <http://www.bignyc.org/>,
- Built it Green! NYC (Brooklyn) – 69 9th St. Brooklyn, NY, contact at (718) 725-8925 or gowanus@bignyc.org, visit online at <http://www.bignyc.org/>, and
- Fingerlakes ReUse - 2255 North Triphammer Road, Ithaca, NY 14850, contact at (607) 257-9699, visit online at <http://fingerlakesreuse.org/>.





Contamination in Urban Soils

Farmers wanting to cultivate unfarmed urban soils should be aware of possible soil contamination, whether by physical debris or chemical or other toxins. Physical debris, such as blacktop, glass, and gravel, can be identified and removed much more easily than chemical, heavy metal, or other contamination.

Determining Soil Contamination

Before beginning any urban farming project, it is important to identify soil contaminants by:

1. Evaluating your land-use history, as well as the history of nearby properties, and
2. Performing a soil test, including a test specifically for heavy metals.

When evaluating your land-use history, some possibly starting points are city planning departments, local historical associations, previous owners and older neighbors. Soil tests should be repeated at least yearly, and farmers should consider a plant tissue test to evaluate the amounts of heavy metals (lead, arsenic, and mercury in particular) being taken up by crops.

Soil and Plant Tissue Testing Services

Soil testing services in or near New York State offering heavy metal testing include:

- Cornell University Nutrient Analysis Laboratory, online at <http://cna1.cals.cornell.edu/>, Form S on the Forms page,
- Brooklyn College Environmental Sciences Analytical Center, online at <http://www.brooklyn.cuny.edu/web/academics/centers/esac/services/soil.php>, and
- UMASS Amherst Soil and Plant Tissue Testing Laboratory, online at <http://soiltest.umass.edu/>.

Farmers should take care to follow the soil sampling procedures provided by each service. For a list of laboratories certified by the NYS Department of Health Environmental Laboratory Approval Program (ELAP), visit <http://www.wadsworth.org/labcert/elap/comm.html>. Farmers should be careful when switching between laboratories, since procedures may differ across labs. A “Guide to Soil Testing and Interpreting Results” is available from the Cornell Waste Management Institute at <http://cwmi.css.cornell.edu/guidetosoil.pdf>.

Heavy Metal Levels and Safety Guidelines

There are currently no specific regulations or guideline values specifically for garden soils. A&L Eastern Laboratories, Inc. in Richmond, Virginia provides a helpful chart for interpreting soil tests and safety guidelines for gardening in contaminated soils, by type and level of most common urban soil heavy metal contaminants. A PDF containing this chart and other information about heavy metal soil contaminants is available at <http://al-labs-eastern.com/forms/Heavy%20Metal%20Interpretation.pdf>.

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Heavy Metal Levels and Safety Guidelines (cont'd)

Heavy Metal	Typical Levels for Non-Contaminated Soils	Unsafe for Leafy or Root Vegetables	Unsafe for Gardens and Contact
Arsenic	3 to 12 ppm*	>50 ppm	>200 ppm
Cadmium	0.1 to 1.0 ppm	>10 ppm	>50 ppm
Copper	1 to 50 ppm	>200 ppm	>500 ppm
Lead	10 to 70 ppm	>500 ppm	>1,000 ppm
Nickel	0.5 to 50 ppm	>200 ppm	>500 ppm
Selenium	0.1 to 3.9 ppm	>50 ppm	>200 ppm
Zinc	9 to 125 ppm	>200 ppm	>500 ppm

*ppm = Parts Per Million

Note that these are general guidelines and that actual toxicity and unsafe levels will be affected by soil texture, pH, and organic matter. For soils with heavy metal levels unsafe for gardening or contact, call your city’s Health Department or the New York State Department of Environmental Conservation (<http://www.dec.ny.gov/>) regarding removal.

Farmer and Community Safety

It is important that farmers keep in mind that people are exposed to soil contaminants primarily by physical exposure to the soil itself, and especially by breathing soil dust. Farmers and urban farm site visitors should follow safety precautions, as outlined in Factsheet #7, Dealing with Contaminated Soils, to minimize exposure.

For More Information

The Cornell Waste Management Institute (CWMI) provides several resources about soil contamination, including “Sources and Impacts of Contaminants in Soils” and “Soil Contaminants and Best Practices for Healthy Gardens,” both available for download from the Institute’s website at <http://cwmi.css.cornell.edu>. See also the CWMI Healthy Soils, Healthy Communities website at <http://cwmi.css.cornell.edu/healthypoils.htm>, which provides various resources about soil contamination and remediation.

The University of Louisville also offers a practical guide to gardening in contaminated urban soils, including information on the sources and dangers of soil contamination, on soil testing and determining soil safety, and remediation options. This publication, “Urban Agriculture and Soil Contamination: A Guide to Urban Gardening” is available for free download under Practice Guides at <http://louisville.edu/cepm/publications>.

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Soil Contamination

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For More Information (cont'd)

The United States Department of Agriculture's National Resources Conservation Services (NRCS) provides a website about urban soil issues at <http://soils.usda.gov/use/urban/>. This website includes links to relevant sites and related resources, including the "Urban Soil Primer," a comprehensive guide to urban soils available for free PDF download. Printed copies of the Primer can be requested by calling (888) 526-3227 or emailing NRCSDistributionCenter@ia.usda.gov.

The United States Environmental Protection Agency's "Evaluation of Urban Soils: Suitability for Green Infrastructure or Urban Agriculture" (publication number 905R1103, 2011) is a guide to the evaluating the suitability of urban soils and to remediation and coping strategies, available for free download at <http://water.epa.gov/infrastructure/greeninfrastructure/upload/Evaluation-of-Urban-Soils.pdf>.

The Resource Centres on Urban Agriculture provides a practical guide to "Soil Contamination and Urban Agriculture," produced by Alexandra Heinegg, Patricia Maragos, Edmund Mason, Jane Rabinowicz, Gloria Straccini and Heather Walsh and available for download at <http://ruaf.org/node/1003>.





Dealing with Contaminated Soils

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Mitigation vs. Remediation

This factsheet outlines both mitigation and remediation strategies for dealing with contaminated soils. Mitigation (coping) strategies involve reducing human exposure to and/or plant availability of contaminants even though they remain in the soil, such as by safe gardening practices and the use of raised beds. Remediation strategies involve removing contaminants, either through biological treatments that break down contaminants, or through physical treatments that remove contaminants that cannot be broken down by biological practices.

Tips for Dealing with Heavy Metal Contaminants

Once urban farmers have determined their soil safety, and decided to pursue production, there are simple precautions you can take to minimize your exposure to contaminants and toxicity to plants.

- Plant crops away from building foundations, painted structures and heavily traveled roads;
- Remove obvious contaminants such as scrap metal and construction materials;
- Use mulch and cover crops to minimize exposure to contaminated dust, and to maintain high levels of organic matter;
- Because concentrations of heavy metals are highest in roots and leaves, avoid planting and eating leafy or root vegetable crops in soils with heavy metals above typical;
- Lime, compost, or amend soil to keep pH close to neutral, or even slightly alkaline, and ensure adequate draining to reduce the mobility and availability of lead and heavy metals;
- Do not use plants grown in contaminated soil for compost;
- Work in the garden only when soil is moist or damp;
- Wear gloves, long sleeves and pants while gardening to prevent skin exposure;
- Wash hands after gardening;
- Wash all vegetables thoroughly; and
- Remove gardening shoes and garments before entering the home, and wash gardening clothes separately from other clothing.

Mitigation and Remediation Strategies

There are physical, biological, and non-remediation strategies available to urban farmers dealing with contaminated soils. When deciding how to deal with soil contamination, farmers should consider cost, effectiveness, and time frame to determine the strategy that best suits their needs.

“Urban Agriculture and Soil Contamination: A Guide to Urban Gardening” by Allison Houlihan Turner from the University of Louisville provides a helpful overview of different coping and remediation strategies and is available for download from <http://louisville.edu/cepm/publications>, under Practice Guides.

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Non-Remediation (Mitigation) Strategies

The most popular non-remediation strategies for urban farmers dealing with soil contamination are raised bed and container gardening (see Factsheets #12 and #13, Raised Beds and Container Gardening).

One study of gardens in Roxbury and Dorchester, MA, demonstrated the effectiveness of raised beds in reducing exposure to contaminated soil, and found that raised beds require regular maintenance in order to achieve exposure reduction. Recommended maintenance includes removing the top 3-5 cm of soil and replacing it with compost every year (Clark, Hausladen and Brabender 2008).

Soil excavation (removing contaminated soil) is another non-remediation strategy, but is not recommended. The high cost of removing contaminated soil and purchasing clean soil and amendments, often make excavation prohibitively expensive. Additionally, farmers are faced with the added problem of disposing of contaminated soil.

Physical Remediation

Strategies for physical remediation include excavation, soil washing, and soil vapor extraction. These are often both effective and timely, but are high-cost and unfeasible for most urban farmers. Additionally, disposal of contaminated soil can be difficult and expensive.

Biological Remediation

Strategies for biological remediation include microbial remediation, phytoremediation, fungal remediation, and compost remediation.

These strategies are often inexpensive, but require an extended time frame. Biological remediation strategies are still being developed by the Environmental Protection Agency and private companies, and their effectiveness still being researched.

Youarethecity, a research practice in New York City, has developed a Field Lab at La Finca del Sur in the Bronx, where team members are planting, monitoring, and harvesting several plant varieties known to remove toxins from soil.

This project is intended to make phytoremediation research accessible and pertinent to the public, and to urban gardeners in particular. For more information, including postings of phytoremediation workshops at La Finca del Sur, visit the Field Lab blog at <http://newyork.thecityatlas.org/category/atlas-lab/brownfield-remediation/> or <http://www.youarethecity.com/>.

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Dealing with Contaminated Soils

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Biological Remediation (cont'd)

Youarethecity published “Brownfields to Greenfields: A Field Guide to Phytoremediation,” which is distributed at related workshops. If interested in receiving a hard copy of this field guide, contact hello@youarethecity.com.

For More Information

The Cornell Waste Management Institute, Resource Centres on Urban Agriculture (RUAF), and University of Louisville each provide information on best practices and crops for safe gardening in contaminated soils (see Factsheet #6, Soil Contamination for website links).

The Environmental Protection Agency also has a website on Urban Agriculture & Improving Local, Sustainable Food Systems, which features “Brownfields and Urban Agriculture: Interim Guidelines and Safe Gardening Practices” and downloads and information from the two-part webinar series, “Brownfields and Urban Agriculture Reuse.”

Both are freely available at <http://www.epa.gov/brownfields/urbanag/>, along with several other resources about brownfield clean up. “Evaluation of Urban Soils: Suitability for Green Infrastructure or Urban Agriculture” (EPA publication number 905R1103, 2011), includes remediation and coping strategies, available for free download at <http://water.epa.gov/infrastructure/greeninfrastructure/upload/Evaluation-of-Urban-Soils.pdf>.

There are also several organizations that host workshops about soil contamination and managing contaminated soils, such as Cornell Cooperative Extension (<http://www.cce.cornell.edu/>) and the Northeast Organic Farming Association of New York (<http://www.nofany.org/>). See their event listings for workshops and details.

Literature Cited

Clark, Heather F., Debra M. Hausladen, and Daniel J. Brabender. “Urban Gardens: Lead Exposure, Recontamination Techniques, and Implications for Remediation Design,” published in *Environmental Research*, Volume 107, Issue 3, 2008.





Air and Water Pollution

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Air Pollution

Because airborne heavy metals and particulates are not likely to be absorbed by plants through their leaves, urban air contamination is not considered a major concern for urban-grown food. The exception is for farm and garden sites close to freeways, as freeway driving can produce toxic tire dust. In these instances, farmers should consider using a closed growing method, such as greenhouse production, or other barriers. In all instances, regardless of proximity to freeways, all crops should be washed thoroughly before sale or consumption to remove any contaminants settled on plant leaves.

It should be noted that airborne particulates will settle on soils and contribute to soil contamination, and urban farmers should follow the precautionary measures and safe gardening practices outlined in Factsheet #7, Dealing with Contaminated Soils.

For more information about air pollution, visit the United States Environmental Protection Agency's website on air and radiation at <http://epa.gov/air/> and the New York State Department of Environmental Conservation's website section on Chemical and Pollution Control at <http://www.dec.ny.gov/>.

Water Pollution

Plants can absorb contaminants and toxins from their water sources, and using contaminated potable water for washing crops can also make produce unsafe to eat. To determine your water safety, follow these steps (from the *Essential Urban Farmer* by Novella Carpenter and Willow Rosenthal, Penguin Books, 2011):

1. Learn about your water table, and particularly how high it is, by contacting your local water district office. If it is high enough to be reached by plant roots, plants could absorb toxins.
2. Evaluate your land-use history, and particularly any previous industrial or factory activities in your area that might have polluted groundwater sources.
3. If a city or regional company supplies water, contact the company for data on heavy metals and other types of water contamination.
4. Get your water source tested.

Water Testing Services

Cornell Cooperative Extension's "Water Quality Information for Consumers" website provides many resources about water testing and contamination and home treatment at <http://waterquality.cce.cornell.edu/>. Cornell University also provides a listing of certified potable and non-potable water testing laboratories in New York State, available for download at www.gaps.cornell.edu/Weblinks/NYSWaterTestingLabs.pdf.

Additionally, farmers can use commercial a mail-in water testing service. Water Test America offers relatively affordable water testing services of drinking and ground waters, with reports including the detailed concentration of each contaminant in your sample. Three tests are available for varying prices (\$79-\$169). For more information, visit <http://www.watertestamerica.com/> or contact info@watertestamerica.com or (888) 982-9283. The University of Missouri Extension provides a guide to interpreting water analysis report results at <http://extension.missouri.edu/p/WQ101> (Copyright 1993 to 2011 University of Missouri. Published by [MU Extension](http://www.muextension.com/), all rights reserved).





Climate Considerations

Guide to Urban Farming in New York State

#9

Revised 1/14/13

Climate Considerations

New York State's climate is very diverse. It is not uncommon that just ten miles away, you could move from one microclimate to a completely different one. Urban climates, in particular, are warmer than their rural surroundings and often full of microclimates.

According to the EPA, annual mean air temperature of a city with 1 million people or more can be 1.8–5.4°F warmer than its surroundings, and the difference can be as high as 22°F in the evenings (<http://www.epa.gov/hiri/>). As such, the climate of an urban farm may be very different from that identified on the USDA Hardiness Zone Map (<http://planthardiness.ars.usda.gov/>). Urban farmers should consult with other growers in their area to learn more about their neighborhood's growing conditions.

The University of Georgia College of Agricultural & Environmental Sciences provides an overview of microclimates at <http://apps.caes.uga.edu/urbanag/Home&Garden/indexFS.cfm?storyid=2316>.

For more information about the climate in a particular area of NYS, check the Northeast Regional Climate Center website: www.nrcc.cornell.edu/index.html or call 607-255-1751.

Climatic Factors that Impact Crop Growth

Climatic factors that impact crop growth include minimum temperatures, hardiness, frost-free dates, growing degree-days, precipitation, air drainage, and wind exposure. You can learn more about these factors on the Northeast Beginning Farmer website at <http://nebeginningfarmers.org/farmers/land/land-environment-facilities-tutorial/>.





Season Extension

Structures such as row covers, low and high tunnels, cold frames and greenhouses are ways that urban farmers can extend their growing season and increase yields and profits. Urban farmers must, however, adhere to all municipal building and construction codes when designing and building structures, and should consider the permanency of their land tenure. Hoop houses and high tunnels, for instance, are much more portable than permanent greenhouses.

Types of Season Extenders

The following information is from the National Sustainable Agriculture Information Service publication, “Season Extension Techniques for Market Gardeners,” which provides information about cultural and other season extension techniques as well as sources of equipment, supplies, and other information, available for download or purchase at <https://attra.ncat.org/attra-pub/summaries/summary.php?pub=366>.

Floating Row Covers

Floating row covers are made of spun-bonded polyester and polypropylene fabric that is permeable to sunlight, water, and air, and provides a microclimate similar to the interior of a greenhouse (giving 2 to 8°F of frost protection). They are typically placed directly over crops without support. The exception is when covering crops with tender growing points, such as tomatoes, in which case low tunnels should be used. Floating row covers come in light, medium, and heavy weights, with sizes ranging from widths of 3 to 60 feet and lengths of 20 to 2,550 feet.

Low Tunnels

Low tunnels are heavy-weight floating row covers made of clear or white polyethylene that are supported by wire hoops. These offer many of the same advantages of floating row covers, but are not permeable to air or water and are more labor-intensive.

Cold Frames

Cold frames are low structures use to protect crops in cold weather. They traditionally rely on solar heat, though more recently developed models can include heating systems. Though cold frame work well in protecting crops and can be more durable than row covers or low tunnels, construction costs of cold frames are high compared to plasticulture systems, which provide many of the same benefits.

High Tunnels

Also called hoop houses, high tunnels are typically arched or hoop-shaped frames covered with clear plastic and high enough to stand in or drive a tractor through. High tunnels are usually solar heated, and do not require additional energy sources. Compared to greenhouses, high tunnels are relatively inexpensive, ranging in price from \$1.50 to \$3.00 per square foot.

(continued)





Season Extension

Guide to Urban Farming in New York State

#10

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High Tunnels (cont'd)

Penn State University offers information and several resources for purchasing, building, and using high tunnels at <http://extension.psu.edu/plasticulture/technologies>.

For urban farmers growing in raised beds, the Samuel Roberts Noble Foundation provides simple instructions for building a small hoop house on an existing raised bed for less than \$90 at <http://www.noble.org/ag/horticulture/minihoophouse/>.

Greenhouses

Greenhouses are similar to high tunnels, but are traditionally more durable and permanent, and use either glass or greenhouse-grade plastic to protect crops and capture heat. Greenhouses also typically use a heating source in addition to solar energy, as well as automated heating and cooling systems. These systems allow farmers to plant a greater variety of crops throughout the year.

Climate-Appropriate Urban Farm Planning

For more information on climate-appropriate urban farm planning, see:

- The Cornell University Garden Ecology Project's "Garden Planning Handout," with approximate best planting dates for vegetables and cover crops in the New York City area, available at <http://blogs.cornell.edu/gep/for-gardeners/>;
- Bronx Green-Up's "NYC Gardener's Calendar," which includes information on planting, published in the GreenThumb Gardener's Handbook (p. 29) and available for download at www.greenthumbnyc.org/pdf/gardeners_handbook.pdf; and
- The Just Food City Farms Toolkit includes a detailed urban planting calendar and is available for purchase at <http://www.justfood.org/marketplace>.





Farming with Neighbors

Guide to Urban Farming in New York State

#11

Revised 1/14/13

Tips for Farming with Neighbors

Urban agriculture takes place in close proximity to neighbors and within communities. Furthermore, the success of an urban farm is often dependent on the support of those neighbors and communities. In order to gain and maintain that support, urban farmers must be careful to minimize disturbance or annoyance to others, such as by:

- Acting in accordance to community standards of aesthetics by keeping things tidy, keeping less attractive equipment and structures away from streets and pedestrian rights of way, keeping compost piles contained, and planting flowers or other decorative plants;
- Maintaining farm sites by picking refuse up on a regular basis, mowing, controlling weeds in pathways, repairing and maintaining fences and structures, and so on; and
- Preventing nuisance conditions such as loud noises or offensive odors by carefully maintaining compost and other organic fertilizers, applying manure, fish emulsion, or other fertilizers in accordance to neighbor activities, and properly keeping urban livestock (see Factsheets #29-31, Urban Livestock, Chickens and Other Poultry, and Beekeeping).

It is also important to build relationships with individuals, local elected officials and local groups and organizations to ensure community involvement in the farm. These are important for maintaining farm site security (see also factsheet #19, Site Security).

Consider attending neighborhood community group meetings to learn more about any neighborhood concerns or issues, or ask if you could make a presentation explaining your farm project. Or, host occasional farm tours and volunteer days to get neighbors more involved in your work.

Also explore creative ways that you might give back to your community, such as donating unsold produce after a market day, hosting gleanings to help with end-of-season clean-up, or offering free hands-on workshops.





Benefits of Raised Beds

A raised bed is a bed that has been raised above the surface of the ground and that allow for in-soil, above-ground planting. Raised beds can be boxed or unboxed, and edged with a variety of found materials, such as bricks, stone, wood, or cinderblocks. However, it is important to evaluate that source and safety of any found materials, as debris such as bricks and wood can contain toxic substances and contaminate soils.

Raised beds allow urban farmers to grow food despite soil contamination, and to plant atop blacktop or concrete, without undergoing costly excavation projects. Raised beds, and portable beds or containers in particular, also help urban farmers deal with temporary land tenure, and require less investment than in-ground planting.

Though more time consuming and expensive, boxed raised beds are generally more aesthetic and are more easily protected against rodents, such as by lining their bottoms with hardware cloth or chicken wire.

For information about other above ground planting techniques, see also Factsheet #13, Container Gardening.

Finding Affordable Supplies

Supplies for building raised beds can be expensive, and urban farmers might save money by considering alternative suppliers of tools and materials. Again, all found or salvaged materials should be evaluated for their safety.

Tools

Tool libraries exist across New York State and often allow urban farmers to borrow tools for no cost (for more information about tool libraries, see Factsheet #28, Affordable Supplies). Urban farmers might also use services such as Craigslist or Freecycle (both online) to source free or inexpensive tools, or rummage at salvage yards and stores.

Materials

Craigslist and Freecycle, as well as salvage yards, can also be good sources of affordable materials for constructing raised beds. Organizations offering deconstruction services often have affiliated salvage stores, which might sell reclaimed wood or other usable architectural pieces.

(continued)





Raised Beds

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Materials (cont'd)

Salvage stores in New York State include:

- Built it Green! NYC (<http://www.bignyc.org/>)
Astoria Warehouse: 3-17 26th Avenue, Queens, NY, astoria@bignyc.org, (718) 777-0132
Gowanus Center: 69 9th Street, Brooklyn, NY, gowanus@bignyc.org, (718) 725-8925
- ReHouse Architectural Salvage (<http://www.rehouseeny.com/>)
469 W Ridge Road, Rochester, NY, rehouseinfo@rehouseeny.com, (585) 288-3080
- Buffalo ReUse (<http://www.buffaloreuse.org/>)
296 E. Ferry Street, Buffalo, NY, info@buffaloreuse.org, (716) 882-2800
- Fingerlakes ReUse (<http://fingerlakesreuse.org/>)
2255 North Triphammer Road, Ithaca, NY, (607) 257-9699

Green Eco Services, a privately maintained blog, provides a list of stores selling reclaimed wood and salvaged building materials in New York. This listing, however, is not maintained and all businesses should be contacted before visiting. This list is available at <http://www.greenecoservices.com/reclaimed-wood-salvage-fsc-timber-ny/>. When sourcing materials for raised beds, avoid any painted or treated wood, which may contain toxic substances.

How to Build Raised Beds

There are several online resources for farmers interested in building their own raised beds, as well as commercial do-it-yourself kits for easy assembly.

One of the most comprehensive online resources for farming with raised beds is The Samuel Roberts Noble Foundation's "Permanent Raised Bed Gardening" manual, a guide to all aspects of raised beds, including information on bed layout and site selection, site preparation, bed designs and assembly instructions, soil preparation, irrigation recommendations, plastic mulch application, planting techniques, fertilization, and more. This manual is available at <http://noble.org/ag/horticulture/raised-bed-gardening/>.

The Essential Urban Farmer by Novella Carpenter and Willow Rosenthal (Penguin Books, 2011) includes an entire chapter devoted to constructing raised beds, detailing how to build both boxed and unboxed raised beds appropriate for urban environments.

YouTube (<http://www.youtube.com/>) also features several videos about using raised beds in urban farming, such as those offered on the Garden Girl TV: Urban Sustainable Living Channel at <http://www.youtube.com/user/GardenGirltv/>.





Container Gardening

Guide to Urban Farming in New York State

#13

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Containers for Urban Farming

Like raised bed gardening, container gardening is an above-ground technique. Containers come in a variety of forms, are typically smaller than raised beds, and allow for the planting of only one of a few plants, and are easily portable. Containers are also often used with soilless growing mediums, such as potting mixes. Container gardening shares many of the benefits of growing in raised beds. It allows urban farmers to manage soil contamination and plant atop blacktop, concrete, or other spaces unsuitable for in-ground production. Given the portability of containers, container gardening also allows farmers an option for dealing with temporary land tenure.

Additionally, urban farmers can tap into the urban waste stream to yield a myriad of affordable container options. Riverpark Farm in Manhattan, for example, grows food for the Riverpark Restaurant in recycled milk crates. Other urban farms are planting in plastic wading pools or recycled wooden pallets.

In New Jersey, Garden State Urban Farms maintains an entirely portable farm by planting in EarthBoxes, a commercially developed container gardening system that claims to double the yield of conventional gardens. For more information about EarthBoxes, see the company website at <http://www.earthbox.com/>.

Container Considerations

When choosing a container type, three main considerations are volume, drainage, and material. All containers should allow adequate drainage, without draining too quickly. For volume, the bigger is typically the better, and farmers must take into account the root depth of their crops. For materials, and particularly when using recycled or salvaged containers, it is important that they contain no toxic substances. Painted or treated wood, plastic containing solvents or high-density polyethylene (HDPE), and metals should be avoided.

Extension Resources

The Iowa State University Extension offers a two-page factsheet on container vegetable gardening, including suggested cultivars for container production, available for download at <http://www.extension.iastate.edu/publications/pm870b.pdf>.

Cornell Cooperative Extension of Rockland County also offers a factsheet on container gardening, including information on fertilizing and potting mix recipes, at http://www.rocklandcce.org/PDFs/Horticulture_Fact_Sheet_007.pdf.





Benefits of Roof Top Farming

Roof top farming is the cultivation of produce and other crops on the roof of a building. Farming on roofs enables the use of otherwise underutilized space for food production, and roof top farms reduce urban heat by absorbing solar radiation and reduce pressure of stormwater on sewer systems by absorbing rainfall runoff.

In New York City, urban farmers practicing roof top farming might be eligible for the NYC Green Roof Property Tax Abatement Program, which offers a one-year tax abatement of \$4.50 per square foot of green roof, with a maximum abatement of \$10,000 or building tax liability, whichever is less. For design and filing requirements, download

http://www.nyc.gov/html/dob/downloads/pdf/green_roof_tax_abatement_info.pdf, or email questions to greenroofandsolar@buildings.nyc.gov.

Services and Training

Brooklyn Grange, a commercial roof top farm with acreage in Brooklyn and Queens, offers consulting, design and installation services for people interested in roof top farming. Visit

<http://www.brooklyngrangefarm.com/> for more information, or contact info@brooklyngrangefarm.com.

Eagle Street Rooftop Farm in Brooklyn is a 6,000 square foot green roof organic farm that offers free public programming and workshops. For more information, visit <http://rooftopfarms.org/> or contact Education@RooftopFarms.org.

Farming Up is an organization planning a large-scale roof top farm in New York City, and has conducted research on growing media for roof top farms and how it affects plant nutrient density. Research results are freely available on the organization's website at <http://www.farmingup.org/>.

Other organizations host occasional rooftop farming classes or workshops. See Appendix A for organization information, and check event calendars and postings for more information.

Roof Top Farming Publications

There are several factors to consider when designing, installing and maintaining a roof top farm, from engineering requirements to buildings codes.

(continued)





Roof Top Farming Publications (cont'd)

- . Before embarking on a roof top project, consult guides such as:
 - “Guide to Setting Up Your Own Edible Rooftop Garden,” published by Alternatives and the Rooftop Garden Project in Montreal, Canada, 2008 (available for free download at http://archives.rooftopgardens.ca/files/howto_EN_FINAL_lowres.pdf, and
 - “DDC Cool & Green Roofing Manual,” prepared for the NYC Department of Design & Construction Office of Sustainability Design by Gruzen Samton Archives LLP, 2005-2007 (available for free download at www.nyc.gov/html/ddc/downloads/pdf/cool_green_roof_man.pdf).
 - “Green Roofs and Rooftop Gardens,” published by the Brooklyn Botanic Garden as part of the Handbook series, available for purchase at <http://www.bbg.org/gardening/handbook>.





Hydroponics

Guide to Urban Farming in New York State

#15

Revised 1/14/13

Hydroponics Training and Services

Boswyck Farms is a hydroponic farm and education center in Bushwick, Brooklyn that hosts hydroponics workshops and an eight-session hydroponic certification course, and provides consulting and installation services for private residences, community organizations, and businesses.

Boswyck Farms is also currently working on the Green Wall Project, an effort to develop an affordable, low maintenance hydroponic system using milk crates. For more information and for a listing of workshops, visit <http://www.boswyckfarms.org/> or email info@boswyckfarms.org or call (617) 666-8486.

City Grow, an indoor gardening store in Brooklyn and the Bronx, also offers free hands-on “Intro to Hydroponics” classes every Saturday. See website below for more information.

Hydroponics Resources

The following are suggested by Boswyck Farms, with a complete list of suggested resources available on their website, <http://www.boswyckfarms.org/>.

- *How-To Hydroponics*, 4th Edition, by Keith Roberto, Futuregarden, 2003
- *Hydroponic Food Production: A Definitive Guidebook for the Advanced Home Gardener and the Commercial Hydroponic Grower*, 6th Edition, by Howard M. Resh, CRC Press, 2002
- *Hydroponic Food Production: A Definitive Guidebook of Soilless Food-Growing Methods*, 6th edition, by Howard M. Resh, Woodbridge Publishing Company, 2001

New York Hydroponics Stores

- East Cost Hydroponic Garden Center (<http://growny.com/>)
146-49 Horace Harding, Flushing, Queens, NY, (718) 762-8880
- City Grow (<http://cityhydroponic.com/>)
316 McGuinness Boulevard, Brooklyn, NY, (718) 383-0094
39 Bruckner Boulevard, Bronx, NY, (718) 993-3787
- Hydroponic Shops of America (<http://www.hydroponicshopsofamerica.com/>)
2606 Erie Boulevard, East Syracuse, NY, (615) 251-2516
720 Willow Avenue, Ithaca, NY, (607) 697-0199
2568 Western Avenue, Guilderland, NY, (518) 355-1419





Intensive Growing Techniques

Urban farming often occurs in small spaces, and is otherwise constrained by the limited availability of land. As such, many urban farmers adopt intensive growing techniques to maximize productivity. Intensive growing techniques include:

- Succession planting – Replanting in the same area to keep all parts of the garden in production;
- Intercropping – Planting fast and slow growing crops in the same row at the same time;
- Vertical planting – Growing crops on trellises or other supports to use space efficiently; and
- Intensive spacing – Growing crops as closely together as possible to maximize use of space. With intensive spacing, plants also act as “living mulches” that reduce weed pressure and water evaporation. Keep in mind, however, that overly close spacing and limiting pruning can result in reduced airflow and plant disease.

More information on intensive growing techniques is available in the GreenThumb Gardener’s Handbook, available for download at www.greenthumbnyc.org/pdf/gardeners_handbook.pdf.

Small-Plot Intensive (SPIN) Farming

SPIN Farming is an intensive growing system that promotes high-productivity techniques and focuses on small farmer profitability, claiming that it is possible for SPIN farmers to gross \$50,000 per year on just half an acre. For more information and to purchase SPIN learning guides, visit <http://spinfarming.com/>.

Square-Foot Gardening

Urban farmers growing in raised beds might consider Square Foot Gardening, a raised bed growing system that involves planting in grids to maximize space use and productivity. For more information, visit the Square Foot Gardening Foundation’s website at <http://www.squarefootgardening.com/>, or see Mel Bartholomew’s *All New Square Foot Gardening: Grow More in Less Space* (Cool Springs Press, 2006).

Other Resources

Several organizations, such as East New York Farms!, offer occasional workshops in intensive growing techniques and related concepts such as trellising. See Appendix A for organization information and check event calendars and postings.

Sustainable Market Farming: Intensive Vegetable Production on a Few Acres by Pam Dawling (New Society Publishers, 2013) is a detailed manual of small-scale organic crop production that includes information on intensive growing techniques, as well as season extension, profitable enterprise business skills, and more. Visit the book’s website at <http://sustainablemarketfarming.com/>.





Why Organic?

Organic practices are particularly important in urban environments, where limited land often requires intensive use and chemical inputs such as fertilizers and pesticides can contribute to soil contamination and water system pollution. Additionally, organic crops can demand a higher market price, important for farmers aiming to maximize profits from small parcels of land.

Becoming Certified

Regardless of if you use organic practices, if you have farm sales of more than \$5,000 per year you cannot legally sell your products as *organic* unless your farm has been officially certified.

If you sell less than \$5,000 per year of product and would like to use the word “organic” in your marketing, you must adhere to organic practices even though there is no certification process required. To learn more about this, download the PDF of Small Scale Organics from www.kerrcenter.com/publications/small-scale-organics.pdf.

You can find the list of all certifying agencies by going to the USDA’s National Organic Program website at <http://www.ams.usda.gov/AMSV1.0/> (select “National Organic Program” on the left). You can use any agency listed. The two located in New York are:

- NOFA-NY Certified Organic, LLC
840 Upper Front Street, Binghamton, NY 13905
(607) 724-9815, certifiedorganic@nofany.org
<https://www.nofany.org/>
Scope: Crop, Livestock, Handling
Accredited: 4/29/02
- Natural Foods Certifiers (NFC)
119 A South Main Street, Spring Valley, NY 10977
(888) 422-4632, nfccertification@gmail.com
<http://nfccertification.com/>
Scope: Crop, Livestock, Wild Crop, Handling
Accredited: 10/08/02

General Overview of Organic Regulations

Organic regulations are complex and ever-changing, which is why it is important to work with your certifying agency on everything that you do to assure compliance.

(continued)





General Overview of Organic Regulations (cont'd)

In general, you cannot use synthetic pesticides, antibiotics, or petroleum-based fertilizers. To certify a field as organic it must not have had pesticides or petroleum fertilizers applied for the past three years. To certify animals as organic, there are various transition requirements depending upon the animal species: dairy, beef, pork, poultry, et cetera.

Great attention is paid to nurturing the soil by the use of composts, cover crops, rock minerals and natural fertilizers. Plant disease and pests are controlled through the use of crop rotations, resistant varieties, cultivation, biological and botanical pest control. Animal health is maintained with wholesome food, adequate shelter, access to the outdoors, and preventive health plans.

Documentation of field maps, adjoining fields, complaints, crop inputs used, yields, sales, feeds purchased, medications used, and equipment-cleaning logs must be kept to maintain your certification.

Alternatives to Organic Certification

When deciding whether or not to become a certified organic producer, it is important to consider cost of certification and to what extent it will increase the marketability of your product(s). You can also consider alternatives to certification, such as Farmers Pledge (<https://www.nofany.org/farmers-pledge>) or Certified Naturally Grown (<http://www.naturallygrown.org/>).





Soil Fertility

Guide to Urban Farming in New York State

#18

Revised 1/14/13

Soil Fertility

Where rural farmers can lay land fallow, the limited availability of urban land often requires that urban farmers keep plots in continuous production, which can lead to the eventual depletion of soil nutrients. Additionally, deliveries of nutrient-rich soil and soil amendments can be prohibitively expensive, and making compost or other amendments can be time-consuming. As such, urban farmers should follow certain best practices to maintain and enhance soil fertility while optimizing use of available space. These include crop rotation, cover cropping, and composting or fertilizing. See Factsheets #19 through #21 for more information about these practices.

Soil Testing Services

AgroOne Services will test soil for nutrients and pH and indicate amounts of lime and fertilizer needed. Soil samples can be mailed, shipped via UPS, or taken to Dairy One's sample pick-up points (see website), where you will fill out forms and pay for the testing. Your county extension office may also accept samples. Many Cornell Cooperative Extension offices can mail the samples for you, assist in analyzing results, take payment for testing or provide forms and boxes to farmers if they wish to mail their own samples. Results will be mailed in approximately two weeks. To contact the lab call (800) 496-3344 or visit www.dairyone.com/AgroOne/default.htm.

For More Information

The following organizational urban growers' manuals are great sources of information about maintaining soil fertility on urban farms:

- GreenThumb's (New York City) Gardener's Handbook – available as a free PDF at www.greenthumbnyc.org/pdf/gardeners_handbook.pdf
- Just Food's City Farms Toolkit (New York City) – available for purchase online at <http://www.justfood.org/marketplace/>
- The Food Project's Urban Grower's Manual (Boston, MA) – available as a free PDF at <http://thefoodproject.org/manuals>

General Soil Health Resources

Information on general soil health is widely available, such as from the Cornell University Soil Health website (<http://soilhealth.cals.cornell.edu/>). The Cornell Soil Health Assessment Training Manual, also available from this website, is a comprehensive source of information about soil health testing and management strategies for improving soil health, including the use of cover crops, organic amendments, tillage, and crop rotation.

(continued)





Soil Fertility

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General Soil Health Resources (cont'd)

The Sustainable Agriculture Research and Education (SARE) publication, *Building Soils for Better Crops* (3rd Edition) by Fred Magdoff and Harold van Es, 2010, covers aspects of soil quality and practices for ecologically-based soil management and is available for free download or purchase at <http://www.sare.org/Learning-Center/Books/Building-Soils-for-Better-Crops-3rd-Edition>.

The Brooklyn Botanic Garden Handbook, “Healthy Soils for Sustainable Gardens,” is a helpful guide to all-things soil health, and is available for purchase on-line at <http://www.bbg.org/gardening/handbook>.

NOFA-NY’s “Organic Soil Fertility and Weed Management” by Steve Gilman (2001) explains how to build soil fertility by well-planned and well-timed tillage, cover cropping, resting, and feeding, and is available for purchase at <https://www.nofany.org/organic-gardening/resources>.





Crop Rotation

Guide to Urban Farming in New York State

#19

Revised 1/14/13

Crop Rotation

Crop rotation involves rotating the planting of different crops, each with different nutritional needs, in succession in the same space. Urban farmers can use crop rotation to maximize productivity and simultaneously improve soil fertility, as well as to help protect against plant diseases and pest infestation.

A sample crop rotation, as suggested by Thomas J. Fox in *Urban Farming: Sustainable City Living in Your Backyard, in Your Community, and in the World* (Hobby Farm Press, 2011), might be:

1. Follow a heavy feeder (such as fruiting crops) with a light feeder (such as root vegetable crops);
2. Follow a light feeder with a nitrogen fixer you plan to eat (such as peas);
3. Follow a nitrogen fixer you plan to eat with a nitrogen-fixing cover crop (see below); and
4. Return to the beginning and plant a heavy feeder.

Because urban farmers traditionally have small land bases, however, crop rotation can be difficult on urban farms, and requires careful and detailed planning.

For more information on crop rotation, see *Crop Rotation on Organic Farms: A Planning Manual*, a Natural Resource, Agriculture, and Engineering Service (NRAES) publication edited by Charles L. Mohler and Sue Ellen Johnson, 2009, available for free download or purchase at <http://www.sare.org/Learning-Center/Books/Crop-Rotation-on-Organic-Farms>.





Cover Cropping

Guide to Urban Farming in New York State

#20

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Cover Cropping

Cover crops are not planted for harvest and consumption, but for a variety of beneficial purposes such as suppressing weeds, protecting against erosion, adding organic matter and building soil fertility. Because city farmers often cannot leave land fallow for extended periods, and do not have access to tractors or other mechanized equipment, the best cover crops for urban environments are annuals that can be easily incorporated into the soil, such as by winterkill.

The Cornell University Garden Ecology Project, a community-research partnership based in New York City, provides an information sheet specifically for New York City gardeners, but pertinent to all urban farmers, on cover crops for urban environments, available for download from the project website at <http://blogs.cornell.edu/gep/>.

The Sustainable Agriculture Research and Education (SARE) publication, *Managing Cover Crops Profitably* (3rd Edition), edited by Andy Clark, 2007, has general information on using cover crops for different purposes and includes charts and profiles of many cover crops with information on planting and management. This publication is available for download or purchase at <http://www.sare.org/Learning-Center/Books/Managing-Cover-Crops-Profitably-3rd-Edition>.

Cornell University's "Cover Crops for Vegetable Growers" provides a Decision Tool to help farmers decide which cover crop best suits their needs at <http://www.hort.cornell.edu/bjorkman/lab/covercrops/decision-tool.php>.





Composting and Fertilizing

Compost is essential to maintaining an urban soil fertility program, and adds organic matter, micronutrients, and beneficial microorganisms to the soil.

Urban farmers should be able to use organic fertilizers, such as fish emulsion and manure, and take care to prevent runoff into sewage systems and in the case of odorous fertilizers, carry out applications at times when it will be of minimal disturbance to neighbors.

Tips for Urban Composting

Information about composting is widely available, but urban farmers producing their own compost must keep certain considerations in mind:

- Urban farmers may not have the space available to produce enough compost to meet their needs, and might consider seeking donated or purchased compost from other sources;
- Urban compost bins must be contained, aesthetically pleasing, and well-managed so as to prevent odors and minimize disturbance to neighbors; and
- Urban compost bins should be “rodent resistant” to prevent infestation by rats, mice and other animals. Openings should be no larger than $\frac{1}{4}$ inch, and bottoms should be lined with rodent screens, wire mesh or hardware cloth, again with no openings larger than $\frac{1}{4}$ inch.

Tapping the Urban Waste Stream

Restaurants, grocers, convenience stores, customers and neighbors are all great sources of waste for compost production, and urban farmers can benefit from establishing regular pick-up or drop-off routines from these or other businesses and institutions.

New York Composting Laws

The NYC Compost Project (see below) website provides information on local, state, and federal laws pertaining to composting and the handling of organic components of the waste stream.

The New York City Compost Project

The NYC Compost Project is a citywide program developed by the city’s Department of Sanitation Bureau of Waste Prevention, Reuse, and Recycling in 1993 to provide education and outreach about composting to New York City residents, non-profit organizations, and businesses. The Project is executed by Department-funded staff at host sites in each borough, including the New York Botanical Garden in the Bronx, the Brooklyn Botanical Garden, the Lower East Side Ecology Center in Manhattan, the Queens Botanical Garden, and the Snug Harbor Cultural Center & Botanical Garden.

(continued)





Composting

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The NYC Compost Project (cont'd)

At each of these sites, the Project offers demonstrations, basic and advanced composting classes and a Master Composter Certificate Course. The Project website, <http://www.nyc.gov/html/nycwasteless/>, is a great source of information about composting, including composting guides and links to relevant resources. Additionally, the Project provides compost bins and worm composters to New York City residents at discount prices, also featured on the website.

For more information, visit the following host websites or contact NYC Compost Project hosts directly:

- New York Botanical Garden in the Bronx (<http://www.nybg.org/>)
Email compost@nybg.org or call the Compost Hotline at (718) 817-8543
- Brooklyn Botanic Garden in Brooklyn (<http://www.bbg.org/>)
Email compost@bbg.org or call the Compost Hotline at (718) 623-7290
- Lower East Side Ecology Center in Manhattan (<http://www.lesecologycenter.org/>)
Email info@lesecologycenter.org or call the Compost Hotline (212) 477-3155
- Queens Botanical Garden (<http://www.queensbotanical.org/>)
Email compost@queensbotanical.org or call the Compost Hotline at (718) 539-5296
- Snug Harbor Cultural Center & Botanical Garden
Email compost@snug-harbor.org or call the Compost Hotline at (718) 425-3558.

Each of these sites also provides general information and resources about composting in urban environments, helpful for any city farmer looking to produce his or her own compost.

Other Resources

Earth Matter NY, Inc. is a non-profit organization that aims to promote composting in and around New York City through compost projects and learning centers at Governor's Island, in partnership with EcoStation NY, and Fort Greene. Earth Matter NY also offers consultations in areas including compost techniques and applications, troubleshooting, and bin building. For more information, visit their website at <http://earthmatter.org/>.

The Cornell Waste Management Institute provides information and links to relevant resources on composting, including small-scale composting, at <http://cwmi.css.cornell.edu/>. Their website includes a list of composting facilities across New York State.

Cornell Cooperative Extension of Tompkins County offers composting classes and workshops, as well as a ten-session Master Composter training, in Ithaca. Those interested can find more information and apply for the Master Composter training online at <http://ccetompkins.org/garden/composting/>. This website also includes composting resources such as "how-to" factsheets and videos.

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Worm Composting

Worm composting, also known as vermicomposting, requires significantly less space than traditional composting and keeps food scraps, which attract rodents or animals, out of the compost bin. As such, worm composting is well suited to smaller urban farming operations.

For information about worm composting, visit the Cornell Waste Management Institute website at <http://cwmi.css.cornell.edu/>, which provides links to many relevant resources, and Cornell University's worm composting page at <http://compost.css.cornell.edu/worms/basics.html>, which provides information on how to build and use your own worm composting bin. Commercial worm composting bins are readily available for purchase online.





Pesticide Use Regulations

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Pesticide Use Regulations

When using pesticides, the *label is the law*. Make sure you read it! More information about pesticide use regulations, including the Pesticide Applicator Certification, is available online at www.dec.ny.gov/chemical/298.html.

Note that these pesticide regulations are for farmers applying pesticides to rented or owned property. Different regulations may apply for having employees, interns, or volunteers apply pesticides. For more information, see the EPA's "How to Comply with the Worker Protection Standard for Agricultural Pesticides" at <http://www.epa.gov/oecaagct/epa-735-b-05-002.pdf>.

Becoming a Certified Pesticide Applicator

A farmer using restricted use pesticides to protect crops and animals from pests on property *owned or rented* is considered a "private" applicator and must become certified by the DEC and show his/her pesticide license when purchasing these products. General use pesticides, considered to be safer and in general use, do not require applicator certification for purchase and use.

To be eligible for certification, you must have one season's experience working with the crops, livestock or stored products on which you will use pesticides and be at least 17 years of age.

To become certified, you must take an exam based on information in the Pesticide Training Manual (Core Manual). Additionally, there are questions pertaining to the situation in which you use pesticides (category manual). You can obtain manuals through county Cooperative Extension offices. Cooperative Extension also offers pesticide applicator training programs or you may study on your own and make an appointment with the Department of Environmental Conservation to take the exam.

For information on manuals and training, contact your county Cooperative Extension office or call (607) 255-1866, email the Pesticide Management Education Program at PMEP_Webmaster@cornell.edu, or visit <http://psep.cce.cornell.edu/certification/Certification.aspx>.

For questions about the certification process and exams, call the Department of Environmental Conservation office in your region. Upon passing the exam, your certification is valid for five years. There is a fee for the exam and for certification.

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Pesticide Use Regulations

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Recertification

During the five years that you are certified, you must obtain continuing education credits toward recertification. Credits can be obtained by attending meetings where pest management topics are discussed and credits offered. A course calendar can be found at <http://coursecalendar.psur.cornell.edu/>.

Credits must be earned in more than one calendar year and consist of at least 25% category-specific training in each category of certification.

You are obligated to keep records of the credits you receive and turn in record sheets to Department of Environmental Conservation when they notify you that your license is about to expire. If you do not have the required credits, you will have to take the exam again.





Best Practices for Pest and Disease Management

Even if municipal codes do not prohibit the use of chemical pesticides or fertilizers, urban farmers should practice certain best practices to manage pests and diseases organically and limit environmental impact on soils and local water bodies, as well as risk to neighbors. These include:

- Maintaining plant health by ensuring soil fertility and proper growing conditions;
- Keeping gardens free of weeds, and especially Brassica weeds such as shepherd's purse and yellow rocket, which can provide over-wintering for flea beetles;
- Choosing plants suited to soil, moisture, sunlight, climate, and other garden conditions;
- Choosing disease and pest resistant crops and cultivars;
- Practicing crop rotation and diversity;
- Practicing interplanting, or companion planting;
- Attracting or purchasing beneficial insects;
- Watering plants at the base to avoid wetting leaves and early in the day;
- Not touching healthy plants after being in contact with diseased or damaged plants; and
- Removing diseased plants and in some cases (i.e. late blight), disposing of these by burning or by bagging and bringing them to a landfill.

For information about these and other organic pest and disease management strategies, see:

- *Resource Guide for Organic Insect and Disease Management* by Brian Caldwell, Emily Brown Rosen, Eric Sideman, Anthony M. Shelton, and Christine D. Smart (2005), freely available online at <http://web.pppmb.cals.cornell.edu/resourceguide/>; and
- *Growing Healthy Vegetable Crops: Working with Nature to Control Diseases and Pests Organically* by Brian Caldwell, Chelsea Green Publishing, 2011.
- The Just Food City Farms Toolkit also provides good information on disease and pest management on pages 91-111, available for purchase at <http://www.justfood.org/marketplace/>.

The Cornell University Garden Ecology Project's "Insect Research Update" offers pest management strategies specific to New York City area farmers and gardeners, available for download at <http://blogs.cornell.edu/gep/for-gardeners/>. For diagnostic resources, information about common pests, and other publications about pests and pest management in the State, visit Cornell University's New York State Integrated Pest Management Program website at <http://nysipm.cornell.edu/>.

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Animal Pests

Food scraps are the main attraction for animal pests. Deter animal pests by keeping all food scraps and waste tightly sealed, and using enclosed composted piles lined with hardware cloth. Also consider vermicomposting to keep food scraps out of open compost piles. Remove rodent habitats, such as piles of wood or lumber, and keep the perimeters of walls clear of shrubs and loose materials.

Lining the bottom of raised bed boxes with hardware cloth or chicken wire will protect crops from damage by moles and other burrowing pests. In other areas of the garden, laying hardware cloth under a thin layer of mulch can also help to prevent burrowing.

Deer

Line paths and borders with deer-repelling plants such as alliums, aromatic herbs, and daffodils, and purchase scent and taste repellents, being sure to alternate repellents frequently. Fencing can also help to keep deer out of gardens. A 7- to 8-foot wire or plastic fence or single strand of electrical fencing are both effective and inexpensive, though urban farmers must be sure to adhere to city codes that might regulate electric fencing, fence height, or construction material (see factsheet #26, Fencing).

Birds

Purchase commercial bird repellents such as visual scare devices, sonic repellents, and taste aversions. Constructing small cages of aviary wire and placing them over vulnerable produce will protect crops not only from birds, but also from deer, raccoons, rats, and other animal pests.

When planting cover crops, cover newly planted seeds with row cover until the plants emerge to protect against birds. Remove the row cover as soon as plants are a few inches tall to avoid stunting their growth or creating favorable conditions for disease.

Organizational Resources

Many of the organizations listed in the Appendix, such as the Brooklyn Botanical Garden, Just Food, and the Urban Roots Community Garden Center, provide resources and occasional workshops to teach urban farmers more about disease and pest management.

Check also with local Cornell Cooperative Extension offices, a listing of which is available from the Cornell Small Farms Program at <http://smallfarms.cornell.edu/contact/local-contacts/>.





Information on Waste and Waste Management

The New York Department of Environmental Conservation is the best source of information about all types of waste, including solid waste, organic waste, and toxic and hazardous waste, as well as recycling and composting information. Their resources include but are not limited to:

- A listing of solid waste management facilities;
- Information on the proper handling and disposal of special wastes, such as tires, used oil, and lumber pressure treated with chromated copper arsenate;
- Information on all aspects of hazardous waste management; and
- A list of composting facilities.

For this and more information, visit the Chemical and Pollution Control section of The New York State Department of Environmental Conservation's website at <http://www.dec.ny.gov/>.

The New York City Department of Sanitation Bureau of Waste Prevention, Reuse and Recycling is a self-proclaimed "one-stop recycling, waste prevention, and composting resource" for New York City residents. Their website also includes general information about local, state, and federal laws and legislation that pertain to solid waste management including recycling, composting, source reduction, and handling and disposal of hazardous waste. Visit <http://www.nyc.gov/html/nycwasteless/> for more information.

The Cornell Waste Management Institute provides information about waste management with a focus on farm waste and organic materials, and includes information on the proper management and use of manure, compost, and sewage sludge to optimize soil quality and minimize health risks. Visit their website at <http://cwmi.css.cornell.edu/> or contact cwmi@cornell.edu for more information.

Services

Most cities have local listing services where you can post unwanted materials, such as Freecycle (<http://www.freecycle.org/>) and the ReUseIt Network (<http://reuseitnetwork.org/>).

The Blue Book Building & Construction Network (<http://www.thebluebook.com/>) allows you to search for recycling centers in New York that accept construction materials such as asphalt and concrete, to be broken down and re-used.





Dealing with Theft and Vandalism

Urban farms are often highly visible and accessible, and as such are vulnerable to theft, vandalism, and other destructive human activity. Successful urban farms and farming organizations, such as the Food Project in Boston, MA, suggest the following tips for minimizing these activities:

- Plant planter boxes outside of farm property and/or fencing with a sign indicating that people may help themselves;
- Locate appealing crops away from major streets and sidewalks, and where they are less visible;
- Plant a barrier of sunflowers or other tall crops to limit visibility of farm crops;
- Plan ahead and plant a little extra of popular or easily stolen crops, expecting some loss to theft;
- Clean up debris and lock up all tools and equipment;
- Invest in insurance as a way to recoup losses; and
- Put up fencing (see Factsheet #26 for more information about fencing).

Though all of these suggestions can help to prevent or minimize theft and vandalism, most urban farmers agree that building positive community relationships and promoting community involvement are the surest ways to keep an urban farm secure. Consider an open-gate policy in which all visitors are welcome to tour the farm, talk to passersby and neighbors as much as possible, inform people of plans and goals, or ask for community volunteers. An involved and supportive community will keep a watchful eye on its neighborhood's urban farm, and help to discourage any destructive activities.





Fencing

Fencing can be an effective way to keep intruders (and animal pests) from entering an urban farm, but fence height and material should be considered carefully. Each fence style sends a certain message. Tall, chain-link fences provide a lot of security, but can be viewed as harsh by the community. Lower, less harsh fences, such as vegetative barriers, provide less security, but can help to foster community involvement and support.

Urban farmers must also take into account municipal ordinances, which might also regulate the height and material of fences. Many cities, for example, prohibit the use of chicken wire, wire mesh, or similar material for permanent fencing, as well as the use of barbed wire, broken glass, electrification or other device or material intended to cause injury.

Cities also limit fence height, often with different regulations for residential and non-residential districts. Check your city's ordinances online at websites such as General Code (<http://www.generalcode.com/ecode360/NY>) and Municode (<http://www.municode.com/>), or contact your city hall or website.

Other fencing considerations are cost, durability, and attractiveness. Fencing can be constructed from a variety of materials, from living material such as fruit trees or shrubs to cedar posts to salvaged materials. See Factsheet #28, Affordable Supplies, for a listing of re-use or salvage stores.

GrowNYC offers a factsheet on bollards and fences that includes information on ensuring that fences are securely placed. Find this and other publications at <http://www.grownyc.org/openspace/publications>.





Benefits of Rainwater Harvesting

Rainwater harvesting in urban environments not only saves money for urban farmers, but also has a positive environmental impact. Rainwater harvesting helps to keep stormwater, which is often filled with debris and waste, out of the sewage system, and in turn maintains the cleanliness of local water bodies. Note that rainwater should only be used for the purposes of irrigation or for cleaning equipment, but is not safe for washing produce.

Rainwater Catchment Systems

Building a rainwater catchment system can be as simple as digging swales, or as elaborate as constructing an automated rain barrel watering system. For those interested in building their own rainwater catchment system in New York State, good places to start include:

- GrowNYC in New York City provides a how-to manual and video for building your own rainwater catchment system, as well as a map, descriptions, and photos of existing catchment systems, available at <http://www.grownyc.org/openspace/rainwater>, and
- New York City's Water Resources Group is a coalition of greening and community groups that installs rainwater catchment systems across the city, and maintains a blog and listserv featuring news and updates about rainwater harvesting at <http://waterresourcesgroup.blogspot.com/>.

Before building a rainwater catchment system, check your city's building, construction and plumbing codes pertaining to water recycling systems. For example, the New York City Construction Code (2008) reads:

§ PC C101: Water recycling systems shall receive storm water captured from roofs and balconies, condensate reclamation systems, gray water discharge only of lavatories from public restrooms in commercial office buildings, and the treated effluent from an approved black water treatment system as regulated by Department of Mental Health and Hygiene. Recycled water shall be utilized only for flushing water closets and urinals, cooling tower makeup and irrigation systems that are located in the same lot as the water recycling system. Recycled water shall be considered potable. Such systems shall comply with sections C101.2 and C101.12.

Other Resources

The Save the Rain program in Onondaga County is a comprehensive stormwater management plan that provides information about and funding to the development of green infrastructure and stormwater mitigation techniques. For more information, visit <http://savetherain.us/>.





Tools and Equipment

In New York City, the GrowNYC Grow Truck tool loan program traverses all five boroughs and loans out both common and specialized garden tools, as well as other garden supplies. More information and an application to borrow tools are available online at <http://www.grownyc.org/openspace/growtruck>. For more information, email growtruck@grownyc.org or call (212) 788-7935.

The Rochester Power Tool Share Group is a meet-up group that allows for shared use of gardening tools, online at <http://www.meetup.com/The-Rochester-Power-Tool-share-Group/>.

Farmer Pirates, an urban farmer cooperative in Buffalo, shares knowledge and equipment, makes bulk supply purchases, and facilitates shared ownership of land. Visit <http://www.farmerpirates.com/> for more information.

Also consider shopping for tools and equipment at sites such as Craigslist (<http://www.craigslist.org/>) or Freecycle (<http://www.freecycle.org/>), or rummaging at salvage stores (see below).

Tool Libraries

Tool libraries are often affiliated with public libraries, and provide tool loan services. Tool libraries in New York include:

- Buffalo Olmsted Parks Conservancy's Tool Lending Library (<http://bfloparks.org/>)
84 Parkside Ave, Buffalo NY, (716) 838-1249, info@bfloparks.org
- University Heights Tool Library (<http://buffalotoollibrary.org/>)
5 West Northrup Street, Buffalo NY, (716) 510-1745, uhtl@ourheights.org
- Corn Hill Neighbor's Association's Tool Library (<http://cornhill.org/living-here/tool-library/>)
[133 South Fitzhugh Street](#), Rochester, NY, (585) 262-3142
- Seaport Tool Lending Library in Manhattan (<http://seaporttools.org/>)

Salvage and Re-Use Stores

Salvage and re-use stores can be great sources of affordable construction materials and tools.

- Build it Green! NYC (<http://bignyc.org/>)
Astoria Warehouse, 3-17 26th Avenue, Queens, NY, (718) 777-0132, Astoria@bignyc.org
Gowanus Center, 69 9th Street, Brooklyn, NY, (718) 725-8925, gowanus@bignyc.org
- ReHouse Architectural Salvage (<http://rehousesny.com/>)
469 W. Ridge Road, Rochester, NY, (585) 288-3080, rehouseinfo@rehousesny.com
- Buffalo ReUse Store (<http://www.buffaloreuse.org/>)
296 E. Ferry Street, Buffalo, NY, (716) 882-2800, info@buffaloreuse.org
- Fingerlakes ReUse (<http://fingerlakesreuse.org/>)
2255 North Triphammer Road, Ithaca, NY, (607) 257-9699

Salvage and Re-Use Stores (cont'd)

The Green Eco Services website provides a list of stores that sell reclaimed wood, salvaged building materials, and used architectural elements in New York at <http://www.greenecoservices.com/reclaimed-wood-salvage-fsc-timber-ny/>. This listing, however, is not maintained and businesses should be called before visiting.





Livestock in Urban Environments

Urban farmers interested in raising livestock face challenges unique to their city environments. Space limitations restrict the number and type of livestock that can be kept. Close proximity to neighbors requires that farmers take care not to create nuisance conditions, such as excessive noise or foul odors, which might cause a disturbance. Lack of accessible feed and supplies and restrictive municipal ordinances also constrain the urban farmers' ability to keep livestock. The unique qualities of cities should be taken into careful consideration when choosing which livestock and breeds to keep.

Good places to start learning about raising livestock in urban areas are general books and publications (see Factsheet #48, General Resources). *The Essential Urban Farmer* by Novella Carpenter and Willow Rosenthal (Penguin Books, 2011) and *Your Farm in the City: An Urban-Dweller's Guide to Growing Food and Raising Animals* by Lisa Taylor and the Gardeners of Seattle Tilth (Black Dog & Leventhal Publishers, 2011) both feature overviews of raising urban livestock.

Urban Livestock Resources

There are general resources featuring information about raising urban livestock available, such as:

- Urban Farm Online (<http://www.urbanfarmonline.com/urban-livestock/>), an on-line magazine featuring information on all aspects of urban farming, including beekeeping, chicken keeping, goat keeping and rabbit keeping;
- City Farmer (<http://www.cityfarmer.org/sublivestock.html>), published by Canada's Office of Urban Agriculture and featuring several resources about raising urban livestock; and

YouTube also features several instructional and demonstration videos about raising urban livestock, such as:

- How to Raise Urban Chickens (Ioby Channel, <http://www.youtube.com/user/iobyvideos>)
- Urban Goats (Farm Raised Channel, <http://www.youtube.com/user/farmraisedchannel>)
- Raising Rabbits (New Survivalist Channel, <http://www.youtube.com/user/thenewsurvivalist>).

Local farming organizations will often be able to provide information about raising urban livestock, as well as recommend breeders and suppliers, and may host relevant classes or workshops. See the Appendix for organization information.

City Ordinances

Each municipality regulates the keeping of livestock differently, and may also regulate activities related to raising urban livestock, such as building coops and housing structures, processing, and selling. Below are examples of some city ordinances relating to urban livestock in New York State. These are not all inclusive, and any farmer interested in raising urban livestock should contact his or her city clerk, local farming organization, or other source to clarify any and all relevant regulations and exceptions.

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City Ordinances (cont'd)

The Urban Agricultural Legal Resource Library, a project of the Sustainable Economies Law Center (SELC), includes general information about how food-producing animals might feature in city law, as well as suggestions for finding more information, at <http://www.urbanaglaw.org/>. Additionally, many city ordinances are available online through sites such as Municode, at <http://www.municode.com/>, and General Code, at <http://www.generalcode.com/ecode360/NY>, or on city websites. New York City's charter, administrative code and general rules are available at <http://72.0.151.116/nyc/>.

Examples of New York State City Ordinances

City	Ordinance
Albany	Chapter 115, Article VIII, § 115-31: No person shall keep, harbor, or shelter any farm animal or fowl within the City of Albany. For purposes of this article, farm animal or fowl shall include cows, cattle, horses, ponies, donkeys, mules, pigs, goats, sheep, chickens, ducks, geese, or other animals or fowl usually known as "farm animals or fowl," but not solely limited to the aforementioned and not including common household pets.
Buffalo	<p>Chapter 341, Article II, § 341-11.1: It shall be lawful for any person to keep, permit or allow any domesticated chicken hens in any residential district under the following terms and conditions and after having received a license to keep said chicken hens from the City Clerk as prescribed herein under the following terms and conditions:</p> <p>A. No more than five chicken hens shall be allowed for each single-family dwelling or multifamily dwelling.</p> <p>B. No chicken hens shall be allowed in multifamily complexes, including duplexes, without the expressed written consent of the owner of the building and all tenants residing in the building other than the applicant.</p> <p>C. No chicken hens shall be allowed without the express written consent of all residents residing on property adjacent to that of the applicant.</p> <p>D. No roosters shall be allowed.</p> <p>E. Chicken hens are to be restricted to the rear or backyard of any lot in a residential zoning district or the rear or backyard of a residential use in all other zoning districts.</p> <p>F. Chicken hens shall be kept as pets and for personal use only; no person shall sell eggs or meat or engage in chicken breeding or fertilizer production for commercial purposes.</p>

(continued)





Examples of New York State City Ordinances (cont'd)

City	Ordinance
Buffalo (cont'd)	<p>G. Persons wishing to keep chicken hens within the City of Buffalo must obtain a license from the Office of the City Clerk after payment of an annual fee of \$25, and after inspection and approval of the coop and cage that chicken hens are to be kept in by an Animal Control Officer, pursuant to § 341-11.4 hereof.</p> <p>Chapter 511, Article XXII, § 511-115: It shall be unlawful for any person to stable, keep as a pet, or permit to remain any cloven-footed or hooved animal, such as, but not limited to, cows, goats, horses, pigs, or sheep, on any lot or premises within a residential district or business district as classified under Chapter 511 of the Code of the City of Buffalo, and in no case shall such animal be kept on the same lot or premises with a dwelling.</p>
Cortland	<p>Chapter 74, Article I, § 74-1: It shall be unlawful for any person, firm or corporation to own, harbor, keep, raise or maintain any pigeons, fowl, horses, cattle, sheep, goats, swine or other domestic or wild animals except cats and dogs, within the limits of the City of Cortland without first obtaining a permit therefor from the Common Council of the City of Cortland.</p>
Elmira	<p>Chapter 6, Article I, § 6-1: It shall be unlawful for any person to keep or cause to be kept any live fowl, such as, but not limited to, chickens, ducks and geese, within the corporate limits of the city.</p>
Geneva	<p>Chapter 77, Article I, § 77-2: No person shall keep or harbor any bees in the city. Any beehive used or occupied by bees is hereby declared to be a nuisance; and it shall be unlawful to keep or maintain any such hive in the city.</p> <p>Chapter 77, Article I, § 77-3: No person shall keep or harbor any chickens, ducks, geese or other domesticated fowl in the city except in the AR, Agricultural Residential Use Districts and F Industrial Use Districts and not closer than 200 feet to any house, except the owner's, apartment building, church, school, hospital or any other building customarily used or occupied by human beings, such as but not limited to stores, hotels, restaurants, offices and factories.</p> <p>Chapter 77, Article I, § 77-4: No person shall keep or harbor any cattle, horses and sheep in the city except as follows:</p> <p>Cattle, horses and sheep may be kept in the city in the AR, Agricultural District if maintained not closer than 100 feet to any house except the owner's, apartment building, church, school, hospital or any other building customarily used or occupied by human beings, such as but not limited to stores, hotels, restaurants, offices and factories.</p>





Examples of New York State City Ordinances (cont'd)

City	Ordinance
Geneva (cont'd)	<p>B. Every person maintaining animals as permitted in Subsection A of this section shall keep clean and sanitary every shed, barn or structure housing said animals.</p> <p>Every such shed, barn or structure shall be thoroughly cleaned at least once every 24 hours and refuse from the same shall, when collected, be kept in airtight containers until disposed of in accordance with any other provisions of this Code.</p> <p>Chapter 77, Article I, § 77-5: No person shall keep or harbor any goats, pigs or swine in the city; and it shall be unlawful to keep or maintain any goat pen, pig sty or other building for the housing of goats, pigs or swine.</p>
Ithaca	<p>Chapter 164, Article I, § 164-2: A. Prohibition. No person shall keep, pasture, breed, raise, harbor, stable or maintain any bees, poultry, chickens, turkeys, ducks, geese or any other fowl or reptiles or any swine, horses, cows, mules, sheep, goats or any other animals, except domesticated pets, within the City.</p> <p>Chapter 164, Article I, § 164-3: No person shall allow any cattle, horses, goats, sheep, swine or poultry to be at large within the City.</p>
New Rochelle	<p>Chapter 89, Article VI, § 89-16: The Council of the City of New Rochelle hereby finds that the keeping, permitting, harboring and/or raising of farm animals, including but not limited to those of the equine, swine, bovine, ruminant and avian species on parcels of land with inadequate size and setbacks within the jurisdiction of the City of New Rochelle causes offensive odors which interfere with the quality of life of the public, property values and the public health, safety and welfare of the community.</p>
North Tonawanda	<p>Chapter 57, § 57-2: From and after the enactment of this ordinance, it shall be unlawful for any person, firm or corporation to harbor or maintain any animals or livestock within the limits of the City of North Tonawanda, New York. This section shall not be construed to apply to slaughterhouses and abattoirs that are covered in the provisions of other city ordinances.</p> <p>Chapter 57, § 57-3: From and after the enactment of this ordinance, it shall be unlawful for any person, firm or corporation to harbor or maintain any live rabbits or poultry in any yard, area, cellar, coop, building premises, public market or other public place in the City of North Tonawanda, New York, who does not possess an unrevoked permit from the City Clerk/Treasurer, as prescribed herein under the following terms and conditions.</p>

(continued)





Examples of New York State City Ordinances (cont'd)

City	Ordinance
North Tonawanda (cont'd)	<p>A. Exceptions for chicken hens.</p> <p>1) No more than five chicken hens shall be allowed for each single-family dwelling or multifamily dwelling.</p> <p>2) No chicken hens shall be allowed in multi-family complexes, including duplexes, without the express written consent of the owner of the building and all tenants residing therein other than the applicant.</p> <p>3) No chicken hens shall be allowed without the express written consent of all residents residing on property adjacent to that of the applicant.</p> <p>4) No roosters shall be allowed.</p> <p>5) Chicken hens are to be restricted to the rear or backyard of any lot in a residential zoning district or the rear or backyard of a residential use in all other zoning districts.</p> <p>6) Chicken hens shall be kept as pets and for personal use only; no person shall sell eggs or meat or engage in breeding or fertilizer production for commercial purposes.</p> <p>7) Persons wishing to keep chicken hens within the City of North Tonawanda must obtain a permit from the office of the City Clerk/Treasurer after payment of an annual fee of \$25, and after inspection and approval of the coop and cage that chicken hens are to be kept in by the Building Inspector.</p>
Rochester	<p>Chapter 30, Article I, § 30-12: No person, firm, association or corporation shall bring into, keep, hold, offer for sale, sell or kill or allow to be kept, held, offered for sale, sold or killed in the City of Rochester any live animals, except animals for show or exposition purposes only, and except white mice, white rats, cats, dogs, horses, mules and donkeys.</p>

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Examples of New York State City Ordinances (cont'd)

City	Ordinance
Rochester (cont'd)	<p>No person, firm, association or corporation shall bring into, keep, hold, offer for sale, sell or kill or allow to be kept, held, offered for sale, sold or killed in the City of Rochester any chickens, geese, ducks, doves or pigeons, turkeys or other animals or fowls, except persons holding a poulterer's license, without having a license therefor issued by the Chief of Police and under and pursuant to the provisions of this chapter; provided, however, that no license shall be required for any animals or fowls in transit through the said City; and provided, however, that nothing herein contained shall apply to slaughterhouses, cattle yards or any place where any cattle or swine are killed or dressed; and provided, however, that nothing herein contained shall apply to any cattle, sheep or swine brought into the City and directly transported to a slaughterhouse or cattle yard.</p> <p>Chapter 30, Article I, § 30-13: The raising of fowl for the purpose of selling the same is hereby prohibited within the City of Rochester.</p>
Syracuse	<p>Chapter 16, Article XVIII, § 12-62: No person shall keep within the city of Syracuse any animal which is deemed to include a reptile, bird and/or an animal of a species which is wild, ferocious, fierce, dangerous, poisonous or naturally inclined to do harm*...</p> <p>*In Chapter 16, Article XVIII, § 12-63, wild, ferocious, fierce, dangerous, and poisonous animals, birds and reptiles are defined to include cows, guinea hens, goats, sheep, and swine, excluding Chinese Potbelly pigs.</p>
Utica	<p>Chapter 2-5, Article III, § 2-5-56: A. No person shall have, or keep, or offer to sell any fowl within the City of Utica. "Fowl" includes any live chickens, geese, ducks, pigeons, or doves.</p>
White Plains	<p>Title V, Chapter 5-2, Article I, § 5-2-1: A. No live chickens, geese, ducks or other fowl shall be kept in the city unless they are securely enclosed in such a manner as to prevent them from straying from the premises of the person owning them.</p> <p>Title V, Chapter 5-2, Article I, § 5-2-2: A. It shall be unlawful for any person to allow any livestock which is under his ownership, care, custody or control to run at large.</p>
Yonkers	<p>Chapter 65, § 65-23: No person shall keep, cause or allow to be kept on, in or about any premises or property any poultry, fowl or other birds, except as hereinafter provided:</p> <p>A) It shall be lawful to keep for purposes of sale live poultry in a live poultry market.</p>





City Ordinances

Municipalities might outright prohibit the keeping of chickens and other poultry, prohibit the keeping of roosters, limit the number of birds that can be kept, or require permits or licenses to keep poultry. City ordinances might also regulate the building and management of coops and other housing structures, and local building codes should be consulted before any construction. See Factsheet #29, Urban Livestock, for information about city ordinances pertaining to keeping chickens and other animals.

Where it is lawful to keep chickens or other poultry, it is often still illegal to cause “nuisance conditions” that might people might find objectionable, such as excessive noise or odors. Urban farmers should take care to prevent these conditions by selecting quieter breeds and properly managing coops and other housing structures.

Chickens in Urban Environments

Keeping chickens, and hens in particular, is an easy step toward developing an urban farming enterprise. An urban flock is relatively quiet, requires less space than other livestock, does not produce strong odors if properly cared for, does not require breeding for production, and does not demand significant labor, financial or other inputs. Urban farmers benefit from outputs including meat or eggs, as well as a rich source of fertilizer. Raising chickens in urban environments does, however, necessitate special considerations.

Predators

Poultry are a prey species for many animals prominent in cities, such as cats, dogs, raccoons, and rats. As such, coops and housing should be secure, birds should not be allowed to roam free, and all free-range areas should be properly penned. Chicken feed should be stored securely in sealed, and ideally locked, containers to avoid attracting rodents.

Noise and Odors

Chickens, and roosters in particular, can be noisy and their manure can create strong odors, both of which might constitute “nuisance conditions” illegal by law and disruptive to neighbors. Urban farmers raising chickens should opt for quieter breeds and not keep roosters, the latter of which are often prohibited by city ordinances. Urban farmers should ensure that coops and housing structures are well ventilated to remove the ammonia generated by their manure, and are cleaned regularly. Animal waste should be used or disposed of promptly and properly.

Good City Breeds

Novella Carpenter and Willow Rosenthal, authors of *The Essential Urban Farmer* (Penguin Books, 2011), recommend raising Australorp, Black Star, Rhode Island Red, Araucuna, and Cochin breeds in urban environments because of their quiet natures, high productivity, and smaller space requirements.

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Resources for Raising Urban Chickens

Chicken Keeping Classes and Organizational Resources

Just Food, a non-profit organization in New York City working to connect communities with local farms and providing several services to urban farmers, created the City Chicken Project as part of the City Farms Program. The Project is currently working with experienced urban chicken keepers in the City to create model projects for educational purposes. Just Food also provides the City Chicken Guide, available for purchase on their website, and hosts the City Chicken Meet-Up Group (<http://www.meetup.com/Just-Food-City-Chicken-Meetup-NYC/>). For more information, visit <http://www.justfood.org/> or contact greg@justfood.org or (212) 645-9880 ext. 229.

Bk Farmyards is a coalition of urban farmers in Brooklyn that manages two acres of urban farmyard spread across several sites and that provides consultation and various educational opportunities for those interested in urban farming. These opportunities include The Chicken Farm at their Imani Garden, which serves as a training ground for apprenticeships in urban chicken keeping.

Bk Farmyards also holds free City Chicken workshops every second Tuesday of the month from April through October, in conjunction with the Just Food City Chickens Project. For more information, visit <http://bkfarmyards.blogspot.com/> or email Eggs@bkfarmyards.com.

Urban Chicken Keeping Books and Websites

The following books and websites provide helpful information about raising chickens in urban environments:

- *Keep Chickens! Tending Small Flocks in Cities, Suburbs, and Other Small Space* by Barbara Kilarski, Storey Publishing, LLC, 2003
- *A Chicken in Every Yard: The Urban Farm Store's Guide to Chicken Keeping* by Robert and Hannah Litt, Ten Speed Press, 2011
- *City Chicks: Keeping Micro-Flocks of Chickens as Garden Helpers, Compost Makers, Bio-Recyclers, and Local Food Producers* by Patricia L. Foreman, Good Earth Publications, Inc., 2010
- "Urban Chickens" (<http://urbanchickens.org/>) is a website filled with information on keeping backyard chickens in urban and suburban environments
- "Sustainable Poultry" (<http://sustainablepoultry.ncat.org/>) is an educational site sponsored by the National Center for Appropriate Technology (NCAT) featuring information on various topics pertaining to keeping chickens, including raising urban poultry.

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Urban Chicken Coops

Chicken coops and housing structures in cities must not only abide by various municipal ordinances, but must also often be adapted to small, urban yards. Below are some companies specializing in urban chicken coops and structures.

- The Garden Coop provides affordable do-it-yourself designs for backyard chicken coops, available for purchase and download on their website at <http://www.thegardencoop.com/>.
- uBuilder Plans, a company out of Missouri, sells “City Biddy Building Plans” for “City Biddy Chicken Coops,” designed for urban and suburban environments. For more information, visit <http://www.ubuilderplans.com/node/5>.
- Victory Chicken is a company serving chicken keepers in New York City and offering chicken coops and other supplies, as well as a “starter” package that includes delivery and installation of a coop, three young birds, and two months of feed and supplies. For more information, visit <http://www.victorychickenco.com/> or contact info@victorychickenco.com or (347) 803-0777.
- The Red Hook Chicken Guy, Jason Stroud, is a Brooklyn-based chicken farmer who designs and builds coops for urban environments. Visit <http://redhookchickenguy.com/> for more information or email the Red Hook Chicken Guy at redhookchickenguy@gmail.com.

Other Poultry

Cities often prohibit the keeping of pigeons, ducks, geese and other migratory birds. Additionally, poultry such as ducks and turkeys can be noisier than chickens, and might be more likely to create nuisance conditions. Be sure to consult your city’s ordinances, and to check with neighbors, before embarking on any poultry-keeping project.

If considering raising poultry other than chickens, start by talking with other area farmers already raising flocks, or consult with local farming organizations. Additionally, urban farming books such as *The Essential Urban Farmer* by Novella Carpenter and Willow Rosenthal (Penguin Books, 2011) provide general information about raising different urban poultry.





City Ordinances

There are relatively few municipalities that prohibit beekeeping, though most do enforce “nuisance laws” that regulate conditions that people might find objectionable, such as excessive noise or odors. As such, some municipalities put constraints on urban beekeeping activities, such as limiting the number of hives that can be kept and requiring beekeepers to register their hives, as in New York City.

However, there are some municipalities that prohibit beekeeping altogether in New York State, such as Ithaca and Geneva. Several other ordinances make no explicit mention of beekeeping. Before beginning any urban beekeeping project, contact your city hall or a local beekeeping association to clarify any relevant regulations.

New York City Ordinances

It is legal to keep bees in New York City, but beekeepers are required to register their hives with the New York City Department of Health and Mental Hygiene within 30 days of hive establishment and as of May 1, 2012, renew their registration annually. Registration and renewal forms are available at <http://www.nyc.gov/html/doh/downloads/pdf/ehs/ehs-beekeeping-guideline.pdf>.

New York State Law

Under New York State law, Department of Agriculture and Markets, Article 15, all beekeepers regardless of municipality must report outbreaks of bee disease and pests.

Other Resources for New York State Beekeepers

The Empire State Honey Producers Association (<http://eshpa.org/>) and affiliated NY Bee Wellness (<http://nybeewellness.org/>) websites are great sources of information about all-things-beekeeping in New York State, including New York State honey bee diseases, apiary laws, food laws, and event and workshop listings. These websites also include several helpful resources for beginning beekeepers.

Tips for Keeping Bees in Urban Environments

When keeping bees in cities, certain best practices are recommended to minimize disturbance to neighbors and to prevent “nuisance conditions.” The New York City Beekeepers Association (NYCBA) suggests the following:

- 1) Hives should be kept as far away as possible from roads, sidewalks, and rights of way;
- 2) Hives should be not be placed directly against a neighboring property unless a solid fence or dense plant barrier of six feet or higher forms the property boundary;
- 3) Hives should be situated so that bees’ flight paths do not intersect human rights of way. In some cases, this might require erecting a fence or other barrier to redirect bees’ flight;
- 4) Bees should be provided with a consistent source of fresh water to prevent them from seeking water from other sources where bees might be considered a nuisance;

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Tips for Beekeeping in Urban Environments (Cont'd)

- 5) Swarming should be prevented or minimized, and any hive with unusually defensive behavior or excessive swarming tendencies should be re-queened; and
- 6) Signs should be posted to alert passersby to the presence of hives.

To download the NYCBA's Best Practices for Bee Keeping and for more information about urban beekeeping, visit <http://nyc-bees.org/resources.html>.

Resources for Urban Beekeepers

New York State Beekeepers Associations

Beekeepers associations and groups often provide educational resources, including classes, to interested beekeepers, are familiar with beekeeping ordinances, can refer beekeepers to trustworthy supply companies, and offer apiary services such as hive health diagnosis and swarm collecting. Below is a listing of New York State beekeepers associations specializing in urban beekeeping. Visit <http://www.masterbeekeeper.org/resources/beegroups.htm> to find an association in your area.

- The New York City Beekeepers Association (<http://www.nyc-bees.org/>)
- The New York City Beekeeping Meet-Up Group (<http://www.nycbeekeeping.com/>)
- The Long Island Beekeepers Club (<http://www.longislandbeekeepers.org/>)
- Rochester Beekeepers (<http://www.rochesterbeekeepers.com/>)

Beekeeping Classes and Workshops

In addition to classes offered by the beekeepers associations mentioned above, other organizations and groups offering beekeeping classes and workshops in New York State include:

- HoneybeeLives (<http://honeybeelives.org/>) in New Paltz offers organic beekeeping classes and apiary services throughout Hudson Valley and in New York City. Class schedules and registration information are available online, or you can email HoneybeeLives@yahoo.com or call (845) 255-6113.
- Urban Roots Community Garden Center (<http://www.urbanroots.org/>) in Buffalo hosts occasional urban beekeeping classes. Visit their website, email info@urbanroots.org or call (716) 362-8982 for more information.

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Beekeeping

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Beekeeping and Urban Beekeeping Books

The NYCBA recommends the following texts as good resources for beginning beekeepers:

- *The Beekeeper's Handbook* by Alphonse Avitabile and Diana Sammataro, Cornell University Press, 2006
- *The Backyard Beekeeper: An Absolute Beginner's Guide to Keeping Bees in Your Yard and Garden* by Kim Flottum, Quarry Books, 2010
- *Beekeeping: A Practical Guide* by Richard E. Bonney, Storey Publishing, LLC, 1993
- Other recommended texts are listed in the NYCBA Best Practices guide

More urban beekeeping books include:

- *Urban Beekeeping: A Guide to Keeping Bees in the City* by Craig Hughes, Good Life Press, 2010
- *Bees in the City: The Urban Beekeepers' Handbook* by Alison Benjamin and Brian McCallum, Guardian Books, 2011





What is a Business Plan?

A business plan is a document that summarizes the operational and financial objectives of a business and contains the detailed plans and budgets showing how the objectives are to be realized. A good business plan will contain the following:

- Resume or brief explanation of your background and relevant experience,
- Information on your legal structure and management team,
- Current balance sheet,
- Your business vision, mission statement, key values, and goals,
- Production plans,
- Marketing plans,
- Estimated start-up costs,
- A projected income statement with a written explanation of your budget assumptions,
- projected balance sheet with a written explanation of your budget assumptions,
- A sensitivity analysis showing the business's break-even points, and
- Less than 10 total pages so that people actually read it.

Helpful Publications for Writing a Business Plan

The NY FarmNet publication, *Starting an Agricultural Business?*, is a pre-planning guide to help beginning farmers focus their thoughts before writing a business plan and is available for purchase online at <http://www.nyfarmnet.org/> or by calling (800) 547-3276.

The Sustainable Agriculture Research Education (SARE) publication, *Building a Sustainable Business: A Guide to Developing a Business Plan for Farms and Rural Businesses*, includes sample worksheets and exercises to help beginning farmers develop a business plan and is available for free download or for purchase online at <http://www.sare.org/Learning-Center/Books/Building-a-Sustainable-Business>.

Getting Help Writing a Business Plan

Cornell Cooperative Extension offices often staff a farm management or small business development educator who can help you develop a business plan. The type of programming in each county is unique, however, and you should contact your local office, which can be found online at <http://smallfarms.cornell.edu/contact/local-contacts/>.

NY FarmNet (www.nyfarmnet.org) has business plan writing publications in addition to several farm counselors throughout the state who offer free and confidential help on any topic of concern, including finances, farm changes, farm transfer, natural disaster, personal stress, family communication, and marital conflict.

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Business Planning

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Getting Help Writing a Business Plan (cont'd)

The New York State Small Business Development Center (www.nyssbdc.org) is a network of 23 regional centers delivering business counseling and training free of charge to New Yorkers who want to start a business or improve the performance of an existing business.

The New York State Online Permit Assistance website (<http://www.nys-permits.org/>) will help you find the New York State business permits you may need.

The Empire State Development's Entrepreneurial Assistance Program (<http://www.empire.state.ny.us/BusinessPrograms/EAP.html>) is part of New York State's economic development agency and has 9 centers across the state to provide specialized help to women, minority group members and persons with disabilities who are starting or operating an early stage business.

The Federal Small Business Association (www.sba.gov/ny) is a federal agency with offices throughout the state providing counseling services and loan guarantees. They have a special emphasis area to work with women, minorities, veterans, and businesses involved in international trade.

SCORE (www.score.org) is a non-profit organization offering free advice and training using experienced volunteers. Check their website for chapters in your area.

The Groundswell Center for Local Food and Farming in Ithaca offers an eight-session Farm Business Planning Course, in collaboration with Cornell Cooperative Extension of Tompkins County and Alternatives Federal Credit Union's Business CENTS (Community Enterprise Network and Training Services). This course covers assessing resources, enterprise planning basics, financial planning and marketing. Visit <http://www.groundswellcenter.org/> or contact info@groundswellcenter.org or (607) 319-5095 for more information.

Business Planning Resources for Urban Farmers

For urban-specific business planning information, "The Urban Farm Business Plan Handbook" from the Partnership for Sustainable Communities provides a framework for developing an urban farm on cleaned brownfields or vacant sites, and includes guidance on marketing, operating, and financial strategies. This handbook and affiliated worksheets are available for free download at <http://www.epa.gov/brownfields/urbanag/>.

Various urban farming educational programs such as Just Food's Farm School NYC (see Factsheet #48, General Resources) also provide information on urban farm business planning. Contact individual organizations for details.





Registering Your Business Name

It is recommended, but not required, that you protect your business name by registering it with your county clerk. This typically involves a fee of \$25-\$50 and helps prove the existence of your business in addition to preventing other business in the county from using your business name. This may also be required to open a business checking account.

Business Structures

While most businesses start out as sole proprietorships or general partnerships, they may eventually find that the legal liability and tax consequences are more beneficial if operating under a different structure. To help understand the legal maze of business structures, the Department of Applied Economics and Management at Cornell has developed the publication *Doing Business in New York State: Structures and Strategies*, available online at

http://aem.cornell.edu/outreach/extensionpdf/2004/Cornell_AEM_eb0407.pdf.

New York State recognizes seven different business structures (excluding organizations such as churches and non-profits). A brief description of those structures is listed below:

- **Sole Proprietorship:** The simplest form of organization wherein an individual simply declares himself or herself a business operator. No paperwork is needed to file with government agencies to establish the existence of the business. The proprietor has unlimited liability for the actions and debts of the business.
- **General Partnership:** A partnership agreement between sole proprietors. No paperwork is need to form this business and partners have unlimited liability.
- **Limited Partnership:** Also known as a silent partnership wherein an individual joins a partnership but stays out of the management aspects of the business. For remaining silent in the operation, that partner generally obtains the profits of an owner and does not have the legal liability of a full partner.
- **Limited Liability Company (LLC):** A partnership offering the limited liability of a corporation. Paperwork must be filed with the state to establish this form of ownership and management meetings must be held.
- **Business C Corporation:** Structure used by most companies. The business is operated by a management team that reports to a board of directors. Ownership of the business is in the form of stock and shareholders of that stock have different levels of control over management and the board of directors by the quantity held and class of their stock (ex. Class A, B, C, preferred, etc.). Shareholders have limited liability in the company.
- **Business S Corporation:** A corporation that is operated like a partnership and offers limited liability to shareholders. Paperwork must be filed with the state to establish this form of ownership and management meeting must be held.
- **Cooperative:** An organization owned by members who contribute equity toward the business and share in profits generated. This is formed by filing with the state and has similar governance as a C corporation. Voting is either one vote per member or in proportion to patronage of the cooperative. Members have limited liability.



Risk Management for Farmers

The primary goal of risk management and insurance is to protect your assets from claims and lawsuits that may result from injury to persons or damage to property from accidents that are associated with your business. Effective risk management depends on combined efforts and close communication between yourself and your insurance company. Look for an agent with whom you are comfortable, who is well known and respected, who understands agriculture and businesses, and who will work with you to reduce your potential for risk.

When considering your risks, be sure to review the list below and describe your risks completely to your agent. You will not need all of the types of protection listed below, but it is important to know your options when shopping for insurance. Match your coverage to your needs for risk management.

Potential Coverage to Consider for Your Operation

- **General Liability Insurance:** Covers injuries to people and property for which your farm is judged liable and mitigates your losses from lawsuits.
- **Automobile Insurance:** Covers vehicle damage while in your vehicle or to another vehicle while traveling.
- **Home Owners Insurance:** Typically covers fire, theft, personal property, lightning, riot, aircraft, explosion, vandalism, smoke, theft, windstorm or hail, falling objects, volcanic eruption, snow, sleet, and weight of ice. Usually flood and earthquake need to be purchased separately.
- **Farm Insurance:** Covers barns, rental housing, equipment, animals, and other farm assets.
- **Workers' Compensation Insurance:** Required if you have employees or interns.
- **Product Liability Insurance:** For damages that may arise from the consumption, handling, use of or condition of products manufactured, sold, handled, or distributed by your business.
- **Contract Liability Insurance:** Covers the assumption of the liability of another party through a contract or facility use agreement. For example, you may be required to provide a certificate of insurance to buyers that includes \$1 million in product liability and additional insurance.
- **Environmental Pollution Insurance:** Covers clean-up of manure or pesticide spills.
- **Crop Insurance:** For weather, market, fire, pests, and other disasters. Options include: Multiple Peril Crop Insurance (50% yield loss), Adjusted Gross Revenue (50% income loss), or Non-Insured Crop Disaster Assistance.
- **Life Insurance:** To help your family in case something happens to the bread winner.
- **Health Insurance:** For yourself and family in case you are hurt and need medical care.
- **Business Interruption Insurance:** Will provide living expenses if you are hurt and cannot work.
- **Vendor's Insurance:** Will cover your liabilities if you are selling at a farmers' market or trade show.
- **Umbrella Liability Coverage:** A liability insurance policy. It provides extra insurance protection over and above your existing policies and typically carries a high deductible.

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Urban-Specific Risk Management and Insurance Information

For urban-specific risk management and insurance information, visit the Urban Agricultural Legal Resource Library, a project of the Sustainable Economies Law Center, at <http://www.urbanaglaw.org/>. This website provides information on liability, risk, and insurance as they pertain to urban farmers, such as coverage to consider when farming on government property or farming in private backyards and information on employment law regarding volunteers and interns.

The Urban Agricultural Legal Resource Library also provides information on how urban farmers can reduce the cost of insurance, such as by associating with or becoming a member of a land trust.

Ways to Reduce Your Liability

Some ways that you can reduce your liability include:

- If you have people coming to your farm, keep your property in good repair.
- Minimize or eliminate dangerous situations. These might include aggressive animals, manure pits, moving vehicles or equipment parts, etc. Fence off hazards wherever possible.
- Bio-security is recommended. Provide booties and hand wipes for visitors who enter barn areas.
- When selling or serving foods, make sure all regulations are met and carry product liability insurance.
- All workers on your farm are required to be covered by workers compensation, even if they work for free. So if you have volunteers, interns, or employees, you are required to carry insurance for them (the only exception is if your farm is set up as a 501(c)3 non-profit).
- Test your water supply annually if your water is being used for washing produce or processing.
- Negligence is when you fail to take normal steps to eliminate hazards or you create a hazardous situation and fail to address it.
- Avoid making false statements or publishing incorrect information that may damage a person's reputation as this can result in libel suits. Be careful of advertising claims or comparing your operation to others in a negative way.
- Manage your production techniques according to recommended best management practices.





Market Analysis: What is My Target Market?

A target market is a well-defined group of customers. Markets can be found within any broad category, such as consumers, businesses, industries, or institutions. Consumer groups, for instance, can be characterized by demographics, geography, lifestyle, values, leisure, or occupation. Business customers can be defined in terms of markets, products, management styles, distributions channels or size. Value-added product marketing includes the end consumers of your product/services and the businesses that may distribute and sell your product to the end user.

Begin market planning by clearly identifying the market you want to target. Note that this may or may not be the market you are working with now. The idea here is to think creatively about your product to determine what set of customers are going to give your business the cash flow, profit and growth it needs.

Start with a big piece of paper. Across the top write a brief description of your product as currently conceived. Next write your answers to the following four key questions:

1. Who will buy my product?
2. Why will they buy my product?
3. What will they pay for my product?
4. Where do they expect to find this product?

When you are finished, step back and consider what you have learned. Write:

1. A brief, focused description of your target market,
2. An assessment of which aspects of your business need to change in order to attract this market, and
3. A list of what is involved with making needed changes.

Product Development: What Am I Going to Market?

Once you have a clearer idea of who your market is and what they want, you must identify how your product meets their needs. Remember that products are continually fine-tuned as you better understand the needs of your customers and the mechanics of your business. The challenge is to think about your product from the perspective of your target market, both end consumer and channel customer. To help you do so, answer the following set of research questions:

1. What is my product?
2. What is the best method to package and present my product?
3. What need does my product fill?

When you have finished answering these questions, summarize your answers into:

- A creative, market-informed description of your product, and
- A concept of how you will make your product meet the needs of your end consumers and channel customers while being competitively priced and profitable.

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Market Positioning: How does My Product Satisfy the Needs of My Market Better than My Competition?

Market positioning is the way you communicate precisely the place your product holds in the marketplace. How you position your product in the mind of your customers determines how the product is perceived. Positioning is a strategic component of marketing.

It ties together information about your product, your market, your competition and your industry. It is the answer to the very basic question: What business am I in? The what's for dinner business? The family vacation business? Or you can distinguish yourself on the basis of the needs you fill, the services you provide, the distribution channel you use, or the pricing strategy you employ. Think about your product from the perspective of your customer and that of your competition. Note that buying usually comes down to a decision of choice: your task is to figure out how to make the customer choose your product over that of the competition.

Once you've thought about your product in this way, summarize your findings into a position statement of 50 words or less that answers two questions:

1. What business am I in?
2. Why will my customers want my product rather than that of my competition?

Market Connection: How Will the Market Know I Have what They Need?

Making connections with your target market lets the customer know you have the product they need. Unless you are a consumer direct marketer, these connections are made with the assistance of intermediaries: businesses that warehouse, transport and sell your product to those direct consumer contacts and the businesses that represent your product to that system. These businesses are the marketing channels that move products from the point of production to the final buyer. Some, such as wholesalers and retailers, buy and resell the product, others, such as independent warehouses and transportation companies provide distribution services for a fee. Others, such as brokers, present the product in the marketplace for a commission.

Channel businesses are a key component of your marketing strategy. How a channel business warehouses and distributes products, how it targets consumers and how it features and merchandises goods all define its particular set of needs and resulting in buying criteria. To be an effective marketer, producers need to identify and understand the differences among channel markets and market their products accordingly. No single marketing program works for all markets.

Ask yourself the following questions:

1. What distribution channels are best suited to my product, my customers and my business?
2. What are channel cost/benefits?
3. What will it take to sustain market/channel connections?

Once you've asked yourself these questions, prepare a strategic response that answers the following:

1. What will it cost to reach each potential market segment?
2. Where can my business reach the best market at the least cost?
3. Which market and channel options should I develop now?

This fact sheet was developed as part of Market Planning for Value Added Products by UNH Cooperative Extension in cooperation with NY Coalition for Sustaining Agriculture.



Know Your Costs and Price for Profit

Price is the dollar amount that you ask for sales of a product or a service. There are various costs that go into deciding what price you will charge for your product, including:

- Variable costs (VC): Costs of inputs such as fertilizer, seed, gas, and labor. If you don't cover these you will have to shut down in a short amount of time.
- Fixed costs (FC): Costs of ownership such as depreciation, interest, repairs, taxes, and insurance. If you cover these you will meet your breakeven cost to the business, but have nothing left for yourself. Every item should contribute to ownership costs. If you don't cover ownership costs, you will have to shut down in a longer amount of time.
- Profitable price: the price you need to survive in the long run, which includes a return to yourself.

Value vs. Price

Many direct market farmers are afraid to charge what they need to in order to have some profit for themselves. You are providing more value to the buyer as you are closer to the customer.

Value = Quality + Service + Price

- Your buyers want a quality product that you can provide because you can grow varieties for flavor instead of travel characteristics.
- Your buyers want to know how their food was grown. They like the fact that they have a relationship with you. This takes time on your part, but they are willing to pay for it.
- You can introduce them to new products and ways to cook specialty items. This is education that they are willing to pay for.
- Fresh un-waxed products, less fuel used, and community support are also cited as reasons many consumers are willing to pay more for local products.
- You can charge more for early season products when customers are eager to taste the first fresh local strawberries or sweet corn, so strive for early sales.

Calculations for Determining Price

Cost and Profit Method

Add your variable cost + your fixed costs + profit needed for the particular product = Income. Divide this by the number of units produced = price/unit.

For example: If it costs you \$3,000 total variable costs and \$2,000 total fixed costs and you want \$2,000 of profit for a specific product then your total income from that product needs to be \$7,000. Divide this by the number of units produced, and you will have the price per unit ($\$7,000 / 950 \text{ units} = \$7.38/\text{unit}$).

(continued)





Calculations for Determining Price (cont'd)

Gross Margin Method

This method derives from the whole business sales, costs, and planned profit. This method is usually used by retail businesses that resell products. An example of gross margin method in a vegetable business might be:

- Know your total expected vegetable sales = \$10,000;
- Know your total fixed costs + desired profit = \$3,000 (this is the gross margin needed);
- Divide your gross margin by total sales: $\$3,000/\$10,000 = 30\%$;
- Know your unit variable cost = \$5.00; and
- You divide the unit price by 1- 30% of the unit variable cost to determine the price ($\$5.00 / (1-30\%) = \$5.00 / .7 = \$7.14$ per unit).

Going Rate for Market Area

Many beginning farmers start out with a pricing strategy that reflects what everyone else is charging. While this is a good place to begin, it is not where you want to be forever. It is important to know your costs and price for profit.

Plan for Profit

Sometimes it is better to sell fewer at the higher price than sell more at the lower price. For example, What if you price corn at \$3.50 per dozen according to your calculations, but your neighbor is charging \$3.00 per dozen? Can you still make a profit by lowering your price? If your margin on the \$3.50 is \$0.50 toward profit and you sell 300 dozen, that will give you \$150 in profit. You would have to sell 600 dozen if you sold at \$3.25 to get the same profit. For a 7% decrease in price you have to sell twice as much product.





Finding Price Information

Guide to Urban Farming in New York State

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Price Information for Urban Farmers

When finding price information, it is especially important that urban farmers check local distribution outlets and with other area farmers, as crops produced and sold in urban centers might command different prices than those indicated by general price monitoring programs and resources, such as those provided below.

Wholesale Price Information

Some wholesale prices are reported and can be accessed to provide a guide for pricing farm products. Wholesale prices are extremely low compared to retail prices you might get locally and should be considered a floor or minimum price. To determine prices for your products consider your costs and the retail price of other competitors.

Produce Price Information

Price monitoring programs are conducted through the USDA's Agricultural Marketing Service (www.ams.usda.gov). Links to reports containing wholesale market price information are available at <http://www.farmersmarketonline.com/marketwa.htm>. These reports are updated daily during the growing season.

Additional reports covering many other aspects of agricultural pricing are available by navigating to the "Market News and Transportation" section of the AMS website (www.ams.usda.gov). If you click on Fruits, Vegetables and Specialty Crops, you will find the news portal with daily price information and a users' guide.

Organic Produce Prices

An Organic Produce Pricing Report is available from the Rodale Institute at www.rodaleinstitute.org/Organic-Price-Report. Organic Produce Pricing Data is available from the USDA at www.ers.usda.gov/Data/OrganicPrices/.

Local Markets

It is important to check local outlets for price information. Ask other farmers about what they charge, ask buyers in your area what they would pay, visit retail outlets and note prices, shop at farmers' markets and see what products are selling for. Pricing should be based on your costs, being competitive, and on what the particular market area customer will pay for high quality local products. Offer high quality and differentiate your products to capture a higher price.





Benefits of Direct Marketing

The main attraction of direct marketing, compared with selling through traditional wholesale markets, is that you receive the full share of the consumer dollar and have more control over the price you receive for your products. But with direct marketing, you'll also incur extra costs – not the least of which is your time. Be sure to evaluate each option carefully as part of a farm business plan.

Farmers Markets

Farmers markets are a good place to develop your marketing skills. Start by visiting markets in your area. Inventory what's available and note what does not sell out by the end of the day. Don't grow what doesn't sell unless you can differentiate your product.

Also study the customers. How many are there? What is their ethnicity? Are they young or old? Are they families or single buyers? Affluent or bargain shoppers? Ask shoppers and vendors what they like and don't like about the market, and get a copy of the market rules.

To be successful, you need to enjoy interacting with people and be willing to invest the time it takes to pick, pack, transport, set up and sell. To maximize potential returns you need to sell for as long a season as possible. For produce vendors, this means growing a wide variety of crops. Farmers' markets sales alone may not generate enough money to make a living, requiring you to look at additional marketing strategies, but they are a good place to start a business.

To find New York farmers markets near you, contact the Federation of NY Farmers' Markets at (315) 637-4690 or www.nyfarmersmarket.com or visit the NYS Department of Agriculture and Markets' website at <http://www.agriculture.ny.gov/> (click on Farm and Market Search).

On-Farm Sales

On-farm sales can both enable urban farmers to incur a profit as well as to attract visitors to their urban farm sites, subsequently fostering increased visibility and community engagement.

To be successful, you need to enjoy having lots of people at your farm. Risk management and liability insurance is a must. Building loyal clientele is key, and may take many years. Your business plan must be based on realistic customer numbers and sales projections.

Keep in mind that some municipal codes and zoning ordinances prevent the sale of fresh produce and other farm products from residential and other districts, and be sure to check your city's ordinances before pursuing any on-farm sale endeavor.

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Internet and Mail-Order

If you develop unique, high-value products that are easy to ship, this strategy can complement your other direct marketing efforts. Packaging and shipping costs need to be considered but for products that are not bulky or heavy, this can be a profitable strategy. One easy option for getting started with internet marketing is to list your farm on the following free sites: www.localharvest.org or www.nyfarmersmarket.com/.

Community Supported Agriculture

Community Supported Agriculture (CSA) operations typically provide a weekly share box of produce to customers who pay for their shares at the beginning of the season, and the up-front money reduces financial and marketing risks for farmers, and customers share in production risks. CSA operations also increase public visits to, and the visibility of, an urban farm. For more information about running a CSA operation in an urban environment, see Factsheet #38, CSA in the City, of this Guide.

Restaurant Sales

Many chefs are looking for fresh, local products to feature in their menus, and urban farmers can benefit from the wealth of restaurants in urban centers. You will find that chefs are as busy as farmers. Develop a personal relationship with chefs, find out what they want and grow a wide range of products for them for as long a season as possible. You need to offer exceptional quality, clean products that are delivered on time (avoid mealtimes). Restaurant sales need to be an intentional strategy, not a way to dump surplus product. Most chefs will pay about 75% of retail for produce.

Drawbacks include the need for small quantities of some items. Watch that delivery costs and time don't eat up profits, and be clear on payment terms. Once a relationship is solid, less face time is needed.

Sales to Food Retailers

Increasingly small food retailers are interested in sources of locally grown food. One option is to contact retail farm markets in your area. Many do not grow all they sell. Also, check out food cooperatives, natural foods stores, and independent groceries. Most will only pay wholesale prices found at regional markets.

Everything else, from convenience stores to super-centers, is a chain and each has unique purchasing requirements. Some purchasing decisions are made at the local store level, but most require approval from higher-ups. Start with local store managers. For produce, a head buyer is usually involved. It is most common for retailers to buy seasonal produce. Very few handle local meats, cheese, eggs or other products.

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Sales to Food Retailers (cont'd)

Food retailers expect local prices to be in line with wholesale prices. Understand buyer expectations and prices before agreeing to delivery. Some may reject product on quality or simply because they have a better supply and price elsewhere. The advantage of selling to food retailers is that you can move more volume to fewer buyers, reducing your marketing costs. But the disadvantage is that it can be a fickle, price-driven market. Be sure to spread your risks.

Institutional Food Service Sales

Some schools, nursing homes, hospitals, prisons, and other institutions can purchase local products. But many are part of a buying consortium and have a single goal: keeping costs low. Meals are often pre-prepared or ready to serve, using few fresh items. Institutional food sales also come with institutional barriers, including regulations and requirements that dictate their purchasing practices. One way to tap institutional markets is to go through the distributors who sell to them. This adds a middleman and reduces returns. High quality, volume sales, standard packaging, and reliable delivery will be required.

For More Information

For more information on direct marketing, contact the North American Farmers' Direct Marketing Association online at www.nafdma.com.





Marketing Regulations

Urban Agricultural Legal Resource Library (<http://www.urbanaglaw.org/>) provides general information about food, agricultural, and health regulations for commercial farmers in urban centers. Note that individual cities may have unique regulations pertaining to the sale of farm products, and be sure to consult your city's ordinances. Below is a brief overview of New York State Agriculture & Markets marketing regulations as it applies to all State farmers.

Selling Plants

If you sell plants for landscape use including bedding plants, perennials, shrubs and trees grown in a nursery or greenhouse, you will need to be licensed as a Retail or Wholesale Nursery, or Plant Grower by the NYS Department of Agriculture & Markets. A license is not required for the sale of cut flowers or houseplants. As a plant seller, your greenhouse or nursery crops are subject to inspection to protect the customer from potentially diseased or insect-infested plant materials.

For licensing information, contact the NYS Agriculture & Markets Division of Plant Industry (<http://www.agriculture.ny.gov/Licensing.html>) or call the Albany office at (800) 342-3464 or (518) 457-2087. Regional Inspectors will visit your production facility to inspect plants before you begin sales and thereafter annually. There is a fee for the license.

Selling Produce

No licenses are required. Produce must be sold free of debris and in clean containers. Bulk displays are not subject to grading, labeling or packaging.

Some produce is subject to USDA grade and quality standards if packaged, including potatoes, apples, lettuce, and grapes. Grade, quantity of contents, name and address of producer are required on all closed packages. The NYS Agriculture & Markets enforces quality and grade standards. For grading information, consult <http://www.agriculture.ny.gov/FS/general/farmprods.html> for factsheets pertaining to each of the above crops.

Slaughter and Sale of Farm-Raised Meats

A great source of information on marketing meat is "A Resource Guide to Direct Marketing Livestock and Poultry", available at http://counties.cce.cornell.edu/orange/Direct_Marketing_Livestock_and_poultry.pdf. Below is a brief summary of some regulations.

Poultry exemption: Farm-raised poultry is exempt from New York State and USDA inspection if the farmer raises and slaughters not more than 250 turkeys OR not more than 1000 of all other poultry (chickens, ducks, geese, etc.) per year. Four birds of other species are equivalent to one turkey. If you raise more than this per year, the birds must be processed in a licensed facility and stamped if for commercial/retail sale.

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Slaughter and Sale of Farm-Raised Meats (cont'd)

Other Meats (beef, lamb, goat, pork): These farm-raised meats must be processed in a USDA licensed facility if intended for commercial sale. These meats can be processed in a New York State custom exempt slaughter plant only if they will be consumed by the animal's original owner, employees, or non-paying guests. In other words, a live animal can be sold directly to the customer and then processed in New York State custom exempt slaughter plant. Such meat must be stamped "Not for resale." Further processing of meat, such as making sausage, must be done in a USDA certified facility or certified processing facility or kitchen holding an Article 20-C license.

Exotic Animals: bison, deer, rabbits, and ratites must be slaughtered in a NYS custom exempt plant if the meat will be sold. Inspection is not necessary for retail sales (to end user).

For questions about meat slaughter and sales, contact the NYS Department of Agriculture & Markets at (518) 457-4492.

Selling Fish

Without any special permits, you may sell a fresh whole fish at your farm to a private customer. You may bring completely chilled fresh whole fish to a farmer's market and sell to a private customer. Keep fresh whole fish at 32°F with crushed ice or in a refrigerated unit.

For eviscerated fish, the entire gut contents must be removed and the fish must be thoroughly rinsed with fresh water that is 38°F or lower (water must be of public source or from a tested well.) Chill the fish to 32°F immediately. At this point, the fish can be frozen and kept in a frozen state for sale. Frozen eviscerated fish may be sold at the farm or at a farmer's market; fresh and properly chilled eviscerated fish may be sold at a farmer's market or at the farm.

Filleting fish or any similar processing requires an Article 20-C License at your farm or an off-farm facility that carries a current 20-C License. You may transport your fish to a 20-C facility and use it temporarily (usually for a rental fee). Such fish may be sold to individuals, stores, or restaurants if in a frozen state. Fresh fillet sales require an Article 28 Retail Food Store License. As of June 2010, an Article 20-C license fee costs \$400.00 and an Article 28 license fee costs \$250.00.

Rules and regulations surrounding aquaculture-raised fish are subject to change. Contact your regional NYS Department of Agriculture & Markets Food Safety and Inspection Division office at (518) 457-4492 or <http://www.agriculture.ny.gov/FS/FSHome.html>.

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Selling Eggs

Egg cartons must be marked with grade and size. Eggs may be sold in bulk displays but grade and size must be indicated. Eggs should be washed and candled. Cartons must include the name and address of producer and the date packed. For a factsheet on egg sales consult

<http://www.agriculture.ny.gov/FS/general/farmprods.html>.

Selling Honey or Maple Syrup

These products are exempt from licensing if you do not add ingredients or repack. Production facilities must be clean and sanitary. If you make specialty flavored honey or maple products, you must have an Article 20-C License. Maple syrup is subject to grade identification. For more information on the sale of maple syrup, request Circular 947 from the NYS Department of Agriculture & Markets or visit

<http://www.agriculture.ny.gov/FS/general/farmprods.html> for a copy.

Making and Selling Wine

Regulations can be found at <http://www.sla.ny.gov/> (NYS Liquor Authority, Division of Alcohol Beverage Control, Albany). There are four types of winery licenses that apply to the following situations: 1) individuals who make wines without having a vineyard, 2) a retail facility that retails wines but is neither a producer or processor of grapes; 3) a farm winery (must have its own vineyard and processing facilities and any purchased grapes must be 100% New York grown); 4) a special farm winery that does not have its own processing facility but works with another established wine processing facility. Farm wineries may sell their own wine at their wineries, at farmers markets and to restaurants and retail stores in New York State.

Making and Selling Cider

Cider requires an Article 20-C License for processing. Good manufacturing practices must be followed. Apples must be firm and washed. Pasteurization or ultra violet treatment is required. HACCP (Hazard Analysis Critical Control Point) plans are required for cider and juice processing facilities if selling wholesale. For information contact the Division of Food Safety and Inspection at (518) 457-4492 or online at <http://www.agriculture.ny.gov/FS/FSHome.html>.

Selling Milk

The primary resource to familiarize yourself with in the development of your plant is New York State Department of Agriculture and Markets Circular 958 (Part 2), which covers the rules and regulations for operating a milk processing facility in NY.

Milk cannot be transported from a farm to a processing facility without a license and dairy products processed in your home kitchen or a commercial kitchen cannot be sold to the general public. You must have and maintain a certified milk processing plant on your farm if you plan to sell dairy products to the public.

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Marketing Regulations

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Selling Milk (cont'd)

Processing facilities are regulated by the NYS Department of Agriculture & Markets Division of Milk Control and Dairy Services (<http://www.agriculture.ny.gov/DI/DIHome.html>). For more information, contact Matt Morgan at (518) 457-1772.

Selling Raw Milk

Due to the potential liabilities of selling unpasteurized milk to the public, it is highly discouraged by the State and the Cornell University Department of Food Science. However, it can be legal. Your farm may sell raw fluid milk if you apply for permits and meet several additional tests and requirements that other milk processing facilities do not have to meet.

Hard cheese made from raw milk cheese may be sold to the public if labeled *raw milk cheese* and aged at least 60 days. A permit is still required. More information on selling cheese is available at the New York Farmstead Cheese Producers website at <http://www.nyfarmcheese.org/>.

Weights and Measures

Farmers and vendors who are weighing their products for on-farm sales, at farmers markets, or in stores are required to have their scales certified by a local Weights and Measures official prior to their use for weighing out products. Additionally, many scales are not appropriate for commercial use. For a listing of approved devices, download the New York State Approved Devices Listing at http://www.agriculture.ny.gov/WM/725_March_2012.pdf.

Local Weights and Measures officials may visit your business, farmers market, or other location of sale to inspect your weighing device at any time, and you may be fined for the use of unapproved or uncertified devices.

For more information about Weights and Measures, visit <http://www.agriculture.ny.gov/WM/WMHome.html> or contact:

NYS Department of Agriculture & Markets
Bureau of Weights and Measures
10B Airline Drive
Albany, New York 12235
(518) 457-3146





Marketing in Urban Environments

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Marketing in Urban Environments

The unique characteristics of urban environments offer some urban-specific market niches, such as producing crops that do not transport well, taking advantage of warmer urban micro-climates to produce crops earlier or later than the average season, and cultivating specialty crops in demand by local ethnic populations and markets.

MetroFarm: Growing for Profit In or Near the City by Michael Olson (TS Books, 1994) provides helpful business insights for urban farmers interested in urban market farming.

Marketing to Improve Food Access

Urban farmers often aim not only to be profitable, but also to improve their community's and city residents' access to fresh, healthy, local food. Though each of those marketing options noted in Factsheet #38 does increase food accessibility for urban dwellers, other distribution options more directly intend to promote food justice.

Additionally, there are often designated funds available to subsidize projects that provide fresh, nutritious, affordable food to low-income or other underserved populations.

Mobile markets, for example, enable farmers to reach communities and areas that might not have a farmers market, grocery store, or other place to buy fresh and healthy food. Capital District Community Garden's Veggie Mobile, for example, operates Tuesday through Saturday and makes one-hour stops at assisted living centers, public housing projects, and other densely populated neighborhoods in Albany, Schenectady, and Troy (<http://www.cdcg.org/VeggieMobile.html>).

Programs such as Just Food's Fresh Food for All improve access to food by connecting farmers within 250 miles of New York City with food pantries and other emergency food programs (<http://www.justfood.org/fresh-food-all>).

The GrowNYC Wholesale Greenmarket not only makes local produce available to city retail stores, institutions and restaurants at competitive prices and quantities, but also includes food access initiatives such as the Fresh Food Box Program and YUM Fresh Food for Northern Manhattan (<http://www.grownyc.org/wholesale/feeds>).





What is a CSA?

Community supported agriculture (CSA) is a direct marketing relationship in which farmers sell their products directly to consumers. Farmers receive payment up front at the beginning of the season, and CSA members receive a share of the farm's produce throughout the season. CSAs allow for greater early season capital, price control, and risk-sharing for farmers. There are many models for CSAs, and these and more general information is provided by the Northeast Organic Farming Association of New York (NOFA-NY) at <https://www.nofany.org/organic-farming/food-justice-program/csa>. In cities, CSAs can provide urban farmers a relatively low-risk direct marketing option, as well as reduced transportation costs and opportunities for community engagement in their farm.

Just Food CSA in New York City Program

Just Food's CSA in New York City program provides an array of resources for urban farmers interested in marketing via a CSA, including tipsheets and the Just Food CSA in New York City Toolkit. Note that these resources are specific to New York City residents and farmers participating in the Just Food CSA Network, but include some general information that is relevant to urban farmers statewide.

Just Food also hosts monthly CSA in New York City workshops on subjects including accepting food stamps, outreach, tracking member data, and more. Visit the Just Food website at <http://www.justfood.org/> for details and information.

The following information is provided by Just Food, and can be found in-full at the website provided above.

Size and Variety of CSA Shares

Because urban dwellers tend to have smaller households and dine out more frequently, urban CSA shares are often smaller than rural shares. Just Food offers the following guidelines for determining appropriate share size:

- Describe the size of your share in terms of 1) number of items per week, 2) number of people that the share could feed, or 3) weekly dollar value of the share;
- Survey CSA members to determine the best share size for your farm;
- Conduct an end-of-season survey to determine if share size was appropriate and what produce members did and did not like, or what they would have wanted but did not receive.

Share Pricing

Urban farmers should take the following three factors into account when pricing CSA shares:

1. Cost of production for the CSA, including labor, land, inputs, equipment, infrastructure, transportation, administration, health insurance, as well as long-term costs such as land tenure;
2. Wholesale and market prices of crops intended for the CSA share; and
3. Market rate for New York City and other city CSA shares.

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CSA in the City

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Distribution Sites

Things to consider when choosing a distribution site include a space to park without getting ticketed, a minimum number of stairs from the street to the distribution site, a secure storage space if intending to store supplies between distributions, and a space that is easily cleaned.

For More Information

Just Food's Online Resource Center includes tipsheets with additional information about the CSA in New York City program and urban CSAs. Tipsheets are available in English (<http://justfood.org/farmer-outreach/online-resource-center>) and Spanish (<http://www.justfood.org/farmer-outreach/spanish-language-resources>).

Elizabeth Henderson's *Sharing the Harvest: A Citizen's Guide to Community Supported Agriculture* (Chelsea Green, 2007) provides information on crop planning, yield information, and budgeting for CSA planning, as well as a survey of varying CSA models across the country.





What are Food Stamps?

The Supplemental Nutrition Assistance Program (SNAP) is a federal assistance program, known as the Food Stamp Program in New York State, which provides benefits to low-income households in the United States. These benefits are distributed via Electronic Benefits Transfer (EBT) cards, which work like debit cards.

Farmers can now accept EBT cards at farmers' markets, farm stands, and for community supported agriculture (CSA) memberships. Note that EBT cards can only be used to purchase foods for home preparation and seeds and plants for households to grow food. For more information about eligible items and the SNAP program, visit <http://www.fns.usda.gov/snap/>.

Accepting EBT Cards

The following information is provided by the Northeast Organic Farming Association of New York (NOFA-NY) and can be found in full at <https://www.nofany.org/organic-farming/food-justice-program/food-justice-fact-sheets>.

Note that the guidelines below are for sites with electricity. For sites without electricity, the New York State Farmers Market Wireless EBT Program, administered by the Farmers Market Federation of New York, provides wireless terminals for the JP Morgan or independent POS terminals. For more information or to apply for this program, contact Diane Eggert at (315) 637-4690 (after being approved by the FNS). Visit <http://www.nyfarmersmarket.com/work-shop-programs/ebt.html> for more information.

For Farm Stands or U-Pick Operations:

1. The first step is to become licensed by the Food and Nutrition Service (FNS). Call the FNS at (877) 823-4369 to receive a paper application or apply online at <http://www.fns.usda.gov/snap/eft/fm.htm> (apply under the designation of a farmers' market).
2. Mail your application and all required documentation, including the application signature page, to the address provided in the application.
3. Processing and approval may take up to 45 days. Once complete, you will receive a welcome packet from the FNS with your certification card. You will also receive a welcome packet from JP Morgan* and an application for a state-sponsored EBT terminal.
4. Complete the JP Morgan application and mail it to the specified address. You should receive verification and manual vouchers (in case your terminal is or becomes temporarily inoperable) within 14-16 days. Note that farmers also have the option of having EBT cards added to their existing Point of Service (POS) terminals, though an initiation and/or monthly fees might apply.

*JP Morgan is a global financial services firm and works with U.S. state governments to accept and process forms and payments from constituents, including electronic benefits transfers. For more information, visit http://www.jpmorgan.com/tss/General/US_State_Government/1159325851869.

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For Farmers' Markets:

A farmers' market organization can become authorized as an EBT card retailer and accept EBT benefits on behalf of farmers and vendors in the market. Once authorized, the market is provided with a single wireless EBT machine free of charge, as well as wooden tokens or paper scrip, training, and promotional support.

At farmers' markets, EBT consumers swipe their cards at the EBT machine at a market manager's booth and receive \$1.00 or \$5.00 tokens or scrips. Individual vendors can accept these tokens or scrips in place of cash for eligible products. At the end of the market, vendors redeem their tokens or scrip with the market manager for full dollar value.

Market managers will be asked to complete a farmers' market EBT participation agreement and a service provider application. Farmers and vendors wanting to participate must also complete a participation agreement, to be submitted to the market manager.

For agreements and to apply, contact Diane Eggert at (315) 637-4690 (after being approved by the FNS). Visit <http://www.nyfarmersmarket.com/work-shop-programs/ebt.html> for more information.

For CSA Memberships:

Become licensed by the Food and Nutrition Service (FNS), applying under the designation of retail merchant. Call the FNS to receive a paper application at (877) 823-4369 or apply online at <http://www.fns.usda.gov/snap/retailers/application-process.htm>. Follow the same steps provided for farm stands or u-pick operations.

Note that members paying for CSA membership with EBT benefits may need to be provided with alternate payment schedules, such as paying on each pick-up date.

Farmers' Market Nutrition Programs (WIC and SFMNP)

The FMNP is associated with the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and provides free supplemental foods, health care referrals, and nutrition education to low-income pregnant, breastfeeding, and non-breastfeeding post-partum women, as well as to infants and children up to five years of age who are at nutritional risk.

Additionally, the Senior Farmers' Market Nutrition Program (SFMNP) awards grants to states, territories, and federally-recognized Indian tribal governments to provide low-income seniors with coupons that can be exchanged for eligible foods at farmers' markets, roadside stands, and CSA programs. For more information, visit <http://www.fns.usda.gov/wic/seniorfmnp>.

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Accepting Food Stamps

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Farmers' Market Nutrition Programs (cont'd)

Farmers, farmers' markets, and farm stands can be authorized by the State to accept and redeem FMNP coupons. For more information about FMNP, visit <http://www.fns.usda.gov/wic/FMNP/> and <http://www.health.ny.gov/prevention/nutrition/fmnp/>, or contact the New York State FMNP Coordinator, Jonathan Thomson, at Jonathan.Thomson@agmkt.state.ny.us or (518) 457-7076.

Additional Resources

Just Food's Online Resource Center features additional tipsheets with information about FMNP, Food Stamps, and Health Bucks, available in English (<http://justfood.org/farmer-outreach/online-resource-center>) and Spanish (<http://www.justfood.org/farmer-outreach/spanish-language-resources>).





Value Added Processing for Urban Farmers

For urban farmers whose production is limited by space or other constraints, value added processing provides a way to increase the profitability of harvest.

When deciding what product to produce and sell, research your target market and distribution outlets to determine demand, taking into account which foods and products are popular and/or desirable but difficult to find. You should also consider the cost of inputs, such as time, equipment, and raw materials, and select products that you can produce relatively inexpensively, so as to ensure a high enough profit margin and product viability.

The Penn State University Agricultural Marketing website has a Processing Page with resources to help you assess the potential profitability of your value-added venture at <http://agmarketing.extension.psu.edu/Processing.html>.

For more information about value added processing and marketing in particular, see the University of Maryland Extension publication, "Processing for Profits: An Assessment Tool and Guide for Small-Scale On-Farm Food Processors," by Ginger S. Myers, available for free download at <http://www.mredc.umd.edu/Documents/ProcessingforProfits/ProcessingForProfitsGuide.pdf>.

Becoming a Small Scale Food Processor

The Federal government, individual states, cities and municipalities govern the operation of food processing facilities, whether home kitchens or commercial facilities. Regulations differ from state to state and are determined by the type of food product being prepared and the processing methods used. When considering starting up a home or commercial kitchen, it is important to research which agencies regulate licensing of the product, inspection of the facility, foods allowed and not allowed to be produced in each facility, local zoning laws governing the use of the building, and building codes.

Foods that Require a Processing License (Article 20-C License) in New York

This regulation applies to anything that is altered by baking, canning, preserving, freezing, dehydrating, juicing, cider making, pickling, brining, bottling, packaging, repackaging, pressing, waxing, heating or cooking, smoking, roasting, manufacturing. Requirements vary depending on product. A scheduled process must be developed which outlines recipe testing/formulation, critical control points (to avoid contamination and control hazards), processing steps, storage requirements, distribution and selling conditions/restrictions.

Assistance for developing a scheduled process is available from the NYS Food Venture Center (see below). For a complete list of products that require an Article 20-C license visit <http://www.agriculture.ny.gov/FS/general/license.html> or call (518) 457-4492.

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Food Safety

HACCP (Hazard Analysis & Critical Control Points) Plans are mandated by FDA regulations for certain products and processes, specifying procedures to be followed to minimize contamination and to minimize and eliminate chemical, physical and biological hazards when processing foods. HACCP plans are required for wholesale sale (not for retail) of seafood, dairy, meat and poultry products, as well as juice and cider processing facilities. Other sectors of the food industry are coming into voluntary compliance. For more information, visit www.fda.gov/Food/FoodSafety/HazardAnalysisCriticalControlPointsHACCP/default.htm.

Home Processing Exemption

New York State allows non-hazardous foods such as candy, cakes not requiring refrigeration, cookies, brownies, two-crust fruit pies, breads and rolls, standard fruit jams and jellies, dried spices and herbs, and snack items to be produced in home kitchens. A review of processing procedures may be required for certain products before exemption is granted.

Anyone seeking a Home Processing Exemption must contact the NYS Department of Agriculture & Markets to obtain this certificate (<http://www.agriculture.ny.gov/FS/consumer/processor.html>). An annual water test for bacteria is required for all home processors on private water supplies. Internet sales are not allowed under this exemption.

Some types of foods may not be produced in a home kitchen, as mandated by federal regulations. These foods are considered potentially hazardous, and include:

- Low acid and acidified (pickled) foods packed in hermetically sealed containers must be registered with the US Food and Drug Administration (FDA),
- Meat products with more than 3% raw or 2% cooked meat ingredients in a completed product are regulated by the US Department of Agriculture (USDA), and
- Vacuum packaged and any other reduced oxygen packaged products.

Zoning Regulations

Local municipal zoning and planning boards determine the scale of operations permitted in an establishment. They regulate the number of employees allowed on premises and whether a second separate kitchen facility is allowed to operate on site. Check with local building inspectors to determine what operations can take place in the kitchen chosen for food production. There are local building codes that govern the volume of business in a building and egress from a building, drainage issues such as back flow protection, and grease traps. Commercial equipment must comply with fire codes, FDA and USDA requirements as appropriate.

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Minimum Food Processing Facility Requirements for New York State

Procedure	Home Kitchen	Home Annex	Commercial
Inspection	Yes, potable water required (documented) – municipal or treated well water	Yes, potable water required (documented) – municipal or treated well water	Yes, potable water required (documented) – municipal or treated well water
Licensing	Non-potentially hazardous foods for wholesale market exempt from licensing by NYS Dept. of Agriculture & Markets (NYSDAM)	20-C license (NYSDAM separate cleaning, sanitizing, and hand wash facilities, Fee: \$400.00/2 years	20-C license ((NYDAM), Fee: \$400.00/2 years
Inspection Agency	NYSDAM (may request review of processing procedures by recognized processing authority – only normal kitchen facilities can be used)	NYSDAM (Dept. of Health – fresh-serve foods only, kitchen held to restaurant standards – see below)	NYSDAM (Dept. of Health – fresh-serve foods only, kitchen held to restaurant standards – see below)
Foods Allowed	Candy (non-chocolate, fudge), cakes not requiring refrigeration, cookies, brownies, two-crust fruit pies bread, rolls, fruit jams, jellies spices, herbs, snack items, baked goods (i.e. bread, rolls) for wholesale distribution	Any processed food, low acid and acidified foods packed in hermetically-sealed containers (must register and file with the FDA)	Any processed food, low acid and acidified foods packed in hermetically-sealed containers (must register and file with the FDA)
Foods Not Allowed	Cakes which require refrigeration, pies containing milk, eggs or meat products, chocolates, low acid/acidified foods	Meat products (if more than 3% raw or 2% cooked meat ingredients) – USDA regulated	Meat products (if more than 3% raw or 2% cooked meat ingredients) – USDA regulated
Zoning	Check with city/town zoning or planning board, issues include scale of operation, number of employees	Check with municipality zoning/planning board, 2nd kitchen may not be allowed on premise, issues include scale of operation, number of employees	Check with municipality zoning/planning board, issues include scale of operation, number of employees

(continued)





Basic Requirements for a Small-Scale Food Processing Establishment

State of New York Department of Health (DOH): Restaurants

- Submit kitchen drawings before construction
- Three-bay sink with stainless steel drain boards or two-bay sink with a commercial dishwasher
- Separate hand washing/mop sink
- Washable materials on walls and work surfaces
- Restaurant grade, commercial tile floors (painted concrete not allowed)
- Commercial coolers/refrigeration
- Water from non-municipal water supply (must be tested quarterly)
- Review DOH “Checklist for New or Remodeled Establishments” (some locales require food worker certification)

NY Department of Agriculture and Markets: Food Preparation and Processing

- Kitchen requirements based on food item(s) being produced (determined upon inspection)
- Easily cleanable, smooth work surfaces
- Non-absorbent, smooth and easily cleanable floors, walls and ceilings
- Review of processing procedures including hand washing, sanitizing, equipment sinks, water potability and food preparation
- Review* NYSDAM Circular 951 – Pursuant to the Licensing of Food Processing Establishments, Circular 938 – Rules and Regulations Relating to Food Processing Establishments, and Circular 933 – Good Manufacturing Practices

*Circulars are available through the local Department of Agriculture & Markets (10B Airline Drive Albany, NY 12235). Contact by phone at (518) 457-3880 or (800) 554-4501.

Shared-Use and Incubator Kitchens

To reduce the cost of inputs and save money, consider using a shared-use commercial or incubator kitchen, or co-packer, listings of which are provided by:

- Culinary Incubator at <http://www.culinaryincubator.com/>, and
- Cornell University College of Agriculture and Life Sciences Department of Food Science at <http://necfe.foodscience.cornell.edu/kitchen/kitchen.php>.

Not included in these listings but serving food entrepreneurs is the Syracuse Community Test Kitchen, a program which trains participants in business planning, market research, recipe development, sensory analysis, and FDA requirements. For more information, visit <http://whitman.syr.edu/eee/comtek/index.asp>.

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Value-Added Processing

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Helpful Resources for Small-Scale Food Processors

For assistance in developing a scheduled process for your recipe or developing a processed food product, contact the New York Food Venture Center at the NYS Agricultural Experiment Station in Geneva at (315) 787-2259 or necfe@cornell.edu. Request the publication *Small Scale Food Entrepreneurship: A Technical Guide for Food Ventures* from Elizabeth Keller at (315) 787-2273 or esk15@cornell.edu, or access the online version at http://www4.gsb.columbia.edu/filemgr?file_id=738927.

Product development, processing and distribution assistance is also available from Nelson Farms at SUNY Morrisville (www.nelsonfarms.org).

The USDA Sustainable Agriculture Research and Education (SARE) agency has published a plain-language guide to Value-Added Food Processing that is available online at http://nesfp.nutrition.tufts.edu/downloads/guides/PL_ValueAddedGuide.pdf.

To learn about small scale food processing activities in New York State, join the NYS Small Scale Food Processors Association (www.nyssfpa.com) and become a member of Pride of New York (www.prideofny.com).





Record Keeping

At a minimum your farm will need a record keeping system for tax and legal compliance and it is highly recommended that you also keep yield and other farm production records that might be useful to making decisions on the farm. For example, many growers keep weather logs so that they can evaluate their practices and yields and then make better growing practice and crop variety decisions for the coming year. Many tools are available as part of the Improving Profitability tutorial on the Northeast Beginning Farmer website at <http://nebeginningfarmers.org/farmers/achieving-profitability/profitability-tutorial/>.

Paper Records

Many small and beginning farmers and businesses use the shoebox method of accounting. Keep all sales receipts in one folder, expense receipts in another, maintain a capital asset depreciation log, and you may have additional folders for farm yield or other data important to the year. The advantage of this system is that it is simple and easy to do. The disadvantage is that the data is not well organized so when you need farm information you often have to sort through piles of paper and do all computations by hand.

Cornell Farm Account Book

Though geared more toward rural farmers, the Cornell Farm Account Book can be a helpful tool for organizing your finances. The advantage of the farm account book is that it is easy to understand and the information is well laid out in case you need to access it later. The disadvantage is that the information may not be laid out how you as a manager would like it, and it is still a hand-entry accounting system so entering farm information may take several hours per week. To order the Cornell Farm Account Book (\$20) or the Cornell Classic Farm Account Book (\$15) from CUP Services, write P.O. Box 6525 Ithaca NY 14850, call 800-666-2211, or e-mail orderbook@cupserv.org.

Excel Spreadsheets

If you can use a basic spreadsheet in Excel or a similar program, this is a good compromise between paper systems and more sophisticated recordkeeping program. If you don't need to generate invoices and have a relatively simple, small operation, a spreadsheet like this may serve your needs well for many years.

Farm Records Service

Some farmers choose to mail all invoices to an accounting service where the accountant will enter the information into a computer records system, provide you with detailed monthly business statements, and perform all tax functions.

The advantage of this system is that it provides a person who does not have the time, understanding of accounting or computer skills the highest level of records information. The disadvantage is that this system has the highest cost and the monthly business statements take a few weeks to process and get back whereas the person utilizing an on-farm computer records system will have those statements in real time.





Labor Laws

Employers are required to have workers' compensation insurance on their workers if cash wages are or exceed \$1,200 in a year. If you host unpaid interns and apprentices on your farm, they must also be covered by workers' compensation (the training and/or room and board you provide them is valued in lieu of wages). The only exception to this is if your farm is a 501(c)3 non-profit organization. Download the Employers' Handbook at

http://www.goer.ny.gov/Employee_Resources/employee_handbook/2011Employee_Handbook.pdf for more information.

The Urban Agricultural Legal Resource Library (<http://www.urbanaglaw.org/>) provides additional information on employment law as it applies to urban farmers, including information on the use of volunteer labor and services.

Minimum Wage

As of the revision date noted on this fact sheet, the Federal Minimum Wage is \$7.25/hour. The New York State Minimum Wage is also \$7.25/hour. This wage minimum applies to regular wage jobs and piece-rate jobs on farms with annual payroll over \$3,000. It excludes immediate family and minors under 17 years of age employed on the same farm as their parents or guardians who are paid on a piece-rate basis at the same rate as employees over 17.

Finding Volunteers

Volunteer-matching websites such as Get Dirty NYC! (<http://getdirtynyc.com/>) and Volunteer Match (<http://www.volunteermatch.org/>) allow you to advertise your urban farm operation and recruit potential volunteers. Note that Volunteer Match is for use only by non-profits.

Hiring Forms

Employers must keep an I-9 form from the US Citizenship and Immigration Service on file for all employees. The I-9 requires copies of documentation (a driver's license and social security card for most), however, the employer is not required to verify that these documents are valid. The form is available from U.S. Citizen and Immigration Services at <http://www.uscis.gov/portal/site/uscis>.

For more information about federal regulations for agricultural employers, download the IRS Publication 51, Agricultural Employers Tax Guide at www.irs.gov/pub/irs-pdf/p51.pdf.

Payroll Service

Given the complexities and liabilities of properly administering payroll, it is recommended that small employers hire a payroll service from a local accounting firm. Though expensive, this frees the employer from the liabilities of missing a form deadline, improperly handling a payroll withholding account, and avoids the need to stay current with the various labor forms and regulations at both the state and federal level.





Applying for Grants

An increasing number of grant programs are available to farmers from federal or state sources each with specific objectives. Grants fall into the three general types: 1) grants for business planning, adding value and increasing farm viability; 2) grants for on-farm research and demonstration projects that are mostly production oriented though some include marketing demonstration projects; and 3) grants for farm energy conservation, alternative energy, environmental protection and conservation, waste management, and community building.

Grants, however, are not a reliable strategy for growing your business. Grants may enable you to expand a particular aspect of your business to make your operation more viable or provide funding to try a new practice on your farm.

Grants are highly competitive so apply only if the project you are proposing clearly meets the grantor's objectives. Always find out what kinds of projects were funded in the past to determine if your project is in line with what has been funded.

It takes significant time and effort to write a winning grant proposal. Instructions must be followed precisely. Grants often require a cash or in-kind match that must be documented in the budget you propose. Grants will not be considered if they arrive late after the deadline for application. Deadlines for application submission and instructions are generally announced once a year. Most grants are not available on an ongoing basis.

Once you submit a grant, it may take 3 to 6 months to find out if your application was selected for funding. If funded, it also takes time to finalize the contract. Generally you will not be reimbursed for money spent prior to receiving the signed contract. Grant contracts require that you write a report of the results and provide an accounting of how the money was spent; therefore, you must keep accurate records. Grants are also considered income for tax purposes.

The following grant opportunities pertain especially to farmers in urban centers. More general grant opportunities for farmers are also provided.

(continued)





Grant Opportunities for Urban Farmers

USDA-SARE Sustainable Community Grants

- Purpose: For community organizations to make direct connections between community revitalization and farming.
- Eligibility: Must be affiliated with Cooperative Extension, a municipality, a state department of agriculture, a college or university, a community organization, or other institutional entity. All applications must come from an individual within an organization. Unaffiliated individuals may not apply, and there is a limit of one proposal per applicant per year.
- Deadline: Submit applications on line in November for awards in the spring.
- Information: Visit <http://www.nesare.org/Grants/> for more information and for information about how to write a Sustainable Community Grant.

Wallace Center Healthy Urban Food Enterprise Development (HUFED) Grants

- Purpose: To make more healthy and affordable food available in low-income areas, increase market access for small- and medium-sized agricultural producers, and promote positive economic activities generated by attracting healthy food enterprises into underserved communities.
- Information: Offer small enterprise, large enterprise, and feasibility study grants, each with different purposes and awards. Visit <http://www.hufed.org/> or contact hufed@winrock.org or (703) 531-8810 for more information.

US EPA Brownfields Program Grants

- Purpose: Provide direct funding for brownfields assessment, cleanup, revolving loans, and environmental job training.
- Information: Provide assessment, cleanup, training, research, technical assistance, and other grants. Information for each grant type is available at http://epa.gov/brownfields/grant_info/index.htm.

United Way of New York City Seed Grants

United Way of New York City has created an Urban Farms initiative and provides seed grants for Urban Farming through the Hunger Prevention and Nutrition Assistance Program (HPNAP).

- Purpose: Support the creation or enhancement of services in community-based organizations.
- Eligibility: Must be a community-based organization with 501 c. 3 status. More eligibility requirements are listed on the website provided below.
- Information: Grant implementation timeline is January 1, 2013 through December 31, 2013. For eligibility requirements, selection criteria, and application procedures, visit <http://action.unitedwaynyc.org/pages/urbanfarmseedgrants>.

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Other Grant Opportunities for Farmers

NYS Funding for Organic Certification

- Purpose: Reimburse producers for a portion of their annual organic certification renewal costs; can apply annually (75% reimbursement up to a maximum of \$750).
- Information: More information is available from the USDA National Organic Program website (www.ams.usda.gov/nop) and forms can be downloaded from http://www.agriculture.ny.gov/AP/Organic/docs/2009_Farmer_Application_Form.pdf.

NYS Specialty Crops Block Grants Program

- Purpose: Increase the competitiveness of specialty crops, encourage efficiency, partnerships, innovation, and new markets. The RFP includes many areas of focus including: packaging/labeling, environmental quality, distribution, education and outreach, food safety, food security, marketing and promotion, product development, plant health and international trade. 2009 awards were solely focused on plant health.
- Eligibility: Funding available to non-profits, for profits, individuals, educational institutions, and government; however, individuals and businesses must partner with others.
- Information: Contact Jonathan Thomson at Jonathan.Thomson@agriculture.ny.gov or (518) 485-8902.

New York State Energy Research and Development Authority Programs

- Purpose: Several programs, incentives and loans for farm waste management (biogas); improved energy efficiency; solar and wind generation; and innovative business practices for energy conservation, alternative energy, and energy use. Energy audits available.
- Information: For more information, visit <http://www.nyserda.ny.gov/> (for agriculture-specific projects, visit <http://www.nyserda.ny.gov/Page-Sections/Commercial-and-Industrial/Sectors/Agriculture.aspx>) or call (518) 862-1090.

USDA-SARE Farmer Grant

- Purpose: Support on-farm research demonstrations, marketing innovations, value adding activities and other projects (capped at \$15,000; capital improvements limited to \$500 of total project cost; no match required).
- Information: For more information, visit www.nesare.org, email nesare@uvm.edu or call (802) 656-0471.

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Grant and Financial Opportunities

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Resources for Grant Writing

The Foundation Center offers a comprehensive proposal writing online short course for purchase at <http://foundationcenter.org/> (see Get Started).

Non-Profit Guides are free online grant-writing tools for non-profit organizations, charitable, educational, public organizations, and other community-minded groups, available at <http://www.npguides.org/>.

Crowdfunding

Crowdfunding platforms such as <http://www.kickstarter.com/>, <http://ioby.com/>, and <http://www.indiegogo.com/> offer unique opportunities for fundraising and receiving donations, usually via the Internet. Be sure to read Terms of Use and other guidelines before using a Crowdfunding platform.





Loans and Other Financing Options

The most appropriate source of money for a new farm enterprise is your own cash – no loans, no home equity, and no credit cards. Relying on loans substantially (or entirely) puts your farm dreams at too great a risk. It is worth the patience to build up your own farm start-up account.

Only once your products have a clear demand and you are not able to keep up with sales is it time to consider a loan or financing to allow more rapid expansion of the profitable aspects of your farm. If you reach the stage where you're ready for a loan, you will need to present potential investors or lenders with a solid business plan that exhibits a realistic strategy for paying it off (see Factsheet #32, Business Planning).

Commercial Banks

Most banks have a commercial lending department to handle business loans, but few banks have an agricultural lending department prepared to work with agricultural business. Check with your bank to see if they write agricultural loans. A partial list of New York banks with known agricultural lending departments includes:

- Farm Credit (multiple branch locations)
www.farmcrediteast.com
- M&T Bank (multiple branch locations)
(800) 724-2440, <https://www.mtb.com/personal/Pages/Index.aspx>
- NBT Bank, P.O. Box 351, Norwich, NY 13815
(800) 628-2265, <http://www.nbtbank.com/home.html>
- Community Bank, NA, Corporate Offices, 5790 Widewaters Parkway, DeWitt, NY 13214
(800) 388-4679, <http://www.communitybankna.com/>
- Bank of the Finger Lakes, 389 Hamilton Street, Geneva, NY 14456
(315) 789-1500, <http://www.bankofthefingerlakes.com/>

Micro-Enterprise Loan Funds or Revolving Loans Funds

Some county governments have micro-enterprise loan funds with attractive interest rates and repayment terms that can be used to finance urban farm operations. Organizations and banks handling microfinancing in New York include:

- Capital District Community Loan Fund, 255 Orange Street #103, Albany, NY 12210
(518) 436-8586, <http://mycommunityloanfund.org/>
- Alternatives Federal Credit Union, 125 North Fulton Street, Ithaca, NY 14850
(607) 273-3582 ext. 816, <http://alternatives.org/>
- Cooperative Federal Credit Union (Eastside), 723 Westcott Street, Syracuse, NY 13210
(315) 473-0270, <http://www.cooperativefederal.org/>

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Micro-Enterprise Loan Funds or Revolving Loans Funds (cont'd)

- Cooperative Federal Credit Union (Southwest), 401 South Avenue, Syracuse, NY 13204, (315) 473-0260, <http://www.cooperativefederal.org/>
- Cooperative Federal Credit Union (Northside), 800 N. Salina Street, Syracuse, NY 13208, (315) 473-0280, <http://www.cooperativefederal.org/>
- PathStone, 400 East Avenue, Rochester, NY 14607 (585) 340-3300, <http://www.pathstone.org/>
- Allegany County Development Services, Inc. (ACDSI), 84 Schuyler Street, P.O. Box 117, Belmont, NY 14813 (585) 268-7605, <http://www.alleganybusinesscenter.com/>
- CDCLI Funding Corporation, Inc., 2100 Middle Country Road Suite 300, Centereach, NY 11720 (631) 471-1215 ext. 149, <http://www.cdcli.org/>
- ACCION New York, 115 East 23rd Street, 7th Floor, New York, NY 10010 (718) 599-5170, <http://www.accionnewyork.org/>

The Farm Service Agency (FSA) also now provides microloans through the Beginning Farmer and Rancher Program. These are direct farm operating loans up to \$35,000 with a shortened application process and reduced paperwork and are designed to meet the needs of smaller, non-traditional, and niche-type operations – such as urban farms. For more information, visit the FSA website at <http://www.fsa.usda.gov/> or call (315) 477-6300. To link directly to the New York State FSA website, visit <http://www.fsa.usda.gov/FSA/stateoffapp?mystate=ny&area=home&subject=landing&topic=landing>.

Investors

With the concept of “Slow Money” (www.slowmoney.org) gaining popularity, investor circles nationwide are forming to fund local food systems. Depending on your location and farm plans, you may be able to attract investors to fund start-up or expansion of your farm. You will need to check in with legal and tax advisors about the implications for your farm, and you will also need to crunch the numbers and write a business plan to determine whether this is a strategy that can work for you. Search online for “slow money”, “local investing opportunity networks” and “small farm angel investors” to learn more about the possibilities for your farm.

Residential Finance or Using Your Own Equity

While many banks are unwilling to lend money to an individual to purchase a herd of goats, for example, almost all banks offer home equity loans and/or other personal loans that you could use for your agricultural business. Home equity and personal loans may carry higher interest rates than business or farm loans available through the above sources. Be sure to check rates and terms. Never finance a business using credit cards as interest rates are enormous and, if payments are not made, can quickly spiral out of control.





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Urban Farming Books

- *The Essential Urban Farmer* by Novella Carpenter and Willow Rosenthal, Penguin Books, 2011
- *Breaking through Concrete: Building an Urban Farm Revival* by David Hanson and Edwin Marty, University of California Press, 2012
- *Urban Farming: Sustainable City Living in Your Backyard, in Your Community, and in the World* by Thomas J. Fox, BowTie Press, 2011
- *How to Grow More Vegetables than You Ever Thought Possible on Less Land than You Can Imagine* by John Jeavons, Ten Speed Press, 2002
- *Toolbox for Sustainable Living: A Do-It-Ourselfes Guide* by Scott Kellogg and Stacy Pettigrew, South End Press, 2008
- *MetroFarm: The Guide to Growing for Big Profit on a Small Parcel of Land* by Michael Olson, TS Books, 1994
- *Urban Farm Handbook: City Slicker Resources for Growing, Raising, Sourcing, Trading, and Preparing What You Eat* by Annette Cottrell and Joshua McNichols, Mountaineer Books, 2011
- *Your Farm in the City: An Urban Dweller's Guide to Growing Food and Raising Animals* by Lisa Taylor and the Gardeners of Seattle Tilth, Black Dog & Leventhal Publishers, 2011
- *Sustainable Market Farming: Intensive Vegetable Production on a Few Acres* by Pam Dawling, New Society Publishers, 2013

Organizational Publications and Resources

- "Start a Farm in the City" by Ref Dufour, ATTRA: The National Sustainable Agriculture Information Service, 2009, available for purchase at <https://attra.ncat.org/publication.html>
- Just Food's City Farms Toolkit available for purchase at <http://justfood.org/marketplace/tools>
- Just Food's Online Resource Center, with English and Spanish-language resources, at <http://justfood.org/farmer-outreach/online-resource-center> and <http://justfood.org/farmer-outreach/spanish-language-resources>
- GreenThumb Gardener's Handbook, available for download at www.greenthumbnyc.org/pdf/gardeners_handbook.pdf
- Syracuse Grows online urban farming resource directory at <http://syracusegrows.org/>
- GrowNYC gardening tipsheets at <http://www.grownyc.org/openspace/publications>
- The Urban Agricultural Legal Resource Library (<http://www.urbanaglaw.org/>), a project of the Sustainable Economies Law Center in Oakland, California
- Brooklyn Botanic Garden Handbook Series, available for purchase at <http://www.bbg.org/gardening/handbook>

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Governmental Resources

- United States Environmental Protection Agency (EPA) “Urban Agriculture & Improving Local, Sustainable Food Systems” website at <http://epa.gov/brownfields/urbanag/>
- ATTRA: The National Sustainable Agriculture Information Service’s urban agriculture website at https://attra.ncat.org/attra-pub/local_food/urban_ag.html
- USDA Urban Agriculture: An Abbreviated List of References and Resource Guide (2000) at http://afsic.nal.usda.gov/afsic/AFSIC_pubs/urbanag.htm

Websites

- City Farmer (<http://www.cityfarmer.org/>) and City Farmer News (<http://www.cityfarmer.info/>)
A website and news stream about various urban agriculture topics worldwide.
- Urban Farm Online: Sustainable City Living (<http://www.urbanfarmonline.com/>)
- Resource Centers on Urban Agriculture and Food Security (<http://ruaf.org/>)

Urban Farming Meet-Up Groups

All meet-up groups can be found by searching <http://www.meetup.com/>.

- City Farming NYC
- Brooklyn Farmers/Gardeners
- Genesee Valley/Rochester Permaculture
- Brooklyn Permaculture
- Rondout Valley Permaculture

Meetup is a network of local groups, organized by individuals at no cost via the Meetup website above.

Urban Farming Training Programs

- Just Food Farm School NYC in New York City (<http://www.justfood.org/farmschoolnyc>)
Two-year certificate program and individual advanced courses on a variety of subjects.
- The Radix Ecological Sustainability Center Regenerative Urban Sustainability Training (RUST) in Albany (<http://radixcenter.org/>)
Weekend-long intensive workshop comprised of lectures and hands-on demonstrations on various urban farming subjects.

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Urban Farm Apprenticeships and Internships

- Bk Farmyards (<http://bkfarmyards.com/>)
Adult Urban Farmer Training, Backyard Farms Training, and Chicken Apprenticeship
- EcoStation: NY (<http://ecostationny.org/>)
Adult Apprenticeship Program at Bushwick Campus Farm
- Eagle Street Rooftop Farm (<http://rooftopfarms.org/>)
On-site apprenticeships and internships

Organizational Workshops, Classes, and Events

Several urban farming or related organizations offer workshops, classes, and events to help educate and support urban farmers. See the Appendix for more information and for organization contact information, or check individual organization websites and event calendars.

For a listing of Cornell Cooperative Extension offices across New York State, visit http://www.cce.cornell.edu/learnAbout/Pages/Local_Offices.aspx.





Appendix

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Urban Farming and Related Organizations/Programs in NYC

Organization	Services and Resources	Contact Information
GrowNYC http://www.grownyc.org/	Greenmarkets, Wholesale Greenmarket, Grow Truck Tool Loan Program, Rainwater Harvest Plan, Gardening Factsheets	51 Chambers Street, Room 228 New York, NY 10007 (212) 788-7900
Just Food http://www.justfood.org/	CSA in NYC Program and toolkit, City Farms Program and toolkit, Food Justice Program, Farm School NYC, City Chicken Guide, Urban Farming Tipsheets, Workshops	1155 Avenue of the Americas Third Floor New York, NY 10036 (212) 645-9880 ext. 221 info@justfood.org
GreenThumb http://www.greenthumbnyc.org/ (Program of the NYC Parks Dept.)	Gardener's Handbook, Structures Guidebook, Events and Workshops	49 Chambers Street, Room 1020 New York, NY 10007 (212) 788-8070 greenthumbinfo@parks.nyc.gov
Open Accessible Space Information System (OASIS) http://www.oasisnyc.net/	Land Use Maps	The Graduate Center/CUNY 365 Fifth Avenue, Room 6202 New York, NY 10016 (212) 817-2033 oasisnyc@gc.cuny.edu
NYC Beekeeper's Association http://nyc-bees.org/	Beekeeping Workshops, Best Practices Guide, Government Forms and Information	157 Broome Street, #3E New York, NY 10002 info@nyc-bees.org
Green Guerillas http://www.greenguerillas.org/	Plant Giveaways, Community Organizing, Youth Tillers Program, High School for Public Service Youth Farm & Market, Brooklyn Community Garden Fund	232 E 11th Street New York, NY 10003 info@nycgreen.org (212) 594-2155
New York City Community Garden Coalition http://nyccgc.org/	Monthly Meetings, Summer Garden and Urban Farm Tours, Annual Gardeners' Forum, Advocacy	323 East 11th Street New York, NY 10003 (347) 699-6099 Email via website

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Urban Farming and Related Organizations/Programs in NYC (cont'd)

Organization	Services and Resources	Contact Information
NYC Compost Project http://www.nyc.gov/html/nycwasteless/html/compost/composting_nyc.shtml	Compost Demonstrations, Workshops, Tip Sheets, Technical Assistance, Training, Compost Bins, Signage to Community-Based Composting Sites, Master Composter Certificate Course	Find contact information for individual site hosts at http://www.nyc.gov/html/nycwasteless/html/compost/compostproj_sites.shtml
DSNY Bureau of Waste Prevention, Reuse and Recycling http://www.nyc.gov/html/nycwasteless/html/home/home.shtml	Compost, Mulch, Service Requests	Contact via website
EcoStation: NY http://www.ecostationny.org/	Bushwick Campus Farm and Greenhouse, Apprenticeships, Food and Social Justice Workshops, Farmers Market	130 Palmetto Street, Suite 350 Brooklyn, NY 11221 (646) 393-9305 Sean@EcoStationNY.org
Brooklyn Botanical Garden http://www.bbg.org/	Urban Gardening Toolkit, Events and Workshops, Certificate Programs, NYC Compost Project Host	1000 Washington Avenue Brooklyn, NY 11225 (718) 623-7200 feedback@bbg.org
Boswyck Farms http://www.boswyckfarms.org/	Hydroponics Workshops and Training, Hydroponics Consulting and Installation Services	1609 Dekalb Avenue, Apt. 1D Brooklyn, NY 11237 (617) 666-8486 info@boswyckfarms.org
Eagle Street Rooftop Farm http://rooftopfarms.org/	Farmers Market, Workshops, Apprenticeships, Public Programming	44 Eagle Street Greenpoint, Brooklyn Contact via website
Added Value http://www.added-value.org/	Community Farm, Farmers Market, CSA, Composting Initiatives, Youth and Farm-Based Learning Initiatives	370 Van Brunt Street Brooklyn, NY 11231 (718) 855-5531
Brooklyn Grange http://www.brooklyngrangefarm.com/	Farmers Market, Workshops, Rooftop Gardening Consulting Services	(347) 670-3660 info@brooklyngrangefarm.com

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Guide to Urban Farming in New York State

Urban Farming and Related Organizations/Programs in NYC (cont'd)

Organization	Services and Resources	Contact Information
New York Botanical Garden http://www.nybg.org/ and http://www.nybg.org/edible-academy	Greenmarket, Workshops, Bronx Green-Up Program, NYC Compost Project Host	2900 Southern Boulevard Bronx, NY 10458 (718) 817-8700 bronxgreenup@nybg.org
Farming Concrete http://farmingconcrete.org/	Interactive Garden and Harvest Map of NYC, Record Keeping Materials and Training	(347) 746-8314 gardens@farmingconcrete.org
Earth Matter http://earthmatter.org/	Compost Projects and Learning Centers, Consultations, Workshops, and Networking	Contact via website
Queens Botanical Garden http://www.queensbotanical.org/	Demonstration Gardens, Farmers Market, NYC Compost Project Host	43-50 Main Street Flushing (Queens), NY 11355 (718) 463-0263
The Snug Harbor Cultural Center and Botanical Garden http://www.snug-harbor.org/	Heritage Historical Farm and Demonstration Site, NYC Compost Project Host	1000 Richmond Terrace Building P, Second Floor Staten Island, NY 10301 (718) 448-2500 info@snug-harbor.org
Queens Country Farm Museum http://www.queensfarm.org/	Adult and Children's Educational Programs	73-50 Little Neck Pathway Floral Park, NY 11004 (718) 347-3276 info@queensfarm.org
BK Farmyards http://bkfarmyards.com/	Training Programs and Apprenticeships, Chicken Farm and Apprenticeship, Honey Farm, Workshops, Consulting Services	Contact via website
596 Acres http://596acres.org/	Land Use Maps, Advocacy Services, Land Access/Tenure Resources, Consulting Services	Contact via website
Get Dirty NYC! http://www.getdirtynyc.com/	Volunteer Matching	gigi@getdirtynyc.org stephanie@getdirtynyc.org

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Guide to Urban Farming in New York State

Urban Farming and Related Organizations/Programs in Buffalo, NY

Organization	Services and Resources	Contact Information
Urban Roots Community Garden Center http://www.urbanroots.org/	Affordable Garden Supplies, Events and Workshops	428 Rhode Island Street Buffalo, NY 14213 (716) 362-8982 info@urbanroots.org
Grassroots Gardens of Buffalo http://www.grassrootsgardens.org/	Workshops	2495 Main Street, Suite 408 Buffalo, NY 14214 (716) 783-9653
Massachusetts Avenue Project http://mass-ave.org/	Youth Development and Education, Growing Green Urban Farm, Training and Workshops	271 Grant Street Buffalo, NY 14213 (716) 882-5327
GrowWNY http://growwny.org/	Urban Revitalization Projects, Topical Working Groups	Larkin Exchange 726 Exchange Street, Suite 525 Buffalo, NY 14210 (716) 852-2857 info@growwny.org

Urban Farming and Related Organizations/Programs in Rochester, NY

Organization	Services and Resources	Contact Information
NOFA-NY https://www.nofany.org/	Organic Certification and Resources, CSA Fairs and Factsheets, Events, Workshops, Conferences	249 Highland Avenue Rochester, NY 14620 (585) 271-1979 info@nofany.org
Rochester Roots, Inc. http://www.rochesterroots.org/	School-Community Garden Project, Resource Center and Lending Library	121 North Fitzhugh Street Rochester, NY 14614 (585) 232-1463

Urban Farming and Related Organizations/Programs in Ithaca, NY

Organization	Services and Resources	Contact Information
Groundswell Center for Local Food & Farming http://www.groundswellcenter.org/	Farm Enterprise Incubator (In Progress), Farmer Training, Sustainable Farming Certificate Program, Farm Business Planning Course	P.O. Box 6679 Ithaca, NY 14851 (607) 319-5095 info@groundswellcenter.org

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Guide to Urban Farming in New York State

Urban Farming and Related Organizations/Programs in Ithaca, NY (cont'd)

Organization	Services and Resources	Contact Information
Ithaca Community Gardens (Project Growing Hope) http://ithacacommunitygardens.org/	Events, Educational Programming, Web Resources List	P.O. Box 606 Ithaca, NY 14851 (607) 216-8770
Gardens 4 Humanity (Tompkins County) http://ccetompkins.org/	Neighborhood Gardening Services, Educational and Leader Training, Teen Programming, After School Programs, Affordable and Free Food Plants	Cornell Cooperative Extension Tompkins County 615 Willow Avenue Ithaca, NY 14850 (607) 272-2292 tompkins@cornell.edu

Urban Farming and Related Organizations/Programs in Other Cities

Organization	Services and Resources	Contact Information
Capital District Community Gardens http://www.cdcg.org/	Urban Grow Center (In Progress), Produce Project, Workshops, Gardening Factsheets	40 River Street Troy, NY 12180 (518) 274-8685 info@cdcg.org
Syracuse Grows http://syracusegrows.org/	Online Resource Directory, Workshops	144 Eggers Hall Syracuse, NY 13244 (315) 443-4890 syracusegrows@gmail.com
Volunteers Improving Neighborhood Environments (VINES) http://vinesgardens.org/	Binghamton Urban Farm Program, Farm Open Houses and Workdays, Summer Youth Employment Program	P.O. Box 3104 Binghamton, NY 13902 (607) 205-8108 vinesvolunteers@gmail.com
Radix Ecological Sustainability Center http://radixcenter.org/	Regenerative Urban Sustainability Training (RUST), Program, <i>Toolbox for Sustainable City Living</i>	Albany, NY skotty@radicalsustainability.org



