Getting Started in Michigan Agritourism Checklist

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Used and adapted with permission from Iowa State University Extension and Outreach

Legal Considerations

		Yes	No	N/A
Zoning	Township zoning bylaws on the allowed uses of land have been reviewed, and proper permits have been obtained. Contact your local planning department to learn about state zoning codes that address things such as buildings, new construction, and signage.			
Zoning, cont.	Use: (https://michigantownships.org/find-a-township/) OR https://www.michigan.gov/egle/about/organization/materials-management/energy/communities/mi-zoning-database			
Insurance	Regular meetings are held with the insurance agent to ensure the correct type and amount of insurance coverage for all on-farm activities offered.			
Accountants and Lawyers	Met with accountant and lawyer to determine the best legal business structure for the farm, licensing needed, employee regulations, wage and labor rules, succession planning, etc. --Michigan Wage and Hour Information: https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour --Michigan Youth Employment Website: (https://www.michigan.gov/leo/initiatives/youth-employment)			
Records	Records of all farm documents are kept, including (but not limited to) inspections, safety protocols (https://www.michigan.gov/leo/bureaus-agencies/miosha), emergency plans,(https://www.michigan.gov/-/media/Project/Websites/msp/EMHSD/Publications/MEMP.pdf?rev=f4e35a72603d4f11af5e6f1451c2971f),			

Records, cont.	training, employee performance and hiring records, https://www.michigan.gov/-/media/Project/Websites/leo/Documents/WAGE-HOUR/WHD-99xx-Information-Sheets/WHD-9902-recordkeeping/WHD9902_info_sheet_Record_Keeping_english.pdf?rev=375e49af9de14acabb7182cce37a9779), and accident and incident reports. (https://forms.leo.state.mi.us/miosha-incident-report/).			
Records, cont.	Payroll (https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/payment-of-wages-and-fringe-benefits-act-public-act-390-of-1978/payroll-records-requirement-for-employershttps://www.michigan.gov/-/media/Project/Websites/leo/Documents/WAGE-HOUR/WHD-99xx-Information-Sheets/WHD-9902-recordkeeping/WHD9902_info_sheet_Record_Keeping_english.pdf?rev=375e49af9de14acabb7182cce37a9779), AND (https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/payment-of-wages-and-fringe-benefits-act-public-act-390-of-1978/payroll-records-requirement-for-employers			
Hazards	Signs are posted to warn visitors of hazards, such as ponds, other water sources, drop-offs, etc.			
Signage and Fencing	Areas and buildings that are off-limits to guests are clearly marked.			
Walkways and Paths	Walkways and paths are maintained and kept free from dips and holes. Signage is used to direct visitors where to and not to walk.			

Food Regulations

		Yes	No	N/A
Food business licensing	Rules, regulations, certifications, and licensing needed to sell products on-farm have been researched and followed. Information can be obtained by contacting the Michigan Department of Agriculture and Rural Development Food Establishment Licensing Information https://www.michigan.gov/mdard/licensing/food/foodest			
Labeling	Labeling requirements for the food products being sold have been researched and followed. Information can be obtained by contacting the Michigan Department of Agriculture and Rural Development Food Establishment Licensing Information https://www.michigan.gov/mdard/licensing/food/foodest			
Food safety	Proper protocols are in place to ensure food is safely grown, managed, harvested, stored, and sold. Information can be obtained by visiting the Michigan Department of Agriculture and Rural Development Food Safety website: https://www.michigan.gov/mdard/food-dairy/food-safety			
Handwashing	Employees are required to wash hands as recommended by food safety laws and other guidelines.			
Gloves	Plastic gloves are worn when dealing with food.			
Animals	Domestic animals are not allowed in areas where produce is grown, and management strategies are put in place to manage wild animals.			

Visitor Accommodations

		Yes	No	N/A
Parking	There is an adequate amount of visitor parking. Entrances and exits are clearly marked. The parking area is managed, smooth and free of holes and dips.			
Restrooms	A restroom is located on-site for visitors. Restrooms are inspected and cleaned regularly. The number of restrooms and M/F ratio is appropriate for number of guests on farm.			
Handwashing	Handwashing stations (running water, soap and paper towels) are available and easy to access for visitors.			
Shade	There are areas of shade available for guests to get out of the heat and sun. Water is available for guests.			
Seating	There are areas where individuals can sit down and rest on the premises.			
Safety and Accessibility	Accessibility has been evaluated for guest comfort and ADA considerations and put into place.			
Lighting	There is adequate lighting if events are held in buildings or in the evening.			

Farm Emergency Preparedness

		Yes	No	N/A
Emergency Plan	Plans are written out and shared with employees in the chance of having an emergency on the farm (accident, fire, flood, etc).			
Loss of Power	Employees have access to flashlights, backup power and POS systems during loss of power. Working conditions of systems are checked periodically.			
Weather	Plans are written out and shared with employees in the chance of severe weather occurring while visitors are on-site.			

Contact	Systems are in place to contact employees and visitors in case of an emergency or forecasted possibility of severe weather.			

Biosecurity

		Yes	No	N/A
Signage	Signs are used to educate, inform, and warn visitors of animals and the rules and risks associated with them.			
Animal areas	Animal areas are clearly marked with entrances and exits and a transition area between non-animal areas.			
Handwashing	Handwashing stations are utilized. Signs are visible to remind visitors to wash their hands.			
Animal Health	Sick animals are removed from the herd and kept in an isolated pen.			
Protective Measures	Shoe covers and hand sanitizer are provided for guests before entering animal barns.			

Pesticide Safety

		Yes	No	N/A
Storage	All pesticides are stored in a safe and locked area, out of sight and reach of visitors.			
PPE	Employees wear the proper PPE equipment when dealing with pesticides.			
Application	Proper protocols for timing, rates, and handling are applied per pesticide labels.			
Spraying	Visitors are not allowed in recently sprayed areas. Staff are notified as to what areas are off limits for visitors and for how long.			

Public Play Area Safety

		Yes	No	N/A
Standards	Play equipment is built to proper standards to ensure safe play areas for children.			
Boundaries	Play areas have designated boundaries.			

Safety	Play area is located away from attractive nuisances, vehicle traffic, and other potential hazards.			
Inspection	Play areas are inspected regularly to ensure safety; free from sharp edges, nails, rust, hot surfaces, etc.			

Employee Management

		Yes	No	N/A
Employee Training	Employees are trained in all aspects of the operation appropriate to their work duties.			
Standard Operating Procedures	Written documentation accompanies each major job duty, feature or area of the farm so guest experiences remain consistent.			
First Aid	Employees are trained in basic first aid and emergency protocol including incident reports.			
Observations	Employees serve as the “eyes and ears” of the organization and quickly report unusual activity to management.			
Work Shifts	Employees working shifts are supervised, provided with breaks and rest times, and number of hours tracked. Follow labor rules for youth workers.			

Marketing Practices

		Yes	No	N/A
Business Information	Hours are clearly listed. Hours get updated during holidays and dates when closed are marked on websites, social media, building signage, etc.			
Google	Correct address is listed on Google and business information listed is up-to-date.			
Communi-cation	Customers can contact your business through email, phone, or social media. The business phone is being answered, voicemails returned, and emails responded to in a timely manner.			

Outreach	Reach out to customers on a regular basis through online source(s): website, social media, newsletters, etc.			