



Winter 2020

# CSA PICK UP GUIDE

- 1. Practice good hygiene and social distancing – one person at a pickup site at a time**
  - a. Do not pick up your share if you are sick or have been in contact with anyone who is sick.
  - b. Please wash your hands before visiting your pickup site. If possible, bring your own pen.
  - c. Only touch the box that you're taking
- 2. Look for a piece of paper with gridlines (the sign in sheet). ONLY take the shares listed in the row with your name; check off your name.**
  - a. Never take a share that is not listed in the row with your name. If you believe the sign in sheet is incorrect, please call (717.656.3533 x 2) or email us [csa@lancasterfarmfresh.com](mailto:csa@lancasterfarmfresh.com)
- 3. Locate your items: shares are packed in boxes or in a cooler/cooler bag**
  - a. Always double check to make sure the share you're taking matches what is next to your name on the sign in sheet! All boxes are labeled!
  - b. Meat, chicken, and cheese shares will be bagged and labelled **with your name**
- 4. At this time, boxes will not be reused.**
  - a. If you have a vegetable share, bring home the entire box and reuse/recycle as you're able.
  - b. Please **DO NOT** take home a box with multiple shares (bread, GF bread, pantry etc)

**Questions? Comments? We're here to help!**

9:00am - 4:30pm M-F call 717.656.3533 x 2 or email [csa@lancasterfarmfresh.com](mailto:csa@lancasterfarmfresh.com)

## CSA Pick Up FAQs

### What should I do if one of the items/shares listed next to my name is not there?

**(Please DO NOT supplement it with something else!)** Contact your site host & CSA team immediately. We'll do our best to locate the item or include it in the following week's pickup.

### What should I do if someone else is picking up for me?

Please take a minute to explain the process to them and make sure they read all these instructions. We want to ensure everyone gets the items they paid for, **so please be very clear with friends/family about what to take.**

### What if I can't pick up my CSA share one week?

**If given at least 5 business days' notice, we can place your CSA share(s) on hold.** Due to our ordering schedule from vendors and farms, we're not responsible for accommodating holds or replacement shares if proper notice is not given.

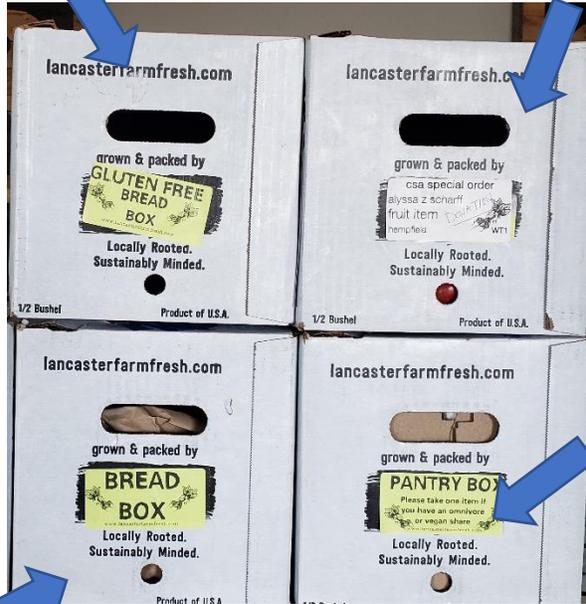
### I don't see an "omnivore box" / "vegan box" – what should I take for this share?

- Omnivore shares include 1 cheese item (cooler) + 1 meat item (cooler) + 1 pantry item (in pantry box). Make sure you do **not** pick up an entire meat or cheese share (which are bagged and labeled with customer's name)
- Vegan shares include 1 block of tofu (cooler) + 1 loaf of bread (in bread box) + 1 pantry item (in pantry box).

**PRODUCE SHARES**



**GF BREAD BOX**  
(1 loaf per GF share)



**SPECIAL STORE ORDERS**  
Labeled for customers

**PANTRY BOX**  
1 item for vegan share  
1 item for omni share

**BREAD BOX**  
(1 loaf per bread share)



**COOLER**

**OR**

**COOLER BAG**  
Inside labeled box



**VEGAN SHARE TOFU**

**CHEESE SHARE**  
(labeled with customer name)

**MEAT SHARE**  
(labeled with customer name)



**EGGS**

**Yogurt and Milk**  
\*pay attention to whole vs. low fat

**OMNIVORE SHARE CHEESE ITEM**

**OMNIVORE SHARE MEAT ITEM**

**OMNIVORE CHEESE**

**OMNIVORE MEAT**