

## Buy American Checklist

- Include Buy American language in:
  - Procurement solicitations,
  - Bid specifications,
  - Contracts, and
  - Procurement plan
  - Keep documentation (i.e. solicitations, specifications, contracts, procurement plan)
- Purchase and menu plan seasonally
  - Utilize USDA websites to confirm seasonality - <https://healthymeals.fns.usda.gov/features-month/whats-season> or <https://snaped.fns.usda.gov/seasonal-produce-guide>
  - Prioritize on buying local/in-season/domestically first
  - Do not purchase non-domestic every day (i.e. bananas)
  - Keep documentation (i.e. menus, food production records, vendor invoices)
- Utilize USDA foods, commodities, including DOD Fresh - <https://www.doe.in.gov/nutrition/food-distribution-program>
- Freeze products that are in-season for use outside the season
  - Monitor products year after year to see recurring issues or trends to be able to freeze, purchase early in the season, and menu plan accordingly
  - Keep documentation
- Update and utilize Standard Operating Procedures to train staff when receiving and/or storing
  - Have staff review boxes thoroughly
  - Report non-domestic products received to unit supervisor or Food Service Director
  - Food Service Director to follow up with vendor
  - Keep documentation (i.e. standard operating procedures, staff training on Buy American)
- Do not rely solely on one vendor's information if they cannot get a product that is in-season domestically
  - Buy another product
  - Reach out to other vendors and see if they can get that product
  - Keep documentation (i.e. e-mails, flyers, notes from phone conversations)
- Other: \_\_\_\_\_

### Tips

1. The Buy American Provision is for food only.
2. Just because a company is headquartered in the United States does not mean that all (or any) of its products comply with the Buy American requirements.
3. Remember that the definitions apply to the product and its processing. Read labels and other manufacturer's documents carefully to identify the country of origin. If you're unsure, reach out to a company representative and ask.
4. Be cautious of labeling that says "processed/packed" in the United States versus "grown/produced."
5. Be aware that such product labels as "USDA Approved" or "California-Style" does not automatically mean the items is "American-Grown".