



Starbucks Coffee Company

C.A.F.E. Practices *Version 3.4*

Field Notes for Smallholders – Version 1.2

Applicant Information

Application number (ID):

Entity name:

Entity code:

Contact person:

Gender: ☐ Male
☐ Female

Age of farm owner:

Address:

Email:

Telephone:

GPS Latitude:

____° ____' ____" (N) (S)

Note: If farm has multiple plots, enter GPS data on next page.

GPS Longitude:

____° ____' ____" (E) (W)

Entity supported the costs of the verification?

- ☐ Yes, paid directly for the cost
☐ Yes, paid indirectly for the cost (e.g., deductions from sales of coffee; logistical support)
☐ No

Verifier Information

Name of verification organization:

Inspector(s) for this inspection:

Date(s) of inspection:

Person responsible for reviewing the report:

Date(s) of previous verification(s) of this entity:

Inspected during harvest?

☐ Yes ☐ No

Farm Information

Producer Support Organization (PSO): _____

Farm consists of multiple plots? ☐ Yes ☐ No

If so, number of plots: _____

Name of Plot	Size (ha)	GPS (if inspected)		Inspected?
		° ' " (N) (S)	° ' " (E) (W)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		° ' " (N) (S)	° ' " (E) (W)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		° ' " (N) (S)	° ' " (E) (W)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		° ' " (N) (S)	° ' " (E) (W)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Total hectares (including all plots): _____

Total hectares of coffee production: _____

Conservation area hectares: _____

Number of water bodies: _____

Average distance between coffee trees (meters): _____

Average distance between rows (meters): _____

Total annual production volume (Kg) based on inspection:

2 years prior to most recent completed harvest

1 year prior to most recent completed harvest

Most recent completed harvest*

Crop year (e.g., 2013/2014)

☐ Not Available

☐ Not Available

*required field

Cherry: _____

Parchment: _____

Green: _____

Note: Annual production volume should represent the **actual** volume of the most recent completed harvest

If "Not Available" selected above, please include an explanation for why the information was missing (e.g., new entity, data unreliable etc.):

Flows:

Farm sells coffee: ☐ directly to mill/warehouse ☐ to collector(s) Name of collector (if applicable): _____

Farm sends coffee outside of C.A.F.E. Practices supply chain? ☐ Yes ☐ No

Note: Farm must send at least a portion of its coffee to an entity listed in the C.A.F.E. Practices application in order to be considered as part of the supply chain.

Name(s) of mill(s) or warehouse(s) where coffee is sent: _____

Number of kilograms (green coffee) sent to each entity: _____

Workers:

Entity uses labor intermediaries? ☐ Yes ☐ No

Type of intermediary (if applicable): ☐ External subcontracting agency ☐ Informal worker group leader/agent ☐ Other: _____

Worker Type	Total Number	Number of workers hired directly by entity	Number of workers contracted through labor intermediaries	Number of workers living onsite
Permanent workers:				
Temporary/seasonal workers:				

Number of children living on site: _____

Number of children of primary school age: _____ Number of children of secondary school age: _____

In the past 12 months, were there months in which the producer did not have enough food to meet their family's needs? ☐ Yes ☐ No

If yes, which were the months (in the past 12 months) that the producer did not have enough food to meet their family's needs?

☐ January ☐ April ☐ July ☐ October
☐ February ☐ May ☐ August ☐ November
☐ March ☐ June ☐ September ☐ December

Pest and Disease Information. Are any of the following present?

Rust?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rust incidence (<i>if present</i>):	<input type="checkbox"/> lower than 10% <input type="checkbox"/> higher than 10%
Coffee Berry Borer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CBB infestation (<i>if present</i>):	<input type="checkbox"/> lower than 2% <input type="checkbox"/> higher than 2%
Other?	<input type="checkbox"/> Yes <input type="checkbox"/> No	% of farm (<i>if present</i>):	_____

If other pest/disease, please specify: _____

Which coffee varieties are grown on the farm? Check all that apply:

<input type="checkbox"/> Blue Mountain	<input type="checkbox"/> Geisha	<input type="checkbox"/> Montecristo	<input type="checkbox"/> Tabi
<input type="checkbox"/> Bourbon	<input type="checkbox"/> Icatu	<input type="checkbox"/> N39	<input type="checkbox"/> Tekisisc
<input type="checkbox"/> Castillo	<input type="checkbox"/> Jackson	<input type="checkbox"/> Pacamara	<input type="checkbox"/> Typica
<input type="checkbox"/> Catimor	<input type="checkbox"/> Java	<input type="checkbox"/> Pacas	<input type="checkbox"/> Venecia
<input type="checkbox"/> Catuai	<input type="checkbox"/> Kent	<input type="checkbox"/> Pache Colis	<input type="checkbox"/> Villa Sarchi
<input type="checkbox"/> Catuai 44	<input type="checkbox"/> Lempira	<input type="checkbox"/> Ruiru 11	<input type="checkbox"/> Villalobos
<input type="checkbox"/> Caturra	<input type="checkbox"/> Maragogipe	<input type="checkbox"/> Sarchimor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Centroamerica	<input type="checkbox"/> Marsellesa	<input type="checkbox"/> SL28	
<input type="checkbox"/> Colombia	<input type="checkbox"/> Milenio	<input type="checkbox"/> SL34	
<input type="checkbox"/> Garnica	<input type="checkbox"/> Mondo Novo	<input type="checkbox"/> Sumatra	

What other certifications does the farm have? Check all that apply:

<input type="checkbox"/> 4C	<input type="checkbox"/> Fair Trade	<input type="checkbox"/> Rainforest Alliance
<input type="checkbox"/> AAA	<input type="checkbox"/> Organic	
<input type="checkbox"/> Other: _____		

Subject Area: Economic Accountability

Criterion EA-IS1: Demonstration of Financial Transparency		
Indicators	C/ NC/ NA	Evidence/Justification
EA-IS1.3 Entity keeps receipts or invoices for the coffee (cherry, parchment, green) it buys or sells.	C	<i>Document required</i>
	NC	
	NA	
EA-IS1.4 Presented documents indicate: date, names of buyer and seller, unit of measure (volume or weight), price per unit, quantity, type of coffee (cherry, parchment or green).	C	<div> Receipts for: <div> <input type="checkbox"/> coffee purchased <input type="checkbox"/> coffee sold </div> </div> <div> Documents include: <div> <input type="checkbox"/> dates <input type="checkbox"/> names of entities buying and selling <input type="checkbox"/> units of measure <input type="checkbox"/> price per unit <input type="checkbox"/> quantity of coffee <input type="checkbox"/> type of coffee <input type="checkbox"/> all of the above </div> </div> <div> Source of Evidence: <div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ </div> </div>
	NC	
	NA	

Subject Area: Social Responsibility

Criterion SR-HP1: Wages and Benefits		
Indicators	C/ NC/ NA	Evidence/Justification
SR-HP1.1 <u>ZERO TOLERANCE:</u> All permanent workers are paid the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C NC NA	<u>Low-High range of payments per hr/day/wk:</u> Lowest payment: _____ per _____ Highest payment: _____ per _____ <u>National wage/industry standard:</u> _____ per _____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
SR-HP1.10 <u>EXTRA POINT:</u> All permanent workers are paid MORE than the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid MORE than the local industry standard wage. If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C NC NA	
SR-HP1.2 <u>ZERO TOLERANCE:</u> All temporary and seasonal workers are paid the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C NC NA	

(See next page for related indicator)

<p>SR-HP1.11</p> <p>EXTRA POINT: All temporary and seasonal workers are paid MORE than the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid MORE than the local industry standard wage.</p> <p>If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.</p>	C	<p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____</p>
	NC	<p>Highest payment: _____ per _____</p> <p><u>Pay by Productivity?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Payment per activity: _____ per _____</p>
	NA	<p><u>National wage/industry standard:</u></p> <p>_____ per _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.3</p> <p>ZERO TOLERANCE: Wages are regularly to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</p>	C	
	NC	<p><u>Type of payment:</u> <input type="checkbox"/> cash <input type="checkbox"/> check</p> <p><input type="checkbox"/> other: _____</p> <p><u>Frequency of payment:</u></p> <p><input type="checkbox"/> daily <input type="checkbox"/> weekly</p> <p><input type="checkbox"/> biweekly <input type="checkbox"/> monthly</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NA	
<p>SR-HP1.7</p> <p>Employer pays for any national, legally required benefits (social security, vacation, disability) for permanent workers.</p>	C	
	NC	
	NA	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.8</p> <p>Employer pays for any national, legally required benefits (social security, vacation, disability) for temporary and seasonal workers.</p>	C	
	NC	
	NA	
<p>SR-HP1.9</p> <p>Overtime pay meets national requirements. If workers are paid by production, overtime wages meet the local/regional/national requirements. If overtime pay has not been established by law, overtime is calculated at 150% of regular pay. If workers are paid by production, wages meet the above requirements.</p>	C	<p>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Overtime wages</u> : _____ per _____</p> <p><u>National requirement</u>: _____ per _____</p> <p><u>Source of Evidence</u>: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP1.17</p> <p><u>ZERO TOLERANCE</u>: Labor intermediaries are only used where legally permissible. Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.</p>	C	<p><u>Source of Evidence</u>: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	

Criterion SR-HP3: Hours of Work		
Indicators	C/ NC/ NA	Evidence/Justification
SR-HP3.1 All workers do not work more regular hours (before overtime) per day or week than allowed by local law. If regular hours are not established, regular hours are considered as 8 hours per day, 48 hours per week.	C	
	NC	
	NA	
SR-HP3.3 All workers must not work more total hours (including overtime) in one day or week than allowed by local laws. If total hours have not been established by law, workers do not work more than 60 hours per week, except where a written agreement exists between workers and management.	C	<u>Regular hours per day/week/month/year:</u> ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers
	NC	<u>Total hours per day/week/month/year:</u> ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____
SR-HP3.2 All permanent workers must have, as a minimum, the equivalent of one continuous 24 hour period off in each 7 day period, or longer if required by law, whichever is greater.	C	# of days off per 7 day period: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____
	NC	
	NA	

SR-HP3.5 Hours worked on potentially hazardous activities (e.g., pesticide exposure, very heavy labor, etc.) are limited according to the law. If hours have not established by law, the activities are limited to six hours per day.	C	# of hours worked per day on potentially hazardous activities: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

**Criterion SR-HP4:
Child Labor/Non-Discrimination/Forced Labor**

Indicators	C/ NC/ NA	Evidence/Justification
SR-HP4.1 <u>ZERO TOLERANCE</u> : Employer does not directly or indirectly employ any persons who are under the age of 14 or the legal working age (ILO Conventions 10 and 138).	C	Age of youngest worker: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-HP4.2 <u>ZERO TOLERANCE</u> : Employment of authorized minors follows all legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education (ILO Convention 10).	C	Evidence of authorization: <input type="checkbox"/> note from parents/guardians <input type="checkbox"/> verbal agreement <input type="checkbox"/> other _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

SR-HP4.4 ZERO TOLERANCE: Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor (ILO Conventions 29, 97, 105 and 143). <i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i>	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
SR-HP4.6 ZERO TOLERANCE: Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

Criterion SR-WC1:
Access to Housing, Potable Water and Sanitary Facilities

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC1.1 Permanent and temporary/seasonal workers living onsite have habitable housing.	C	<input type="checkbox"/> adequate ventilation <input type="checkbox"/> impermeable roof <input type="checkbox"/> lighting Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

SR-WC1.2 Employer provides workers with convenient access to safe drinking water.	C	<input type="checkbox"/> water testing <input type="checkbox"/> water boiled <input type="checkbox"/> spring/well with concrete cap <input type="checkbox"/> other method of purification:____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
SR-WC1.4 Workers have convenient access to sanitary facilities that do not contaminate the local environment.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

**Criterion SR-WC2:
Access to Education**

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC2.1 <u>ZERO TOLERANCE:</u> Children of legal school age who live onsite or accompany family members who are working onsite attend school.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

**Criterion SR-WC4:
Worker Safety and Training**

Indicators	C/ NC/ NA	Evidence/Justification
<p>SR-WC4.1 Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost.</p> <ul style="list-style-type: none"> • For farms: respirators with filters, goggles, rubber boots, water-proof gloves, impermeable clothing • For dry mills: goggles, ear plugs, masks 	C	<p>PPE for farm includes:</p> <p><input type="checkbox"/> respirators with filters</p> <p><input type="checkbox"/> goggles</p> <p><input type="checkbox"/> rubber boots</p> <p><input type="checkbox"/> water-proof gloves</p> <p><input type="checkbox"/> impermeable clothing</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>SR-WC4.2 Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment.</p> <ul style="list-style-type: none"> • When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing (SR-WC4.1). • When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles. 	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>SR-WC4.9 Authorized minors (minors older than 14) and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery and/or heavy lifting.</p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

SR-WC4.10 Entrance is prohibited to areas where pesticides were applied 48 hours prior without protective equipment.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

<p align="center">Criterion SR-MS 1: Management Systems</p>
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Indicators	C/ NC/ NA	Evidence/Justification
SR-MS1.1 <u>ZERO TOLERANCE:</u> Entity provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated third party. Payroll records and time cards provided by management are true and accurate.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
SR-MS1.2 <u>ZERO TOLERANCE:</u> Money and/or gifts of any type are not offered to Starbucks or its designated third party	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

Subject Area: Environmental Leadership - Coffee Growing

Criterion CG-WR1: Water Body Protection		
Indicators	C/ NC/ NA	Evidence/Justification
CG-WR1.1 Buffer zones exist next to more than 50% of permanent water bodies ; buffers are at least 5 meters in width (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	C	# of buffer zones < 5 meters: ____ # of buffer zones ≥ 5 meters: ____ % of water bodies with adjacent buffer zones: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	
CG-WR1.2 Buffer zones exist next to all permanent water bodies ; buffers are at least 5 meters in width (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	C	
	NC	
	NA	
CG-WR1.3 Buffer zones exist next to more than 50% of seasonal and intermittent (temporary) water bodies ; buffers are at least 2 meters in width (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	C	# of buffer zones < 2 meters: ____ # of buffer zones ≥ 2 meters: ____ % of water bodies with adjacent buffer zones: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	
CG-WR1.4 Buffer zones exist next to all seasonal and intermittent (temporary) water bodies ; buffers are at least 2 meters in width (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	C	
	NC	
	NA	

CG-WR1.5 Farm has a plan to restore native vegetation within the buffer zones.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-WR1.6 More than 50% of permanent water body buffer zones are composed of native woody vegetation.	C	
	NC	
	NA	
CG-WR1.7 <u>EXTRA POINT:</u> All permanent water body buffer zones are composed of native woody vegetation.	C	% of permanent water body buffer zones composed of native woody vegetation:____ Source of Evidence: <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-WR1.9 No agrochemicals are applied within 5 meters of any permanent water body.	C	Distance of permanent water body from agrochemical application:____ meters Source of Evidence: <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

CG-WR1.11 Farm waste or garbage sites are located at least 100 meters from any water body.	C	Distance of water body from farm waste or garbage site:____meters <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

**Criterion CG-SR1:
Controlling Surface Erosion**

Indicators	C/ NC/ NA	Evidence/Justification
CG-SR1.1 Farm managers demonstrate knowledge of farm areas at risk to erosion and are able to communicate and/or identify on a map areas at high risk of erosion (considering such factors as slope, soil type, and concavity).	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-SR1.3 At least 50% of productive area with slopes of less than 20% is covered by shade trees and/or cover crops/vegetation.	C	
	NC	
	NA	
CG-SR1.4 All productive area with slopes of less than 20% is covered by shade trees and/or cover crops/vegetation.	C	% of productive area with slopes of less than 20% with shade trees and/or cover crops/vegetation:____ <u>Source of Evidence:</u> <input type="checkbox"/> Observation:____
	NC	
	NA	

<p>CG-SR1.5</p> <p>In addition to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on at least 50% of productive area with slopes between 20% and 30%.</p>	C	
	NC	
	NA	
<p>CG-SR1.6</p> <p>In addition to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on all productive area with slopes between 20% and 30%.</p>	C	
	NC	
	NA	
<p>CG-SR1.7</p> <p>In addition to the soil erosion prevention measures included in CG-SR1.3-1.6, physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs) are established on at least 50% of productive area with slopes over 30%.</p>	C	<p>% of productive area with slopes between 20% and 30% with contour lines and/or bench terraces:_____</p> <p>Contour lines and bench terraces established at intervals appropriate for site conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Observation:_____</p>
	NC	
	NA	
<p>CG-SR1.8</p> <p>In addition to the soil erosion prevention measures included in CG-SR1.3-1.6, physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs) are established on all productive area with slopes over 30%.</p>	C	
	NC	
	NA	
	C	
	NC	
	NA	

<p>CG-SR1.9</p> <p>Herbicides are not used to control ground vegetation or cover crops and are only used in spot applications for aggressive weeds.</p>	C	
	NC	
	NA	
<p>CG-SR1.11</p> <p>All roads or frequently used trails or footpaths are protected from erosion by proper drainage ditches and/or other control measures (including cover vegetation, etc.).</p>	C	<p>% of roads or frequently used trails or footpaths that are protected from erosion: _____</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>CG-SR1.12</p> <p><u>EXTRA POINT:</u> Areas in which the risk of landslides is very high (consider factors such as slope, soil, and including slopes greater than 60%) are not cultivated and are restored with native vegetation where possible.</p>	C	
	NC	
	NA	

**Criterion CG-SR2:
Maintaining Soil Productivity**

Indicators	C/ NC/ NA	Evidence/Justification
CG-SR2.1 At least 25% of the productive area is covered by a layer of organic matter (dead and decaying biomass - mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.	C	<div></div>
	NC	
	NA	
CG-SR2.2 At least 50% of the productive area is covered by a layer of organic matter (dead and decaying biomass - mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.	C	
	NC	
	NA	
CG-SR2.3 All of the productive area is covered by a layer of organic matter (dead and decaying biomass - mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.	C	
	NC	
	NA	
CG-SR2.4 Pruned branches, twigs, leaves and other live barrier materials are mulched and/or left as a soil amendment.	C	
	NC	
	NA	

% of productive area covered by organic matter layer and or/nitrogen-fixing cover crops: _____

Source of Evidence: _____

☐ Observation: _____

Source of Evidence: _____

☐ Observation: _____

CG-SR2.5 At least 25% of the productive area is planted with nitrogen-fixing, leguminous trees.	C	
	NC	
	NA	
CG-SR2.6 At least 50% of the productive area is planted with nitrogen-fixing, leguminous trees.	C	
	NC	
	NA	
CG-SR2.7 All of the productive area is planted with nitrogen-fixing, leguminous trees.	C	
	NC	
	NA	
% of area planted with nitrogen-fixing, leguminous trees: ____ Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Observation: ____		
Criterion CG-CB1: Maintaining a Coffee Shade Canopy		
Indicators	C/ NC/ NA	Evidence/Justification
CG-CB1.1 Native trees are removed only when they constitute a human hazard or when they significantly compete with coffee plants.	C	Source of Evidence: <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	

CG-CB1.4 At least 10% of the farm (including productive AND non-productive area) has canopy cover.	C	
	NC	
	NA	
CG-CB1.9 <u>EXTRA POINT:</u> At least 40% of the productive area of the farm has canopy cover.	C	% of farm with canopy cover:____ % of productive area with canopy cover:____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-CB1.5 Canopy cover in the productive area has a diversity of tree species.	C	# tree species in canopy cover:____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-CB1.6 Invasive species are not used for canopy cover in the productive area.	C	
	NC	
	NA	
CG-CB1.7 Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover in the productive area.	C	
	NC	
	NA	
CG-CB1.10 <u>EXTRA POINT:</u> At least 75% of the canopy cover in the productive area is comprised of locally native species and/or the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.	C	% of canopy cover comprised of native species:____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

CG-CB1.8 <u>EXTRA POINT:</u> Canopy cover in the productive area is kept at biologically significant levels (i.e., the level of canopy cover changes the farm's micro-climate, produces a noticeable leaf layer on the ground and creates an obvious habitat for a range of plant and animal species, etc.).	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-CB1.11 <u>EXTRA POINT:</u> Shade canopy in the productive area consists of at least 2 identifiable canopy layers.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-CB1.12 Cavity trees and standing and/or fallen dead trees are left in the field to naturally decay.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
Criterion CG-CB2: Protecting Wildlife		
Indicators	C/ NC/ NA	Evidence/Justification
CG-CB2.1 Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

**Criterion CG-CB3:
Conservation Areas**

Indicators	C/ NC/ NA	Evidence/Justification
CG-CB3.1 <u>ZERO TOLERANCE:</u> No conversion of natural forest to agricultural production since 2004.	C	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

**Criterion CG-EM1:
Ecological Pest and Disease Control**

Indicators	C/ NC/ NA	Evidence/Justification
CG-EM1.1 <u>ZERO TOLERANCE:</u> Farm does not use pesticides that are listed by the World Health Organization as Type 1A or 1B, or that are banned according to national, regional, or local laws.	C	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.3 Agrochemicals are stored in a locked place with controlled access and separate from food products and living and social areas.	C	(See next page for related indicator)
	NC	
	NA	

CG-EM1.4 Agrochemical storage site has adequate ventilation.	C	<u>Agrochemical storage:</u> <input type="checkbox"/> locked place <input type="checkbox"/> controlled access <input type="checkbox"/> separate from food and living areas <input type="checkbox"/> adequately ventilated site <input type="checkbox"/> safeguards to control spills <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.11 Farm takes physical action to control sources of infestation.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.12 Pesticides (not including herbicides) are applied only on a spot-application basis, depending on the type and severity of infestation.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

CG-EM1.13 Pesticides (not including herbicides) are only applied as a last resort (after cultural and physical controls have failed).	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: _____</div> <div><input type="checkbox"/> Interview: _____</div> <div><input type="checkbox"/> Observation: _____</div>
	NC	
	NA	
CG-EM1.18 Empty chemical containers are rinsed and punctured, or as required by local regulations, and appropriately disposed of to prevent further use or injury.	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: _____</div> <div><input type="checkbox"/> Interview: _____</div> <div><input type="checkbox"/> Observation: _____</div>
	NC	
	NA	
<div>Criterion CG-EM3:</div> <div>Long Term Productivity</div>		
Indicators	C/ NC/ NA	Evidence/Justification
CG-EM3.1 The farm implements a coffee pruning program to promote new tissue generation (intended to contribute to increased productivity and coffee quality).	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: _____</div> <div><input type="checkbox"/> Interview: _____</div> <div><input type="checkbox"/> Observation: _____</div>
	NC	
	NA	

Subject Area: Environmental Leadership - Coffee Processing (Wet)

Criterion CP-WC1: Minimizing Water Consumption		
Indicators	C/ NC/ NA	Evidence/Justification
CP-WC1.1 The total volume of water used for pulping, washing, and sorting for coffee processing operations is tracked and recorded, documenting the annual total water used and volume per Kg of coffee cherry processed . <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	C	<i>Document required</i> <u>Records include:</u> <input type="checkbox"/> annual total quantity of water used <input type="checkbox"/> annual volume per kg of coffee cherry processed <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
CP-WC1.4 The amount of water used (liters of water per Kg green coffee) shows a decrease over time (until the ratio in CP-WC1.5 is achieved). <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CP-WC1.5 The ratio between water (used for pulping and washing) and coffee cherry is no more than 1:1 ratio (volume of water to volume of cherry).	C	Ratio of coffee cherry and water: _____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p align="center">Criterion CP-WC2: Reducing Wastewater Impacts</p>

Indicators	C/ NC/ NA	Evidence/Justification
CP-WC2.1 Wastewater from pulping and washing is managed in a way that does not contaminate the environment, including water bodies.	C	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CP-WC2.3 If wastewater is discharged into a water body or a drainage system, the following wastewater tests are conducted at all exit points (and meet established environmental regulatory norms) and are recorded on a monthly basis during operations. In the absence of environmental regulatory norms, the following parameters must be met: <ul style="list-style-type: none"> • Biological oxygen demand (1000 mg/L or ppm) • Chemical oxygen demand (1500 mg/L or ppm) • pH (5.0-9.0) <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	C	<div>Document required</div> <div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p>Criterion CP-WM1: Waste Management</p>

Indicators	C/ NC/ NA	Evidence/Justification
CP-WM1.1 Processing wastes are managed in such a way as to not contaminate the local environment.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

CP-WM1.2 Skin, pulp, mucilage, and unacceptable cherries are composted or processed by worms.	C	Source of Evidence: <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CP-WM1.3 Organic processing byproducts are used as soil amendments by the farm or, in the case of an independent processor, distributed to local farmers.	C	Organic byproducts are: <input type="checkbox"/> used as soil amendments by the farm <input type="checkbox"/> distributed to local farmers Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
Criterion CP-EC1: Energy Conservation		
Indicators	C/ NC/ NA	Evidence/Justification
CP-EC1.2 At least 25% of parchment coffee is patio (sun) dried or dried in other energy efficient ways (e.g., greenhouses, raised beds, radiant solar drying systems).	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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Worker Interviews

Name:			Age:		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:			
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:		
Comments:					

Name:			Age:		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:			
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:		
Comments:					

Name:			Age:		
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:			
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:		
Comments:					

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

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Opening Meeting – Checklist

- ☐ Introduction
- ☐ Confidentiality statement
- ☐ Inspection plan
- ☐ Role of guides & observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Review farm map
- ☐ Early ZT Notification & ZT-CAP procedure
- ☐ Questions

Closing Meeting – Checklist

- ☐ Confidentiality statement
 - ☐ Cannot give recommendations
 - ☐ Initial findings explained
 - ☐ Volume review
 - ☐ Documents not available noted
 - ☐ Last opportunity to present additional evidence
 - ☐ ZT-NCs reported
 - ☐ Early ZT Notification & ZT-CAP procedure
 - ☐ Next steps & reporting
 - ☐ Questions
-
-
-
-
-
-
-
-
-
-

Please indicate whether PSO has provided one of the following to the producer to demonstrate supply chain membership and commitment to C.A.F.E. Practices program:

- ☐ Written contract
- ☐ Identification card
- ☐ Other: _____

Has PSO shared results of previous C.A.F.E. Practices verifications with the producer?

- ☐ Yes ☐ No ☐ Not Applicable

If yes, please explain how (e.g., training, meeting, etc.): _____

Has PSO worked with producer to track farm activities and improvements in C.A.F.E. Practices?

- ☐ Yes ☐ No

If so, please provide detail: _____

Please indicate whether the producer has received any of the following from the PSO:

- ☐ Erosion controls: _____
- ☐ Biological controls or traps for pest infestation: _____
- ☐ Shade trees and/or seedlings
- ☐ Coffee plants and/or seedlings
- ☐ Agrochemicals: _____
- ☐ Other: _____

PSO has supported the following analyses on the farm:

- ☐ Foliar
- ☐ Soil
- ☐ Other: _____

Please select all subjects for which the producer received trainings from the PSO within the last year:

- ☐ Legal practices, including: legal minimum wage, age verification, and access to education.
- ☐ Forced, bonded, indentured or involuntary convict labor or trafficked labor.
- ☐ Health and safety including use of personal protective equipment (PPE)
- ☐ Correct procedures, storage conditions, and appropriate application of agrochemicals.
- ☐ Shade management
- ☐ Wildlife diversity (animals and birds) and the prohibition of hunting
- ☐ Integrated pest control and disease management including correct pesticide container disposal
- ☐ Pruning, weeding and general agricultural practices
- ☐ Coffee processing and drying