



Starbucks Coffee Company

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

Field Notes for *Producer Support Organizations (PSO)* – Version 1.2

Applicant Information

Application number (ID):

Entity name:

Entity code:

Contact person:

Gender: ☐ Male
☐ Female

Address:

Email:

Telephone:

GPS Latitude:

____ ° ____ ' ____ " (N) (S)

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:

Subject Area: Producer Support

Criterion PS-MT1: Management and Tracking Systems		
Indicators	C/ NC/ NA	Evidence/Justification
PS-MT1.1 <u>ZERO TOLERANCE</u> : All supply chain entities have and implement a system to track the movement of C.A.F.E. Practices coffee from initial purchase through point of export.	C	<i>Document required</i>
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
PS-MT1.2 <u>ZERO TOLERANCE</u> : Organization has an annually updated list of producers participating in the C.A.F.E. Practices program.	C	<i>Document required</i>
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
PS-MT1.3 <u>ZERO TOLERANCE</u> : Each farm in the supply chain receives a receipt for coffee purchased.	C	<i>Document required</i>
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
PS-MT1.4 Participating farmers are given a written agreement or identification card when they commit to implementing C.A.F.E. Practices guidelines.	C	<i>Document required</i>
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____

PS-MT1.5 Producer Support Organization keeps C.A.F.E. Practices farm verification reports from previous verifications documenting status of compliance of each farm accompanied by a farm map and description.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
PS-MT1.6 Producer Support Organization actively shares and explains C.A.F.E. Practices verification results with at least 30% of participating farmers, including necessary improvements.	C	<i>Document required</i> % of producers in network with whom PSO has shared verification results: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

**Criterion PS-HP1:
Hiring Practices**

Indicators	C/ NC/ NA	Evidence/Justification
PS-HP1.1 Producer Support Organization has documented materials for training members in its network on legal hiring practices, including but not limited to: legal minimum wage, age verification, access to education, and related laws.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____
	NC	
	NA	
PS-HP1.2 Producer Support Organization has documented materials for training members in its network on: forced, bonded, indentured or involuntary convict labor or trafficked labor.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____
	NC	
	NA	

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

Indicators	C/ NC/ NA	Evidence/Justification
PS-SR1.1 Producer Support Organization has a detailed soil management plan that includes erosion reduction strategies.	C	<i>Document required for PS-SR1.1</i>
	NC	
	NA	
PS-SR1.2 Producer Support Organization has identified resources for erosion controls.	C	Soil management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Plan includes:</u> <input type="checkbox"/> soil erosion reduction strategies <input type="checkbox"/> resources have been identified for erosion control <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
PS-SR1.3 Producer Support Organization facilitates the distribution of erosion controls (grasses, shrubs, etc.) to more than 10% of producers in the network.	C	
	NC	
	NA	
PS-SR1.4 Producer Support Organization facilitates the distribution of erosion controls (grasses, shrubs, etc.) to more than 25% of producers in the network.	C	
	NC	
	NA	
PS-SR1.5 <u>EXTRA POINT:</u> Producer Support Organization facilitates the distribution of erosion controls (grasses, shrubs, etc.) to more than 50% of producers in the network.	C	
	NC	
	NA	

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

Indicators	C/ NC/ NA	Evidence/Justification
PS-SR2.1 Producer Support Organization's soil management plan includes the analysis of soil samples from representative farms in the network to identify nutrient deficiencies.	C	<i>Document required</i>
	NC	
	NA	
PS-SR2.2 Producer Support Organization's soil management plan includes a foliar analysis from representative farms in the network to identify nutrient deficiencies.	C	
	NC	
	NA	
PS-SR2.3 Producer Support Organization has developed and is implementing its soil and/or foliar analysis plan every two years.	C	<u>Soil management plan includes:</u> <input type="checkbox"/> soil analysis testing <input type="checkbox"/> foliar testing <input type="checkbox"/> implementation of strategy <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

**Criterion PS-CB1:
Maintaining Shade Canopy**

Indicators	C/ NC/ NA	Evidence/Justification
PS-CB1.1 Producer Support Organization has a shade management plan including: identified areas with gaps in the shade canopy and replacement of invasive exotic/non-native trees with native species.	C	<div>Document required</div> Shade management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan identifies: <input type="checkbox"/> areas with gaps in shade canopy <input type="checkbox"/> plans for replacing non-native species <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
PS-CB1.2 Producer Support Organization facilitates access to or distributes shade tree seeds or seedlings.	C	 <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
PS-CB1.3 <u>EXTRA POINT:</u> Producer Support Organization has developed a shade tree nursery and makes seedlings available to farmers.	C	 <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

**Criterion PS-CB2:
Protecting Wildlife**

Indicators	C/ NC/ NA	Evidence/Justification
PS-CB2.1 Producer Support Organization has a written list of wildlife species native to the region and identified which of those species are classified as vulnerable, endangered or critically endangered according to the IUCN red list (http://www.redlist.org , or local government resource) and shares it with the producers in the network.	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
PS-CB2.2 Producer Support Organization provides training to at least 30% of the farmers in the network on the value of wildlife diversity (animals and birds) and discourages hunting or trapping.	C	<i>Document required</i> % of producers trained: _____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

**Criterion PS-CB3:
Conservation Areas**

Indicators	C/ NC/ NA	Evidence/Justification
PS-CB3.1 Producer Support Organization has facilitated an assessment of and discussion with the farmer groups about areas of high conservation and ecological value (e.g., areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

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

Indicators	C/ NC/ NA	Evidence/Justification
PS-EM1.1 <u>ZERO TOLERANCE</u> : Producer Support Organization does not buy, distribute or apply pesticides prohibited under the World Health Organization Type 1A or 1B lists, 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	
PS-EM1.2 Producer Support Organization keeps records of all purchases, distribution or sales of pesticides, including: dates, product name, product formulation, active ingredients, quantity, purchase and sales prices.	C	<div>Document required</div>
	NC	<div>Pesticide records include:</div> <input type="checkbox"/> date <input type="checkbox"/> product name <input type="checkbox"/> product formulation <input type="checkbox"/> quantity <input type="checkbox"/> active ingredients <input type="checkbox"/> price
	NA	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
PS-EM1.3 If Producer Organization buys, distributes or applies agrochemicals , all agrochemicals are stored in a locked place with controlled access away from food products.	C	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

PS-EM1.4 Producer Support Organization trains and educates at least 30% of the farmers in the network on correct procedures, storage conditions, and appropriate application of agrochemicals.	C	Document required % of producers trained: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	
PS-EM1.5 Producer Support Organization trains at least 30% of the farmers in the network on correct use of Personal Protective Equipment, and facilitates access to, or purchase of, PPE.	C	Document required % of producers trained: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	
PS-EM1.6 If coffee pest (e.g., coffee berry borer) infestation exists, Producer Support Organization facilitates the distribution of biological control agents or traps for more than 10% of affected producers in network.	C	Document required
	NC	
	NA	
PS-EM1.7 If coffee pest (e.g., coffee berry borer) infestation exists, Producer Support Organization facilitates the distribution of biological control agents or traps for more than 25% of affected producers in network.	C	Document required
	NC	
	NA	
PS-EM1.8 EXTRA POINT: If coffee pest (e.g., coffee berry borer) infestation exists, the Producer Support Organization facilitates the distribution of biological control agents or traps for more than 50% of affected producers in network.	C	<u>Coffee pest</u> <input type="checkbox"/> coffee cherry borer <input type="checkbox"/> other: ____ % of producers in network receiving biological control agents: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	

**Criterion PS-EM2:
Management and Monitoring**

Indicators	C/ NC/ NA	Evidence/Justification
<p>PS-EM2.1 Producer Support Organization has developed a written farm management plan with supporting documents, including but not limited to:</p> <ul style="list-style-type: none"> • A description of the farm production systems and coffee productivity (coffee production per hectare, total annual coffee production) of the farmer network • Producer Support Organization's farmer training plan • Ecological pest and disease management measures • Soil quality improvement strategies • Producer Support Organization farmer resource sharing 	C	<i>Document required</i>
	NC	<p>Written management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Plan includes:</u></p> <p><input type="checkbox"/> description of farm production systems and productivity</p> <p><input type="checkbox"/> farmer training plan</p> <p><input type="checkbox"/> pest and disease management</p> <p><input type="checkbox"/> soil quality improvement strategies</p> <p><input type="checkbox"/> farmer resource sharing</p> <p><input type="checkbox"/> all of the above</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NA	
<p>PS-EM2.2 Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for more than 5% of the producers in its network.</p>	C	<i>Document required</i>
	NC	
	NA	<i>(See next page for related indicators)</i>

PS-EM2.3 Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for more than 15% of the producers in its network.	C	<i>Document required</i>
	NC	
	NA	
PS-EM2.4 <u>EXTRA POINT:</u> Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for more than 25% of the producers in its network.	C	Monitoring program to track farm activities and improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No % of producers for whom PSO implements monitoring program: _____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
PS-EM2.5 Producer Support Organization holds at least one annual planning meeting(s) to develop a written annual work plan which details which C.A.F.E. Practices activities are to be done in the coming year.	C	<i>Document required</i>
	NC	
	NA	
PS-EM2.6 Producer Support Organization has created a complete set of materials used for training network members on: health and safety including use of personal protective equipment (PPE); shade management; integrated pest control and disease management including correct pesticide container disposal; pruning, weeding and general agricultural practices; coffee processing and drying.	C	<i>Document required</i>
	NC	
	NA	

(See next page for related indicators)

PS-EM2.7 Producer support organization has trained more than 10% of producers in the network on topics covered in PS-EM2.6.	C	Documented training materials for producer network? <input type="checkbox"/> Yes <input type="checkbox"/> No Materials include: <input type="checkbox"/> health and safety <input type="checkbox"/> use of PPE <input type="checkbox"/> shade management <input type="checkbox"/> integrated pest control and disease management <input type="checkbox"/> pesticide container disposal <input type="checkbox"/> pruning <input type="checkbox"/> weeding and general agricultural practices <input type="checkbox"/> processing & drying <input type="checkbox"/> all of the above % of producers trained: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	
PS-EM2.8 Producer support organization has trained more than 25% of producers in the network on topics covered in PS-EM2.6.	C	
	NC	
	NA	
PS-EM2.9 Producer support organization has trained more than 50% of producers in the network on topics covered in PS-EM2.6.	C	
	NC	
	NA	

**Criterion PS-CC1:
Climate Change**

Indicators	C/ NC/ NA	Evidence/Justification
PS-CC1.1 Producer Support Organization keeps written records of climate change risks and impacts on coffee production (e.g., change in temperature, rainfall).	C	<i>Document required</i>
	NC	<u>Documentation includes:</u> <input type="checkbox"/> list of climate change risks <input type="checkbox"/> records of climate change impacts <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NA	

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Opening Meeting – Checklist

	Application	PSO
Introduction	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality statement	<input type="checkbox"/>	<input type="checkbox"/>
Inspection plan	<input type="checkbox"/>	<input type="checkbox"/>
Review farm map/ mill facilities	<input type="checkbox"/>	<input type="checkbox"/>
Role of guides & observers	<input type="checkbox"/>	<input type="checkbox"/>
Cannot give recommendations	<input type="checkbox"/>	<input type="checkbox"/>
Photography authorization	<input type="checkbox"/>	<input type="checkbox"/>
Farm sample selection	<input type="checkbox"/>	
Documents for review	<input type="checkbox"/>	<input type="checkbox"/>
Worker interviews	<input type="checkbox"/>	<input type="checkbox"/>
Early ZT Notification & ZT-CAP procedure	<input type="checkbox"/>	<input type="checkbox"/>
Questions	<input type="checkbox"/>	<input type="checkbox"/>

Closing Meeting – Checklist

	Application	PSO
Confidentiality statement	<input type="checkbox"/>	<input type="checkbox"/>
Cannot give recommendations	<input type="checkbox"/>	<input type="checkbox"/>
Initial findings explained	<input type="checkbox"/>	<input type="checkbox"/>
Volume review	<input type="checkbox"/>	<input type="checkbox"/>
Last opportunity to present additional evidence	<input type="checkbox"/>	<input type="checkbox"/>
Documents not available noted	<input type="checkbox"/>	<input type="checkbox"/>
ZT-NCs reported	<input type="checkbox"/>	<input type="checkbox"/>
Early ZT Notification & ZT-CAP procedure	<input type="checkbox"/>	<input type="checkbox"/>
Next steps & reporting	<input type="checkbox"/>	<input type="checkbox"/>
Questions	<input type="checkbox"/>	<input type="checkbox"/>