



Starbucks Coffee Company

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

Field Notes for Medium/Large Farms – 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

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

☐ External subcontracting agency

Type of intermediary (if applicable): ☐ 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: _____

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	Document required
	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	<p><u>Receipts for:</u></p> <p><input type="checkbox"/> coffee purchased</p> <p><input type="checkbox"/> coffee sold</p> <p><u>Documents include:</u></p> <p><input type="checkbox"/> dates</p> <p><input type="checkbox"/> names of entities buying and selling</p> <p><input type="checkbox"/> units of measure</p> <p><input type="checkbox"/> price per unit</p> <p><input type="checkbox"/> quantity of coffee</p> <p><input type="checkbox"/> type of coffee</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>
	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	Document required
	NC	
	NA	
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	<u>Low-High range of payments per hr/day/wk</u> : Lowest payment: _____ per _____ Highest payment: _____ per _____
	NC	<u>National wage/industry standard</u> : _____ per _____
	NA	<u>Source of Evidence</u> : <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
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	Document required
	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>	<p>C</p> <hr/> <p>NC</p> <hr/> <p>NA</p>	<p><i>Document required</i></p> <p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____</p> <p>Highest payment: _____ per _____</p> <p>Pay by Productivity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Payment per activity: _____ per _____</p> <p><u>National wage/industry standard:</u></p> <p>_____ per _____</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.4</p> <p>Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions.</p> <p><i>For warehouses and mills, hours AND days worked must also be included in the records.</i></p>	<p>C</p> <hr/> <p>NC</p> <hr/> <p>NA</p>	<p><i>Document required for SR-HP1.4</i></p>
<p>SR-HP1.5</p> <p>Workers have access to their earnings records, which itemize all wages, overtime and deductions.</p>	<p>C</p> <hr/> <p>NC</p> <hr/> <p>NA</p>	
<p>SR-HP1.6</p> <p>EXTRA POINT: Workers are given copies of earnings records, which itemize all wages, overtime and deductions.</p>	<p>C</p> <hr/> <p>NC</p> <hr/> <p>NA</p>	<p><u>Earnings records itemize:</u></p> <p><input type="checkbox"/> wages</p> <p><input type="checkbox"/> overtime worked</p> <p><input type="checkbox"/> deductions</p> <p><input type="checkbox"/> hours & days worked (for farms where piece-rate work is observed)</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.3</p> <p><u>ZERO TOLERANCE:</u> Wages are paid regularly to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</p>	C	<p><i>Document required</i></p> <p><u>Type of payment:</u> <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> other: _____</p> <p><u>Frequency of payment:</u> <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> monthly</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP1.7</p> <p>Employer pays for any national, legally required benefits (social security, vacation, disability) for permanent workers.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<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	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	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><i>Document required</i></p> <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-HP1.12</p> <p>Where in-kind payments (e.g., food) are legally permissible, in-kind payments are agreed to by the employee and the employer, and itemized in writing by product, quantity, average price, and frequency of distribution.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ </p>
	NC	
	NA	
<p>SR-HP1.13</p> <p>Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ </p>
	NC	
	NA	
<p>SR-HP1.14</p> <p>Financial disciplinary penalties are not assessed against workers.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ </p>
	NC	
	NA	

SR-HP1.15 The use of continuous short-term employment contracts or the practice of terminating and then rehiring workers is not permitted as a means to avoid legal obligations related to wages and benefits.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.16 Workers are not required to pay a recruitment fee as a condition for employment.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.17 <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.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

Criterion SR-HP2:
Freedom of Association/Collective Bargaining

Indicators	C/ NC/ NA	Evidence/Justification
SR-HP2.1 Workers have either direct communication or a designated representative to communicate with management or employer.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

<p>SR-HP2.2</p> <p>Workers are able to talk about workplace grievances with management or employer with no fear of reprisal.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP2.3</p> <p>Management policies recognize the workers' rights to organize and/or collectively bargain as allowed by national laws and international obligations.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP2.4</p> <p>A workers' association or committee has been formed and governed by the employees, independent of management influence except where prohibited by law.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP2.5</p> <p>There are regular meetings between management and employees or worker's representative to improve working conditions.</p>	C	<p><u>Frequency of meetings:</u></p> <p>_____ meeting(s) per _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	

<p>SR-HP2.6</p> <p><u>EXTRA POINT:</u> If a workers' association or committee exists, a workers' association fund has been established to which management and workers contribute matching funds.</p>	C	<p><i>Document required</i></p>
	NC	
	NA	
<p>SR-HP2.7</p> <p><u>EXTRA POINT:</u> If a workers' association fund has been established, workers have access to association fund to finance projects that improve living conditions for workers and their families.</p>	C	<p>Workers' association exists? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Workers' association fund? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Equal access to fund? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP2.8</p> <p>If allowed by law, and agricultural worker organizations are established in the coffee sector, a collective bargaining agreement exists between employees and employer.</p>	C	<p><i>Document required</i></p>
	NC	
	NA	

**Criterion SR-HP3:
Hours of Work**

Indicators	C/ NC/ NA	Evidence/Justification
<p>SR-HP3.1</p> <p>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.</p>	C	<p align="right"><i>Document required</i></p>
	NC	
	NA	
<p>SR-HP3.3</p> <p>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.</p>	C	<p><u>Regular hours per day/week/month/year:</u></p> <p>____ hrs per ____ for full-time workers</p> <p>____ hrs per ____ for temporary workers</p>
	NC	<p><u>Total hours per day/week/month/year:</u></p> <p>____ hrs per ____ for full-time workers</p> <p>____ hrs per ____ for temporary workers</p>
	NA	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p>
<p>SR-HP3.2</p> <p>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.</p>	C	<p align="right"><i>Document required</i></p>
	NC	
	NA	

<p>SR-HP3.4</p> <p>If overtime work is required as part of the job, such requirements are clear at the time of hiring and recorded in writing and signed by the employee.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
	NC	
	NA	
<p>SR-HP3.5</p> <p>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.</p>	C	<p># of hours worked per day on potentially hazardous activities:____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
	NC	
	NA	
<p>SR-HP3.6</p> <p>Employer has a paid sick leave program for all permanent workers.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
	NC	
	NA	
<p>SR-HP3.7</p> <p>Employer has an annual leave (vacation) program as required by law. If laws have not been established, annual leave for permanent workers is a minimum of ten working days per year (prorated in cases of less than one year of employment).</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
	NC	
	NA	
<p>SR-HP3.8</p> <p>If workers do not take annual leave (vacation), employer can either allow vacation time to accrue or can pay wages for the equivalent amount of time accrued under the regular pay scale, where permissible by law.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
	NC	
	NA	

<p align="center">Criterion SR-HP4: Child Labor/Non-Discrimination/Forced Labor</p>
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Indicators	C/ NC/ NA	Evidence/Justification
<p>SR-HP4.1</p> <p><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).</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p>Age of youngest worker: _____</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>
<p>SR-HP4.2</p> <p><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).</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p><i>Document required</i></p> <p><u>Evidence of authorization:</u></p> <p><input type="checkbox"/> note from parents</p> <p><input type="checkbox"/> verbal agreement</p> <p><input type="checkbox"/> other _____</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>
<p>SR-HP4.3</p> <p><u>ZERO TOLERANCE:</u> Employer enforces a policy of prohibiting discrimination on the basis of gender, race, ethnicity, age or religion (ILO Convention 111).</p> <p><i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i></p>	<p>C</p> <p>NC</p> <p>NA</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>

<p>SR-HP4.4</p> <p><u>ZERO TOLERANCE:</u> Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor (ILO Conventions 29, 97, 105 and 143).</p> <p><i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i></p>	C	<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>
	NC	
	NA	
<p>SR-HP4.5</p> <p><u>ZERO TOLERANCE:</u> The workplace is free from physical, sexual, and verbal harassment and abuse.</p>	C	<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>
	NC	
	NA	
<p>SR-HP4.6</p> <p><u>ZERO TOLERANCE:</u> Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.</p>	C	<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>
	NC	
	NA	
<p>SR-HP4.7</p> <p>All workers are employed, promoted, and compensated equally based upon their ability to perform their job, and not on the basis of gender, ethnicity, religious or cultural beliefs.</p>	C	<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>
	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 <u>Source of Evidence:</u> <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-WC1.3 Worker housing has buffer zones, of 10 meters minimum width, from productive area and agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.	C	Distance from productive area to worker housing: _____ meters Distance from agrochemical storage facilities to worker housing: _____ meters <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p>SR-WC1.4</p> <p>Workers have convenient access to sanitary facilities that do not contaminate the local environment.</p>	C	
	NC	
	NA	
<p>SR-WC1.5</p> <p>Garbage from housing and facilities provided by employer is removed either to a municipal waste dump or to a waste site located at least 25 meters from any worker housing.</p>	C	<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>
	NC	
	NA	

<p>Criterion SR-WC2:</p> <p>Access to Education</p>

Indicators	C/ NC/ NA	Evidence/Justification
<p>SR-WC2.1</p> <p>ZERO TOLERANCE: Children of legal school age who live onsite or accompany family members who are working onsite attend school.</p>	C	<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>
	NC	
	NA	

SR-WC2.2 If reasonable access to public education does not exist, primary school aged children of workers who live on-site have access to primary education, facilities and materials equal to national or regional requirements.	C	
	NC	
	NA	
SR-WC2.3 If reasonable access to public education does not exist, secondary school aged children of workers who live on-site have access to secondary education, facilities and materials equal to national or regional requirements.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC2.4 <u>EXTRA POINT:</u> Employer supports local schools with either in-kind donations or financial support.	C	Document required Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC2.5 <u>EXTRA POINT:</u> Employer supports training or workshops for permanent/full-time workers on additional skills or trades (i.e. financial literacy, second language).	C	Document required Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

**Criterion SR-WC3:
Access to Medical Care**

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC3.1 Employer has a medical care plan which includes transportation or a trained medical person (technical expert) is available in case of medical emergency.	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC3.2 Employer provides sufficient, readily accessible, well equipped and not expired onsite first aid kits.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC3.3 <u>EXTRA POINT:</u> If there is convenient and accessible medical care , employer supports these facilities with either in-kind donations or financial support.	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC3.4 Employer contributes to the cost of general health services for all permanent workers .	C	<i>Document required</i>
	NC	
	NA	
SR-WC3.5 <u>EXTRA POINT:</u> Employer contributes to the cost of general health services for all temporary/seasonal workers .	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p>SR-WC3.6</p> <p>Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.</p>	C	<p><i>Document required</i></p> <p>Worker injuries documented? <input type="checkbox"/> Yes <input type="checkbox"/> No</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	

Criterion SR-WC4:
Worker Safety and Training

Indicators	C/ NC/ NA	Evidence/Justification
<p>SR-WC4.1</p> <p>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><u>PPE for farm includes:</u></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><u>Source of Evidence:</u></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</p> <p>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><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

SR-WC4.3 Health and safety training occurs for all workers at least once a year, free of charge, and during regular working hours. Training is documented including instructors, agendas and attendance.	C	Document required
	NC	
	NA	
SR-WC4.4 Training covers, at a minimum: use of protective equipment, safe handling of hazardous materials, operation of equipment and personal safety and hygiene.	C	Health & safety training occurs _____ times per year. <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC4.5 For all enclosed work areas, there is a documented fire and emergency evacuation plan. <i>Applicable to farms, mills, and warehouses.</i>	C	Document required <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-WC4.6 Management maintains written injury reports. The written injury reports include the type of injury, name of worker, time and date, and location of the accident.	C	Document required <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC4.7 Management reviews accident and injury records at least annually and updates safety procedures and training materials to prevent accident and injury re-occurrence.	C	Document required <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

<p>SR-WC4.8</p> <p>Anyone who handles, mixes, or applies agrochemicals has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.</p>	C	<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>
	NC	
	NA	
<p>SR-WC4.9</p> <p>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><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>SR-WC4.10</p> <p>Entrance is prohibited to areas where pesticides were applied 48 hours prior without protective equipment.</p>	C	<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>
	NC	
	NA	
<p>SR-WC4.11</p> <p>For all enclosed work areas, there is a sufficient number of emergency exits that are clearly marked, unobstructed at all times, unlocked when workers are present or have latches that do not require special operation.</p>	C	<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>
	NC	
	NA	

SR-WC4.12 Employees are provided with a safe working environment.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC4.13 All equipment used by workers is properly maintained and safe to use.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Criterion SR-MS 1:
Management Systems

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	<i>Document required</i> <u>Source of Evidence:</u> <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 All permanent water body buffer zones are composed of native woody vegetation.	C	% of permanent water body buffer zones composed of native woody vegetation: _____ <u>Source of Evidence:</u> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-WR1.8 <u>EXTRA POINT:</u> All water crossings are protected by the use of bridges, culverts or sufficient means to prevent degradation.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p>CG-WR1.9</p> <p>No agrochemicals are applied within 5 meters of any permanent water body.</p>	C	<p>Distance of permanent water body from agrochemical application: ____ meters</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p>CG-WR1.10</p> <p>Nematicides are NOT applied within 20 meters of any permanent water body.</p>	C	<p>Distance of permanent water body from nematicide application: ____ meters</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p>CG-WR1.11</p> <p>Farm waste or garbage sites are located at least 100 meters from any water body.</p>	C	<p>Distance of water body from farm waste or garbage site: ____ meters</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>
	NC	
	NA	

**Criterion CG-WR2:
Water Resources and Irrigation**

Indicators	C/ NC/ NA	Evidence/Justification
CG-WR2.1 If mechanical (pumps, etc.) irrigation is used, quantity of water used is tracked and recorded in writing: liters per Kg of green coffee AND liters per hectare.	C	<i>Document required</i>
	NC	<u>Documentation includes:</u> <input type="checkbox"/> liters per Kg of green coffee <input type="checkbox"/> liters per hectare
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CG-WR2.2 <u>EXTRA POINT:</u> If mechanical irrigation is used, the farm management demonstrates an understanding of local water conditions or stress factors.	C	
	NC	
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CG-WR2.3 <u>EXTRA POINT:</u> Farms that use mechanical irrigation monitor and try to minimize total water usage.	C	
	NC	
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____

**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	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-SR1.2 Farm has a written soil management plan that includes measures to minimize surface erosion.	C	<div>Document required</div> <div>Source of Evidence:</div> <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: _____ <div>Source of Evidence:</div> <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	<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-SR1.7</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	
	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	<p>% of productive area with slopes over 30% with physical and/or living barriers:_____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Observation:_____</p>
	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	<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>
	NC	
	NA	
<p>CG-SR1.10</p> <p>At least 50% of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches and/or other control measures (including cover vegetation, etc.).</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><u>Source of Evidence:</u></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	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	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	
	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: _____

**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-CB1.2 The farm has a shade management plan including: identifying areas with gaps in shade, plots where shade is appropriate or not, plans for replanting invasive exotic/non-native trees with native species, identified resources for appropriate shade tree lists, identified resources from which to source shade trees and a timeline for implementation.	C	<i>Document required</i> Shade management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan includes: <input type="checkbox"/> areas with gaps in shade? <input type="checkbox"/> plots where shade is appropriate? <input type="checkbox"/> replanting with native species? <input type="checkbox"/> resources for shade tree lists? <input type="checkbox"/> where to source shade trees? <input type="checkbox"/> timeline? Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB1.3 The farm is implementing the shade management plan according to the plan's timeline.	C	<input type="checkbox"/> areas with gaps in shade? <input type="checkbox"/> plots where shade is appropriate? <input type="checkbox"/> replanting with native species? <input type="checkbox"/> resources for shade tree lists? <input type="checkbox"/> where to source shade trees? <input type="checkbox"/> timeline? Source of Evidence: <input type="checkbox"/> Documentation: _____ <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 EXTRA POINT: 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: _____ Source of Evidence: <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	<u>Source of Evidence:</u> <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	<u>Source of Evidence:</u> <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	
CG-CB2.2 There are specific implemented measures (e.g., 'no hunting' or 'no trespassing' signs, gates, fences, guards, etc.) to prevent unauthorized hunting and collection of flora and fauna.	C	Specific implemented measures: <input type="checkbox"/> signs <input type="checkbox"/> gates <input type="checkbox"/> fences <input type="checkbox"/> other: Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB2.3 Farm management has created a 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 source.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

CG-CB2.4 <u>EXTRA POINT:</u> A written wildlife management plan is developed and implemented on the farm (e.g., management and workers are trained, action steps are outlined, timeline to completion, etc.).	C	<i>Document required</i> Wildlife management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Source of Evidence:</u> <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	 <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.2 Farm has made an assessment of areas of high conservation value (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: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.3 <u>EXTRA POINT:</u> Farm has had an assessment completed by ecologists and/or biologists for areas of high conservation value.	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

CG-CB3.4 Areas of high conservation value are clearly defined, protected, and managed to maintain their high conservation values.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.5 EXTRA POINT: If areas of high conservation value do not exist on the farm, managers have implemented a plan to restore natural habitat or conditions on a portion of the farm (ecological restoration).	C	Document required for CG-CB3.5
	NC	
	NA	
CG-CB3.6 EXTRA POINT: If areas of high conservation value exist on the farm, they are protected from future development through the declaration of private reserves, conservation emphasis areas or legal conservation easements.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.7 At least 5% of the total farm area is set aside as a conservation emphasis area or as required by local law.	C	
	NC	
	NA	
CG-CB3.8 EXTRA POINT: More than 10% of the total farm area is set aside as a conservation emphasis area or as required by local law.	C	% of total farm area set aside as a conservation emphasis area: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.9 EXTRA POINT: If multiple areas of high conservation value exist on the farm, biological corridors are established to connect these conservation value areas.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

CG-CB3.10 Multiple plant species that contribute to biodiversity have been planted where space allows within the farm (e.g., borders, roads, trails, paths, etc.).	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.11 <u>EXTRA POINT:</u> A nursery has been established or identified as a source of native tree and plant species for ecological restoration activities.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Criterion CG-EM1: Ecological Pest and Disease Control
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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	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.2 Farm keeps purchase records of pesticides , specifying date, product, product formulation, quantity, supplier, and price of purchase for each pesticide .	C	<div>Document required</div> <u>Pesticide records specify:</u> <input type="checkbox"/> date <input type="checkbox"/> product <input type="checkbox"/> price <input type="checkbox"/> quantity <input type="checkbox"/> supplier <input type="checkbox"/> product formulation <u>Source of Evidence:</u> <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	<div> </div>
	NC	
	NA	
CG-EM1.4 Agrochemical storage site has adequate ventilation.	C	
	NC	
	NA	
CG-EM1.6 Agrochemical storage site has safeguards to control spills (e.g., physical barriers to prevent external contamination).	C	
	NC	
	NA	
CG-EM1.5 Agrochemicals that are stored have original manufacturer's labels and are clearly organized and separated according to toxicity and use.	C	<div> </div>
	NC	
	NA	
CG-EM1.7 There are contingency plans for handling pesticide spills and overexposure.	C	
	NC	
	NA	
		Document required

Agrochemical storage:

☐ locked place
 ☐ controlled access
 ☐ separate from food and living areas
 ☐ adequately ventilated
 ☐ safeguards to control spills

 Source of Evidence:

☐ Documentation: _____
 ☐ Interview: _____
 ☐ Observation: _____

Source of Evidence:

☐ Documentation: _____
 ☐ Interview: _____
 ☐ Observation: _____

CG-EM1.8 Agrochemicals are mixed and spraying equipment loaded in ventilated areas. If products are mixed in the field, because of distance from storage, precautions are taken and plans are in place to handle accidents, spills or contamination.	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.9 Farm has an Integrated Pest Management (IPM) plan for monitoring for pests and diseases and symptoms of nematode infestation.	C	<i>Document required</i>
	NC	
	NA	
CG-EM1.10 There is a written Integrated Pest Management (IPM) plan that is properly implemented in the field and includes regular monitoring for pests and diseases and symptoms of nematode infestation.	C	Plan for monitoring insect and disease problems? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No <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	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-EM1.14 Farm maintains records of pesticide application specifying the date, product, product formulation, quantity, and location or area of the farm for each pesticide application.	C	<i>Document required</i> Pesticide application records include: <input type="checkbox"/> date <input type="checkbox"/> product <input type="checkbox"/> quantity <input type="checkbox"/> product formulation <input type="checkbox"/> location Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-EM1.15 Farm maintains written records of total toxic load calculation for productive area on the farm.	C	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-EM1.16 <u>EXTRA POINT:</u> Total toxic load is decreased over time by reducing pesticide use or selecting less toxic alternatives.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CG-EM1.17 Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

**Criterion CG-EM3:
Long Term Productivity**

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	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM3.2 <u>EXTRA POINT:</u> On farms older than 25 years, the farm annually renovates or replants at least 5% of the total coffee planted area with coffee varieties that maintain or improve the coffee quality profile.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM3.3 <u>EXTRA POINT:</u> Farm is developing or working with a research institute to establish alternatives (e.g., new varieties, graft seedlings, etc.) to reduce nematode infestations and the incidence of soil fungus as well as reduce the use of pesticides.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

**Criterion CG-CC1:
Climate Change**

Indicators	C/ NC/ NA	Evidence/Justification
CG-CC1.1 <u>EXTRA POINT:</u> The farm 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
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____
CG-CC1.2 <u>EXTRA POINT:</u> The farm has developed and is implementing a written plan to minimize impact of climate change on coffee production.	C	<i>Document required</i>
	NC	
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
CG-CC1.3 <u>EXTRA POINT:</u> The farm is participating in a formal project to calculate and reduce farm greenhouse gas emissions over time.	C	
	NC	
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____

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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.

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:		
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Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:		
Comments:					

Name:			Age:		
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Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:		
Comments:					

Name:			Age:	
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Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
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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:				

[illegible]

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
