



**Starbucks Coffee Company**

# **C.A.F.E. Practices** *Version 4*

*Field Notes for Small Farms – Version 1.1*

## **General Information**

Application number (ID):

---

Entity name:

---

Entity code:

---

Contact person's name:

---

Contact person's relationship to entity:

- ☐ Entity owner ☐ Manager ☐ Employee  
☐ Family Member ☐ Other

Farm owner's name:

Gender: ☐ Male  
☐ Female

---

Farm owner birthdate (optional):

---

Address:

---

---

---

## **Verifier Information**

Name of verification  
organization:

---

Inspector(s) for this inspection:

---

Date(s) of inspection:

---

Person responsible for reviewing  
the report:

---

Entity inspected previously?

☐ Yes ☐ No

**Harvest Conditions**

Ripe or ripening cherries can be observed on some part of the farm at the time of inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For farms with onsite processing: processing machinery has been operating at least once during the current harvest period.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Meets in-harvest conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Farm Information**

Producer Support Organization (PSO): \_\_\_\_\_

Commitment Letter available: ☐ Yes ☐ No

Farm consists of multiple plots? ☐ Yes ☐ No      If so, number of plots: \_\_\_\_\_

<i>Name of Plot</i>	<i>Size (ha)</i>	<i>Inspected?</i>	<i>Risk Areas</i>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Total hectares (including all plots):	_____	Total hectares of coffee production:	_____
Conservation area (ha):	_____	Number of trees per hectare:	_____
		Number of water bodies:	_____

Activities conducted at mill (if applicable):

- |                                  |   |  |
|----------------------------------|---|--|
| <input type="checkbox"/> Pulping | <input type="checkbox"/> Sun drying         | <input type="checkbox"/> Mechanical drying |
| <input type="checkbox"/> Hulling | <input type="checkbox"/> Mechanical sorting | <input type="checkbox"/> Storage           |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Hand sorting       | <input type="checkbox"/> Export            |

**Total annual production volume (Kg) based on inspection:**

<input type="checkbox"/> Natural/ Sun-dried	<b>2 years prior to</b>	<b>1 year prior to</b>	<b>Most recent</b>
<input type="checkbox"/> Parchment	<b>most recent</b>	<b>most recent</b>	<b>completed</b>
<input type="checkbox"/> Cherry	<b>completed harvest</b>	<b>completed harvest</b>	<b>harvest*</b>
<input type="checkbox"/> Green			

Crop year:  
(e.g., 2023/2024)

☐ Not Available

☐ Not Available

\*Required field

Volume:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*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	<input type="checkbox"/> directly to mill/warehouse	Name of collector	_____
coffee:	<input type="checkbox"/> to collector(s)	(if applicable):	_____

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

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 family workers: \_\_\_\_\_

Number of community exchange workers: \_\_\_\_\_

Number of minors living on site at time of inspection: \_\_\_\_\_

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

☐ 4C ☐ Fair Trade ☐ Rainforest Alliance

☐ AAA ☐ Organic

☐ Other: \_\_\_\_\_

# Social Responsibility

Criterion SR-H1: Wages and Contracts		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.1  <b>All permanent workers</b> are paid at least the established legal minimum wage, or the wage agreed to through collective bargaining, in cash, cash equivalent (e.g., check, direct deposit), and/or through in-kind payments (e.g., food, transportation, housing), if legally permissible and agreed to by the worker. If minimum wages for permanent workers have not been established, all permanent workers are paid the standard wage as set by the C.A.F.E. Practices program.</p> <p>If workers are paid by production, wages meet the established daily legal minimum wage, proportional to the number of hours worked, or, where minimum wage has not been established, the standard wage as set by the C.A.F.E. Practices program.</p>	<p>C</p> <hr/> <p>NC</p> <hr/> <p>NA</p>	<p><u>Collective bargaining agreement:</u>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u>            Lowest payment: _____ per _____            Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u>            _____ per _____</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.2</p> <p><b>All temporary and seasonal workers</b> are paid at least the established legal minimum wage, or the wage agreed to through collective bargaining, in cash, cash equivalent (e.g., check, direct deposit), and/or through in-kind payments (e.g., food, transportation, housing), if legally permissible and agreed to by the worker. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the standard wage as set by the C.A.F.E. Practices program.</p> <p>If workers are paid by production, wages meet the established daily legal minimum wage proportional to the number of hours worked, or, where minimum wage has not been established, the standard wage as set by the C.A.F.E. Practices program.</p>	C	
	NC	<p><u>Collective bargaining agreement:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</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><u>National wage/industry standard:</u> _____ per _____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.3</p> <p><b>All wages</b> are paid regularly to <b>all workers</b> as required by law, but at least monthly.</p>	C	
	NC	<p><u>Type of payment:</u> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Electronic transfer <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>
	NA	

<div><b><u>ZERO TOLERANCE</u></b></div> <div>SR-H1.6 The rate of overtime payment, including pay by productivity, meets that established by law.</div>	C	
	NC	Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Overtime wages:</u> _____ per _____
	NA	<u>Legal requirement:</u> _____ per _____  <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
<div><b>MAJOR</b></div> <div>SR-H1.7 If overtime pay has not been established by law, overtime is calculated at 150% of regular pay.</div>	C	
	OFI	Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Overtime wages:</u> _____ per _____
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
<div><b>MAJOR</b></div> <div>SR-H1.11 <b>All permanent workers</b> must have written contractual agreements, which are upheld by the employer and include information on job description, location, working hours, pay rate, deductions, paid leave, and any nationally determined benefits.</div>	C	<i>Document Required</i>
	OFI	
	NA	
		<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____

Criterion SR-H2: Hours of Work		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MAJOR</b>  SR-H2.1 Regular working hours are limited to 8 hours per day, 48 hours per week. Overtime hours do not exceed 12 hours per week, barring exceptional circumstances, for which a written agreement between workers and management exists.	C	
	OFI	
	NA	
<b>MAJOR</b>  SR-H2.2 <b>All permanent workers</b> must have, as a minimum, the equivalent of <b>one continuous 24-hour period off in each 7 day period</b> . When, due to peak harvest, and if allowed by law, a weekly rest day is not observed, the employer develops compensatory special rest schemes in agreement with permanent workers and/or workers' representatives.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	OFI	
	NA	



**Criterion SR-H3:  
Forced Labor and Discrimination**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MAJOR</b>  SR-H3.1 <b>All workers</b> know their employment conditions (e.g., benefits provided, requirements for overtime, and/or hazardous work), which are made clear at the time of hiring and respected by the employer.	C	           <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	OFI	
	NA	
<u><b>ZERO TOLERANCE</b></u>  SR-H3.2 Financial disciplinary penalties are not taken against workers, unless legally required.	C	           Legally Required? <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
<u><b>ZERO TOLERANCE</b></u>  SR-H3.3 No worker is required to pay a recruitment fee and/or is charged fees such as transportation, medical exams, etc. as a condition for their employment.	C	           <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	



<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.7 Employer enforces a policy of prohibiting any type of discrimination, including, but not limited to, those described in ILO Convention 111.</p>	C	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Observation:____  <input type="checkbox"/> Interview:____</p>
	NC	
	NA	

<p><b>Criterion SR-H4:</b> <b>Child Labor</b></p>
---

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H4.3 Children under the age of 14, or the legal working age if above 14, do not perform any work on the entity, <b>except where light work and/or family work is permissible by law</b>. Light work and/or family work meets all legal requirements, is not hazardous, does not interfere with children's schooling, involves supervision by a parent or legal guardian, and does not exceed 14 hours per week (ILO Conventions 138 and 182).</p>	C	<p>Family work conducted?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Allowed by law?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Age of youngest worker: _____</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Observation:____  <input type="checkbox"/> Interview:____</p>
	NC	
	NA	



<b>MAJOR</b>  SR-C2.2 Workers have convenient access to sanitary facilities that are appropriate to the local context and do not contaminate the local environment. Appropriate sanitary facilities for women are required for mills and warehouses with female workers.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Observation:____ <input type="checkbox"/> Interview:____
	OFI	
	NA	

<p align="center"><b>Criterion SR-S1:</b> <b>Access to Medical Care</b></p>
---

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<u><b>ZERO TOLERANCE</b></u>  SR-S1.1 Minors and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery, and/or heavy lifting.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Observation:____ <input type="checkbox"/> Interview:____
	NC	
	NA	
<b>MAJOR</b>  SR-S1.2 Employer provides appropriate Personal Protective Equipment (PPE) to <b>all applicable workers</b> at no cost.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Observation:____ <input type="checkbox"/> Interview:____
	OFI	
	NA	

<div>MINOR</div> <div>SR-S1.3 Anyone handling agrochemicals and/or materials that have come into contact with agrochemicals, or who operates machinery, uses protective equipment as directed by the manufacturer's instructions.</div>	C	
	OFI	
	NA <div>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Observation:____ <input type="checkbox"/> Interview:____</div>	
<div>MINOR</div> <div>SR-S1.5 Entrance without protective equipment to areas where pesticides were applied is prohibited for a 48-hour period, or the timeframe identified on the product's safety sheet.</div>	C	
	OFI	
	NA <div>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Observation:____ <input type="checkbox"/> Interview:____</div>	

Criterion SR-S2: Training		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	
SR-S2.1 Before commencing work, <b>all new workers</b> receive basic safety instructions that cover emergency protocols and safety measures for minors, if applicable.	OFI	
	NA	
Criterion SR-M2: Grievance Mechanism		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	
SR-M2.4 Producer provides workers with information about the grievance mechanism provided through the Producer Support Organization and how to access it.	OFI	
	NA	

Criterion SR-M3: Land Use Rights		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MAJOR          SR-M3.1 The entity demonstrates legitimate land use rights.	C	
	OFI	
	NA	
Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____		

Criterion SR-M4: Business Integrity & Ethical Conduct		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<u><b>ZERO TOLERANCE</b></u>		
SR-M4.1 Management provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated representatives. All documents provided by management are true and accurate.	C	
	NC	
	NA	
		<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____



<div><b><u>ZERO TOLERANCE</u></b></div> <div>SR-M4.2</div> <div>No form of bribery is offered to Starbucks or its designated representatives.</div>	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	

Environmental Responsibility: Coffee Growing

Criterion CG-W1: Water Body Protection		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<div>MINOR</div> <div>CG-W1.1</div> <div>Buffer zones exist next to at least 25% of the total area of all permanent water bodies in the productive area; 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.</div>	C	
	OFI	
	NA	

<div>MINOR</div> <div>CG-W1.2</div> <div>Buffer zones exist next to at least 25% of the total area of all of seasonal and intermittent (temporary) water bodies in the productive area; 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.</div>	C	
	OFI	
	NA	
<div>MINOR</div> <div>CG-W1.3</div> <div>No agrochemicals are applied within 5 meters of any permanent water body within the productive area.</div>	C	<div>Distance of permanent water body from agrochemical application (meters):_____</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Interview:_____</div> <div><input type="checkbox"/> Observation:_____</div>
	OFI	
	NA	
<div>MINOR</div> <div>CG-W1.4</div> <div>No agrochemicals are applied within 2 meters of any temporary water body within the productive area while there is water present.</div>	C	<div>Distance of temporary water body from agrochemical application (meters):_____</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation:_____</div> <div><input type="checkbox"/> Interview:_____</div> <div><input type="checkbox"/> Observation:_____</div>
	OFI	
	NA	

MINOR  CG-W1.6 Farm waste and 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: _____
	OFI	
	NA	

**Criterion CG-S1:**  
**Soil Erosion**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  CG-S1.1 Farm management demonstrates knowledge of farm areas at risk of erosion and is able to communicate and/or identify on a map the 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: _____
	OFI	
	NA	
MINOR  CG-S1.2 Farm management has knowledge about measures to minimize surface erosion.	C	   <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	OFI	
	NA	

<div>MINOR</div> <div>CG-S1.3</div> <div>At least 25% of productive area with <b>slopes of less than 20%</b> is covered by shade trees, and/or a layer of mulch, and/or cover crops/vegetation.</div>	C	
	OFI	
	NA	
<div>MINOR</div> <div>CG-S1.4</div> <div>On at least 25% of the productive area with slopes <b>between 20% and 30%</b>, contour lines, bench terraces, and/or staggered rows of coffee trees (quincunx patterns) are established, in addition to the preventive soil erosion measures identified in CG-S1.3.</div>	C	
	OFI	
	NA	

<div>MINOR</div> <div>CG-S1.5</div> <div>On at least 25% of the productive area with <b>slopes over 30%</b>, physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs) are established, in addition to the soil erosion prevention measures identified in CG-S1.3 and CG-S1.4.</div>	C	
	OFI	
	NA	
<div>MINOR</div> <div>CG-S1.6</div> <div>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 on surrounding area, etc.).</div>	C	<div>% of productive area with slopes over 30% with physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs): _____</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Observation: _____</div>
	OFI	
	NA	

<p><b>Criterion CG-S2:</b> <b>Soil Productivity</b></p>
---

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MINOR</p> <p>CG-S2.1 At least 25% of the productive area is covered by a layer of organic matter (dead and decaying biomass, such as mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>% of productive area covered by organic matter layer and or/nitrogen fixing cover crops: _____</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Observation: _____</p>
<p>MINOR</p> <p>CG-S2.2 Pruned branches, twigs, leaves, and other live barrier materials are mulched and/or left as a soil amendment.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Observation: _____</p>

Criterion CG-C1: Deforestation		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><u><b>ZERO TOLERANCE</b></u></p> <p>CG-C1.1 There has been no deforestation or conversion of natural ecosystems or primary forest to agriculture since January 1, 2004 within the entity.</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p><u><b>ZERO TOLERANCE</b></u></p> <p>CG-C1.3 Any removal of native trees from the productive area is legally compliant.</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p>Has there been removal of native trees? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, was removal carried out in alignment with local regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>





Criterion CG-C3: Wildlife Protection		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MAJOR	C	
CG-C3.1 Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.	OFI	
	NA	
Criterion CG-P1: Agrochemical Management and Recordkeeping		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	
CG-P1.1 All agrochemicals used on the farm have been selected following agronomic recommendations.	OFI	
	NA	

<p><b><u>ZERO TOLERANCE</u></b></p> <p>CG-P1.2 Farm does not use pesticides that are classified by the World Health Organization as <b>Type 1A Extremely hazardous or 1B Highly hazardous</b>, or that are banned according to national, regional, or local laws.</p>	C	<div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation: ____           <input type="checkbox"/> Interview: ____           <input type="checkbox"/> Observation: ____         </div>
	NC	
	NA	
<p><b>MAJOR</b></p> <p>CG-P1.3 Pesticides belonging to the neonicotinoid family are only used in cases where there are no other technically or economically viable alternatives and follow agronomic recommendations, which document application timeframe, formulation, dose, application method, and frequency.</p>	C	<div>Document Required</div> <div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation: ____           <input type="checkbox"/> Interview: ____           <input type="checkbox"/> Observation: ____         </div>
	OFI	
	NA	
<p><b>MAJOR</b></p> <p>CG-P1.4 Pesticides belonging to the neonicotinoid family are applied in drench, outside of coffee flowering peaks, and in the absence of flowering weeds.</p>	C	<div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation: ____           <input type="checkbox"/> Interview: ____           <input type="checkbox"/> Observation: ____         </div>
	OFI	
	NA	

<b>MAJOR</b>  CG-P1.10 Empty chemical containers are returned to the supplier, vendor, or other post-consumption collector; or, in the absence of these options, are triple rinsed, punctured, and appropriately disposed of to prevent further use or injury.	C	
	OFI	
	NA  <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____	

**Criterion CG-P2:**  
**Pesticide Storage**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	
CG-P2.1 Pesticides are stored in a locked, adequately ventilated, and lit place with controlled access, separate from food products, common areas, and dangerous or flammable substances, like gasoline and paint.	OFI	
	NA	

<b>Criterion CG-P3: Integrated Pest Management</b>		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  CG-P3.1 Farm takes physical and timely action to control sources of infestation	C	<div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation: ____           <input type="checkbox"/> Interview: ____           <input type="checkbox"/> Observation: ____         </div>
	OFI	
	NA	

## Environmental Responsibility: Coffee Processing (Wet Processors)

<b>Criterion CP-W2: Wastewater Impacts</b>		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  CP-W2.1 Wastewater from pulping and washing is treated and managed in a way that does not contaminate the environment, including water bodies.	C	<div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation: ____           <input type="checkbox"/> Interview: ____           <input type="checkbox"/> Observation: ____         </div>
	OFI	
	NA	

<p style="text-align: center;"><b>MAJOR</b></p> <p>CP-W2.2 If wastewater is discharged into a water body or a drainage system, wastewater tests are conducted and recorded for all exit points at least once during harvest at a time of high-volume processing. Tests meet established environmental regulatory norms.</p> <p><i>Indicator should be evaluated as NA for mills that process 3,500 Kgs or less in green coffee.</i></p>	C	<p style="text-align: right;"><i>Document Required</i></p> <p>Direct discharge into a body of water or drainage system? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do tests meet the required environmental parameters? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of last analysis: _____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	OFI	
	NA	
<p style="text-align: center;"><b>MINOR</b></p> <p>CP-W2.3 In the absence of environmental regulatory norms, if wastewater is discharged into a water body or drainage system, wastewater tests are conducted and recorded for all exit points at least once during harvest at a time of high-volume processing. Tests meet the following parameters:</p> <ul style="list-style-type: none"> <li>• Biological oxygen demand (1000 mg/L or ppm)</li> <li>• Chemical oxygen demand (1500 mg/L or ppm)</li> <li>• pH (5.0-9.0)</li> </ul> <p><i>Indicator should be evaluated as NA for mills that process 3,500 Kgs or less in green coffee.</i></p>	C	<p style="text-align: right;"><i>Document Required</i></p> <p>Direct discharge into a body of water or drainage system? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do tests meet the required environmental parameters? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of last analysis: _____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	OFI	
	NA	

**Criterion CP-M1:  
Waste Management**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p align="center">MINOR</p> <p>CP-M1.1 Processing wastes, including waste solids from sedimentation ponds, are managed in such a way as to not contaminate the local environment.</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>
	OFI	
	NA	
<p align="center">MINOR</p> <p>CP-M1.2 If skin, pulp, mucilage, lixivates, and unacceptable cherries are not distributed to third parties for further processing or use, they are composted, left to decompose, or be processed by worms.</p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p>
	OFI	
	NA	
<p align="center">MINOR</p> <p>CP-M1.3 Any hazardous wastes are identified, treated, and appropriately disposed of to prevent further use or injury.</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>
	OFI	
	NA	

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.

[illegible]



## 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:				

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]



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.

## Opening Meeting – Checklist

- ☐ Introduction
- ☐ Purpose of the verification
- ☐ Confidentiality statement
- ☐ Roles of guides and observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Confirmation of correct entity type
- ☐ Review entity map
- ☐ Inspection plan
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Early ZT Notification and ZT-CAP procedure
- ☐ Questions

## Closing Meeting – Checklist

- ☐ Confidentiality statement
  - ☐ Cannot give recommendations
  - ☐ Initial findings explained
  - ☐ Confirmation of harvest status
  - ☐ Volume review
  - ☐ Documents not available noted
  - ☐ Last opportunity to present additional evidence
  - ☐ Discrepancies
  - ☐ ZT-NCs reported
  - ☐ Early ZT Notification & ZT-CAP procedure
  - ☐ Next steps & reporting
  - ☐ Verification appeals procedure
  - ☐ Questions and thank you
- 
- 
- 
- 
- 
- 
- 
- 
- 
-

Has the Producer Support Organization (PSO) informed the producer of the conditions of inclusion and exclusion from the supply chain, as well as the mechanisms available to appeal these decisions?

☐ Yes ☐ No

Has the PSO actively shared and explained to the producer the applicable requirements of the C.A.F.E. Practices Standard, including the Major and ZT indicators?

☐ Yes ☐ No

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

---

Has the PSO provided the producer with one of the following documents to demonstrate supply chain membership and commitment to the C.A.F.E. Practices Standard?

☐ Written contract ☐ Agreement ☐ Commitment ☐ ID card

☐ Nothing provided

Other: \_\_\_\_\_

Has the PSO informed the producer or their representative in a timely manner of any changes to the requirements of the C.A.F.E. Practices Standard and the timelines in which such changes take effect?

☐ Yes ☐ No ☐ Not Applicable

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

---

Has the PSO shared and explained to the producer the results of previous C.A.F.E. Practices inspections?

☐ Yes ☐ No ☐ Not Applicable

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

---

Has the PSO conducted an internal inspection on the farm with the scope of the C.A.F.E. Practices Standard?

☐ Yes ☐ No ☐ Not Applicable

Date: \_\_\_\_\_ Responsible person: \_\_\_\_\_

Has the PSO worked with the producer to establish and document a corrective action plan for nonconformities found in internal inspections?

☐ Yes ☐ No ☐ Not Applicable

If yes, provide details:

---

Has the PSO provided information and access to a grievance mechanism to the entity?

☐ Yes ☐ No

If yes, explain how:

---

Is the producer or their representative given receipts for the coffee sold and/or delivered within the defined C.A.F.E. Practices application?

☐ Yes ☐ No ☐ Not Applicable

If yes, does it contain all the information listed in EA-F1.2?

---

Has the producer received any of the following items from the PSO: pesticides, fungicides, herbicides, or other biological inputs?

☐ Yes ☐ No ☐ Not Applicable

If yes, list the active ingredients:

---