



C.A.F.E. Practices Verifier and Inspector Indicator Guidance Reference

Starbucks Coffee Company

V3.4

English Version

August 2019

Table of Contents

- 1.0. Introduction 3
- 2.0. Economic Accountability..... 3
- 3.0. Social Responsibility 4
- 4.0. Coffee Growing 25
- 5.0. Coffee Processing 35
- 6.0. Producer Support Organization..... 41

1.0. Introduction

This document supplements the C.A.F.E. Practices Generic and Smallholder Scorecards, V3.4 and the C.A.F.E. Practices Verifier and Inspector Operations Manual, V5.3. The purpose of this document is to serve as a reference for verifiers and inspectors that are conducting a verification as well as suppliers preparing for a C.A.F.E. Practices verification. The Indicator Guidance References lists guidance that has been developed to clarify interpretation for certain indicators in the C.A.F.E. Practices program. The Indicator Guidance Reference is not exhaustive, and does not include guidance for all indicators in the Scorecards.

If suppliers have questions about the document requirements for any entity or indicator, they should direct their inquiries to Starbucks at CAFEprac@starbucks.com. Verification organizations should direct any questions regarding this document to SCS Global Services at cafepactices@scsglobalservices.com.

2.0. Economic Accountability

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	EA-IS1.3	Entity keeps receipts or invoices for the coffee (cherry, parchment, green) it buys or sells.	In vertically integrated supply chains where the coffee is transferred between entities (e.g., between a farm and mill) without an associated purchase or sale, inspectors should still evaluate EA-IS1.3 as Comply or Not Comply based on whether there are receipts/invoices kept for the final sale of coffee for the entities. Even if no purchase of coffee is being made at the mill, it will be necessary for inspectors to evaluate CP-MT1.1 to determine whether C.A.F.E. Practices coffee is tracked from the point of entry to the point of output.
Generic and Smallholder	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).	All items mentioned in EA-IS1.4 must be included in documents reviewed by inspectors for an evaluation of Comply. The indicator may still be evaluated as Comply if some information is included in a separate document that accompanies the receipt/invoice.

3.0. Social Responsibility

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-HP1.1	<p>ZERO TOLERANCE: 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.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • National/regional minimum wage or industry standard wage, including the legal reference; • For workers that are paid by productivity (i.e., piece-rate), evidence must include average productivity (e.g., kg per hr), price per unit (e.g., \$ per kg), average time required for meeting productivity, AND corresponding payment rate; and • Rates paid for different tasks performed at the entity, e.g. harvesting, weeding, security (watchmen); <p>Minimum evidence required for Not Comply evaluation:</p> <ul style="list-style-type: none"> • Number or percentage of workers not meeting the minimum wage; • Tasks conducted by workers not meeting minimum wage; and, • Payment rate of workers not meeting minimum wage.
Generic and Smallholder	SR-HP1.2	<p>ZERO TOLERANCE: 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.</p>	<p>If workers are paid by productivity and are not meeting the daily minimum wage, the inspector should review if the conditions are the same for all workers, and if the conditions are normal in the industry to meet the minimum wage. The hours of work should also be considered.</p> <p>When national or regional minimum wages are not established, organizations should always first confirm with SCS in determining which local industry standard wage should be used.</p> <p><i>For guidance for the approach to evaluate pay by productivity payments, please see section 6.7.2.4 of the Verifier and Inspector Operations Manual.</i></p>

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-HP1.3	<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>Minimum evidence required:</p> <ul style="list-style-type: none"> Type of payment to workers; Frequency of payment to workers; Description of system of in-kind payments (if applicable); and, Legal reference related to requirements for in-kind payments (if applicable). <p>Acceptable arrangements for “regular” payment include daily, weekly, bi-weekly, or monthly payments. Payment “at the end of harvest” does not constitute a regular payment and would result in a Not Comply evaluation if observed.</p>
Generic and Smallholder	SR-HP1.9	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>Minimum evidence required if overtime observed:</p> <ul style="list-style-type: none"> Description of overtime system; and, Overtime payment rate. <p>The indicator must be evaluated for workers paid by productivity and working more than legally established regular working hours (e.g., harvesting worker harvesting 9 hours per day, assuming 8 hours is the established regular working time).</p>
Generic and Smallholder	SR-HP1.10	EXTRA POINT: 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.	<p>When national or regional minimum wages are not established, organizations should always first confirm with SCS in determining which local industry standard wage should be used.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-HP1.12	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.	For an evaluation of Comply, in-kind payments must be legally allowed and in accordance with the requirements of the law (e.g., types and amount of in-kind payments). During worker interviews, inspectors must confirm that in-kind payment terms were agreed to by the employer and employee. If in-kind payments are not itemized per the conditions in the indicator, inspectors should evaluate SR-HP1.12 as Not Comply. If there is no in-kind payment, the correct evaluation is Not Applicable.
Generic Only	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.	“Short-term” contracts are defined as contracts which terminate prior to the time at which the worker would become a permanent employee, as legally defined by national labor laws. In absence of legal definition, “short term” is 90 days. Inspectors should review employee contracts in order to confirm if there are short-term or time limited contracts observed for the same workers continuously. Where there are no contracts, or contracts are not required by law, inspectors should ensure that workers are classified correctly based on C.A.F.E. Practices worker classifications. The situation where workers are rehired for several years for seasonal tasks (e.g., harvesting) does not constitute continuous short-term employment contracts.
Generic Only	SR-HP1.16	Workers are not required to pay a recruitment fee as a condition for employment.	Inspector should: <ul style="list-style-type: none"> • Ensure that the economic cost of recruiting does not fall on the worker; • Determine if labor intermediaries are involved in recruiting workers; and • Assess whether workers are required to pay fees. Recruitment fees may include, but are not limited to, the following: <ul style="list-style-type: none"> • Placement fees; • Payment for required medical testing; and • Excessive transportation fees charged to migrant workers. If transportation fees are charged, they should be equal to or less than the market value of the transportation service.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-HP1.17	<p><u>ZERO TOLERANCE</u>: Labor intermediaries are only used where legally permissible. Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Description of type of labor intermediary, including legal status; • Activities carried out by workers for labor intermediary; • Legal reference related to requirements for labor intermediaries; and, • Confirmation of whether all documentation was provided, and if not, which documentation was missing. <p>SR-HP1.17 refers to the a) use of legal intermediaries where they are legally allowed; b) demonstration of legal status at the time of inspection; and, c) provision of all necessary documentation to support evaluations of Social Responsibility indicators for workers of labor intermediaries. SR-HP1.17 should be evaluated as Not Applicable if no labor intermediaries are used.</p> <p>In addition to the requirements of this indicator, ALL Social Responsibility indicators still apply for workers employed through labor intermediaries. SR-HP1.17 applies only to the specific legal status of the labor intermediary. Other aspects of the employment relationship, such as benefits, will need to be evaluated with the relevant SR indicator (e.g., benefits – SR-HP1.8/ SR-HP1.9). Suppliers are responsible for ensuring that all documentation necessary to confirm legal compliance is made available at the time of inspection. Inspectors should issue a Not Comply for SR-HP1.17 if the supplier has not arranged for all documentation to be ready at the time of inspection to confirm legal compliance. Verifiers should continue to emphasize to suppliers during the planning process that subcontracted workers (e.g., security guards, bag loaders, subcontracted agrochemical application) and other workers through labor intermediaries are within the scope of the verification.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-HP2.4	A workers' association or committee has been formed and governed by the employees, independent of management influence except where prohibited by law.	<p>The objective of SR-HP2.4, is to recognize farms and mills that allow workers the right to organize an independent workers' association. A workers' association may function to provide low-interest loans to workers, finance worker access to a doctor or dentist if these services are not available on-site, provide a forum for workers to meet and discuss working conditions and wages, work to improve worker living conditions, and/or support educational opportunities for workers and their families.</p> <p>The inspector is only asked to verify if there is any type of workers' association or organization formed, which is governed by employees and independent of management influence. Scoring decisions should be justified by citing some form of documentation related to the workers' association meetings, such as a meeting agenda or minutes. If no such documentation is available, inspectors should confirm the existence of a workers' association through the process of interviewing workers.</p> <p>If a workers' association doesn't exist in the entity being evaluated, the evaluation should be Not Comply. The only case when an evaluation of Not Applicable can be justified is when the country law doesn't allow the right to form a workers' association, or a specific number is required by law to form any type of workers' association.</p> <p>Membership in a labor union, in some cases, can count for an evaluation of Comply for this indicator, but only if there is representation for all entity workers.</p>
Generic Only	SR-HP2.5	There are regular meetings between management and employees or worker's representative to improve working conditions.	SR-HP2.5 states, "There are regular meetings between management and <i>employees or employees' association</i> " [emphasis added]. Therefore, although there may not be an employees' association formed, if there are regular meetings (e.g., meetings at set intervals during the growing and processing season) between management and employees, which lead to better working conditions, this indicator may be scored as Comply.
Generic Only	SR-HP2.6	EXTRA POINT: If a workers' association or committee exists, a workers' association fund has been established to which management and workers contribute matching funds.	SR-HP2.6 and SR-HP2.7 are always to be treated as Not Applicable if a workers' association or committee does not exist.

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-HP2.8	If allowed by law, and agricultural worker organizations are established in the coffee sector, a collective bargaining agreement exists between employees and employer.	The objective of SR-HP2.8 is to allow the opportunity for collective bargaining with legally established worker organizations (e.g., unions, legal associations), if they exist in the coffee sector. Legal agricultural worker organizations can also be considered if they include in their scope the coffee sector workers.
Generic and Smallholder	SR-HP3.1	All workers do not work more regular hours (before overtime) per day or week than allowed by local law. If regular hours are not established, regular hours are considered as 8 hours per day, 48 hours per week.	Workers paid by productivity should be included in the evaluation of SR-HP3.1 and evidence of working hours for workers paid by productivity needs to be recorded.
Generic and Smallholder	SR-HP3.5	Hours worked on potentially hazardous activities (pesticide application, very heavy labor, etc.) are limited according to the law. If hours have not been established by law, the activities are limited to six hours per day.	Workers might be present for 8 hours but only work on potentially hazardous activities for a few hours. The evidence for this indicator should clearly provide information on how much time is spent on the potentially hazardous activity. For pesticide exposure, time required for preparation, transport, application and cleaning of equipment is to be considered. If questions arise about the hazardousness of an activity, the inspector should investigate the local law to see if there is a list of hazardous activities. If there is no list of hazardous activities, the inspector should get more information at the entity to establish which activities are potentially hazardous and support the evaluation of this indicator with evidence. This indicator applies to the farmer, the farmer's family and workers.

<p>Generic and Smallholder</p>	<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>Minimum evidence required for Not Comply evaluation:</p> <ul style="list-style-type: none"> • Age(s) of worker(s) under 14 or the legal working age; • Reference to the legal working age; • Activities conducted by workers under 14 or legal working age; • Schedule of when children under 14 or the legal working age work and/or are present at the entity; • Payment system for work done by children under 14 or legal working age, including whether payment is direct or indirect (e.g., through parents or other person or organization); • Information about whether children are accompanied by a parent or legal guardian; and, • Any additional circumstances as to why the children are working and what the circumstances are (e.g., whether work is voluntary, how many hours children work, how long has this been occurring). <p>C.A.F.E. Practices does not allow for direct or indirect employment of children under the age of 14 or the legal working age, whichever is higher. While there can be some allowance for minor assistance or “light work” during the coffee harvest for children of ages 12 to 14 who accompany their family (e.g., occasionally picking coffee, carrying empty bags), the children should not be working alongside the parents for the same number of hours and conducting the same type of work.</p> <p>If children of age 12-14 are observed assisting their family, the inspector must ensure that the activities: (i) are not harmful to the child’s health and development, (ii) do not interfere with schooling or training, (iii) involve supervision of an parent or guardian, and (iv) must not exceed 14 hours a week. In no cases should children under the age of 12 be doing any type of work. If children under 14 are unaccompanied, SR-HP4.1 should be evaluated as Not Comply. Inspectors should ensure during worker interviews that they document the ages of children on the farm, the duration of time assisting parents/family members (e.g., the number hours per day), the activities that the children conduct while on the farm, and if direct payment is made to any children.</p>
--------------------------------	------------------------	--	---

Scorecard	Indicator Code	Indicator	Guidance
			<p>Inspectors are required to assess whether entities that use a third-party organization or employment agency to contract workers are employing persons under the age of 14. If workers under the age of 14 are found to be working either through an employment agency or directly for the farm SR-HP4.1 should be evaluated as Not Comply.</p>
Generic and Smallholder	SR-HP4.2	<p><u>ZERO TOLERANCE:</u> Employment of authorized minors of age 14 or older 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>Minimum evidence required:</p> <ul style="list-style-type: none"> • Ages of authorized minors**; • Legal reference for requirements for authorized minors; • Activities conducted by authorized minors; • Schedule of when authorized minors work and/or are present at the entity; • Payment system (if applicable) for work done by authorized minors; and, • Information about whether authorized minors are accompanied by a parent or legal guardian. <p><i>**For the purpose of the indicator, “authorized minors” typically refers to minors above the age of 14, or the legal working age, up to their 18th birthday.</i></p> <p>The inspector must evaluate two separate conditions: 1) whether direct or indirect employment of minors older than 14 is authorized, and 2) whether all of the legal requirements for employment of authorized minors are met. If either condition is not met, the evaluation is Not Comply. To evaluate whether minors found working are authorized or not, inspectors should refer to relevant national or local labor laws and use their discretion. Evidence for authorization may include written or verbal approval from the minor’s parents and / or an interview with the minor. If the minor and minor’s parent(s) are not present, the inspector should rely on interviewing the farm manager to confirm authorization as well as assess the working conditions, work schedule, etc., during the authorized minor’s employment to ensure that all legal requirements were met under SR-HP4.2 and SR-WC4.9.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-HP4.3	<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). <i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i></p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Confirmation of whether a written policy exists (if applicable); and • If discrimination is observed, evidence should specify (i) the number and type of workers affected, and (ii) the type of discrimination observed. <p>*For large and medium farms or mills with 5 or fewer employees (including permanent and temporary workers), inspectors are still required to confirm whether there is an enforced policy in place according to the requirements of SR-HP4.3 and SR-HP4.4. However, for large and medium farms or mills with 5 or fewer employees, a <u>written</u> policy is not required for an evaluation of Comply.</p>
Generic and Smallholder	SR-HP4.4	<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). <i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i></p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Confirmation of whether a written policy exists (if applicable); and, • If forced, bonded, indentured, convict or trafficked labor is observed, evidence should specify (i) the number and type of workers affected, and (ii) the type of labor observed. <p>*For large and medium farms or mills with 5 or fewer employees (including permanent and temporary workers), inspectors are still required to confirm whether there is an enforced policy in place according to the requirements of SR-HP4.3 and SR-HP4.4. However, for large and medium farms or mills with 5 or fewer employees, a <u>written</u> policy is not required for an evaluation of Comply.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-HP4.5	<u>ZERO TOLERANCE:</u> The workplace is free from physical, sexual, and verbal harassment and abuse.	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Number of workers affected by harassment and/or abuse; • Type of workers affected by harassment and/or abuse (provided that information does not put workers at risk); and, • Type of harassment and/or abuse, including person(s) responsible. <p>This indicator applies to workers as well as family labor, including any individuals involved in coffee farming or processing at the household level. Because of the potentially sensitive nature of including this finding during the closing meeting with the producer, inspectors are encouraged to use their best judgement when presenting this information to avoid potential reprisals against the person(s) being harassed.</p>
Generic and Smallholder	SR-HP4.6	<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>Minimum evidence required:</p> <ul style="list-style-type: none"> • If original identity papers are required for employment, then details should be provided about the (i) types of identity papers surrendered and, (ii) length of time that identity papers are kept; and • If a deposit is required for employment, then the evidence should specify the type and amount of deposit, and the evaluation should be Not Comply.
Generic Only	SR-HP4.7	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.	The inspector should evaluate how decisions are made about worker hiring, promotion and compensation based on interviews and composition of workforce. Performance vs. gender, ethnicity, etc. should be considered. Cultural norms of the country should also be considered when evaluating the indicator.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-WC1.1	Permanent and temporary/seasonal workers living onsite have habitable housing.	<p>The evaluation of SR-WC1.1 should be based on the local conditions and general minimum requirements for habitable housing. These minimum requirements include:</p> <ul style="list-style-type: none"> • Free of any risk of exposure to harmful and irritating substances (e.g. smell, fumes, noise); • Sufficiently ventilated; • Sufficient space/rooms considering the total number of workers; • Safe, without risk of injury, theft, fire; • Access to sanitary facilities and potable water, and, • Waterproof roofs. <p>Inspectors should also be prepared to evaluate whether there are enough types of mattresses or appropriate sleeping furniture for workers living in the onsite housing. This information can be acquired during worker interviews and through observation. Access to electricity, internet, TV, hot water and similar should be evaluated based on the local context and might not be required for habitable housing.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-WC1.2	Employer provides workers with convenient access to safe drinking water.	<p>The best practice for determining whether the water source is suitable for drinking is to review the water quality analysis test results for the water source. Both piped and open (e.g., stream, spring, capped well) water sources should be considered.</p> <p>Testing results should be compared to the regional or national guidelines published by the government ministry (usually the ministry of health or environment) tasked with establishing safe thresholds for water contaminants. In the absence of applicable regulation, the test results should be compared to the World Health Organization Guidelines for Drinking Water Quality. Water quality analysis results may not always be available. In this case, inspectors should evaluate the indicator by interviewing the individuals reliant on the water source, as well as make observations of the basic characteristics of the source.</p> <p>If the employer does not provide employees with safe water onsite and workers must bring their own water to the farm or mill, then this indicator should be evaluated as Not Comply.</p> <p>Points to consider include the following:</p> <ul style="list-style-type: none"> • Does the water look clean, is it running clear? • Is it stagnant, or is it flowing? • Is there any strange smell or odor coming from the water source? • Is there evidence of wild or domestic animal activity in or near the water source? • Is there evidence of chemical application in or near the water source? • Is there garbage, sewage, or empty chemical containers in or near the water source? • Is there any entity upstream from the water source (e.g., a non-organic farm or cattle ranch, a factory, a milling operation) that could be a potential source of pollution? • Do the people using the water source generally boil the water first before drinking it? • Do they recall ever becoming sick from drinking the water? • Do they take any additional protective measures to protect themselves from contaminants in the water?

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	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.	For worker housing at mills "productive area" does not apply, and only the distance to agrochemical storage areas should be considered. Worker housing at farms would include reference to both aspects, productive area and agrochemical storage, in evaluation of the indicator. On farms that do not use agrochemicals and have no agrochemical storage, the correct evaluation is Not Applicable.
Generic and Smallholder	SR-WC1.4	Workers have convenient access to sanitary facilities that do not contaminate the local environment.	In evaluating SR-WC1.4, inspectors should refer to both components of the indicator: a) that workers have convenient access to sanitary facilities and b) that the sanitary facilities do not contaminate the local environment. Convenient access refers both to a reasonable distance to the farm and to the quantity of facilities compared to the size of the workforce. The World Health Organization (WHO) defines a reasonable distance to sanitary facilities to be either a 30-minute walk, or 1 km. Inspectors should evaluate SR-WC1.4 as Not Comply when the distance to sanitary facilities is either over 1 km or requires more than a 30-minute walk due to the terrain (e.g., steep slopes). Inspectors should also determine whether the quantity of sanitary facilities is appropriate for the size of the workforce. For example, a single latrine on a large farm may not be sufficient for a workforce of 70 temporary harvest workers. If convenient access is confirmed to be available to workers, and workers choose not to use the facilities, the inspectors should then determine whether the actions of the workers risk contaminating the local environment. In their review, inspectors should also check the areas around the sanitary facilities in order to understand risks of contamination to places such as worker housing, natural water sources, and dining and break areas. The indicator should be assessed for the conditions during working hours and at worker housing provided by the employer.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-WC2.1	<u>ZERO TOLERANCE:</u> Children of legal school age who live onsite or accompany family members who are working onsite attend school	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • National legislation regarding mandatory school attendance, including the age or level to which children must attend school; • The number and ages of children living or working onsite; • The school and work status of each child (attends school: Y/N; works or helps on the farm: Y/N); • Types of activities that the child is doing on the farm; and, • The school and working hours of any children working or helping on the farm. <p>Minimum evidence required for Not Comply evaluation:</p> <ul style="list-style-type: none"> • Location and distance to school; • The reason why minors are not enrolled in school; • Information about whether the farm or mill has supported the family in the process of school registration/enrollment; • Whether the families tried to enroll the children in school; • Whether the minors are part of seasonal/migrant worker families; • The length of time the families intend to stay in this region (if migrants); and, • Information on the school calendar where the minors come from and whether school is out of session in their region (if migrants). <p>SR-WC2.1 has two requirements for children of legal school age: i) that they attend school, and, ii) that they do not work during school hours. Thus, in order to evaluate this indicator as Comply, both of these conditions must be met for all children living, working, or accompanying workers at the farm. Inspectors are expected to know the legal school age for each country in which they conduct inspections and evaluate SR-WC2.1. Please note as well that SR-WC2.1 applies to all children, including family and non-family (hired) labor.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	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.	Indicator should be evaluated as Not Applicable when it is determined that children that live onsite have reasonable access to public education.
Generic Only	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.	
Generic Only	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).	SR-WC2.5 refers to trainings related to improvement of skills of permanent workers to improve their professional development. Examples: literacy training, computer training, or specific trade skills (e.g., special farm or mill techniques, construction skills, etc.). This indicator does not apply to trainings that are required as part of the normal course of employment (e.g., health and safety trainings) and/or trainings that ensure that employees carry out their assigned duties in a safe manner.
Generic Only	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.	Inspectors should evaluate the source and reliability of transportation. If it is a manager's vehicle, inspectors should assess how often the manager is on-site. In the case of a trained medical person (technical expert), the inspector should evaluate the location and responsiveness of said person in addition to reviewing their credentials.

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-WC3.3	<p>EXTRA POINT: If there is convenient and accessible medical care, employer supports these facilities with either in-kind donations or financial support.</p>	<p>The intent of SR-WC3.3 is to encourage suppliers to contribute to the ability of local medical care facilities to provide services to the community where the farm or mill is located. The contributions can come in the form of either in-kind donations (e.g., donations of materials and/or professional services) or direct financial support. While the indicator states that the recipient of the donations or financial support be a public medical care facility, there are cases in which public medical care facilities are owned and operated by the national government and do not accept donations or support from private entities, or in which such public medical care facilities are not available in the region. In these cases, the inspector should evaluate the indicator based on whether the employer donates to an internationally or nationally recognized non-governmental organization (NGO) that provides convenient and accessible medical care in the local community (e.g., the International Red Cross and Red Crescent Movement, Doctors Without Borders, etc.). However, prior to determining eligibility for compliance based on a non-governmental medical clinic, the verifier should confirm with SCS that the NGO is eligible for this consideration. In the case that public medical care facilities are present, but do not accept donations, AND an internationally or national recognized non-profit organization is not present, then indicator SR-WC3.3 should be evaluated as Not Applicable.</p>
Generic Only	SR-WC3.4	Employer contributes to the cost of general health services for all permanent workers .	<p>General health services may include:</p> <ul style="list-style-type: none"> • Medical insurance; • On-site clinic; and/or, • On-site trained medical person.
Generic Only	SR-WC3.5	EXTRA POINT: Employer contributes to the cost of general health services for all temporary/seasonal workers .	

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-WC3.6	Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.	The intent of indicator SR-WC3.6 is to protect workers from costs of workplace injuries not covered by general health services (SR-HP3.4 and 3.5). Work-related injuries should be documented at farm or clinic level. Both review of records and interviews with workers should occur.
Generic and Smallholder	SR-WC4.1	<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 	<p>When evaluating SR-WC4.1, inspectors should assess which PPE would be appropriate based on the particular situation on the farm or mill (wet and dry) and should avoid using a checklist approach. The determination of “appropriate” depends on a number of factors, including: method of application, form of chemical (e.g., pellets, liquid, etc.), toxicity of substance being applied, and type of operation (e.g., organic). When verifying dry mills and warehouses, verifiers and inspectors are encouraged to also review indicators SR-WC4.1 and SR-WC4.2 in the context of agrochemical use for fumigation of export containers that are used to transport coffee. If no fumigation is done, the indicator is not applicable. In addition to checking for PPE provided by employers, special attention should be given to the type of chemicals used.</p> <p>Minimum evidence required for Not Comply evaluation:</p> <ul style="list-style-type: none"> • Clearly indicate if no PPE is given to applicable workers, and source of evidence; • PPE missing or is in poor condition; • Task for which PPE is missing; and/or, • Information on how frequently the task is performed and how frequently it is performed without the use of appropriate PPE; • Clearly explain if the workers are bringing their own PPE or buying it themselves.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-WC4.2	<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. 	<p>“Appropriate” protective equipment depends on many factors, such as method of application, form of chemical (e.g., pellets, liquid, etc.), toxicity of substance being applied, type of operation (e.g., organic), size of farm, etc. Where available, Material Safety Data Sheets (MSDS) should also be reviewed.</p> <p>For machinery, it will depend on the machine specifications and normal safety requirements for that machine. The inspector can determine this by consulting information related to that machine and should support the evaluation with evidence.</p> <p>When verifying dry mills and warehouses, verifiers and inspectors are encouraged to review indicators SR-WC4.1 and SR-WC4.2 in the context of agrochemical use for fumigation of export containers that are used to transport coffee. In addition to checking for PPE use provided by employers, special attention should be given to the type of chemicals used.</p> <p>This indicator is applicable to any person handling or applying agrochemicals and operating machinery, including farm owner, family members and all workers.</p>
Generic Only	SR-WC4.4	<p>Training covers, at a minimum: use of protective equipment, safe handling of hazardous materials, operation of equipment and personal safety and hygiene.</p>	<p>Trainings at the entity can include other topics than those specified in the indicator, but at minimum need to include those listed in the indicator. If one of the topics from the indicator is not included in the entity trainings, the indicator should be evaluated as Not Comply.</p>
Generic Only	SR-WC4.5	<p>For all enclosed work areas, there is a documented fire and emergency evacuation plan. <i>Applicable to farms, mills, and warehouses.</i></p>	<p>Examples of enclosed areas on farms include agrochemical and machinery storage.</p>
Generic Only	SR-WC4.7	<p>Management reviews accident and injury records at least annually and updates safety procedures and training materials to prevent accident and injury re-occurrence.</p>	<p>The intent of this indicator is to ensure that management is continuously reviewing and improving safety procedures and training materials based on workplace injuries.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	SR-WC4.8	Anyone who handles, mixes, or applies agrochemicals has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.	“Convenient access” can differ depending on farm conditions. Inspectors should observe and determine where product is mixed, how it is applied, if there have been any spills, and what workers would do if exposed to chemicals. For a large farm, ideally, washing stations (e.g., shower, eye wash, hand wash) are installed at sites where there is agrochemical storage, handling and mixing.
Generic and Smallholder	SR-WC4.10	Entrance is prohibited to areas where pesticides were applied 48 hours prior without protective equipment.	Evidence should include information on how this is enforced (e.g., signposts, watchmen or similar), even to persons who do not work on the farm (e.g., school children on their way to and from school).
Generic Only	SR-WC4.11	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.	The goal of this indicator is to ensure that workers in enclosed areas have access to escape routes in the case of emergencies. Inspectors should confirm that all conditions in the indicator are met through observation and interview in order for the entity to receive an evaluation of Comply.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-MS1.1	<p><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.</p>	<p>Minimum evidence required for Not Comply evaluation:</p> <ul style="list-style-type: none"> • Aspects of the operation that were not available during the verification; and/or, • Items provided to the inspector that were not true or accurate. <p>SR-MS1.1 should be evaluated based on whether inspectors were provided with access to all areas and information requested during the verification, and whether the information provided was true and accurate. If an inspector does not believe that the information provided was true or accurate (e.g., fraudulent payroll documents), a full description of the issue should be included in the evidence for a Not Comply evaluation.</p> <p>When payroll records and time cards are not available, there is a possibility that SR-MS1.1 could still be evaluated as Comply. There may be cases that the entity either legitimately does not have payroll records or time cards, and/or they do not maintain those records. If the operation does not maintain these records, then a non-compliance may be evaluated under SR-HP1.4. However, this type of scenario could still allow for a Comply evaluation for SR-MS1.1, unless there was evidence that the operation was intentionally withholding those records as a way of avoiding transparency into their operations. SR-MS1.1 may be sensitive to report during the closing meeting. In some exceptional cases, the inspector may not want to report this as a finding in the closing meeting. If a potential Not Comply evaluation for SR-MS1.1 is evaluated during an inspection, verification organizations are requested to contact SCS prior to the closing meeting. If this is not possible due to connectivity issues, inspectors are advised to use their best judgement, and notify SCS as soon as possible.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	SR-MS1.2	ZERO TOLERANCE: Money and/or gifts of any type are not offered to Starbucks or its designated third party.	<p>Minimum evidence required for Not Comply evaluation:</p> <ul style="list-style-type: none"> Type of money or other gift that was offered, and the reason for offering. <p>SR-MS1.2 refers to attempted bribery. Inspectors should evaluate this indicator based on whether the supplier provided any bribe or gifts in order to influence the outcome of the verification. Evidence for the indicator should include the type of the bribe. Further information regarding bribery and corruption is also included in the C.A.F.E. Practices Verification Organization Approval Procedure.</p>
Generic and Smallholder	SR-MS1.3	<u>ZERO TOLERANCE</u> : Entity demonstrates a commitment to continuous improvement and engages in the improvement process.	SR-MS1.3 is included in the Scorecards as a program principle, and is evaluated by Starbucks. This indicator is not evaluated by inspectors.

4.0. Coffee Growing

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	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.	If there are no permanent water bodies, then CG-WR1.1, CG-WR1.2, CG-WR1.6, CG-WR1.7 would be Not Applicable. If there are permanent water bodies, but NO buffer zones next to them, then CG-WR1.1, CG-WR1.2, CG-WR1.6, CG-WR1.7 would be evaluated as Not Comply. When evaluating these indicators, inspectors are reminded that they should consider the total area around all permanent water bodies and not the total number of water bodies. Inspectors should use visual estimation/observation to arrive at the total percentage. Ideally, inspectors should visit all water bodies on the farm in order to determine if the buffer zones are sufficient to meet the 50% threshold for this indicator.
Generic and Smallholder	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.	
Generic and Smallholder	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.	If there are no temporary water bodies, then CG-WR1.3 and CG-WR1.4 would be Not Applicable. If there are temporary water bodies, but NO buffer zones next to them, then CG-WR1.3 and CG-WR1.4 would be evaluated as Not Comply.
Generic and Smallholder	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.	When evaluating these indicators, inspectors are reminded that they should consider the total area around all water bodies and not the total number of water bodies.
Generic and Smallholder	CG-WR1.5	Farm has a plan to restore native vegetation within the buffer zones.	If the farm already has native vegetation in buffer zones, then this indicator should be evaluated as Comply, but still requires documentation to support a Comply evaluation. If no document is presented for the plan then the evaluation should be Not Comply. If there are no water bodies on the farm the correct evaluation is Not Applicable.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	CG-WR1.6	More than 50% of permanent water body buffer zones are composed of native woody vegetation.	If there are no permanent water bodies, then CG-WR1.1, CG-WR1.2, CG-WR1.6, and CG-WR1.7 would be Not Applicable. If there are permanent water bodies, but NO buffer zones next to them, then CG-WR1.1, CG-WR1.2, CG-WR1.6, and CG-WR1.7 would be evaluated as Not Comply. The evaluation of CG-WR1.6 and CG-WR1.7 should be done independently of the total amount of buffer zones. For example, CG-WR1.6 and 1.7 are evaluated according to the % of buffer zones that exist that are composed of native woody vegetation. For example, if 60% of the total area around permanent water bodies on the farm have buffer zones, and there is native woody vegetation in all of those buffer zones, then CG-WR1.1 would be evaluated as Comply, CG-WR1.2 would be evaluated as Not Comply (since only 60% of the total area around permanent water bodies have buffer zones), but both CG-WR1.6 and 1.7 would be evaluated as Comply since the total amount of the existing buffer zone has native woody vegetation. Bamboo can be considered as woody vegetation.
Generic and Smallholder	CG-WR1.7	All permanent water body buffer zones are composed of native woody vegetation.	
Generic and Smallholder	CG-WR1.9	No agrochemicals are applied within 5 meters of any permanent water body.	This indicator is applicable even if there are no water bodies <i>on the farm</i> to account for possibilities of water bodies <i>outside of the farm</i> that may be in the distance as specified in the indicator. Inspectors should ensure that the quantitative evidence (e.g., # of meters) is entered in the VRS.
Generic Only	CG-WR1.10	Nematicides are NOT applied within 20 meters of any permanent water body.	
Generic and Smallholder	CG-WR1.11	Farm waste or garbage sites are located at least 100 meters from any water body.	
Generic Only	CG-WR2.3	<u>EXTRA POINT</u> : Farms that use mechanical irrigation monitor and try to minimize total water usage.	For CG-WR2.3, the inspector will need to evaluate whether the farm has demonstrated efforts to both monitor and minimize water use. Examples of efforts to minimize water use include, but are not limited to, the use of mulch or organic material to minimize soil water loss, the use of efficient irrigation systems (e.g., drip), evidence of soil moisture or plant condition monitoring to determine irrigation schedule, and ongoing monitoring of irrigation systems for leaks and other problems.
Generic and Smallholder	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.	A layer of mulch of thickness greater than or equal to 5 cm (2 in) can be considered as an acceptable method for erosion control on coffee farms. Therefore, the use of a layer of mulch with a consistent layer of 5 cm (2 in)

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	CG-SR1.4	All productive area with slopes of less than 20% is covered by shade trees and/or cover crops/vegetation.	thickness or greater can be considered for a Comply evaluation for CG-SR1.3 and CG-SR1.4, rather than only cover crops and vegetation. In addition to taking pictures of the mulch covering, verifiers should contact SCS if they encounter this type of situation and may be making an exception to the wording of the indicator.
Generic and Smallholder	CG-SR1.5	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% .	Evidence for area with slopes between 20% and 30% should include information for compliance with CG-SR1.3-1.4. Inspectors should include the specific measures taken by the farm.
Generic and Smallholder	CG-SR1.7	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% .	Evidence for area with slopes over 30% should include information for compliance with CG-SR1.3-1.6. Inspectors should include the specific measures taken by the farm.
Generic and Smallholder	CG-SR1.8	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% .	Evidence for area with slopes over 30% should include information for compliance with CG-SR1.3-1.6. Inspectors should include the specific measures taken by the farm.
Generic and Smallholder	CG-SR2.5	At least 25% of the productive area is planted with nitrogen-fixing, leguminous shade trees.	Indicators CG-SR2.5-2.7 refer to nitrogen-fixing and leguminous shade trees. While in general, many trees that are nitrogen-fixing are leguminous, there are examples of trees that are nitrogen-fixing but not leguminous. In order to justify a Comply evaluation for these indicators, the tree must be BOTH nitrogen-fixing AND leguminous (i.e., a species that is
Generic and Smallholder	CG-SR2.6	At least 50% of the productive area is planted with nitrogen-fixing, leguminous shade trees.	

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	CG-SR2.7	All of the productive area is planted with nitrogen-fixing, leguminous shade trees.	part of the bean family, Fabaceae). For example, while species of the genus <i>Casuarina</i> L. may be nitrogen-fixing, the trees are not leguminous, and therefore cannot be considered as evidence of compliance for these indicators. Similarly, there is evidence that some shade-tree species in the genus <i>Grevillea</i> may also be nitrogen fixing, but note that <i>Grevillea</i> is not leguminous and should not be used to justify a Comply evaluation for these indicators.
Generic and Smallholder	CG-CB1.4	At least 10% of the farm (including productive AND non-productive area) has canopy cover.	When the farm does not have any canopy cover, CG-CB1.4 and CG-CB1.9 would be evaluated as Not Comply. Assuming there are no trees in the canopy, then CG-CB 1.5, CB-CB1.8, CG-CB 1.10 and CG-CB1.11 would also be evaluated as Not Comply. CG-CB1.6 would be evaluated as Comply, and CG-CB1.7 would be evaluated as Not Applicable. For indicators that refer specifically to “productive area,” inspectors should evaluate these indicators based on the canopy cover of the productive area only, and therefore not include conservation areas, buffer zones, or productive areas for other crops (if cultivated separately from coffee) in their evaluation of these indicators. For those that refer to “productive AND non-productive” (e.g., CG-CB1.4), inspectors should include conservation area, buffer zones, and productive areas for other crops, as well as the productive area for coffee. According to the C.A.F.E. Practices program, canopy cover is defined as the multiple stories of foliage in a stand of trees or shrubs, in particular the uppermost continuous layer of branches and foliage. Inspectors must evaluate not only the number of trees planted in the productive and non-productive areas, but the cover provided by their branches and leaves. Banana trees can count towards the evaluation of percent canopy cover as well as diversity of species. A diversity of trees is considered three or more different species. For a list of invasive species, inspector should refer to the Global Invasive Species Database (GISD) or other official local/regional list.
Generic and Smallholder	CG-CB1.5	Canopy cover in the productive area has a diversity of tree species.	
Generic and Smallholder	CG-CB1.6	Invasive species are not used for canopy cover in the productive area.	
Generic and Smallholder	CG-CB1.7	Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover in the productive area.	
Generic and Smallholder	CG-CB1.8	EXTRA POINT: 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.).	
Generic and Smallholder	CG-CB1.9	EXTRA POINT: At least 40% of the productive area of the farm has canopy cover.	
Generic and Smallholder	CG-CB1.10	EXTRA POINT: 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.	

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	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.	Local government guidance is an acceptable source as an alternative to the IUCN red list website.
Generic and Smallholder	CG-CB3.1	ZERO TOLERANCE: No conversion of natural forest to agricultural production since 2004.	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Date that land was converted; • Type of forest or land that was converted; • Purpose for land conversion; and, • Approximate area converted (in hectares). <p>Inspectors should evaluate CG-CB3.1 as Not Comply in the case that land has been converted for the purposes of agricultural production. The indicator refers to “natural” forest, which includes both primary and secondary forest. Conversion to agriculture of all types of ecosystem should be considered in evaluation of the indicator (e.g., cerrado/savanna in Brazil). Evidence for Not Comply evaluations should include the year in which the deforestation or land conversion occurred, the number of hectares converted, and the reason for the conversion. Verification organizations must contact SCS in any case that conversion from forest or other natural ecosystem to agricultural production has been observed. Abandoned, overgrown land, formerly used for agricultural practices is not considered secondary forest.</p>

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	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).	<p>The assessment of the areas of high conservation value can be done internally by the farm, agronomist, management or person with basic environmental knowledge.</p> <p>Areas of high conservation value are areas that possess one or more of the following attributes:</p> <ul style="list-style-type: none"> • Contain globally, regionally or nationally significant concentrations of biodiversity; • Are in or contain rare, threatened, or endangered ecosystems; • Provide basic ecosystem services (e.g. watershed protection or erosion control) in critical situations; • Are fundamental in meeting the basic needs of local communities (e.g. subsistence or health); and/or, • Are critical to local communities' traditional cultural identity (areas of significance identified in cooperation with such local communities).
Generic Only	CG-CB3.5	<u>EXTRA POINT:</u> 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).	This indicator is only applicable if there are no areas of high conservation on the farm. If the farm has areas of high conservation then the correct evaluation of this indicator will be Not Applicable.
Generic Only	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.).	The importance of this indicator is to address the contributions to the biodiversity at the farm. It should be considered if the farm has sufficient space for plantings. For a Comply evaluation, inspectors should ensure that invasive species are not planted and assess if the species are contributing to biodiversity on the farm.

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	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.	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Active ingredient of illegal or prohibited pesticides used; • Purpose for use of illegal or prohibited pesticides; • Duration of time that illegal or WHO-listed pesticide has been in use; and, • Legal reference (if applicable) or specification of whether pesticide is listed as Type 1A or 1B. <p>CG-EM1.1 must be evaluated as Not Comply if inspectors discover that a farm is using or a PSO is distributing pesticides that are banned in the country or region in which the verification is taking place. If an inspector discovers that an entity is using or distributing a pesticide that is illegal in the country or region where the entity is undergoing verification, the inspector should contact the verifier immediately. Verifiers should inform SCS of the illegal pesticides that were identified during the verification, and cite the relevant laws indicating that the pesticide is banned. Inspectors are reminded to continue to review agrochemical purchase records, visit agrochemical storage facilities, and conduct interviews with management and workers in order to determine the types of agrochemicals used on farms and/or distributed by PSOs where applicable. When assigning an evaluation of Not Comply to CG-EM1.1, the inspector must include the name of the banned pesticide, and the purpose for its use. List of WHO banned pesticides can be found in Appendix A of the Verifier and Inspector Operations Manual. Inspectors should review farm and agrochemical management plans, agrochemical application records, chemical use records/maps, agrochemical storage areas, and practices as per interviews with management and workers.</p>
Generic Only	CG-EM1.2	Farm keeps purchase records of pesticides, specifying date, product, product formulation, quantity, supplier, and price of purchase for each pesticide.	If one of the aspects of the indicator is not on the record presented by the farm, the correct evaluation is Not Comply.

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	CG-EM1.7	There are contingency plans for handling pesticide spills and overexposure.	This indicator needs a document to support the evidence and to be evaluated as Comply. However, the plan to handle pesticides spills and overexposure needs to be implemented and not only written in a document.
Generic Only	CG-EM1.9	Farm has an Integrated Pest Management (IPM) plan for monitoring for pests and diseases and symptoms of nematode infestation.	If CG-EM1.9 is evaluated as Not Comply, then CG-EM1.10 will automatically be scored as Not Comply due to the fact that CG-EM1.10 specifies that the written plan is properly implemented. If CG-EM1.9 is evaluated as Comply but the plan is not documented, then CG-EM1.10 will be scored as Not Comply even if the plan is implemented, because the indicator requires a written plan.
Generic Only	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.	
Generic and Smallholder	CG-EM1.11	Farm takes physical action to control sources of infestation.	Pruning or other agricultural practices may be considered physical action to control sources of infestation only if controlling an infestation is one of the intents of that process. This should be confirmed by the inspector during the farm visit and during interviews with management and workers. It should not be considered if it is a frequent or normal practice at the farm used for productivity or other purposes instead controlling infestation. The most important element for this indicator is that the farm takes action before resorting to chemicals.
Generic Only	CG-EM1.16	<u>EXTRA POINT:</u> Total toxic load is decreased over time by reducing pesticide use or selecting less toxic alternatives.	If evidence is observed that the farm is taking steps to reduce the total toxic load as per the requirements of the indicator (e.g., reducing pesticides; selecting less toxic alternatives), then it may still be possible to evaluate CG-EM1.16 as Comply or Not Comply, even if there are no written records of total toxic load. In the absence of written records of total toxic load calculation, CG-EM1.16 can be evaluated according to whether the farm is taking steps to minimize the total amount of pesticides used on the farm, or is using less toxic alternatives.

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	CG-EM1.17	Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.	Inspectors should examine equipment that is used to apply agrochemicals to ensure that the components (e.g., nozzles, connections between hoses and tanks, etc.) do not present risks of leakage, contamination between different chemicals, etc. The inspector can consider the amount of equipment to review based on a review of maintenance records and general observation of the conditions of equipment. If in general more equipment is observed in bad condition, further investigation should be conducted to check for issues that present risk of contamination to the users of the equipment.
Generic and Smallholder	CG-EM1.18	Empty chemical containers are rinsed and punctured, or as required by local regulations, and appropriately disposed of to prevent further use or injury.	If local regulations exist, inspectors should confirm through interviews and documentation that farm follows them. If no local regulations exist, containers must be rinsed, punctured and disposed of safely. Puncturing ensures containers are properly drained and prevents reuse. If chemical containers are reused for other liquids the correct evaluation is Not Comply.
Generic Only	CG-EM2.1	Farm managers have developed and implemented a written C.A.F.E. Practices work plan AND improvement activities are tracked and documented.	The work plan may not specifically be for C.A.F.E. Practices. However, in this case the inspector should receive from farm management a clear reference to the planned improvement activities as they relate to specific indicators of the C.A.F.E. Practices standard in order to give a Comply evaluation.
Generic and Smallholder	CG-EM3.1	The farm implements a coffee pruning program to promote new tissue generation (intended to contribute to increased productivity and coffee quality).	Inspectors should evaluate objective of pruning through interview with farm owner or manager assess frequency and timing of pruning, and observe extent of pruning throughout productive area.
Generic and Smallholder	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.	This indicator refers to the age of the farm at which it started as a coffee farm, and not the age of specific lots. The renovated lots are considered towards the 5% of the total coffee area of the farm.

Scorecard	Indicator Code	Indicator	Guidance
Generic Only	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.	The alternative practice that is observed should be included in the evidence (e.g., grafting, new varieties, etc.).
Generic Only	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).	This indicator evaluates whether the farm keeps written records of (i) climate change risks AND (ii) impacts on coffee production. As an Extra Point indicator, CG-CC1.1 calls for additional evidence that shows that the producer is going above and beyond what is normally expected. Therefore, simply recording temperature and rainfall is not sufficient for this indicator to be evaluated as Comply. The indicator also requires that the farm considers the impacts of climate change on their coffee production.

5.0. Coffee Processing

Scorecard	Indicator Code	Indicator	Guidance
Generic and Smallholder	CP-WC1.1	The total volume of water used for pulping, washing, and sorting for coffee processing operations is tracked and recorded, documenting the annual total water used and volume per Kg of coffee cherry processed. <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	CP-WC1.1 is applicable even when waterless depulpers are used (such as penagos or belcosub processors), as water is still being used for pulping (although limited quantities) and to wash the coffee.
Generic Only	CP-WC1.3	Processing facility recycles water used for both transporting coffee cherry and the pulping process.	The intent of this indicator is to reduce the water used in separating the coffee and classifying it for quality. If there is no separation of coffee cherry before pulping and all coffee goes to the depulper, this indicator should be evaluated as Not Applicable. When an inspector observes that in only one of the processes the water is being recycled, then the requirements of the indicator are not met. According to the indicator, both transporting and depulping of coffee cherry should include water recycling. If waterless pulpers are used, this indicator still must be evaluated for water use in the transporting of coffee cherry.
Generic and Smallholder	CP-WC1.4	The amount of water used (liters of water per Kg green coffee) shows a decrease over time (until the ratio in CP-WC1.5 is achieved). <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	If CP-WC1.1 is evaluated as Not Comply, then the volume of water used per kg coffee is not recorded. Therefore, amount of water use over time cannot be determined accurately. In the case that CP-WC1.1 is evaluated as Not Comply, then CP-WC1.4 should be scored as Not Comply.
Generic and Smallholder	CP-WC1.5	The ratio between water (used for pulping and washing) and coffee cherry is no more than 1:1 ratio (volume of water to volume of cherry).	If the volume of water used per kg of coffee is not recorded, CP-WC1.1 is evaluated as Not Comply, since the amount of water used over time cannot be determined accurately. CP-WC1.5 would also be evaluated as Not Comply in cases where a water efficient depulping machine is used (e.g., Belcosub, Penagos) and no water use records are available.

Generic Only	CP-WC1.6	The mill demonstrates awareness of whether or not water stress exists in the watershed in which they are operating and takes steps to maximize efficiency.	To receive an evaluation of Comply, the mill must demonstrate awareness AND take steps to maximize efficiency, regardless of whether or not water stress exists in the watershed. If the mill demonstrates awareness that no water stress exists in the watershed, but does not take steps to maximize efficiency, the inspector would evaluate the indicator as Not Comply.
Generic Only	CP-EC1.1	The quantity of energy used on-site for coffee processing operations is recorded documenting both the annual total energy used AND, quantity of energy used per Kg of green coffee processed.	In some countries, the national government recognizes units of volume that represent a specific volume of kilograms of green coffee. For example, one “fanega” in Costa Rica is equivalent to 46 kg of green coffee. Where this is applicable, the inspector should confirm that the mill cites the government source for these units and the kilogram equivalent of the nationally recognized unit on the energy consumption records. In this case, the inspector should evaluate the indicator as Comply. If mills are using any units other than kilograms or the ones mentioned above, verification organizations should contact SCS to request approval.
Generic and Smallholder	CP-EC1.2	At least 25% of parchment coffee is patio (sun) dried or dried in other energy efficient ways (e.g., greenhouses, raised beds, radiant solar drying systems).	Inspectors should consider the portion of the total coffee volume processed by the entity that is patio dried when calculating the percentage to evaluate CP-EC1.2. It is important to note that CP-EC1.2 may still be evaluated as Comply if the coffee is not dried from start to finish in the sun. For example, if the coffee is patio dried initially and then the drying process is finished mechanically, inspectors could still evaluate CP-EC1.2 as Comply, provided that at least 25% of the total coffee is dried in this way. If coffee is not dried at the entity being evaluated, the indicator should be evaluated as Comply, since for now there is no option of evaluating it as Not Applicable.
Generic Only	CP-EC1.3	The quantity of wood or other fuel (except parchment skin) used for drying coffee is recorded, documenting both the annual AND per Kg of green coffee processed totals.	<i>Please see guidance above for CP-EC1.1. regarding the acceptance of other types of units.</i>

<p>Generic Only</p>	<p>CP-EC1.5</p>	<p><u>EXTRA POINT:</u> The amount of total energy used per Kg of green coffee shows a decrease over time.</p>	<p>It is important for inspectors to confirm that there are auditable records of energy use by the client. The inspector should ask what sources of energy the client uses to process coffee on-site (e.g., electricity, diesel and gasoline). Once the energy sources are determined, the client must be able to show invoices for all energy consumption, including fuel purchase records in cases where generators are utilized, monthly and annual records of green coffee processed, and a calculation of the annual energy consumption per pound of green coffee processed. It is important to note that inspectors should not perform the calculation on behalf of the client to arrive at the total annual energy consumption per pound of green coffee processed. The inspector should always confirm that the information in the processing/energy consumption records is supported by actual receipts for electricity or fuel procured by the operation.</p>
<p>Generic Only</p>	<p>CP-EC1.6</p>	<p><u>EXTRA POINT:</u> Milling operation demonstrates innovation in energy sourcing through either the on-site production of renewable energy or purchase of offsets, or both (e.g., solar, wind, water, geothermal, biomass) beyond any locally available conventional source.</p>	<p>Offsets: Carbon credits purchased by an entity to offset greenhouse gas emissions generated on-site. One offset represents the reduction, elimination or sequestration of one metric ton of carbon dioxide equivalent (CO₂-e). Examples of offsets include: renewable energy, energy efficiency, carbon sequestration, etc. Offset purchases must be supported through documentation. Offset purchases compensate any activity of the farm with a reduction of greenhouse gas emissions. Drying coffee beans in the sun is not an innovation in energy sourcing.</p>

<p>Generic Only</p>	<p>CP-MT1.2</p>	<p><u>ZERO TOLERANCE:</u> Mill has a system and is tracking C.A.F.E. Practices coffee from initial purchase or intake through final sale or output.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Description of methods for keeping C.A.F.E. Practices coffee physically separate from non-C.A.F.E. Practices coffee (e.g., bag labels; storage areas; separate processing runs, etc.); • System of documentation used for ensuring C.A.F.E. Practices coffee is separate from non-C.A.F.E. Practices coffee (e.g., receipts; invoices; weigh-bridge tickets, etc.); and, • Deficiencies in the system of documents or physical segregation that would lead to mixing of C.A.F.E. Practices and non-C.A.F.E. Practices coffee. <p>In the case of a vertically integrated farm and mill, CP-MT1.1 and 1.2 should be treated as applicable and therefore must be evaluated as Comply or Not Comply. In the cases of a mill that forms part of a vertically integrated estate and that only receives and processes C.A.F.E. Practices coffee from the associated farm, the inspector should evaluate the relevant CP-MT indicator as Comply.</p> <p>There should be documented and verbal (and/or visual) evidence of the required type of tracking system.</p> <p>A mass balance system for tracking the coffee that equates total C.A.F.E. Practices received to total C.A.F.E. Practices coffee delivered, while allowing for mixing of coffee from C.A.F.E. Practices verified sources with other sources is NOT acceptable.</p> <p>If the inspector notices in document review that a mill receives coffee from farms or mills not included in the application, and that the mill does not track the C.A.F.E. Practices and non-C.A.F.E. Practices coffee separately (e.g., through lot numbers or physical segregation), then either: a supply chain discrepancy procedure should be followed to report the farm or mill that is potentially missing from the application, OR the entity should be given an evaluation of Not Comply.</p>
---------------------	------------------------	---	--

Generic Only	CP-RM1.1	The quantity of energy (e.g., electricity and diesel) used on-site for coffee processing operations is recorded, documenting both the annual total energy used, AND quantity of energy used per Kg of green coffee processed.	In some countries, the national government recognizes units of volume that represent a specific volume of kilograms of green coffee. For example, one “fanega” in Costa Rica is equivalent to 46 kg of green coffee. Where this is applicable, the inspector should confirm that the mill cites the government source for these units and the kilogram equivalent of the nationally recognized unit on the energy consumption records. In this case, the inspector should evaluate the indicator as Comply. If mills are using any units other than kilograms or the ones mentioned above, verification organizations should contact SCS to request approval. If the mill is unable to provide energy records showing annual total energy used and quantity of energy according to Kg of green coffee processed, then CP-RM1.1 would be evaluated as Not Comply, and CP-RM1.2 would be evaluated as Not Comply.
Generic Only	CP-RM1.2	<u>EXTRA POINT:</u> Records indicate the total amount of energy used per Kg of green coffee shows a decrease over time.	If CP-RM1.1 is evaluated as Not Comply, then CP-RM1.2 should be evaluated as Not Comply.
Generic Only	CP-RM1.4	<u>EXTRA POINT:</u> Milling operation demonstrates innovation in energy sourcing through either the on-site production of renewable energy or purchase of offsets, or both (e.g., solar, wind, water, geothermal, biomass) beyond any locally available conventional source.	The focus of CP-RM1.4 is to encourage the production of renewable energy and/or or purchase of carbon offsets. While the act of drying coffee in the sun may be considered “energy efficient,” it would not be considered relevant to indicator CP-RM1.4 since there is no energy produced or purchased. Wet mills are evaluated for energy efficient drying through indicator CP-EC1.2. Offsets: Carbon credits purchased by an entity to offset greenhouse gas emissions generated on-site. One offset represents the reduction, elimination or sequestration of one metric ton of carbon dioxide equivalent (CO ₂ -e). Examples of offsets include: renewable energy, energy efficiency, carbon sequestration, etc. Offset purchase must be supported through documentation.

<p>Generic Only</p>	<p>CP-MT1.1</p>	<p><u>ZERO TOLERANCE</u>: Entity has a system and is tracking C.A.F.E. Practices coffee from initial purchase through point of export.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Description of methods for keeping C.A.F.E. Practices coffee physically separate from non-C.A.F.E. Practices coffee (e.g., bag labels; storage areas; separate processing runs, etc.); • System of documentation used for ensuring C.A.F.E. Practices coffee is separate from non-C.A.F.E. Practices coffee (e.g., receipts; invoices; weigh-bridge tickets, etc.); • Information about ALL entities in the C.A.F.E. Practices supply chain, including farms and mills, as well as any other entity that handles coffee (e.g., collectors or farmer delegates that may collect coffee from farms and deliver it to wet mills); and, • Deficiencies in the system of documents or physical segregation that would lead to mixing of C.A.F.E. Practices and non-C.A.F.E. Practices coffee. <p>The tracking system requires that C.A.F.E. Practices coffee is kept distinct from non-C.A.F.E. Practices coffee. Coffee sold as C.A.F.E. Practices should be traceable as coffee that was produced and processed by entities that are included in the verified supply chain. A mass balance system for tracking the coffee, that equates total C.A.F.E. Practices received to total C.A.F.E. Practices coffee delivered, while allowing for mixing of coffee from C.A.F.E. Practices verified sources with other sources is not acceptable.</p> <p>To assess the tracking indicators, there should be documented and verbal evidence and/or visual evidence of this type of the tracking system. If an inspector sees receiving documents that show coffee coming from different wet mills or farms into the mill being inspected, but does not see that the mill tracks the lots from C.A.F.E. Practices verified and unverified sources uniquely (e.g., through lot numbers or physical segregation), then either a supply chain discrepancy procedure should be followed to report that either a farm or wet mill is potentially missing from the application and/or the entity should be given a Not Comply evaluation for the tracking indicator. For supply chains in which a collector or other intermediary is used to aggregate coffee from smallholders prior to delivering to the mill, this step in the supply chain should be evaluated within the scope of PS-MT1.1.</p>
---------------------	------------------------	--	---

6.0. Producer Support Organization

Scorecard	Indicator Code	Indicator	Guidance
Smallholder Only	PS-MT1.1	<p><u>ZERO TOLERANCE</u>: All supply chain entities have and implement a system to track the movement of C.A.F.E. Practices coffee from initial purchase through point of export.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Description of methods for keeping C.A.F.E. Practices coffee physically separate from non-C.A.F.E. Practices coffee (e.g., bag labels; storage areas; separate processing runs, etc.); • System of documentation used for ensuring C.A.F.E. Practices coffee is separate from non-C.A.F.E. Practices coffee (e.g., receipts; invoices; weigh-bridge tickets, etc.); • Information about ALL entities in the C.A.F.E. Practices supply chain, including farms and mills, as well as any other entity that handles coffee (e.g., collectors or farmer delegates that may collect coffee from farms and deliver it to wet mills); and, • Deficiencies in the system of documents or physical segregation that would lead to mixing of C.A.F.E. Practices and non-C.A.F.E. Practices coffee.

Scorecard	Indicator Code	Indicator	Guidance
Smallholder Only	PS-MT1.2	<p><u>ZERO TOLERANCE:</u> Organization has an annually updated list of producers participating in the C.A.F.E. Practices program.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Date when the producer list was most recently updated; and, • Specific discrepancies between the list of producers in the approved C.A.F.E. Practices application and the list encountered at the PSO. In most cases, a supply chain discrepancy notification is also necessary. <p>The C.A.F.E. Practices application list may not always match the cooperative membership list. Differences between the full cooperative list and list of C.A.F.E. Practices members does not mean automatic Not Comply. The cooperative should also have a specific C.A.F.E. Practices list and understand who is participating. If it is different than the cooperative list, the cooperative should be tracking this coffee separately through collection and milling.</p> <p>The list of producers participating in the program should be updated before the start of the verification. If the list of producers is not accurate and confirmed that was not updated this indicator should be evaluated as Not Comply. In addition, a supply chain discrepancy notification should be sent by the verifier according to the protocol in section 6.4.5. of the Verifier and Inspector Operations Manual.</p>
Smallholder Only	PS-MT1.3	<p><u>ZERO TOLERANCE:</u> Each farm in the supply chain receives a receipt for coffee purchased.</p>	<p>Minimum evidence required:</p> <ul style="list-style-type: none"> • Description of the receipt system that is used; • Information from farms that were visited during the verification and whether receipts were observed; and, • Explanation of system for coffee purchases, if no receipts are issued.

Scorecard	Indicator Code	Indicator	Guidance
Smallholder Only	PS-MT1.4	Participating farmers are given a written agreement or identification card when they commit to implementing C.A.F.E. Practices guidelines.	In order to evaluate PS-MT1.4, inspectors must conduct document review at both the PSO office and with farmers during field inspections. This indicator requires evidence in the form of documentation from both the PSO and farms (e.g., written agreements with farmers, ID cards). Ideally, a contract and/or agreement will be made between the PSO and farmers on an individual basis (e.g., one contract per farmer). In this case, the inspector should assign an evaluation of Comply. A single contract between the PSO and a group of farmers is only acceptable if each farmer has signed the agreement. Group contracts between a PSO and one person that represents several farmers, however, are not sufficient for a Comply evaluation for this indicator.
Smallholder Only	PS-MT1.5	Producer Support Organization keeps C.A.F.E. Practices farm verification reports from previous verifications documenting status of compliance of each farm accompanied by a farm map and description.	Compliance with PS-MT1.5 should be evaluated during the PSO inspection. This indicator refers to “C.A.F.E. Practices inspection reports” thus it should be evaluated as Not Applicable in the first year of participation in the program since no inspection reports would be available for review. In the course of a re-verification of a supply chain, inspectors should observe that the PSO maintains past inspection reports on file. This indicator is always to be treated as applicable for any re-verification. Verification reports should be maintained by the PSO for the last 2 verifications.
Smallholder Only	PS-MT1.6	Producer Support Organization actively shares and explains C.A.F.E. Practices verification results with at least 30% of participating farmers, including necessary improvements.	Meeting records or any other form of documentation that confirms that the results of the C.A.F.E. Practices verifications were shared are necessary for a Comply evaluation. Inspectors should confirm whether results were shared with producers during producer interviews.
Smallholder Only	PS-HP1.1	Producer Support Organization has documented materials for training members in its network on legal hiring practices, including but not limited to: legal minimum wage, age verification, access to education, and related laws.	Trainings should be confirmed through producer interviews and review of training materials and associated documentation.

Scorecard	Indicator Code	Indicator	Guidance
Smallholder Only	PS-HP1.2	Producer Support Organization has documented materials for training members in its network on: forced, bonded, indentured or involuntary convict labor or trafficked labor.	Trainings should be confirmed through producer interviews and review of training materials and associated documentation.
Smallholder Only	PS-CB1.3	<u>EXTRA POINT:</u> Producer Support Organization has developed a shade tree nursery and makes seedlings available to farmers.	The goal of this indicator is to encourage the PSO to develop its own source of shade tree seedlings for its producers.
Smallholder Only	PS-CB2.1	Producer Support Organization has a written list of wildlife species native to the region and identified which of those species are classified as vulnerable, endangered or critically endangered according to the IUCN red list (http://www.redlist.org) or local government resource and shares it with the producers in the network.	Local government guidance is an acceptable source as an alternative to the IUCN red list website. The intent of this indicator when referring to the sharing of information with producers in the network, is to increase producer awareness of value of wildlife diversity. The indicator should be evaluated through review of training documentation at PSO and confirmed through producer interviews.
Smallholder Only	PS-CB2.2	Producer Support Organization provides training to at least 30% of the farmers in the network on the value of wildlife diversity (animals and birds) and discourages hunting or trapping.	The intent of this indicator is to increase producer awareness of value of wildlife diversity and provide better understanding of PS-CB2.1 and CG-CB2.1. The indicator should be evaluated through review of training documentation at PSO and confirmed through producer interviews.
Smallholder Only	PS-CB3.1	Producer Support Organization has facilitated an assessment of and discussion with the farmer groups about areas of high conservation and ecological value (e.g., areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).	The intent of this indicator is to assign PSO the role of assessing areas of high conservation ecological value and increase producer awareness. Examples of documentation include: assessment report with findings and meeting minutes from farmer group discussions. Findings should be confirmed through producer interviews.

Scorecard	Indicator Code	Indicator	Guidance
Smallholder Only	PS-EM1.1	<u>ZERO TOLERANCE:</u> Producer Support Organization does not buy, distribute or apply pesticides prohibited under the World Health Organization Type 1A or 1B lists, or that are banned according to national, regional, or local laws.	Minimum evidence required: <ul style="list-style-type: none"> Active ingredient of illegal or prohibited pesticides used or distributed; Purpose for use of illegal or prohibited pesticides; Duration of time that illegal or WHO-listed pesticide has been in use or distributed; and, Legal reference (if applicable) or specification of whether pesticide is listed as Type 1A or 1B.
Smallholder Only	PS-EM1.4	Producer Support Organization trains and educates at least 30% of the farmers in the network on correct procedures, storage conditions, and appropriate application of agrochemicals.	Inspectors should evaluate the indicator through review of training documentation at the PSO and confirm trainings through producer interviews. Indicator should be evaluated as Not Applicable if no agrochemicals are used or applied in producer network.
Smallholder Only	PS-EM1.5	Producer Support Organization trains at least 30% of the farmers in the network on correct use of Personal Protective Equipment, and facilitates access to, or purchase of, PPE.	Inspectors should evaluate the indicator through review of training documentation at the PSO and confirm trainings through producer interviews. "Facilitates access" can include providing resources on where to purchase and/or provision of PPE to farmers either at a cost or subsidized.
Smallholder Only	PS-CC1.1	Producer Support Organization keeps written records of climate change risks and impacts on coffee production (e.g., change in temperature, rainfall).	List of potential risks and impacts of climate change on farm: <ul style="list-style-type: none"> Local or farm-level temperature and rainfall data records to monitor change over time; General Climate Change Impacts in coffee growing regions; Temperature increase and higher evaporation; Less rainfall; Increased flowering; New pest behavior; Higher risk of plant diseases; and, Overall decline in suitable coffee-growing area at lower elevations.

Scorecard	Indicator Code	Indicator	Guidance
Smallholder Only	PS-CC1.2	Producer Support Organization has developed and is implementing a training program to reduce impact of climate change.	<p>Review training program for concrete, feasible, and measurable strategies. Confirm implementation of program through interviews and document review. Examples of methods to reduce impacts of climate change:</p> <ul style="list-style-type: none"> • Shade enhancement; • Expand shade tree canopy; • Increased shade or wind breaks; • Water resource management; • Installation of ditch or drip irrigation; • Increased mulching; • Adaptation; • Drought-tolerant coffee varieties; • Pest and disease management; and • Increased monitoring and pest management strategies.
Smallholder Only	PS-CC1.3	<u>EXTRA POINT:</u> Producer Support Organization is participating in a formal project to calculate and reduce farm greenhouse gas emissions over time.	Project must be “formal” – for example, organized through a university, government, or non-governmental organization (NGO) Confirm participation in the project through document review and interviews with farm owner or manager.