

Opening Meeting – Checklist

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

Closing Meeting – Checklist

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



Starbucks Coffee Company

C.A.F.E. Practices

Version 3.4

Field Notes for *Medium/Large Farms* – Version 1.2

Applicant Information

Application number (ID):

Entity name:

Entity code:

Contact person:

Age of farm owner:

Address:

Email:

Telephone:

GPS Latitude:

GPS Longitude:

Entity supported the costs of the verification?

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

Verifier Information

Name of verification organization:

Inspector(s) for this inspection:

Date(s) of inspection:

Person responsible for reviewing the report:

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

Self-Verification

Inspected during harvest?

☐ Yes ☐ No

Farm Information

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

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

Total hectares (including all plots):

Total hectares of coffee production:

Conservation area hectares:

Number of water bodies:

Average distance between coffee trees (meters):

Average distance between rows (meters):

Total annual production volume (Kg) based on inspection:

2 years prior to most recent completed harvest
☐ Not Available

1 year prior to most recent completed harvest
☐ Not Available

Most recent completed harvest*

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

Cherry:

*required field

Parchment:

Green:

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

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

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

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

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

Flows:

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

Farm sends coffee outside of C.A.F.E. Practices supply chain? ☐ Yes ☐ No **Note:** Farm must send at least a portion of its coffee to an entity listed in the C.A.F.E. Practices application in order to be considered as part of the supply chain.

Name(s) of mill(s) or warehouse(s) where coffee is sent: _____
Number of kilograms (green coffee) sent to each entity: _____

Workers:

Entity uses labor intermediaries? ☐ Yes ☐ No

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

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

Number of children living on site: _____
Number of children of primary school age: _____
Number of children of secondary school age: _____

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

Rust? ☐ Yes ☐ No Rust incidence (if present): ☐ lower than 10% ☐ higher than 10%

☐ lower than 2% ☐ CBB infestation (if present):

☐ higher than 2% ☐ No

Coffee Berry Borer? ☐ Yes

Other? ☐ Yes ☐ No % of farm (if present):

If other pest/disease, please specify:

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

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

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

☐ 4C
 ☐ Fair Trade
 ☐ Rainforest Alliance

☐ AAA
 ☐ Organic

☐ Other: _____

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

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

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

Worker Interviews

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

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

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

Subject Area: Economic Accountability

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

Subject Area: Social Responsibility

Criterion SR-HP1: Wages and Benefits		
Indicators	C/ NC/ NA	Evidence/Justification
SR-HP1.1 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.	C	<i>Document required</i>
	NC	
	NA	
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.	C	Low-High range of payments per hr/day/wk: Lowest payment: _____ per _____ Highest payment: _____ per _____ National wage/industry standard: _____ per _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.2 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.	C	<i>Document required</i>
	NC	
	NA	

(See next page for related indicator)

<p>SR-HP1.3 ZERO TOLERANCE: Wages are paid regularly to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</p>	C	Document required	
	NC	<p>Type of payment: <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> other: _____</p> <p>Frequency of payment: <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> monthly</p> <p>Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>	
	NA		
<p>SR-HP1.7 Employer pays for any national, legally required benefits (social security, vacation, disability) for permanent workers.</p>	C	Document required	
	NC		
	NA	<p>Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>	
<p>SR-HP1.8 Employer pays for any national, legally required benefits (social security, vacation, disability) for temporary and seasonal workers.</p>	C	Document required	
	NC		
	NA	<p>Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>	

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

Criterion CG-EM3: Long Term Productivity		
Indicators	C/ NC/ NA	Evidence/Justification
CG-EM3.1 The farm implements a coffee pruning program to promote new tissue generation (intended to contribute to increased productivity and coffee quality).	C	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM3.2 <u>EXTRA POINT:</u> On farms older than 25 years, the farm annually renovates or replants at least 5% of the total coffee planted area with coffee varieties that maintain or improve the coffee quality profile.	C	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM3.3 <u>EXTRA POINT:</u> Farm is developing or working with a research institute to establish alternatives (e.g., new varieties, graft seedlings, etc.) to reduce nematode infestations and the incidence of soil fungus as well as reduce the use of pesticides.	C	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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.	C	Document required Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No Overtime wages: _____ per _____ National requirement: _____ per _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
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.	C	Document required Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.13 Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.	C	Document required Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.14 Financial disciplinary penalties are not assessed against workers.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

SR-HP1.15 The use of continuous short-term employment contracts or the practice of terminating and then rehiring workers is not permitted as a means to avoid legal obligations related to wages and benefits.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
SR-HP1.16 Workers are not required to pay a recruitment fee as a condition for employment.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	
	NC		
	NA		
SR-HP1.17 <u>ZERO TOLERANCE:</u> Labor intermediaries are only used where legally permissible. Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	Document required
	NC		
	NA		
Criterion SR-HP2: Freedom of Association/Collective Bargaining			
SR-HP2.1 Workers have either direct communication or a designated representative to communicate with management or employer.	C/ NC/ NA	Evidence/Justification	
	C		
	NC		
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	

CG-EM1.18 Empty chemical containers are rinsed and punctured, or as required by local regulations, and appropriately disposed of to prevent further use or injury.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
Criterion CG-EM2: Farm Management and Monitoring			
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.	C/ NC/ NA	Evidence/Justification	Document required
	C		
	NC		
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	C		
	NC		
CG-EM2.2 Farm managers hold at least one annual meeting with all permanent employees to discuss C.A.F.E. Practices improvement plans and activities.	C/ NC/ NA	Frequency of meetings: _____ meetings per year Date of last meeting: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	C		
	NC		
	NA		

CG-EM1.13 Pesticides (not including herbicides) are only applied as a last resort (after cultural and physical controls have failed).	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.14 Farm maintains records of pesticide application specifying the date, product, product formulation, quantity, and location or area of the farm for each pesticide application.	C	Pesticide application records include: <input type="checkbox"/> date <input type="checkbox"/> product <input type="checkbox"/> quantity <input type="checkbox"/> product formulation <input type="checkbox"/> location Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.15 Farm maintains written records of total toxic load calculation for productive area on the farm.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.16 <u>EXTRA POINT:</u> Total toxic load is decreased over time by reducing pesticide use or selecting less toxic alternatives.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.17 Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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

<p>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.</p>	C	<p>Document required</p>
NC		
NA		
<p>SR-HP2.7 EXTRA POINT: If a workers' association fund has been established, workers have access to association fund to finance projects that improve living conditions for workers and their families.</p>	C	<p>Workers' association exists? <input type="checkbox"/> Yes <input type="checkbox"/> No Workers' association fund? <input type="checkbox"/> Yes <input type="checkbox"/> No Equal access to fund? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
NC		
NA		
<p>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.</p>	C	<p>Document required</p>
NC		
NA		

<p>CG-EM1.8 Agrochemicals are mixed and spraying equipment loaded in ventilated areas. If products are mixed in the field, because of distance from storage, precautions are taken and plans are in place to handle accidents, spills or contamination.</p>	C	<p>Document required</p>
NC		
NA		
<p>CG-EM1.9 Farm has an Integrated Pest Management (IPM) plan for monitoring for pests and diseases and symptoms of nematode infestation.</p>	C	<p>Document required</p>
NC		
NA		
<p>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.</p>	C	<p>Plan for monitoring insect and disease problems? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>
NC		
NA		
<p>CG-EM1.11 Farm takes physical action to control sources of infestation.</p>	C	<p>Document required</p>
NC		
NA		
<p>CG-EM1.12 Pesticides (not including herbicides) are applied only on a spot-application basis, depending on the type and severity of infestation.</p>	C	<p>Document required</p>
NC		
NA		

CG-EM1.3 Agrochemicals are stored in a locked place with controlled access and separate from food products and living and social areas.	C	
	NC	
	NA	
CG-EM1.4 Agrochemical storage site has adequate ventilation.	C	
	NC	
	NA	
CG-EM1.6 Agrochemical storage site has safeguards to control spills (e.g., physical barriers to prevent external contamination).	C	Agrochemical storage: <input type="checkbox"/> locked place <input type="checkbox"/> controlled access <input type="checkbox"/> separate from food and living areas <input type="checkbox"/> adequately ventilated <input type="checkbox"/> safeguards to control spills Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.5 Agrochemicals that are stored have original manufacturer's labels and are clearly organized and separated according to toxicity and use.	C	
	NC	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NA	
CG-EM1.7 There are contingency plans for handling pesticide spills and overexposure.	C	
	NC	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NA	

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

SR-HP3.4 If overtime work is required as part of the job, such requirements are clear at the time of hiring and recorded in writing and signed by the employee.	C	<i>Document required</i>
	NC	
	NA	
SR-HP3.5 Hours worked on potentially hazardous activities (e.g., pesticide exposure, very heavy labor, etc.) are limited according to the law. If hours have not established by law, the activities are limited to six hours per day.	C	<i>Document required</i>
	NC	
	NA	
SR-HP3.6 Employer has a paid sick leave program for all permanent workers.	C	<i>Document required</i>
	NC	
	NA	
SR-HP3.7 Employer has an annual leave (vacation) program as required by law. If laws have not been established, annual leave for permanent workers is a minimum of ten working days per year (prorated in cases of less than one year of employment).	C	<i>Document required</i>
	NC	
	NA	
SR-HP3.8 If workers do not take annual leave (vacation), employer can either allow vacation time to accrue or can pay wages for the equivalent amount of time accrued under the regular pay scale, where permissible by law.	C	<i>Document required</i>
	NC	
	NA	

CG-CB3.10 Multiple plant species that contribute to biodiversity have been planted where space allows within the farm (e.g., borders, roads, trails, paths, etc.).	C	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB3.11 EXTRA POINT: A nursery has been established or identified as a source of native tree and plant species for ecological restoration activities.	C	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
Criterion CG-EM1: Ecological Pest and Disease Control		
Indicators	C/ NC/ NA	Evidence/Justification
	C	
	NC	
CG-EM1.1 ZERO TOLERANCE: Farm does not use pesticides that are listed by the World Health Organization as Type 1A or 1B, or that are banned according to national, regional, or local laws.	C	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-EM1.2 Farm keeps purchase records of pesticides, specifying date, product, product formulation, quantity, supplier, and price of purchase for each pesticide.	C	<i>Document required</i>
	NC	
	NA	

CG-CB3.4 Areas of high conservation value are clearly defined, protected, and managed to maintain their high conservation values.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____	Document required for CG-CB3.5
	NC		
	NA		
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).	C		
	NC		
	NA		
CG-CB3.6 <u>EXTRA POINT:</u> If areas of high conservation value exist on the farm, they are protected from future development through the declaration of private reserves, conservation emphasis areas or legal conservation easements.	C		
	NC	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____	
	NA		
CG-CB3.7 At least 5% of the total farm area is set aside as a conservation emphasis area or as required by local law.	C		
	NC		
	NA		
CG-CB3.8 <u>EXTRA POINT:</u> More than 10% of the total farm area is set aside as a conservation emphasis area or as required by local law.	C	% of total farm area set aside as a conservation emphasis area: Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____	
	NC		
	NA		
CG-CB3.9 <u>EXTRA POINT:</u> If multiple areas of high conservation value exist on the farm, biological corridors are established to connect these conservation value areas.	C		
	NC		
	NA	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____	

Criterion SR-HP4: Child Labor/Non-Discrimination/Forced Labor			
Indicators	C/ NC/ NA	Evidence/Justification	
SR-HP4.1 <u>ZERO TOLERANCE:</u> Employer does not directly or indirectly employ any persons who are under the age of 14 or the legal working age (ILO Conventions 10 and 138).	C		
	NC		
	NA	Age of youngest worker: _____ Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
SR-HP4.2 <u>ZERO TOLERANCE:</u> Employment of authorized minors follows all legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education (ILO Convention 10).	C	Document required	
	NC	<u>Evidence of authorization:</u> <input type="checkbox"/> note from parents <input type="checkbox"/> verbal agreement <input type="checkbox"/> other _____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NA		
SR-HP4.3 <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>	C		
	NC		
	NA	Source of Evidence: _____ Documentation: _____ Interview: _____ Observation: _____	

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

CG-CB2.4 EXTRA POINT: A written wildlife management plan is developed and implemented on the farm (e.g., management and workers are trained, action steps are outlined, timeline to completion, etc.).	C		Wildlife management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC		
	NA		
Criterion CG-CB3: Conservation Areas			
Indicators	C/ NC/ NA		Evidence/Justification
	C		
	NC		
CG-CB3.1 ZERO TOLERANCE: No conversion of natural forest to agricultural production since 2004.	C		Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC		
	NA		
CG-CB3.2 Farm has made an assessment of areas of high conservation value (areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).	C		Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC		
	NA		
CG-CB3.3 EXTRA POINT: Farm has had an assessment completed by ecologists and/or biologists for areas of high conservation value.	C		Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC		
	NA		

CG-CB1.12 Cavity trees and standing and/or fallen dead trees are left in the field to naturally decay.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
Criterion CG-CB2: Protecting Wildlife		
CG-CB2.1 Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.	C/ NC/ NA	Evidence/Justification
	C	
	NC	
CG-CB2.2 There are specific implemented measures (e.g., 'no hunting' or 'no trespassing' signs, gates, fences, guards, etc.) to prevent unauthorized hunting and collection of flora and fauna.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	Specific implemented measures: <input type="checkbox"/> signs <input type="checkbox"/> gates <input type="checkbox"/> fences <input type="checkbox"/> other: Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NA	
CG-CB2.3 Farm management has created a list of wildlife species native to the region and identified which of those species are classified as vulnerable, endangered or critically endangered according to the IUCN red list (http://www.redlist.org) or local government source.	C	Document required
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____

Criterion SR-WC1: Access to Housing, Potable Water and Sanitary Facilities		
SR-WC1.1 Permanent and temporary/seasonal workers living onsite have habitable housing.	C/ NC/ NA	Evidence/Justification
	C	
	NC	<input type="checkbox"/> adequate ventilation <input type="checkbox"/> impermeable roof <input type="checkbox"/> lighting Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
SR-WC1.2 Employer provides workers with convenient access to safe drinking water.	C	
	NC	<input type="checkbox"/> water testing <input type="checkbox"/> water boiled <input type="checkbox"/> spring/well with concrete cap <input type="checkbox"/> Other method of purification: Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NA	
SR-WC1.3 Worker housing has buffer zones, of 10 meters minimum width, from productive area and agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.	C	
	NC	Distance from productive area to worker housing:____meters Distance from agrochemical storage facilities to worker housing:____meters Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NA	

SR-WC1.4 Workers have convenient access to sanitary facilities that do not contaminate the local environment.	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
SR-WC1.5 Garbage from housing and facilities provided by employer is removed either to a municipal waste dump or to a waste site located at least 25 meters from any worker housing.	C	
	NC	
	NA	Distance from waste dump to worker housing: _____meters Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
Criterion SR-WC2: Access to Education		
Indicators	C/ NC/ NA	Evidence/Justification
SR-WC2.1 ZERO TOLERANCE: Children of legal school age who live onsite or accompany family members who are working onsite attend school.	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____

CG-CB1.5 Canopy cover in the productive area has a diversity of tree species.	C	
	NC	
	NA	# tree species in canopy cover: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CG-CB1.6 Invasive species are not used for canopy cover in the productive area.	C	
	NC	
	NA	
CG-CB1.7 Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover in the productive area.	C	
	NC	
	NA	
CG-CB1.10 <u>EXTRA POINT</u> : At least 75% of the canopy cover in the productive area is comprised of locally native species and/or the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.	C	
	NC	% of canopy cover comprised of native species: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NA	
CG-CB1.8 <u>EXTRA POINT</u> : Canopy cover in the productive area is kept at biologically significant levels (i.e., the level of canopy cover changes the farm's micro-climate, produces a noticeable leaf layer on the ground and creates an obvious habitat for a range of plant and animal species, etc.).	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CG-CB1.11 <u>EXTRA POINT</u> : Shade canopy in the productive area consists of at least 2 identifiable canopy layers.	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____

Criterion CG-CB1: Maintaining a Coffee Shade Canopy		
Indicators	C/ NC/ NA	Evidence/Justification
CG-CB1.1 Native trees are removed only when they constitute a human hazard or when they significantly compete with coffee plants.	C	Source of Evidence: <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB1.2 The farm has a shade management plan including: identifying areas with gaps in shade, plots where shade is appropriate or not, plans for replanting invasive exotic/non-native trees with native species, identified resources for appropriate shade tree lists, identified resources from which to source shade trees and a timeline for implementation.	C	<i>Document required</i> Shade management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No Plan includes: <input type="checkbox"/> areas with gaps in shade? <input type="checkbox"/> plots where shade is appropriate? <input type="checkbox"/> replanting with native species? <input type="checkbox"/> resources for shade tree lists? <input type="checkbox"/> where to source shade trees? <input type="checkbox"/> timeline? Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-CB1.3 The farm is implementing the shade management plan according to the plan's timeline.	C	
	NC	
	NA	
CG-CB1.4 At least 10% of the farm (including productive AND non-productive area) has canopy cover.	C	
	NC	
	NA	
CG-CB1.9 EXTRA POINT: At least 40% of the productive area of the farm has canopy cover.	C	% of farm with canopy cover: _____ % of productive area with canopy cover: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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

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

CG-SR2.5 At least 25% of the productive area is planted with nitrogen-fixing, leguminous trees.	C	
	NC	
	NA	
CG-SR2.6 At least 50% of the productive area is planted with nitrogen-fixing, leguminous trees.	C	
	NC	
	NA	
CG-SR2.7 All of the productive area is planted with nitrogen-fixing, leguminous trees.	C	% of area planted with nitrogen-fixing, leguminous trees: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-SR2.8 Soil analysis is conducted every two years to identify nutrient deficiencies (macro and micro nutrients) and organic matter content.	C	<i>Document required</i> Soil analysis conducted every _____ years Foliar analysis conducted every _____ years. Source of Evidence: <input type="checkbox"/> Documentation: _____
	NC	
	NA	
CG-SR2.9 Foliar analysis is conducted every two years to identify nutrient deficiencies (macro and micro nutrients).	C	
	NC	
	NA	
CG-SR2.10 The formula of applied nutrients and non-synthetic soil amendments is customized in response to results of soil and foliar analyses.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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

Document required

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.	C	Worker injuries documented? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
Criterion SR-WC4: Worker Safety and Training		
Indicators	C/ NC/ NA	Evidence/Justification
SR-WC4.1 Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost. • For farms: respirators with filters, goggles, rubber boots, water-proof gloves, impermeable clothing • For dry mills: goggles, ear plugs, masks	C	
	NC	PPE for farm includes: <input type="checkbox"/> respirators with filters <input type="checkbox"/> goggles <input type="checkbox"/> rubber boots <input type="checkbox"/> water-proof gloves <input type="checkbox"/> impermeable clothing Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NA	
SR-WC4.2 Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment. • When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing (SR-WC4.1). • When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles.	C	
	NC	
	NA	Source of Evidence: Documentation: _____ Interview: _____ Observation: _____

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

CG-SR1.9 Herbicides are not used to control ground vegetation or cover crops and are only used in spot applications for aggressive weeds.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-SR1.10 At least 50% of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches and/or other control measures (including cover vegetation, etc.).	C	
	NC	
	NA	
CG-SR1.11 All roads or frequently used trails or footpaths are protected from erosion by proper drainage ditches and/or other control measures (including cover vegetation, etc.).	C	% of roads or frequently used trails or footpaths that are protected from erosion: _____ Source of Evidence: <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CG-SR1.12 EXTRA POINT: Areas in which the risk of landslides is very high (consider factors such as slope, soil, and including slopes greater than 60%) are not cultivated and are restored with native vegetation where possible.	C	Source of Evidence: <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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% .	C	
	NC	
	NA	
CG-SR1.6 In addition to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on all productive area with slopes between 20% and 30% .	C	% of productive area with slopes between 20% and 30% with contour lines and/or bench terraces: _____ Contour lines and bench terraces established at intervals appropriate for site conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
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% .	C	
	NC	
	NA	
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% .	C	% of productive area with slopes over 30% with physical and/or living barriers: _____ Source of Evidence: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

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.	C	
	NC	
	NA	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
SR-WC4.9 Authorized minors (minors older than 14) and pregnant women are prohibited from handling or applying agrochemicals , operating heavy machinery and/or heavy lifting.	C	
	NC	
	NA	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
SR-WC4.10 Entrance is prohibited to areas where pesticides were applied 48 hours prior without protective equipment.	C	
	NC	
	NA	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
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.	C	
	NC	
	NA	Source of Evidence: _____ <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____

SR-WC4.12 Employees are provided with a safe working environment.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC4.13 All equipment used by workers is properly maintained and safe to use.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
Criterion SR-MS 1: Management Systems		
Indicators	C/ NC/ NA	Evidence/Justification
	C	SR-MS1.1 <u>ZERO TOLERANCE</u> : Entity provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated third party. Payroll records and time cards provided by management are true and accurate.
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
SR-MS1.2 <u>ZERO TOLERANCE</u> : Money and/or gifts of any type are not offered to Starbucks or its designated third party	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____

Criterion CG-SR1: Controlling Surface Erosion		
Indicators	C/ NC/ NA	Evidence/Justification
	C	CG-SR1.1 Farm managers demonstrate knowledge of farm areas at risk to erosion and are able to communicate and/or identify on a map areas at high risk of erosion (considering such factors as slope, soil type, and concavity).
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CG-SR1.2 Farm has a written soil management plan that includes measures to minimize surface erosion.	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CG-SR1.3 At least 50% of productive area with slopes of less than 20% is covered by shade trees and/or cover crops/vegetation.	C	
	NC	
	NA	
CG-SR1.4 All productive area with slopes of less than 20% is covered by shade trees and/or cover crops/vegetation.	C	
	NC	
	NA	% of productive area with slopes of less than 20% with shade trees and/or cover crops/vegetation: _____ Source of Evidence: <input type="checkbox"/> Observation: _____

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

Subject Area: Environmental Leadership - Coffee Growing

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

CG-WR1.5 Farm has a plan to restore native vegetation within the buffer zones.	C	<i>Document required</i>	
	NC		
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
CG-WR1.6 More than 50% of permanent water body buffer zones are composed of native woody vegetation.	C		
	NC		
	NA		
CG-WR1.7 All permanent water body buffer zones are composed of native woody vegetation.	C		
	NC	% of permanent water body buffer zones composed of native woody vegetation: _____ Source of Evidence: <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NA		
CG-WR1.8 EXTRA POINT: All water crossings are protected by the use of bridges, culverts or sufficient means to prevent degradation.	C		
	NC		
	NA	Source of Evidence: <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	

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