

Opening Meeting – Checklist

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

Closing Meeting – Checklist

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



Starbucks Coffee Company

C.A.F.E. Practices Version 3.4

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

Applicant Information

Application number (ID): _____

Entity name: _____

Entity code: _____

Contact person: _____ Gender: ☐ Male ☐ Female

Address: _____

Email: _____

Telephone: _____

GPS Latitude: _____ ° _____ ' _____ " (N) (S)

GPS Longitude: _____ ° _____ ' _____ " (E) (W)

Entity supported the costs of the verification? ☐ Yes, paid directly for the cost ☐ Yes, paid indirectly for the cost (e.g., deductions from sales of coffee; logistical support) ☐ No

Verifier Information

Name of verification organization: _____

Inspector(s) for this inspection: _____

Date(s) of inspection: _____

Person responsible for reviewing the report: _____

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

Producer Support Organization Information

Business type:

- ☐ Association
- ☐ Cooperative
- ☐ Wet mill
- ☐ Dry mill
- ☐ Collector
- ☐ Exporter/supplier
- ☐ NGO
- ☐ Local Coffee Industry Association

Number of dedicated producer support staff at the PSO:

Permanent: _____ Temporary: _____

Number of smallholder farms supported: _____

Self-Evaluation

Self-Evaluation

Subject Area: Producer Support

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

<p>PS-MT1.5</p> <p>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.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>PS-MT1.6</p> <p>Producer Support Organization actively shares and explains C.A.F.E. Practices verification results with at least 30% of participating farmers, including necessary improvements.</p>	C	<p><i>Document required</i></p> <p>% of producers in network with whom PSO has shared verification results: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	

Criterion PS-HP1: Hiring Practices

Indicators	C/ NC/ NA	Evidence/Justification
<p>PS-HP1.1</p> <p>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.</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____</p>
<p>PS-HP1.2</p> <p>Producer Support Organization has documented materials for training members in its network on: forced, bonded, indentured or involuntary convict labor or trafficked labor.</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____</p>

Self-Evaluation

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

(See next page for related indicators)

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

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

Criterion PS-EM2: Management and Monitoring		
Indicators	C/ NC/ NA	Evidence/Justification
PS-EM2.1 Producer Support Organization has developed a written farm management plan with supporting documents, including but not limited to: • A description of the farm production systems and coffee productivity (coffee production per hectare, total annual coffee production) of the farmer network • Producer Support Organization's farmer training plan • Ecological pest and disease management measures • Soil quality improvement strategies • Producer Support Organization farmer resource sharing	C	<i>Document required</i> Written management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Plan includes:</u> <input type="checkbox"/> description of farm production systems and productivity <input type="checkbox"/> farmer training plan <input type="checkbox"/> pest and disease management <input type="checkbox"/> soil quality improvement strategies <input type="checkbox"/> farmer resource sharing <input type="checkbox"/> all of the above <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
PS-EM2.2 Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for more than 5% of the producers in its network.	C	<i>Document required</i> (See next page for related indicators)
	NC	
	NA	