



Starbucks Coffee Company

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

*Self-evaluation for Producer Support Organizations (PSO)*

**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

**Evaluation Information**

Name of evaluator: \_\_\_\_\_

Date(s) of evaluation: \_\_\_\_\_

Person responsible for reviewing the report: \_\_\_\_\_

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

**Producer Support Organization Information**

- Organization 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 farms supported: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Subject Area: Producer Support

Criterion PS-MT1: Management and Tracking Systems	
Indicators	Evidence/Justification
<p>PS-MT1.1 <b>ZERO TOLERANCE:</b> 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><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>PS-MT1.2 <b>ZERO TOLERANCE:</b> Organization has an annually updated list of producers participating in the C.A.F.E. Practices program.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>PS-MT1.3 <b>ZERO TOLERANCE:</b> Each farm in the supply chain receives a receipt for coffee purchased.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

<p>PS-MT1.4 Participating farmers are given a written agreement or identification card when they commit to implementing C.A.F.E. Practices guidelines.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>PS-MT1.6 Producer Support Organization actively shares and explains C.A.F.E. Practices verification results with <b>at least 30%</b> of participating farmers, including necessary improvements.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>% of producers in network with whom PSO has shared verification results: _____</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

**Criterion PS-HP1:  
Hiring Practices**

Indicators	Evidence/Justification
<p>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.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: _____</p>
<p>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.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: _____</p>

**Criterion PS-SR1:  
Controlling Surface Erosion**

Indicators	Evidence/Justification
<p>PS-SR1.1 Producer Support Organization has a detailed soil management plan that includes erosion reduction strategies.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	<p>See next page for related indicator.</p>

<p>PS-SR1.2 Producer Support Organization has identified resources for erosion controls.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	<p>Soil management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Plan includes:</u> <input type="checkbox"/> soil erosion reduction strategies <input type="checkbox"/> resources have been identified for erosion control <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>PS-SR1.3 Producer Support Organization facilitates the distribution of erosion controls (grasses, shrubs, etc.) to <b>more than 10% of producers</b> in the network.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	
<p>PS-SR1.4 Producer Support Organization facilitates the distribution of erosion controls (grasses, shrubs, etc.) to <b>more than 25% of producers</b> in the network.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	
<p>PS-SR1.5 <u>EXTRA POINT:</u> Producer Support Organization facilitates the distribution of erosion controls (grasses, shrubs, etc.) to <b>more than 50% of producers</b> in the network.</p> <p><input type="checkbox"/> <i>Comply</i>   <input type="checkbox"/> <i>Not Comply</i></p>	<p>% of producers in network to whom PSO distributes erosion control: _____ <u>Types of erosion controls:</u></p> <p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>

Criterion PS-SR2: Maintaining Soil Productivity	
Indicators	Evidence/Justification
<p>PS-SR2.1 Producer Support Organization's soil management plan includes the analysis of soil samples from representative farms in the network to identify nutrient deficiencies.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>PS-SR2.2 Producer Support Organization's soil management plan includes a foliar analysis from representative farms in the network to identify nutrient deficiencies.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>PS-SR2.3 Producer Support Organization has developed and is implementing its soil and/or foliar analysis plan every two years.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><u>Soil management plan includes:</u></p> <p><input type="checkbox"/> soil analysis testing</p> <p><input type="checkbox"/> foliar testing</p> <p><input type="checkbox"/> implementation of strategy</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

Criterion PS-CB1: Maintaining Shade Canopy	
Indicators	Evidence/Justification
<p>PS-CB1.1 Producer Support Organization has a shade management plan including: identified areas with gaps in the shade canopy and replacement of invasive exotic/non-native trees with native species.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Shade management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Plan identifies:</u></p> <p><input type="checkbox"/> areas with gaps in shade canopy</p> <p><input type="checkbox"/> plans for replacing non-native species</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>PS-CB1.2 Producer Support Organization facilitates access to or distributes shade tree seeds or seedlings.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>PS-CB1.3 <u>EXTRA POINT:</u> Producer Support Organization has developed a shade tree nursery and makes seedlings available to farmers.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

**Criterion PS-CB2:  
Protecting Wildlife**

Indicators	Evidence/Justification
<p>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 (<a href="http://www.redlist.org">http://www.redlist.org</a>, or local government resource) and shares it with the producers in the network.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>PS-CB2.2 Producer Support Organization provides training to <b>at least 30%</b> of the farmers in the network on the value of wildlife diversity (animals and birds) and discourages hunting or trapping.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>% of producers trained: _____  Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

**Criterion PS-CB3:  
Conservation Areas**

Indicators	Evidence/Justification
<p>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).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p><b>Criterion PS-EM1: Ecological Pest and Disease Control</b></p>	
Indicators	Evidence/Justification
<p>PS-EM1.1 <b>ZERO TOLERANCE:</b> Producer Support Organization does not buy, distribute or apply <b>pesticides</b> prohibited under the World Health Organization Type 1A or 1B lists, or that are banned according to national, regional, or local laws.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><u>Pesticide records include:</u></p> <p><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</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>PS-EM1.3          If Producer Organization buys, distributes or applies <b>agrochemicals</b>, all agrochemicals are stored in a locked place with controlled access away from food products.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>PS-EM1.4          Producer Support Organization trains and educates <b>at least 30%</b> of the farmers in the network on correct procedures, storage conditions, and appropriate application of agrochemicals.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>% of producers trained: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

<p>PS-EM1.5          Producer Support Organization trains <b>at least 30%</b> of the farmers in the network on correct use of Personal Protective Equipment, and facilitates access to, or purchase of, PPE.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>% of producers trained: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>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 <b>more than 10% of affected producers in network</b>.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>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 <b>more than 25% of affected producers in network</b>.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>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 <b>more than 50% of affected producers in network</b>.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><u>Coffee pest</u></p> <p><input type="checkbox"/> coffee cherry borer  <input type="checkbox"/> other: _____</p> <p>% of producers in network receiving biological control agents: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

**Criterion PS-EM2:  
Management and Monitoring**

Indicators	Evidence/Justification
<p>PS-EM2.1                      Producer Support Organization has developed a written farm management plan with supporting documents, including but not limited to:</p> <ul style="list-style-type: none"> <li>• A description of the farm production systems and coffee productivity (coffee production per hectare, total annual coffee production) of the farmer network</li> <li>• Producer Support Organization's farmer training plan</li> <li>• Ecological pest and disease management measures</li> <li>• Soil quality improvement strategies</li> <li>• Producer Support Organization farmer resource sharing</li> </ul> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Written management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Plan includes:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> description of farm production systems and productivity</li> <li><input type="checkbox"/> farmer training plan</li> <li><input type="checkbox"/> pest and disease management</li> <li><input type="checkbox"/> soil quality improvement strategies</li> <li><input type="checkbox"/> farmer resource sharing</li> <li><input type="checkbox"/> all of the above</li> </ul> <p><u>Source of Evidence:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation: _____</li> <li><input type="checkbox"/> Interview: _____</li> <li><input type="checkbox"/> Observation: _____</li> </ul>
<p>PS-EM2.2                      Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for <b>more than 5% of the producers in its network.</b></p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>See next page for related indicator.</p>

<p>PS-EM2.3                      Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for <b>more than 15% of the producers in its network.</b></p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>PS-EM2.4  <u>EXTRA POINT:</u> Producer Support Organization implements a farm monitoring program to track farm activities and improvements in C.A.F.E. Practices for <b>more than 25% of the producers in its network.</b></p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Monitoring program to track farm activities and improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>% of producers for whom PSO implements monitoring program: _____</p> <p><u>Source of Evidence:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation: _____</li> <li><input type="checkbox"/> Interview: _____</li> <li><input type="checkbox"/> Observation: _____</li> </ul>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Annual meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation: _____</li> <li><input type="checkbox"/> Interview: _____</li> <li><input type="checkbox"/> Observation: _____</li> </ul>

<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>PS-EM2.7 Producer support organization has trained <b>more than 10% of producers in the network</b> on topics covered in PS-EM2.6.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>PS-EM2.8 Producer support organization has trained <b>more than 25% of producers in the network</b> on topics covered in PS-EM2.6.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Documented training materials for producer network? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Materials include:</u></p> <p><input type="checkbox"/> health and safety</p> <p><input type="checkbox"/> use of PPE</p> <p><input type="checkbox"/> shade management</p> <p><input type="checkbox"/> integrated pest control and disease management</p> <p><input type="checkbox"/> pesticide container disposal</p> <p><input type="checkbox"/> pruning</p> <p><input type="checkbox"/> weeding and general agricultural practices</p> <p><input type="checkbox"/> processing &amp; drying</p> <p><input type="checkbox"/> all of the above</p> <p>% of producers trained: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>PS-EM2.9 Producer support organization has trained <b>more than 50% of producers in the network</b> on topics covered in PS-EM2.6.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	

<p align="center"><b>Criterion PS-CC1: Climate Change</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>PS-CC1.1 Producer Support Organization keeps written records of climate change risks and impacts on coffee production (e.g., change in temperature, rainfall).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Documentation includes:</u></p> <p><input type="checkbox"/> list of climate change risks</p> <p><input type="checkbox"/> records of climate change impacts</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>PS-CC1.2 Producer Support Organization has developed and is implementing a training program to reduce impact of climate change.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>PS-CC1.3 <u>EXTRA POINT:</u> Producer Support Organization is participating in a formal project to <b>calculate</b> and <b>reduce</b> farm greenhouse gas emissions over time.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>



