



Starbucks Coffee Company

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

## Self-evaluation for Medium/Large Farms

### Applicant Information

Application number (ID): \_\_\_\_\_

Entity name: \_\_\_\_\_

Entity code: \_\_\_\_\_

Contact person: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Age of farm owner: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

GPS Latitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " (N) (S) **Note:** If farm has multiple plots, enter GPS data on next page.

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: \_\_\_\_\_

Evaluated 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

1 year prior to most recent completed harvest

Most recent completed harvest\*

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

☐ Not Available

☐ Not Available

\*required field

Cherry: \_\_\_\_\_

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.):

**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

☐ External subcontracting agency

Type of intermediary (if applicable): ☐ Informal worker group leader/agent

☐ Other: \_\_\_\_\_

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

Number of 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%

Coffee Berry Borer? ☐ Yes ☐ No CBB infestation (if present): ☐ lower than 2% ☐ higher than 2%

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:**

☐ Blue Mountain ☐ Geisha ☐ N39 ☐ Tabi  
☐ Bourbon ☐ Icatu ☐ Pacamara ☐ Tekisisc  
☐ Castillo ☐ Jackson ☐ Pacas ☐ Typica  
☐ Catimor ☐ Java ☐ Pache Colis ☐ Venecia  
☐ Catuai ☐ Kent ☐ Ruiru 11 ☐ Villa Sarchi  
☐ Catuai 44 ☐ Lempira ☐ Sarchimor ☐ Villalobos  
☐ Caturra ☐ Maragogipe ☐ SL28 ☐ Other: \_\_\_\_\_  
☐ Colombia ☐ Mondo Novo ☐ SL34  
☐ Garnica ☐ Montecristo ☐ Sumatra

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

☐ 4C ☐ Fair Trade ☐ Rainforest Alliance  
☐ AAA ☐ Organic ☐ UTZ  
☐ Other: \_\_\_\_\_

## Subject Area: Economic Accountability

Criterion EA-IS1: Demonstration of Financial Transparency	
Indicators	Evidence/Justification
<p>EA-IS1.3 Entity keeps receipts or invoices for the coffee (cherry, parchment, green) it buys or sells.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>EA-IS1.4 Presented documents indicate: <b>date, names of buyer and seller, unit of measure</b> (volume or weight), <b>price per unit, quantity, type of coffee</b> (cherry, parchment or green).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Receipts for:</u></p> <p><input type="checkbox"/> coffee purchased <input type="checkbox"/> coffee sold</p> <p><u>Documents include:</u></p> <p><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</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

## Subject Area: Social Responsibility

Criterion SR-HP1: Wages and Benefits	
Indicators	Evidence/Justification
<p>SR-HP1.1 <b>ZERO TOLERANCE:</b> All permanent workers are paid the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>SR-HP1.10 <b>EXTRA POINT:</b> All permanent workers are paid <b>MORE</b> than the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid <b>MORE</b> than the local industry standard wage. If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____ Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u> _____ per _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.2  <b>ZERO TOLERANCE:</b> All temporary and seasonal workers are paid the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the local industry standard wage.          If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>SR-HP1.11  <b>EXTRA POINT:</b> All temporary and seasonal workers are paid <b>MORE</b> than the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid <b>MORE</b> than the local industry standard wage.          If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____</p> <p>Highest payment: _____ per _____</p> <p>Pay by Productivity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Payment per activity: _____ per _____</p> <p><u>National wage/industry standard:</u></p> <p>_____ per _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.4          Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions.</p> <p><i>For warehouses and mills, hours AND days worked must also be included in the records.</i></p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>See next page for related indicator.</p>

<p>SR-HP1.5          Workers have access to their earnings records, which itemize all wages, overtime and deductions.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>SR-HP1.6  <b>EXTRA POINT:</b> Workers are given copies of earnings records, which itemize all wages, overtime and deductions.</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>Earnings records itemize:</u></p> <p><input type="checkbox"/> wages</p> <p><input type="checkbox"/> overtime worked</p> <p><input type="checkbox"/> deductions</p> <p><input type="checkbox"/> hours &amp; days worked (for farms where piece-rate work is observed)</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.3  <b>ZERO TOLERANCE:</b> Wages are <b>paid regularly</b> to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</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>Type of payment:</u> <input type="checkbox"/> cash <input type="checkbox"/> check</p> <p><input type="checkbox"/> other: _____</p> <p><u>Frequency of payment:</u></p> <p><input type="checkbox"/> daily   <input type="checkbox"/> weekly</p> <p><input type="checkbox"/> biweekly   <input type="checkbox"/> monthly</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.7          Employer pays for any national, legally required benefits (social security, vacation, disability) for <b>permanent workers</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>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.8 Employer pays for any national, legally required benefits (social security, vacation, disability) for <b>temporary and seasonal workers</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>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.9 Overtime pay meets national requirements. If workers are paid by production, overtime wages meet the local/regional/national requirements. If overtime pay has not been established by law, overtime is calculated at 150% of regular pay. If workers are paid by production, wages meet the above requirements.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Overtime wages :</u>  _____per _____</p> <p><u>National requirement:</u>  _____per _____</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>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.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

<p>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.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.14 Financial disciplinary penalties are not assessed against workers.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>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.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.16 Workers are not required to pay a recruitment fee as a condition for employment.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.17 <b>ZERO TOLERANCE:</b> Labor intermediaries are only used where legally permissible. Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.</p> <p><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 align="center"><b>Criterion SR-HP2: Freedom of Association/Collective Bargaining</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>SR-HP2.1 Workers have either direct communication or a designated representative to communicate with management or employer.</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>SR-HP2.2 Workers are able to talk about workplace grievances with management or employer with no fear of reprisal.</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>SR-HP2.3 Management policies recognize the workers' rights to organize and/or collectively bargain as allowed by national laws and international obligations.</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>SR-HP2.4 A workers' association or committee has been formed and governed by the employees, independent of management influence except where prohibited by law.</p> <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>SR-HP2.5 There are regular meetings between management and employees or worker's representative to improve working conditions.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Frequency of meetings:  _____ meeting(s) per _____  Source of Evidence:  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____</p>
<p>SR-HP2.6 <b>EXTRA POINT:</b> If a workers' association or committee exists, a workers' association fund has been established to which management and workers contribute matching funds.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>SR-HP2.7 <b>EXTRA POINT:</b> 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> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<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>

<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> <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 align="center"><b>Criterion SR-HP3: Hours of Work</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>See next page for related indicator.</p>

<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Regular hours per day/week/month/year: ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers</p> <p>Total hours per day/week/month/year: ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers</p> <p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>SR-HP3.2 <b>All permanent workers</b> 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.</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 days off per 7 day period: _____</p> <p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>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.</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>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p># of hours worked per day on potentially hazardous activities: _____</p> <p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

<p>SR-HP3.6 Employer has a paid sick leave program for <b>all permanent workers</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>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>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).</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>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.</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><b>Criterion SR-HP4: Child Labor/Non-Discrimination/Forced Labor</b></p>	
Indicators	Evidence/Justification
<p>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).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Age of youngest worker: _____  Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>SR-HP4.2 <u>ZERO TOLERANCE</u>: Employment of authorized minors follows <b>all</b> legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education (ILO Convention 10).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Evidence of authorization:  <input type="checkbox"/> note from parents  <input type="checkbox"/> verbal agreement  <input type="checkbox"/> other _____  Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>



<p>SR-HP4.3  <b>ZERO TOLERANCE:</b> Employer enforces a policy of prohibiting discrimination on the basis of gender, race, ethnicity, age or religion (ILO Convention 111).</p> <p><i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i></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>SR-HP4.4  <b>ZERO TOLERANCE:</b> Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor (ILO Conventions 29, 97, 105 and 143).</p> <p><i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i></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>SR-HP4.5  <b>ZERO TOLERANCE:</b> The workplace is free from physical, sexual, and verbal harassment and abuse.</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>SR-HP4.6  <b>ZERO TOLERANCE:</b> Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>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.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion SR-WC1: Access to Housing, Potable Water and Sanitary Facilities</b></p>	
<p align="center"><b>Indicators</b></p> <p>SR-WC1.1  Permanent and temporary/seasonal workers living onsite have habitable housing.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p align="center"><b>Evidence/Justification</b></p> <p><input type="checkbox"/> adequate ventilation  <input type="checkbox"/> impermeable roof  <input type="checkbox"/> lighting</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

<p>SR-WC1.2 Employer provides workers with convenient access to safe drinking water.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><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:  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Distance from productive area to worker housing: _____ meters  Distance from agrochemical storage facilities to worker housing: _____ meters  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>SR-WC1.4 Workers have convenient access to sanitary facilities that do not contaminate the local environment.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Distance from waste dump to worker housing: _____ meters  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion SR-WC2: Access to Education</b></p>	
<p align="center"><b>Indicators</b></p> <p>SR-WC2.1 <u><b>ZERO TOLERANCE:</b></u> Children of legal school age who live onsite or accompany family members who are working onsite attend school.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p align="center"><b>Evidence/Justification</b></p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>SR-WC2.2 If reasonable access to public education does not exist, <b>primary</b> school aged children of workers who live on-site have access to <b>primary</b> education, facilities and materials equal to national or regional requirements.</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>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

<p>SR-WC2.3</p> <p>If reasonable access to public education does not exist, <b>secondary</b> school aged children of workers who live on-site have access to <b>secondary</b> education, facilities and materials equal to national or regional requirements.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC2.4</p> <p><b>EXTRA POINT:</b> Employer supports local schools with either in-kind donations or financial support.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC2.5</p> <p><b>EXTRA POINT:</b> Employer supports training or workshops for permanent/full-time workers on additional skills or trades (i.e. financial literacy, second language).</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p><b>Criterion SR-WC3:</b> <b>Access to Medical Care</b></p>	
Indicators	Evidence/Justification
<p>SR-WC3.1</p> <p>Employer has a medical care plan which includes transportation or a trained medical person (technical expert) is available in case of medical emergency.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC3.2</p> <p>Employer provides sufficient, readily accessible, well equipped and <b>not expired</b> onsite first aid kits.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC3.3</p> <p><b>EXTRA POINT:</b> If there is convenient and accessible medical care, employer supports these facilities with either in-kind donations or financial support.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p>SR-WC3.4 Employer contributes to the cost of general health services for <b>all permanent workers</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>SR-WC3.5 <b>EXTRA POINT:</b> Employer contributes to the cost of general health services for <b>all temporary/seasonal workers</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>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Worker injuries documented? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion SR-WC4:</b> <b>Worker Safety and Training</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>SR-WC4.1 Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost.</p> <ul style="list-style-type: none"> <li>• For farms: respirators with filters, goggles, rubber boots, water-proof gloves, impermeable clothing</li> <li>• For dry mills: goggles, ear plugs, masks</li> </ul> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>PPE for farm includes:</p> <p><input type="checkbox"/> respirators with filters</p> <p><input type="checkbox"/> goggles</p> <p><input type="checkbox"/> rubber boots</p> <p><input type="checkbox"/> water-proof gloves</p> <p><input type="checkbox"/> impermeable clothing</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p>SR-WC4.2 Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment.</p> <ul style="list-style-type: none"> <li>• When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing (SR-WC4.1).</li> <li>• When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles.</li> </ul> <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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Health &amp; safety training occurs _____ times per year.</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC4.5 For all enclosed work areas, there is a documented fire and emergency evacuation plan.</p> <p><i>Applicable to farms, mills, and warehouses.</i></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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>

<p>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.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>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.</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>SR-WC4.8 Anyone who handles, mixes, or applies <b>agrochemicals</b> has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.</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: _____  <input type="checkbox"/> Observation: _____</p>

<p>SR-WC4.9 Authorized minors (minors older than 14) and pregnant women are prohibited from handling or applying <b>agrochemicals</b>, operating heavy machinery and/or heavy lifting.</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>SR-WC4.10 Entrance is prohibited to areas where <b>pesticides</b> were applied 48 hours prior without protective equipment.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>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.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>SR-WC4.12 Employees are provided with a safe working environment.</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: _____  <input type="checkbox"/> Observation: _____</p>

SR-WC4.13

All equipment used by workers is properly maintained and safe to use.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Source of Evidence:

- ☐ Documentation: \_\_\_\_\_  
☐ Interview: \_\_\_\_\_  
☐ Observation: \_\_\_\_\_

### Criterion SR-MS 1: Management Systems

#### Indicators

#### Evidence/Justification

SR-MS1.1

**ZERO TOLERANCE:** 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.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Source of Evidence:

- ☐ Documentation: \_\_\_\_\_  
☐ Interview: \_\_\_\_\_  
☐ Observation: \_\_\_\_\_

SR-MS1.2

**ZERO TOLERANCE:** Money and/or gifts of any type are not offered to Starbucks or its designated third party

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Source of Evidence:

- ☐ Documentation: \_\_\_\_\_  
☐ Interview: \_\_\_\_\_  
☐ Observation: \_\_\_\_\_

## Subject Area: Environmental Leadership - Coffee Growing

### Criterion CG-WR1: Water Body Protection

#### Indicators

#### 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.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

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.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

# of buffer zones < 5 meters: \_\_\_\_\_  
# of buffer zones ≥ 5 meters: \_\_\_\_\_  
% of water bodies with adjacent buffer zones: \_\_\_\_\_

Source of Evidence:

- ☐ Interview: \_\_\_\_\_  
☐ Observation: \_\_\_\_\_

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.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

See next page for related indicator.

<p>CG-WR1.4 Buffer zones exist next to <b>all seasonal and intermittent (temporary) water bodies</b>; buffers are <b>at least 2 meters in width</b> (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.</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 buffer zones &lt; 2 meters: _____ # of buffer zones ≥ 2 meters: _____ % of water bodies with adjacent buffer zones: _____ <u>Source of Evidence:</u> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>
<p>CG-WR1.5 Farm has a plan to restore native vegetation within the buffer zones.</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> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>
<p>CG-WR1.6 <b>More than 50% of permanent water body buffer zones</b> are composed of native woody vegetation.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>CG-WR1.7 <b>All permanent water body buffer zones</b> are composed of native woody vegetation.</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 permanent water body buffer zones composed of native woody vegetation: _____ <u>Source of Evidence:</u> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>

<p>CG-WR1.8 <u>EXTRA POINT:</u> All water crossings are protected by the use of bridges, culverts or sufficient means to prevent degradation.</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> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>
<p>CG-WR1.9 No <b>agrochemicals</b> are applied within <b>5</b> meters of any permanent water body.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Distance of permanent water body from agrochemical application: _____ meters <u>Source of Evidence:</u> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>
<p>CG-WR1.10 <b>Nematicides</b> are NOT applied within <b>20</b> meters of any permanent water body.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Distance of permanent water body from nematicide application: _____ meters <u>Source of Evidence:</u> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____</p>

<p>CG-WR1.11 Farm waste or garbage sites are located at least <b>100</b> meters from any water body.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Distance of water body from farm waste or garbage site: _____ meters</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion CG-WR2: Water Resources and Irrigation</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>Documentation includes:</p> <p><input type="checkbox"/> liters per Kg of green coffee</p> <p><input type="checkbox"/> liters per hectare</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-WR2.2 <b>EXTRA POINT:</b> If mechanical irrigation is used, the farm management demonstrates an understanding of local water conditions or stress factors.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p>CG-WR2.3 <b>EXTRA POINT:</b> Farms that use mechanical irrigation monitor and try to minimize total water usage.</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:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion CG-SR1: Controlling Surface Erosion</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>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).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-SR1.2 Farm has a written soil management plan that includes measures to minimize surface erosion.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>



<p>CG-SR1.3 <b>At least 50%</b> of productive area with slopes of <b>less than 20%</b> is covered by shade trees <b>and/or</b> cover crops/vegetation.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>CG-SR1.4 <b>All</b> productive area with slopes of <b>less than 20%</b> is covered by shade trees <b>and/or</b> cover crops/vegetation.</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 productive area with slopes of less than 20% with shade trees and/or cover crops/vegetation: _____</p> <p>Source of Evidence: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-SR1.5 <b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on <b>at least 50%</b> of productive area with slopes <b>between 20% and 30%</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>CG-SR1.6 <b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on <b>all</b> productive area with slopes <b>between 20% and 30%</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>% of productive area with slopes between 20% and 30% with contour lines and/or bench terraces: _____</p> <p>Contour lines and bench terraces established at intervals appropriate for site conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Source of Evidence: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p>CG-SR1.7 <b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.6, physical barriers (e.g., pruned branches, rocks) <b>and/or</b> living barriers (e.g., grasses, shrubs) are established on <b>at least 50%</b> of productive area with slopes <b>over 30%</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>CG-SR1.8 <b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.6, physical barriers (e.g., pruned branches, rocks) <b>and/or</b> living barriers (e.g., grasses, shrubs) are established on <b>all</b> productive area with slopes <b>over 30%</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>% of productive area with slopes over 30% with physical and/or living barriers: _____</p> <p>Source of Evidence: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-SR1.9 Herbicides are <b>not</b> used to control ground vegetation or cover crops and are only used in spot applications for aggressive weeds.</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: _____</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p>CG-SR1.10 At least 50% of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches <b>and/or</b> other control measures (including cover vegetation, etc.).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>CG-SR1.11 All roads or frequently used trails or footpaths are protected from erosion by proper drainage ditches <b>and/or</b> other control measures (including cover vegetation, etc.).</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 roads or frequently used trails or footpaths that are protected from erosion: _____</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>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.</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:</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p><b>Criterion CG-SR2: Maintaining Soil Productivity</b></p>	
Indicators	Evidence/Justification
<p>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.) <b>and/or</b> nitrogen-fixing cover crops.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>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.) <b>and/or</b> nitrogen-fixing cover crops.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>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.) <b>and/or</b> nitrogen-fixing cover crops.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>% of productive area covered by organic matter layer and or/nitrogen-fixing cover crops: _____</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-SR2.4 Pruned branches, twigs, leaves and other live barrier materials are mulched and/or left as a soil amendment.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Observation: _____</p>

<p>CG-SR2.5</p> <p><b>At least 25% of the productive area</b> is planted with nitrogen-fixing, leguminous trees.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	
<p>CG-SR2.6</p> <p><b>At least 50% of the productive area</b> is planted with nitrogen-fixing, leguminous trees.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	
<p>CG-SR2.7</p> <p><b>All of the productive area</b> is planted with nitrogen-fixing, leguminous trees.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	<p>% of area planted with nitrogen-fixing, leguminous trees: _____</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-SR2.8</p> <p>Soil analysis is conducted every <b>two</b> years to identify nutrient deficiencies (macro and micro nutrients) and organic matter content.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	
<p>CG-SR2.9</p> <p>Foliar analysis is conducted every <b>two</b> years to identify nutrient deficiencies (macro and micro nutrients).</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	<p>Soil analysis conducted every _____ years</p> <p>Foliar analysis conducted every _____ years.</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p>

<p>CG-SR2.10</p> <p>The formula of applied nutrients and non-synthetic soil amendments is customized in response to results of soil and foliar analyses.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion CG-CB1:</b></p> <p align="center"><b>Maintaining a Coffee Shade Canopy</b></p>	
<p align="center"><b>Indicators</b></p>	<p align="center"><b>Evidence/Justification</b></p>
<p>CG-CB1.1</p> <p>Native trees are removed only when they constitute a human hazard or when they significantly compete with coffee plants.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.2</p> <p>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.</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>Plan implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Plan includes:</p> <p><input type="checkbox"/> areas with gaps in shade?</p> <p><input type="checkbox"/> plots where shade is appropriate?</p> <p><input type="checkbox"/> replanting with native species?</p> <p><input type="checkbox"/> resources for shade tree lists?</p> <p><input type="checkbox"/> where to source shade trees?</p> <p><input type="checkbox"/> timeline?</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.3</p> <p>The farm is implementing the shade management plan according to the plan's timeline.</p> <p><input type="checkbox"/> <b>Comply</b> <input type="checkbox"/> <b>Not Comply</b></p>	

<p>CG-CB1.4 At least 10% of the farm (including productive AND non-productive area) has canopy cover.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>CG-CB1.9 EXTRA POINT: At least 40% of the productive area of the farm has canopy cover.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>% of farm with canopy cover: _____          % of productive area with canopy cover: _____  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.5 Canopy cover in the productive area has a diversity of tree species.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p># tree species in canopy cover: _____  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.6 Invasive species are not used for canopy cover in the productive area.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>CG-CB1.7 Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover in the productive area.</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>CG-CB1.10 EXTRA POINT: At least 75% of the canopy cover in the productive area is comprised of locally native species <b>and/or</b> the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>% of canopy cover comprised of native species: _____  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.8 EXTRA POINT: Canopy cover in the productive area is kept at biologically significant levels (i.e., the level of canopy cover changes the farm's micro-climate, produces a noticeable leaf layer on the ground and creates an obvious habitat for a range of plant and animal species, etc.).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.11 EXTRA POINT: Shade canopy in the productive area consists of <b>at least 2</b> identifiable canopy layers.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-CB1.12 Cavity trees and standing <b>and/or</b> fallen dead trees are left in the field to naturally decay.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

Criterion CG-CB2: Protecting Wildlife	
Indicators	Evidence/Justification
<p>CG-CB2.1 Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.</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>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.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>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:____</p>
<p>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 (<a href="http://www.redlist.org">http://www.redlist.org</a>) or local government source.</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>CG-CB2.4 <u>EXTRA POINT:</u> 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.).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>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:____</p>
Criterion CG-CB3: Conservation Areas	
Indicators	Evidence/Justification
<p>CG-CB3.1 <u>ZERO TOLERANCE:</u> No conversion of natural forest to agricultural production <b>since 2004</b>.</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>CG-CB3.2 Farm has made an assessment of areas of high conservation value (areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).</p> <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>CG-CB3.3 <u>EXTRA POINT:</u> Farm has had an assessment completed by ecologists and/or biologists for areas of high conservation value.</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>CG-CB3.4 Areas of high conservation value are clearly defined, protected, and managed to maintain their high conservation values.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>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).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>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.</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: _____  <input type="checkbox"/> Observation: _____</p>

<p>CG-CB3.7 <b>At least 5%</b> of the total farm area is set aside as a conservation emphasis area or as required by local law.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<p>CG-CB3.8 <u>EXTRA POINT:</u> <b>More than 10%</b> of the total farm area is set aside as a conservation emphasis area or as required by local law.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p>% 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: _____</p>
<p>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.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>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.).</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>CG-CB3.11 <u>EXTRA POINT:</u> A nursery has been established or identified as a source of native tree and plant species for ecological restoration activities.</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>

Criterion CG-EM1: Ecological Pest and Disease Control	
Indicators	Evidence/Justification
<p>CG-EM1.1 <b>ZERO TOLERANCE:</b> Farm does not use <b>pesticides</b> that are listed by the World Health Organization as Type 1A or 1B, or that are banned according to national, regional, or local laws.</p> <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>CG-EM1.2 Farm keeps purchase records of <b>pesticides</b>, specifying date, product, product formulation, quantity, supplier, and price of purchase for each <b>pesticide</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>Pesticide records specify:  <input type="checkbox"/> date   <input type="checkbox"/> product   <input type="checkbox"/> price  <input type="checkbox"/> quantity   <input type="checkbox"/> supplier  <input type="checkbox"/> product formulation  Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.3 <b>Agrochemicals</b> are stored in a locked place with controlled access and separate from food products and living and social areas.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>See next page for related indicator.</p>

<p>CG-EM1.4 <b>Agrochemical</b> storage site has adequate ventilation.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	
<p>CG-EM1.6 <b>Agrochemical</b> storage site has safeguards to control spills (e.g., physical barriers to prevent external contamination).</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p><b>Agrochemical storage:</b>  <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</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.5 <b>Agrochemicals</b> that are stored have original manufacturer's labels and are clearly organized and separated according to toxicity and use.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.7 There are contingency plans for handling pesticide spills and overexposure.</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: _____  <input type="checkbox"/> Observation: _____</p>

<p>CG-EM1.8 <b>Agrochemicals</b> 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> <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: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.9 Farm has an Integrated Pest Management (IPM) plan for monitoring for pests and diseases and symptoms of nematode infestation.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	
<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> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<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>
<p>CG-EM1.11 Farm takes physical action to control sources of infestation.</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: _____  <input type="checkbox"/> Observation: _____</p>

<p>CG-EM1.12 <b>Pesticides</b> (not including herbicides) are applied only on a spot-application basis, depending on the type and severity of infestation.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.13 <b>Pesticides</b> (not including herbicides) are only applied as a last resort (after cultural and physical controls have failed).</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.14 Farm maintains records of <b>pesticide</b> application specifying the date, product, product formulation, quantity, and location or area of the farm for each pesticide application.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b>   <input type="checkbox"/> <b>Not Applicable</b></p>	<p>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: _____</p>
<p>CG-EM1.15 Farm maintains written records of total toxic load calculation for productive area on the farm.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.16 <u>EXTRA POINT</u>: Total toxic load is decreased over time by reducing <b>pesticide</b> use or selecting less toxic alternatives.</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: _____  <input type="checkbox"/> Observation: _____</p>



<p>CG-EM1.17</p> <p>Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.</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: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>CG-EM1.18</p> <p>Empty chemical containers are rinsed and punctured, or as required by local regulations, and appropriately disposed of to prevent further use or injury.</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: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p align="center"><b>Criterion CG-EM2:</b></p> <p align="center"><b>Farm Management and Monitoring</b></p>	
<b>Indicators</b>	<b>Evidence/Justification</b>
<p>CG-EM2.1</p> <p>Farm managers have developed and implemented a written C.A.F.E. Practices work plan AND improvement activities are tracked and documented.</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>CG-EM2.2</p> <p>Farm managers hold at least one annual meeting with all permanent employees to discuss C.A.F.E. Practices improvement plans and activities.</p> <p><input type="checkbox"/> <b>Comply</b>   <input type="checkbox"/> <b>Not Comply</b></p>	<p><u>Frequency of meetings:</u> _____ meetings per year</p> <p><u>Date of last meeting:</u> _____</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 align="center"><b>Criterion CG-EM3:</b></p> <p align="center"><b>Long Term Productivity</b></p>	
<b>Indicators</b>	<b>Evidence/Justification</b>
<p>CG-EM3.1</p> <p>The farm implements a coffee pruning program to promote new tissue generation (intended to contribute to increased productivity and coffee quality).</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>CG-EM3.2  <b>EXTRA POINT:</b> 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.</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: _____  <input type="checkbox"/> Observation: _____</p>
<p>CG-EM3.3  <b>EXTRA POINT:</b> 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.</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>

<b>Criterion CG-CC1: Climate Change</b>	
<b>Indicators</b>	<b>Evidence/Justification</b>
<p>CG-CC1.1  <b>EXTRA POINT:</b> The farm 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>Documentation includes:  <input type="checkbox"/> list of climate change risks  <input type="checkbox"/> records of climate change impacts  <b>Source of Evidence:</b>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p>CG-CC1.2  <b>EXTRA POINT:</b> The farm has developed and is implementing a written plan to minimize impact of climate change on coffee production.</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>CG-CC1.3  <b>EXTRA POINT:</b> The farm 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>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>

Self-evaluation

Self-evaluation

Self-evaluation

Self-evaluation