



Sustainable Agriculture Standard with Indicators

Sustainable Agriculture Network

November 2005

Sustainable Agriculture Network: Conservación and Desarrollo (CyD), Ecuador · Fundación Interamericana de Investigación Tropical (FIIT), Guatemala · Fundación Natura, Colombia · IMAFLORA, Brasil · ICADE, Honduras · Pronatura Chiapas, Mexico · Rainforest Alliance, Worldwide · SalvaNatura, El Salvador · Toledo Institute for Development & Environment (TIDE), Belize

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CONTENTS

INTRODUCTION 1

THE SUSTAINABLE AGRICULTURE NETWORK AND RAINFOREST ALLIANCE 1

THE SUSTAINABLE AGRICULTURE NETWORK MISSION 1

PROLOGUE TO THE 2005 VERSION OF THE REVISED STANDARD..... 1

OBJECTIVE 2

STANDARD STRUCTURE 2

CRITICAL CRITERIA 3

SCOPE AND USE 4

REFERENCES 6

TERMS AND DEFINITIONS 7

1. SOCIAL AND ENVIRONMENTAL MANAGEMENT SYSTEM 10

2. ECOSYSTEM CONSERVATION 16

3. WILDLIFE PROTECTION 20

4. WATER CONSERVATION 23

5. FAIR TREATMENT AND GOOD WORKING CONDITIONS FOR EMPLOYEES 29

6. OCCUPATIONAL HEALTH AND SAFETY 43

7. COMMUNITY RELATIONS 59

8. INTEGRATED CROP MANAGEMENT 61

9. SOIL MANAGEMENT AND CONSERVATION 65

10. INTEGRATED WASTE MANAGEMENT 68

ANNEXES

ANNEX 1. SEPARATION BETWEEN PRODUCTION AREAS AND WATER BODIES, ROADS AND BUILDINGS..... 72

ANNEX 2. BASIC PERSONAL PROTECTION EQUIPMENT FOR THE HANDLING AND APPLICATION OF ORGANIC AND INORGANIC FARM INPUTS..... 74

Introduction

The Sustainable Agriculture Network and Rainforest Alliance

The Sustainable Agriculture Network is a coalition of non-profit, independent conservationist organizations that promotes the social and environmental sustainability of agricultural activities by developing a standard, and certifying farms that comply with that standard. Each member of the Sustainable Agricultural Network provides certification services for farmers and agricultural companies in their respective countries, while offering knowledge and experience in working towards the development of the Sustainable Agriculture standard.

Rainforest Alliance is the Sustainable Agricultural Network Secretariat and administers the certification systems. The Sustainable Agricultural Network uses the Rainforest Alliance-certified seal.

The Sustainable Agriculture Network Mission

The Sustainable Agriculture Network's mission is to improve the social and environmental conditions of tropical agricultural through:

- Certifying sustainable practices on farms and awarding a credible seal of approval to farms that comply with the Sustainable Agricultural Network standard.
- Changing the paradigm of farm owners, retailers, and consumers to make all involved in the agricultural industry take more responsibility for their actions.
- Establishing contact between conservationists in the North and South and offering them a way to work together.
- Increasing public awareness about consumer interdependence with tropical ecosystems and agriculture.
- Educating people in the North about the effects of consumer purchases have on persons living in the tropics, and on tropical ecosystems. By doing this, consumers are offered the opportunity to choose socially and environmentally responsible certified products.
- Creating a forum for discussing the impacts of agriculture.

Prologue to the 2005 Version of the Revised Standard

The principles of sustainable agriculture and the supporting standard were developed by a process that involved many key players in Latin America from 1991 to 1993. In 1994, the first banana plantations were certified by this standard. Since then, the standard has been tried and tested on different sized farms and plantations in various countries through a series of audits and other activities relating to certification.

At the beginning of 2003, Rainforest Alliance, as the Sustainable Agricultural Network Secretariat, started a detailed revision of the 2002 version of the standard to produce a more updated standard in accordance with the Sustainable Agricultural Network mission. From November 2003 to November 2004, public consultations were carried out by Rainforest Alliance, during which organizations and individuals in different countries were asked to comment on the revised standard.

This process culminated in a Sustainable Agricultural Network meeting in November 2004, during which final technical decisions were made.

In 2005, The Sustainable Agriculture Network approved the final version of the standard and increased the number of principles from nine to ten by creating a new principle “Occupational health and safety” when these criteria were separated from the principle “Fair treatment and good working conditions for employees.” The ten principles are:

1. Social and Environmental Management System.
2. Ecosystem Conservation.
3. Wildlife Protection.
4. Water Conservation.
5. Fair Treatment and Good Working Conditions for Workers.
6. Occupational Health and Safety.
7. Community Relations.
8. Integrated Crop Management.
9. Soil Management and Conservation.
10. Integrated Waste Management.

The sustainable agriculture standard is applied to all crops; however, there are modules for specific crops with complementary criteria and indicators. These modules are based on crop criteria and indicators specifically developed and used by the Sustainable Agricultural Network.

Objective

The objective of the standard is to provide a measure of each farm’s social and environmental performance and best management practices. Compliance is evaluated by audits that measure the degree of the farm’s conformity to environmental and social practices indicated in the standard criteria.

Standard Structure

The standard structure consists of ten principles. Each principle is made up of criteria. The criteria describe best practices for social and environmental management, and are evaluated by the certification process. Some criteria may contain inserts in lower case letters for clarity. The inserts are evaluated as part of the criteria, not separately.

Each criterion has a group of indicators. The indicators describe how compliance is evaluated in comparison to the criteria, and often contain examples of both good and unacceptable social and environmental practices.

It is important to emphasize that compliance with the standard is evaluated by comparison with the criteria, not with the indicators. The indicators “indicate” how good or unacceptable management

practices appear. In this way the indicators guide the farm in its efforts to comply with the standard and may change according to the conditions of different countries, regions or cultures.

An example of the standard's structure follows:

PRINCIPLE	3. WILDLIFE PROTECTION
Criterion	3.4 The farmer must keep an inventory of the wild animals held in captivity on the farm and implement policies and procedures to regulate and reduce their tenancy. Endangered or threatened species must not be held in captivity.
Indicator	<ul style="list-style-type: none"> • There is an inventory of wild animals held in captivity on the farm, including those in the workers' homes. The inventory lists the type of animal, its location, and its owner. • The farm is able to demonstrate a reduction over time in the number of animals held in captivity; no additional animals on the farm are put into captivity. • The animals' owners have the respective permits required by national laws. • The conditions of captivity ensure the animals' well being. • The farm can reduce the number of animals held captive by rehabilitating them or reintroducing them into their natural environment (Criterion 3.6).

Critical Criteria

Some of the criteria are critical. These are identified with the text "*Critical Criterion*" at the beginning of the criterion. A farm must completely comply with a critical criterion in order for the farm to be certified or maintain certification. Any farm not complying with a critical criterion will not be certified, or certification will be canceled, even if all other certification requirements have been met.

The critical criteria are:

Criterion	Description
1.10	A chain of custody system is necessary to avoid the mixing of products from certified farms with products from non-certified farms.
2.1	The farm must have an ecosystem conservation program.
2.2	The integrity of natural ecosystems must be protected; destruction of or alterations to the ecosystem is prohibited.
3.3	It is forbidden to hunt, gather, extract or traffic wild animals.
4.5	The discharge of untreated wastewater into bodies of water is prohibited.

Criterion	Description
4.7	The depositing solid substance in water channels is prohibited.
5.2	Farms must not discriminate in work and hiring policies and procedures.
5.5	Farms must pay legal or regional minimum wage or higher.
5.8	Contracting children under the age of 15 is prohibited.
5.10	Forced labor is not permitted.
6.13	The use of personal protective gear is required during the application of agrochemicals.
8.4	Only permitted agrochemicals can be used on certified farms.
8.6	Transgenic crops are prohibited.
9.5	New agricultural production must be located on land suitable for that use.

Scope and Use

The standard's scope covers the management of farms of all different sizes and includes aspects relating to agricultural, social, legal, labor and environmental issues, in addition to sections on community relations and occupational health and safety. The farms' compliance with the standard is evaluated by observation of agricultural and labor practices existing infrastructure, plus interviews with farm workers and the management or administration team.

If it is deemed that a farm does not comply with one of the standard's criterion, the audit team analyzes this non-compliance to see whether it is due to an isolated incident or the lack of a program, policy, procedure or other element relating to social or environmental management. If the non-compliance is systemic and not an isolated incident, the auditors will conduct a more complete review of available physical evidence, supported by interviews with workers and administrators.

Not implementing the standard's required practices, or having elements missing from the social and environmental management system needed to implement required practices, will result in the audit team assigning a sanction (*non-conformity*). The type of non-conformity and corrective action to be carried out by the farm depends on whether the non-conformity is an isolated incident or due to a problem in the farm's management system. In the latter case, the assigned non-conformity will focus on the need to better define and perhaps better document the policies, procedures and programs needed to ensure conformity.

The audit team scores farm performance according all of the criteria. In order to obtain and maintain certification, the farms must comply with at least 50% of each principle's criteria, and with 80% of all criteria. The scoring system guides and encourages the farmers to make continual improvements in all principles and criteria, and allows them to compare their performance with that of neighboring farmers and farmers in other regions.

One of the objectives of this version of the standard is to make certification more accessible to small farmers. During certification audits, Sustainable Agricultural Network auditors concentrate on

physical evidence regarding improvements and best practices in the field so that documentation requirements are reduced. The results of an audit, however, may indicate the need for documentation of procedures, policies and programs in order to guide and support the implementation of best management practices.

The Sustainable Agriculture Network also has a standard for certification of groups of organized farmers (*Standard for group certification – Sustainable Agriculture Network*). In group certification, the administrator may suggest a document management system – policies, procedures, records and other general information - for the group members. In this way, the small producers that are members of the certified group can concentrate on agricultural practices, guided by the group administrator, as well as the guidelines and documentation provided by the group administrator.

References

International Labour Organisation. Convention 138 and Recommendation 146; Convention 182; Conventions 100 and 111; Conventions 29 and 105; and Conventions 87 and 98. Geneva, Switzerland. www.ilo.org.

International Union for the Conservation of Nature and Natural Resources. 2003 Redbook of Threatened Species. 2003. Geneva, Switzerland: <http://www.iucnredlist.org/>

Pesticide Action Network. Dirty Dozen pesticides: http://www.pesticideinfo.org/List_Chemicals.jsp

United Nations. Convention on the Rights of the Child: <http://www.ohchr.org/english/law/crc.htm>

United Nations. Universal Declaration of Human Rights: <http://www.unhchr.ch/udhr/lang/eng.htm>

United Nations Environmental Program. Convention of the International Trafficking of Endangered Species (CITES): <http://www.cites.org/esp/index.shtml>

Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade: <http://www.pic.int/>

United Nations Prior Informed Consent and United States Prior Informed Consent Nominated Pesticides: <http://www.epa.gov/oppfead1/international/piclist.htm>

Terms and Definitions

Agrochemical – A chemical substance used in agricultural production systems to maintain soil fertility (compost or fertilizer), control weeds (herbicide) or combat pests (insecticides, fungicides, etc.)

Best-Management Practices – Activities or procedures that enable agricultural productivity using available science and technology to conserve ecosystems and natural resources, thereby securing long-term benefits for workers, farmers and communities.

Certified Products – Crops, and the products derived from them, produced by a certified farm for commercial purposes. This includes processed or semi-processed products that have not been mixed with products from non-certified farms.

Channel – The surface on which a river, stream or other natural water current flows. Also known as “riverbed.”

Competent professional – A person with the relevant academic and professional experience in the specific areas in which advice is given. For example, a sustainable forest management plan must be developed by a forestry professional with experience in this area. In many countries, only consultants registered with the government or professional organizations can provide advisory services in specific topics.

Conservation – The protection, rational use, restoration and renovation of natural ecosystems and natural resources in accordance with principles that guarantee maximum social and economic benefits without degrading the resources or ecosystems involved.

Contacting – The use by employers of workers outside their own work force or not on their payroll to perform tasks previously performed by the employers' own employees.

Discrimination – For this standard the International Labour Organization’s (ILO) definition is used: “Any distinction, exclusion or preference based on race, color, gender, religion, political opinion, nationality or social origin (or any other motive determined by the afore-mentioned states) that causes equality of opportunity or treatment in employment or work to be lifted or reduced.”

Document – Information and supporting media. The media may be paper, samples, photos, or on magnetic, optic or electronic disk.

Economic Threshold (Integrated Pest Management) – The level of infestation or pest attack at which the benefits received (for example, in terms of yield or crops saved) cover the cost of the treatment or application.

Ecosystem – A set or system of one or more biological communities (plants, animals etc.), along with the physical media within a determined zone. Examples include: wetlands, forests and lakes.

Erosion – The removal or displacement of soil caused by the movement of water or wind. Severe erosion implies the removal of the entire plow layer or "A" horizon of the soil.

Exotic Species – Those species not native to the place where they are found. Species introduced from other regions or areas.

Family Farm – A farm that does not structurally depend on contracted labor to carry out the majority of the agricultural fieldwork and packaging and processing of products.

Farm – The unit subject to certification or the audit.

Farmer – For the purpose of this standard, the person or entity that manages a farm or group of farms. It may be a company, an individual farmer, a cooperative or other organization or individual responsible for managing a farm.

Human Activity Area – An area of the farm frequented by humans for work or education-related reasons, or an area in which humans live or through which they travel. Examples include: packaging plants, coffee mills, storage facilities, workshops, offices, schools, clinics, houses, recreation areas and public and private roads.

Impact – Disturbance, consequence, repercussion or similar effect of a human or natural cause. Impacts may be positive or negative. They may affect a natural system, the environment, an animal or plant populations or individuals (**environmental impacts**), or human individuals or population (**social impacts**). Effects on economic or financial aspects are called **economic impacts**.

Integrated Pest Management (IPM) – A long-term prevention strategy to combat pests, involving a combination of techniques, such as biological control (use of beneficial insects or microbes), use of crop-resistant varieties and the use of alternative agricultural practices (spraying, fertilizing or pruning). The objective of IPM is to make conditions less favorable for pest development. Pesticides are used only when the damage caused by pests is greater than the level that the farmer can economically sustain (see **economic threshold**).

Monitoring – The systemic observation of changes or **impacts** to the environment or humans due to human activities, in this case, agricultural activities.

Native Species – Those species that occur naturally in the place where they are found. For the purpose of this standard, naturalized species – exotic species that have adapted and grow and multiply as if they are native – are also considered as native if it is proven that they do not cause negative economic or environmental impacts.

Natural Water Body – Lakes, lagoons, rivers, streams, brooks and other bodies of liquid water that exist naturally.

Non-conformity – Non-compliance with one of the standard's requirements.

Non-Family Farm – A farm that depends on contracted labor to carry out the majority of its agricultural work and packaging and processing of products.

Policy – Global intentions and the farm or business' orientation with respect to the standard and its requirements.

Procedure – A specific way of executing an activity or process in order to comply with the standard.

Program – Elements of a system consisting of objectives, goals, policies, procedures and the other elements and planning and implementation documents to ensure compliance with the standard.

Protected Area – Land or property under legal protection in order to conserve or protect biodiversity or environmental services. Examples include: national parks, wildlife refuges, forestry reserves and private reserves. Some protected areas may contain private land where certain economic activities are allowed to be carried out according to established regulations.

Protection Zone – Areas of less intensive or controlled land use with the purpose of reducing the impact of human activities on ecosystems. With respect to this standard, **protection zones** are also areas of vegetation next to streams, lakes or ponds, or bordering natural water bodies that impede the flow of run-off or drift of agrochemicals coming from production areas.

Receiving Body – A **natural water body** that receives wastewaters (treated or untreated), coming from industrial, agricultural or domestic activities.

Record – Document that presents results obtained or provides evidence of activities carried out.

Standard – For this standard, the ISO/IEC 2 definition is used: “a standard is a document, established by consent and approved by a recognized organism that presents for common and repeated use rules, directorates or characteristics for activities or their results, with the aim of obtaining an optimum order in a given context.”

System – Set of elements that interact and relate amongst themselves. A management system is a system to establish policy and objectives and to obtain those objectives.

Threatened or Endangered Species – Species of flora and fauna indicated as threatened or endangered in applicable laws as well as by the International Union for the Conservation of Nature’s Red Book. (<http://www.iucnredlist.org/>).

Transgenic Organism – For this standard, it is any living organism that possesses a combination of genetic material from two different organisms due to modern biotechnological methods or genetic engineering, such as *in vitro* nucleic acid techniques or the fusion of cells from different taxonomic families. It does not include organisms obtained by traditional biotechnological methods such as seed selection or the cross-pollination of plants.

1. SOCIAL AND ENVIRONMENTAL MANAGEMENT SYSTEM

The social and environmental management system is a set of policies and procedures managed by the producer or farm administrators for planning and executing operations in a manner that fosters the implementation of the best management practices indicated in this standard. The social and environmental management system is dynamic and adapts to changes that occur. It also incorporates the results of internal and external evaluations to encourage and support continued improvement on the farm. The scale and complexity of the social and environmental management system depends on the type of crop, the size and complexity of the agricultural operations, and the farm's external and internal environmental and social factors.

1.1 The farm must have a social and environmental management system that contains the necessary policies, programs and procedures for complying with this standard and with respective national legislation.

Indicators

- The farm is familiar enough with the applicable national laws and with the indicated international agreements to be able to comply with the standard.
- Activities for maintaining the farm's operations and infrastructure related to processing have been identified and defined in the management system and comply with the standard.
- The management system includes the following programs indicated in this standard:
 - Monitoring and continual improvement (Criterion 1.7) and training (Criterion 1.9) programs.
 - Ecosystem (Criterion 2.1) and wildlife and habitat (Criterion 3.2) conservation programs.
 - A water conservation program (Criterion 4.1) and a program for monitoring and analyzing wastewater (Criterion 4.6), as well as and surface water (Criterion 4.9, where necessary).
 - A drinking water analysis program (Criterion 5.15).
 - An environmental and hygiene education program (Criterion 5.18).
 - An occupational health and safety program (Criterion 6.1) and related training (Criterion 6.2).
 - An integrated pest management program (Criterion 8.1).
 - Programs for the prevention and control of erosion (Criterion 9.1) and for crop and soil fertilization (Criterion 9.2)
 - An integrated waste management program (Criterion 10.1).
- The farm has policies, procedures and programs (both documented and undocumented) to manage social and environmental aspects in compliance with the standard and applicable laws.
- The farm administration or person responsible for the management system is familiar with environmental and social laws that apply to farm operations.

- The degree of documentation and the complexity of the farm's system directly relates to with the size of the farm, the number of workers, the education levels of the administration and workers, and the complexity of farm operations.
- The farm has identified the production and processing infrastructure and activities affected by the standard, and has taken these into account in terms of the management system.
- The management system's documentation is well-organized and easily accessible during audit. There are no problems finding system documents.

1.2 The farm must implement permanent or long-term activities to comply with the standard through various programs. Social and environmental management system programs must consist of the following elements:

- a. Short-, medium- and long-term objectives and goals.**
- b. A list of activities to be conducted in each program, and a timeline or plan indicating when they will be implemented.**
- c. Identification of the persons responsible for carrying out the activities.**
- d. Policies and procedures established to guarantee efficient execution of the activities and compliance with the standard.**
- e. Maps identifying the projects, infrastructure and special areas (for conservation and protection) related to the indicated activities or to the requirements of this standard.**
- f. Records to demonstrate the program is functioning adequately.**

Indicators

- The amount and detail of documentation and the complexity of the management system coincide with the size of the farm, the number of workers, levels of education of administration and workers, and the complexity of the farm operations.
- The objectives, goals and activities are clearly defined and include timeframes (short, medium or long-term) for completion.
- The farm has designated persons responsible for the programs, and for carrying out the programs' activities. These persons know their responsibilities and the policies and procedures related to designated activities.
- Each program has policies and procedures that guarantee effective and efficient program execution.
- There are maps, plans, sketches or other types of geographic illustrations of the farm that identify farm infrastructure, conservation and protected areas, and the progress or impact of programs. For example, a map may include reforested areas or areas to be reforested, areas with ground cover, and soil conservation structures.

1.3 The farm's upper management must demonstrate a commitment to certification and to complying with the requirements stipulated in the standard and by law. The management must also be familiar with and endorse the system and its programs and support its execution by providing the necessary resources.

Indicators

- The farm's management demonstrates a general understanding of the management plan, its components and the principal activities for carrying out its programs.
- The farm's owners demonstrate a commitment to complying with the standard and certification requirements, and they provide the necessary resources for the programs and activities described in the management plan.
- There is a specific budget for the social and environmental management system and its programs and activities.
- Farm staff confirms that they have sufficient time and resources to execute the different social and environmental management programs and activities.

1.4 The objectives and a summary of the social and environmental management system and its programs must be available and divulged to workers.*Indicators*

- The workers are aware that a social and environmental management plan exists, and have general knowledge of its content and function.
- There are policies, procedures or other mechanisms in place that allow workers or their representatives to make suggestions regarding the development, revision and modification of the system and its relevant programs.
- All management-plan documentation is available for review by farm personnel

1.5 The farm must keep in its offices or facilities all documentation and records created for the social and environmental management system, as well as documents proving compliance with the standard, for at least three years or for the alternative time indicated in this standard. These documents must be readily available to the persons responsible for carrying out the social and environmental management plan's various programs and activities.*Indicators*

- The farm is able to indicate the location of management-system documentation. The documentation is found in the indicated location.
- The farm keeps the documentation for at least three years, or since the start of the certification process (beginning with the diagnostic audit or the presentation of the application for certification).
- The documentation is updated, complete and in good condition.
- The persons responsible for the social- and environmental-management system programs and activities have access to the documentation whenever necessary.

1.6 The potential social and environmental impacts of new works or activities must be evaluated. These include the expansion of production areas, the construction or installation of new infrastructure, or major changes in production or processing systems. The evaluation must be carried out before the initiation of any changes or new work in accordance with applicable laws or, in their absence, based on technically accepted and

recognized methods. Any evaluation must include procedures for monitoring and evaluating the significant impacts identified and not foreseen during the development of new works or activities.

Indicators

- The evaluation is conducted by competent professionals using nationally and internationally accepted procedures and techniques. Where legislation permits, the farm may evaluate any changes or new constructions or activities that have insignificant and short-duration impacts.
- Where legislation requires, the evaluation report is presented to authorities before starting planned activities. Copies of the evaluation and related documents are available on the farm.
- There is a person responsible for the monitoring and follow up of the evaluation process. The designated person is familiar with the legal requirements of the process and the farm's procedure for monitoring activities and related impacts.
- The farm has identified potential impacts and designed monitoring and evaluation procedures that allow such impacts to be monitored during the development of planned activities.
- The evaluation encompasses actions for avoiding, reducing or mitigating expected impacts and those identified during monitoring.

1.7 The farm must have the necessary processes for follow up, measurement and analysis, including that of claims by workers or other persons or groups, to evaluate the functioning of the social and environmental management system and farm compliance with applicable laws and the standard. The results of these processes must be recorded and incorporated into the social and environmental management system through a continual improvement plan and program. The continual improvement program must include the necessary corrective actions to rectify non-compliance situations, as well as the mechanisms needed to determine if the actions are implemented and if they result in improvements or need to be adjusted to produce the desired results.

Indicators

- The tracking, measuring, analysis and improvement processes encompass the social and environmental management system's various elements, as indicated in criterion 1.1.
- The farm is able to demonstrate how the results of the indicated processes are converted into corrective actions when necessary.
- The farm is able to demonstrate that it has a process for receiving and responding to complaints from workers or other persons or groups regarding its social and/or environmental management policies.
- There is a continual improvement plan and a program to implement corrective actions and other activities and needed changes indicated during internal and external evaluations. The plan indicates the person responsible and the necessary time and resources for implementing each action or activity.
- The corrective actions are then evaluated to determine whether or not they effectively produced improvements. The farm is able to demonstrate that actions have been adjusted when the desired results were not achieved.

- The upper management is familiar with and has approved the plan.
- The persons responsible for corrective actions confirm that they have been given sufficient time and resources to implement them.

1.8 The farm's service providers must commit to complying with the environmental, social and labor requirements of this standard, not only while operating on the farm but also for any outside activities related to the services provided. The farm must have mechanisms for evaluating its service providers and checking that they are complying with this standard. The farm must not use the services of suppliers or contractors that do not comply with the social, labor and environmental requirements of this standard.

Indicators

- Some examples of services and their requirements include, among others:
 - Application of agrochemicals: training and protection for workers; correct application of products; elimination of the use of prohibited products; adequate final disposal of packaging or product waste or leftovers.
 - Product harvesting: provision of equipment in good condition; guaranteed payment of minimum wage and benefits; workers insurance policy.
 - Transportation: vehicles that comply with legal and safety requirements; drivers and helpers trained in the transportation of chemical or dangerous substances; valid insurance policy for the type of service provided.
 - Waste collection and recycling: appropriate equipment in good state of repair; separation of waste by type and final destination; final destination designed and managed according to applicable laws.
 - There are letters of responsibility, contracts or other evidence assuring that suppliers promise to comply with the social, labor and environmental requirements while providing services on the farm or carrying out related activities outside the farm.
 - The farm is able to demonstrate how they verify that their contracted suppliers (businesses or persons) comply with the labor and occupational health and safety requirements outlined in this standard.
 - The farm evaluates the results of the verification and takes them into account when selecting and contracting suppliers.
 - When suppliers are present on the farm, they are able to demonstrate knowledge of and compliance with those elements of the standard that apply to their services.

1.9 The farm must implement a training and education program in order to guarantee the effective execution of the social and environmental management system and its programs. The training topics must be identified according to the standard, the position, and type of work carried out. Records must be kept that include the participants' signatures, topics covered and the instructor's name for each training or educational event. The required training must be paid as part of the normal workday.

Indicators

- The training topics related to this standard are identified according to applicable laws and the needs of the social and environmental management system programs
- Training needs, topics, and frequency are stipulated for each job and type of work.
- Training is designed for the culture, language and educational level of the participants.
- The workers are familiar with the training program and requirements for their work. Workers are informed well in advance about training activities.
- There is proof of attendance for training events, such as records with signatures or copies of participation certificates.
- Workers can confirm that they are paid for time dedicated to training required by the farm.

1.10 *Critical Criterion.* The farm must have a system for avoiding the mixing of certified products with non-certified products in its facilities and during harvesting, packaging and transportation. All transactions involving certified products must be recorded. Products leaving the farm must be duly identified and accompanied with the relevant documentation indicating a certified farm as origin.

Indicators

- Products that are sold as “certified” and “non-certified” are stored and handled separately.
- Sales records include a description of the certified product, the date of the transaction, the volume sold and the destination or client.
- The documents that accompany certified products and the documentation kept on the farm or in the administrative office may include invoices, packaging or content lists, shipping notices or other documents that indicate purchases, sales or transportation of the farm’s certified products.

2. ECOSYSTEM CONSERVATION

Natural ecosystems are integral components of the agricultural and rural countryside. Carbon capture, crops pollination, pest control, biodiversity and soil and water conservation are just some of the services provided by natural ecosystems on farms. Certified farms protect these natural ecosystems and conduct activities to restore degraded ecosystems. Emphasis is placed on restoring natural ecosystems in areas unsuitable for agriculture, for example by reestablishing the riparian forests that are critical to the protection of water channels. The Sustainable Agricultural Network recognizes that forests and plantations are potent sources of timber and non-timber forest products that help to diversify farm incomes when they are managed in a sustainable manner.

- 2.1 *Critical Criterion.* All existing natural ecosystems, both aquatic and terrestrial, must be identified, protected, conserved and restored through a conservation program. The program must include the restoration of natural ecosystems or the reforestation of areas within the farm that are unsuitable for agriculture. The program must include the establishment and maintenance of shade trees for those crops traditionally grown with shade, in areas where the agricultural, climatic and ecological conditions permit, as established in the additional criteria and indicators for specific crops.**

Indicators

- The farm has policies and carries out activities to protect, conserve and restore natural ecosystems. These policies and activities are understood by the administration and farm workers.
- Species of plants threatened with or in danger of extinction have been identified, and activities are being carried out to protect and support their populations.
- The farm has evaluated the incorporation of extensive natural ecosystems under a legal protection scheme that guarantees their conservation over time.
- The natural ecosystems and the current and potential areas for restoration or reforestation are indicated on maps. These areas are identified in the field and known by workers
- There is a timeline and a person responsible for reforestation activities. Reforestation or restoration of ecosystems or areas unsuitable for agriculture is being carried out as indicated in the program
- Native species are used in reforestation so that these areas will eventually return to a state similar to that of the natural or original vegetation.
- Exotic species adapted to local conditions are only used in cases when it has been proven that the use of native species strongly limits crop development, when propagation materials are not locally available, or when it is proven that the exotic specie has a special value for the environment or wildlife.
- A record is kept of the quantities and species of trees or planted vegetation and their exact location on the farm.
- The reforestation and restoration program includes procedures and resources for maintaining the planted or restored areas, and for replacing vegetation lost due to mortality or other reasons.

- Establishing and maintaining shade cover is part of the conservation program for crops traditionally cultivated with shade. The shade complies with the requirements indicated in the respective crop module.

2.2 Critical Criterion. The farm must maintain the integrity of aquatic or terrestrial ecosystems inside and outside of the farm, and must not permit their destruction or alteration as a result of management or production activities on the farm.

Indicators

- There is no evidence of destruction or alteration of ecosystems such as deforestation or the filling or draining of wetlands.
- The designation or restoration of production areas does not harm the remaining natural ecosystems.
- The farm has policies and procedures for avoiding possible collateral damage to ecosystems outside of the farm's boundaries. For example, the farm does not buy firewood indiscriminately harvested from forests.

2.3 Production areas must not be located in places that could provoke negative effects on national parks, wildlife refuges, biological corridors, forestry reserves, buffer zones or other public or private biological conservation areas.

Indicators

- Production areas will only be allowed in legally protected areas when the protection category permits. Examples include private farms within wildlife refuges, if allowed by law and they do not remove or degrade forest cover.
- If the distance between the farm and the protected area (public or private) is less than one kilometer, the farm shows that it periodically communicates with protected area staff in order to avoid possible negative impacts due to the farm's activities.

2.4 Cutting, extracting or harvesting trees, plants and other non-timber forest products is only allowed in instances when the farm implements a sustainable management plan that has been approved by the relevant authorities, and has all the permits required by law. If no applicable laws exist, the plan must have been developed by a competent professional. The harvesting of threatened or endangered plants or species is not permitted. The certification of farms that have areas that have deforested within the two years prior to the first moment of contact regarding certification is not permitted.

Indicators

- All extraction and processing activities have permits from the relevant authorities.
- There is a forestry management plan that has been approved by the respective authorities. The plan is backed by an inventory of the resources to be extracted. The plan indicates the volume and number of trees and species harvested and to be harvested in the future. The harvest volume for each species does not exceed its growth and regeneration rate.
- On farms using wood as a source of combustion, it can be guaranteed that this wood comes from sustainable sources and is legally permitted.

- There is no evidence of indiscriminate or unauthorized tree cutting. The farm has not expanded its production areas to the detriment of the natural forest during the two years immediately before its first contact with a Sustainable Agricultural Network member to start the certification process.

2.5 There must be a minimum separation of production areas from natural ecosystems where chemical products are not used. A vegetated protection zone must be established by planting or by natural regeneration between different permanent or semi-permanent crop production areas or systems. The separation between production areas and ecosystems is indicated in the additional criteria and indicators for the specific crop; otherwise, the minimum distance must be five meters.

Indicators

- There are protection zones, at least five meters wide, around the edge of the natural ecosystems with no crops growing and with no evidence of agrochemical use. If crops exist, vegetative ground covers are used to protect the soil and no agrochemicals are used (only manual agricultural practices).
- The farm administrators and workers respect the practice of establishing protection zones while carrying out production activities.
- There are strips of vegetation between the fields used for different crops or different production systems. The strips of vegetation can make use of existing spaces in roads, fences, channels, windbreaks, pathways or other existing barriers.
- Exotic species adapted to local conditions are used only in cases when it has been proven that the use of native species strongly limits crop development, when propagation materials are not locally available, or when it is proven that the exotic species has a special value for the environment or wildlife.

2.6 Natural water channels must be protected by establishing protected zones on the banks of rivers, streams, creeks, lakes, wetlands and around the edges of other natural water bodies, as indicated in the matrix in Annex 1. Farms must not alter natural water channels to create new drainage or irrigation canals. Previously converted water channels must maintain their natural vegetative cover or, in its absence, this cover must be restored.

Indicators

- Protection zones comprised of native vegetation are found between production areas and natural water channels (rivers, streams, lakes) that border or pass through the farm.
- When the edges of water bodies lack vegetation, the farm conservation program includes activities to restore the vegetation by planting native species or through natural regeneration. Protection zone establishment proceeds as indicated in the plan and program.
- Since first contact with the Sustainable Agricultural Network to start the certification process, there is no evidence that the farm has altered natural water channels to convert them into drainage or irrigation canals.
- Water channels that have been previously converted into primary drainage or irrigation channels are covered with natural vegetation to prevent contamination by sediment or agrochemicals.

2.7 As part of the conservation program, the farm must establish and maintain vegetation zones between the crop and areas of human activity, as well as between production areas and on the edges of public or frequently traveled roads passing through or around the farm. These zones must consist of permanent native vegetation with trees, bushes or other types of plants, in order to promote biodiversity, minimize any negative visual impacts and reduce the drift of agrochemicals, dust and other substances coming from agricultural or processing activities. The width of the vegetation zone is defined in the corresponding criterion in the additional criteria and indicators for the specific crop; otherwise, it is stipulated in Annex 1 of this document.

Indicators

- There are vegetated protection zones along roads and around human activity areas such as schools and nurseries, dining areas, health centers, recreation areas, houses, production and processing infrastructure, storage facilities, packaging areas, storage spaces, and workshops.
- All human activity areas are separated from the farm as stipulated in Annex 1 of this standard, and in the respective criterion in the additional criteria and indicators for the corresponding crop.
- The farm conducts activities related to the establishment and maintenance of vegetated protection zones.
- The farm has indicated on maps existing and future vegetated protection zones.
- Establishment of the vegetated zones is progressing as indicated in the conservation program.
- The protection zones are designed according to potential risk of negative human impacts, especially on human health. For example, on farms where fumigation is used intensively, the protection zones must have vegetation dense enough to reduce the drift of chemical substances towards living quarters or public roads.
- Exotic species adapted to local conditions are used only in cases when it has been proven that the use of native species strongly limits crop development, when propagation materials are not locally available, or when it is proven that the exotic specie has a special value for the environment or wildlife.

3. WILDLIFE PROTECTION

The farms certified under this standard are refuges for resident and migratory wildlife, especially species that are threatened or endangered. Certified farms protect natural areas that contain food for wild animals or habitats for reproduction and raising offspring. These farms also carry out special programs and activities for regenerating and restoring ecosystems important to wildlife. At the same time, the farms, their owners and employees take measures to reduce and eventually eliminate the number of animals in captivity, despite traditional practices keeping wildlife as pets in many regions of the world.

3.1 **An inventory of wildlife and wildlife habitats found on the farm must be created and maintained.**

Indicators

- The producer is familiar with the wildlife species observed on the farm, and keeps a current list of wildlife according to his or her level of knowledge and education.
- Whenever there are extensive conservation areas or important natural ecosystems on the farm, an inventory of wildlife species has been made with the help of relevant specialists
- The principle threatened or endangered species, according to the respective national legislation and the International Union for the Conservation of Nature's Red Book (www.iucnredlist.org), on the farm are known.
- The important wildlife habitats are designated as conservation areas and identified in the field and on maps of the farm.
- The administration and workers are familiar with the principal habitats used by wildlife on the farm or by migratory animals.

3.2 **Ecosystems that provide habitats for wildlife living on the farm, or that pass through the farm during migration, must be protected and restored. The farm takes special measures to protect threatened or endangered species.**

Indicators

- The producer has a wildlife-habitat protection policy.
- The farm includes activities for the restoration and regeneration of ecosystems identified as wildlife habitats in its conservation plan (Principle 2).
- On farms where threatened or endangered species exist (as recognized by national legislation and/or the International Union for the Conservation of Nature's Red Book), special activities are carried out to protect these species and their habitats.

3.3 **Critical Criterion. Hunting, capturing, extracting and trafficking wild animals must be prohibited on the farm. Cultural or ethnic groups can hunt or collect fauna in a controlled manner and in areas designated for those purposes under the following conditions:**

- a. The activities do not involve species in danger of or threatened with extinction.**
- b. There are established laws that recognize the rights of these groups to hunt or collect wildlife.**

- c. **Hunting and collection activities do not have negative impacts on the ecological processes or functions important for agricultural and local ecosystem sustainability.**
- d. **The long-term viability of the species' populations is not affected.**
- e. **These activities are not for commercial purposes.**

Indicators

- There are policies, procedures or other mechanisms in place to protect wildlife, including the prohibition of hunting, capturing and trafficking wild animals.
- The farm administrators and workers are familiar with and understand the indicated prohibition policies.
- The administration, workers and neighbors can confirm that no hunting, capturing, extracting or trafficking of wild animals occurs on the farm.
- There is no evidence of illegal trafficking of species protected by the CITES convention (www.cites.org/esp/resources/species.html) and by national legislation.
- Scientific evidence (research reports, population studies, theses and dissertations) demonstrates that hunting and collecting by the cultural or ethnic groups mentioned in the criteria do not have negative effects on local agriculture, ecosystems or the populations of any wildlife species. This evidence is provided by the mentioned groups, their representatives, or the authorities responsible for controlling these activities.

3.4 The farmer must keep an inventory of the wild animals held in captivity on the farm, and implement policies and procedures to regulate and reduce their tenancy. Endangered or threatened species must not be held in captivity.

Indicators

- There is an inventory of wild animals held in captivity on the farm –including those in the workers' homes – that lists the type of animal, its location and its owner.
- The farm is able to demonstrate that the number of animals in captivity on the farm is being reduced over time; no one is obtaining new wild animals to keep in captivity.
- The animals' owners have the respective permits as required by national laws.
- The conditions are such that the well being of the animals in captivity is ensured.
- The farm can reduce the number of animals held captive by rehabilitating them or reintroducing them into their natural environment (Criterion 3.6).

3.5 The farm is allowed to breed wild animals in captivity when the farm has the required conditions and the permits stipulated law. These activities must be supervised by a competent professional.

Indicators

- Projects related to the reproduction of wild species are recorded with the respective organizations and regulated according to the corresponding legislation.

- The farm has the appropriate permits from authorities for the breeding of threatened or endangered species.
- Projects involving the reproduction, raising and exporting of wild animals must have the respective permits and also follow the CITES convention guidelines.
- Animal breeding is managed by trained personnel. There is no evidence of mistreatment or conditions that could threaten the animals' health.
- At least once a year, a competent professional (for example, a wildlife specialist or a veterinarian) inspects the project and provides technical guidance.

3.6 Farms that reintroduce wildlife into natural habitats must have the appropriate permit from the relevant authorities and comply with the conditions established by law, or reintroduce the animals via duly authorized and established programs. A competent professional must advise the farm on release practices. Exotic wildlife must not be introduced into the farm.

Indicators

- The farm has the required permits and complies with the conditions stipulated in national legislation for reintroducing wildlife into its natural habitat.
- A competent professional advises the project on its reintroduction activities.
- An evaluation of the possible impacts of the reintroduction of wild species on the existing flora and fauna of the farm and in adjacent areas has been conducted. Reintroduction does not have a negative impact on the natural balance of flora and fauna in the area or on the commercial activities of the farm's neighbors.
- Exotic wildlife has not been released on the farm.

4. WATER CONSERVATION

Water is vital for agriculture and human existence. Certified farms must conduct activities to conserve water and avoid wasting this resource. Farms must prevent contamination of surface and underground water by treating and monitoring wastewater. The Sustainable Agriculture Standard includes measures for preventing surface water contamination caused by the run-off of chemicals or sediments. Farms that do not have such measures must be able to guarantee that they are not degrading water resources through the implementation of a surface water monitoring and analysis program, until it has complied with the stipulated preventative actions.

4.1 The farm must have a water conservation program that ensures the rational use of water resources. The program activities make use of the best available technology and resources. It must consider water re-circulation and reuse, maintenance of the water distribution network and the minimizing of water use. The farm must keep an inventory and indicate on a map the surface and underground water sources found on the property. The farm must record the annual water volume provided by these sources and the amount of water consumed by the farm.

Indicators

- In cases where conservation measures cannot be implemented for technical or economical reasons, the farm researches conservation alternatives as part of its water conservation program. The farm has established goals and a timeframe for research.
- The administration, the workers and the families living on the farm are familiar with and understand the importance of water conservation. Their activities are carried out in a manner that will help the farm achieve the goals of the water conservation program.
- There is an inventory of water sources that indicates the volumes provided by each source. The water sources are identified on the farm's map.
- The farm measures and records the volume of water consumed by the different production and processing activities on the farm.
- It can be shown that the volume of water consumed remains stable or tends to reduce with time compared to production rates. For example, the farm can demonstrate a continual reduction or minimization of the quantity of water consumed per unit of irrigated land.
- The farm maintains the water distribution network in order to avoid waste due to leaks or spills. There are no leaks, broken pipes, valves that do not close properly or other evidence of water being wasted.
- All new exploitation of underground water has undergone pump tests to determine supply capacities.

4.2 All surface or underground water exploited by the farm for agricultural, domestic or processing purposes must have the respective concessions and permits from the corresponding legal or environmental authorities.

Indicators

- The farm has the relevant legal permit from corresponding authorities. The permit is valid.

- Since the first contact for the certification process, no wells have been drilled without the corresponding legal authorization. On family farms, wells can be excavated by hand for domestic use without authorization, if the law permits.

4.3 Farms that use irrigation must employ mechanisms to precisely determine and demonstrate that the volume of water applied and the duration of the application are not excessive or wasteful. The farm must demonstrate that the water quantity and the duration of the application are based on climatic information, available soil moisture, and soil properties and characteristics. The irrigation system must be well designed and maintained so that waste is avoided.

Indicators

- The farm can demonstrate how climate and soil information is used to calculate irrigation volumes and flow. This information may include evaporation-transpiration calculations, rainfall records, tensiometer measurements, and evaluations of available humidity in the soil.
- Irrigation records, or other evidence or data regarding irrigation, coincide with the evaporation-transpiration data, available soil moisture measurements, and other information used by the farm for calculating irrigation volumes and flow rates.
- There is no evidence of excessive application of water due to inadequate irrigation system design, management, or flow and volume calculations. For example, there are no large puddles or areas of ponded water after irrigation, or excessive irrigation water run-off due to reduced water infiltration in over-saturated soils.
- There are no leaks, spills or other evidence of poor maintenance or inadequate irrigation delivery systems.

4.4 The farm must have appropriate treatment systems for all of wastewaters it generates. The treatment systems must comply with applicable national and local laws and have the respective operating permits. There must be operating procedures for industrial wastewater treatment systems.

Indicators

- Water treatment system design is in accordance with the volume of water to be treated and the type of contaminants the water contains. In the case of industrial wastewater, the system was designed or evaluated by a competent professional.
- Operating and maintenance procedures exist for all the industrial water treatment systems on the farm. There is a properly trained person responsible for treatment system operations.
- The respective legal and operation permits exist for the treatment system.
- An area is set aside exclusively for cleaning equipment contaminated with agrochemicals; there is a treatment system for the waters discharged from this area.
- Water coming from workshops or other areas contaminated by grease, oil or metallic residue is conducted into a collection and treatment system.

4.5 *Critical Criterion.* The farm must not discharge or deposit industrial or domestic wastewater into natural water bodies without demonstrating that the discharged water complies with the respective legal requirements, and that the wastewater's physical and

biochemical characteristics do not degrade the receiving water body. If legal requirements do not exist, the discharged wastewater must comply with the following minimum parameters:

Water Quality Parameter	Value
Biochemical Oxygen Demand (DBO _{5, 20})	Less than 50 mg/L
Total suspended solids	Less than 50 mg/L
PH	Between 6.0 – 9.0
Grease and oils	Less than 30 mg/L
Fecal coliforms	Absent

The mixing of wastewater with uncontaminated water for discharge into the environment is prohibited.

Indicators

- The farm demonstrates that it has mechanisms in place to prevent untreated wastewater from being discharged into the environment.
- The farm has knowledge of the legal requirements for discharging wastewater into the environment and can demonstrate that it complies with these requirements. Compliance can be demonstrated by comparing the laboratory analysis results of discharged waters with the respective legal requirements and, in the absence of legislation, with the parameters indicated in this criterion.
- The farm can demonstrate that the discharged water does not degrade the quality of the receiving water body. Compliance can be demonstrated by comparing the laboratory analysis results of the discharged water with those of the receiving water body.
- The farm does not mix wastewater with other water to dilute it before discharging the wastewater into water bodies, the exception being rainwater that falls directly into treatment ponds.

4.6 Farms that discharge wastewater into the environment must establish a water-quality monitoring and analysis program that takes into account potential contaminants and applicable laws. The program must indicate the wastewater sampling points and frequency and the analyses to be carried out. A legally accredited laboratory must conduct all analyses. Laboratory results must be kept on the farm for at least three years. The program must comply with the following minimum requirements for analysis and sampling:

Water Quality Parameter	Wastewater discharge rate (cubic meters/day)		
	Less than 50	50 to 100	More than 100
	Sampling Frequency		
Biochemical Oxygen Demand (DBO _{5, 20})	Annual	Weekly	Every 3 months
Total suspended solids	Monthly	Weekly	Daily
PH	Monthly	Weekly	Daily
Grease and oils	Annual	Weekly	Every 3 months
Fecal Coliforms	Annual	Weekly	Every 3 months

Indicators

- The farm administrator and the person in charge of the monitoring program are familiar with the applicable laws.
- Wastewater is analyzed by an accredited or certified laboratory.
- There are copies of analysis results and the reports for the respective authorities for the last three years, or since the farm started the certification process.
- In cases where the wastewater quality does not comply with the relevant parameters, the farm implements corrective actions to rectify or prevent the situation from occurring again and also to reduce or mitigate the negative impacts of non-compliance.
- Some farms discharge small quantities (less than 50 Liters per day) of residual domestic or processing wastewater directly onto the soil. Some examples include water from kitchens or sinks, water from washing fruit, or leachates from coffee pulp. In these cases, if the farm demonstrates that the water evaporates or filters into the soil without reaching a water body, wastewater analysis would not be necessary. The soil onto which the water is discharged has the same characteristics as soils in septic tank drainage areas (Criterion 4.8).

4.7 Critical Criterion. The farm must not deposit into natural water bodies any organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil and stones from excavations, rubbish from cleaning land, or other similar materials.

Indicators

- There is no evidence that the farm dumps or deposits solids into natural water bodies, except for legally approved construction projects such as bridges and dams.
- No waste products or foreign substances such as construction materials, fill, debris or scrap metal is found in the protection zone of water bodies.

4.8 The farm must restrict the use of septic tanks to the treatment of domestic wastewater (gray water and sewage) and non-industrial wastewater to prevent negative impacts on underground or surface water. The tanks and their drainage systems must be located in soils suitable for this purpose. Their design must coincide with the volume of wastewater received and treatment capacity, and must permit periodic inspections. Wastewater from the washing of machinery used for agrochemical applications must be collected and must not be mixed with domestic wastewater or discharged to the environment without previous treatment.

Indicators

- The farm is able to demonstrate that the estimated drainage area (drain field) is in accordance with the water volume generated and the soil's percolation (internal drainage) rate.
- There is no water from the septic system on the drain field surface. The drain field soils do not seem to be saturated or very wet when similar, nearby soils are dry.
- There are grease traps and the necessary inspection boxes build into the septic system's drains that allow periodic inspections and maintenance.
- Information exists to indicate that the tank and its drainage field are in soils that permit wastewater infiltration and filtration without affecting underground water. The soil must not be too sandy (infiltration too fast) or have too much clay (infiltration too slow).
- There is no groundwater near the surface in the septic tank area at any point during the year.
- The septic tank is not located in areas susceptible to flooding.

4.9 If total or partial compliance with the requirements of this standard that relate directly or indirectly to the contamination of natural water bodies cannot be proven, the farm must conduct a surface-water quality monitoring and analysis program. The program must indicate the sampling points and frequency, and must be continued until it can be proven that farm activities are not contributing to the degradation of the quality of the receiving water bodies. This does not exclude monitoring and water-analysis obligations stipulated by law or as indicated by local authorities. At a minimum, the following analyses must be conducted:

Parameter	Sampling Time
Suspended solids	During the rainiest month of the year.
Total nitrogen	During the rainiest month of the year.
Phosphorus compounds	During the rainiest month of the year.
Specified pesticides	Immediately following the end of the pesticide application quarantine period.

Additional analyses may be required as a result of the types of contamination identified during the audit.

Indicators

- Evidence of non-compliance with the standard for preventing surface water contamination includes:
 - The farm does not have vegetated protection zones along the edges of water bodies (Criterion 2.5).
 - The farm uses chemical products that are toxic for aquatic organisms.
 - There is uncontrolled surface water run-off from agricultural fields into water bodies. Such evidence may include turbid water coming from the farm; accelerated erosion on land adjoining or near to water bodies; or severe or moderately severe erosion on more than 20% of the farm's soils.
 - The water channel has been altered or degraded.
 - Species that indicate direct or indirect contamination of water bodies are present.
- For the farm to avoid monitoring and analysis in the future, analysis results must indicate that no significant degradation of the water quality exists due to contamination that is directly or indirectly linked to the farm. For example, the quantity of suspended solids in water coming from the farm is 10% less than the suspended solids in the receiving water body.
- The farm administration and the person responsible for the monitoring program are familiar with the applicable legislation.

5. FAIR TREATMENT AND GOOD WORKING CONDITIONS FOR EMPLOYEES

All employees working on certified farms, and the families that live on these farms, benefit from the rights and conditions established in the United Nations' *Universal Declaration of Human Rights* and *Children's Rights Convention*, and in the International Labour Organization's (ILO) conventions and recommendations. Farms pay salaries and benefits equal or more than the legal minimum, and the workweek and working hours must not exceed the legal maximums or those established by the ILO. Workers may organize and associate freely, especially for negotiating working conditions. Certified farms do not discriminate and do not use forced or child labor; to the contrary, these farms work hard to offer employment opportunities and education to people in neighboring communities. Housing provided by certified farms is in good condition, and has potable water, sanitary facilities and domestic waste collection. Families living on certified farms have access to medical services and the children have access to education.

5.1 **The farm must have a social policy that declares its commitment to complying with labor laws and international agreements indicated in this standard. The policy must summarize the rights and responsibilities of the administration and workers, with emphasis on labor aspects, living conditions, basic services, occupational health and safety, training opportunities and community relations. The social policy must be approved by the farm's upper management and be divulged and made completely known and available to the farm's workforce.**

Indicators

- There is a specific social policy or set of documents incorporating the elements indicated in this criterion.
- In the absence of a written social policy, the farm's administration is able to demonstrate the existence of other documents or mechanisms that together or separately consider the elements indicated in this criterion. Examples include: work regulations; collective agreements; and worker training.
- The farm can demonstrate that it takes steps to divulge the policy to workers.
- The policy is available and easily accessible for workers in the form of copies, or posted in a visible public place. To the contrary, the farm is able to show that the workers have another way to access the policy, for example, through questions for supervisors or periodic talks, in instances of illiteracy.
- Workers can demonstrate that they are familiar with the policy and its general content.
- Mechanisms exist for verifying the farm or company compliance with the social policy. Upper management reviews the verification results to undertake the necessary corrective actions.

5.2 ***Critical Criterion.* The farm must not discriminate in its labor and hiring policies and procedures along the lines of race, color, gender, age, religion, social class, political tendencies, nationality, syndicate membership, sexual orientation, marital status or any other motive as indicated by applicable laws, ILO Conventions 100 and 111, and this standard. The farm must offer equal pay, training and promotion opportunities and benefits to all workers for the same type of work. The farm must not influence the political, religious, social or cultural convictions of workers.**

Indicators

- The farm can demonstrate that no discrimination exists in the contracting and paying of workers, in training and promotion opportunities, in work conditions or in benefits received by workers in the same type of work.
- The farm does not tend to contract or dismiss personnel with a particular marital status, sexual orientation, medical condition, political, cultural or religious position, of a particular nationality, pregnant or breast-feeding women, except for justified causes or reasons unrelated to the conditions listed previously.
- The farm is able to demonstrate that the dismissal of any staff has been carried out in accordance with the law.
- Workers confirm that no workers have been dismissed for the discriminatory reasons listed in this criterion.
- All workers receive equal treatment independent of their employment conditions. There is no evidence of discrimination between local or foreign employees or between permanent and temporary workers with regard to salaries, benefits, working advantages or conditions for the same types of work.
- There is no evidence that the farm or its management try to influence its workers' political, religious, social or cultural convictions.
- The workers do not report incidents of discrimination or unequal treatment due to the motives indicated in this criterion.

5.3 The farm must directly hire its workforce, except when a contractor is able to provide specialized or temporary services under the same environmental, social and labor conditions required by this standard. The farm must not establish relations or contracts with third parties, form or directly participate in employee-owned companies, or use other mechanisms to avoid the direct hiring of workers and the obligations normally associated with labor contracts. Employment of foreign workers must be subject to a work permit issued by the responsible government agency. The farm must not ask for money from workers in return for employment.

Indicators

- The administration and workers confirm that the farm directly contracts permanent and temporary workers.
- Temporary and part-time workers (both national and foreign) have the same rights and benefits as permanent workers. They have been informed of and are familiar with their rights, responsibilities, salaries or pay, work schedule and other subjects normally forming part of a legal work contract.
- The farm is able to demonstrate that all foreign workers have valid working papers.
- The farm does not maintain relations or contracts with third parties in order to avoid directly hiring workers or related obligations, such as social security payments, accident and injury insurance and medical services that normally are the responsibility of the employer.

- There is no evidence of the farm having promoted, participated or in some way influenced the workers to form their own business to provide services in order to avoid assuming existing or future workers rights and benefits.
- The workers confirm that the farm does not ask for or require workers to pay or give money in return for work.

5.4 The farm must have payment policies and procedures that guarantee the complete payment of workers on the dates agreed upon in the labor contract. Payment must take place at the workplace, or by another arrangement agreed upon by the worker. The farm must provide the worker with a detailed and comprehensive explanation of the salary paid and of any deductions made, allowing the worker to appeal in the case of perceived discrepancies. Farms with ten or more full or part-time permanent employees must maintain an up-to-date written payroll and job description for each employee with the following information (which employees must have access to):

- a. Worker's name, national identity card number, and position.**
- b. Job description and assigned salary.**
- c. Minimum salary established by the government according to the type of activity carried out.**
- d. Weekly working hours established by applicable laws for the type of activity, and a comparison with the number of hours assigned each worker.**
- e. Job requirements, for example, training or special skills.**
- f. Payment dates.**
- g. Gross pay for normal hours.**
- h. Gross pay for overtime.**
- i. Total pay (normal and overtime).**
- j. Legal deductions and other deductions agreed upon by the worker.**
- k. Net pay.**

Indicators

- Pay policies and procedures exist and are known and understood by the workers.
- The farm pays its workers their salaries and benefits, such as bonuses and special expenses, on time and in full.
- The farm can demonstrate that the payment place or mechanism is not inconvenient for workers; for example, workers do not have to travel long distances, wait a long time or go through complicated formalities to receive their pay.
- Workers indicate that they get their salary and other agreed upon payments on time and in full. They also confirm that they do not have to travel to other farms or places or go through complicated formalities to receive pay.

- Workers get pay receipts including the information indicated in inserts “f” to “k” of this criterion. The workers indicate that they understand this information and that the administration explains it to them when necessary.
- The workers can appeal when their pay does not agree with their calculations. The farm has an appeal process. The workers are familiar with and understand this process.
- Farms with ten or more employees keep a written payroll that includes the information indicated in the criterion for each permanent worker, independent of their working conditions.
- The payroll information is kept current for each worker.
- Workers confirm that they have access to information relating to their job position. The farm does not limit their access to this information.
- Information for different workers carrying out the same type of job does not vary in such a way that indicates discrimination (as outlined in Criterion 5.2 of this standard).

5.5 Critical Criterion. Workers must receive pay in legal tender greater than or equal to the regional average or the legally established minimum wage, whichever is greater, according to their specific job. In cases where the salary is negotiated through collective bargaining or other pact, the worker must have access to a copy of this document during the hiring process. For production, quota or piecework, the established pay rate must allow workers to earn a minimum wage based on an eight-hour workday under average working conditions, or in cases where these conditions cannot be met.

Indicators

- The farm can demonstrate that workers’ pay is equal to or higher than the legal or regional minimum according to the type of job. The cost of housing, food and other services cannot be considered as part of the base salary.
- Workers are paid in cash or by a method easily changed into money, such as direct deposit into a bank account or checks from a local bank. Payment is not in-kind, that is, food, credit, vouchers or other mechanisms not easily negotiable.
- Traditional work exchange systems between neighbors or communities, such as for harvests or other peak activities, or tenant farming systems, where land use rights are exchanged for a part of the harvested products, are excluded from minimum pay requirements.
- Deductions that are not legally required, such as housing, food or other services must be explained to and agreed upon by workers before hiring.
- During the hiring process, the salaries negotiated by collective agreement or a similar process are made known to workers. The farm provides the necessary information for workers to know the negotiated salaries for the positions for which they apply
- Pay scales for production or piecework allow workers to earn as much or more as they would be able to earn under normal daily working conditions, without overtime.
- Production workers’ pay is equal to or higher than the legal or regional minimum, even if the work conditions limit daily production. Examples include: the lack of equipment, inclement weather, changes in work areas or tasks, exclusion from certain areas due to

fumigation;, workshops or obligatory training;, or other conditions imposed by the farm or unforeseen circumstances.

5.6 Working hours, rest periods during the workday, the number of annual paid vacation days and holidays, and rest days must comply with current labor laws and with the following minimum conditions:

- a. The maximum number of hours worked per week must not exceed 48.**
- b. Workers must have a minimum of 24 consecutive hours rest (one day off) for every six consecutive days worked.**
- c. All workers must have the right to annual paid vacation equivalent to a minimum of one day for each month worked (12 days or 2 work weeks per year) or the equivalent for part-time workers.**

These rights and benefits must be made known to the workers and included in any labor contract or collective agreement.

Indicators

- The farm is able to demonstrate that the established working hours, rest breaks, number of paid vacation days, rest days and holidays comply with national legislation or the requirements in this criterion, whichever is of greater benefit to the workers.
- Workers confirm that the farm complies with that established by national legislation or by this standard in relation to working hours, breaks and rest days, paid holidays and national holidays.
- Workers confirm that they receive annual vacation in proportion to their working time. For example, full-time employees get 12 workdays (two calendar weeks) vacation; a part-time employee working half-days must receive the equivalent of six paid vacation days (12 half-days).
- The farm administration and workers are familiar with established working hours, breaks and rest days, vacation time, and national holidays.

5.7 All overtime must be voluntary. The farm must have policies and procedures relating to the requirements and assignation of overtime that conform to current labor laws; these policies and procedures must be made known to workers when they are hired. Overtime must not exceed 12 hours per week. Overtime hours must be paid at a higher rate than normal working hours. When current labor laws permit, this standard allows for an exception period during which the maximum 60 hours (48 normal hours plus 12 overtime hours) per week can be exceeded during seasonal activities or due to unforeseen circumstances, under the following conditions:

- a. Workers must get at least one day off (24 consecutive hours) for every six consecutive days worked.**
- b. The farm must document the number of hours worked (regular and overtime) per day and the activities carried out for each worker.**

- c. **The farm must demonstrate through a comparative analysis that overtime hours during the exception period do not result in a higher accident rate than during normal working periods.**
- d. **The exception period must not exceed two consecutive work weeks or six work weeks within a two-month period. The average hours worked per week must not exceed 60 hours as calculated during an eight-week period starting from the first day of the exception period.**
- e. **No more than two exception periods are allowed each year**
- f. **Workers are not allowed to work more than 12 hours per day.**
- g. **In the case of an unforeseen event that causes employees to work more hours than permitted by this standard or applicable labor laws, the farm must document the circumstances and the actions to be taken to avoid repetition in the future.**
- h. **In the case of a cyclical event that happens at approximately the same time each year, such as harvesting or production peaks, the farm must present an analysis that indicates that the cost of directly contracting more workers during this period would have a negative impact on the farm's economic sustainability.**

Indicators

- The farm has a clear overtime policy for different positions, tasks or jobs.
- Procedures exist for assigning overtime for different positions or types of jobs.
- The farm can demonstrate that it divulges its policies and procedures to the workforce. The administration and workers are familiar with the policies and procedures.
- Workers confirm that they do not work more than 60 hours per week (48 regular hours plus 12 hours overtime), except during legally allowed exception periods.
- The farm can demonstrate and the workers confirm that overtime is paid at a rate equal to or higher than that indicated in the respective legislation.
- Exception periods proposed by the farm are not prohibited by applicable laws.
- Overtime hours during exception periods do not exceed the limits established in this criterion. For example, during a two-month period an exception period could consist of the following:
 - Seventy-two hours a week during the first two weeks (a total of 144 hours).
 - Forty-eight hours during the third week.
 - Seventy-two hours per week during the fourth and fifth weeks (a total of 44 hours).
 - Forty-eight hours each week during the last three weeks of the period (a total of 144 hours).
 - The total hours worked during this two-month period is 480, at an average of 60 hours per week.

- The farm has documented the circumstances and reasons for requiring an exception period.
- In the case of a relatively well known cyclic peak period, such as harvests or seasonal agricultural practices, the farm conducted an analysis that demonstrates that hiring extra workers would risk the farm's financial stability.
- The farm carries out studies comparing the accident rates during exception periods with rates during normal working hours. The studies demonstrate that extra hours do not result in a higher accident rate.

5.8 Critical Criterion. It is prohibited to directly or indirectly employ full- or part-time workers under the age of 15. In countries where the ILO Conventions have been ratified, the farm must adhere to that established in Convention 138, Recommendation 146 (minimum age). Farms contracting minors between the ages of 15 and 17 must keep a record of the following information for each minor:

- a. First and last name.
- b. Date of birth (day, month and year).
- c. First and last name of parents or legal guardian.
- d. Place of origin and permanent residence.
- e. Type of work carried out on the farm.
- f. Number of hours assigned and worked.
- g. Salary received.
- h. Written authorization for employment signed by parents or legal guardian.

Workers between 15 and 17 years old must not work more than eight hours per day or more than 48 hours per week. Their work schedule must not interfere with educational opportunities. These workers must not be assigned activities that could put their health at risk, such as the handling and application of agrochemicals or activities that require strong physical exertion.

Indicators

- Farms that contract persons aged between 15 and 17 years keep a special record with the information stipulated in this criterion.
- Persons less than 15 years old do not form part of the farm's workforce, are not on the farm's payroll, or do not form part of the workforce of contracted service providers.
- The children of farm employees do not carry out tasks on the farm to assist their parents.
- Persons less than 15 years old do not perform tasks on the farm in exchange for in-kind payments.
- The farm must be familiar with legislation relating to hiring persons ages between 15 and 17. Their contraction must be in accordance with this legislation.
- Workers from ages 15 to 17 confirm that they do not work more than eight hours per day, nor 42 hours a week. They do not work overtime.

- Working hours are not an obstacle to educational opportunities or obligations. For example, the work schedule does not coincide with these workers' school schedule.
- These workers do not apply or handle agrochemicals or carry out heavy physical work unsuitable for their age. (Refer to Article 7 of ILO Convention 127 – <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C127> – regarding maximum weights as well as the guidelines on child labor by the ILO or by local authorities).
- Workers from ages 15 to 17 do not participate in work activities that may be particularly dangerous to their physical or mental health, such as operating machinery, applying agrochemicals, handling toxic substances or carrying heavy loads.

5.9 When applicable laws permit, minors between 12 and 14 years old may work part-time on family farms if they are family members or neighbors in a community where minors have traditionally helped with agricultural work. The schedule for these minors including school, transportation and work must not exceed ten hours on school days or eight hours on non-school days, and must not interfere with educational opportunities. The following conditions must be fulfilled:

- a. These workers have the right to one rest day for every six days worked and rest breaks during the workday the same as or more frequently than contracted workers.**
- b. They must not form part of the farm's contracted workforce.**
- c. They must not work at night.**
- d. They must not handle or apply agrochemicals or be in areas where they are being applied.**
- e. They must not carry heavy loads nor do work that requires physical exertion unsuitable for their age.**
- f. They must not work on steep slopes (more than 50% incline) or in high places (ladders, trees, roofs, towers or similar places).**
- g. They must not operate or be near heavy machinery.**
- h. They must not do any type of work that may affect their health or safety.**
- i. They must get periodical training for the work they do.**
- j. They must be under the supervision of a responsible adult in order to guarantee that they understand how to do their work safely.**
- k. Transportation must be provided to and from home if workers have to travel in the dark or in conditions that put their personal safety at risk.**

Indicators

- These younger workers are only found on family farms that do not depend on contracted labor for agricultural work.
- In the area or region where the farm is located, communities have traditionally depended on family members or neighbors to help carry out agricultural work in exchange for goods or services, or for informal jobs.

- The young persons working on the farm are family members or neighbors.
- The young persons working on the farm have not been contracted.
- School, transportation and work must not exceed a total of 10 hours on a school day. For example, if a minor works on his or her family's farm and spends four hours at school and one hour getting to and from school, he or she must not work more than five hours per day on the farm. On non-school days, these workers can work for up to eight hours.
- These young workers confirm that they get breaks during their workday and one day off for every six consecutive days worked.
- There is no evidence that these young workers work in dangerous conditions or carry out dangerous activities as indicated in inserts two to seven of this criterion. These young workers know that they must not carry out dangerous activities.
- The farm provides periodic training and direct supervision for young workers. The young workers demonstrate that they know how to do their work safely.
- The young workers do not have to travel at night or along dangerous routes or paths to get to work. To the contrary, the farm provides transportation for them.

5.10 Critical Criterion. Any type of forced labor is prohibited, including working under the regimen of involuntary imprisonment, in agreement with ILO Conventions 29 and 105 and national laws. The farm does not withhold any part or all of workers' salaries, benefits or any rights acquired or stipulated by law, or any of the workers' documents, in order to force them to work or stay on the farm, or as a disciplinary action. The farm does not use extortion, debt, threats or sexual abuse or harassment, or any other physical or psychological measure to force workers to work or stay on the farm, or as a disciplinary measure.

Indicators

- Workers express that they are not forced to work or to stay on the farm to work.
- The farm can demonstrate that it does not retain documents (work permits, passports, and identity cards), money or benefits from workers to oblige them to work, stay on the farm or as a disciplinary action.
- The farm does not extort, threaten, abuse or cause psychological or physical harm to the workers as a form of disciplinary action or to force workers to work or stay on the farm.
- There is no evidence of indirect methods being used to pressure workers to work on the farm, such as security mechanisms, armed guards, threatening gestures or signs, or financial loans.
- Workers confirm that the farm does not use corporal punishment as a disciplinary measure.

5.11 The farm and supervisors must not threaten, sexually abuse or harass, or verbally, physically or psychologically mistreat workers for any reason. The farm must encourage the respectful treatment of workers and have a formal mechanism to act upon workers' claims of mistreatment.

Indicators

- There are no reports of any type of mistreatment or abuse of workers by the management or supervisors.
- No evidence has been found to suggest that supervisors use undue pressure on the workers to comply with production quotas, such as not letting workers use the bathrooms, shouting, or retaining basic or acquired rights.
- The farm demonstrates that mechanisms exist to encourage respect between workers, such as policies, talks or training, as well as sanctions for persons that abuse their authority.
- The workers are familiar with and understand the farm's efforts to encourage respect in the workplace. They can demonstrate how this knowledge is applied or complied with in their daily activities.
- The farm has a formal mechanism or procedure for receiving complaints from workers relating to allegations of mistreatment. Workers can confirm that this mechanism is in place on the farm.
- In the case of complaints or claims received about the mistreatment of employees, the farm can demonstrate, and workers confirm, that it acted on these complaints or claims.

5.12 Workers must have the right to freely organize and voluntarily negotiate their working conditions in a collective manner as established in ILO Conventions 87 and 98. The farm must have and divulge a policy guaranteeing this right and must not impede workers from forming or joining unions, collective bargaining or organizing for ideological, religious, political, economical, social, cultural or any other reasons. The farm must periodically provide opportunities for workers to make decisions regarding their rights and alternatives to form any type of organization for negotiating their working conditions.

Indicators

- The farm has a policy that guarantees the workers' rights to form or join unions, or to collectively negotiate or organize for other reasons within the law.
- Workers are familiar with and can freely exercise their right to organize or collectively negotiate their working conditions with the farm administration.
- There is no evidence of the farm impeding workers from forming unions or having representatives contact other groups to be informed of their organizing rights or alternatives.
- The farm assists workers by providing space, time, information or access to third parties so that they will be familiar with their rights and current alternatives for democratically forming different types of organizations to negotiate their working conditions.
- In cases where a workers' organization exists, there is evidence to show that this organization was freely and democratically formed without undue influence by the farm owners or management.
- Where a process of collective negotiation exists, workers democratically elect representatives to the administration or farm management. Workers have access to their representatives for communications regarding their working conditions.

- As part of the collective negotiation process, there are periodic meetings between the farm administration or management and the worker representatives during which these representatives can convey the workers' concerns or suggestions.

5.13 The farm must formally and regularly consult and inform workers regarding any planned technical and organizational changes and their potential social, environmental and economic impacts.

Indicators

- The farm is able to show that it has a procedure, process or other mechanism for consulting or informing workers about changes on the farm that might have social, environmental or economic impacts.
- The procedure, process or mechanism is known and understood by the administration and the workers.
- The procedure, process or mechanism is carried out before the changes are made, and sufficiently in advance for the consultation results to be taken into account.
- The farm can show how the results of worker consultations are incorporated in its decision-making process.

5.14 Housing provided by the farm for permanent or temporary workers living there must be well-designed, built and maintained to foster good hygienic, health and safety conditions. The design, size and construction of dormitories, barracks and other housing, the type and quantity of furniture, and the number and location of sanitary facilities, showers, and washing and cooking areas must comply with applicable laws or have the following elements and characteristics, whichever provides better conditions for workers:

- a. The dormitories must be constructed with wooden floors above the ground or floors made from asphalt or concrete, roofs in good condition without leaks, and with appropriate ventilation and lighting.
- b. The ceiling must not be lower than 2.5 meters at any point.
- c. Five square meters of space per person in sleeping areas.
- d. Heating for cold climates.
- e. Heating for cold climates.
- f. Bed, hammock or other dignified infrastructure for sleeping according to the workers' cultural needs, at least 20 centimeters above the ground. The space in between bunk beds is greater than or equal to 120 centimeters and 90 centimeters between each bed.
- g. Basic furniture for storing personal belongings.
- h. The sanitary facilities must comply with the following characteristics: one toilet for every 15 persons; one urinal for every 25 men; sufficient supply of toilet paper; a minimum distance of 30 meters from dormitories, eating areas and kitchens; one washbasin for every six persons, or per family.
- i. One shower per ten persons, separated by gender.

- j. One large laundry sink for every 30 persons.
- k. In the absence of a kitchen service (kitchen and dining hall provided by the farm), there must be installations outside the living areas for preparing and eating food and for washing kitchen utensils. There must be one cooking installation per 10 persons or for every two families.

Living quarters must be located outside of the production areas. On starting the certification process, the farm must seek alternatives for relocating housing or camps that are currently within production areas. Workers and their families living on the farm must have access to recreation areas according to the composition of inhabitants.

Indicators

- The farm administration is familiar with the legal requirements and this standard concerning the design and construction characteristics and maintenance of living quarters.
- The barracks or houses are in a good state of repair, clean and with no evidence of damage or excessively worn-out materials.
- Living quarters are not a health or safety risk to the inhabitants; for example, there are no electrical installations in poor condition, dirt floors, leaking roofs or wood burning stoves on wooden floors.
- The dormitory design provides for each inhabitant the space indicated in applicable laws or in this criterion, approximately five square meters per person.
- The number of showers, separated by gender, toilets and washing areas complies with applicable legislation and this standard. All installations work and are in good repair.
- Dormitories have beds, hammocks or another infrastructure for sleeping in accordance with the workers' cultural needs. They have basic furniture for storing workers' personal belongings.
- When there are living quarters within production areas, the farm can demonstrate that it is planning to relocate them and is taking steps to avoid the possible negative impacts by agricultural activities on the inhabitants.
- Recreation areas are in good condition. There are different areas available for use by the majority of inhabitants.

5.15 All workers and persons living on the farm must have access to potable water. The farm must be able to demonstrate that the water provided complies with the physical and chemical parameters and other characteristics established in applicable laws or in their absence, with the following critical parameters defined by the World Health Organization (WHO):

Parameter	Value
Fecal coliforms	Zero
Chlorine residue or residue from other treatment disinfectants.	0.2 to 0.5 mg/L
Nitrates	10 mg/L as nitrates
PH	6.5 to 8.5

Sodium	20 mg/L
Sulphates	250 mg/L
Turbidity	Less than or equal to 5 NTU

Non-family farms that obtain water from their own sources (water not supplied by aqueducts managed by other entities) must have a periodic drinking water monitoring and analysis program that includes:

- a. Identification of water sources on a map and on the farm.**
- b. Policies and procedures for guaranteeing the protection of water sources.**
- c. Sampling procedures and sampling locations and frequency.**
- d. Analyses conducted by a legally recognized laboratory (certified or authorized).**
- e. A record of the results for the last three years or since the certification process was initiated.**

Additional analysis may be requested in order to ensure quality when evidence of direct or indirect contamination (such as erosion) of surface or underground water exists.

Indicators

- The farm administration is familiar with applicable laws and the requirements of this standard for administering drinking water.
- The farm can show through its water analysis, certificates, or other evidence that the water consumed by workers and the farm's inhabitants complies with the quality parameters established by law and this standard.
- The farm's workers and inhabitants are not suffering from illnesses directly related to water quality: intestinal infections, parasites, diarrhea, etc.
- If there are medical services on the farm, the medical records do not indicate a high rate of water-quality related illness.
- There are no leaks, breaks or other problems in the water distribution network that could result in contamination.
- There is no evidence of direct or indirect contamination of water sources caused by human or agricultural activities, such as direct run-off from production areas, wastewater discharge, or dead vegetation around water sources that indicates the use of herbicides.
- When the farm supplies water from its own sources, there are water analysis records proving that water quality complies with the parameters stipulated by laws or this criterion.

5.16 All workers and their families must have access to medical services during working hours and in case of emergency. When legislation requires, farms must contract the services of a doctor or nurse with the necessary equipment to provide these services.

Indicators

- Workers indicate that they have access to medical services during working hours.

- When the farm is far from clinics or population centers, medical services are made available by transporting workers or by hiring a doctor or nurse to offer these services on the farm. Worker families living on the farm or nearby can also use these services.
- When legislation requires the farm to contract medical services, the administration complies with these requirements. The contracted medical professionals confirm that they have the necessary resources to carry out their activities within the contract scope.

5.17 The farm must have mechanisms to guarantee access to education for the school-age children that live on the farm. Schools established and administered by certified farms must have the necessary resources, personnel and infrastructure to be able to provide an educational experience that complies with national legal requirements.

Indicators

- School-age children are required to attend public schools or a school on the farm.
- In rural areas far from schools, or in areas that do not have transportation systems, the farm provides the teachers and resources necessary to satisfy the children's obligatory educational requirements. The farm provides transportation so that school-age children can go to nearby public schools. The children and parents confirm that the transportation provided by the farm is safe and punctual.
- The teachers and children confirm that the farm schools have the necessary materials and resources. The school's infrastructure is in a good condition.

5.18 The farm must implement an educational program directed towards administrative and operative personnel (farm workers) and their families that encompasses three topics: the general objectives and requirements of this certification; environmental and conservation-topics related to this standard; and fundamental health and hygiene concepts. The program must be designed for the culture, language and educational level of those involved.

Indicators

- The farm can show that it periodically carries out educational activities with its employees on the subjects mentioned in this criterion.
- The farm employees are generally familiar with the Sustainable Agriculture certification objectives. They can explain what the program consists of and why it is important for the farm and their work.
- Workers and their families living on the farm demonstrate knowledge of health and hygiene in relation to their work and daily lives.
- The farm demonstrates that the materials and methods used in the educational program are designed for the participants involved. Persons that have participated in these activities confirm that the materials and teaching methods used are not obstacles to their understanding.
- There is valid copy of this standard available for consultation by farm workers and other interested parties.

6. OCCUPATIONAL HEALTH AND SAFETY

All certified farms must have an occupational health and safety program to reduce or prevent the risk of accidents in the workplace. All workers receive training on how to do their work safely, especially regarding the application of agrochemicals. Certified farms provide the necessary equipment to protect workers and guarantee that the tools, infrastructure, machinery and all equipment used on the farms is in good condition and does not pose a danger to human health or the environment. Measures are taken on these farms to avoid the effects of agrochemicals on workers, neighbors and visitors. Certified farms identify potential emergencies and are prepared with plans and equipment to respond to any event or incident, as well as to minimize the possible impacts on workers and the environment.

6.1 **The farm must have an occupational health and safety program with the principal objective being to identify and minimize or eliminate workers' occupational risks. The program must have the policies, procedures, personnel and the resources necessary for reaching its objectives; it must also comply with applicable national laws and with this standard and be known and understood by the workers. The workers must be involved with reviewing the policies, procedures and other activities indicated in the program to ensure compliance. An occupational health committee must be established on farms with ten or more permanent production and processing workers. A written procedure is required for selecting committee members, and records must be kept for committee meetings and actions taken.**

Indicators

- The farm has identified risks in the workplace related to production and processing activities on the farm.
- The farm can show that it uses procedures and carries out activities systematically in order to minimize or prevent occupational risks.
- There is at least one person in charge of coordinating the program's activities. This person is familiar with legal occupational health and safety requirements and is advised by a competent authority on the subject.
- The administration and the workers are familiar with the program and conduct their activities in ways that comply with the program's objectives.
- On farms with ten or more permanent production and processing employees, the farm must show that a commission or committee meets in order to guarantee that the farm complies with the occupational health and safety program objectives. The members of this group are elected according to an established procedure.
- Workers confirm that they participate, either by direct communication with the farm's administration or through the occupational health and safety committee, in verifying that policies, procedures and other activities indicated in the occupational health and safety program are being complied with.

6.2 **The farm must have a permanent and continuous training program to educate workers on how to carry out their work correctly and safely, especially regarding the handling of machinery and agricultural equipment. Workers must be familiar with the training requirements for their job, and must be trained before starting work on the farm. On**

farms with ten or more permanent production and processing workers, the farm must keep a written record of each training session, including its objectives, subjects covered, workers required to attend, materials used, frequency and duration, and a list of those who participated.

Indicators

- The farm is able to demonstrate that it permanently and continuously trains its workers in the topics necessary for doing their work safely and correctly.
- Workers are not carrying out tasks for which they have not been trained.
- Workers know in what topics they must receive training before starting their current or a new position. The program's efficiency is measured by the knowledge that workers demonstrate about the health and safety aspects of their assigned tasks.
- All new workers or workers who are new to their current positions or activities are trained before starting their jobs
- The training program contains components especially designed for the activities carried out by the workers, such as operating machinery or using tools.
- Workers' knowledge reflects that training is carried out frequently enough so that the information relating to their work is current, and that they are familiar with and correctly applying the information.
- On farms with 10 or more permanent workers, it can be shown that the information specified in this criterion is documented in some way (lesson plans, teaching materials, attendance records, talk descriptions or other documents).

6.3 All workers that apply, handle, transport or come into contact with agrochemicals or other chemical substances must be trained in at least the following subjects:

- a. **General occupational health.**
- b. **Formulations, names, and the biocide action or toxicity in the case of pesticides, of the substances used.**
- c. **Interpretation of the pesticide labels and of the Material Safety Data Sheet (MSDS) for the substances used.**
- d. **Correct use of personal protective clothing and equipment.**
- e. **Preventative measures and measures for reducing damage to health and the environment caused by chemical substances: equipment, techniques, signage, medical examinations, etc.**
- f. **Emergency procedures, first aid and medical attention for cases involving poisoning or undue contact with chemical substances.**
- g. **Techniques for handling chemical substances and for the correct application of agrochemicals.**
- h. **Secure handling and transportation of agrochemicals for drivers.**

Persons with proven knowledge and experience in the subject must carry out training. Farms with ten or more permanent workers in production or processing must document for each training event the objectives, topics, the workers or positions that must attend training, the training materials used, the frequency and duration, and the list of participants.

Indicators

- The farm is able to demonstrate that it trains workers who handle or apply chemical substances in the subjects covered in this criterion.
- No workers apply, mix, transport or otherwise manipulate chemical substances without having been trained in the topics indicated in this criterion.
- Workers demonstrate the effectiveness of their training by the correct use of protection equipment and best practices of handling chemical substances, and they demonstrate knowledge regarding the other topics mentioned in this criterion
- The workers' knowledge and the techniques they employ reflect continuous training with current information.
- The training program has components specifically designed for the workers' activities, such as mixing and applying agrochemicals using protection equipment and the correct handling of chemical products.
- Training instructors have been specially trained and have the necessary experience to support theory with practical knowledge.
- On farms with 10 or more permanent workers, it can be shown that the information specified in the criterion is documented in some way (lessons plans, teaching materials, attendance records and descriptions of training events).

6.4 Workers that carry out activities identified as being dangerous or a health risk in the occupational health and safety program, or those that require special skills such as the handling and application of agrochemicals, carrying heavy loads or using agricultural machinery or equipment, must receive a medical check-up at least annually to guarantee physical and mental capacities for such work. Workers must have access to the results of their medical examinations.

Indicators

- The farm has identified the activities that require medical examinations due to associated risks to workers that may be affected.
- The farm can demonstrate that all workers receive medical examinations according to the requirements of the mentioned activities.
- No worker executes activities without having received the corresponding medical approval.
- Workers may see or have access to the results of their medical examinations.
- The indicated medical examinations are carried out at least once a year.

6.5 Personnel who apply or handle agrochemicals must have a cholinesterase examination and any other examinations necessary to determine the potential effects of the agrochemicals

they handle before initiating such activities on the farm. These workers must not be mentally retarded, suffer from chronic diseases, hepatitis or renal diseases, or respiratory diseases; they must also not have been declared mentally disabled. Only males between the ages of 18 and 60 may apply agrochemicals. On farms where organophosphates and carbamates are applied, cholinesterase examinations must be carried out every six months or as stipulated by law, whichever is more frequent. The examination results must be documented in a manner in which the following information is easily found: name of examined worker, examination date and results, and any recommendations regarding the worker's capacity to apply agrochemicals. Workers must have access to the examination results and must be assigned to other activities if the recommendations indicate that they are unfit to apply these products.

Indicators

- The farm has identified the necessary medical examinations according to the types of agrochemicals used on the farm.
- The results of medical examinations are organized so that workers' names and the recommendations with respect to applying agrochemicals can be easily discerned.
- The farm is able to show the results of cholinesterase and of other medical examinations of workers applying agrochemicals. On farms where organophosphates and carbamates are used, records indicate that workers applying these substances have cholinesterase examinations every six months, or more frequently if legally required.
- The farm has identified and carried out medical examinations according to the potential effects of the agrochemicals used.
- Workers confirm that they get medical examinations, receive or have access to copies of results, and understand what the results mean.
- Workers must not apply agrochemicals if the results of their medical examinations have indicated that they should not apply or handle such substances.

6.6 The farm must provide workers in all work areas with the basic services, resources and working conditions necessary to comply with the occupational health and safety program objectives and with the safety, health, and cleanliness requirements of applicable laws and this standard. The farm must consult workers about the provided services, resources and working conditions, and demonstrate that they take into account the results of these consultations. The farm must provide the necessary protective equipment, and require its usage, for all machinery, tools and other implements considered dangerous.

Indicators

- The farm has identified the required services, resources and working conditions to comply with occupational health and safety program objectives.
- The farm administration and those responsible for the occupational health and safety program demonstrate knowledge of the safety, health, order and cleanliness requirements indicated in applicable laws and in this standard.
- Workers confirm that they are consulted regarding work conditions and that the farm takes their input into account.

- Workers have at their disposition the necessary services for carrying out their work, such as bathrooms, showers, changing rooms, rest and eating areas, all maintained in clean and orderly condition, and as indicated in applicable laws and this standard.
- The farm has identified the activities and equipment or machinery that require protection equipment, and the type of protection needed. Examples include: protective goggles for grinders; special glasses, leather gloves and aprons for welding; and glasses, gloves and other protection equipment for using electric saws and motorized weeders or mowers.
- The farm provides protection equipment in good condition to workers involved in these activities, or who use the identified machines. No worker does these activities without the indicated protective clothing or equipment.
- The equipment and tools used by workers are in a good state of repair and not damaged or worn out in any way that could endanger health or safety.

6.7 The farm must maintain strict safety standards in workshops and storage areas in order to reduce the possibility of accidents. Farms must have mechanisms to manage and control access to these areas and workers must have knowledge of them. The farm must assign and train personnel responsible for managing the distribution of materials and for controlling access to storage areas. Materials must be stored separately according to their characteristics; personal protection equipment must not be stored with chemical substances. A current inventory of materials must be maintained and only the necessary quantities of materials necessary to guarantee the continuity of work on the farm must be stored.

Indicators

- Workshops, storage buildings and other storage areas are well organized and clean. Tools and materials are stored in their designated locations after being used, there are no uncollected spills or waste, and materials are not stored directly on the floor of the workspace.
- Electrical fittings are in good shape; there are no worn out or bare cables, uncovered sockets or improvised installations that could short circuit or cause a fire.
- There are no water leaks, uneven or damaged floors, damaged or worn out structures, or any infrastructure that would increase the possibility of accidents.
- Containers larger than one gallon (3.8 liters) must not be stored on top of each other. Other materials must be stored according to the manufacturers' or suppliers' recommendations to minimize the risk of breakage or spillage.
- There are established procedures or mechanisms to regulate access to the storage facility and the dispatching of substances and equipment.
- The administration and workers demonstrate knowledge of the indicated policies and procedures.
- Products are stored separately according to their characteristics. For example, flammable materials, especially welding gas tanks, are stored separately from electrical apparatus and other sources of sparks and heat. Personal protection equipment is not stored with chemical substances such as lubricants and paints.

- The farm has designated persons responsible for controlling access to and managing storage facility management. These persons demonstrate knowledge of storage facility handling and management procedures, as well as knowledge of the substances stored.
- Updated inventories of stored substances exist.
- Excessive quantities of chemicals are not stored (nor more than 15 to 30 days), except in cases where larger quantities can be justified due to transportation constraints or problems with product suppliers.

6.8 Workshops and storage facilities of substances that are not agrochemicals or flammable must be designed, constructed and equipped to reduce the risk of accidents and negative impacts on human health and the environment. These areas must be used exclusively for designated purposes and must have signs inside and outside that indicate the types of substances stored, the dangers they present, and precautionary measures to be taken in the area. The design, construction and equipping of these facilities must comply with applicable laws or with the following parameters, whichever are stricter:

- a. The corridors and storage areas on the floor of the storage facilities must be well marked. There must be a free space of at least 30 centimeters between the wall and the stored materials.**
- b. The storage facilities must have shelving and platforms for storing equipment made from non-absorbent materials for storing liquid products.**
- c. There must be enough natural light to allow visibility during the day in the absence of electricity.**
- d. There must be enough natural ventilation to prevent the accumulation of odors and vapors.**
- e. The emergency exits must be clearly marked and unobstructed.**

Indicators

- Examples of these types of substances include: liquid soap; disinfectants; light or non-flammable lubricants (like WD40) or water- or latex-based paints. Not included in this group are: fuels (gasoline or diesel); liquid or solid agrochemicals or other flammable or toxic substances such as kerosene, paint thinners, motor oils, wood treatments or oil-based paints.
- The farm administration is familiar with the legal requirements for the design and construction of workshops and storage areas for the types of materials and substances indicated in this criterion.
- The workshops and storage facilities do not have any construction or design characteristics that could increase the risk of accidents, such as cracked or slippery floors, exposed or badly located electrical installations, narrow workspaces, floors or walls made from flammable materials in welding areas, or no emergency exits.
- Materials of different uses are not stored in the same area in a manner that could increase the risk of accidents. For example, no lubricants in welding areas.

- There are shelves for storing tools and materials. Liquids are kept on shelves covered in plastic, metal or another non-absorbent material.
- There are legible signs that indicate the types of products that are stored or type of activity carried out in each area.
- The signs indicate the possible dangers and the safety measures to be taken in the area. For example, “do not eat” with the international symbol for the prohibition of food and drink.
- The storage areas are marked on storage facility floors.
- There is easy passage around materials in the storage facilities. There are no obstructions of corridors, walkways or emergency exits. There is at least 30 cm of free space between the materials stored on floors and walls.
- When the storage facility and workshop lights are turned off during the day, there is enough natural light provided to continue work activities and to find the emergency exits.
- There is no accumulation of vapors or odors. On finishing activities that produce odors or vapors (painting, welding, etc.), these dissipate in a few minutes due to sufficient natural ventilation.

6.9 Areas used for the storage and distribution of agrochemicals and flammable and toxic substances must be designed, constructed and equipped to reduce the risk of accidents and negative impacts on human health and the environment. These areas must be used exclusively for these purposes; fuels and other flammable substances must not be stored with agrochemicals. All of these areas must have signs legible at a distanced of 20 meters to indicate the types of substances stored, the dangers they present and precautionary measures to be taken in the area. The farm must ensure that all conditions comply with applicable laws or with the following parameters, whichever are stricter:

- a. **The floors and walls must be smooth and waterproof.**
- b. **In the agrochemical storage facilities, the floors must have a one percent slope and there must be a retention wall in the different entrances to prevent spilled liquids from escaping the storage area.**
- c. **Fuel tanks and containers for flammable substances must be kept in enclosed areas with good ventilation, a retention wall and a smooth, waterproof floor to retain any spills. The walls' height must be calculated to retain 1.2 times the volume of the stored containers.**
- d. **Fuel tank enclosures must have a system for removing spills and accumulated water from rain or washing. All drains in the storage areas must be connected to a collection and deactivation system and have an inspection box.**
- e. **Underground fuel tanks must be eliminated.**
- f. **Storage areas must have a loading area with collection system for spills.**
- g. **The storage area must have enough capacity to hold the maximum amount of products needed for normal activities on the farm. Storage facilities must have an area to store empty containers.**

- h. The minimum height of agrochemical storage facilities must be three meters from the floor to the storage facility roof or ceiling.**
- i. There must be enough natural light and the openings for permanent ventilation – windows, extractors and other permanent openings that allow air to circulate freely – must be a minimum of 20% of the total floor area.**
- j. The corridors and storage areas on the floor of the storage facilities must be clearly marked. There must be a free space of at least 30 centimeters between the wall and the stored materials.**
- k. The platforms or shelves must be well labeled, constructed from a non-absorbent material, and isolate the product from direct contact with the floor.**
- l. There must not be any offices within the storage areas, except when the substances are completely separate from the office area and good ventilation is maintained.**

Indicators

- The design and construction of storage areas is consistent with the types and amount of stored substances and the risks they present. For example, a farm that never stores more than one gallon of herbicide can make a simple storage structure; it is not necessary to construct a cement storage facility. To the contrary, a farm storing 300 liters of diesel must have a special enclosure that complies with all the requirements of this criterion and applicable laws.
- The floors and walls of fuel-storage areas and the floors of agrochemical storage areas are not cracked and do not have porous surfaces or other inconsistencies that permit spilled substances to seep or infiltrate. All water outlets and drains can be closed and spills are conducted through inspection boxes.
- The agrochemical storage facility is designed to contain spills, with retention walls and a sloped floor.
- There are no underground fuel tanks on the farm. All tanks and fuel containers are within contentment retaining walls.
- There are clearly marked areas for loading and unloading fuel and agrochemicals. These areas have waterproof floors, retention walls or other characteristics for containing and collecting spilled substances.
- Empty containers are not stored alongside full or partially full containers in the storage facilities.
- There is no accumulation of vapors or odors within the storage areas. There is good airflow from windows or other permanent openings.
- The storage areas have signs that can be clearly seen and understood at a distance of 20 meters. The signs indicate the nature of the stored substances and their potential risks or dangers. For example, “Flammable Materials,” and “Do Not Smoke,” in the fuel area. Any accompanying symbols are standard for the type of danger and are easily understood.

- The corridors and storage areas for materials in storage facilities are permanently marked on the floors. No materials can be found stored against the walls, except on shelves made for that purpose.
- Platforms for storing liquids and other chemical substances are not made from wood or other absorbent materials. No agrochemical containers, fertilizer sacks or other similar materials are stored directly on the floor.
- The storage facility manager confirms that the offices are not in the storage facility itself. Any offices in the same building are separated from stored substances by a wall. There is no accumulation of vapors or odors in the office.

6.10 The farm must store agrochemicals in a manner that minimizes potential negative impacts on human health and on the environment. The farm stores only the amount of agrochemicals necessary to meet short-term needs. These products are separated according to their biocide, toxicity and chemical formula; they are not to be stored on the floor nor come within contact with absorbent materials. A Material Safety Data Sheet must be kept in the storage facility for each chemical product stored. All agrochemical containers must be washed three times before being stored for disposal or return to supplier. All agrochemical containers must maintain their original labels. The farm must take actions to return to the supplier agrochemicals that are prohibited, expired, or not legally registered, or agrochemicals that have had their licenses canceled. If the supplier will not accept them, the farm must seek safe alternatives for eliminating them.

Indicators

- The farm demonstrates that it has procedures or other mechanisms, known by the personnel responsible for the storage facility, that guarantee the safe storage of agrochemicals according to the requirements of this standard and of applicable laws.
- Different types of agrochemicals – herbicides, insecticides, fertilizers, etc. – are not kept on the same shelves or platforms except in the original containers too large to easily manipulate, such as 55 gallon (209 Liter) lined drums of herbicides or similar substances.
- Open products are not stored in cardboard boxes or in contact with other absorbent materials.
- Liquid products are stored on bottom shelves and dry products (powders, pellets, etc.) can be stored on upper shelves.
- The Material Safety Data Sheets can be found quickly and easily in the storage facility. The agrochemical storage facility manager is familiar with the Material Safety Data Sheets and knows how to use them and what they mean.
- All agrochemicals are stored in containers with their original labels. When a substance is put into another container the original label or a new label with the original information must immediately be put onto the new container.
- The farm can demonstrate that it has mechanisms or procedures for guaranteeing that empty containers are washed three times. The containers are stored in the designated area (Criterion 6.9, insert g).

- There are no expired products, or products with a canceled registration or license, in the inventory. To the contrary, the farm can demonstrate that it is taking the necessary steps to return these products to the supplier or to dispose of them in a way that has minimum negative impacts on human health or the environment.

6.11 The farm must demonstrate that the locations of agrochemical and fuel storage areas comply with applicable laws. If applicable legislation does not exist and if the design, construction and management of these facilities do not comply with some or all of the requirements indicated in Criteria 6.7 to 6.10, the following separations must be maintained:

- a. Sixty meters from buildings used by people on a daily basis (housing, health centers, schools, recreation areas, offices, etc.).**
- b. One hundred meters from public roads.**
- c. One hundred and twenty meters from rivers, streams and lakes.**
- d. Two hundred meters from water wells or springs used for human consumption.**
- e. For agrochemical storage facilities, at least 50 meters from fuel storage tanks.**

Indicators

- The farm administration is familiar with legal requirements regarding agrochemical and fuel storage areas.
- The agrochemical storage facilities and the fuel storage area infrastructure are located outside of areas restricted by applicable laws.
- Storage areas that do not comply with applicable laws and with the design, construction and management requirements stipulated in Criteria 6.7 to 6.10, are separate from public roads, sources and bodies of water, and human activity areas by the distances specified in this criterion. The required distance is proportional to the risk perceived by the auditor. For example, a separation of 120 meters from water bodies and 200 meters from springs could be required for an agrochemical storage facility that contains a significant quantity of liquid agrochemicals and does not have a waterproof floor, retention walls and a spill collection system.
- Compliance with the indicated distances is necessary until the farm can comply with applicable laws and the requirements stipulated in Criteria 6.7 to 6.10.

6.12 The farm must take permanent measures to reduce the risk of accidents or spills of agrochemicals during their transportation to and within the farm. Vehicles used for transporting chemicals must be in a good state of repair, legally registered and have insurance policies designed for these services. The persons in charge of transporting agrochemicals must demonstrate that they know how to safely transport and handle the substances. All agrochemicals must be transported to the farm in their original containers and accompanied by a copy of their Material Safety Data Sheet. The farm must only transport to the production areas the quantity of agrochemicals necessary for that day's work. Chemicals must be transported in properly labeled plastic containers that are then returned to the storage facility after use. Mobile agrochemical application equipment must be transported empty to the application area.

Indicators

- The farm has mechanisms, procedures or other permanent measures to minimize the risk of accidents or spills during the transportation of agrochemicals within the farm
- Workers that apply, handle or transport agrochemicals demonstrate that they know and correctly apply safety measures for agrochemical transportation.
- The farm demands that the persons who transport agrochemicals to the farm, including product suppliers, are able to demonstrate that their vehicles comply with legal requirements and are properly maintained and insured for transportation of this type of material.
- Agrochemical transportation providers can demonstrate that they comply with the legal requirements for transporting agrochemicals, and also with the measures outlined in the following indicator.
- There is evidence that the following measures are taken during the transportation of agrochemicals both on and to the farm:
 - The substances are only transported in the cargo area of the vehicle (the trunk or bed of the truck).
 - The load is protected, secured and frequently inspected during the journey.
 - Products are placed inside the vehicle according to their use, biocide action, toxicity and formulation (liquid or powder).
- All agrochemicals enter the farm in their original containers. The driver has a copy of the Material Safety Data Sheet for each agrochemical being transported.
- The drivers and their helpers know a contingency route in case of emergency.
- Only the quantity of products necessary for that day's work is taken to the production areas. Workers do not report that they often have to return leftover agrochemicals to the storage facilities, or dump remaining chemicals in the fields.
- Water and agrochemicals are kept in separate closed containers and are properly identified for mixing and introduction into mobile agrochemical application equipment in the field. Workers can confirm that they are not required to take already filled equipment (backpack pumps, motorized pumps or similar equipment) to the field.

6.13 Critical Criterion. All workers that come into contact with agrochemicals, including those who clean or wash clothes or equipment that has been exposed to agrochemicals, must use personal protection equipment. The farm must provide this equipment in good condition, and must provide incentives to workers to use the equipment. The equipment must reduce contact with the agrochemicals and the possibility of acute or chronic poisoning, and must comply with the strictest of the following requirements: a) the requirements indicated on the products' Material Safety Data Sheet, b) any applicable laws; or c) the equipment indicated in Annex 2 of this standard.

Indicators

- The farm provides protective equipment according to the type of agrochemical and the workers' activities. The type of equipment is in accordance with the strictest requirements of applicable laws, the products' Material Safety Data Sheet and Annex 2 of this standard.
- Workers know that they are required to use personal protective equipment and indicate that the farm encourages its use through education, incentives and sanctions.
- The equipment provided is not damaged or worn out so that it reduces the level of worker protection or impedes worker tasks or activities.
- The farm demonstrates that it inspects its personal protective equipment and repairs or replaces damaged or worn out equipment at the start of each day that agrochemicals are applied.
- Persons who are required to clean the application equipment indicate that they use the protective equipment provided by the farm.
- The farm accident records do not demonstrate a high intoxication rate that could indicate possible misuse or lack of use of protective equipment. Workers are not aware of any cases of intoxication due to the lack of protection.
- Medical records, such as cholinesterase results, do not indicate a problem with acute or chronic intoxications among workers applying agrochemicals. Workers do not complain of symptoms such as rashes, nausea, dizziness or bad headaches that could be related to exposure to agrochemicals.

6.14 The farm must have the necessary safety measures for the protection of workers applying agrochemicals in the field. A supervisor must check, at least every three hours, all workers applying World Health Organization's categories I and II agrochemicals. Workers must not apply agrochemicals for more than six hours per day in order to limit their exposure to agrochemicals and to minimize the risk of accidents.

Indicators

- The farm demonstrates that it has safety measures and other mechanisms for protecting workers that apply agrochemicals in the field.
- The workers are familiar with the safety measures and apply them in their daily work activities.
- The field bosses or supervisors are constantly aware of the workers' well-being while applying WHO category I and II substances. They check that workers are using the required protective equipment and make sure that workers do not show symptoms of intoxication or other effects from contact with agrochemicals. Workers confirm that the field bosses or supervisors take these measures.
- Workers report that they do not apply agrochemicals for more than a total of six hours per day. These workers finish application work earlier or have more breaks than workers doing other tasks.

6.15 The farm must take permanent actions to protect workers, neighbors and other persons from the effects of the application of agrochemicals and biological or organic inputs. The

farm must identify the groups that are most exposed to applications and have mechanisms for alerting them well in advance regarding application dates and areas and the time periods during which entry to these areas is restricted. Access to these areas must be prevented by warning signs with symbols or by other safety indications. The farm must implement an application schedule in order to prevent undue entrance of unauthorized persons into the application area. The workers know and respect the restricted entry intervals, and quarantine and pre-harvest periods stipulated in the Material Safety Data Sheet for applying agrochemicals. For products that do not have restricted entry periods in the Material Safety Data Sheet, the following restricted entry intervals must be applied:

- a. WHO categories III and IV – between 4 and 12 hours.
- b. WHO category II products – between 24 and 48 hours.
- c. WHO category I products – between 48 and 72 hours.

When two products with different restricted entry or pre-harvest application intervals are used at the same time, the longest interval and the strictest quarantine procedures must be applied.

Indicators

- The farm has identified the persons and groups, such as certain neighbors and workers, most likely to be affected by the applications of the different agrochemicals or applications on different areas of the farm.
- The farm uses different mechanisms, such as signs, talks, letters and announcements, to warn the indicated groups about agrochemicals applications.
- The information provided to the indicated groups includes the dates and times of planned applications, the type of agrochemical to be applied and the restricted entry or quarantine period.
- The farm workers, neighbors and members of surrounding communities express that the farm takes actions to warn them about agrochemical applications and the consequences.
- The farm uses warning signs to prevent access to application areas. Workers and other persons who pass through the farm understand the meaning of the signs and respect the entry restrictions.
- The farm uses other mechanisms, such as security barriers and personnel, to prevent access to application areas when signs are not sufficient, as in the case of public roads or right-of-ways.
- The farm administration and the persons responsible for applying agrochemicals take into account the restricted entry intervals when programming farm activities. For example, WHO category 1 products are applied on a Friday to allow 48 hours to pass before re-entry on Monday.
- Workers show that they are familiar with the concept of restricted entry intervals and the reasons for respecting them. They do not report intoxications or other related incidents due to not respecting restricted entry intervals.

- The farm administration respects the pre-harvest intervals when programming harvesting activities.
- Farm records do not show cases of intoxication, accidents or products being rejected due to non-compliance with the restricted entry or pre-harvest intervals.

6.16 The farm must have showers and changing rooms for all persons that apply or come in contact with agrochemicals. There must be policies and procedures that require that all workers that apply agrochemicals shower and change their clothes immediately after finishing the application and before leaving the farm at the end of the workday. There must be exclusive and separate areas for washing personal protection equipment and for washing application equipment.

Indicators

- There are showers and changing areas on the farm specially designed to minimize the worker contact with contaminated clothes or equipment once they have showered. Ideally, the showers and changing areas are designed so that workers remove their work clothes, shower, retrieve their own personal clothes, dress, and leave the area.
- The farm executes policies, procedures and other mechanisms that require workers to shower and change after applying agrochemicals. The workers are familiar with and adhere to the policies and procedures.
- There is no evidence of workers going home or leaving the farm without taking a shower after they were in contact with agrochemicals.
- The farm has designated separate areas for washing personal protection equipment and agrochemical application equipment. It is confirmed that the personnel responsible for washing the equipment use these areas properly.
- The washing areas have separate wastewater collection systems. For example, these are connected to a septic tank separate from that for domestic wastewater, or equipment can be washed over a deep gravel and sand bed.

6.17 Clothes worn while applying agrochemicals must never be washed in the workers' homes. There must be a designated area near the changing rooms for washing application clothing. Handling and safety procedures must be established for transferring or transporting contaminated clothing from the shower area to the laundry room.

Indicators

- Workers confirm that they do not take contaminated clothing home to wash.
- The farm has an area with the appropriate infrastructure or equipment (washing sinks or washing machines) for washing the clothes used during agrochemical applications.
- The clothes washing area is close enough to the showers and changing rooms to minimize the handling of contaminated clothes while transferring them to the laundry. For example, clothing must not be taken to another farm or off the farm to be washed.
- The person responsible for washing contaminated clothing consistently follows some type of written or unwritten procedure when transferring clothes to the washing area. This procedure minimizes contact with the contaminated clothing.

- The person who washes the clothing uses gloves, a waterproof apron, rubber boots and other techniques to minimize contact with the contaminated clothing.

6.18 The farm must identify and analyze the types of potential emergencies – caused by nature or humans – that could occur on the farm according to its operations and environment. The farm must have an emergency response plan with actions and procedures for responding to all identified emergencies. All workers must be familiar with the emergency response measures relating to their areas of work and responsibilities. The farm must have workers trained in first aid available on each shift.

Indicators

- There is a list, study or other type of evidence to show that the farm has analyzed the possible types of natural or human-caused emergencies that could occur on the farm.
- According to farm operations and environment, the identification of emergencies is complete and does not omit the potential for accidents simply because the farm has already taken preventative measures. For example, a farm with agrochemical storage facilities does not ignore the possibility of spills, accidental contact with agrochemicals or intoxications just because the farm provides protective equipment.
- The farm has described emergency response actions and procedures based on identified possible emergencies. Types of emergencies could include:
 - Natural events such as earthquakes, floods and landslides.
 - Chemical spills.
 - Wastewater treatment system failure.
 - Intoxications by chemical substances
 - Other incidents such as car or machinery accidents or falls.
 - Criminal events: robberies, assaults, kidnappings, and others.
 - Fires, for example in buildings, pastures, forests and crops.
- Workers can demonstrate that they know the types of emergencies that could affect the farm and their work and the response procedures. Examples of actions include the use of evacuation routes or shutting down machinery.
- There are workers trained in first aid. One or more of these workers are present on every shift and accessible in the case of emergency.

6.19 The farm must have accessible the necessary equipment for preventing and responding to the different types of emergencies identified in the emergency response plan. There must be first aid equipment in the farm's permanent installations and first aid kits available to field workers. There must be a shower, eye-wash facilities and a lavatory or sink in the chemical storage areas and in the areas where agrochemicals are mixed and distributed.

Indicators

- The type of emergency equipment available on the farm is appropriate for the types of emergencies identified in the response plan.

- Response equipment is accessible during working hours. Access is not obstructed; first aid kits are not locked, eye-wash stations are close to agrochemical mixing and dispatch areas, and fire extinguishers have signs and are not covered by materials or equipment.
- The farm has prevention and response equipment in the areas where the identified emergencies may possibly occur. For example, extinguishers are located near flammable materials or electrical equipment, and absorbent material and collection equipment located in storage areas housing liquid chemicals.

7. COMMUNITY RELATIONS

Certified farms are good neighbors. They relate in positive ways with neighbors, surrounding communities and local interest groups. The farms periodically inform the surrounding communities, neighbors and interest groups about their activities and plans, and they consult with interested parties about changes on farms that could have potential impacts on the social and environmental well-being of surrounding communities. Certified farms contribute to local economic development through training and employment and try to prevent negative impacts on the areas, activities or services that are important for local populations.

7.1 **The farm must respect areas and activities that are important to the community socially, culturally, biologically, environmentally and religiously; these must not be affected by farm activities.**

Indicators

- The farm's activities or infrastructure do not affect areas of social, environmental, cultural or religious importance to the community, especially in patrimony areas.
- In cases where important social, environmental, cultural or religious sites are found on the farm, the farm cooperates with the relevant authorities and takes steps to prevent, reduce and control the impacts on these sites.
- Neighbors, workers and representatives of neighboring communities confirm that the farm respects and does not interfere with the community's cultural, religious and social activities and actively cooperates to avoid conflicts with such activities.

7.2 **The farm must implement and carry out policies and procedures for consulting and considering the interests of local populations and community interest groups regarding new works, production areas, or operational changes that could have a negative impact on their quality of life.**

Indicators

- The farm can demonstrate that it has and implements policies and procedures for consulting and communicating with populations and local interest groups regarding plans for expansion, construction, sale or change of owner, administrative or operative restructuring or other changes that could affect these groups.
- In cases where the farm has consulted local populations and interest groups, it can demonstrate how it considered or incorporated the results into its decision-making process.
- The results of consultations can be verified by interviews with community and local interest group representatives.

7.3 **The farm must have policies and procedures for prioritizing the hiring and training of a local labor force and for contracting and acquiring local services and products.**

Indicators

- The farm gives preference to local workers for employment on the farm. The workers confirm that the farm offers job opportunities to local residents.

- The farm can justify the absence of local workers or the lack of locally contracted services based on the lack of availability or other social or economic reasons.
- The farm makes an effort to offer, promote and provide training to the community in order to create better employment opportunities with the farm or to improve the economic development of the community.
- The farm hires local persons or businesses as service and product suppliers, except in cases of special needs.

7.4 The farm must contribute to the protection and conservation of community natural resources, collaborate with the development of the local economy, and contribute fairly towards the costs of the community infrastructure – schools, pathways, aqueducts and other infrastructure – according to the amount of use by the farm.

Indicators

- The farm supplies resources, labor or contributes in some other way towards the economic development of the surrounding communities, beyond that stipulated in the other criteria of this principle.
- The farm takes measures to protect and conserve the natural resources it shares with the community, such as water sources, rivers and recreational forests.
- In cases where the farm or its workers use services supplied by the local community or local government – such as medical clinics, transportation or aqueducts – special measures are taken to help maintain and improve them.
- When farm workers or their family members use local public services, the farm contributes to the development and maintenance of these services according to their use by the farm or its workers. Some examples include the use of schools and medical clinics by immigrant or temporary worker, or an increase in local traffic, especially large trucks, going to the farm.

7.5 The farm must help with environmental education efforts in the local school system and must support and collaborate with local research in areas related to this standard.

Indicators

- The farm can demonstrate that it collaborates with local education centers on environmental education.
- The farm permits field research on environmental or social subjects. The farm has the right to refuse access for research if it demonstrates that the activities require an inordinate investment of time or resources or interfere in other ways with farm operations. In these cases, the farm cooperates by offering researchers other alternatives.
- The level of collaboration and help is proportional to the size of the farm and its available resources. For example, a large farm would be expected to collaborate with materials, courses or talks, or by organizing events, while a small farm may only be able to offer access to its property. In rural areas, there may be very few requests from schools or researchers for collaboration because of distances or logistical reasons.

8. INTEGRATED CROP MANAGEMENT

The Sustainable Agriculture Network encourages the elimination of chemical products known internationally, regionally and nationally for their negative impacts on human health and natural resources. Certified farms contribute to the elimination of these products through integrated crop management to reduce the risk of pest infestations. They also record the use of agrochemicals to register the amounts consumed, and work to reduce and eliminate these products, especially the most toxic ones. To minimize the excessive application and waste of agrochemicals, certified farms have the procedures and equipment for mixing these products and for maintaining and calibrating application equipment. Certified farms do not use products that are not registered for use in their country, nor do they use transgenic organisms or other products prohibited by different entities or national and international agreements.

8.1 The farm must have an integrated pest-management program based on ecological principles for the control of harmful pests (insects, plants, animals and microbes). The program must give priority to the use of physical, mechanical, cultural and biological control methods, and the least possible use of agrochemicals. The program must include activities for monitoring pest populations, training personnel that monitor these populations, and integrated pest management techniques. As part of the program, the farm must collect and record the following information about pest infestations: infestation dates, duration, area and location; type of pest; the control mechanisms employed; environmental factors during the infestation; and damage caused and estimated costs of damage and control.

Indicators

- The farm can show that it implements an integrated pest management program that includes the elements indicated in the criterion.
- There are personnel on the farm trained in identifying and monitoring pests as well as in integrated pest management techniques. These persons are able to demonstrate how they apply their knowledge.
- There is evidence that the farm preferentially employs physical, biological, mechanical and cultural pest control methods instead of agrochemicals.
- For different pest infestations, the farm has information about the related environmental and agricultural factors, and the technical and economical effects of the infestation and its controls, in order to justify the mechanisms employed.
- The use of biological products is supported by the recommendation of a competent authority on the subject.

8.2 The farm must demonstrate by agrochemical inventories and use records that it rotates chemical products and reduces their use for crop production. The agrochemical inventory on the farm must include, as a minimum requirement, the commercial and generic product names, the quantities acquired and the purchase dates. For field applications, the farm must record the following information:

- a. Products applied and application dates.**

- b. Identification of the area where the application was made (on a map or clearly identified by the name or number of the plot).
- c. Application area size (in hectares or another indicated unit of measurement).
- d. Dosage and total volume of products used.
- e. Names of the persons responsible for mixing the products and authorizing the application.
- f. Names of the persons that carried out the field application.
- g. Identification of application equipment used (backpack or motorized sprayer, fumigation airplane, spray boom, etc.).
- h. The farm must keep a record of applications for five years. The information from records must be summarized and analyzed to determine application trends for specific products during the last five years.

Indicators

- Rotation of chemical products is based on the application of different groups of chemicals with different modes of action.
- The farm keeps records that permit the determination of the types and quantities of agrochemicals bought for use in the field.
- The farm can demonstrate a tendency to reduce agrochemical use. Any increase in use is short-term, specific for a type of pest, and justified in technical and economical terms.
- There is a person responsible for authorizing applications. This person determines the type of product, dosage and the type of equipment to be used for the applications.
- There is a person in charge of mixing agrochemicals. Workers confirm that only this person mixes the substances.
- Farm records indicate the products applied, time and location of application, dosages and volumes, the names of persons who applied them, and the equipment used.

8.3 The farm must implement the procedures and have the necessary equipment for mixing and applying agrochemicals, as well as maintain, calibrate and repair application equipment, in order to reduce to a minimum waste and excessive applications. The farm must designate and train personnel who will be responsible for the implementation of these procedures.

Indicators

- The farm can demonstrate that it implements procedures for the precise mixing of agrochemicals and for maintaining, repairing and calibrating the application equipment.
- The farm has designated persons responsible for the mixing of agrochemicals and for maintaining and calibrating application equipment. These persons confirm that they have been adequately trained for their assigned responsibilities and can demonstrate how to mix the agrochemicals according to the established procedures.

- The farm has measuring instruments that are correctly calibrated for the precise mixing of agrochemicals, such as graduated flasks or cylinders, scales and other measuring instruments. The persons responsible for mixing agrochemicals can demonstrate how to use this equipment correctly.
- There is equipment for the maintenance, repair and calibration of application equipment. The persons responsible for maintaining and calibrating the application equipment can demonstrate how to use it correctly.
- No workers have been observed in the field using methods or equipment different from that established for mixing agrochemicals or for calibrating or maintaining the calibration equipment.

8.4 Critical Criterion. The following chemical or biological substances cannot be used on certified farms:

- a. Agrochemicals or biological or organic substances that are not legally registered in the country for use on that particular crop.**
- b. Agrochemicals that are prohibited by the United States Environmental Protection Agency (EPA) or by the European Union.**
- c. Substances that have been identified as Persistent Organic Pollutants (POP) in the Stockholm agreement (www.chem.unep.ch/pops/default.html).**
- d. Agrochemicals included in Annex III of the Rotterdam agreement that are prohibited or severely restricted by the United Nation Environmental Program's Prior Informed Consent (PIC) program (www.pic.int).**
- e. All Pesticide Action Network Dirty Dozen products.**

Indicators

- Since the time of first contact for certification, the farm has no recorded use or possession of the indicated products. For example, prohibited products cannot be found in the farm's inventories, invoices or application records.
- No containers, labels or other physical evidence exists for prohibited products on the farm.
- The administration and the personnel responsible for agrochemical management are familiar with which products are legally permitted and which are prohibited.
- The farm does not use agrochemicals or biological or organic products that are not legally registered for use in the country.

8.5 The farm must have a plan for reducing the use of World Health Organization Category I and II products, and for eliminating the use of Category 1 products within three years from the time of certification. Farms that use these products must demonstrate the following: 1) no technically or economically viable alternatives exist for that type of infestation; 2) the infestation has had, or would have had, significant economic consequences (that surpass the economic threshold for damage) and, 3) steps are being taken to substitute Category I and II products.

Indicators

- The farm has identified all WHO categories I and II products used on the premises.
- The farm does not promote the use of WHO Category I and II products; to the contrary, it has a plan for reducing and eliminating their use.
- The WHO category I and II agrochemical product-reduction and elimination plan indicates alternatives to these products and has set a target date for eliminating Category I products.
- Farms that have had to use Category I and II products have carried out analyses that demonstrates that the actual or anticipated infestation damage has or would have caused significant negative economic impacts and that no technically or economically available alternatives existed at the time.

8.6 Critical Criterion. The farm must take steps to avoid introducing, cultivating or processing transgenic crops. When nearby transgenic materials are accidentally introduced into a certified farm's crop, the farm must develop and execute a plan to isolate the crops and provide follow-up in order to comply with the requirements of this criterion.

Indicators

- The farm can demonstrate that it verifies that seeds and any other genetic material used for crop propagation are free of transgenic materials. The farm has certificates showing the seeds' origins, invoices for the purchase of propagation materials and other documents or receipts providing evidence of the materials' origin.
- The farm has propagation control mechanisms, such as maps and planting records that allow the farm to identify the areas where different propagation materials are used.
- The farm can demonstrate that it has made a concerted effort to determine if transgenic materials are used on surrounding farms.
- When there are transgenic materials on surrounding farms, the certified farm takes steps to prevent accidental introduction of these materials into its crops. Examples of such steps could include planting different crops and using vegetative barriers or other types of buffer zones.
- When transgenic materials are present in the farm's crops, it can demonstrate that it takes the corrective actions to eventually eliminate these materials, for example, by isolating and eliminating the affected crops and planting other crops or varieties during a long enough time period to restore the original genetic quality.

9. SOIL MANAGEMENT AND CONSERVATION

One of the objectives of sustainable agriculture is the long-term improvement of the soils that supports agricultural production. Certified farms carry out activities that prevent or control erosion, and thus reduce the loss of nutrients and the negative impacts on water bodies. The farms have fertilization programs based on the crop requirements and soil characteristics. The use of vegetative ground cover and crop rotation reduces dependency on agrochemicals for the control of pests and weeds. Certified farms only establish new production areas on land that is suitable for agriculture and the new crops, and never by cutting forests.

9.1 **The farm must execute a soil erosion prevention and control program that minimizes the risk of erosion and reduces existing erosion. The program activities must be based on the identification of soils affected by or susceptible to erosion, as well as soil properties and characteristics, climatic conditions, topography and agricultural practices for the crop.**

Indicators

- The farm has information about the characteristics and properties of its soils, topography and its climatic conditions in order to be able to identify soils that are susceptible to erosion.
- The farm has maps, or has identified on the field, the soils suffering from or susceptible to erosion.
- There is a soil erosion control program with different activities for reducing and preventing erosion. Activities may include establishing and maintaining terraces, live or dead barriers, windbreaks, vegetative ground cover and diversion channels, as well as contour planting and other cultural practices.
- There are no soils with evidence of erosion – gullies, landslides, sedimentation in water channels, wet soil surfaces, pedestals under stones, surface erosion or other evidence – that are not subject to prevention or control measures.
- The administration and farm workers are familiar with and apply erosion prevention and control practices as part of their work activities.

9.2 **The farm must have a soil or crop fertilization program based on soil characteristics and properties, periodic soil or foliage sampling and analysis, and advice from a competent and impartial professional or authority. The number of soil or foliage samples must correspond with the size of the production area, types of soil, and variations in its properties, as well as results of previous analyses. The producer must keep analyses results on the farm for a two-year period. Organic and non-organic fertilizers must be applied so as to avoid any potential negative impacts on the environment. The farm must give priority to organic fertilization using residues generated by the farm.**

Indicators

- The farm has information regarding the characteristics and properties of its soils.
- The farm is able to demonstrate that the type and quantity of fertilizers used and the frequency of their application is based on soil characteristics and on foliage or soil analyses.
- Soil or foliage analyses are included in the fertilization program. The sampling points and frequency and types of analyses are indicated.

- Records can be copies of the results of laboratory analyses.
- The farm has access to an internal or external advisor on soil fertility to help interpret the soil or foliage analyses and make recommendations regarding the fertilization program. This advisor does not represent agrochemical providers or sell agrochemicals.
- There are fertilizer application procedures that maximize the incorporation of fertilizers into the foliage or soil and minimize leaching to groundwater or run-off into water channels.
- Organic residue generated on the farm is used as fertilizer or incorporated into the soil in some way.
- When storing organic compost, measures are taken to avoid side effects such as the propagation of flies and odors.

9.3 The farm must use and expand its use of vegetative ground cover to reduce erosion and improve soil fertility, structure and organic material content, as well as minimize the use of herbicides. There must be a vegetative ground cover establishment and expansion plan that indicates the areas with existing cover, as well as areas where cover will be established in the future. The farm must include a timeframe for these activities.

Indicators

- The farm uses and expands the use of natural or planted vegetation for soil cover between cultivated plants, in furrows or in other ways that protect exposed soil in between plants.
- There is a plan for the expansion of vegetative ground cover in new areas based on available technology, the farm's capacity and crop characteristics. The plan indicates the areas to be established, the species and methods to be used and establishment dates (timeline).
- Areas with or scheduled for vegetative ground cover are identified on the map of the farm.
- When the farm indicates that it cannot use vegetative ground cover, it is able to justify this decision technically and economically. Reasons could include phytosanitary or economic limitations. The justification includes an evaluation of the costs and benefits of establishing, maintaining and controlling vegetative ground cover.
- When the farm indicates that it cannot have vegetative ground cover, it develops a plan to research potential alternatives. The plan indicates the species or types of plants to be considered, field research methodology and an implementation timeline.

9.4 The farm must promote the use of fallow areas with natural or planted vegetation in order to recover natural fertility and interrupt pest life cycles. The farm must have a plan that indicates the fallow techniques or practices (planting, natural regeneration, etc.) and their timing. These areas must be identified in the fields and on the farm map. Burning is not allowed to prepare land.

Indicators

- When fallow areas are used, the farm personnel can explain the reason why these areas have been established, the mechanisms or practices used, and the amount of time that the areas will be left in fallow.
- There are maps, sketches or plans indicating the fallow areas.

- The farm can describe how the fallow areas will later be converted into production areas.
- There are policies prohibiting the use of burning for preparing the land after the resting period is over.
- There is no evidence of burning in areas recently prepared for planting.
- The management and conversion of the fallow areas take into account the relevant legal requirements.

9.5 Critical Criterion. New production areas must only be located on land with the climatic, soil and topographic conditions suitable for intensity level of the agricultural production planned. The establishment of new production areas must be based on land use capacity studies that demonstrate long-term production capacity. The cutting of natural forest cover or burning to prepare new production areas is not permitted.

Indicators

- The farm has information – maps and/or studies – regarding land use capacity before establishing new production areas.
- New production areas have not been established (and are not planned) on land not suitable for agriculture, according to the available land use capacity information.
- In the absence of available land use capacity information, the farm can demonstrate that the topographic, climatic and soil conditions are apt for the crop and the agricultural practices planned for expansion areas. These conditions are verified by evaluations of the conditions of surrounding production areas, information from neighboring farms and farms in the region or by interviews with competent authorities on the subject.
- The change in crop type or variety in a cultivated area does not generate more intensive practices that represent a deterioration of the best management practices indicated in this standard. For example, the planting of annual crops on land only suitable for arboreal or semi-permanent crops such as coffee or citrus fruit is not proposed.
- There is no evidence that the farm has burned vegetation to prepare the land.
- There is no expansion planned on areas currently under forest cover. Nor is there evidence to suggest that the farm has expanded its production into areas that had forest cover during the two years immediately before the first contact for certification (Criterion 2.1).
- The expansion of production into areas whose forest cover is the result of planned fallow periods (Criterion 9.4) is permitted.

10. INTEGRATED WASTE MANAGEMENT

Certified farms are clean and orderly. Farm workers and residents cooperate with maintaining the farm clean and are proud of the farm's image. There are programs for managing waste according to its type and quantity, through recycling and waste reduction and reuse. The final destination of waste on the farm is administered and designed to minimize possible environmental and human health impacts. Certified farms have evaluated the transportation and treatment services supplied by contractors and know the final destination of the waste generated on the farm.

10.1 **The farm must have an integrated waste management program for the waste products it generates. This must be based on the concepts of refusing or reducing the use of products that have actual or potential negative impacts on the environment or human health waste as well as reusing and recycling waste. As part of this program, the sources and types of waste must be identified and the quantity (weight or volume) must be estimated. The activities of the integrated waste management program must be in accordance with the types and quantities of waste generated.**

Indicators

- The sources and activities that generate waste are identified and linked with the types and quantity of waste generated.
- There is an identified integrated waste management program that covers all waste products generated on the farm, including chemical substances, toxic and dangerous materials, crop and processing residues, and domestic waste.
- The integrated waste management program includes objectives and goals in accordance with this standard, policies and procedures, a timeline for planned activities, and the identification of the persons responsible for its implementation. The program has the necessary resources for achieving the established goals and objectives.
- The farm administration, workers and the families that live on the farm all know about the program and carry out their activities in compliance with the program's objectives.
- The procedures indicate the management, processing and disposal of different types of waste, as well as its monitoring until its final destination.
- Organic and inorganic waste is not mixed for treatment.
- Waste reuse encompasses use for similar or other functions that do not impose potential negative impacts on the environment or human health.
- The agrochemical containers are only reused for the same products. The farm looks for ways to return these containers to the agrochemical supplier. Used agrochemical containers go through a triple-washing process and are later returned to the supplier. If the suppliers do not offer collection services for used containers, the farm rinses them three times then perforates them before their disposal.
- The farm looks for ways to recycle industrial scrap metal through suppliers of this service.

10.2 **The use of open waste dumps and open-air burning of waste is not permitted. The burning of waste products is only allowed in an incinerator designed for that purpose, based on**

technical studies that determined the size, optimum location and control measures for minimizing the environmental and human health impacts related to its construction and operation. The farm must have the relevant legal permits for the construction and operation of this incinerator, as well as the appropriate operating procedures.

Indicators

- There are no open waste dumps on the farm. All waste buried on the farm, including domestic waste from houses, is covered with a layer of soil.
- The farm does not allow open-air burning of waste, including garden waste and domestic waste.
- Any incinerators have been designed based on technical studies that take into account environmental and social impacts. The studies were carried out or endorsed by a competent authority on the subject.
- If the farm has an incinerator, it has legal permits and established procedures for its operation. The persons in charge of the incinerator demonstrate that they know and apply the indicated procedures.
- Toxic materials or materials unsuitable for the incinerator's design are not incinerated.

10.3 The final or semi-permanent waste deposit areas on the farm must be designed and managed to reduce the risks of environmental contamination and damage to human health. Its location must be in accordance with applicable laws regarding distances from houses and other areas of human activity, water channels and sources, and conservation areas. The farm must have identified the sites and designs that are technically suitable for the final deposit or processing of both organic and inorganic waste through an evaluation of site characteristics, the volume and type of waste to be eliminated or treated, and potential impacts.

Indicators

- Evidence exists that the farm has evaluated options for the final deposit of the different waste products based on technical and legal information.
- The designs of the final deposit sites comply with the technical and legal requirements for the type and volume of waste. Whenever necessary, the sites have been supported by a competent authority on the subject.
- The waste deposit sites are indicated on a map of the farm.
- Small sanitary landfills for domestic waste are located at least 50 meters from living quarters or water sources.
- All compost systems for agricultural or processing waste are located at least 100 meters from living areas, schools or other areas of daily human activity.
- Waste leachate collection and treatment systems exist and do not contaminate surface or underground water.
- Waste deposit sites are not located in soils susceptible to flooding, nor are they in soils with high seasonal or permanent groundwater tables.

- Sanitary landfills are designed according to the requirements of applicable laws and this standard. They at least take into account the following aspects:
 - The landfill treatment capacity is in accordance with its aerial extension. For example, the World Health Organization (WHO) recommends an area of 1.25 hectares for the treatment of 250 tons of waste per day, depending on the climate and type of waste.
 - The landfill includes elements such as lining the bottom with clay or a synthetic liner when the soils are very permeable (sandy), the systematic covering of fresh waste with soil, drain construction, leachate treatment, the evacuation of gas, and final sealing, as established by best landfill design and management practices and by applicable laws.
 - Waste classed as toxic or dangerous by applicable national and local laws or by the WHO is not deposited in the sanitary landfills.
 - As part of the initial design, the final use of the site is defined and planned.

10.4 Farms must not transfer waste to persons or businesses without checking that its treatment or final use complies with legal requirements and the requirements of this standard. Waste products or materials that have been in contact with agrochemicals or any other toxic or harmful substances must not be given away without first verifying that they will be used for similar purposes that do not represent a danger to human health or produce negative environmental impacts.

Indicators

- The farm can demonstrate that it does not give waste to persons or businesses without knowing how it will be used or treated, or without knowing its final destination.
- Materials impregnated with or that have had prolonged contact with agrochemicals, such as agrochemical containers or saran or plastic from greenhouses, are not used for storing drinking water or food or for other uses that could cause confusion or possible accidents.
- Workers confirm that they do not take waste products, such as agrochemical containers or saran, to their homes to use there or in situations where other persons could be exposed to agrochemical residues.

10.5 The farm must be clean and free of accumulations of all types of waste products in order to maintain a positive image and contribute to the workers' well-being. The farm must regularly implement educational activities for farm workers and residents with the objective of promoting cleanliness and preventing the indiscriminate disposal of rubbish. The farm must strategically place trash receptacles on the farm and regularly collect and dispose of their contents.

Indicators

- Farms are free from trash throughout production areas and farm infrastructure. There is no trash accumulated outside of the final waste designated area.
- The farm conducts activities to educate workers and farm inhabitants about the importance of cleanliness and order. Workers and inhabitants participate in these activities and demonstrate that they are familiar with and understand best practices for cleanliness and order.

- There are trashcans and other garbage receptacles in work areas, offices, recreation zones and other areas of daily human activity. Evidence indicates that these garbage cans are periodically emptied; they are not over-flowing with garbage, there is no trash on the ground and the receptacles are in good condition.

Annex 1. Separation between production areas and water bodies, roads and buildings.

Separations in meters between areas of crop production and water bodies, roads and buildings, based on crop-management intensity, are shown in the following table. The farm must comply with the distances indicated in the table or by applicable laws, whatever is stricter.

The separation from water bodies is also indicated according to the average percentage of slope of the surrounding terrain. For example, farms that apply agrochemicals less than once per month, and do not use WHO category I or II products, must maintain a separation of five meters between streams (less than three meters wide) and crop production areas on flat land.

For roads, the separation indicates the width of the buffer strip between the crop and the edge of the road in which the use of agrochemicals or the production of crops is prohibited. These areas must have vegetative barriers.

This table applies to those crops that do not have additional criteria and indicators that indicate other separation requirements. In the case of mixed crops in the same production area, the greatest distance must apply.

The following definitions apply:

High use of inputs – WHO category Ia, Ib and II agrochemicals are applied, or the frequency of agrochemical application is two or more times per month. Aerial fumigation is not used; otherwise, the distances indicated in *Additional Criteria and for Bananas – Sustainable Agriculture Network* are applied.

Housing or similar areas – Houses, schools, dining areas, health clinics, recreation areas or similar infrastructure where human activity takes place on a daily basis in general.

Infrequent use – Storage areas, packing sheds, warehouses, workshops, processing plants and other similar infrastructure where workers carry out activities for short periods of time (less than 30 minutes per day) no more than twice per week.

Internal roads – Roads within the farm boundaries that are used on a daily basis on average only for farm activities.

Low use of inputs – Only WHO category III and IV chemicals are used and the frequency of application is less than two times per month. Aerial fumigation or applications using “spray booms” are not employed.

Organic – Farms in which the audit team proves that chemical pesticides or fertilizers are not used; farms that are certified organic by accredited certification bodies.

Permanent use – Storage areas, packing sheds, warehouses, workshops, processing plants and other similar infrastructure where workers carry out activities on a daily basis.

Public roads – Roads, streets or highways that connect or lead to population centers (towns, settlements, cities) and are used for transportation or by pedestrians on a daily basis on average.

Table of separations

Slope:	Type of crop management					
	High use of inputs		Low use of inputs		Organic	
	Less than or equal to 8%	Greater than 8%	Less than or equal to 8%	Greater than 8%	Less than or equal to 8%	Greater than 8%
1. From water bodies (in meters):						
a. Perennial and seasonal streams and creeks (width less than or equal to three meters); primary drainage canals	10	20	5	10	3	5
b. Rivers (width greater than three meters), lakes, ponds, swamps and marshes, reservoirs, estuaries.	10	20	10	10	5	10
c. Springs	15	30	10	20	5	10
2. From roads (in meters):						
	High use of inputs		Low use of inputs		Organic	
a. Public	10		5		5	
b. Internal	2		0		0	
3. From buildings (in meters):						
	High use of inputs		Low use of inputs		Organic	
a. Housing or similar use	10		10		5	
b. Permanent use	10		10		5	
c. Infrequent use	5		2		0	

Annex 2. Basic personal protection equipment for the handling and application of organic and inorganic farm inputs.*Application of insecticides, herbicides and nematicides:*

- Work clothes, overalls or long-sleeved shirt, and long pants made from a heavy material
- Respirator with a special filter in accordance with the characteristics of the agrochemical used
- Head protection (cap, hat, etc)
- Unlined nitril gloves that cover at least halfway up each arm
- Vinyl back protector in cases when a backpack sprayer is used
- Unlined rubber boots
- Face screen or goggles with indirect ventilation designed for chemical substances
- Socks

Flag persons for aerial fumigation

- Work clothes, overalls or long-sleeved shirt, and long pants made from a heavy material
- Respirator with a special filter in accordance with the characteristics of the agrochemical used
- Head protection (cap, hat, etc)
- Unlined nitril gloves that cover at least halfway up each arm
- Raingear, poncho or other similar waterproof protection
- Unlined rubber boots
- Face screen or goggles with indirect ventilation designed for chemical substances
- Socks

Fertilizer application:

- Apron
- Unlined nitril gloves
- Unlined rubber boots
- Socks

Collection of agrochemical spills:

- Work clothes, overall or long-sleeved shirt and long pants

- Respirator with a special filter in accordance with the agrochemical's characteristics
- Unlined nitril gloves
- Unlined rubber boots

Handling materials impregnated with pesticides (bags, plastics, plant materials, tests, etc.):

- Work clothes, overall or long-sleeved shirt and long pants
- Respirator with a special filter in accordance with the agrochemical's characteristics
- Unlined nitril gloves

Washing clothes and work equipment contaminated with agrochemicals:

- Apron
- Unlined nitril gloves
- Unlined rubber boots