

ANNEX CHAPTER 1:

Management

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Included in this document:

[S17 Collecting Geolocation Data](#)

Tools related to this Chapter:

S2 Management Capacity Assessment Tool

S3 Risk Assessment Tool



The Rainforest Alliance is creating a more sustainable world by using social and market forces to protect nature and improve the lives of farmers and forest communities.

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SA-S-SD-1 Rainforest Alliance 2020 Sustainable Agriculture Standard, Farm Requirements SA-S-SD-13 Annex S12: Additional Details on requirements for no-conversion SA-G-SD-5 Guidance D: Geolocation and Risk Maps		
Replaces		Applicable to
SA-S-SD-18-V1.1 Annex S17: Collecting Geolocation Data		Farm Certificate Holders

Annexes are binding and must be complied with for certification.

More information

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OVERVIEW OF KEY CHANGES

The replaced document has been shortened to make it more user friendly.
The binding content has not changed.

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S17 COLLECTING GEOLOCATION DATA

1. INTRODUCTION

Referring to requirements 1.2.12, 1.2.13, 1.2.14 and 1.1.15, Certificate Holders (CH) must provide geolocation data to the Rainforest Alliance Certification Platform (RACP).

This annex contains the **mandatory steps** to comply with these requirements.

Further guidance on how to implement the mandatory steps may be found in Guidance D: Geolocation Data and Risk Maps.

2. GEOLOCATION DATA COLLECTION REQUIREMENTS

CHs are responsible for providing geolocation data in the form of location points and polygons. In the case of farm units, non-agricultural land should also be included, such as buildings and facilities, conservation set-asides (such as riparian buffer zones), water bodies, and any other features related to the certified operations.

Below is a summary of the methods that CHs can use for collecting location points and polygons. Additional step-by-step instructions are available in **Guidance D: Geolocation data and Risk Maps**. Geolocation data must meet all the format requirements mentioned in **Chapter 2.1 and 2.2** of this document before being uploaded into the RACP.

The diagram below shows 3 cases of farms with one or multiple farm units and explains where the geolocation data must be collected. Please note that farm units don't necessarily need to be next to each other. They can also be at a distance from one another.

Note: The three cases below apply to small farms in group certification. For individual certification and/or large farms part of a group, requirement 1.2.13 applies.

<p style="text-align: center;">Case 1</p>	
<p>Case 1: Farm with a single farm unit.</p> <p>To comply with Requirement 1.2.12, the CH must collect the geolocation point from the center of that farm unit.</p> <p>If a polygon is collected for this farm unit, the polygon must represent the borders of the farm unit. (See section 2.2 on how to collect polygon information)</p>	



<p>Case 2</p>	
<p>Case 2: Farm with 5 farm units: the largest farm unit is growing a certified crop.</p> <p>To comply with Requirement 1.2.12, CH must collect the geolocation data in the center of the largest farm unit which has the certified crop (farm unit number 4).</p> <p>If a polygon is collected, it must represent the borders of the largest farm unit which has the certified crop (farm unit number 4).</p> <p>To comply with improvement requirement 1.2.14 L1: For all farm units <i>geolocation data</i> must be provided, geolocation data must be collected in the center of the remaining farm units, including those not growing certified crops.</p> <p>To comply with improvement requirement 1.2.15 L2: For all farm units a <i>polygon</i> must be provided.</p>	
<p>Case 3</p>	
<p>Case 3: Farm with 3 farm units: the largest farm unit is not growing a certified crop.</p> <p>To comply with Requirement 1.2.12, the CH must collect the geolocation point in the center of farm unit number 2 which is the largest farm unit growing a certified crop on the farm.</p> <p>If a polygon is collected, it must represent the borders of the largest farm unit which has the certified crop (farm unit number 2).</p> <p>To comply with improvement requirement 1.2.14 L1: For all farm units <i>geolocation data</i> must be provided, geolocation points must be collected in the center of all the remaining farm units, including those not growing certified crops.</p> <p>To comply with improvement requirement 1.2.15 L2: For all farm units a <i>polygon</i> must be provided.</p>	

Figure 1. Geolocation data collection requirements inside the farms



2.1 Location points

Location points must be collected as follows:

1. Coordinates must be taken as close as possible to the center of the farm/farm unit, considering the internal farm conditions (e.g., high cliffs, rivers, irregular and dangerous terrain).
2. The location of the point must be marked by the person taking the coordinates (e.g., stick in the ground, marking a nearby tree etc.) This is to ensure that the same location is used by internal inspectors or auditors to verify the data.
3. The latitude and longitude coordinates must be correctly reported:
 - a. As number format, containing only numerical values / characters, so no characters such as the degrees symbol (°).
 - b. As decimal degrees coordinate, not as DMS or any other.
 - c. With at least 4 decimals (i.e., Latitude 9.7611; Longitude -84.1872).
 - d. With correct '+' or '-' sign. Points in the southern and western hemispheres have negative latitudes (-); Points in the northern and eastern hemispheres have positive longitudes (+). However, it is not necessary to include a "+" sign, e.g., eastern latitude: 9.7611; southern longitude: -84.1872.
4. Transposed recording of the latitude and longitude values should be avoided.
5. The coordinates must be provided in the RACP or any other tool indicated by the Rainforest Alliance and using the template(s) required by the Rainforest Alliance.

2.2 Polygons

For core requirement 1.2.12 to 1.2.15, polygons must be provided, see also Figure 11 above.

If the group includes both small and large farms, the CH must provide the required percentage of polygons for the small farms **and** polygons for **all the large farms** as indicated in 1.2.13. The polygons of the large farms cannot be part of the percentage of polygons mentioned in 1.2.12, 1.2.14, and 1.2.15.

Each farm unit polygon submitted in the RACP must have at least a unique farm unit ID.

CHs can collect polygons using either of the two methodologies set out below. For detailed instructions on how to do this, refer to **Guidance D. Geolocation Data and Risk Maps**.

Polygons based on reference location points

All reference points for the polygon data need to be collected in the field. Polygon data created from a map (on paper or digital) only is not precise enough. After collecting the polygon reference point in the field, creating the polygon from the reference points can be done on a desktop.

Polygons collected in the field

Farm boundary polygons collected in the field should be reviewed in a map with GIS software (e.g. QGIS), Google My Maps or Google Earth Pro to identify and correct any inconsistencies.

Guidance documents with more information on how to use these tools are available Rainforest Alliance website on the 2020 Certification Program.



Requirements regarding farm unit polygons:

- Farm unit polygons should not overlap
- Farm unit polygons next to each other can share a common boundary.
- Boundaries that are known to follow features that are easy to see in the imagery (such as roads and rivers) can be used to finetune the polygon mapping.

Before submitting the polygons to the RACP the correct farm unit ID must be included with the polygon.

3. DATA REPORTING

Table 1 below indicates the accepted types of files and accepted formats that must be used when reporting geolocation data in the RACP as per the standard requirements.

Standard requirement	To be submitted	Accepted file type
1.2.12 (100% of geolocation data at farm level)	One file with the location points* for 90% of the <u>farms</u> . *Point collected in largest farm unit with certified crop, in case of multiple farm units.	Tab "3. Farm Unit" of Annex S13: Group Member Registry (GMR) template (using the columns for latitude and longitude).
	One file with the polygons* for at least 10% of the <u>farms</u> . *Polygon collected in largest farm unit with certified crop, in case of multiple farm units.	KML or GeoJSON.
1.2.13	One file with the polygons of the farm, including all farm units.	KML or GeoJSON.
1.2.14 (L1) (100% of geolocation data at farm unit level)	One file with the location points for 70% of the <u>farm units</u> .	Tab "3. Farm unit" of Annex S13: Group Member Registry (GMR) template (using the columns for latitude and longitude).
	One file with the polygons for at least 30% of the <u>farm units</u> .	KML or GeoJSON.
1.2.15 (L2)	One file with the polygons for 100% of the <u>farm units</u> .	KML or GeoJSON.

Table 1. Accepted formats and templates for geolocation data



Please note:

- I. When large farms are part of a group, requirement 1.2.13 is applicable to these large farms and the provided KML/ GeoJSON file shall contain the polygons of all the large farms that are part of the group.
- II. Groups with a mix of small farms and large farms must provide the files mentioned in standard requirements 1.2.12 / 1.2.14 / 1.2.15 **and** 1.2.13. This means that the CH needs to provide 3 files:
 - a. GMR with the points of the farms/farm units applicable
 - b. KML or GeoJSON with the polygons of the smallholder farm/farm units and
 - c. KML or GeoJSON with the polygons for the large farms part of the group
- III. When preparing for the first audit, the CH must upload the files mentioned in Table 1 above to the Rainforest Alliance Certification Platform (RACP).
- IV. A certificate holder can only provide additional polygon files after they have already provided an approved GMR in the RACP.

When providing the location points, the following data points must be provided:

- Internal Farm ID
- Farm unit ID
- Farm unit area (hectares)
- Latitude coordinates (DD format)
- Longitude coordinates (DD format)

When providing polygons via either a KML or GeoJSON files, the following must be ensured:

- Polygons are accompanied with a unique farm unit ID.
- The unique farm unit ID assigned to the polygon is also provided in tab "3. Farm unit" of the GMR (for group certification).