



Starbucks Coffee Company

## C.A.F.E. Practices

Generic Scorecard

December 2014

*Version 3.3*

## Economic Accountability

Criteria	Indicators		C/NC/NA
EA-IS1: Demonstration of Financial Transparency	EA-IS1.3	Entity keeps receipts or invoices for the coffee (cherry, parchment, green) it buys or sells.	
	EA-IS1.4	Presented documents indicate: <b>date, names of buyer and seller, unit of measure</b> (volume or weight), <b>price per unit, quantity, type of coffee</b> (cherry, parchment or green).	

## Social Responsibility

Criteria	Indicators	C/NC/NA	
SR-HP1: Wages and Benefits	SR-HP1.1	<u>ZERO TOLERANCE</u> : All <b>permanent workers</b> are paid the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	
	SR-HP1.2	<u>ZERO TOLERANCE</u> : All <b>temporary and seasonal workers</b> are paid the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	
	SR-HP1.3	<u>ZERO TOLERANCE</u> : Wages are paid <b>regularly</b> to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.	
	SR-HP1.4	Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions. <i>For wet and dry mills, hours AND days worked must also be included in the records.</i>	
	SR-HP1.5	Workers have access to their earnings records, which itemize all wages, overtime and deductions.	
	SR-HP1.6	<u>EXTRA POINT</u> : Workers are given copies of earnings records, which itemize all wages, overtime and deductions.	
	SR-HP1.7	Employer pays for any national, legally required benefits (social security, vacation, disability) for <b>permanent workers</b> .	
	SR-HP1.8	Employer pays for any national, legally required benefits (social security, vacation, disability) for <b>temporary and seasonal workers</b> .	
	SR-HP1.9	Overtime pay meets national requirements. If workers are paid by production, overtime wages meet the local/regional/national requirements. If overtime pay has not been established by law, overtime is calculated at 150% of regular pay. If workers are paid by production, wages meet the above requirements.	
	SR-HP1.10	<u>EXTRA POINT</u> : All <b>permanent workers</b> are paid <b>MORE</b> than the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid <b>MORE</b> than the local industry standard wage. If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	
	SR-HP1.11	<u>EXTRA POINT</u> : All <b>temporary and seasonal workers</b> are paid <b>MORE</b> than the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid <b>MORE</b> than the local industry standard wage. If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	

## Social Responsibility

SR-HP1: Wages and Benefits	SR-HP1.12	Where in-kind payments (e.g., food) are legally permissible, in-kind payments are agreed to by the employee and the employer, and itemized in writing by product, quantity, average price, and frequency of distribution.	
	SR-HP1.13	Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.	
	SR-HP1.14	Financial disciplinary penalties are not assessed against workers.	
	SR-HP1.15	The use of continuous short-term employment contracts or the practice of terminating and then rehiring workers is not permitted as a means to avoid legal obligations related to wages and benefits.	
	SR-HP1.16	Workers are not required to pay a recruitment fee as a condition for employment.	
	SR-HP1.17	<u>ZERO TOLERANCE</u> : Labor intermediaries are only used where legally permissible. If labor intermediaries are used, they can demonstrate compliance with all legal requirements at the time of the verification.	

Criteria	Indicators		C/NC/NA
SR-HP2: Freedom of Association/ Collective Bargaining	SR-HP2.1	Workers have either direct communication or a designated representative to communicate with management or employer.	
	SR-HP2.2	Workers are able to talk about workplace grievances with management or employer with no fear of reprisal.	
	SR-HP2.3	Management policies recognize the workers' rights to organize and/or collectively bargain as allowed by national laws and international obligations.	
	SR-HP2.4	A workers' association or committee has been formed and governed by the employees, independent of management influence except where prohibited by law.	
	SR-HP2.5	There are regular meetings between management and employees or worker's representative to improve working conditions.	
	SR-HP2.6	<u>EXTRA POINT</u> : If a workers' association or committee exists, a workers' association fund has been established to which management and workers contribute matching funds.	
	SR-HP2.7	<u>EXTRA POINT</u> : If a workers' association fund has been established, workers have access to association fund to finance projects that improve living conditions for workers and their families.	
	SR-HP2.8	If allowed by law, and agricultural worker organizations are established in the coffee sector, a collective bargaining agreement exists between employees and employer.	

## Social Responsibility

Criteria	Indicators		C/NC/NA
SR-HP3: Hours of Work	SR-HP3.1	All workers do not work more regular hours (before overtime) per day or week than allowed by local law. If regular hours are not established, regular hours are considered as 8 hours per day, 48 hours per week.	
	SR-HP3.2	<b>All permanent workers</b> must have, as a minimum, the equivalent of one continuous 24 hour period off in each 7 day period, or longer if required by law, whichever is greater.	
	SR-HP3.3	All workers must not work more total hours (including overtime) in one day or week than allowed by local laws. If total hours have not been established by law, workers do not work more than 60 hours per week, except where a written agreement exists between workers and management.	
	SR-HP3.4	If overtime work is required as part of the job, such requirements are clear at the time of hiring and recorded in writing and signed by the employee.	
	SR-HP3.5	Hours worked on potentially hazardous activities (e.g., pesticide exposure, very heavy labor, etc.) are limited according to the law. If hours have not established by law, the activities are limited to six hours per day.	
	SR-HP3.6	Employer has a paid sick leave program for <b>all permanent workers</b> .	
	SR-HP3.7	Employer has an annual leave (vacation) program as required by law. If laws have not been established, annual leave for permanent workers is a minimum of ten working days per year (prorated in cases of less than one year of employment).	
	SR-HP3.8	If workers do not take annual leave (vacation), employer can either allow vacation time to accrue or can pay wages for the equivalent amount of time accrued under the regular pay scale, where permissible by law.	

Criteria	Indicators		C/NC/NA
SR-HP4: Child Labor/Non-Discrimination/ Forced Labor	SR-HP4.1	<u>ZERO TOLERANCE</u> : Employer does not directly or indirectly contract any persons under the age of 14.	
	SR-HP4.2	<u>ZERO TOLERANCE</u> : Employment of authorized minors of age 14 or older follows <b>all</b> legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education.	
	SR-HP4.3	<u>ZERO TOLERANCE</u> : Employer enforces a policy of prohibiting discrimination on the basis of gender, race, ethnicity, age or religion as per ILO Convention 111. <i>Written policy required for large/medium farms and mills with more than 5 employees.</i>	
	SR-HP4.4	<u>ZERO TOLERANCE</u> : Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor. <i>Written policy required for large/medium farms and mills with more than 5 employees.</i>	
	SR-HP4.5	<u>ZERO TOLERANCE</u> : The workplace is free from physical, sexual, and verbal harassment and abuse.	
	SR-HP4.6	<u>ZERO TOLERANCE</u> : Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.	
	SR-HP4.7	All workers are employed, promoted, and compensated equally based upon their ability to perform their job, and not on the basis of gender, ethnicity, religious or cultural beliefs.	

## Social Responsibility

Criteria	Indicators		C/NC/NA
SR-WC1: Access to Housing, Potable Water and Sanitary Facilities	SR-WC1.1	Permanent and temporary/seasonal workers living onsite have habitable housing.	
	SR-WC1.2	Employer provides workers with convenient access to safe drinking water.	
	SR-WC1.3	Worker housing has buffer zones, of 10 meters minimum width, from productive area and agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.	
	SR-WC1.4	Workers have convenient access to sanitary facilities that do not contaminate the local environment.	
	SR-WC1.5	Garbage from housing and facilities provided by employer is removed either to a municipal waste dump or to a waste site located at least 25 meters from any worker housing.	

Criteria	Indicators		C/NC/NA
SR-WC2: Access to Education	SR-WC2.1	<u>ZERO TOLERANCE</u> : Children of legal school age attend school and do not work during school hours.	
	SR-WC2.2	If reasonable access to public education does not exist, <b>primary</b> school aged children of workers who live on-site have access to <b>primary</b> education, facilities and materials equal to national or regional requirements.	
	SR-WC2.3	If reasonable access to public education does not exist, <b>secondary</b> school aged children of workers who live on-site have access to <b>secondary</b> education, facilities and materials equal to national or regional requirements.	
	SR-WC2.4	<u>EXTRA POINT</u> : Employer supports local schools with either in-kind donations or financial support.	
	SR-WC2.5	<u>EXTRA POINT</u> : Employer supports training or workshops for permanent/full-time workers on additional skills or trades (i.e., financial literacy, second language).	

Criteria	Indicators		C/NC/NA
SR-WC3: Access to Medical Care	SR-WC3.1	Employer has a medical care plan which includes transportation or a trained medical person (technical expert) is available in case of medical emergency.	
	SR-WC3.2	Employer provides sufficient, readily accessible, well equipped and <b>not expired</b> onsite first aid kits.	
	SR-WC3.3	<u>EXTRA POINT</u> : <b>If there is convenient and accessible medical care</b> , employer supports these facilities with either in-kind donations or financial support.	
	SR-WC3.4	Employer contributes to the cost of general health services for <b>all permanent workers</b> .	
	SR-WC3.5	<u>EXTRA POINT</u> : Employer contributes to the cost of general health services for <b>all temporary/seasonal workers</b> .	
	SR-WC3.6	Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.	

## Social Responsibility

Criteria	Indicators	C/NC/NA	
SR-WC <sub>4</sub> : Worker Safety and Training	SR-WC <sub>4.1</sub>	Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost. <ul style="list-style-type: none"> <li>• For farms: respirators with filters, goggles, rubber boots, water-proof gloves, impermeable clothing</li> <li>• For dry mills: goggles, ear plugs, masks</li> </ul>	
	SR-WC <sub>4.2</sub>	Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment. <ul style="list-style-type: none"> <li>• When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing (SR-WC<sub>4.1</sub>).</li> <li>• When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles.</li> </ul>	
	SR-WC <sub>4.3</sub>	Health and safety training occurs for all workers at least once a year, free of charge, and during regular working hours. Training is documented including instructors, agendas and attendance.	
	SR-WC <sub>4.4</sub>	Training covers, at a minimum: use of protective equipment, safe handling of hazardous materials, operation of equipment and personal safety and hygiene.	
	SR-WC <sub>4.5</sub>	For all enclosed work areas, there is a documented fire and emergency evacuation plan. <i>Applicable to both farms and mills.</i>	
	SR-WC <sub>4.6</sub>	Management maintains written injury reports. The written injury reports include the type of injury, name of worker, time and date, and location of the accident.	
	SR-WC <sub>4.7</sub>	Management reviews accident and injury records at least annually and updates safety procedures and training materials to prevent accident and injury re-occurrence.	
	SR-WC <sub>4.8</sub>	Anyone who handles, mixes, or applies <b>agrochemicals</b> has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.	
	SR-WC <sub>4.9</sub>	Authorized minors (minors older than 14) and pregnant women are prohibited from handling or applying <b>agrochemicals</b> , operating heavy machinery and/or heavy lifting.	
	SR-WC <sub>4.10</sub>	Entrance is prohibited to areas where <b>pesticides</b> were applied 48 hours prior without protective equipment.	
	SR-WC <sub>4.11</sub>	For all enclosed work areas, there is a sufficient number of emergency exits that are clearly marked, unobstructed at all times, unlocked when workers are present or have latches that do not require special operation.	
	SR-WC <sub>4.12</sub>	Employees are provided with a safe working environment.	
	SR-WC <sub>4.13</sub>	All equipment used by workers is properly maintained and safe to use.	

## Environmental Leadership - Coffee Growing

Criteria	Indicators		C/NC/NA
CG-WR1: Water Body Protection	CG-WR1.1	Buffer zones exist next to <b>more than 50% of permanent water bodies</b> ; buffers are <b>at least 5 meters in width</b> (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	
	CG-WR1.2	Buffer zones exist next to <b>all permanent water bodies</b> ; buffers are <b>at least 5 meters in width</b> (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	
	CG-WR1.3	Buffer zones exist next to <b>more than 50% of seasonal and intermittent (temporary) water bodies</b> ; buffers are <b>at least 2 meters in width</b> (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	
	CG-WR1.4	Buffer zones exist next to <b>all seasonal and intermittent (temporary) water bodies</b> ; buffers are <b>at least 2 meters in width</b> (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation and are composed of vegetation.	
	CG-WR1.5	Farm has a plan to restore native vegetation within the buffer zones.	
	CG-WR1.6	<b>More than 50% of permanent water body buffer zones</b> are composed of native woody vegetation.	
	CG-WR1.7	<b>All permanent water body buffer zones</b> are composed of native woody vegetation.	
	CG-WR1.8	<u>EXTRA POINT</u> : <b>All water crossings</b> are protected by the use of bridges, culverts or sufficient means to prevent degradation.	
	CG-WR1.9	No <b>agrochemicals</b> are applied within <b>5 meters</b> of any permanent water body.	
	CG-WR1.10	<b>Nematicides</b> are NOT applied within <b>20 meters</b> of any permanent water body.	
	CG-WR1.11	Farm waste or garbage sites are located at least <b>100 meters</b> from any water body.	

Criteria	Indicators		C/NC/NA
CG-WR2: Water Resources and Irrigation	CG-WR2.1	If mechanical (pumps, etc.) irrigation is used, quantity of water used is tracked and recorded in writing: liters per Kg of green coffee AND liters per hectare.	
	CG-WR2.2	<u>EXTRA POINT</u> : If mechanical irrigation is used, the farm management demonstrates an understanding of local water conditions or stress factors.	
	CG-WR2.3	<u>EXTRA POINT</u> : Farms that use mechanical irrigation monitor and try to minimize total water usage.	



## Environmental Leadership - Coffee Growing

Criteria	Indicators		C/NC/NA
CG-SR1: Controlling Surface Erosion	CG-SR1.1	Farm managers demonstrate knowledge of farm areas at risk to erosion and are able to communicate and/or identify on a map areas at high risk of erosion (considering such factors as slope, soil type, and concavity).	
	CG-SR1.2	Farm has a written soil management plan that includes measures to minimize surface erosion.	
	CG-SR1.3	<b>At least 50%</b> of productive area with slopes of <b>less than 20%</b> is covered by shade trees <b>and/or</b> cover crops/vegetation.	
	CG-SR1.4	<b>All</b> productive area with slopes of <b>less than 20%</b> is covered by shade trees <b>and/or</b> cover crops/vegetation.	
	CG-SR1.5	<b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on <b>at least 50%</b> of productive area with slopes <b>between 20% and 30%</b> .	
	CG-SR1.6	<b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.4, contour lines and/or bench terraces are established on <b>all</b> productive area with slopes <b>between 20% and 30%</b> .	
	CG-SR1.7	<b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.6, physical barriers (e.g., pruned branches, rocks) <b>and/or</b> living barriers (e.g., grasses, shrubs) are established on <b>at least 50%</b> of productive area with slopes <b>over 30%</b> .	
	CG-SR1.8	<b>In addition</b> to the soil erosion prevention measures included in CG-SR1.3-1.6, physical barriers (e.g., pruned branches, rocks) <b>and/or</b> living barriers (e.g., grasses, shrubs) are established on <b>all</b> productive area with slopes <b>over 30%</b> .	
	CG-SR1.9	Herbicides are not used to control ground vegetation or cover crops and are only used in spot applications for aggressive weeds.	
	CG-SR1.10	<b>At least 50%</b> of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches <b>and/or</b> other control measures (including cover vegetation, etc.).	
	CG-SR1.11	<b>All</b> roads or frequently used trails or footpaths are protected from erosion by proper drainage ditches <b>and/or</b> other control measures (including cover vegetation, etc.).	
	CG-SR1.12	<u>EXTRA POINT</u> : Areas in which the risk of landslides is very high (consider factors such as slope, soil, and including slopes greater than 60%) are not cultivated and are restored with native vegetation where possible.	

## Environmental Leadership - Coffee Growing

Criteria	Indicators		C/NC/NA
CG-SR2: Maintaining Soil Productivity	CG-SR2.1	<b>At least 25% of the productive area</b> is covered by a layer of organic matter (dead and decaying biomass - mulch, grass, leaves, branches, etc.) <b>and/or</b> nitrogen-fixing cover crops.	
	CG-SR2.2	<b>At least 50% of the productive area</b> is covered by a layer of organic matter (dead and decaying biomass - mulch, grass, leaves, branches, etc.) <b>and/or</b> nitrogen-fixing cover crops.	
	CG-SR2.3	<b>All of the productive area</b> is covered by a layer of organic matter (dead and decaying biomass - mulch, grass, leaves, branches, etc.) <b>and/or</b> nitrogen-fixing cover crops.	
	CG-SR2.4	Pruned branches, twigs, leaves and other live barrier materials are mulched and/or left as a soil amendment.	
	CG-SR2.5	<b>At least 25% of the productive area</b> is planted with nitrogen-fixing, leguminous shade trees.	
	CG-SR2.6	<b>At least 50% of the productive area</b> is planted with nitrogen-fixing, leguminous shade trees.	
	CG-SR2.7	<b>All of the productive area</b> is planted with nitrogen-fixing, leguminous shade trees.	
	CG-SR2.8	Soil analysis is conducted every <b>two</b> years to identify nutrient deficiencies (macro and micro nutrients) and organic matter content.	
	CG-SR2.9	Foliar analysis is conducted every <b>two</b> years to identify nutrient deficiencies (macro and micro nutrients).	
	CG-SR2.10	The formula of applied nutrients and non-synthetic soil amendments is customized in response to results of soil and foliar analyses.	

Criteria	Indicators		C/NC/NA
CG-CB1: Maintaining a Coffee Shade Canopy	CG-CB1.1	Native trees are removed only when they constitute a human hazard or when they significantly compete with coffee plants.	
	CG-CB1.2	The farm has a shade management plan including: identifying areas with gaps in shade, plots where shade is appropriate or not, plans for replanting invasive exotic/non-native trees with native species, identified resources for appropriate shade tree lists, identified resources from which to source shade trees and a timeline for implementation.	
	CG-CB1.3	The farm is implementing the shade management plan according to the plan's timeline.	
	CG-CB1.4	<b>At least 10%</b> of the farm (including productive AND non-productive area) has canopy cover.	
	CG-CB1.5	Canopy cover has a diversity of tree species.	
	CG-CB1.6	Invasive species are not used for canopy cover.	

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CG-CB1: Maintaining a Coffee Shade Canopy	CG-CB1.7	Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover.	
	CG-CB1.8	<u>EXTRA POINT</u> : Canopy cover is kept at biologically significant levels (i.e., the level of canopy cover changes the farm's micro-climate, produces a noticeable leaf layer on the ground and creates an obvious habitat for a range of plant and animal species, etc.).	
	CG-CB1.9	<u>EXTRA POINT</u> : <b>At least 40%</b> of the productive area of the farm has canopy cover.	
	CG-CB1.10	<u>EXTRA POINT</u> : <b>At least 75%</b> of the canopy cover is comprised of locally native species <b>and/or</b> the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.	
	CG-CB1.11	<u>EXTRA POINT</u> : Shade canopy consists of <b>at least 2</b> identifiable canopy layers.	
	CG-CB1.12	Cavity trees and standing <b>and/or</b> fallen dead trees are left in the field to naturally decay.	

Criteria	Indicators		C/NC/NA
CG-CB2: Protecting Wildlife	CG-CB2.1	Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.	
	CG-CB2.2	There are specific implemented measures (e.g., 'no hunting' or 'no trespassing' signs, gates, fences, guards, etc.) to prevent unauthorized hunting and collection of flora and fauna.	
	CG-CB2.3	Farm management has created a list of wildlife species native to the region and identified which of those species are classified as vulnerable, endangered or critically endangered according to the IUCN red list ( <a href="http://www.redlist.org">http://www.redlist.org</a> ) or local government source.	
	CG-CB2.4	<u>EXTRA POINT</u> : A written wildlife management plan is developed and implemented on the farm (e.g., management and workers are trained, action steps are outlined, timeline to completion, etc.).	

Criteria	Indicators		C/NC/NA
CG-CB3: Conservation Areas	CG-CB3.1	<u>ZERO TOLERANCE</u> : No conversion of natural forest to agricultural production <b>since 2004</b> .	
	CG-CB3.2	Farm has made an assessment of areas of high conservation value (areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).	
	CG-CB3.3	<u>EXTRA POINT</u> : Farm has had an assessment completed by ecologists and/or biologists for areas of high conservation value.	
	CG-CB3.4	Areas of high conservation value are clearly defined, protected, and managed to maintain their high conservation values.	

## Environmental Leadership - Coffee Growing

CG-CB3: Conservation Areas	CG-CB3.5	<u>EXTRA POINT</u> : If areas of high conservation value do not exist on the farm, managers have implemented a plan to restore natural habitat or conditions on a portion of the farm (ecological restoration).	
	CG-CB3.6	<u>EXTRA POINT</u> : If areas of high conservation value exist on the farm, they are protected from future development through the declaration of private reserves, conservation emphasis areas or legal conservation easements.	
	CG-CB3.7	<b>At least 5%</b> of the total farm area is set aside as a conservation emphasis area or as required by local law.	
	CG-CB3.8	<u>EXTRA POINT</u> : <b>More than 10%</b> of the total farm area is set aside as a conservation emphasis area or as required by local law.	
	CG-CB3.9	<u>EXTRA POINT</u> : If multiple areas of high conservation value exist on the farm, biological corridors are established to connect these conservation value areas.	
	CG-CB3.10	Multiple plant species that contribute to biodiversity have been planted where space allows within the farm (e.g., borders, roads, trails, paths, etc.).	
	CG-CB3.11	<u>EXTRA POINT</u> : A nursery has been established or identified as a source of native tree and plant species for ecological restoration activities.	

Criteria	Indicators	C/NC/NA	
CG-EM1: Ecological Pest and Disease Control	CG-EM1.1	<u>ZERO TOLERANCE</u> : Farm does not use <b>pesticides</b> that are listed by the World Health Organization as Type 1A or 1B, or that are banned according to national, regional, or local laws.	
	CG-EM1.2	Farm keeps purchase records of <b>pesticides</b> , specifying date, product, product formulation, quantity, supplier, and price of purchase for each <b>pesticide</b> .	
	CG-EM1.3	<b>Agrochemicals</b> are stored in a locked place with controlled access and separate from food products and living and social areas.	
	CG-EM1.4	<b>Agrochemical</b> storage site has adequate ventilation.	
	CG-EM1.5	<b>Agrochemicals</b> that are stored have original manufacturer's labels and are clearly organized and separated according to toxicity and use.	
	CG-EM1.6	<b>Agrochemical</b> storage site has safeguards to control spills (e.g., physical barriers to prevent external contamination).	
	CG-EM1.7	There are contingency plans for handling <b>pesticide</b> spills and overexposure.	
	CG-EM1.8	<b>Agrochemicals</b> are mixed and spraying equipment loaded in ventilated areas. If products are mixed in the field, because of distance from storage, precautions are taken and plans are in place to handle accidents, spills or contamination.	
	CG-EM1.9	Farm has an Integrated Pest Management (IPM) plan for monitoring for pests and diseases and symptoms of nematode infestation.	
	CG-EM1.10	There is a written Integrated Pest Management (IPM) plan that is properly implemented in the field and includes regular monitoring for pests and diseases and symptoms of nematode infestation.	
	CG-EM1.11	Farm takes physical action to control sources of infestation.	

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CG-EM1: Ecological Pest and Disease Control	CG-EM1.12	<b>Pesticides</b> (not including herbicides) are applied only on a spot-application basis, depending on the type and severity of infestation.	
	CG-EM1.13	<b>Pesticides</b> (not including herbicides) are only applied as a last resort (after cultural and physical controls have failed).	
	CG-EM1.14	Farm maintains records of <b>pesticide</b> application specifying the date, product, product formulation, quantity, and location or area of the farm for each pesticide application.	
	CG-EM1.15	Farm maintains written records of total toxic load calculation for productive area on the farm.	
	CG-EM1.16	<u>EXTRA POINT</u> : Total toxic load is decreased over time by reducing <b>pesticide</b> use or selecting less toxic alternatives.	
	CG-EM1.17	Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.	
	CG-EM1.18	Empty chemical containers are rinsed and punctured, or as required by local regulations, and appropriately disposed of to prevent further use or injury.	

Criteria	Indicators		C/NC/NA
CG-EM2: Farm Management and Monitoring	CG-EM2.1	Farm managers have developed and implemented a written C.A.F.E. Practices work plan AND improvement activities are tracked and documented.	
	CG-EM2.2	Farm managers hold at least one annual meeting with all permanent employees to discuss C.A.F.E. Practices improvement plans and activities..	

Criteria	Indicators		C/NC/NA
CG-EM3: Long Term Productivity	CG-EM3.1	The farm implements a coffee pruning program to promote new tissue generation (intended to contribute to increased productivity and coffee quality).	
	CG-EM3.2	<u>EXTRA POINT</u> : On farms older than 25 years, the farm annually renovates or replants at least 5% of the total coffee planted area with coffee varieties that maintain or improve the coffee quality profile.	
	CG-EM3.3	<u>EXTRA POINT</u> : Farm is developing or working with a research institute to establish alternatives (e.g., new varieties, graft seedlings, etc.) to reduce nematode infestations and the incidence of soil fungus as well as reduce the use of pesticides.	

Criteria	Indicators		C/NC/NA
CG-CC1: Climate Change	CG-CC1.1	<u>EXTRA POINT</u> : The farm keeps written records of climate change risks and impacts on coffee production (e.g., change in temperature, rainfall).	
	CG-CC1.2	<u>EXTRA POINT</u> : The farm has developed and is implementing a written plan to minimize impact of climate change on coffee production.	
	CG-CC1.3	<u>EXTRA POINT</u> : The farm is participating in a formal project to <b>calculate</b> and <b>reduce</b> farm greenhouse gas emissions over time.	

## Environmental Leadership - Coffee Processing (Wet)

Criteria	Indicators		C/NC/NA
CP-WC1: Minimizing Water Consumption	CP-WC1.1	The total volume of water used for pulping, washing, and sorting for coffee processing operations is tracked and recorded, documenting the <b>annual total</b> water used and <b>volume per Kg of coffee cherry processed</b> . <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	
	CP-WC1.2	If water is used for separating coffee cherry before pulping, then a siphon of less than 3 cubic meters is used.	
	CP-WC1.3	Processing facility recycles water used for both transporting coffee cherry and the pulping process.	
	CP-WC1.4	The amount of water used (liters of water per Kg green coffee) shows a decrease over time (until the ratio in CP-WC1.5 is achieved). <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	
	CP-WC1.5	The ratio between water (used for pulping and washing) and coffee cherry is no more than 1:1 ratio (volume of water to volume of cherry).	
	CP-WC1.6	The mill demonstrates awareness of whether or not water stress exists in the watershed in which they are operating and takes steps to maximize efficiency.	

Criteria	Indicators		C/NC/NA
CP-WC2: Reducing Wastewater Impacts	CP-WC2.1	Wastewater from pulping and washing is managed in a way that does not contaminate the environment, including water bodies.	
	CP-WC2.2	If wastewater from pulping and washing is released into a leach field or lagoon or sprayed onto fields, the distance between the edge of the fields or lagoon is a minimum of 40 meters from all permanent water bodies (e.g., perennial streams, springs, lakes, wetlands).	
	CP-WC2.3	If wastewater is discharged into a water body or a drainage system, the following wastewater tests are conducted at all exit points (and meet established environmental regulatory norms) <b>and are recorded</b> on a monthly basis during operations. In the absence of environmental regulatory norms, the following parameters must be met: <ul style="list-style-type: none"> <li>• Biological oxygen demand (1000 mg/L or ppm)</li> <li>• Chemical oxygen demand (1500 mg/L or ppm)</li> <li>• pH (5.0-9.0)</li> </ul> <i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i>	

## Environmental Leadership - Coffee Processing (Wet)

Criteria	Indicators		C/NC/NA
CP-WM1: Waste Management	CP-WM1.1	Processing wastes are managed in such a way as to not contaminate the local environment.	
	CP-WM1.2	Skin, pulp, mucilage, and unacceptable cherries are composted or processed by worms.	
	CP-WM1.3	Organic processing byproducts are used as soil amendments by the farm or, in the case of an independent processor, distributed to local farmers.	
	CP-WM1.4	Processing waste solids are recovered from sedimentation ponds, composted and used by coffee farms.	

Criteria	Indicators		C/NC/NA
CP-EC1: Energy Conservation	CP-EC1.1	The quantity of energy used on-site for coffee processing operations is recorded documenting both the <b>annual total</b> energy used AND, quantity of energy used <b>per Kg</b> of green coffee processed.	
	CP-EC1.2	Parchment coffee is patio (sun) dried or dried in other energy efficient ways (e.g., greenhouses, raised beds, radiant solar drying systems).	
	CP-EC1.3	The quantity of <b>wood or other fuel</b> (except parchment skin) used for drying coffee is recorded, documenting both the <b>annual AND per Kg of green coffee processed</b> totals.	
	CP-EC1.4	Wood used for drying coffee comes from pruning of coffee, shade trees, responsibly managed forests or other minimal impact harvests (e.g., salvage).	
	CP-EC1.5	<u>EXTRA POINT</u> : The amount of total energy used per Kg of green coffee shows a decrease over time.	
	CP-EC1.6	<u>EXTRA POINT</u> : Milling operation demonstrates innovation in energy sourcing through either the on-site production of renewable energy or purchase of offsets, or both (e.g., solar, wind, water, geothermal, biomass) beyond any locally available conventional source.	

Criteria	Indicators		C/NC/NA
CP-MT1: Management and Tracking Systems	CP-MT1.2	<u>ZERO TOLERANCE</u> : Mill has a system and is tracking C.A.F.E. Practices coffee from initial purchase or intake through final sale or output.	

## Environmental Leadership - Coffee Processing (Dry)

Criteria	Indicators		C/NC/NA
CP-RM1: Dry Mill Resource Management	CP-RM1.1	The quantity of energy (e.g., electricity and diesel) used on-site for coffee processing operations is recorded, documenting both the <b>annual total</b> energy used, AND quantity of energy used <b>per Kg</b> of green coffee processed.	
	CP-RM1.2	<u>EXTRA POINT</u> : Records indicate the <b>total</b> amount of energy used <b>per Kg</b> of green coffee shows a decrease over time.	
	CP-RM1.3	Parchment hulls from dry milling are recovered for use in mechanical coffee dryers, generating energy or other beneficial uses.	
	CP-RM1.4	<u>EXTRA POINT</u> : Milling operation demonstrates innovation in energy sourcing through either the on-site production of renewable energy or purchase of offsets, or both (e.g., solar, wind, water, geothermal, biomass) beyond any locally available conventional source.	

Criteria	Indicators		C/NC/NA
CP-MT1: Management and Tracking Systems	CP-MT1.1	<u>ZERO TOLERANCE</u> : Mill has a system and is tracking C.A.F.E. Practices coffee from initial purchase through point of export.	