



Self-Assessment Tool

on the Sustainable Agriculture Standard

- *Individual Farm Version* -



Assessment 1: Biodiversity

Assessment 2: Soil and water

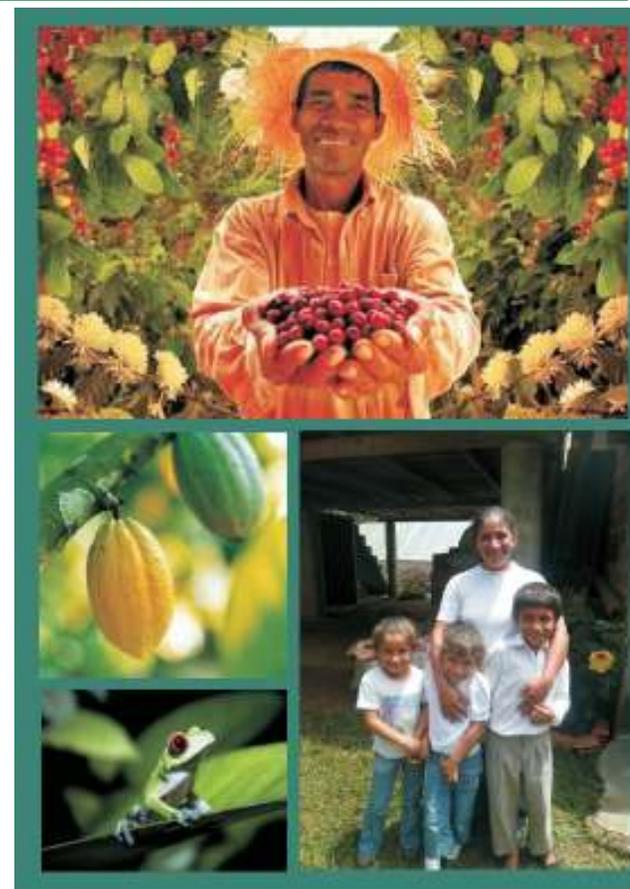
Assessment 3: Crop management

Assessment 4: Health

Assessment 5: Social welfare

Assessment 6: Waste management

Assessment 7: Administration





Introduction

Evaluation 1: Biodiversity

Theme	Standard Criterion	Question	Note	Self-evaluation			Observations
				Not applicable	Comply	Does not comply	
Impact on biodiversity	2.2, 9.5	Do your farming activities respect and maintain water, soil, plants, trees and animals?	Erucas		1		
Distance and barriers with ecosystems	2.3, 2.5, 2.6, 2.7	Are your crops located at a reasonable distance from water sources, forests and houses in order to prevent any negative effect? Is there any vegetation barrier between the crops and the water sources and houses?	Distance depends on the shape of the plot and the presence of rivers. It takes about the standard in order to determine which is the distance to be maintained on your farm.		0		There is a 5m distance from the ponds and the forest, but we don't have a vegetation barrier.
Biodiversity identification	2.1, 3.1, 3.4, 3.5, 3.8	Do you know the wild animals and trees on your farm? Do you know which of these wild animals are endangered?				1	
Logging and animal and plant extractions	2.4, 3.2, 3.3	Are hunting (animals and birds) and logging prohibited on your farm?	Harvesting wood based on a management plan is acceptable.		1		
Biodiversity conservation	2.1, 2.2, 2.6, 3.2	Does your farm offer a habitat for wildlife?	Reforestation, forest patches, wetlands in the farm, etc.		1		There is a forest patch that we conserve.
Shade	2.8	Does your farm have diverse shade trees?	It only applies to coffee and cocoa	1			
Your "biodiversity" score:					3.5	1	
<input checked="" type="checkbox"/> Complies with critical criteria <input type="checkbox"/> More compliances <input type="checkbox"/> More non-compliances							
Suggestion: If you do not comply with the critical criteria, or if you have more non-compliances than compliances, you will have to show improvement in this area in order to be certified.							

How to use this tool:

For each theme, choose "Comply" or "Do not comply" or "Not applicable".

When the farm complies completely, put "1". When it complies partially, put "0.5". When it does not comply, put "1" in the column that says "Do not comply".

Some themes include **critical criterion**, and all critical criteria need to be in compliance in order to be certified. The numbers of the critical criteria are in bold.

In the column for "Observation", you can explain the conditions of the farm.

At the bottom, add the scores. If you have **more** non-compliances than compliances, that is your area of weakness, and it needs to be improved.

You can check the boxes that correspond to your result.

Overall evaluation

Theme	Complies	Does not comply	Evaluation
1. Your "Biodiversity" score:	3.5	1	Which are your areas of weakness? <input type="checkbox"/> Biodiversity <input type="checkbox"/> Soil and water <input type="checkbox"/> Crop management <input checked="" type="checkbox"/> Health <input type="checkbox"/> Social well-being <input checked="" type="checkbox"/> Waste management <input checked="" type="checkbox"/> Farm management
2. Your "Soil and water" score:	4	1	
3. Your "Crop management" score:	6	0	
4. Your "Health" score:	4	5	
5. Your "Social well-being" score:	8	2	
6. Your "Waste management" score:	2.5	3	
7. Your "Farm management" score:	2	4	
Your overall score	30	16	Are your compliances four times greater than the non-compliances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Note: Your compliances must be four times greater than your non-compliances in order to comply with the 80% of applicable criteria. If the proportion is higher, your farm has a good chance to obtain the certification. If the proportion is lower, improvement is needed before the audit.			

After filling out the 7 evaluation sheets, you can summarize them in the last evaluation sheet, "Overall assessment."

The evaluations with **more** non-compliances than compliances are your areas of weakness.

Add all the scores. You need to have more than 80% compliance to obtain the certification. This means that the number of compliances should be **at least 4 times greater than** the number of non-compliances.

You can check the boxes that correspond to your result.

This is a quick and easy tool that helps individual farms evaluate their performance. It is neither official SAN material nor a tool to precisely verify all the criteria of the Standard. We recommend you use this tool to understand your estimated compliance level and to know your areas of weakness.

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Assessment 1: Biodiversity

Theme	Criterion of the Standard	Question	Note	Self-assessment				
				Not applicable	Comply	Do not comply	Observation	
Impacts on biodiversity	2.2., 9.5.	Do your agricultural activities respect and maintain the water, soil, plants, trees and animals?	Critical					
Distance between the crop and ecosystems	2.3., 2.5. 2.6., 2.7.	Are your crops adequately separated from water sources, forest and housing so as not to affect them?	The distance to apply depends on the agrochemical use and the slope of the land.					
		Are there vegetative barriers separating the crop from water sources and housing?	See the standards to determine what distance to apply on your farm.					
Identification of biodiversity	2.1., 3.1. 3.4., 3.5. 3.6.	Do you know which wild animals and trees exist on your farm? Do you know which of these wild animal species are endangered?						
Logging and extraction of plants and animals	2.4., 3.2. 3.3.	In your farm, is it prohibited to hunt animals and birds and to cut down trees?	Harvesting wood under a management plan is acceptable.					
Conservation of biodiversity	2.1., 2.2. 2.9., 3.2.	Does your farm provide habitat where wild animals can live?	Reforestation, forest patches, wetlands on the farm, etc.					
Shade	2.8.	Does your farm have diverse shade trees?	Applies only to coffee and cacao.					
Your score for "Biodiversity":								
<input type="checkbox"/> <i>Complies with critical criteria</i>					<input type="checkbox"/> <i>There are more points for compliance</i>		<input type="checkbox"/> <i>There are more points for non-compliance</i>	

Suggestion: If you do not meet the critical criteria, or have more non-compliances than compliances, you need to improve in the area of Biodiversity to be certified.



Assessment 2: Soil and water

Theme	Criterion of the Standard	Question	Note	Self-assessment			
				Not applicable	Comply	Do not comply	Observation
Fertilization	9.2., 9.3.	Do you apply fertilizer based on soil analyses? Do you use organic fertilizers or compost?					
Soil erosion control	9.1., 9.3.	Is soil erosion controlled? Do you keep vegetation on the soil?					
Fallow areas	9.4.	Is the land left fallow after a harvest period?	Does not apply to permanent crops.				
Quantity of water used	4.1., 4.2. 4.3.	Is water used rationally without waste in your farm operations? Do you have permits from the local authorities for the water you extract?					
Quality of water used	4.4., 4.5. 4.6., 4.9.	Do you treat and analyze wastewater from the mill or packhouse before discharging it to the environment?	Critical Does not apply if you don't use water.				
Domestic drainage	4.8.	Do you treat domestic wastewater (sewage and gray waters) before discharging it to the environment?	A septic tank is acceptable.				
Washing clothing and protection equipment	4.8.	Are clothing and protection equipment washed in a designated sink or a laundry machine with a filter for treating the water?					
Your score for "Soil and water":							
<input type="checkbox"/> <i>Complies with critical criteria</i>				<input type="checkbox"/> <i>There are more points for compliance</i>		<input type="checkbox"/> <i>There are more points for non-compliance</i>	

Suggestion: If you do not meet the critical criteria, or have more non-compliances than compliances, you need to improve in the area of Soil and Water to be certified.



Assessment 3: Crop management

Theme	Criterion of the Standard	Question	Note	Self-assessment			
				Not applicable	Comply	Do not comply	Observation
Transgenic crops	8.6.	Are transgenic crops prohibited on your farm?	Critical Transgenic crops are ones that are genetically modified in a laboratory.				
Prohibited products	8.4.	Do you ban the use of prohibited products such as paraquat, endosulfan, carbofuran, etc.?	Critical See the List of Prohibited Pesticides by the SAN.				
Products to be reduced	8.2. 8.5.	Have you reduced the use of chemical products with red or yellow labels? Have you replaced them with chemical products bearing green or blue labels? Do you rotate the products?					
Integrated pest management	8.1. 8.9.	Do you use different techniques to prevent or control pests, instead of using agrochemicals?					
Calibration of equipment	8.3.	Do you regularly maintain, calibrate and repair your application equipment?					
Records of agrochemicals	8.2.	Do you keep an inventory of the products? Do you keep records on agrochemical applications?					
Post-harvest	8.7.	If you package or process your products, do you keep records on post-harvest treatments made after the harvest?	Not applicable, if you do not conduct post-harvest treatments.				
Your score for "Crop management":							
<input type="checkbox"/> <i>Complies with critical criteria</i> <input type="checkbox"/> <i>There are more points for compliance</i> <input type="checkbox"/> <i>There are more points for non-compliance</i>							

Suggestion: If you do not meet the critical criteria, or have more non-compliances than compliances, you need to improve in the area of Crop management to be certified.



Assessment 4: Health

Theme	Criterion of the Standard	Question	Note	Self-assessment				
				Not applicable	Comply	Do not comply	Observation	
Training	6.1., 6.2. 6.3.	Are the people applying agrochemicals adults? Have they been trained? Do you keep records on training?	Records on training are needed when there are more than ten permanent workers.					
Basic services	5.15., 6.6.	Is there potable water on the farm? Do the hired workers have access to a bathroom, shower, changing room and dining area?	Does not apply if there are no hired workers.					
Emergency and medical services	5.16. 6.18. 6.19.	Do the workers know what to do in the event of an accident or illness? Are emergency telephone numbers posted and is there a first aid system?	A first aid system includes a first aid kit, trained person, shower, eyewash and hand-washing facility.					
Climate conditions	6.20.	Are there shelters from the rain or strong sunlight? Is it avoided to work at night without light?	Does not apply to agroforestry crops such as coffee and cacao.					
Storage area and workshop	6.7., 6.8. 6.9., 6.10. 6.11.	Are agrochemicals and fuels stored in a safe place under lock and key, far from the housing area? Do you keep an inventory of the products? Do you have the Material Safety Data Sheets of the products?						
Transport of agrochemicals	6.12.	Are agrochemicals transported safely?	Transport to and within the farm					
Protection equipment	6.13., 6.16. 6.17.	Do the workers use protection equipment during application? Do the workers bathe after application? Is protection equipment washed separately from other clothes?	Critical Protection equipment can include overalls, gloves, boots, masks, caps and goggles.					
Application of agrochemicals	6.14., 6.15.	During and after application, do you put up signals prohibiting the entry to the lot?	A signal could be a sign, a red flag, etc.					
Medical exams	6.4. 6.5.	Do the workers receive a medical checkup annually? Do workers applying carbamates or organophosphates take a blood test?	It is suggested that workers using organophosphates or carbamates take a cholinesterase exam.					
Your score for "Health":								
<input type="checkbox"/> <i>Complies with critical criteria</i>					<input type="checkbox"/> <i>There are more points for compliance</i>		<input type="checkbox"/> <i>There are more points for non-compliance</i>	



Assessment 5: Social welfare

Theme	Criterion of the Standard	Question	Note	Self-assessment			
				Not applicable	Comply	Do not comply	Observation
No discrimination	5.2.	In hiring workers, do you prohibit discrimination based on physical characteristics, nationality, political affiliations, etc.?	Critical				
Direct contracting	5.3.	Do you hire workers directly, without using contracting agents?	Does not apply if there are no workers.				
Payment	5.4. 5.5.	Does the farm pay the legal minimum wage or higher?	Critical				
Work schedule	5.6. 5.7.	Are permanent workers given breaks, days off and paid vacations in accordance with law?	Does not apply if there are no workers.				
Minors	5.8. 5.9. 5.19.	Do young workers (15 to 17 years old) not do hazardous tasks? Are there records on the young workers? If there are children working on the farm, do they go to school and help the family only during their free time?	Critical Does not apply if there are no workers.				
No forced work	5.10. 5.11.	On your farm, is it prohibited to threaten, mistreat or abuse workers?	Does not apply if there are no workers.				
Labor union association	5.12.	On your farm, do the workers have the right to organize themselves freely if they wish?	Does not apply if there are no workers.				
Changes in work	5.13.	Do you consult the workers before making major changes on the farm?	Does not apply if there are no workers.				
Housing	5.14. 5.15.	Is housing for the workers hygienic, and do they have sufficient space, baths, showers and potable water?	Does not apply if there are no workers.				
Education	5.17.	Do children living on the farm go to school?					
Impacts on the community	7.1. 7.2. 7.3. 7.6.	Do you respect places that are important to the community? Do you have no conflict with the community over land use? Do you consult the community about activities or changes on the farm?	Critical This may not apply to a small farm.				
Contribution to the local economy	7.4.	Do you contribute to the local economy of the community?	Hiring labor, road construction, etc.				
Your score for "Social welfare":							
<input type="checkbox"/> <i>Complies with critical criteria</i> <input type="checkbox"/> <i>There are more points for compliance</i> <input type="checkbox"/> <i>There are more points for non-compliance</i>							



Assessment 6: Waste management

Theme	Criterion of the Standard	Question	Note	Self-assessment				
				Not applicable	Comply	Do not comply	Observation	
Clean farm	10.5.	Does the farm look clean? Are there bins for collecting, sorting and recycling wastes? Do workers and residents use the waste bins?						
Waste management program	10.1.	Have you identified the types of wastes on the farm and thought about how to reduce, recycle or treat each one?						
Waste disposal	4.7. 10.3.	Do you prohibit the dumping of wastes into water sources, areas near housing, or open dumps?	Critical When there is no waste collection system, a covered dump is accepted.					
Burning wastes	10.2.	Do you prohibit the burning of wastes?	A specifically designed incinerator is accepted.					
Empty containers and expired products	6.10.	Do you wash the containers three times and store them in a safe place until they are taken away? Do you return the expired products to the seller?						
Delivery of wastes	10.4.	If you give your wastes to someone, do you know how they are going to use or handle them?	For example, providing coffee pulp for composting.					
Your score for "Waste management":								
<input type="checkbox"/> <i>Complies with critical criteria</i>					<input type="checkbox"/> <i>There are more points for compliance</i>		<input type="checkbox"/> <i>There are more points for non-compliance</i>	

Suggestion: If you do not meet the critical criteria, or have more non-compliances than compliances, you need to improve in the area of Waste management.



Assessment 7: Administration

Theme	Criterion of the Standard	Question	Note	Self-assessment				
				Not applicable	Comply	Do not comply	Observation	
Management system	1.1. 1.2. 1.5. 1.7. 1.11. 4.1. 6.1. 10.6.	Is the farm continually making improvements in these areas? - Soil management - Water use - Crop management - Occupational health and safety - Fair treatment of workers - Waste management - Energy use - Greenhouse gas reduction	To monitor the improvement process, you need to have an action plan with objectives, responsible persons, follow-up process, map, records.					
Service provider	1.8.	Do you evaluate the service providers?	For example, transporters of agrochemicals must meet certain requirements.					
Commitment	1.3. 5.1.	Is there a letter signed whereby the farm commits itself to meet the standard for certification and all pertinent laws?						
Complaints	7.2. (addend.)	Does the farm document the complaints and comments it has received?						
Training and information	1.4. 1.9. 5.1. 5.18.	Are the workers familiar with Rainforest Alliance certification, their rights, the importance of the environment, hygiene and health?						
Traceability	1.10.	Is there no mixing of certified and non-certified products?						
Your score for "Administration":								
<input type="checkbox"/> <i>Complies with critical criteria</i>					<input type="checkbox"/> <i>There are more points for compliance</i>		<input type="checkbox"/> <i>There are more points for non-compliance</i>	



Overall assessment

Theme	Comply	Do not comply	Assessment
1. Your score for “Biodiversity”:			<p>Which are your areas of weakness?</p> <p><input type="checkbox"/> Biodiversity</p> <p><input type="checkbox"/> Soil and water</p> <p><input type="checkbox"/> Crop management</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Social welfare</p> <p><input type="checkbox"/> Waste management</p> <p><input type="checkbox"/> Administration</p>
2. Your score for “Soil and water”:			
3. Your score for “Crop management”:			
4. Your score for “Health”:			
5. Your score for “Social welfare”:			
6. Your score for “Waste management”:			
7. Your score for “Administration”:			
Your overall score			<p>Are your points for compliance at least four times your points for non-compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><i>Note:</i> Your points for compliance must be <u>at least four times</u> your points for non-compliance (to meet 80% of the applicable criteria). If your score is higher, your farm has a good chance of obtaining certification. If it is lower, you need to make improvements before the audit.</p>			