Protected Harvest Certification Manual 2018 California Cut Flower Commission's BloomCheck® Certification Program



Sustainable Flower Farming





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I. Introduction

Welcome to the BloomCheck® Certification program. Protected Harvest welcomes new growers joining the program. This manual is meant to explain the certification process.

About Protected Harvest

Protected Harvest is a 501(c)(3) nonprofit organization in Soquel, California, with the principal mission to advance use and adoption of quantifiable sustainable agriculture standards. Protected Harvest functions first and foremost as an independent certifier, but also conducts reviews of standards developed by industry-leading organizations, to provide third-party validation and confirm they are based on sound science and designed to promote continuous improvement. The Protected Harvest Board of Directors is comprised of a diverse group of representatives from prominent environmental NGOs, agricultural experts, scientists, and marketing experts. While the staff carries out daily operations, managing the auditing and certification process, the Board of Directors provides organizational oversight and technical review of standards on an ongoing basis.

For more information about Protected Harvest, visit protectedharvest.org.

Protected Harvest 2901 Park Ave., Suite A2 Soquel CA 95073 831.477.7797 certification@protectedharvest.org

About BloomCheck®

The BloomCheck® program is California's first sustainable cut flower production standards developed specifically for California flower farmers. They have been peer reviewed by scientists, academics and environmentalists and are being implemented on a state-wide basis.

The BloomCheck® farming practice standards were developed by the California Cut Flower Commission and SureHarvest, are based on the Self-Assessment for the Sustainable Production of Cut Flowers Workbook and are designed to lead to measurable improvements in the environmental health of the surrounding ecosystem, society-at-large, and flower quality. Participating growers have their flower production blocks certified as producing sustainably-grown cut flowers.

The BloomCheck® Program has two components: sustainable cut flower-growing practice standards and a Pesticide Active Ingredient Do Not Use List.

To qualify for certification a flower production block must achieve a minimum number of sustainable farming practices points based on The BloomCheck® program practice standards, and not have applied to their blocks during the last calendar year pesticides containing any of the active ingredients listed in the BloomCheck® Do Not Use List in Appendix C. The Protected Harvest auditing process ensures compliance with the BloomCheck® standard.

About SureHarvest

SureHarvest is a company providing sustainability solutions for agriculture and food companies. SureHarvest is contracted by Protected Harvest to provide administration and certification software systems to Protected Harvest.

For more information, visit www.sureharvest.com or contact:

SureHarvest 2901 Park Ave., Suite A2 Soquel CA 95073 831.477.7797 certification@protectedharvest.org

The Third-Party Auditor

To avoid conflicts of interest, roles among the California Cut Flower Commission (CCFC), Protected Harvest, and SureHarvest are clearly defined.

CCFC is the standards owner. Application fees are collected by CCFC.

Protected Harvest is the independent certifier and standards reviewer.

SureHarvest is contracted by Protected Harvest to administer the program. SureHarvest manages the online self-assessment process and general administration of the Protected Harvest program.

All audits are performed by an independent third-party auditing firm, which is qualified to do sustainable agriculture auditing of farm records, perform site visits, and issue a certification recommendation based on an applicant's compliance with the BloomCheck® standards and policies. Protected Harvest has contracted Muser Consulting to ensure quality and consistency in the auditing process. As a third-party auditing firm, Muser Consulting is independent, capable, and qualified to conduct scheduled inspections of BloomCheck® facilities. Muser Consulting is responsible for record review, scheduling and conducting on-site audits, and providing recommendations for certification.

Final certification decisions are made by Protected Harvest after review of the auditor's recommendation and report.

Third-Party Auditor Contact: Heather Muser, Ed.D.
Owner, Muser Consulting
679 Canyon Creek Way
Galt, CA 95632
muserconsulting@gmail.com
209-810-1966

II. The Protected Harvest Certification Program

The certification process spans the growing season and requires that you be familiar with several aspects of the program early on. The process follows. Please read through the whole process to ensure familiarity before applying.

The BloomCheck® Standards

The Protected Harvest process begins with the BloomCheck® cut flower certification standards. You must read and fully understand these standards before you apply for certification, since the farming practices used throughout the year must be consistent with these to gain certification. A copy of the standards is available as a PDF or as a binder by request from the California Cut Flower Commission or Protected Harvest.

The standards were developed using a collaborative process with input from flower farmers, agriculture scientists, and environmental specialists, then peer reviewed by academic experts. A final review and approval was done by the Protected Harvest Board of Directors, a body of national agriculture and environmental experts. They contain approximately 200 best management practices and techniques in the areas of Production Management, Pest Management, Water Management, Energy Management, Postharvest Management, Habitat Management, Materials Handling and Social Responsibility.

The standards come in form of a Yes/No question, where a "Yes- My current practice" response is awarded a specified number of points. Farmers answering with a "No" response, which can come in several forms, receive no points. For management plan practices, a grower is required to have a management plan that must contain specific components relevant to the issue being addressed (e.g. Practice Question #18 below from on-line Production Management module). It is critical that these plans be developed as early as possible once you have decided to apply for the program. In some cases, specific workshops or resources are available from California Cut Flower Commission related to these plans.

Contact Protected Harvest for more information before applying:

Protected Harvest certification@protectedharvest.org 530.758.6967

fax: 831.477.7790

Practice Question #18 from Production Management – FARM Module				
18	A production management plan for the flower farm has been developed and documented, and includes production goals, and elements such as crop nutrition, substrate management, erosion management, and crop residue management	○ Yes ○ No		
	If No, click 'No' and skip #19. You have completed this module			

PLEASE NOTE: To achieve certification for a production block, 50% or more of the module

possible points are required to pass each module. you must implement enough of the practices from each module such that their scores add up to at least at least 70% of all points across all modules combined.

In the BloomCheck® Companion Document, each practice standard is accompanied by a description of what is required for the auditor to see to verify that the practice was done in the production block being certified.

BloomCheck® Pesticide Active Ingredient Do Not Use List

The Protected Harvest Board of Directors approved for use by the BloomCheck® program the Pesticide Active Ingredient Do Not Use list developed for the Whole Foods Market Responsibly Grown Program. The list of active ingredients and some of the trade names of pesticides containing them and used on cut flowers in California appear in Appendix C.

Geographic Limitation of the Standards

Every Protected Harvest standard is limited in geographic scope to reflect the best management practices appropriate to the ecosystem for which the standard was developed. In the case of the BloomCheck® Certification, the geographic region is the state of California.

Application

Once you have familiarized yourself with the farming practice standards and the BloomCheck® Pesticide Active Ingredient Do Not Use List, you must complete an application. The application requests information about the production blocks you wish to certify, general information about your operation, and contact information. This information will be utilized by the auditor in preparation for the audit. The application also allows you to calculate your fees.

The application form is provided in electronic format by the California Cut Flower Commission. To request an application, see this page: http://www.bloomcheck.org/get-certified/. Payment must be received before an application is considered complete. Invoices are emailed by CCFC to the applicant upon request.

Record Keeping and Documentation

Documentation is critical to the process of third-party certification. During the auditing process, you will be asked to provide evidence of implementation of the practices you reported implementing in the self-assessment (see "self-assessment" below). Protected Harvest and its independent auditors do not provide exact specifications of the documentation required for most practices, to provide flexibility for growers to do what is practical for their operation. (In the case of some management plans and practices, certain items must appear in the documentation provided.) However, guidance for the type of documentation is provided in the BloomCheck® Companion Document to assist you in preparing for certification. This is an ongoing process. Please familiarize yourself with the documentation before you apply. In some cases, you will also have to work with your crop consultant or PCA to generate the

documentation, so making sure they are "on board" is important as well.

Electronic tools for documentation are available, especially in the area of pesticide records. There are commercially available software packages to manage farming operations.

For some practices and especially technologies, paper or electronic records may not be necessary if it is visible to the auditor during a visit. Photographs (digital or on paper) may be utilized as well at the auditor's discretion.

Pesticide records will always be requested by the auditor, to verify compliance with the BloomCheck® Pesticide Active Ingredient Do Not Use List. If the final pesticide application has not been made at the time of the audit, the records must be provided after this final application has been made. If you require a certificate to sell your product prior to this application, you may request that Protected Harvest issue you a "conditional certificate". You will have to comply with all other certification requirements to receive the conditional certification, as well as provide a record of all pesticide applications up to the time of the audit. The conditional certificate is contingent on submission of final pesticide records demonstrating compliance.

Fees

Application fees are based on a tiered structure and paid to CCFC. Please contact California Cut Flower Commission for details.

Self-Assessment

After submitting your application and fee payment to CCFC, you need to assess the BloomCheck® practices being done in each production block using the online self-assessment platform found at www.sustainableflowers.com. Your user credentials will be sent to you once your application is received. This online tool will contain a profile of your production blocks as you described them on your application. For each production block type (i.e., greenhouse, shade house/hoop house, outdoor), the online assessment platform allows you to select every practice in the standards that corresponds to that production block type, generate a report of your scores for each chapter. The system includes a timesaving cloning tool for copying answers from production block to production block and from year to year. If you have not received a username and password for using the on-line self-assessment system you can click on the 'Get a Username' button on the landing page of www.sustainableflowers.com.

Instructions for use of the online assessment platform will be provided with your user name and password, and an online webinar on how to use the platform is available if you are new to the program. Additional support is available when you need it by calling SureHarvest 831-477-7797.

The self-assessment is the method by which you communicate to the auditor which of the practices you have implemented in each of your production blocks. These are then spot checked by the auditor during the certification process. A deadline for completing the self- assessment will be given when you return your application.

Confidentiality

Protected Harvest and its contracted auditors agree that information collected during the certification process is to be considered confidential and proprietary to the applicant and I) shall hold the same in confidence, 2) shall not use the individual grower information other than for the purposes of its certification business, and 3) shall disclose it only to its officers, directors, or employees with a specific need to know. SureHarvest will not disclose, publish or otherwise reveal any of the individual grower information received during certification to any other party whatsoever, except with the specific prior written authorization of the applicant.

Inspection

Once your application and payment are received, a copy will be sent to the third-party auditor who will be verifying your compliance with the standards. You will be contacted to schedule your audit and be told whether the audit is on-site or "off-site" (a records audit).

During your first year of certification, an auditor will perform an on-site inspection, which will include spot checking the production blocks and selected practices based on the information you provided in your self-assessment. In subsequent years, you will get an on-site inspection only once during any three-year period. The year will be selected by the auditor and you will be informed only after your application and payment are received. In the years you do not receive an on-site visit, you will be asked to provide three or four types of paper or electronic documentation via e-mail, fax, or postal mail to the auditor. The auditor will inform you which documents are needed and the specific production blocks they are to represent (unless they are relevant to the whole farm), and the date they are due. Pesticide records will be among the items requested; the others are at the discretion of the auditor.

You will not be informed in advance of the on-site inspection as to which production blocks or practices have been selected for on-site auditing. The person who is responsible for implementing the program on your farm must be present during this visit (and for success, must be involved in the self- assessment and application processes as well). Failure to be at the agreed-upon location at the agreed-upon time will result in additional fees. Additionally, if a second visit is required due to a lack of sufficient documentation at the time of the first visit, further fees will be required. See Appendix A for the schedule of additional fees.

Additionally, each year approximately 10% of participating growers will receive a "surprise" audit visit. No more than 24-hour notice need be given for this inspection by the auditor, and inspections are assigned independently of whether the farm received an off- or on-site audit for the year.

To maintain the integrity of the program, during the auditing process the auditor may request additional documentation or other types of on-site verification if the initial spot check reveals discrepancies to the auditor or otherwise indicates that the farm may not be in compliance.

All auditors must meet a minimum qualification level and disclose that there is no conflict of

interest with the applicant. Auditors are required to sign a confidentiality agreement annually to protect confidential information disclosed during the evaluation.

If you feel that the auditor assigned by Protected Harvest has a conflict of interest or any other issue that would prevent you from receiving an adequate evaluation, contact the Protected Harvest program for assistance. A different auditor will be obtained if necessary.

Please respond promptly to communication from the auditor. Extra time spent by the auditor on any one inspection incurs extra costs. Specifically, if the auditor does not receive response after three attempts it will be assumed the applicant is no longer interested in certification and his/her production blocks will be failed without refund of fees. If the applicant resumes communication and does wish to continue with certification, additional fees will be charged due to the additional auditor time required (see Appendix A: Additional Fee Schedule).

Auditor Qualifications

All auditors hired by the auditing agency must have one of the following credentials:

- Bachelor's degree in Agricultural Science and 2 years agricultural inspection experience; or.
- A minimum of 5 years agricultural inspection experience; or,
- Successful completion of training in the Protected Harvest program approved by Protected Harvest.

Certification Decisions

Upon receiving a recommendation for certification from the independent auditor, Protected Harvest will review the audit and issue the decision to certify. Protected Harvest will then issue certificates to all flower farmers who have achieved certification. Certificates will be issued in electronic form only. The certificate is valid for the crop produced during the season for which it was issued only.

Failure to Achieve Certification

If an applicant has failed to comply with the certification standards, pesticide Do Not Use List, or documentation requirements, Protected Harvest will inform them of this status and the primary cause for the failure. The decision to grant certification is based solely on the applicant's compliance with the standard.

Suspension

Once certified, you are obliged to remain in compliance by maintaining the operational practices shown during the evaluation. If at any time Protected Harvest discovers that you have changed your procedures in such a way that you no longer can achieve a compliant score, your certification may be suspended. During suspension, you are not allowed to represent product as certified.

If the operation returns to a level of compliance, the certification may be reinstated. If no corrections are made before the end of the certificate term, the certification expires.

Revocation

If it is determined that a certified entity is not operating in the manner observed during the certification evaluation, the certification may be revoked.

If the auditor determines that an applicant, their consultant(s), or employee(s) willfully provide untrue information during the inspection and certification evaluation, this is grounds for revocation from the program and loss of eligibility for certification for three years.

If the operation is found to be fraudulent and not in compliance with the terms of the Grower Affidavit found in the application form, possible civil action may be taken.

Appeals and Disputes

If an applicant feels that a certification decision was made without adequate information or based on erroneous data, they are permitted to appeal the decision. The appeal must be filed with Protected Harvest within 30 days of the decision and must include:

- Name of the person submitting the appeal. No anonymous appeals will be accepted. The name of the organization or company, address, phone number, and name and title of person submitting the appeal must be included.
- A copy of the certification decision you are appealing.
- Any information and supporting documentation that confirms your claim.
- A summary of your position in 100 words or less.

Once the appeal is received by Protected Harvest, the decision will be re-evaluated. You will be notified of the results of the re-evaluation promptly.

If the decision is upheld and you still feel that your operation is within compliance of the standard, you may file a dispute with Protected Harvest. The dispute should include all the information previously provided in the appeal. The Protected Harvest Board will review the appeal and the original decision and rule on the issue. You will be notified promptly of the decision of the Board.

Voluntary Withdrawal

At any time during the application process, an applicant may voluntarily opt to withdraw their application. A partial refund may be available to applicants that are withdrawing as follows:

- Complete withdrawal prior to online self-assessment full refund of payment.
- Complete withdrawal after self-assessment up to 5 business days prior to the scheduled on-site inspection refund of payment minus \$500.

- Partial withdrawal (individual production block) before or during on-site inspection 75% of the withdrawing incremental acreage assessment is refundable.
- Complete or partial withdrawal after on-site inspection no refund is available.

Complaints Investigation

Any individual with credible information may file a complaint with Protected Harvest against a certified operation that is not operating within the requirements of the standard. All complaints must be signed and submitted with a return address. The complaints must clearly describe the area of non-compliance. Any support for the complaint must be provided.

Protected Harvest staff will investigate the compliant thoroughly. The name of the individual making the complaint will remain confidential. The investigation may include an unannounced visit to the operation. A response is sent to the individual making the complaint upon completion of the investigation.

Federal, State and Local Laws

Applicants must meet all legal requirements pertaining to their operation. These may include but are not limited to record keeping, food safety, labor management, employee safety, and nutrient management. Any legal requirement that exceeds the requirements of Protected Harvest supersedes this program's authority.

III. Flower Handler Certification

All flower farms utilizing the BloomCheck[®] label and/or other references in the certification program on their bouquets or other marketing materials must adhere to specific policies, including a minimum content of certified flowers.

IV. Use of Certification

Once certification is granted, the certified entity may represent products that are included in the scope of the certification as certified, under the restrictions of the program.

Representation of Certified Products

Participation in the BloomCheck® certification program entitles the producer or manufacturer to make a sustainable/environmental claim about the way in which its products or the ingredients in its products are grown. Both the Protected Harvest program and the producer or manufacturer of the products may make a marketing claim to the consumer of the products or to the retail purchaser of the products. The producer or manufacturer is not authorized to make any claims beyond those that the standards to which the products or the ingredients of products are certified are designed to address.

Use of the BloomCheck® Label

Producers or manufacturers who are certified under the BloomCheck® program may affix the BloomCheck® logo to their products at the distribution or retail level. For guidelines on the use of the BloomCheck® seal, please contact:

Kasey Cronquist
California Cut Flower Commission
(805) 696-500
Kcronquist@ccfc.org

Use of the Protected Harvest Consumer Logo

Producers or manufacturers who are certified under the BloomCheck® program may also affix the Protected Harvest Logo to their products at the distribution or retail level. For guidelines on the use of the Protected Harvest seal, please contact Jane Vandine at Protected Harvest.

V. Amending the Standards

To submit suggestions for revisions to Protected Harvest Standards, submit proposed revisions to certification@protectedharvest.org.

The person submitting proposed revisions must be identified by name. No anonymous proposals will be accepted. If submitted on behalf of an organization or company, the name of the organization or company, address, phone number, number of members, and name and title of person submitting proposed revisions must be included.

- List the standard, section number, question number, and actual text you propose to change.
- Provide the replacement language you would like to propose. New text should be in underline format, and deleted text should be indicated by strike out format.
- Provide a rationale, including the need for and intended effect of your proposed change. Supply any supporting documents or research information, including historical use.
- Include a summary of your position in 100 words or less.

Protected Harvest Process for Consideration of Revisions

It should be noted that there is a difference between a revision and a technical correction. Revisions represent substantive changes or additions to the standards that may affect the ability of an operation to comply. These can include additional requirements, changes to the allowance of practices, or any adjustments to the scoring of a certification audit. Technical corrections are changes that do not affect the intent of the standard. These include grammar and spelling corrections or terminology adjustments.

Technical corrections can be made by Protected Harvest at any time to improve the certification

documents. As these do not affect the intent of the standard, no notice or phase in period is required.

Revisions require a fully transparent procedure that allows for comment from all stakeholders. It is expected that three distinct facets of industry will provide request for revisions. They are:

- Growers and program participants
- Industry groups and consumers
- Protected Harvest Board and SureHarvest

The procedure will be equivalent no matter who submits the request. The following is a step by step method for revision:

- I. Written request for revision submitted to Protected Harvest. Requests must be submitted at least 6 months prior to the application month (generally January).
- 2. Within 30 days, Protected Harvest will create a recommendation based on the information in the request. This recommendation will be forwarded to the Protected Harvest Board of Directors.
- 3. The staff and Board will have 30 days to provide comments. Afterwards, comments will be used to create a revised recommendation.
- 4. The revised recommendation is posted for comment on the Protected Harvest website for 30 days. Simultaneously, the industry group is advised of the recommendation.
- 5. After the posting, within 30 days the recommendation is revised once again by staff to encompass comments and submitted to the Board of Directors of Protected Harvest for approval.
- 6. Once approved, the recommendation is posted on the Protected Harvest website as a notice of change. Included is a date of implementation. The date of implementation is the date in which growers will be required to meet the new standard requirement. Prior to the implementation date, Protected Harvest must adjust all documentation effected by the change. In the case of extreme changes, the implementation date may be held off until the following season with an exploratory period in the present season. Simultaneously, the current and expected applicants will be alerted to the eminent change.

VI. Appendix A: Additional Fee Schedule

Applications are processed in batches so that they can be assigned to an auditor based on geographic locations and size of operation. Late applications, changes to applications, changes to inspection dates, and withdrawal of production blocks cause additional scheduling and work for inspections and staff and may result in an assessment of additional fees as detailed below.

The following schedule of fees will be billed directly to the grower for additional administrative expenses, if applicable. Your efforts to submit materials on time and provide accurate information will greatly improve the efficiency of the certification process and minimize costs.

- Inspection Cancellation (with less than 48 hours' notice): \$100
- Absence at scheduled inspection (without notice of cancellation): \$200
- Exceptional auditor time required (e.g. grower was unprepared or absent at the scheduled inspection or requires additional time after failing to respond to auditor requests for documentation): \$100/hour
- Add-on production block at inspection: \$50/added production block
- Add-on production block after inspection: \$150/added production block, plus acreage fees
- Replacement Certificate: \$15
- Non-Sufficient Funds Check: \$30 each

VII. Appendix B: Definitions

<u>Auditor</u> - a person retained to conduct inspections of certification applicants or certified operations.

Benchmark - a measurable data point or set of points used as a reference to track progress

<u>Bio IPM "Biointensive Integrated Pest Management"</u> - a systems approach to pest management that is based on an understanding of pest ecology. It begins with steps to accurately diagnose the nature and source of pest problems, and then relies on a range of preventative tactics and biological controls to keep pest populations within acceptable limits. Reduced risk pesticides are used if other tactics have not been adequately effective, as a last resort and with care to minimize risks."

<u>Broker</u> - an entity that acts as an agent for others in negotiating a sales contract. A broker may or may not take legal title to the product.

<u>Chain-of-Custody</u> - documentation that links possession of a product from the origin to its final destination. For certification, this is often referred to as the "Audit Trail".

<u>Crop Advisory Committee (CAC)</u> - a committee that consists of 10 people representing producers, scientists, consumers, environmentalists, retailers, and also representatives of the local community. A SureHarvest professional will serve as an ex officio member of the CAC.

<u>Distributor</u> - an entity that receives packed or processed products, and sells or distributes those products to processors, other distributors, or retail stores.

<u>Environmental Impact Units</u> - numerical values assigned to each individual pesticide based on: acute mammalian toxicity, chronic mammalian toxicity, avian toxicity, aquatic toxicity, and toxicity to beneficial insects.

Goal - a data point on the continuum targeted for industry improvement.

<u>Grower</u> - an entity who engages in the business of growing or producing agricultural based products.

<u>Handler</u> - an entity (other than a retailer) that receives or otherwise acquires agricultural products and processes, packages, or stores such product with or without taking legal title to the product. This includes product that is cleaned and/or sorted.

Packer - an entity that receives raw agricultural products and packs the product for shipping.

<u>Processor</u> - an entity that engages in the manipulation of an agricultural product to produce a new product with a different identity from that raw input.

<u>Quantifiable Factors</u> - verifiable performance measures, including the adoption of sustainable agriculture practices and the reduction of pesticide use. Protected Harvest incorporates

performance measures for soil and water quality, wildlife habitat, and ecosystem health.

<u>Repacker</u> - an entity that receives packed or packaged products, removes the packaging, may or may not sort the product, and repacks the product for sale in either the original packaging or different packaging.

<u>Retailer</u> - a business operating from an established place of business that sells food products directly to consumers.

<u>Standard</u> - a clear communication of the required and desired practices for a program. This also includes unambiguous information regarding the level of compliance.

<u>Warehouse</u> - an entity that receives and stores products, with or without taking legal title to the product or changing the nature of the product.

VIII. Appendix C. BloomCheck® Pesticide Do Not Use List of Pesticide Active Ingredients

Pesticide Active Ingredient			
acephate	fenvalerate		
aldicarb	hexachlorobenzene		
allethrin	lindane		
amitrole	methamidophos		
azinphos methyl	methomyl		
carbaryl	methyl parathion		
carbofuran	monocrotophos		
chlorpyrifos	omethoate		
chlorpyrifos methyl	oxamyl		
demeton	oxydemeton methyl		
diazinon	parathion ethyl		
dichlorvos (DDVP)	pentachlorophenol		
dicofol	phorate		
dimethoate	phosmet		
disulfoton	pirimiphos methyl		
endosulfan	profenofos		
ethoprop	propetamphos		
fenamiphos	resmethrin		
fenitrothion	sumithrin (phenothrin)		
	thiazopyr		

IX. Appendix D. Some Trade Names of Materials Containing Do Not Use Pesticide Active Ingredients

Pesticide	
Active	Pesticide Trade
Ingredient	Name
Acephate	1300 Orthene TR
Acephate	Acephate 97 UP
Acephate	Orthene TT&O
chlorpyrifos	Duraguard ME
chlorpyrifos	Dursban 50 W