



Crops and Sugar Beet Standards

Version 2.02 - Effective 1st May 2012

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Preface

Building consumer confidence and growing the market for Quality British Food

Assuring food safety through every part of the food chain is a vital priority for the food industry and, more importantly, for its many millions of consumers. Couple this with the demand for traceability of food; in crops sectors, a concern for minimised pesticide residues; in livestock production, increasing consumer awareness of animal welfare issues and the need for meaningful farm assurance is self evident. The Red Tractor Assurance (RTA) for Farms Schemes provide effective assurance to internationally recognised Standards and are a fundamental link in an integrated chain of assurance from farmer to retail store.

British food is world class. It is produced on farms that are well managed by highly professional, well-qualified and committed producers. Certification to the RTA Scheme Standards allows you to demonstrate to your customers that you meet nationally agreed levels of good commercial practice. And it gives an assurance to the final consumer that the product is safe.

The Schemes are owned by Assured Food Standards and have been developed over the years using expertise from within the farming and food industry to address legislative requirements, scientific evidence, good practice in the industry and consumer concerns.

www.redtractorassurance.org.uk

Launched in February 2011, www.redtractorassurance.org.uk contains all the relevant information to help members through the assurance process, including the standards, downloadable versions of the required and recommended publications and blank record templates. In addition registered farm members can access the on-line self assessment system enabling them to go through the standards before the assessment and address any issues or prepare questions for the assessor in advance of the visit.

Updated Standards – Effective from 1st October 2011

In April 2010, we introduced some significant changes to the way in which the standards were presented to bring consistency across all the standards in the Red Tractor Schemes. For mixed enterprise farms this arrangement has helped to make integrated inspections even more efficient.

This updated 2nd version of the standards follows a review of the RTA for Farms Standards and includes a number of revisions which are effective from 1st October 2011. Measures have been taken to further improve consistency; update references to legislation and publications; clarify ambiguity; remove duplication; provide additional guidance and consolidate audit points. In some cases this has resulted in removing existing control points and some standards have been revised or new standards/recommendations have been added. The Introduction to the Standards explains how the changes are highlighted within this manual.

In addition to this full version of the manual, an Addendum publication has been produced for each sector which details changes that require different action by members and must be read in conjunction with the previous version of the Scheme Manual. Copies of both documents are available on the website.

To unify the Schemes across sectors, in April 2010 we aligned the branding of all six RTA Schemes and introduced interim logos including the old sector scheme logos (ABM, ACC S, ADF, ABP, ACP & AP). Following this interim period the schemes will now be referred to as the 'Red Tractor Assurance for Farms Schemes' and will no longer include the old scheme logos. This is designed to help everyone understand that the different commodity standards are all part of the same family and to help members of the Red Tractor supply chain communicate their involvement within the scheme in a clear and consistent way.

Contact details for all Red Tractor Assurance Schemes can be found at www.redtractorassurance.org.uk.

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RED TRACTOR FARM ASSURANCE SCHEME RULES AND PROCEDURES

Introduction

These Rules and Procedures provide information for participants in the Red Tractor Assurance for Farms Scheme (the Scheme). They summarise the rules and procedures for application, assessment, certification, complaints and appeals. These should be read alongside the technical standards (the Standards). Participants must conform to the Standards at all times to be entitled to certification.

This version applies to any farm that does NOT have a dairy enterprise, that is farms producing one or a combination of:

- Fresh Produce
- Combinable Crops
- Chickens
- Pigs
- Beef / Lamb

Any farm with a dairy enterprise should also refer to the Rules and Procedures for the dairy sector which explain some differences in application and joining procedures.

Certification in the Scheme and Compliance with Legal Requirements

1. You can only gain certification if the Standards are met. This is assessed by regular independent assessments and specifically in the pig sector the Scheme requires quarterly reports from nominated private veterinary surgeons.
2. The Standards may change over time, for example in response to new or amended legislation. You will be informed of any changes to the Standards and the timeframe for their implementation, and must ensure full compliance with any changes to the Standards to retain assured status.
3. The Scheme Standards and Rules are additional to any statutory requirements. Nothing in them shall be deemed to provide exemption from current legislation and you must comply with all legislation relevant to the scope of the Scheme at all times.

Certification Bodies

4. Your routine point of contact with the Scheme is through one of several Certification Bodies appointed by the Scheme to manage membership applications and to carry out assessment and certification against the Standards. The Scheme operates as a Product Certification Scheme and Certification Bodies must be accredited to the international standard EN45011 by the United Kingdom Accreditation Service.
5. Any producer in any one of the sectors covered by the Scheme can apply to participate. You can apply through any one of the authorised Certification Bodies and membership must be renewed annually.

Joining the Scheme - The Application Process

6. New applications will be accepted throughout the year. You cannot sell products from your farm as assured until you have been through the application and assessment process and a certificate of conformity has been issued.
7. If you have a multi-enterprise holding you can select which parts of the enterprise are included in assurance. The application forms will ask you to indicate which enterprises you want to be included. There are some exceptions to this. If you have both beef and sheep on the holding both must be assessed for assurance.
8. When you contact one of the Certification Bodies you will be issued with a Scheme registration pack. This will contain a copy of the relevant Standards, an application form and any relevant supporting literature. You are advised to read the Standards and other information carefully before completing the application form.
9. Membership is registered under the name of the Business with a named nominated person who has functional responsibility for the management decisions and operating systems being assessed in the Scheme. The named nominated person must sign the Certification Body's application and subsequent

renewal forms and keep the Certification Body informed of any material changes.

10. A separate registration will normally be required for every holding or site. Holdings or sites are places where animals can be housed or feed stored or, in cropping sectors, where fertilisers and pesticides are kept or harvested products stored, and all holdings/sites entered in a single application must be under the same management control. Where additional holdings may be allowed (see below) the management decisions on the additional holding(s)/site(s) must be undertaken by the person named on the application form and, if not, the holding/site must have a separate assurance registration.

11. In the case of:

- Chicken production - the membership unit will be the "Farm" which is a self-contained live poultry facility functioning with defined poultry stock management, operational control and bio-security Standards.
- Pig units – where small separate nursery or finishing units are located close to the main unit, a single registration may be permitted for up to a maximum of three units.
- Fresh Produce, Crops and Beef & Lamb sectors, where separate holdings/sites are located close to the main holding, a single registration may (at the discretion of the Certification Body) suffice.

12. Any additional holdings/sites must be notified to the Certification Bodies at the time of application. Certification Bodies may make an additional charge for additional holdings/sites not close to the main holding or site or notified to the Certification Body after the initial assessment.

The following Table summarises the definition of a membership unit.

Sector	Beef/Lamb	Dairy	Crops	Fresh Produce	Chickens	Pigs
Membership unit	Main site + additional sites close to the main unit as agreed by the Certification Body.	Each milking premises	Main holding + any additional sites where fertilisers and pesticides are kept or harvested products stored. Additional sites must be close to the main unit and agreed by the Certification Body.	Main holding + any additional sites where fertilisers and pesticides are kept or harvested products stored. Additional sites must be close to the main unit and agreed by the Certification Body.	Each farm	Main holding + max 3 nursery or finishing sites

13. By signing and returning the application form with payment of the appropriate fee, you agree to be bound by the Standards and these Rules and Procedures. Membership fees are indicated in the current schedule of fees available from the Certification Bodies.

14. Once the application form has been accepted, the Certification Body will acknowledge receipt within 14 days and make arrangements for an assessment visit.

15. Any false or misleading statement made on the application form, during assessments, or in any other communication may lead to suspension or withdrawal of certification and even exclusion from future participation in the Scheme.

Initial Assessment

16. You must conform to every Standard before the Certification Body can issue a certificate. (This does not include 'recommendations' see paragraph 36). Before the initial assessment is carried out you may find it helpful to read the Standards carefully and assess your own operation against the requirements. You may wish to get the help of a third party expert such as an agronomist or veterinarian but any self-assessment or third party advice will not influence the certification decision, which will be based entirely on the assessor's report.

17. An assessment visit will be by appointment.

18. Assessors may refuse to carry out an assessment in the presence of a third party who they believe may, intentionally or otherwise, influence its outcome in an inappropriate manner.

19. The purpose of the assessment visit is to check that you meet all the Standards that the Scheme

requires. The assessor will make a detailed examination of the farm, the livestock or crop, the production facilities, operational procedures and practices, together with relevant records and documents. Assessors will also expect to verify that you hold copies of the booklets and codes of practice required by the Standards or have access to them in electronic format.

20. You must give the assessor access to relevant parts of the holding, key members of staff and relevant records/documents so that the assessment can be carried out in full. In livestock sectors the assessment of stock is integral to the initial assessment and Certification Bodies cannot assess an empty site. If at any time the unit is empty you must inform the Certification Body in writing and you must also inform them once it is restocked.

21. If the assessor cannot complete the assessment in full, certification cannot be progressed. You may have to pay an additional fee for the assessor to return to complete the assessment report.

22. If the assessor finds that you do not conform to one or more of the requirements of the standard he or she will point them out as the assessment progresses. The assessor may note the corrective action that you propose to take but under UKAS protocols, the assessor is not allowed to advise on, or suggest, the corrective action that needs to be taken. At the end of the assessment you will be left or sent a 'Notice to Remedy' which will contain:

- the details of any non-conformances,
- an indication of the evidence you will be expected to provide (invoices, records, photos, etc) to demonstrate that you have put them right
- the timescales for action

Initial Certification

23. The assessor will submit a report to the Certification Body who will review the report and decide whether you meet the Scheme certification requirements.

24. If successful the Certification Body will write to you and provide a Certificate of Conformity, either on paper or virtual format, and you can then sell your product(s) as 'Assured'. In some sectors you will receive 'stickers' to help validate your assured status when you sell crops or stock from the farm.

25. If any non-conformances were recorded, a certificate will not be issued until you have put them right and you must supply the Certification Body with evidence of rectification before a certificate can be issued. The evidence required will be at the discretion of the Certification Body following guidelines issued by the Scheme and may be:

- Documentary evidence e.g. written confirmation, photos, photocopies
- A letter from a third party e.g. veterinarian
- A re-assessment visit

26. Certification will be dependent upon you carrying out the required improvements, to the satisfaction of the Certification Body and within a specified time period commencing from the day of assessment. Any costs associated with rectifying your non-conformances, including any additional farm assessments will be borne by you.

27. Once the Certification Body has received satisfactory evidence it will enter your status on the Scheme Member Checker database as 'assured' and you can then sell your product(s) as 'Assured'. As indicated, you might receive an actual certificate in electronic format or printed but the status on the Scheme Member Checker database is definitive.

28. If you do not rectify non-conformances satisfactorily within 3 months of the initial assessment your application will lapse.

Membership Renewal

29. You will be invited on an annual basis to renew your membership; this will be 12 months after the initial assessment and every 12 months thereafter. You will receive a renewal notice and a maximum of two reminder letters prior to the annual renewal date.

30. Membership renewal and certification for the next 12 months will be conditional on receipt of the appropriate fee on or before the renewal date. Failure to renew within one month of the renewal date will result in the membership being terminated. If you subsequently apply to rejoin the subscription will not be backdated. You will be treated as a new applicant and will not be able to sell farm product as 'Assured' until you have had a satisfactory initial assessment.

31. You must keep the Certification Body informed of any material changes to your operation that might affect your certification. Examples would be the addition of crop storage facilities or additional holdings for livestock production above those mentioned in the application.

Routine Assessments

32. Once certified the Certification Body will make regular assessments and to maintain your certificate you must continue to conform to the Standards at all times. These assessments will follow a similar format to that detailed in the Initial Assessment section, paragraphs [16-22] and the table below indicates the usual frequency:

Fresh Produce & Crops	Annual
Intensive livestock (Pigs and Poultry)	Annual
Other Livestock (Dairy, Beef & Lamb)	18 months maximum
On a mixed enterprise holding you can arrange with your Certification Body to have an integrated assessment for different sectors. The Certification Body should be able to manage this so that the above assessment frequencies apply.	

33. Once certified you may also be subject to random spot checks at short notice.

34. It is not acceptable for you to unreasonably delay routine assessments or spot checks. Any undue delay in allowing access will result in suspension or withdrawal of certification.

35. If the assessor cannot complete the assessment in full the certification cannot be maintained, which may result in the suspension of certification.

36. All non-conformances against the Standards must be put right. Some Standards are marked 'Key Standards' and if the assessor finds that you have a major non-conformance* against one of the 'Key Standards' it will result in suspension of your certification until it is put right. Non-conformances against 'Other Standards' should not result in suspension provided you correct them within an agreed timescale. This will normally be within 28 days of the assessment unless you are told otherwise. The Certification Body will also reserve the right to suspend your certification in the case of a large number of such non-conformances or in the event of the same non-conformance being found on successive assessment visits. The following table summarises this.

Assessment outcome	Conforms	Major N/C*	Minor N/C
KEY STANDARDS	Certified	Certificate <u>suspended</u> until rectified	Certificate <u>not</u> suspended but must be rectified**
Assessment outcome	Conforms	Non-Conformance	
OTHER STANDARDS	Certified	Certificate <u>not</u> suspended but must be rectified**	
RECOMMENDATIONS	Some numbered points amongst the Standards are marked as 'recommendations'. These are not Standards and if you do not comply with them it will <i>not</i> affect your certification. But 'recommendations' are often included to introduce points that will become a Standard in the near future.		

* Major non-conformance means that there is little or no evidence that the requirement of a Standard is met. Minor non-conformance is recorded when there is evidence that the producer has taken steps to comply but with some gaps.

** Excessive numbers of these or repeats of the same non-conformance may result in suspension.

37. If you do not rectify non-conformances satisfactorily, your membership and certification will be suspended until the Certification Body has obtained satisfactory evidence that they have been corrected. This may involve a re-assessment for which a fee will be payable. Once your certification is suspended you must rectify the non-conformances within 3 months of the date of suspension otherwise the case will be reviewed by the Certification Body who will normally withdraw the certification and your membership will lapse. You can only regain certification by following the procedure for a new applicant and if no other sanctions remain (see below 'Termination of Membership, Withdrawing of Certification').

38. Crops: There is a delivery point rejection procedure, whereby the consumer/end user of assured grain can, where applicable, ask the relevant Certification Body to follow up on complaints or rejections at point of delivery where the cause gives reason to believe that the procedures and protocols may not have been followed. The delivery point rejection procedures are instituted where there is an indication that the Standards may not have been adhered to, for example: - insufficient baiting points for rodents, contamination or poor store monitoring leading to infestations, out of condition grain and/or a food safety risk. For further information refer to the relevant appendix of the Red Tractor Combinable Crops and Sugar Beet Standards.

Pig Producers

39. As part of the surveillance system you are required to ensure that a quarterly report, in the format prescribed by the Scheme, is submitted to the Certification Body by a private veterinary surgeon registered with the Scheme. You are responsible for any veterinary fees for these reports.

40. Your registered vet must have access to a copy of your previous quarterly report(s) and any non-conformance report from the last independent assessment. Quarters are defined as Jan/Feb/Mar; Apr/May/June; July/Aug/Sept; Oct/Nov/Dec.

41. The Red Tractor Pig Scheme has integrated the British Pig Executive's Zoonoses National Control Plan (ZNCP) Salmonella Scheme into its Standards. ZNCP results will be reported by BPEX to participating abattoirs, to the relevant veterinarian and to the Certification Body but will not be distributed for any other purpose otherwise than in relation to the ZNCP Scheme.

Certification Status

42. You must not make any claim that certification applies to business locations or activities that are not included in the scope of the certification.

43. Certificates, and where applicable stickers, are not transferable and remain the property of the Certification Body.

44. Although you may be issued with a certificate (and stickers – if applicable), the online 'Scheme Member Checkers' are the definitive means of confirming assurance status and membership details at any given point in time.

Transferring Between Certification Bodies

45. You are entitled to change Certification Bodies and maintain your assured status, provided that you have no outstanding non-conformances with your existing Certification Body. You may contact any of the Certification Bodies licensed by the Scheme at any time. You do not need to inform your previous Certification Body that you have transferred.

46. When changing Certification Bodies your new Certification Body may request access to your historical data from your previous Certification Body and it is a condition of the Scheme that this is made available.

47. If you change Certification Bodies you must declare:

- a. If you have signed a previous contract with a Certification Body for certification against Red Tractor Standards (or a recognised equivalent Scheme) covering the same production sector. If so you must identify the Certification Body and previous Scheme membership number.
- b. If any of the sites you operate have previously been inspected under the Scheme and, if so, the CPH number of the holding and PRIMO/Herd mark where applicable.

Termination of Membership, Withdrawing of Certification

48. As indicated in 37 above, if you are suspended and do not take the necessary action to rectify the non-conformances within 3 months your certification will normally be withdrawn. The Scheme, including the Certification Body, reserves the right to bar future applications or specify particular conditions for re-entry into the Scheme to businesses/premises which have their certification withdrawn in line with this process.

49. The Scheme, including Certification Body, reserves the right to refuse/terminate membership and withdraw certification when it considers that it is necessary to do so to prevent the Scheme from being brought into disrepute.

50. You must not sell product as farm assured if you are suspended or your certification has been withdrawn or you have voluntarily left the Scheme. Abattoirs, buyers and marketing groups will be informed via the Scheme Member Checker.

51. In the Fresh Produce sector you may ask the Certification Body for a voluntary suspension of one, some, or all of the crop types covered by the certificate. You may also ask for an annulment of the contract at any time unless your membership is suspended or there are non-conformances outstanding.

Appeals

52. If you have a complaint about the application process, or are dissatisfied with how an assessment has been conducted and/or the outcome of a certification decision, you may lodge an appeal with the Certification Body. Such complaints should be made in writing within 14 days. All complaints will be properly investigated and dealt with fairly in accordance with the Certification Body appeals procedure.

Prosecutions and Regulatory Sanctions

53. You must notify your Certification Body of any prosecutions brought or likely to be brought against you with respect to any issues covered in the Standards, including food safety, animal health, animal welfare, animal identification and movements, veterinary medicine records, trade description, animal transport or environmental legislation. This would also include any penalties relating to Cross-Compliance requirements that directly relate to issues covered in the Standards. You will be asked to sign a declaration relating to prosecutions and penalties in the initial application form, registration renewal forms, and other Scheme documents. Any information received by the Scheme will be investigated on a case-by-case basis and appropriate action taken.

Confidentiality and the Scheme Member Checkers

54. Your details will be treated in confidence, but the Scheme will respond to queries from third parties who have a legitimate interest who wish to confirm the certification status of any farm. A list of Approved Participants and/or Suspended Participants may be published from time to time.

55. Third parties may on occasion wish to check your assurance status in the Scheme. Where third parties are able to quote the name, address, CPH number (holding number) or Scheme membership number, we will confirm certification status as full, suspended, withdrawn or non-member. The date of the last assessment visit, certification expiry date and renewal date may also be given.

56. The Scheme Member Checkers are available through Scheme websites and provide certification information on members of the Scheme. This online checking service allows markets, processors and other buyers to instantly access information under the Scheme. The Scheme database is the definitive means of confirming assurance status and membership details at any given point in time.

57. As part of the Scheme, your membership details will be available for assurance verification on the on-line Scheme Member Checker and updated regularly by the Certification Body. Acceptance of this verification procedure is a condition of Scheme membership.

58. The Scheme reserves the right to release information from its database about the certification of the participant to a person with a legitimate interest in knowing that information, if provision of those data might be in the participant's interest.

59. The Scheme may produce and publish statistical reports drawing upon aggregated Scheme data in

such a way that individual data cannot be traced back to individual applicants or members.

60. Membership data may be retained on the databases and will be treated as specified above for a reasonable time after you have ceased to be a member of the Scheme.

Trademarks and Logos

61. Using the assurance scheme logo: As a certified member of the Scheme you are entitled to indicate that you hold a certificate and, for that purpose only, you can use the scheme (supply chain member) logos on stationery and publicity materials. You must follow the directions on use of the logos given from time to time by the Scheme at www.redtractor.org.uk. You agree to observe all such directions.

62. Using the Red Tractor logo on food: You cannot use the Red Tractor Logo on food packs, or at the point of sale of food products unless you have a packer licence issued by Red Tractor Assurance. To apply for a licence go to www.redtractorlicenceapplication.org.uk.

63. The above consent, in so far as it applies to Scheme Logos, is limited to using the entire designation and, in so far as it applies to using the Red Tractor Logo, is limited to using the Red Tractor Logo in an identical form to that used by Red Tractor Assurance. The consent is personal to you as a certified member and may not be transferred or licenced to any other person.

64. As a certified member of the Scheme you shall not use (or authorise or license others to use) the Scheme Logos and/or the Red Tractor Logo in any way outside the scope of the above consent and you shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the Scheme Logos and/or the Red Tractor Logo nor file or cause to be filed any trade mark or company name registration applications containing or confusingly similar to the Scheme Logos and/or the Red Tractor Logo. You will not oppose or cause any oppositions to be filed to any trade mark applications filed by the Scheme register the Scheme Logos and/or the Red Tractor Logo anywhere in the world nor otherwise cause any question to be raised concerning the Company's ownership of the Scheme Logos and the Red Tractor Logo.

65. The Scheme reserves the right to withdraw from any Scheme member the permission granted, after giving one months' notice or upon immediate notice if the Scheme member fails to observe the directions of the Company with regard to the use of the Trade Mark or the Logo or if the Scheme Member's membership is suspended or terminated for whatever reason.

Disclaimer

66. Under no circumstances shall the Company, its employees or agents be liable for any losses, damage, charges, costs or expenses of whatever nature (including consequential loss) which you may suffer or incur by reason of, or arising directly or indirectly from the administration by AFS, its employees or agents or the performance of their respective obligations in connection with the Scheme save to the extent that such loss, damage, charges, costs and/or expenses arise as a result of finally and judicially determined gross negligence or wilful default of such persons.

67. The Scheme reserves the right to alter the Standards and operating procedures where, at its absolute discretion, it considers it necessary to do so.

68. The Scheme Rules represent the entire understanding between you and AFS and you acknowledge that you have not relied upon any other statement (written or oral) in applying to be certified to the Standards.

INTRODUCTION TO STANDARDS

The standards are organised in sections and every section has an introduction explaining the objectives of the section as a whole. Standard numbers begin with a two letter pre-fix that identifies the section (e.g. TI Traceability and Integrity). At the end of each standard is an internal reference number (in brackets) which producers may find is used by assessors to identify any non-conformances on the report at the end of the assessment.

All of the words against each standard, whether in bold shaded and in most cases in the box below, form part of the standard. In a few cases there is additional text in italics. This provides useful information relevant to the standard but it will not form part of the assessment.

Some standards have greater significance as explained in paragraph 36 of the Rules and Procedures. **Key standards** are identified with a letter **K**. All other standards are normal and there are a small number of **recommendations** which are identified with a letter **R**.

A number of standards are supported by Appendices at the back of this manual. Appendices are numbered with the number of the standard that they relate to. An appendix can have one of three different functions:



Integral to Standards

Some are 'Integral to the Standards' - they provide important detail relating to conformance with the standard.



Farm Record

Others provide Farm Records. They may include examples of how records might be kept and/or a template record sheet when this is required.



General Information

The third type provides General Information including useful additional guidance and information.

Symbols are used to identify the three types of Appendix. The symbol will appear within the standards to indicate that there is a relevant Appendix and again within every Appendix.

Updated Standards

This updated 2nd version of the standards follows a review of the RTA for Farms Standards and includes a number of revisions which are effective from 1st October 2011. The following terms are used in the left hand column next to a standard or in the header of an Appendix to highlight where something has changed:

New – a completely new standard which the member must now adhere to.

Revised – a standard that has changed and requires the member to take some different or additional action to before.

Updated – the wording has been updated to include up to date references to legislation and publications; clarify ambiguity; remove duplication or provide additional guidance. No action is required by the member.

SEED, NURSERY STOCK AND ROOTSTOCK (SN)

Responsible use of chemicals on seed, nursery stock and rootstock is essential

SN.1	K	Producers must only use approved chemicals for the treatment of seed or rootstock (CR.SN.1)
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SITE AND SOIL MANAGEMENT (SM)


Properly managed soil through crop rotations is necessary to help maintain soil condition and reduce reliance on agrochemicals. Conservation of soil organic matter will help ensure soil stability, reduce soil erosion and maintain good soil structure.

SM.1		Producers must have a soil/growing media Management Policy and aim to maintain soil structure and control erosion. (CR.SM.1)
		The value of diverse crop rotations where relevant must be recognised. Crop rotations must be employed whenever possible to maintain soil condition and reduce reliance on agrochemicals to maximise plant health.
SM.1.1	R	It is recommended that producers know the classification of soils on their farms; understand their characteristics and production potential and that producers have a written policy on the conservation of soil organic matter. It is also recommended that production practices are adjusted to maintain soil structure and control erosion. This can be demonstrated by a written Soil Management Plan which includes reference to conservation. (CR.SM.1.1)
		<i>The organic matter content of soil is important for soil stability and helps to reduce soil erosion and maintain good soil structure. Details of best practice to maintain and improve soil quality can be found in the Defra Code of Good Agricultural Practice. Producers should complete a soil protection review as required through cross-compliance. Growers should be able to demonstrate awareness of erosion risk and measures to counter this. A Soil Management Plan is available to download from www.defra.gov.uk/farm/index.htm</i>

ENVIRONMENTAL IMPACT/CONSERVATION AND SUSTAINABILITY (EI)

Management of wildlife, protection of carbon stocks and conservation of the environment is important to ensure that agricultural production minimises the impact it has on the environment, avoids damaging habitats and encourages natural flora and fauna wherever possible.

EI.1	Producers must be aware of any practices that have an environmental impact (CR.EI.1)
	<p>Producers must be aware of any practices that have an environmental impact and identify important features of biodiversity and conservation value on and around the farm. Producers must adopt practices to minimise detrimental impact upon such features.</p> <p><i>Producers that have any land on or bordering SSSI must adhere to the management requirements as set out in the Wildlife and Countryside Act 1981 (as amended) and outlined in GAEC 6. If there are any Scheduled Monuments on land producers must adhere to the requirements under the Ancient Monuments and Archaeological Areas Act 1979 (as amended) and outlined in GAEC 7.</i></p> <p><i>Producers must adhere to cross-compliance hedgerow and watercourse protection and 1997 Hedgerow Regulations outlined in GAEC 14 & 15. If land is designated as a Special Protection Area producers must adhere to regulations and requirements under the Wild Birds Directive 2009/147/EC and Habitats Directive 92/43/EEC and outlined in SMR 1 and SMR 5.</i></p>
EI.1.1 <i>Revised</i>	Producers who are planning to use land classified as uncultivated or semi-natural area at 01.01.2008 for arable production must ensure Environmental Impact Assessment (EIA) Regulations have been met. In addition, if any of that land is used to produce energy crops producers must retain information related to possible carbon losses. (CR.EI.1.1)
	<p><i>Conversion from non arable to arable (land that is under temporary or rotation crops, including temporary fallow and grass under 5 years) can significantly increase carbon emissions. Producers should therefore retain information of the conversion including area, previous land type and cultivation method for 5 years.</i></p>



EI.1.2 <i>Revised</i>	<p>Crops and sugar beet that may be used to produce biofuels and bioliquids must not be produced on land that had one of the following statuses on or after January 2008:</p> <ul style="list-style-type: none"> • a high biodiversity value or • land with high carbon stock or • land that was peatland unless evidence is provided that the cultivation and harvesting does not involve drainage of previously undrained soil (CR.EI.1.2)
 Integral to Standards	<p><i>These restrictions mean producers are not permitted to convert to arable production areas from:</i></p> <ul style="list-style-type: none"> • any wooded or forested land (i.e. land spanning more than 1 hectare with trees higher than 5 metres and a canopy cover of over 10%) (this excludes Short Rotation Coppice as it will not reach 5 metres in height but will cover short rotation forestry) • any undrained peatland • any wetland area • areas prohibited for cultivation by law or by the relevant competent authority for nature protection purposes or protection of specific ecosystems or species • areas of permanent grassland (grassland that has been established for more than five years). <p><i>See relevant appendix for more information on this requirement and on compliance.</i></p>


ENVIRONMENTAL PROTECTION & CONTAMINATION CONTROL (EC)


A responsible attitude to the countryside and the environment is essential. Carefully managing the storage, application/ use and disposal of fuel oils, fertilisers, pesticides (including insecticides, herbicides and fungicides), manures and other potential pollutants and wastes in accordance with current legislation and good practice will reduce the risk of causing pollution of the environment (including soils, groundwater, watercourses, air and wildlife habitats), contamination and spread of disease.


EC.1	The farm must present a clean and tidy appearance. (CR.EC.1)
	<p>A satisfactory level of cleanliness and basic conditions must be maintained particularly where it impacts on food safety, animal welfare and environmental protection. Accumulated rubbish and redundant equipment must be kept in controlled areas separate from livestock and crop storage and packing areas.</p> <p>Buildings must be kept clear of weeds.</p>


EC.2 <i>Revised</i>	K	All pesticides must be kept in a secure store to prevent contamination and pollution. (CR.EC.2)
		<p>Contamination of crops, feedstuffs, fertilisers, animals, soils, groundwater and watercourses must be avoided.</p> <p>Pesticides must be stored in accordance with national, regional, local regulations; the Code of Practice for Using Plant Protection Products; manufacturers recommendations and HSE requirements.</p> <p>The store must be sound, well ventilated, frost proof, have ease of access and have sufficient light to enable the spray operator to read the product label. An outside cage open to the elements is not acceptable unless the product is supplied in a container purposely designed for secure outdoor storage.</p> <p>The store must also meet the minimum standards set out below.</p> <p><i>Further guidance on the suitability of store location (including control measures for spillages and fire water containment), and store management is available from the regional Environment Agency office.</i></p>
EC.2.1		General warning signs must be placed on access doors. (CR.EC.2.1)
EC.2.2		The store must have emergency facilities to deal with accidental spillages (e.g bucket of sand or absorbent granules) and be able to retain spillages or have an adequate sump to prevent contamination of watercourses. (CR.EC.2.3)
EC.2.3	R	It is recommended that the store, including any doors but not the roof, must be made of materials which will resist fire for 30 minutes or longer. In addition, it is recommended that the store is away from areas that present a risk of fire and at least four metres from other flammable materials or sources of ignition. (CR.EC.2.4)
EC.2.4		All pesticides must be stored in their original package. In the case of breakage only, the new container must be suitable with a fitted lid or cap and display the information on the original label. (CR.EC.2.5)
EC.2.5 <i>Revised</i>		Storage of powders must ensure that they cannot be contaminated by liquid spillage. (CR.EC.2.6)
EC.2.6		All plant protection products in the store must have current UK approval. (CR.EC.2.7)
EC.2.7		Keys and access to the pesticide store must be limited to staff with adequate training in the handling of pesticides. (CR.EC.2.8)
EC.2.8 <i>New</i>		A list of stored pesticides must be kept (updated every 3 months) and a copy held in the farm office or other suitable location away from the store allowing easy access in case required by the emergency services. (CR.EC.2.9)
EC.3 <i>Updated</i>	K	All fertilisers (solid or liquid) must be kept stored in a way that will prevent contamination and pollution. (CR.EC.3)
		<p>Contamination of crops, feedstuffs, pesticides, animals, soils, groundwater and watercourses must be avoided.</p> <p><i>Fertilisers must be suitably stored (at least 10m from watercourses and at least 50m from a well, spring or borehole) to minimise the risk of environmental pollution.</i></p>
EC.3.1		Fertilisers must not be stored with pesticides or any other flammable materials. (CR.EC.3.2)
EC.3.2		Fertilisers must not be stored with any combinable crops or sugar beet. (CR.EC.3.1)


EC.3.3		Fertiliser stock records must be maintained which detail up-to-date quantities received and used and these must be updated at least every three months. (CR.EC.3.3)
EC.3.4	R	It is recommended that general hazard warning signs are displayed where over 25 tonnes of fertiliser containing more than 27% nitrogen are stored. Members should be aware of and comply with the Dangerous Substances (Notification and Marking of Sites) Regulations 1990. (CR.EC.3.4)
EC.3.5 <i>Revised</i>		Liquid fertiliser must be stored in accordance with Defra's 'Protecting our Water, Soil and Air - A Code of Good Agricultural Practice for farmers, growers and land managers' (in suitable tanks/bowsers preferably within a secondary containment system and away from watercourses) and a contingency plan must be in place in the event of spills, leaks, overfills and other accidents. (CR.EC.3.5)
		Liquid fertiliser tanks (if not bunded to Environment Agency standards) should have lockable or removable tap handles. Sight glasses, if fitted, should be secured to avoid accidental or malicious spillage.
EC.3.6		Granular fertiliser must be stored on a hard, dry surface preferably under cover, where spillage can be contained rather than carried by run off water into watercourses. (CR.EC.3.6)
EC.4		In the interests of security, fertiliser must be stored in such a way as to reduce the risk of theft, and appropriate actions taken should a theft be discovered. (CR.EC.4)
		Where possible fertiliser should be stored in a secure building or compound where there is no public access and which is located away from and is not visible from the public highway. Where a secure building or compound is not available, the producer must be able to explain what system he uses to ensure that stored fertiliser has not been tampered with or moved without his knowledge. A protocol must be in place and known to all staff that details what action must be taken if a discrepancy or theft of fertiliser is discovered.  Integral to Standards <i>See relevant appendix for details of how to store fertilisers safely, a self-assessment checklist and an example protocol of actions in the event of discovering a fertiliser loss.</i>
EC.5 <i>Updated</i>	K	Potential pollutants such as silage, slurry, agricultural fuel oil and waste such as empty containers must be stored appropriately to prevent pollution and spread of disease. (CR.EC.5)
		The Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) Regulations 2010 and equivalent in devolved regions requires that for silage, slurry and fuel oil these potential pollutants be appropriately stored to reduce the risk of polluting groundwater and watercourses. Storage areas for moist feeds and storage areas for wastes must be environmentally safe. The Environmental Permitting Regulations have similar requirements for other waste pesticides.  Integral to Standards <i>(See relevant appendix for summary of the legal requirements). Further Guidance is contained in Defra's 'Protecting our Water Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers', Defra's Groundwater Protection Code or equivalent regional publications.</i> Where required by legislation, fuel tanks must be bunded in case of leakage.

EC.6 <i>Updated</i>	K	All paints, preservatives, disinfectants, baits, lubricants and other chemical products must be kept in a suitable store to prevent contamination and pollution. (CR.EC.6)
		Contamination of crops, feedstuffs, pesticides, animals, soils, groundwater and watercourses must be avoided. (NB If no paints, preservatives or other chemicals are stored, this standard is not applicable.)
EC.7 <i>Revised</i>	K	Pesticides and other crop protection products must be applied to land in ways which prevent pollution. (CR.EC.7)
 General Information		All pesticides must be applied according to the statutory conditions of use. All pesticide applications must comply with current Regulations or SOLAs (Specific Off Label Approval) including statutory conditions regarding the specific crop, maximum permitted total dose, maximum number of treatments, application intervals and latest time of application as indicated on the product label. Records must be maintained to confirm compliance and a hard copy or direct electronic access to the SOLA must be available. (See relevant appendix for more details).
EC.7.1	K	Only plant protection products approved for use in the UK on the crops being protected can be used. (CR.EC.7.1)
EC.7.2		When mixing plant protection products, any handling and filling instructions stated on the label must be followed. (CR.EC.7.3)
EC.7.3		Any areas of high pollution risk must be identified on the farm e.g. near watercourses or ponds, where application of pesticides should not be carried out. Farm maps must be used to show these areas. (CR.EC.7.4)
EC.7.4		Precautions must be taken to avoid or protect non- target areas from direct overspray or spray drift and local bee keepers must be given a minimum of 48 hours notice of the intention to apply a pesticide that is potentially hazardous to bees. (CR.EC.7.5)
EC.7.5		Certain pesticides carry a 'buffer zone' requirement when applied near water. When applying these pesticides, via a horizontal boom sprayer or air assisted sprayers, a LERAP (Local Environmental Risk Assessment for Pesticides) must be undertaken and whether or not the buffer zone laid down to protect water is reduced or not, the results must be recorded. (CR.EC.7.6)
EC.7.6		Pesticides must not be carried in the cab of the sprayer, and a safe method of transport, as detailed in the Code of Practice for Using Plant Protection Products must be used. (CR.EC.7.7)
EC.7.7	R	It is recommended that integrated crop management (ICM) should be adopted and discussed with relevant staff, advisors and contractors. (CR.EC.7.8)
EC.7.8		Regular crop inspections must be undertaken and recorded. (CR.EC.8.1)

EC.8 <i>Revised</i>	Pesticide and crop protection product use records must be kept. (CR.EC.8)
	<p>All pesticide applications whether carried out by the member or a qualified contractor must be recorded and kept for a minimum period of 3 years, as stated in the Code of Practice for Using Plant Protection Products. These records must be made available to the inspector and should include: name of equipment operator, crop, variety and growth stage, crop location/field name, area to treat, rate of application, product name and active ingredient, volume of water, reason for application, special precautions required (i.e. LERAP), date of application (where this may occur over a period of more than one day, the start date and finish date must be recorded), start and finish times, weather conditions, if appropriate (including wind speed and direction at application) and harvest interval. Invoices of the products used must be kept as part of the record keeping.</p> <p>(See relevant appendix.)</p> <p>Copies of the Defra Code of Practice for Using Plant Protection Products can be downloaded from www.pesticides.gov.uk or are available on CD Rom.</p> <p>Information on LERAP is available from http://www.pesticides.gov.uk/safe_use.asp?id=207</p>
EC.8.1 <i>Updated</i>	Relevant pests, diseases and weeds must be monitored and recorded directly or through participation in a relevant prediction programme. Thresholds where applicable must be used to avoid the routine application of pesticides. (CR.EC.8.2)
EC.8.2	<p>Crop protection products must be appropriate for the control required as recommended on the product label or SOLA. Having regard to residue levels and environmental impact, members must follow all pesticide label recommendations in particular regarding:</p> <ul style="list-style-type: none"> • Maximum permitted dose rates; • Restrictions on repeated applications to a single crop; • Harvest interval and latest application stage <p>If reduced spray volume applications are used, the guidelines in the Defra Code of Practice for Using Plant Protection Products must be adhered to. (CR.EC.8.4)</p>
EC.9	Pesticide spraying equipment must be checked regularly to ensure accurate and efficient application of pesticides. (CR.EC.9)
	Pesticide equipment other than hand-held applicators and knapsacks must be tested under an independent sprayer certification scheme (such as NSTS) and hold a valid pass test certificate. Alternatively, the sprayers must be annually serviced, tested (the test to be documented and to cover at least all of the NSTS Test criteria appropriate to that sprayer) and achieve a test pass for all criteria, by an engineer certificated by the appropriate sprayer manufacturer.
EC.9.1	An Annual Routine Operator Check must have been undertaken for all hand-held applicators and knapsack sprayers and the results recorded. (CR.EC.9.1)
EC.9.2 <i>Revised</i>	Where members use the services of a third party such as a spray contractor, it is the member's responsibility to obtain a copy of the relevant NSTS certificate or engineers test certificate for the active sprayer used. The NSTS certificate or engineer's test certificate must be valid at the time of the application of the plant protection product. (CR.EC.9.2)

EC.10 <i>Revised</i>	K	Fertilisers and soil conditioners (including manures and composts) must be suitable and applied to land in ways which prevent pollution, contamination and spread of disease . (CR.EC.10)
 Integral to Standards		<p>Fertiliser applications (including those to grazing or forage conservation land) must follow current legislation and Defra's 'Protecting our Water, Soil & Air – A Code of Good Agricultural Practice for farmers, growers and land managers' or equivalent regional publications.</p> <p>Application of manures, sludges, anaerobic digestates, composts and other materials provides a valuable source of nutrients or soil conditioning but they might also cause pollution of the local environment, or contamination of crops or livestock.</p> <p>Producers should consider soil type, crop requirements, slope, field conditions, weather conditions, grazing or planting intervals and the position of surface waters, water supplies and water abstraction points even on neighbouring land. Regulations apply and, in designated areas, NVZ regulations impose additional restrictions. (See also standard EC.12)</p> <p>Any material that originates outside the holding that is applied to land must have an agricultural benefit and must be properly permitted by the Environment Agency, SEPA or NIEA.</p> <p>The application of waste animal by-products (for example waste abattoir material but not lairage manure) that have not been treated in any way is not permitted on any agricultural land including grassland and forage crops.</p> <p><i>For further information check with the Environment Agency, SEPA or NIEA. Further advice on the requirements of this standard may be found in the relevant appendix.</i></p>
	EC.10.1	Any use of treated Human Sewage Sludge on land destined for agricultural use must be in accordance with the Defra Code of Practice for the Agricultural Use of Sewage Sludge. (CR.EC.10.1)
	EC.10.2	K Untreated Human Sewage Sludge must not be applied to farm land. (CR.EC.10.2)
	EC.10.3	R It is recommended that a cropping/nutrient management plan is developed based on risk and soil analysis, together with the timing, frequency and quantity of applications of nutrients to ensure that nutrient loss is minimised; fertiliser applications are optimised and soil potential is maximised. (CR.EC.10.3)
	EC.10.4	Fertiliser rates must be based on a calculation of the nutrient requirements of the crop and on regular analysis of nutrient levels in soil, plant or nutrient solution. Nutrient applications should be guided by the levels contained within the Defra/SAC fertiliser recommendations. (CR.EC.10.4)
	EC.10.5 <i>Revised</i>	The supply and timing of nutrient application must be matched to meet crop demand as nutrient leaching has significant environmental consequences. Precautions must be taken when applying nutrients to protect non-target areas from fertiliser/nutrients and run-off or leaching of said fertiliser/nutrient. (CR.EC.10.5)
		<p><i>Effective P and K balances can be achieved either by rotational maintenance replacing that removed by the crop, or by crop-specific applications based, where applicable, on Defra fertiliser recommendations (RB209).</i></p> <p><i>Chopping and incorporation of crop residues helps to minimise loss and maintain fertility.</i></p>
	EC.10.6	Records of all applications of soil/substrate and foliar fertilisers must be retained and include, where appropriate, location, date of application, type and quantity of fertiliser applied, the method of application and the operator name. (CR.EC.10.6)

EC.10.7 <i>Revised</i>	Purchased inorganic fertilisers used within the last 12 months must be accompanied by documentary evidence detailing the chemical content (such as invoices or delivery notes). (CR.EC.10.7)
EC.10.8 R	It is recommended that members ensure that they adopt good practice to minimise nutrient losses, and comply with any relevant legislation. (CR.EC.10.8)
	<p><i>Nitrate</i></p> <p><i>Members operating in Nitrate Vulnerable Zones, are required to comply with measures contained in the action programme, and to keep records to demonstrate compliance. A key principle is to apply no more nitrogen fertiliser than is required to produce the economic optimum yield, and to make appropriate allowance for nitrate from other sources, such as that released from organic manures, composts and soil organic matter, when deciding on fertiliser rates. Outside NVZs, the Defra Code 'Protecting our Water Soil and Air - A Code of Good Agricultural Practice for farmers, growers and land managers' should be followed.</i></p> <p><i>Phosphate</i></p> <p><i>Very small quantities of phosphate are sufficient to cause over-enrichment of some waterways. Phosphate bound to soil particles moves to watercourses as a result of soil erosion. It is therefore important to follow good practice in regularly checking the phosphate index of the soil and setting fertiliser rates accordingly so that the soil reserves are not excessive. In addition, good practice measures to prevent the loss of soil to watercourses during rainfall will make an important contribution to protecting water quality.</i></p>
EC.10.9	Precautions must be taken when applying nutrients to protect non-target areas from fertiliser/nutrients. (CR.EC.10.9)
EC.11	Fertiliser spreaders must be checked regularly to ensure accurate and efficient application of nutrients. (CR.EC.11)
	Fertiliser spreaders must be suitable for the land/crop on which their use is intended, with at least annual servicing and calibration to ensure accurate and efficient nutrient application. The maintenance, calibration and any test certificates must be recorded.
EC.12	All farms using organic waste and manures must have and implement a written Manure Management Plan to prevent pollution, contamination and spread of disease. (CR.EC.12)
 Integral to Standards	<p>Farm manures in this context are those which can be applied to land and include slurry, solid manure, poultry litter, silage effluent, dirty water and other organic wastes. The NVZ legislation will have an important impact on manure management. Guidance on producing a Manure Management Plan is provided in Defra's "Protecting our Water Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers" or equivalent regional documentation.</p> <p>For producers who do not use farm manure, biowaste or compost this standard is not applicable.</p> <p><i>The relevant appendix provides an example of an acceptable Manure Management Plan.</i></p>


EC.13 <i>Updated</i>	K	All wastes, including surplus pesticides, oils, plastics, other chemicals and empty containers must be disposed of in accordance with legislation and adherence to relevant codes of practice to prevent risks of contamination and pollution. (CR.EC.13)
 Farm Record		<p>These requirements are covered by the Environmental Permitting Regulations 2010. This must be demonstrated by producing a farm waste management plan or waste transfer notes/receipts from a registered waste carrier. The plan or waste transfer notes/receipts must cover all sources of waste, for example, the disposal of agro-chemical waste and empty containers, silage wrap and other plastics, tyres and rubber, and waste fuel oil.</p> <p><i>It is recommended that the plan should contain details of any waste exemptions and environmental permits that are held.</i></p> <p>Details regarding the disposal of wastes that may be burned must be included in the plan in order to show how the risk of atmospheric pollution is minimised. (Most wastes may not be burned). A suitable form of plan is given at the relevant appendix.</p> <p><i>The only wastes that may be burnt are vegetation and untreated wood.</i></p>
EC.13.1		Empty containers must be cleaned using an integrated pressure rinsing devise or rinsed three times with water, and the rinsate returned to the spray tank. (CR.EC.13.1)
EC.13.2 <i>Revised</i>		<p>Growers must ensure that :</p> <ul style="list-style-type: none"> • Non returnable empty pesticide containers are not re-used, and are stored, and disposed of, in accordance with the options available under the Environmental Permitting Regulations 2010. • Returnable empty containers are kept secure until disposal or recovery is possible. Disposal or recovery must take place within 12 months. • Only registered waste carriers are used to collect the triple rinsed containers for recycling or disposal. <p>If growers transport the containers they must be taken to a site which has appropriate waste exemptions or an environmental permit. (CR.EC.13.2)</p>
EC.13.3		The safe disposal of redundant pesticides must be planned and recorded and obsolete pesticides can only be disposed of through a certified or approved chemical waste contractor or the supplying company. (CR.EC.13.3)
		<i>See Code of Practice for Using Plant Protection Products.</i>

EC.13.4 <i>Revised</i>	<p>Under normal circumstances surplus spray mix should not occur. However if surplus does occur, it must be sprayed onto designated areas e.g. sprayed or unsprayed crop left specifically for the purpose. Tank washings and rinsates can be treated in a biobed or biofilter and treated under a waste exemption registered with the Environment Agency.</p> <p>Alternatively, surplus pesticide spray mix and tank washings can be securely stored pending collection by a registered waste contractor. Tank washings and rinsates must be handled as per the guidance given in The Code of Practice for Using Plant Protection Products (available from Defra Publications (Product code PB11090). The disposal of surplus spray mix tank washings and rinsates directly to the ground must be done in accordance with an environmental permit (formerly know as a ground water authorisation) issued by the Environment Agency.</p> <p>Further guidance and advice on biobeds can be found on the Environment Agency website www.environment-agency.gov.uk/agriculturalwaste. Further guidance on environmental permits can be found at www.environment-agency.gov.uk/epr (CR.EC.13.4)</p>
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STAFF AND CONTRACTORS (SC)

Properly trained and competent staff, whether directly employed or contractors, are essential to achieving good standards of production. You are reminded that you must ensure that all labour providers have obtained a licence under the Gangmasters (Licensing) Act 2004 to operate through a compliance auditing/inspection process.

SC.1 <i>Revised</i>	K There must be sufficient people available who are competent, that is have the necessary experience and / or training for the work they do. (CR.SC.1)
	<p>Assessors will look at records of training and experience and may ask questions of individual workers to understand their knowledge of relevant codes or procedures.</p> <p>Where outside advisors are not used to provide advice on pesticide usage and application, staff must be able to demonstrate their competence and knowledge having undertaken some formal training on pesticide usage and application.</p>
SC.1.1 <i>Updated</i>	Formal training must be given to all people handling, storing and using agrochemicals which covers legislative requirements and industry Codes of Practice relevant to the operations being carried out (Grandfather rights do not allow the holders to supervise/train non qualified staff using crop protection products) and all people operating potentially dangerous or complex equipment. This includes sub-contracted staff. The statutory Codes of Practice from DEFRA and the Health and Safety Executive (HSE) must also be adhered to. (CR.SC.1.1)
SC.1.2	The Control of Pesticides Regulations (COPR) 1986 require that all sprayer operators must have appropriate training and hold, where relevant, the appropriate certificate(s) of competence, i.e. certificates issued by the National Proficiency Test Council. Thus operators not holding "Grandfather rights" (i.e. born after 31st December 1964) must undertake suitable training. Any pesticide applications made as a commercial service (contracting) must only be undertaken by certificate holders. Untrained operators who require a certificate of competence must be supervised whilst they apply pesticides by a certificate holder and must be within sight and sound of the supervisor (those holding Grandfather rights may not act as trainers). Members must be able to demonstrate their competence and knowledge having undertaken adequate training on pesticide usage and application. (CR.SC.1.2)


SC.1.3	NRoSO - Sprayer operators must be registered on the National Register of Sprayer Operators (NRoSO). Where spraying operations are contracted see SC 1.6 and SC.2. (CR.SC.1.3)
	<i>An application form can be obtained from NRoSO Telephone 024 7669 6553 Fax 024 76696128 Email: information@nroso.org.uk or downloaded from www.nroso.org.uk</i>
SC.1.4	Where an adviser, consultant or trade representative advises on fertiliser usage etc on a member's farm, it is the member's responsibility to obtain the relevant FACTS Professional Register number. The member should also ensure the adviser, consultant or trade representative has read the Scheme standards and agrees to advise on fertiliser use in compliance with the standards. (CR.SC.1.4)
SC.1.5	Where an adviser, consultant or trade representative advises on pesticide usage on a member's farm, it is the member's responsibility to obtain the relevant BASIS Professional Register number and to ensure the adviser, consultant or trade representative has read the Scheme standards and agrees to advise on pesticide use in compliance with the standards. (CR.SC.1.5)
SC.1.6	<p>Where members use the services of a third party such as :-</p> <ul style="list-style-type: none"> • a spray contractor or granular/dust application contractor, it is the member's responsibility to obtain the relevant certificate of competence number, and name of the operator, or to obtain from the contractor confirmation that the relevant employee holds such certificates, and ensure they are aware of the Scheme standards. Contractors should be made aware of Groundwater Regulations 1998 regarding the disposal of spray washings etc, and must comply with any disposal authorisations for the farm. • a third party seed-dressing contractor, it is the member's responsibility to obtain the relevant certificate of competence number, and name of the operator, or to obtain from the contractor confirmation that the relevant employee holds such certificates, or to obtain from the contractor the Assured Land Based Contractors Verified Seed Scheme membership number and ensure they are aware of the Scheme standards. (CR.SC.1.6)
SC.2	Records must be kept of the experience, qualifications and training for all persons working on the holdings (both full-time and part-time). (CR.SC.2)
 <p>General Information</p>	<p>Certificates of training or Continuing Professional Development (CPD) for permanent workers can be discarded after 2 years after leaving employment. Records for casual workers need only be available for the duration of the employment.</p> <p>Certificates of competence and/or records of training for each employee must be kept in the interests of operator safety.</p> <p><i>The assessor will wish to inspect all certificates of competence as issued by the National Proficiency Tests Council (NPTC) and/or training certificates. A full list of certificates of competence and the relevant test module is available under the relevant appendix.</i></p>
SC.2.1	Sprayer operators must be registered on the National Register of Sprayer Operators and where spraying operations are contracted, it is the responsibility of the member to ascertain and record, the sprayer operator's name and valid NRoSO membership number. (CR.SC.2.1)

SC.2.2	All sprayer operators must hold, where relevant, the appropriate certificates of competence (i.e. certificates issued by the National Proficiency Test Council). Operators holding " Grandfather Rights" i.e. born before 31st December 1964) must undertake suitable training. This applies equally to operators of granular pesticide applicators and seed dressing equipment etc. (CR.SC.2.2)
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CROP STORAGE AND HARVESTING (CS)

Properly maintained and clean stores, equipment and transport which store, handle and transport crops are vital to reduce the risk of contamination and ensure food safety.

CS.1	Producers must determine the condition of crops immediately they go into store and make an assessment of risk in terms of storage. (CR.CS.1)
	<p>Grain stored for more than a few days may need conditioning. It may also need to be dried and/or cooled. It is essential to avoid over-drying and causing heat damage to the grain. If grain requires drying, it must be carried out as soon as possible to avoid damage to the grain through heating, mould or smell and at a temperature consistent with preserving the grain quality required for the specific end use. Grain that is not dried may deteriorate and is at risk in terms of the development of mycotoxins. For further information see HGCA Grain Storage Guide 2nd edition and HGCA Safe Storage Time Calculator (www.hgca.com).</p> <p>Grain stored for more than a few days requires a specific storage strategy and this will be part of the ongoing risk assessment.</p>
CS.1.1	The temperature and moisture content of grain must be monitored. Any rise in temperature must be investigated. Appropriate action must be taken to remedy water ingress, bird and rodent activity, and hot spots. If insects/mites are detected, refer to HGCA Grain Storage Guide 2nd edition or seek further advice. In all cases records must be kept of the dates of all checks and follow-up action, where applicable. (CR.CS.1.1)
	<i>Initially the temperature and moisture content of stored grain must be monitored. The HGCA Safe Storage Time Calculator can be used as an aid for monitoring. Where storage records can demonstrate that temperature has been stabilised over a period of time, it may be permissible for the interval between store temperature checks to be extended. If there is no evidence of bird and rodent activity, again the interval between checks may be extended. In all cases ongoing dated record sheets must be kept of the dates of all checks and follow-up action where appropriate.</i>

CS.1.2	Regular ongoing risk assessments (at least annual) must be carried out and in relation to the storage facilities (temporary and long-term holdings) including reference to the fabric of the store (walls and roof etc) and any stored crops. (CR.CS.1.2)
	<p>See relevant appendix which provides an example of issues to be covered in a storage risk assessment. Members should record the dates of checks and detail any corrective action undertaken as a result.</p> <p>Where applicable members are urged to consider the following:</p> <p>Clay pigeons (which are generally made from Bitumen), can be a source of contamination in grain and particularly in loads of rapeseed leading to high levels of BaP in crude oil and in the rapeseed (BaP is the measurement for PAHs and current legislation is max 2ppb BaP in oils).</p> <p>The following guidelines should be followed:</p> <ul style="list-style-type: none"> • Clay pigeons must not be stored in a grain store or left on trailers which are used to carry grain. • Any broken/used clay pigeons must be disposed of properly and not stored in or near grain stores. • Clay pigeons should not be shot over a crop after 31 March or yellow bud stage whichever is the later. Shotguns and air guns should not be used in and around stores, lead shot contamination can cause problems for end users and may lead to rejection of loads. <p>Contamination of stored crops with stones, metal and fragments of concrete should be minimised.</p>
CS.1.3	Moisture meters and temperature probes must be calibrated annually and the results recorded. (CR.CS.1.3)
	<i>For production only members, a temperature probe is not compulsory</i>
CS.1.4	K If any post-harvest pesticides or diatomaceous earth products are used on grain, the product used, dose rate, date and reason for application must be recorded. (CR.CS.1.4)
	<p>The usage of post-harvest pesticides is not a scheme requirement. Members are advised to check with buyers before using any post-harvest pesticides. Many cereal processors do not permit the use of diatomaceous earth products.</p> <p>No chemically active post-harvest pesticides are approved for application to oilseeds. SCOPA has approved the use of the following diatomaceous earth products for the post-harvest treatment of oilseeds: DEMETER, SILICO SEC.</p>
CS.1.5	If any pre-harvest grain store pesticides are used, the site, the product used, dose rate and date of application must be recorded. (CR.CS.1.5)
	<p>The use of pre-harvest grain store pesticide is not compulsory under the scheme.</p> <p>Members should consult their customers to determine if any additional commercial restrictions on the use of pre-harvest grain store pesticides exist</p>

CS.2	K	Buildings used for temporary holding of crops must be suitable for use. (CR.CS.2)
		<p>Temporary storage must be weatherproof and all roof leaks, broken sheeting, guttering etc must be repaired and buildings cleaned prior to storage of grain. The suitability, or otherwise, of any holding area must be considered in relation to the potential hazard to the crop. This will depend on the length of time that the grain will remain "in situ" and on a range of site-specific factors. Where only temporary holding facilities are available for storage of grain on farms, or where grain is moved directly from the combine such members will be classed as "Production Only" and membership numbers will be prefixed with the letter "P".</p> <p>Temporary holding is for a period of up to 30 September, or 4 weeks after harvesting, whichever is the later. Members should be aware that intakes might refuse grain with a "P" sticker delivered outside this period. Where temporary holding and long-term storage exist on the same farm, grain from the temporary holding must be cleared as above. The assessor will record where temporary holdings and long-term stores are situated and assessments may be carried out the following September / October to ensure clearance in the timescales permitted.</p>
CS.2.1	K	All light bulbs, tubes, lamps, windows or any other glass material must be protected or constructed to avoid broken glass contaminating the grain. (CR.CS.2.1)
CS.2.2		Any buildings or facilities used for temporary holding of grain must have suitable floors of solid construction to prevent contamination of grain with earth, stones, debris etc. Walls must be constructed of suitable material to prevent contamination of the stored grain. (CR.CS.2.2)
CS.3	K	Buildings used for long-term storage of crops must be suitable for use. (CR.CS.3)
		<p>Buildings used for long-term storage of grain must be weatherproof and all roof leaks, broken sheeting, guttering etc must be repaired prior to storage of grain. Members must inspect the store immediately prior to use, and regularly thereafter.</p> <p><i>Long-term stores should ideally be dedicated to grain storage although multi-purpose/mixed usage stores are acceptable to the scheme.</i></p>
CS.3.1 <i>Revised</i>	K	Buildings used for long-term storage of grain must have solid floors and suitable walls and doors. (CR.CS.3.1)
		<p><i>Floors must be of solid construction. Bituminous floors and bituminous fillers between concrete floor slabs must not be used for the storage of oilseeds or for the construction of new stores and/or repair of existing stores.</i></p> <p><i>It is recommended that members avoid storing grain on newly laid concrete floors to avoid absorption of excess moisture. Walls must also be of solid construction to prevent contamination from water, rodents etc. Doors should fit and close properly to prevent ingress of water, rodents and birds. They can be constructed from close meshed netting or similar material assuming they are fit for purpose.</i></p>
CS.3.2	K	All light bulbs, tubes, lamps, windows or any other glass material must be protected or constructed to avoid broken glass contaminating the grain. (CR.CS.3.2)

CS.4	In the case of flat grain stores, hard outside loading areas must be maintained in a clean and well-drained condition. (CR.CS.4)
	<p>Loading areas must be maintained in line with the DEFRA Code of Practice for the Control of Salmonella during storage handling and transport of raw materials.</p> <p><i>For further information see:</i> http://www.defra.gov.uk/animalh/diseases/zoonoses/zoonoses_reports/salmonella_cop.pdf</p>
CS.5 <i>Revised</i>	Traceability records must be kept to identify varieties and fields of origin of crops stored in bulks/bins. (CR.CS.5)
CS.6	Drying equipment must be regularly maintained in line with manufacturers' instructions by demonstrably competent staff. (CR.CS.6)
	<p>It is essential to ensure that burners are operating efficiently and the dates when maintenance is undertaken must be recorded. Fuel used in oil-fired driers must meet commercial ISDN/ISO fuel standards. Waste oil must not be used under any circumstances.</p> <p><i>Wherever possible direct oil fired driers should be avoided when drying oilseed rape. Assessors will check whether operators have been trained and whether a copy of the drier manual is available to the operator. It is a legal requirement that all refined oils have a Benzo alpha Pyrene (BaP) level of less than 2ppb. BaP is a measure of polycyclic aromatic hydrocarbons (PAHs)</i></p>

VERMIN CONTROL (VC)

Control of vermin (including birds, rodents and insects) and other animals (including cats and dogs) is vital to prevent contamination of animal feed or harvested crops. This is important in the production of safe food, managing biosecurity and preventing the spread of disease.

VC.1	K	An effective control system must be in operation in the areas detailed to control infestation by vermin and other animals. (CR.VC.1)
		Control can be undertaken either in house or by outside contractors. Attention should always be paid to the safe placing of bait.
VC.1.1		Effective vermin (including rodent) control measures must apply to all storage sites and these control measures must comply with statutory label instructions and be recorded. The records must include a site plan showing the location of bait points and be kept for 2 years. (CR.VC.1.1)
VC.1.2		The vermin control system must prevent bird, rodent and domestic animal entry to all long-term grain storage. Entry points around gutters, eaves, doors, loading pipes etc should be secured. Doors should be kept shut wherever possible and stores kept as dark as possible. Where stores are multi-purpose/mixed usage it may not be possible for safety reasons to darken stores and this is acceptable. Contamination of stored grain with vermin bait must be avoided. Baits must be placed in such a manner that non-target species do not have access to them. Baiting stations must be kept well away from the stored grain. (CR.VC.1.2)
		<i>See HSE Agriculture Information Sheet No 31 available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165</i>

VC.1.3	Insect traps (Pitfall traps and equivalent) in stored grain must be used as a means of monitoring insect/mite activity. If insects/mites are detected, refer to HGCA Grain Storage Guide 2nd edition or seek further advice. In all cases records must be kept of the dates of all checks and follow up action, where applicable. (CR.VC.1.3)
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STORE AND EQUIPMENT HYGIENE (EH)

EH.1	K	All grain store walls, floors and horizontal surfaces of any storage, holding or reception facilities must be cleaned and, where appropriate, washed and insecticide treated prior to use. (CR.EH.1)
		<p>Residues of previous crops must be cleaned from all areas including ventilated floors and beneath conveyers. Cleaning records must be available for inspection by the assessor.</p> <p>Pre-harvest insect trapping must be carried out in grain storage areas to ensure that cleaning operations have been successful and records must be available for inspection.</p> <p><i>Care must be taken if combinable crops are stored in a building previously used for the storage of other crops as the use of some post-harvest products on crops could leave long-term residues in the fabric of the building. These residues can transfer to the newly stored combinable crops giving illegal residues and possibly damaging germination potential.</i></p> <p><i>If evidence of insects is found, remedial action must be taken.</i></p> <p><i>Bait bags containing nuts must not be used. Insect baiting in temporary stores is not compulsory. Where professional contractors have been used for grain store cleaning, insect baiting pre-cleaning is not required. Baiting post cleaning is required whoever cleans the storage area. Inspectors will assume cleaning/spraying takes place in the preceding June/July and baiting should be carried out between then and harvest.</i></p> <p><i>If grain is still in store when the assessment takes place the assessor will check monitoring and cleaning records to determine conformance.</i></p>
EH.1.1 <i>Revised</i>	K	Where livestock buildings are intended for use as grain storage or temporary holding facilities, at least 5 weeks prior to storage they must be thoroughly cleaned, power washed and sanitised with a combined detergent/disinfectant identified by the manufacturer as suitable for use on food contact surfaces and which is used in accordance with the manufacturers' instructions. Cleaning records must be available for inspection by the assessor. (CR.EH.1.1)
		<i>The Defra Code of Practice for the Control of Salmonella requires that raw materials should not be stored in an area previously used to house animals unless it has first been thoroughly cleaned to remove all organic material, disinfected and dried.</i>

EH.2 <i>Revised</i>	K	All equipment used for the harvesting, transportation, handling, conveying and loading of grain must be thoroughly cleaned and the dates recorded. (CR.EH.2)
		<p>Where trailers and/or loading buckets have been used for the transportation of farmyard manure or similar material, they must be power-washed and sanitised with a combined detergent/disinfectant identified by the manufacturer as suitable for use on food contact surfaces and which is used in accordance with the manufacturers' instructions.</p> <p>This requirement applies equally to any such equipment supplied by contractors or other third parties.</p> <p><i>Combines, grain trailers, loading buckets, augers, cleaners, conveyers, grain driers and any other handling equipment must be regularly cleaned. It is essential that the cleanliness of the combine is checked prior to use as this could be a source of infestation/contamination.</i></p>

RESIDUES AND CONTAMINANTS (RC)

Production of food which is safe to eat is vital and as such microbiological contamination and chemical residues must be minimised and, where applicable, monitored.

RC.1	Producers must determine whether any of the crops grown require specific action to minimise pesticide residues as required by the specific market. (CR.RC.1)
 General Information	See the relevant appendix for an overview of the regulations controlling pesticide residues in the UK.

RC.2	Producers must regularly carry out a risk assessment to decide the extent of any measures to be taken to reduce the risk of contamination of crops (CR.RC.2)
	<p>Mycotoxins have been identified as a potential risk to growing cereals crops. For storage issues see the specific standards on storage.</p> <p><i>Producers must have access to the HGCA Topic Sheet 104/Summer 2009 "Fusarium Mycotoxin risk in wheat - changes for Harvest 2009" and undertake and record the risk assessment. In addition producers must regularly carry out a risk assessment to decide the extent of the measures to be taken to reduce the risk of contamination of stored grain by mycotoxins. Measures must also be taken to reduce exposure to other contaminants.</i></p> <p><i>A copy of the mycotoxin topic sheet can be downloaded from the HGCA website: http://www.hgca.com/document.aspx?fn=load&media_id=5320&publicationId=6154</i></p> <p><i>In addition, HGCA has produced a Mycotoxin Risk Assessment Tool 2009 which has been reproduced as the relevant Appendix and can be downloaded from: http://www.hgca.com/document.aspx?fn=load&media_id=3855&publicationId=2764</i></p> <p><i>Commission Regulation (EC) No 466/2001 setting maximum levels for certain contaminants in foodstuffs provides for maximum limits for certain mycotoxins in certain foodstuffs. Commission Regulation EC No 123/2005 sets limits for ochratoxin A and EC No 856/2005 sets limits for fusarium toxin.</i></p> <p><i>For further information and guidance regarding fusarium mycotoxins see the latest FSA Code of Practice for the reduction of mycotoxins in cereals: http://www.food.gov.uk/multimedia/pdfs/mycotoxincop2007.pdf</i></p> <p><i>If producers recognise that ergot is present in the crop they should consult their customers to determine if any additional commercial restrictions exist.</i></p>

RC.2.1	Adequate provision including secure segregation must be made to ensure that there is no contamination of stored grain from treated seed or seed treatment chemicals. (CR.RC.2.1)
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TRACEABILITY AND INTEGRITY (TI)

All food must be fully traceable so it is possible to establish where it is from and where it went and provide consumers with the confidence they require.

TI.1	K	There must be traceability up and down the production process and a system in place to pass this traceability link to the next point in the supply chain. (CR.TI.1)
TI.1.1		Before delivering combinable crops members must ensure that there is a completed and signed Post Harvest Pesticide Declaration (grain passport), which includes the trailer identification number and scheme sticker. (CR.TI.1.1)
TI.1.2		Representative samples from each storage bin and or silo must be taken and retained at time of filling. It is recommended that representative samples of each bulk in flat store and/or drying floor be taken and retained at time of filling. (CR.TI.1.2)
		<i>The assessor may wish to examine retained samples. Samples should be retained until the crop is sold. This standard complies with the Health and Safety Executive "Confined Spaces Regulations 1997". For further information see HGCA Grain Sampling Guidelines www.hgca.com</i>
TI.1.3	K	A member must not market assured and non-assured combinable crops produced on the same holding. Any non-assured grain held on the holding must be physically separated from the assured grain and separate records must be kept showing deliveries in and out of any non-assured grain. (CR.TI.1.3)
TI.1.4 <i>Revised</i>		All certificates/lot numbers and product name of any seed treatment of purchased seed must be available for inspection (includes treatments applied by seed processor off-farm). (CR.TI.1.4)
TI.1.5 <i>New</i>	R	It is recommended that growers retain records of the destination/point of first tipping of loads leaving the farm. (CR.TI.1.5)
		<i>Records can include haulage tickets. This information is required under the Renewable Energy Directive in order to confirm traceability.</i>


GENETICALLY MODIFIED ORGANISMS (GM)

If grown, strict rules on the production of Genetically Modified Organisms must be followed at all times (to meet legal requirements and reduce the risk of cross contamination)

GM.1	K	Production of any Genetically Modified Organisms must comply with legal requirements. (CR.GM.1)
		As of April 2004 the Traceability and Labelling Regulations demand that full traceability at all stages of the supply chain is in place for GMOs. (Regulation 1830/03/EC) Records must be kept of the variety and GM status for all crops in each field.

GM.1.1	R	It is recommended that suppliers inform all potential customers of any developments including trials relating to the use or production of products derived from genetic modification and the use of GMO cultivars must be agreed with individual customers prior to planting. (CR.GM.1.1)
GM.1.2		Genetically modified (GM) crops and other GM materials must be not be stored with other crops/fresh produce unless they are separated by a rigid physical barrier. Animal feed may contain genetically modified material and therefore must be stored separately from crops/fresh produce. (CR.GM.1.2)
GM.1.3		If GM and non-GM Crops are mixed in storage, the whole bulk must be regarded as genetically modified and labelled as such. (CR.GM.1.3)
GM.1.4		The Code of Practice on the Provision of Information Relating to Genetically Modified Crops must be adhered to. (CR.GM.1.4)
		<i>SCIMAC Code of Practice available from: The Secretary SCIMAC Tel : 01487 831425 Email: Daniel.pearsall@scimac.org.uk Website www.scimac.org.uk</i>


OWN TRANSPORT FOR OFF-FARM DELIVERY (OT)




OT.1		All trailers must be uniquely numbered or lettered for identification purposes. (CR.OT.1)
		The identification number should appear on both sides, and should be visible from a distance of approximately 10m. Additionally, bulk trailer compartments must be individually marked in such a way that they can be identified in loading instructions and when loading and unloading.
OT.1.1		An inventory must be held of all vehicles or trailers owned, hired or leased. The record must include the identification number, the date that the trailer was purchased or hired and, if relevant, the date of disposal. (CR.OT.1.1)
OT.2	K	Vehicles or trailers and sheets must be clean, inside and out, before use. (CR.OT.2)
		Records must be kept of dates of cleaning and action taken.
OT.2.1	K	Vehicles or trailers and sheets must be disinfected/sanitised if the vehicles have previously carried material on the Haulage Contaminant Sensitive List-see relevant Appendix. Records must be kept of the cleaning operation. (CR.OT.2.1)
 Integral to Standards		<i>Trailers must be clean, dry and fit for purpose before coming into contact with any product destined for the food or feed chain, this also includes equipment that may come into contact with these products, such as vehicle sheets. Any vehicle or trailer being used for deliveries to processors that may have been previously carrying material on the Haulage Exclusion List must not be used for the transportation of grain entering the food/feed chain.</i>
OT.3	K	Measures must be taken to avoid contamination of loads. (CR.OT.3)
		If an accident or other type of incident occurs, which may have contaminated the load, an assessment must be carried out to identify any contamination or other hazards and a decision made in conjunction with the recipient as to whether to continue with the delivery.

OT.3.1	R	It is recommended that all bulk-tipping vehicles and trailers used to transport assured food or feed are fitted with a sheeting system that can be operated from ground level. Vehicles or trailers should be sheeted at all times unless it is impracticable to do so - the obvious exceptions being field work, loading, unloading and sampling. (CR.OT.3.1)
OT.3.2	R	It is recommended that drivers do not walk on top of the sheeted load; however, if this is absolutely necessary, they must ensure that the load is not contaminated. (CR.OT.3.2)
OT.4	K	Vehicles must not be loaded until they have been inspected and passed as being fit for loading. (CR.OT.4)
		<p>Care should be taken not to overload vehicles</p> <p><i>For easy reference, to comply with this section members may need all or some of the following documentation:</i></p> <ul style="list-style-type: none"> • <i>Vehicle Register;</i> • <i>Second-Hand Vehicle Previous Use Records;</i> • <i>Cleaning and/or Disinfecting Records;</i> • <i>Post-Harvest Pesticide Declaration ;</i> • <i>Record of Three Previous Loads; and</i> • <i>A relevant Insurance Certificate .</i>
OT.4.1		Producers must be able to provide evidence of the three previous loads together with a record of the last cleaning and disinfection of the vehicle. (CR.OT.4.1)
OT.4.2	R	It is recommended that when loading materials into vehicles with compartments, producers check the vehicle to ensure that there are no leaks between compartments. It is recommended that the vehicle is loaded so that goods cannot leak over the top of compartments. If instructions are given to load compartments in a particular order, these instructions must be followed. (CR.OT.4.2)

DOCUMENTS AND PROCEDURES (DP)

Access to certain documents and Codes of Practice's ensures the most relevant information and best practice guidance is available to producers. Certain plans, records and procedures are required to assist the legal and safe production of food. (Other records will also be required by specific scheme standards.)

DP.1 <i>Revised</i>	Producers must have available a copy of the documents and codes of practice as indicated. (CR.DP.1)
	<p>Printed copies or access to these documents in electronic format (via internet or CD) is acceptable.</p> <p><i>The relevant appendix provides details of both required and useful publications and where they may be obtained from. For electronic versions accessed via the internet it is suggested they are downloaded and saved for easy access and to help demonstrate compliance to an assessor.</i></p> <ul style="list-style-type: none"> • A copy of the assurance scheme standards • Protecting our Water Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers • Defra Code of Practice for Using Plant Protection Products PB 11909 • HGCA Storage Guide - 3rd edition • Defra Code of Practice for the Control of Salmonella - Storage of Raw Materials Used for Animal Feedstuffs PB 2202 • Defra Fertiliser Recommendations for Agricultural & Horticultural Crops (RB209) - 8th Edition 2010 • SFPS Cross Compliance for Soil Management 2006 PB 11162 • HGCA Guidelines to Minimise the Risk of Fusarium Mycotoxins in Cereals - 2nd edition (G34, 2010) <p><i>In devolved regions, a copy of any equivalent publications would be acceptable.</i></p>
DP.2	An emergency plan must be available and accessible to all staff. (CR.DP.2)
	<p>The plan must include emergency contact telephone numbers and actions taken in the event of an accident or emergency that threaten the welfare of farm workers or livestock, or present a serious pollution risk. The relevant appendix provides an example plan.</p> <p>The emergency plan must cover pesticide incidents, spillages and leaks involving staff, the operator, the local community and the environment. The plan must be displayed in appropriate locations (including in the immediate vicinity of the pesticide store). It must include location of fire extinguisher and how to report accidents or dangerous incidents. There must be adequate washing facilities for washing off accidental splash or spillage on operators.</p>
DP.3	Producers must be registered with regulatory authorities under relevant legislation as indicated. (CR.DP.3)
	<p>No specific registrations or notifications necessary for assurance purposes.</p> <p><i>All livestock producers and producers of crops sold for animal feed are also advised that they should be registered with the Trading Standards department of their Local Authority (or DARD in Northern Ireland) as required by The Feed (Hygiene and Enforcement) Regulations 2005.</i></p>

DP.4	There must be a documented record of any written complaints received that are relevant to the requirements of the scheme standards. (CR.DP.4)
 <p>Farm Record</p>  <p>Integral to Standards</p>	<p>The record will include details of action taken to resolve the problem and stop it happening again. Even where there have been no complaints to date a means of recording complaints in the future is required, (e.g. a complaints record form or file)</p> <p><i>An example complaints record form is provided in the relevant appendix.</i></p> <p>An example of a complaint might be from a feed mill regarding insect contamination of a consignment of grain.</p> <p><i>The relevant appendix provides details of the delivery point rejection procedures. (see Scheme Rules & Procedures - 38).</i></p>
DP.5	R It is recommended that producers assess the suitability of new production sites before bringing them into use. (CR.DP.5)
 <p>General Information</p>	<p>The relevant appendix suggests areas to consider.</p>

Appendices

page 38	EI.1.2 Renewable Energy Directive (Revised)
page 39	EC.4 Secure Storage of Fertiliser Self Assessment Checklist (Updated)
page 42	EC.5 Storage of Potential Pollutants (Updated)
page 43	EC.7 Approvals for (Extension of Use) Off-Label Uses (Updated)
page 44	EC.8 Pesticides - Field Application Record (Updated)
page 45	EC.10 Safe Applications to Land (Revised)
page 49	EC.12 Manure Management Plan (Updated)
page 56	EC.13 Farm Waste Management Plan (Updated)
page 57	SC.2 NPTC Certificates of Competence in the Safe Use of Pesticides (Updated)
page 59	CS.1.2 Example of Grain Store Risk Assessment
page 60	RC.1 Overview of the Regulations Controlling Pesticide Residues in the UK
page 63	OT.2.1 Haulage Exclusion List and Haulage Contaminant Sensitive List
page 68	DP.1 Required Documents and other useful publications (Revised)
page 70	DP.2 Emergency Contacts & Contingencies Plan
page 73	DP.4 Complaints record pro-forma
page 74	DP.4a Delivery Point Rejection Procedures (Updated)
page 78	DP.5 Assessment of Suitability of New Sites



Land Used to Produce Crops for Biofuels and Bioliquids

Summary of Requirements

Producers who may supply crops into the biofuel or bioliquid supply chains must **not** produce from areas of land with high biodiversity or of high carbon stock or peatland (unless evidence is provided that the cultivation and harvesting does not involve drainage of previously undrained soil. This is a requirement under The Renewable Fuel Directive 2009/28/EC; articles 17(3), 17(4), 17(5).

Crops produced on eligible land

Documents for verification of previous land status must be retained *for 5 years* and made available for inspection by the assessor. Such documents may include single farm payment documentation, maps or other official records showing field location and classification/use.

Documents must be kept to show compliance with Environmental Impact Assessment (Agriculture)(England)(no.2) Regulations 2006. These act to protect uncultivated land and semi-natural areas from being damaged by agricultural work, and to guard against possible negative environmental effects from the restructuring of rural land holdings. Records of an EIA must be kept for 5 years and made available for inspection by the assessor. EIA guidance can be found at Natural England <http://www.naturalengland.org.uk/ourwork/regulation/eia/default.aspx>

Crops produced on land converted to arable production after 1st January 2008

For any crops produced on land converted from one of the excluded categories since 1 January 2008 producers must keep record of volume/tonnage(s) and type of crop produced on these areas and producers must not market these to a biofuel or bioliquid market.

Producers with any non-compliant land used to produce combinable crops or sugar beet will need to keep records such as copies of contracts, grain passports or invoices to show that the equivalent volumes of crops produced on these areas were marketed to other end uses for each crop year. There must be traceability as required by Standard TI.1 (and the records must be made available for inspection by the assessor).

Post Harvest Declaration (Grain passport)

Producers must only sign the related declaration on sustainability on the Post Harvest Declaration (grain passport) for crops produced on eligible land.



Secure Storage of Fertiliser Self Assessment Checklist

Mineral [or Manufactured] fertiliser is a valuable product for farmers and growers but is potentially dangerous in the wrong hands. The storage and security of fertiliser in your possession is therefore of paramount importance and the purpose of this self assessment is to help you to ensure that basic storage and security is maintained. The leaflet “Don’t be the weakest link in the chain” is reproduced below and you must have in place a protocol to monitor the security of fertiliser (an example is given below). It is also recommended that you complete the Checklist.

The leaflet includes the following 10-point code:

DO NOT:

- ✗ Store fertiliser where there is public access.
- ✗ Leave fertiliser in the field overnight.
- ✗ Store fertiliser near to, or visible from, the public highway.
- ✗ It is an offence to sell-on ammonium nitrate fertilisers without the proper certification.

DO:

- ✓ Purchase your fertiliser from a FIAS approved supplier.
- ✓ Retain and file all fertiliser delivery notes.
- ✓ Wherever possible, and with regard to HSE safety guidance, store fertiliser inside a locked building or compound.
- ✓ Fully sheet fertiliser when stored outside and regularly check to ensure that the stack has not been tampered with.
- ✓ Carry out regular stock checks.
- ✓ Report immediately any stock discrepancy or loss to the police immediately.

You can get more information from your supplier or from the HSE booklet “Storing and Handling Ammonium Nitrate” at <http://www.hse.gov.uk/pubns/indg230.pdf>

If you store 150 tonnes or more of Ammonium Nitrate or Ammonium Nitrate based fertilisers you must notify HSE.



Integral to Standards

Appendix EC.4 (continued)

(UPDATED)

Secure Storage of Fertiliser Self Assessment Checklist

Checklist

		Yes	No
1.	Did you obtain your fertiliser from a Fertiliser Industry Assurance Scheme (FIAS) approved supplier?		
2.	Is your fertiliser stored away from areas where there is public access?		
3.	Have you ensured that your fertiliser is not stored or left unattended within sight of a public highway?		
4.	Do you have a current inventory of your fertiliser stock?		
5.	Does your inventory detail the type and brand of fertiliser delivered, stored and used?		
6.	Have you retained and filed all fertiliser delivery notes?		
7.	Is your fertiliser stored in a secure building or compound? Or Is your fertiliser stored fully sheeted with tamper evident precautions?		
8.	Do you have a protocol, which is known to all staff, detailing what action must be taken if stored fertiliser is tampered with or unaccountably goes missing (i.e. theft)?		
9.	How often do you check your fertiliser stock to ensure that any discrepancy is noticed as soon as possible? (Tick as appropriate) Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>		
10.	If you store 25 tonnes or more of 'dangerous substances' (includes pesticides and ammonium nitrate-based fertilisers), have you notified your local fire officer and the Health and Safety Executive? For further advice please refer to SI 1990 No. 304 – The Dangerous Substances (Notification and Marking of Sites) Regulations 1990.		
11.	If you are storing 150 tonnes or more of ammonium nitrate or ammonium nitrate based fertilisers which contain more than 15.75% nitrogen by weight, have you notified the Health and Safety Executive? (Separate notification to above).		

If you have answered 'No' to any of the above questions record what steps you are taking to make it 'Yes'.

The following page provides an example and an acceptable template for the fertiliser theft protocol.



Secure Storage of Fertiliser Self Assessment Checklist

Farm Name:	
Home Farm	
Name of member of staff responsible for checking store and reporting: A. Farmer	
1.	<i>The fertiliser store/s is checked at the frequency stated below to ensure stock has not been tampered with or stolen.</i> <div style="text-align: right;">E.g. Daily/Weekly/Monthly</div>
2.	<i>Any evidence of tampering or loss will be reported immediately to: the Police Anti-terrorist hotline 0800 789321</i>

Farm Name:	
Name of member of staff responsible for checking store and reporting:	
1.	<div style="text-align: right;">E.g. Daily/Weekly/Monthly</div>
2.	
3.	

Storage of Potential Pollutants

Summary of Legal Requirements

The Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) Regulation 2010 in England and Wales and the Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (SSAFO) (Scotland) Regulation 2003 set out the requirements for storage of a number of potential pollutants in agriculture. The following provides an outline of some of the key details of this legislation. Further information may be found on the Netregs website (www.netregs.gov.uk) or by contacting the Environment Agency or appropriate regional body.

General

- Installations must be at least 10 metres from watercourses and at least 50 metres from well / bore hole
- Pre 1991 structures exempt in England, Wales & Scotland (2003 – Northern Ireland)
- Substantially reconstructed or enlarged facilities lose exemption
- Environment Agency can issue improvement orders on any structure deemed to present a significant risk

Silage

- Silage Clamps
 - must have sufficient effluent collection capacity
 - the base, drains & tank must be impermeable
 - walls are optional, but if present and permeable, must have collection drains beyond
- Towers - not covered
- Field Heaps - no excavation is permitted and prior approval should be sought from the Environment Agency or equivalent regional body.
- Big Bales - must not leak and be stored at least 10m from watercourses
- The regulations are equally applicable to clamps for maize and whole crop silages

Slurry

- Tanks must have -
 - A base, reception pit and channels which must be impermeable
 - Adequate capacity, particularly in NVZ areas

Agricultural Fuel Oil

- Requirements are applicable only to tanks installed in England and Wales since 1991 and if total tank capacities are greater than 1500 litres or in Northern Ireland since 2003 and with capacity greater than 1250 litres. [NB In Scotland, storage of any fuel falls under The Water Environment (Oil Storage) (Scotland) Regulations 2006 which will from April 2010 require bunding of all tanks over 200 litres capacity].
- Tanks
 - Must have an impermeable bund of sufficient capacity, either at least 110% capacity of the individual tank, or if there is more than one tank within the bund, 25% of the total or 110% of the largest tank.
 - Must have the outlet within bund (NB – with double skinned tanks, in principle the outer skin can act as the bund for the inner tank however this benefit is lost if the outlet is at the bottom of the tank as any leakage through or around the outlet will not be captured.)
- Underground & mobile tanks are outside the scope of the legislation
- Domestic only supplies are exempt from this legislation

(It is best practice for all tanks to be bunded even if they benefit from exemptions to the legislation.)

Approvals for (Extension of Use) Off-Label Uses

1. Specific Off-label Approval (SOLA) and Extensions of Use

The Specific Off-Label Approvals (SOLA) and Extensions of Use scheme is an important mechanism for delivering to growers a range of plant protection products that might not otherwise be approved due to the small area of crops grown. The list of products available to growers is updated constantly. It is the users responsibility to obtain the most up-to-date information from the Chemical Regulation Directorate (formerly Pesticide Safety Directorate) web site **www.pesticides.gov.uk**

Specific Off-label Approvals and Extensions of Use are uses for which approval has been sought by individuals or organisations other than the manufacturers. As off-label approval conditions of use will not be given on the product label provided by pesticide manufacturers it is essential that anyone who needs to use a pesticide product in accordance with a Specific Off-Label Approval (SOLA) must read the text of the SOLA Notice before commencing any spraying operation. Users must comply strictly with the conditions laid down as the conditions of approval given in the document supersede any on the label which otherwise would apply.

2. The Long Term Arrangements for Extension of Use (2002)

Long Term Arrangements for Extension of Use (LTAEU) no longer apply to edible crops, but do apply to nursery fruit crops (both top fruit and soft fruit) and to hops.

If you are member of the HDC you can access details of products with LTAEU for these crops through the members area of the HDC web site.



Pesticides - Field Application Record

Sheet number _____

Grower name _____ Farm name _____

Field/block no _____ Crop/variety _____ Area _____ (ha) Sowing or planting date _____

Date and time applied	Justification/ target for application	Pesticide applied		Field or part of field sprayed	Application details		Wind Direction and speed	Harvest interval	First permissible harvest date	Operator
		Product name	Active ingredient		Rate	Water volume				

Audited, checked and approved by:
(To be signed after harvest is completed)

Name _____ Signature _____ Date _____

Safe Applications to Land

Guidance on application of manures, sludge or composts

Sewage Sludge

The application of untreated sewage sludge is not allowed. Treated sludges can only be used under strictly controlled conditions. Use of sludges must be registered and the soil must be tested by the sludge producer. Application must follow the 'Safe Sludge Matrix' and the way the sludge has been treated may affect where and when the sludge can be applied. The local Sewerage Operator will be able to provide more information.

Sludge	Untreated Sludge	Conventionally Treated Sludge	Enhanced Treated Sludge
Crop			
Fruit	X	X	✓ 10 month harvest interval
Salads	X	X 30 month harvest interval	✓ 10 month harvest interval
Vegetables	X	X 12 month harvest interval	✓ 10 month harvest interval
Horticulture	X	X	✓ 10 month harvest interval
Combinable & Animal Feed Crops	X	✓	✓
Grass & Forage - grazed	X	X But deep injected or ploughed down only. 3 week no-grazing / no-harvesting interval	✓ 3 week no-grazing / no-harvesting interval
Grass & Forage - harvested	X	✓ No grazing in season of application	✓ 3 week no-grazing / no-harvesting interval

Untreated Sludge: Has not been permitted on any agricultural land since the start of 2006.

Conventionally Treated Sludge: There is a range of different treatment processes used to reduce the fermentability and possible health hazards associated with sewage sludge. These rely on biological, chemical or heat treatment. The most common form of treatment is anaerobic digestion. Conventionally treated sludge has been subjected to defined treatment processes and standards that ensure at least 99% of pathogens have been destroyed.

Enhanced Treated Sludge: Enhanced treatment, originally referred to as "Advanced Treatment", is a term used to describe treatment processes which are capable of virtually eliminating any pathogens which may be present in the original sludge. Enhanced treated sludge will be free from Salmonella and will have been treated so as to ensure that 99.9999% pathogens have been destroyed (a 6-log reduction).



Safe Applications to Land

Composts, Digestates & Other Recycled Materials

Recycled organic and inorganic products can provide valuable inputs to land as soil conditioners and fertilisers. Composting and Anaerobic Digestion are beneficial uses of biodegradable materials. But the application of materials originating outside of the holding is covered by regulations and applications must have permits from the Environment Agency, SEPA or NIEA.

For compost and anaerobic digestion the specifications PAS100 (Compost) and PAS110 (Digestate) coupled with the Quality Protocols provide additional safeguards on the materials used, the composting or processing stages, the end product quality and how the product is applied to land. If you are taking waste derived composts or digestates from external contractors for application to land it is strongly recommended that the products are produced to the relevant PAS and are used following the Quality Protocols.

Livestock

If the 'feedstocks' of the Compost or Digestate include any 'catering waste' (or other Category 3 Animal By-Products) and the product is applied to grazing land or forage crops to be harvested for feeding to livestock, then minimum grazing or harvest intervals specified in the legislation must be observed:

Livestock Grazing / forage harvest intervals

Pigs	2 months
Other livestock	3 weeks

Assessment

Producers must keep records of applications and the relevant permits.

Note: Even where applications of sludge, compost, digestate and other materials originating from outside the farm are permitted by law and comply with codes of practice and / or this assurance standard, producers should also check with buyers to ensure that the practice is acceptable to relevant customers.

Safe Applications to Land

USE OF MANURES ON LAND USED FOR READY TO EAT CROPS

Use of stored and treated manure

Batch storage of solid manures and slurries for at least 6 months (that is with no additions of fresh manure made to the store during this period) or 'active' treatment, are effective methods of killing pathogens.

Composting of solid manures is a particularly effective method of controlling microbial pathogens, but for best results the process needs to be actively managed. The manure should be treated as a batch and turned regularly (at least twice within the first 7 days) either with a front-end loader or preferably with a purpose-built compost turner. This should generate high temperatures over a period of time (e.g. above 55°C for 3 days) which are effective in killing pathogens and this temperature should be monitored. Allow the compost to mature as part of the treatment process. The whole process should last at least 3 months. Information on composting is available from a number of organisations; see <http://food.gov.uk/multimedia/pdfs/manuresguidance.pdf> for more details.

Lime treatment of slurry (addition of quick lime or slaked lime to raise the pH to 12 for at least 2 hours) is an effective method of inactivating bacterial pathogens. Allow the slurry to mature as part of the batch treatment process for at least 3 months prior to land spreading.

Manures that have been batch stored or treated in the ways described can be applied to land where you intend to grow ready-to-eat crops before drilling/planting.

Use of fresh manure

You should NOT apply fresh solid manure or slurry (i.e. manure that has not been batch stored or treated) within 12 months of harvesting a ready-to-eat crop, including a minimum period of 6 months between the manure application and drilling/planting of the crop.

Dung deposited by livestock should also be considered as a potential source of pathogens.

You should ensure that there is a 12 months gap between livestock last grazing in the field and harvesting of a ready-to-eat crop, including a minimum period of 6 months between the last grazing and drilling/planting of the crop.

Summary of Farm Manure Guidance for Ready-To-Eat Crops

Source	Management
Spreading treated or batch stored solid manure or slurry	✓ Anytime before drilling/planting
Spreading fresh solid manure or slurry	✗ NOT within 12 months of harvest and also at least 6 months before drilling/planting
Livestock grazing	✗ NOT within 12 months of harvest and also at least 6 months before drilling/planting

Where livestock grazing is an essential part of the farming system (e.g. in some organic systems) there should be a minimum 6 months gap between livestock grazing and harvest. To minimise risks further, the guidance in the table above should be followed where practically possible.



Integral to Standards

Appendix EC.10 (continued)

(REVISED)

Safe Applications to Land

Land application and soil incorporation

To make best use of manure nutrients and to reduce air and water pollution, you should follow advice in the relevant Codes of Good Agricultural Practice.

Design and locate manure storage areas to ensure that water pollution risks are reduced; this should include adequate containment measures.

Apply manures uniformly and with due regard to the environment. Observe any no spreading zones (e.g. next to watercourses or boreholes) identified in a Manure Management Plan. This will reduce the risks of run-off and indirect contamination of nearby crops. Keep a detailed record of manure application date, type and rate.

Although pathogens can be killed by exposure to sunlight, you should incorporate manures into the soil as soon as is practicable. This will reduce the potential for direct crop contamination as well as reduce odour and ammonia emissions.

Matrix of Cropping Categories

FRUIT	SALAD (ready to eat crops)	VEGETABLES	HORTICULTURE	COMBINABLE AND ANIMAL FEED CROPS	GRASSLAND & FORAGE	
					HARVESTED	GRAZING
Top fruit apples, pears etc	Lettuce Radish Onions	Potatoes Leeks Sweetcorn Brussels sprouts	Soil based, glasshouse & polythene tunnel production (incl. tomatoes, cucumbers, peppers etc)	Wheat Barley Oats Rye Triticale	Grass silage Maize silage Haylage Hay	Grass Forage Swedes & turnips
Stone fruit, plums, cherries etc	Beans incl. runner, broad & dwarf French	Parsnips Swedes Turnips	Mushrooms	Field peas Field beans Linseed/flax Oilseed rape Sugar beet Sunflower Borage	Herbage seeds	Fodder mangolds, beet, kale
Vines	Vining peas Mange tout Cabbage Cauliflower Calabrese Broccoli	Marrows, pumpkins, squashes	Nursery stock and bulbs for export Basic nursery stock Seed potatoes for export Basic seed potatoes Basic seed production			Forage rye & triticale Turf
Hops	Courgettes Celery Red beet Carrots Herbs Asparagus Garlic Shallot Spinach Chicory Celeriac	Rhubarb Artichokes				
Nuts						

Manure Management Plan Part 1

The plan described here will be the minimum required on any holding. If your farm falls within an NVZ you will already have to complete a more detailed Manure Management Plan, and a properly completed NVZ plan will meet the requirement of this standard.

What is a Manure Management Plan?

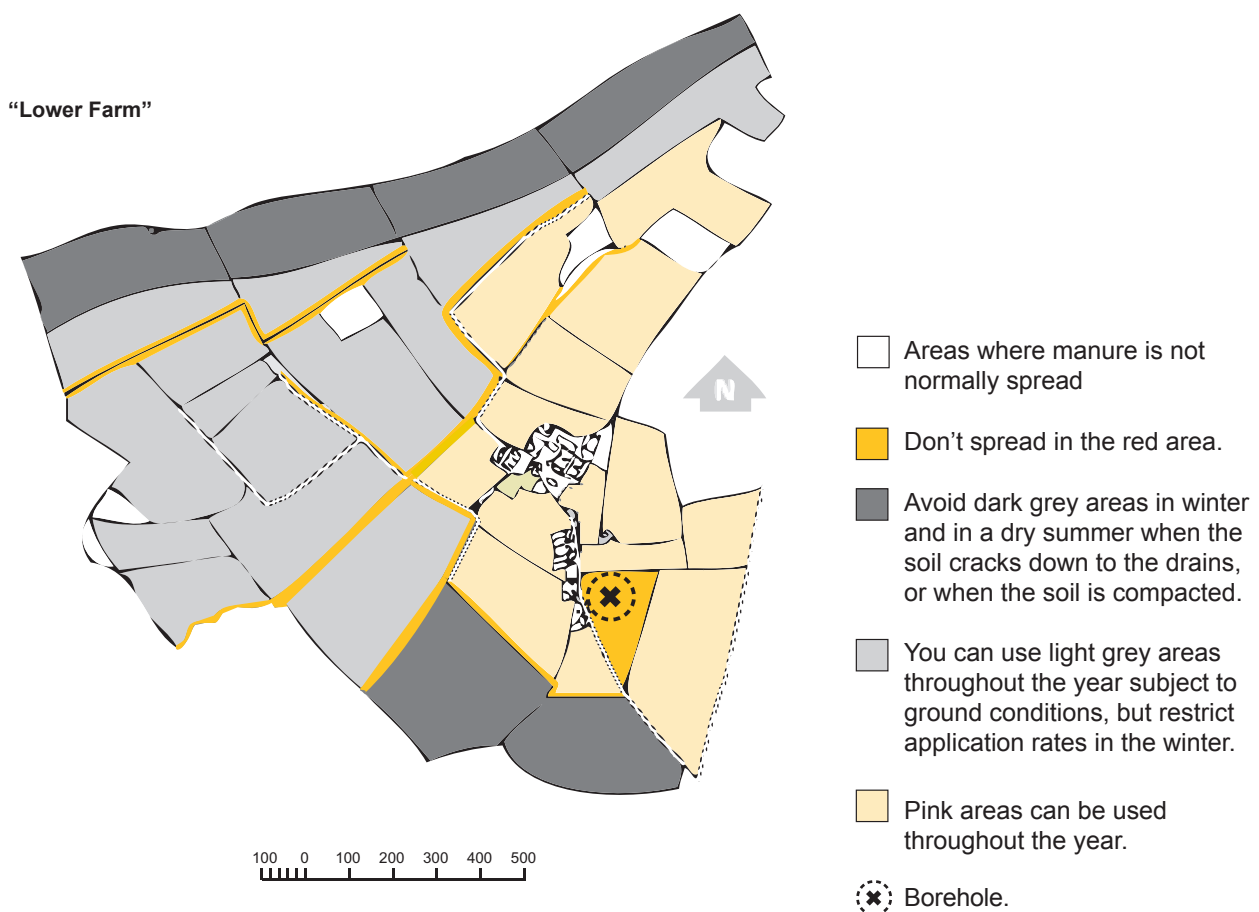
A simple Manure Management Plan will help identify when, where and at what rate to spread manures, slurry, dirty water and other organic wastes. It will help identify whether there is enough storage or usable spreading area. Producers will benefit while minimising the risk of causing pollution.

What is required by the Standards?

As a minimum producers will be expected to have a map of the farm identifying where and when Manure can be applied and demonstrating that there is enough land area available for manures to be applied without exceeding a Total Nitrogen application of 250kg/ha/year. (Lower rates may apply for Nitrogen Vulnerable Zones (NVZ's).

How?

Step 1: Map - begin with a map of the farm. An example is given below.



Not to Scale

Manure Management Plan Part 1

Step 2: Identify where and when:

Mark these areas on the map, estimate each total area size and include a key of when manures can be spread. (Colour codes will help to make it simple – the colours below relate to the example map whilst the colours suggested on the template in Part 2 are those recommended by Defra)

What	Where	Spreadable Area (Ha)	When
Non-spreading Areas (WHITE)	Fields where manure would not normally be spread; non-farmed fields, woodlands or fields simply too far away from the farm buildings.	n/a	DO NOT SPREAD
Water (RED)	Any ditches, watercourses and ponds. Also springs, wells or boreholes where water is used for human consumption or farm dairies, including any on neighbouring land close to the farm boundary.	n/a	DO NOT SPREAD
Don't spread Area's (RED)	Areas where manure shouldn't be spread. At least 10 metres either side of all ditches and watercourses; 50 metres around springs, wells and boreholes, steep slopes with a high risk of run-off throughout the year; and Environmentally Sensitive Areas, Sites of Special Scientific Interest, or other land subject to management agreements.	n/a	DO NOT SPREAD
High Risk Areas (LIGHT GREY)	Fields next to watercourse, spring or borehole with soil at field capacity with moderate slope or slowly permeable soil; where soil depth over fissured rock is less than 30cm; with effective pipe or field drains	Examples 30	Use throughout the year subject to ground conditions, but restrict application rates in winter.
Very High Risk Areas (DARK GREY)	Fields likely to flood sometime in most winters; next to watercourse, spring or borehole where surface is severely compacted or waterlogged or have a steep slope and the soil is at field capacity or have a moderate slope and slowly permeable soil.	12.5	Avoid in winter and in a dry summer when soil cracks down to the drains, or when the soil is compacted.
Low Risk Areas (PINK)	All other areas not already marked	16	Can be used throughout the year.
Total Spreadable Area Available:		58.5	



Integral to Standards

Appendix EC.12 (continued)

(UPDATED)

Manure Management Plan Part 1

Step 3: Compare area available and waste production

Calculate the area required to spread the manure produced on the farm in a year without exceeding a Total Nitrogen application rate of 250kg/ha.

Calculating Minimum Area Required:

RUMINANTS				
Stock Unit	No of Stock Units	Months Housed	Hectares needed by Stock Unit	Total Area Needed (Ha)
Cow (650kg)	75	X 6	X 0.039	= 17.55
Cow (550kg)	10	X 6	X 0.032	= 1.92
Cow (450kg)	8	X 6	X 0.025	= 1.2
Heifer 2yr+ (500kg)	12	X 8	X 0.019	= 1.82
Youngstock 1-2yr (400kg)	6	X 8	X 0.016	= 0.77
Youngstock 6-12mths	20	X 8	X 0.008	= 1.28
Calf	40	X 10	X 0.005	= 2.00
Bull	1	X 10	X 0.019	= 0.19
Sheep	N/A	X 0	X 0.003	= 0
Lamb (up to 6 months)	N/A	X 0	X 0.001	= 0
Lamb (6-12 months)	N/A	X 0	X 0.002	= 0
			Total Area Required	26.73

PIGS				
Type	Land area/pig at 250 Kg/ha	Land area/pig at 170 Kg/ha	Total No of Pigs	Total area required
Maiden Gilts	0.052 ha	0.076 ha		
Breeding Sows & Boars	0.080 ha	0.118 ha		
Weaners 4 – 8 weeks	0.013 ha	0.019 ha		
Growers 8 – 12 weeks	0.025 ha	0.037 ha		
Finishers over 12 weeks	0.042 ha	0.062 ha		
			Total Area	



Manure Management Plan Part 1

Producers are recommended, when they add new storage or alter existing storage, they should normally provide storage capacity for:

- at least four months' slurry production in England, Northern Ireland and Wales
- at least six months' slurry production in Scotland.

According to their soil type producers in NVZ's must observe the Autumn Closed Period for spreading.

If **Total Spreadable Area Available** is bigger than the **Total Area Required** the plan is complete.

If **Total Spreadable Area Available** is less than the **Total Area Required** then a more detailed plan or alternative action is required.

Benefits of a Plan

- Following a Manure Management Plan reduces pollution risk.
- Retaining NPK for crop growth by minimising losses will save on the farms bagged fertiliser bill.
- If producers use contractors for muck spreading, a plan will provide a simple way of keeping them fully informed about pollution risks on the farm.
- Following a plan will help producers comply with the Protecting our Water, Soil and Air (2009) A Code of Good Agricultural Practice for farmers, growers and land managers (available to download from www.redtractorassurance.org.uk/croppublications)
- Such a plan may be required if producers intend to carry out improvements involving less than four months storage of slurry or dirty water.
- A plan provides evidence that effective procedures are in place.

Useful publications

Full guidance on making optimum use of manures and slurry can be found in the Defra publication: Fertiliser Recommendations for Agricultural and Horticultural Crops - RB209, 8th Edition, 2000 (ISBN 978 0 11 243286 9). This is a priced publication available from The Stationery Office on **0870 600 5522** or it can be downloaded free from www.redtractorassurance.org.uk/croppublications or <http://www.defra.gov.uk/publications/files/rb209-fertiliser-manual-110412.pdf>

Manure Management Plan Part 2

TEMPLATES

You can use the following for your own management planning.

What	Where	Spreadable Area (Ha)	When
Non-spreading Areas (WHITE)	Fields where manure would not normally be spread; non-farmed fields, woodlands or fields simply too far away from the farm buildings.	n/a	DO NOT SPREAD
Water (BLUE)	Any ditches, watercourses and ponds. Also springs, wells or boreholes where water is used for human consumption or farm dairies, including any on neighbouring land close to the farm boundary.	n/a	DO NOT SPREAD
Don't spread Area's (RED)	Areas where manure shouldn't be spread. At least 10 metres either side of all ditches and watercourses; 50 metres around springs, wells and boreholes, steep slopes with a high risk of run-off throughout the year; and Environmentally Sensitive Areas, Sites of Special Scientific Interest, or other land subject to management agreements.	n/a	DO NOT SPREAD
High Risk Areas (YELLOW)	Fields next to watercourse, spring or borehole with soil at field capacity with moderate slope or slowly permeable soil; where soil depth over fissured rock is less than 30cm; with effective pipe or field drains		Use throughout the year subject to ground conditions, but restrict application rates in winter.
Very High Risk Areas (ORANGE)	Fields likely to flood sometime in most winters; next to watercourse, spring or borehole where surface is severely compacted or waterlogged or have a steep slope and the soil is at field capacity or have a moderate slope and slowly permeable soil.		Avoid in winter and in a dry summer when soil cracks down to the drains, or when the soil is compacted.
Low Risk Areas (GREEN)	All other areas not already marked		Can be used throughout the year.
Total Spreadable Area Available:			

The colours recommended above are in line with the Defra suggested colour coding for a Manure Management Plan.



Manure Management Plan Part 2

Calculating Minimum Area Required:

RUMINANTS				
Stock Unit	No of Stock Units	Months Housed	Hectares needed by Stock Unit	Total Area Needed (Ha)
Cow (650kg)		X	X 0.039	=
Cow (550kg)		X	X 0.032	=
Cow (450kg)		X	X 0.025	=
Heifer 2yr+ (500kg)		X	X 0.019	=
Youngstock 1-2yr (400kg)		X	X 0.016	=
Youngstock 6-12mths		X	X 0.008	=
Calf		X	X 0.005	=
Bull		X	X 0.019	=
Sheep		X	X 0.003	=
Lamb (up to 6 months)		X	X 0.001	=
Lamb (6-12 months)		X	X 0.002	=
			Total Area Required	

PIGS				
Type	Land area/pig at 250 Kg/ha	Land area/pig at 170 Kg/ha	Total No of Pigs	Total area required
Maiden Gilts	0.052 ha	0.076 ha		
Breeding Sows & Boars	0.080 ha	0.118 ha		
Weaners 4 – 8 weeks	0.013 ha	0.019 ha		
Growers 8 – 12 weeks	0.025 ha	0.037 ha		
Finishers over 12 weeks	0.042 ha	0.062 ha		
			Total Area	

Producers are recommended, when they add new storage or alter existing storage, they should normally provide storage capacity for:

- at least four months' slurry production in England, Northern Ireland and Wales
- at least six months' slurry production in Scotland.

According to their soil type producers in NVZ's must observe the Autumn Closed Period for spreading.

Manure Management Plan Part 3

The following is applicable to producers in designated NVZs

The NVZ Action Programme (NAP) came into effect on 1st January 2009 requiring farmers to follow new rules with regard to manure application, crop requirements, fertiliser spreading, closed periods, manure storage and record keeping.

To get more advice:

In England :

- Defra: www.defra.gov.uk/food-farm/land-manage/nitrates-watercourses/nitrates/
- Environment Agency: <http://www.environment-agency.gov.uk/business/sectors/54714.aspx>
- Business Link: <http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1083659199>

In Wales:

- Welsh Assembly:
<http://new.wales.gov.uk/topics/environmentcountryside/epq/waterflooding/nitratezones>

Helpline NVZ Helpline. Telephone: 01824 704060

In Scotland:

- Scottish Government :
<http://www.scotland.gov.uk/Topics/farmingrural/Agriculture/Environment/NVZintro>

In Northern Ireland:

- Northern Ireland Environmental Agency:
http://www.doeni.gov.uk/niea/water-home/agri_regs/nitrate.htm

See www.redtractorassurance.org.uk/cropspublications for a copy of the Defra / Environment Agency NVZ Q&A May 2011

Farm Waste Management Plan

This plan identifies how 'chemical' wastes such as surplus crop protection products, plastic containers and similar wastes are managed on the farm. These can cause serious pollution problems and must be disposed of carefully and certainly in accordance with The Environmental Permitting Regulations 2010 and relevant Codes of Practice. A simple and positive step for any farm is to complete a farm waste management plan. This identifies the types of waste encountered on the farm and how they should be disposed of.

Type of Waste Material	Chemical Name/Components (if applicable)	Method of Disposal / recycling

It is recommended that the plan should indicate any waste exemptions registered / environmental permits held.

NPTC Certificates of Competence in the Safe Use of Pesticides

Certificate	QUALIFICATION STRUCTURE		
QUALIFICATION STRUCTURE	FOUNDATION MODULE The successful completion of this module will be a condition of entry to any other module identified in this schedule (if the certificate of competence was taken before 31-12-05 there is an exception of group 7 and group 11 which had PA1 contained within them prior to this date)		
Certificate	Col 1 TEST MODULE	Col 2 QUALIFICATIONS In addition to the module identified in Column 1, the certificate holder is also qualified in respect of:	Col. 3 EQUIPMENT / INDIVIDUAL INCLUDED In this test module
PA 2A	BOOM SPRAYER Boom type Hydraulic Nozzle and / or Boom Type Rotary Atomiser	PA2F, 2AR, 8 and any other mounted or trailed method not specified in this schedule	Any mounted or trailed ground crop sprayer of the type specified in Column 1.
PA 2C	BOOM SPRAYER Boom type Twin Fluid Nozzle	PA2F, 8 and any other mounted or trailed method not specified in this schedule	Any mounted or trailed ground crop sprayer of the type specified in Column 1.
PA 2D	BOOM SPRAYER Electro-statically charged	PA2F, 8 and any other mounted or trailed method not specified in this schedule	Any mounted or trailed ground crop sprayer of the type specified in Column 1.
PA 2E	BOOM SPRAYER Boom type fitted with downward air assistance	PA2A, 2F, 8 and any other mounted or trailed method not specified in this schedule	Any mounted or trailed ground crop sprayer of the type specified in Column 1 where the boom geometry is in the horizontal mode.
PA 2F	WICK APPLICATOR Boom or frame type	Test Module only	Any mounted or trailed wick applicator of the type specified in Column 1. Direct contact applicators.
PA 2AR	VEHICLE MOUNTED KERB SPRAYER Hydraulic Nozzle type and/or rotary Atomiser type	Test Module only	Any vehicle mounted kerb sprayer of the type specified in Column 1.
PA 2ST	SPRAY TRAINS Hydraulic Nozzle and Rotary Atomiser types	Test Module only	Any vehicle running on permanent way (railway track) of the type specified in Column 1.
PA 3A	BROADCAST SPRAYER WITH AIR ASSISTANCE - Mounted or Trained	PA 8	Any mounted or trailed broadcast sprayer of the type specified in Column 1 with air assistance.
PA 3B	VARIABLE GEOMETRY BOOM SPRAYER WITH AIR ASSISTANCE – Mounted or Trained	PA 2A, 2E, 2F, 3A, 3C, 8 or any mounted or trailed method not specified in this schedule	Any mounted or trailed variable geometry sprayer of the type specified in Column 1 where the boom geometry is designed to be varied for use between the horizontal plane and vertical plane with air assistance.
PA 3C	VARIABLE GEOMETRY BOOM SPRAYER WITHOUT AIR ASSISTANCE – Mounted or Trained	PA 2A, 2F, 8 or any mounted or trailed method not specified in this schedule	Any mounted or trailed variable geometry sprayer of the type specified in Column 1 where the boom geometry is designed to be varied for use between the horizontal plane and vertical plane without air assistance.
PA 4	GRANULE APPLICATOR – Mounted or Trained	PA6 C	Any full width (e.g. spinning disc, pendulum, pneumatic) or placement type mounted or trailed pesticide granule applicator. Any mounted or trailed direct injection equipment.

Certificate	QUALIFICATION STRUCTURE		
PA 5A	BOAT MOUNTED APPLICATOR Hydraulic Nozzle Boom	PA 5B, 5C, and any other boat mounted applicator not specified in this schedule	Any boat mounted sprayer of the type specified in Column 1.
PA 5B	BOAT MOUNTED APPLICATOR	PA 6C, 6CW	Any boat mounted pesticide granule applicator of the type specified in Column 1.
PA 5C	BOAT MOUNTED APPLICATOR Viscous gel Applicator	Test Module only	Any boat mounted viscous gel applicator of the type specified in Column 1.
PA 6A	HAND HELD APPLICATOR Hydraulic Nozzle and or Rotary Atomiser Types	PA 6C, 6D, and any other hand held applicator or similar type not specified in this schedule	Any hand held and / or pedestrian controlled sprayer of the type specified in Column 1.
PA 6AW	HAND HELD APPLICATORS Application to water using Hydraulic Nozzle or Rotary atomiser type sprayers	PA, PA CA, 6CW, 6D, and any other hand held applicator of similar type not specified in this schedule	Any hand held and / or pedestrian controlled sprayer of the type specified in Column 1.
PA 6C	HAND HELD APPLICATORS Granule Applicator	PA 6D and any other hand held applicators of similar type not specified in this schedule	Any hand held and / or pedestrian controlled pesticide granule applicator of the type specified in Column 1.
PA 6CW	HAND HELD APPLICATORS Application to water using granule applicators	PA 6C, 6D and any other hand held applicators of similar type not specified in this schedule	Any hand held and / or pedestrian controlled pesticide granule applicator of the type specified in Column 1.
PA 6D	HAND HELD APPLICATORS Hand held applicators requiring minimal calibration	Test module only, and any other hand held applicators of similar type	Any hand held and / or pedestrian controlled pesticide application equipment including wick applicators, drench guns, rollers, watering cans, aerosols, direct injection equipment, pepper pots and brushes.
PA 7	ARIEL APPLICATION Pilot	Test module only	Pilots and any fixed wing aircraft and/or helicopter.
PA 8	MIXER/LOADER	Test module only	Any individual acting as a mixer/loader.
PA 9	FOGGING, MISTING AND SMOKES	Test module only	Any hand held and/or pedestrian controlled pesticide application equipment designed to produce a fog, mist or smoke.
PA 10	BATCH DRIPPING	Test module only	Any equipment designed for the purpose of applying pesticide by immersion.
PA 11	SEED TREATMENT EQUIPMENT Mobile and static equipment	Test module only	Any equipment designed to apply pesticide to cereal grains, pulses and other seeds and which is mounted on a mobile vehicle or is in a fixed static position.
PA 12	APPLICATION OF PESTICIDES TO MATERIALS AS A CONTINUOUS PROCESS VIA CONVEYORS, ROLLER TABLES AND OTHER MOVING EQUIPMENT	Test module only	Any equipment designed to apply pesticides as a continuous process to materials being transported on a moving conveyor, roller table or other moving equipment.
PA 13	SUB SURFACE LIQUID PESTICIDE APPLICATOR	Test module only	Any mounted or trailed sub surface liquid applicator of the type specified in Column 1.

NPTC contact details; NPTC, Stoneleigh Park, Stoneleigh, Warwickshire, CV8 2LG Tel.: 024 7685 7300 email: information@nptc.org.uk

Example of Grain Store Risk Assessment

Location	Hazards	Risk	Action	Recommendations if risk exists
Ceiling	Lighting	Smashed light bulb - Broken glass in grain	Check there is no risk of the extending arm of the loading machine and or other machinery reaching or touching light bulbs, which could result in broken glass in grain.	Install guards over lights and/or install shatterproof bulbs
Ceiling	Roof-lights	Broken glass/plastic in grain	See above re possible damage by machinery	Install guards to prevent glass/plastic contamination of grain
Roof	Damage or missing roof panels	Water contamination	Inspect roof for leaks, broken sheeting and guttering	Repair all leaks, broken sheets or faulty guttering
Ceilings/walls	Air vents/openings	Contamination from birds and rodents	Ensure inspections under pest control plan include these areas	Close fitting grills/mesh to prevent birds/rodents entering store
Walls	Lighting	Smashed light bulb - broken glass in grain	See above	See above
All areas	Machinery	Broken lens, glass/ plastic in grain	Check all lights have adequate protection e.g. grills or adhesive covers	Attach adhesive covers or protective grills
In-take pit	Oil	Broken pipes	Check all hydraulic pipes on trailers and ram seals	Regular inspection of equipment
All areas	Machinery & implements	Broken glass in grain from light lens etc	Check all machinery fittings for damage. Particularly lights, mirrors and windows	Regular inspection of equipment
Floor/loading area	Stones, foreign objects	Machinery	Ensure vehicles travel on a concrete apron before entering grain store	Install concrete apron
Grain dryers	Contamination	Fuel spillages	Ensure regular inspection of equipment on at least an annual basis.	Have a suitable service contract for the equipment.
All areas	Birds	Salmonella or Newcastle disease	Inspect on a regular basis.	Cover windows or permanent openings with suitable mesh to prevent access by birds.
All areas	Rodent	Contamination	Follow pest control plan.	See pest control plan for recommendations
All areas	Rodents baits	Contamination	Check position of baits	Move baits away from the stored grain
All areas	Insect or mite activity	Contamination	Inspect on a regular basis and set insect traps (pitfall traps and equivalent) to monitor activity	Refer to HGCA Grain Storage Guide – 2nd Edition or seek further advice
All areas	Mycotoxins	Contamination	Undertake a risk assessment and monitor grain in store	Refer to HGCA Grain Storage Guide – 2nd Edition or seek further advice

Appendix RC.1

Overview of the Regulations Controlling Pesticide Residues in the UK

Introduction

Below is a brief summary of regulations relating to pesticide residues in the UK. This is a complex subject and it is the responsibility of the grower to ensure they are fully familiar with the requirements on the crops they are growing. More details and further links can be found on the Chemical Regulations Directorate web site at http://www.pesticides.gov.uk/prc_home.asp?id=2624.

The use of pesticides in the UK on food crops and feeding stuffs is limited by statutory controls on their supply and use. As part of the approval process for a specific pesticide, the potential exposure of consumers to residues in food is carefully assessed and uses are only approved if the likely residues present no risk to health.

Pesticides are approved for use on the basis that i) the treatment is applied in accordance with the approved conditions of use and ii) with the relatively small number of treatments which are liable to result in residues, and residues in treated foodstuffs will be at or below agreed maximum residue levels (MRL). This should ensure that any pesticide residues are as low as practicable and are toxicologically acceptable.

Maximum Residue Levels (MRLs).

MRLs are defined as the maximum concentration of pesticide residue (expressed as milligrams of residue per kilogram of food) likely to occur in or on food after the use of pesticides according to Good Agricultural Practice (GAP), i.e. when the pesticide has been applied in line with the product label recommendations and in keeping with local environmental and other conditions). MRLs are trading standards. The MRL setting procedure will however ensure that potential residue levels do not pose unacceptable risks for consumers. It should be noted that the existence of an MRL on a particular foodstuff does not indicate the use of the chemical has been approved for use on that crop in the UK.

Good Agricultural Practice with regard to the use of pesticides can be summarised as the achievement of the desired degree of control of pests, diseases and weeds at an economic cost and with the minimum hazard to operators, agricultural workers, consumers, non-target animals and the environment. A key feature of GAP is the latest time of application or "harvest interval", which is laid down as a statutory condition for use of a particular product for individual crops. It is quoted on the label in terms of the period which must elapse between the last application and harvesting for human or animal consumption. It is an offence not to adhere to these intervals.

The Regulations

Since September 2008 all statutory MRLs are set on an EU-wide basis, under EU Regulation 396/2005(EC). This Regulation provides a harmonised system of MRL setting, and applies to all foods treated with pesticides after 1 September 2008.

MRLs for individual products can be found on the CRD MRL database at <https://secure.pesticides.gov.uk/MRLs/search.asp> If a pesticide is not included in any of the Annexes the default MRL of 0.01 mg/kg applies (Art 18(1b) of Reg. (EC) No 396/2005).

The Annexes to Regulation 396/2005 specify the MRLs and the food commodities to which they apply. All substances acting as pesticides are subject to these Regulations, whether or not they have authorised uses within the EU.

Annex I is the list of products to which the MRLs apply. Annex I has been established by Commission Regulation (EC) No 178/2006. It includes 315 food commodities (a larger variety than before), incorporating fruits, vegetables, spices, cereals, and animal products. MRLs are not yet set for fish and animal feeds, but these are expected to be added in the future.

Appendix RC.1 (continued)

Overview of the Regulations Controlling Pesticide Residues in the UK

Annex II is the list of EU definitive MRLs and it consolidates the EU legislation in place before 1 September 2008.

Annex III is the list of the so-called EU temporary MRLs. It is the result of the harmonisation process as it lists pesticides for which, before 1 September 2008, MRLs were only set at national level.

Annex IV lists pesticides for which no MRLs will be set because the residues resulting from pesticide use cannot be distinguished from levels arising naturally.

Annex V will contain the list of pesticides for which a default limit other than 0.01 mg/kg (see below) will apply. This Annex has not been developed yet.

Annex VI will contain the list of conversion factors of MRLs for processed commodities. This Annex has not been developed yet.

Annex VII contains a list of pesticides used as fumigants for which the Member States are allowed to apply special derogations before the products are placed on the market. The current listing for this Annex is published under Commission Regulation (EC) No 260/2008.

In addition to statutory EU MRLs, international non-statutory (Codex) levels are set for a wide variety of pesticide/commodity combinations. The Codex Alimentarius Commission (CAC) (responsible for setting Codex MRLs) is an international body that aims to protect the health of consumers, ensure fair trade practices in the food trade, and promote co-ordination of all food standards work undertaken by international governmental and non-governmental organisations.

Where produce is marketed within the EU it is the EU MRL that must be complied with (including, where appropriate, any default level that applies).

The Monitoring of Pesticides Residues

Producers

The Red Tractor Fresh Produce standards require produce to be included in a pesticide residue monitoring scheme. If produce is found to exceed an MRL at any point in the supply chain, the further placing on the market, distribution and marketing of the produce is an offence, so action must be taken by the party or parties concerned to discontinue further placing on the market, distribution or sale. If a party finds an exceedance they must act; they cannot rely on others involved in production distribution or sale to take the action required. This is separate to any action Regulatory authorities may take.

The action requires an investigation of the cause of the exceedance and the implementation of procedures to prevent further exceedances. Further testing of produce may be required before marketing can resume.

Pesticides Residues Committee

The Pesticide Residues Committee (PRC) carries out monitoring of both home produced and imported food for pesticide residues. The surveillance programme takes the form of rolling surveys of 35 - 45 different foodstuffs each year giving a total of about 4,000 samples which are analysed for appropriate residues. The purpose of this monitoring is threefold:

- to back up the statutory approvals process for pesticides by checking that no unexpected residues are occurring in crops;
- to check that residues do not exceed the statutory Maximum Residue Level; and
- to check that human dietary intakes of residues in foods are within acceptable levels.

Appendix RC.1 (continued)

Overview of the Regulations Controlling Pesticide Residues in the UK

MRL exceedances fall into two broad categories. First, many exceedances are 'one-offs' which appear to be an isolated finding. However, sometimes, repeated exceedances may be found in a single survey or in successive surveys of the same commodity. This suggests either that the pesticide approval does not give residues consistent with the MRL, or that there is misuse by growers. The former is rarely, if ever, the case with UK approvals. A series of possible actions are available in response to any findings of concern:

- The brand owner for any sample containing a residue above the MRL or of a non-approved pesticide (UK samples only) is notified of the result and asked to investigate the cause.
- Details of imported samples exceeding the MRL are notified to the authorities in the exporting country.
- If the residues found are a health concern an immediate notification to other Member States, is made using the EU's Rapid Alert System for Food and Feed (RASFF).
- In serious cases involving another EU member state inspectors from the European Commission's Food and Veterinary Office will mount an inspection visit to investigate the problem.
- If illegal use is suspected, for UK produce, enforcement action is undertaken involving the collection of samples, with a view to prosecution if breaches of the regulations are found.



Appendix OT.2.1

Haulage Exclusion List and Haulage Contaminant Sensitive List

Whilst Scheme members are aware of the existence of the AIC Code of Practice for Road Haulage (of combinable crops, animal feed materials and as-grown seeds), below are the materials contained in the Haulage Exclusion and Contaminant Sensitive Lists (July 2009- July 2010), for easy reference.

Although these mainly apply to commercial haulage, they do have implications for those farmers who haul their own grain to off-farm stores or processors. If you think that this might apply to you, we strongly advise you to contact the store manager and seek his advice.

SENSITIVE LIST MATRIX

(NB: This list is shown as a guide only – a full description can be found in the Exclusion List).

Process	Pressure Cleaning AND Disinfecting	Washing OR Brushing OR Vacuuming
Material		
Aggregates – including first time quarried aggregates/stone – not including bituminous or recycled products (see exclusion list)		✓
Animal-derived dicalcium phosphate and hydrolysed protein produced in plants authorised by the competent authority in accordance with the Animal By-Products Regulations 2005	✓	
Clean and un-used rubber bedding		✓
Coal / fly ash / coal by-products		✓
Fertiliser		✓
Fishmeal – when next load is non ruminant animal feed materials or finished feeds		✓
Fishmeal – when next load is any other material	✓	
Foodstuffs of vegetable origin considered unsuitable for human consumption for reasons of freshness	✓	
Infested products	Steam clean	
Medicated feed products		✓
Moist co-products	Weekly	✓
Packaging and parts of packaging from products used in agriculture or the food industry (excepting where there is a risk of contamination from Exclusion List materials)	✓	
Peat		✓
Sheeted / unsheeted root crops and fruit		✓
Salmonella positive products	✓	
Salt		✓
Silage	✓	
Strong smelling materials, excluding fishmeal	✓	
Tallows	✓	
New Tyres		✓
Untreated wood, sawdust or other materials derived from wood		✓

Appendix OT.2.1 (continued)

Haulage Exclusion List and Haulage Contaminant Sensitive List

Check company policy regarding cross contamination		
Allergy causing materials		
Organic and genetically modified goods		

HAULAGE EXCLUSION LIST

1. Bulk Tipping Vehicles and Bulk Tankers

The following materials must not have been carried in vehicles used for the transportation of goods covered by this Code of Practice. Hauliers must be prepared to give an undertaking to this effect if required:-

Since 1st July 1998

- Toxic & corrosive materials and any packaging used for these materials or any materials (e.g. timber) treated with these products:
- Radio-active materials
- Livestock including poultry and their carcasses
- Animal & poultry wastes
- Manures, litter and composts
- Mammalian protein, including any feed containing these materials e.g. (a) mammalian protein (including greaves), other than processed animal protein (since 1st July 2001, see below), derived from the whole or part of any dead mammal by the process of rendering; or (b) any material derived from mammalian protein, and for this purpose "protein" means any proteinaceous material which is derived from a carcass but does not include milk or other milk products
- Mineral clays which have been used for detoxification purposes
- Cereal & other seeds treated with toxic dressing excluding bagged or packaged seed
- Glass (including cullet) and products thereof
- Hide treated with tanning substances, including its waste
- Scrap metal, including fragmented metal and "frag rubber"
- Old tyres
- Solid urban waste, such as household waste, including products processed from this material
- All wastes obtained from the various phases of the urban, domestic and industrial waste water treatment process, irrespective of any further processing of these wastes and also irrespective of the origin of the waste waters
- Untreated waste from eating places, except food stuffs of vegetable origin considered unsuitable for human consumption for reasons of freshness

The following materials must not, since **1 July 2000**, have been carried in vehicles used for the transportation of goods covered by this Code of Practice.

- Bituminous products e.g. tar chips, tarmac planings, some recycled aggregates
- Other products not responsive to normal detergent cleaning

The following materials must not, since 1 July 2001, have been carried in vehicles used for the transportation of goods covered by this Code of Practice.

- Processed animal protein, e.g. meat and bone meal, meat meal, bone meal, blood meal, dried plasma and other blood products, hoof meal, horn meal, poultry offal meal, feather meal, dry greaves, and any other similar products, and includes mixtures, feedingstuffs, feed additives and premixes containing these products



Appendix OT.2.1 (continued)

Haulage Exclusion List and Haulage Contaminant Sensitive List

The following materials must not, since 1 July 2002, have been carried in vehicles used for the transportation of goods covered by this Code of Practice.

- Asbestos or materials containing asbestos

The following materials must not, since 1 July 2003, have been carried in vehicles used for the transportation of goods covered by this Code of Practice.

- Pharmaceutical Waste

NB. Generic terms (e.g. Biomass) should not be used and descriptions should be as detailed as is necessary to accurately identify the product.

NB: Many products now are of a recycled nature (i.e. recycled aggregates which can contain bitumen, scrap metal and glass) so ensure that a product data sheet is obtained and, if in doubt, contact AIC for clarification.

2. Packaged goods

The following materials must not, since 1 July 2003, have been carried in vehicles used for the transportation of goods covered under this Code of Practice: -

- Radio-active materials

HAULAGE CONTAMINANT SENSITIVE LIST

Where vehicles are presented for the carriage of goods their load carrying areas must at all times be kept in a clean, dry and fit state to avoid harm to the goods being carried. Vehicles for carrying liquids should be in a condition fit for the purpose. It must be remembered that the Food Safety Act requires that any surface that comes into contact with food must be clean.

1. Pressure Cleaning / Sanitising

Lorries must be pressure cleaned with a 1% hot (70-80C) solution of a combined detergent / disinfectant suitable for use on food contact surfaces after they are used for carrying the goods listed below. The vehicle sheet must also be pressure cleaned in this way. The vehicle and sheet must be drained and dry before re-use for other loads. Proof will be required to be given that appropriate cleaning operations have been undertaken and they must be recorded on the consignment note of a subsequent load: -

- Tallows
- Strong smelling materials, excluding fishmeal (see (7) below)

Strong smelling materials should normally be carried in dedicated vehicles which are not used for transporting other goods, because cross-contamination or taint of subsequent loads can lead to rejection and substantial claims for which the haulier may be held liable.

- Animal-derived dicalcium phosphate and hydrolysed protein produced in plants authorised by the competent authority in accordance with the Animal By-Products Regulations 2005.
- Any product known to be salmonella positive
- Food stuffs of vegetable origin considered unsuitable for human consumption for reasons of freshness
- Packaging and parts of packaging from products used in agriculture or the food industry (excepting where there is a risk of contamination from Exclusion List materials)
- Silage

(NB: Hauliers may find that some customers may not accept goods in vehicles which have carried these materials).



Appendix OT.2.1 (continued)

Haulage Exclusion List and Haulage Contaminant Sensitive List

2. Washing / Brushing / Vacuuming

Proof will be required to be given that appropriate cleaning operations have been undertaken when the following materials have been carried prior to the carriage of goods covered by this Code. In most cases where the material is dry thorough brushing or vacuuming will be sufficient. However if the material is caked or damp, washing will be necessary: -

- First time quarried aggregates/stone – not including bituminous or recycled products (see exclusion list)
- Coal / fly ash / coal by-products
- Fertiliser
- Medicated feed products
- Sheeted/unsheeted root crops and fruit
- Salt
- Untreated wood, sawdust or other materials derived from untreated wood
- Peat
- Clean and un-used rubber bedding (including playground and arena mixes)
- New tyres

3. Moist Co-Products

Vehicles that carry moist co-products must be clean and have any excess moisture removed before loading.

Vehicles used for the delivery of moist co-products must be cleaned and disinfected with a food grade disinfectant once a week. This cleaning must include load carrying areas and the sheet inside and out.

Vehicles that carry moist co-products must also be cleaned and sanitised before carrying dry products detailed in A2.

4. Infested Products

Vehicles which have carried infested products must be thoroughly steam cleaned. The vehicle sheet must also be steam cleaned in this way. The vehicle's load carrying area and sheet must be drained and dry before re-use for other loads. Proof will be required to be given that appropriate cleaning operations have been undertaken and they must be recorded on the consignment note of a subsequent load. The use of smoke bombs is not likely to be effective and is not recommended.

5. Materials Causing Allergic Reactions

EU legislation (Directive 2007/68/EC) identifies several groups of materials as causing allergic reactions in some people. In certain cases these reactions can cause severe anaphylactic shock, which can be fatal. Participants must check and comply with individual customer's policies/requirements/terms and conditions before handling any of the following products:

- Crustaceans and products thereof
- Eggs and products thereof
- Fish and products thereof
- Peanuts and products thereof
- Milk and products thereof
- Nuts i.e. Almond, Hazelnut, Walnut, Cashew, Pecan, Brazil, Pistachio, Macadamia/Queensland and products thereof.

(NB: Nuts can be found in products such as confectionery waste, biscuit meal, animal feed blends, chocolate bars and cereals bars)



Appendix OT.2.1 (continued)

Haulage Exclusion List and Haulage Contaminant Sensitive List

- Celery and products thereof
- Mustard and products thereof
- Sesame seeds and products thereof
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/litre expressed as SO₂
- Lupin seeds and products thereof
- Molluscs and products thereof

(NB: Cereals containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut and their hybridised strains) and Soya are also identified in EU legislation as causing allergic reaction).

6. Organic and Non-Genetically Modified Goods

Hauliers must check individual companies' policies before carrying organic and genetically modified goods.

7. Fishmeal

Only fishmeal that has been produced in plants authorised by the competent authority, in accordance with the Animal By-Products Regulations 2005, is permitted to be carried under this Code.

(NB: Attitudes towards and acceptance of fishmeal differ between end-user companies. Hauliers must check individual companies' policies before carrying this commodity).

If a vehicle is used for the transport of fishmeal and is subsequently used for the transport of other goods intended for: -

- a) Non ruminant animal feed materials or finished feeds

It must be thoroughly cleaned, in accordance with Section 2 of this list and inspected before and after the transport of fishmeal.

- b) All Other Purposes

It must be thoroughly cleaned and disinfected, in accordance with Section 1 of this list and inspected after the transport of the fishmeal. This is particularly important where the goods may be used for human consumption.

Required Documents and other useful publications

The majority of publications listed below can be found in the publications section on the Red Tractor Assurance website: www.redtractorassurance.org.uk/croppublications

Documents that must be available (DP.1)

Where equivalent documents have been produced by authorities in devolved regions of the UK producers in those regions may have a copy of a local equivalent to the Defra document.	
Defra ISBN 978 0 11 243284 5	Protecting our Water, Soil and Air (2009) A Code of Good Agricultural Practice for farmers, growers and land managers
Defra PB11090	The Code of Practice for Using Plant Protection Products
NaTCSO	Leaflet: 'Don't be the weakest link in the chain' The information from the leaflet is included in Appendix EC.4 and it is not necessary to have a separate copy of the leaflet. You will find additional advice on the NaTCSO website
Home-Grown Cereals Authority (HGCA),	Grain Storage Guide HGCA Grain Storage Guide – 3rd edition (2011) To order: publications@hgca.com HGCA general enquiries: 0247 669 2051
HGCA	Guidelines to Minimise the risk of fusarium mycotoxins in cereals – 2nd edition (G34, 2010) A copy of the mycotoxin risk assessment and other relevant information, including an online risk assessment tool can be downloaded from the HGCA website: www.hgca.com/mycotoxins Hard copies can be obtained by phoning 0247 647 8730
Defra PB 2202	The Code of Practice for the Control of Salmonella (COP COS Storage of Animal Feedstuffs)
Defra PB 13303	Code of Practice for the Control of Salmonella during the Production, Storage and Transport of Compound Feeds, Pre-mixtures, Feed Materials and Feed Additives
Defra RB 209	Fertiliser Recommendations for Agricultural and Horticultural Crops – 8th Edition, 2010
Defra PB 11162	SFPS Cross Compliance for Soil Management 2006

Required Documents and other useful publications

Other useful documents (Equivalent documents may be available in the devolved regions of the UK)

	LEAF 'Handbook for Integrated Farm Management' Free to LEAF Members or available from Linking Environment & Farming, The National Agricultural Centre, Stoneleigh, Warwickshire CV8 2LZ. Telephone: (02476) 413911
	Specific Off-Label Approvals' – SOLAs Pesticides Safety Directorate – http://www.pesticides.gov.uk PSD (01904) 455775 www.pesticides.gov.uk
Defra PB 9241	Pesticides and Integrated Farm Management
HSE AIS No:16	Health and Safety Executive Guidance on storing pesticide for farmers and other professional users www.hse.gov.uk HSE (01787) 881165
VI	Crop Protection Management Plans(Blank CPMP) www.voluntaryinitiative.org.uk or Regional NFU offices, Crop Advisors or Agronomists
	The National Register of Sprayer Operators NRoSO (024 7669 6553) Email: information@nroso.org.uk
	The National Sprayer Testing Scheme http://www.nsts.org.uk
	Code of Practice on the Provision of Information relating to Genetically Modified Crops SCIMAC, Secretary Daniel Pearsall 01733 231133 www.scimac.org.uk
	Pesticides Guide – “Green Book”. Published annually by CAB International, (01491) 832111 & The British Crop Protection Council., Publications (01420) 593 200 Email: publications@bcpc.org www.bcpc.org/bookshop

Appendix DP.2

Emergency Contacts & Contingencies Plan

EMERGENCY CONTACT TELEPHONE LIST

Emergency Services Dial 999.

Remember:

- Do not put yourself at risk
- Raise the alarm immediately
- Summon help from the appropriate services straightaway
- Provide clear contact details and directions from the information below

Telephone Numbers	
Doctor:	
Nearest Hospital A&E Department	
Health & Safety Executive*:	Info Line 0845 300 9923
Environment Agency*: General Enquiries Environment Agency (England & Wales) SEPA (Scotland) Northern Ireland Environment Agency	Incident Hotline 0800 807 060 Floodline Service 0845 988 118 08708 506 506 01786 457 700 0845 302 0008
SEPA in Scotland*	Pollution Hotline 0800 807 060 Floodline Service 0845 988 1188 General Enquiries 01786 457 700
Rural Payments Agency (RPA)	
Electricity Company Emergency No:	
Gas Supply Company Emergency No:	
Water Supply Company Emergency No:	
Customer contacts:	Name Phone number
Contact 1	
Contact 2	

* These are the correct contact details at the time of print

Appendix DP.2 (continued)

Emergency Contacts & Contingencies Plan

Your Contact Information:	
Farm Address: Postcode:	Farm Contact Name Farm Tel No: Mobile Contact No.
Farm map reference	Farm CPH No:
Location of nearest telephone:	Directions to farm:
Location of nearest alternative water supply Location of washing facilities Location of fire extinguishers	Location of isolation points: Gas Electricity
Location of gas cylinders, fuel tanks and any highly flammable substances (for example fertilisers)	Location of any corrosive, poisonous or other noxious substances (pesticides, paints, preservatives, acids)

Appendix DP.2 (continued)

Emergency Contacts & Contingencies Plan

Emergency Plan

Farm emergencies are not something we can easily plan for but they do happen.

This Plan should identify in advance how you will deal with emergencies to protect against threats to the safety of farm workers, animals and risks of pollution. From the plan all staff members should know what to do if an incident happens.

Type of Emergency	Action
Examples:	
Flood	
Fire	
Failure of water supply	
Failure of electricity supply	
Failure of gas supply	
Equipment failure	

Your Plan:	

Appendix DP.4

Complaints record pro-forma

A complaints record is required to demonstrate that all complaints relevant to the topics covered by the assurance standard are taken seriously and to provide a record of any action taken as a result.

If a letter of complaint is received then a copy of the letter is a sufficient record. Where no written complaints have been received by the farm the table below is sufficient to demonstrate that a means of recording any complaints received in future is available.

Date	Received From	Nature of Complaint	Action Taken

Delivery Point Rejection Procedures

Procedures to be followed by mills & maltsters etc

Rejection forms **must** be submitted to certification bodies by fax or 1st class post (and copied to the Scheme office) within **7 days** of the incident and **must** include a copy of the grain passport that accompanied the load. Forms can also be sent by email but must be accompanied by a scanned copy of the passport. Rejections will **not** be investigated if the relevant paperwork is not submitted within this timeframe.

Objectives

- 1 To verify to the consumer/end user that assured grain that is the subject of rejection by them for reasons other than contractual specification is seen to be followed up by the relevant Certification Body.
- 2 To give member producers confidence that grain from assured farms is treated fairly by the consumer/end user and that, causes for rejection are clearly identified and followed up to ascertain the reason, where applicable.
3. To investigate the cause of rejection and determine if scheme members have not been adhering to Scheme standards.

The Scheme will not get involved in any contractual disputes and this rejection procedure, including the form, will remain confidential to all parties.

Only on-farm **storage, own transport of grain or food and feed safety related elements** should be reported to the relevant Certification Body as indicated on the Scheme delivery point rejection form. Mould (including mycotoxin contamination), heating, smell, vermin droppings, infestation and contamination are the main areas but this is not an exhaustive list. Contractual specifications such as protein/nitrogen, Hagberg, hectolitre weight, screenings, moisture and germination are the main areas which **must not be included**.

Certification Body (CB) Actions

a) All rejections except for those relating to mycotoxin levels

Following receipt of the delivery point rejection form (see page 3), one of the following actions will be taken depending on the cause and severity of the rejection:

1. In severe cases or when the consumer/end user requires an immediate response such as when a food or feed safety issue is discovered at intake, the relevant CB will take the following action:

Presence of contaminants

- Immediately suspend the producer;
- Undertake a spot check to confirm that the non-conformance has been rectified

Presence of vermin or vermin droppings

- Immediately suspend the producer;
- If this is the first incidence the CB will require copies of the vermin control records and evidence of measures taken to clean crops as corrective evidence of rectification of the non-conformance
- If this is a repeat non-conformance the CB will undertake a spot check to confirm that the non-conformance has been rectified.



Delivery Point Rejection Procedures

The CB will send a report on the cause of rejection and action taken to the complainant, producer and Scheme office within 28 days of receipt.

2. In other cases (such as mouldy grain, presence of other contaminants and evidence of infestation etc) the relevant assessment report will be checked to ascertain if the cause of the rejection was:-
 - a) Highlighted as a non-conformance and subsequently upgraded following confirmation by the member producer that action had been taken.
 - b) Not highlighted at the time of assessment.

The CB will then request written details of corrective action taken to remedy the non-conformance and if this is not received within 28 days the producer will be suspended and a revisit will be undertaken (cost to be charged to the producer) to confirm rectification.

The CB will send a report on the cause of rejection and action taken to the complainant, producer and Scheme office within 28 days of receipt.

b) Rejections relating to mycotoxin levels

Following receipt of the delivery point rejection form which must be accompanied by a copy of the relevant grain passport showing a risk assessment of score of 10 or below:-

- 1) CB will send producer a Scheme mycotoxin questionnaire (see below) for completion and return by the producer within 14 days of receipt
- 2) If questionnaire and copy of risk assessment is not received within the time scale the CB will suspend the producer with immediate effect
- 3) Upon receipt of completed questionnaire and copy of passport the CB will check that:-
 - Risk assessment score corresponds with score on passport
 - Answers on questionnaire correspond with risk assessment answers

Any discrepancies in the above will result in immediate suspension pending full investigation which will include revisit (costs to be charged to the producer)

The CB will send a report to the complainant and Scheme office within 28 days of receipt indicating whether the risk assessment score corresponds with the score on the passport.



Delivery Point Rejection Procedures



RED TRACTOR COMBINABLE CROPS AND SUGAR BEET DELIVERY POINT REJECTION FORM			
Please return to the appropriate Certifier:			
NSF-CMi	enquiries@cmi-plc.com	Fax: 01993 885611	DPR Reference No:
SAI Global	agrifood@saiglobal.com	Fax: 01908 249965	
PAI Group	enquiries@thepaigroup.com	Fax: 01423 878870	
Company			
Address			Postcode:
Contact Name			
Tel No:		Fax No:	
Delivery Point - if different from above			Postcode:
Grain	Variety	Contract No:	
Tonnage	Haulier	Vehicle Reg No	
Reason for Rejection (please tick appropriate box)			
MOULD <input type="checkbox"/> HEATING <input type="checkbox"/> SMELL <input type="checkbox"/> CONTAMINATION <input type="checkbox"/>			
MYCOTOXIN OVER 1250ppb (specify level) <input type="text"/>			
VERMIN DROPPINGS <input type="checkbox"/> INFESTATION <input type="checkbox"/> OTHER <input type="checkbox"/>			
Grain Passport attached <input type="checkbox"/>			
Comments			
RT Combinable Crops Membership Number:			
Signature		Date	
Position in Company			

PLEASE RETURN WITH PASSPORT TO THE APPROPRIATE CERTIFICATION BODY
 and send a copy to RT Crops & Sugar Beet Assurance Unit 4b, Highway Farm, Horsley Road, Downside, Cobham,
 Surrey KT11 3JZ Fax: 01932 589 800 Email: crops@redtractorassurance.org.uk



Delivery Point Rejection Procedures

Scheme Mycotoxin Questionnaire

1. Rainfall Data

Rainfall data was obtained via:

- ☐ Farm Rain Gauge
- ☐ Other Local Rain Gauge (please specify):
- ☐ Website (please specify):
- ☐ Other means (please specify):

Please supply copies /details of rainfall records for flowering and pre-harvest:

.....

.....

.....

2. Fungicide Use at T3

Product Used (trade name):

Rate of Application:

Please confirm that this rate is:

	Tick
Under 50% rate of recommended product	<input type="checkbox"/>
50 - 74% rate of recommended product	<input type="checkbox"/>
75% or above rate of recommended product	<input type="checkbox"/>

Date of Application:

Name:

Address:

.....

..... Postcode:

Scheme Membership Number:

Copy of Risk Assessment attached ☐ (please tick)

Note: If this form is not returned to the appropriate Certification Body within 14 days of receipt, certification may be suspended.



Appendix DP.5

Assessment of Suitability of New Sites

When a new site, either land or a building to be used for storage is introduced to the production system it is recommended that producers assess its suitability before bringing it into use. The assessment should consider whether any measures should be taken to minimise any food safety (residues) or plant health problems before the 'site' is used.

Points to consider:

- How has the land or building been used before?
- Has the land had any recent applications of:
 - Herbicides or pesticides?
 - Slurry or manure (especially from other species)?
 - Sewage sludge?
 - Abattoir waste?
 - Compost?
- Are there any known or likely disease risks from previous crops?