



**PROTOCOLO DE
SUSTENTABILIDADE
COOXUPÉ**

Reference Guide of Requirements for Verifiers

Version 2.0: 2024



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Introduction

This document complements the Cooxupé and Member Field Verification Cards. Its purpose is to serve as a reference for verifiers in the Generations program. The Requirements Reference Guide for Verifiers lists guidelines that have been developed to clarify the interpretation of the requirements and better guide verifiers. The document also includes the applicability of each requirement: Always applicable and specific cases in which a requirement can be considered Not Applicable (NA).

1.0 Economic Development

1.1 Rural property management

Code	Requirements	Guide
1.1.1	ESSENTIAL REQUIREMENT: Has the cooperative member signed the documentation required by Cooxupé (Code of Ethics, Bylaws, Sustainability Policy, Integrity Program)?	The documents listed need to be reviewed for signature. This can be by reviewing the hard copy or the documents uploaded to the platform. Always applicable.
1.1.2	ESSENTIAL REQUIREMENT: Can the cooperative member present proof of CAR (Rural Environmental Registry) registration?	The verifier must review the CAR to ensure that it is valid. Always applicable.
1.1.3	ESSENTIAL REQUIREMENT: Is the cooperative member not listed on the federal "dirty list" of forced labor?	The verifier will review the lists to ensure that the farmer is not listed. Always applicable.
1.1.4	ESSENTIAL REQUIREMENT: Is the cooperative member not on the environmental embargo "dirty list"?	
1.1.5	Does the cooperative member keep, and is he able to present, complete coffee receipts from at least a year ago?	The verifier will review the receipts kept by the cooperative member and ensure that they have all the relevant information (name, date, quality, price, buyer's name, etc.). Always applicable.
1.1.6	Does the cooperative buy propagation material (coffee seedlings) only from registered sources?	Propagation material is understood to be coffee seedlings. The verifier will review the purchase records (purchase invoices from the nursery, CFO of the seedlings and RENASEM of the nurseryman) to ensure that the origin of the propagation material complies with the requirements. NA if the producer doesn't buy seedlings from third parties and makes his own.
1.1.7	Are there records of activities carried out and products applied?	Written documentation will be required. Example of an application record: application records with date, product applied, person who carried out the application. They also check that no prohibited products are used according to the most up-to-date list made available by GCP on the official website, which is in line with the Global Harmonized System (GHS), the World Health Organization (WHO) and the US Environmental Protection Agency (EPA) lists. Always applicable.
1.1.8	Is a written traceability system in place to ensure that different batches of coffee don't get mixed up with batches from other producers?	The verifier will ask about written traceability documents and assess the effectiveness of the system implemented in keeping coffee lots segregated by lot/producer. Always applicable.

Code	Requirements	Guide
1.1.9	Are the amount spent on the property and the cost of production known and/or recorded?	The verifier will ask about the rural property's expenses and can request receipts and accounting books. This information can also be sent to the platform. Always applicable.
1.1.10	Is there an archive (kept for at least 5 years) of documents related to the café's activities, such as invoices, receipts, recommendations?	The verifier will review the file. This may be by reviewing the hard copy or the documents uploaded to the platform. Always applicable. "Complies" if the activities have been ongoing for less than 5 years and there is supporting documentation.
1.1.11	ESSENTIAL REQUIREMENT: Has the producer shown progress in the program since it was last checked?	Continuous Improvement is the process of developing the sustainability of the producers participating in the program. This improvement can be seen in the progression of levels and even in the percentage of compliance from one check to the next. Not applicable in the year of entry into the program.

2.0. Social Responsibility

2.1 Child labor

Code	Requirements	Guide
2.1.1	ESSENTIAL REQUIREMENT: Is child labor (under 16) prohibited and not practiced on the property, except as an apprentice from the age of 14?	Evidence of prohibition can be a written policy, regular meetings, contracts, which will be reviewed. The absence of observed evidence of child labor (e.g., age verification) and interviews will help to triangulate this information. In accordance with ILO 138 and 182 Always applicable.
2.1.2	ESSENTIAL REQUIREMENT: Are authorized minors (14 - 17 years old) prohibited from performing work that is detrimental to their physical, psychological, moral, or social development?	Examples of prohibited work are - Work during school hours; - Work involving exposure to pesticides; - Work involving exposure to machinery; - Carrying heavy loads; - Long hours of work; - Work at night. According to ILO 138 and 182 NA if there are no minors employed on the property.
2.1.3	ESSENTIAL REQUIREMENT: Do all children of legal school age living on the property attend school?	The verifier will require proof that school-age children are attending school (school statement/attendance card/information from an interviewee). According to ILO 138 and 182 NA if there are no school-age children living on the property.

2.2 Labor conditions

Code	Requirements	Guide
2.2.1	ESSENTIAL REQUIREMENT: Doesn't the cooperative retain the workers' original documents and request deposits as a condition of employment?	Interviews. According to ILO 29, 105. NA if there is no worker on the property.
2.2.2	ESSENTIAL REQUIREMENT: Are all permanent and temporary workers paid at least the legal minimum wage?	Document review (payment records, e.g., payment vouchers) and interviews. The verifier must include the amount paid in the field notes. NA if there is no worker on the property.
2.2.3	ESSENTIAL REQUIREMENT: Do all workers have access to drinking water?	Visual observation of the property and interviews with management and workers. Documentation demonstrating that the water is safe to drink can help support compliance. NA if there is no worker on the property.
2.2.4	ESSENTIAL REQUIREMENT: Are any deductions made from income legally permitted and made clear to the worker?	Review of payment documentation (e.g., payment vouchers) and interviews. NA if there is no worker on the property.
2.2.5	ESSENTIAL REQUIREMENT: Are deductions made for disciplinary purposes prohibited?	
2.2.6	ESSENTIAL REQUIREMENT: Are all forms of harassment or abuse (physical, sexual and verbal) prohibited on the farm?	Harassment can be expressed verbally, physically, or morally. Evidence of prohibition can be a written policy, regular meetings, contracts. Absence of evidence and observed interviews will help to triangulate this information. In accordance with ILO 190. Always applicable.
2.2.7	ESSENTIAL REQUIREMENT: Are forced labor and debt bondage, prisoner labor or labor resulting from human trafficking prohibited on the farm?	Evidence of prohibition can be a written policy and contracts. Observed evidence and interviews will help triangulate this information. It will be checked whether workers can freely leave their workplaces and/or accommodation provided by the employer through interviews. In accordance with ILO 29.105. Always applicable.
2.2.8	ESSENTIAL REQUIREMENT: Are all forms of discrimination (gender, religion, race, political opinion, etc.) prohibited on the farm?	Discrimination can be expressed verbally, physically, or morally. Evidence of prohibition can be an enforced written policy, regular meetings, contracts. Absence of evidence and observed interviews will help triangulate this information. The requirement applies to producers, workers, and their representatives . According to ILO 100 and 111. According to CLT. Always applicable.
2.2.9	Are all workers subject to the same working conditions and receive equivalent compensation for similar tasks and skills, benefits, access to training and promotion, regardless of race, religion, disability, gender, political opinion, or sexual orientation?	Review of payment documentation (e.g., payment vouchers), schedules and interviews. According to ILO 100. NA if there is no worker on the property.

Code	Requirements	Guide
2.2.10	Do all permanent and temporary workers have a minimum 24-hour rest period every 7 days?	Review of workers' contracts and interviews. NA if there is no worker on the property.
2.2.11	Do all contract workers get at least 15 minutes rest for 4-6 hours of work and at least 30 minutes break if they work more than 6 hours a day?	Review of employee contracts and interviews. NA if there is no worker on the property.
2.2.12	When overtime is required, it is done voluntarily, made explicit at the time of hiring, not exceeding 2 hours a day, and is paid at the rate of 50% more (Monday to Saturday) and 100% more (Sundays and public holidays) than normal pay?	Review of workers' contracts, payment documentation (e.g., pay slips) and interviews. Overtime/regular hours are based on the CLT (Consolidation of Labor Laws). NA if there is no worker on the property.
2.2.13	Are all permanent workers registered (CLT)?	Revision of proof of registration (work permit). NA if there is no permanent worker on the property.
2.2.14	Do all registered permanent workers (CLT) have access to work-related benefits, such as (at the very least): paid weekly rest, vacations, 13th salary, unemployment insurance, severance pay?	Review of workers' contracts and interviews. NA if there is no permanent worker on the property.
2.2.15	Do all registered workers (CLT) receive copies of their pay slips?	Worker interviews. NA if there is no worker on the property.
2.2.16	Do all permanent and temporary workers and their representatives have freedom of communication, association in independent organizations and collective bargaining, as well as access to the information and resources they need to carry out their duties?	Review of employee contracts and interviews. According to ILO 87 and ILO 98. Regular consultations between employers and authorized workers' representatives on working conditions, remuneration, dispute resolution, internal relations, resources needed to perform their duties and matters of mutual interest relating to workers must take place and the results of collective bargaining are applied. According to CLT NA if there is no worker on the property.
2.2.17	Does the cooperative member keep proof of payment or workers' pay slips for at least the previous year?	Review of historical documents related to the payment. NA if there is no worker on the property.
2.2.18	Do all workers work a maximum of 8 hours a day and 44 hours a week, unless otherwise specified in the contract (maximum of 12 hours a day followed by 24 hours rest)?	Review of workers' contracts, schedules, and interviews. NA if there is no worker on the property.

Code	Requirements	Guide
2.2.19	Are workers provided with a formal contract that contains all the legal requirements (hours, wages, benefits, etc.)?	When hiring, the cooperative must provide the employee with a copy of the contract. The contract must contain at least the following information: - Identification and signature of both the employer (producer) and the employee; - Salary; - Compensation method and frequency; - Working hours; - Work duties. The requirement must follow the guidelines established by the CLT (Consolidation of Labor Laws). NA if there is no worker on the property.
2.2.20	If a partnership or lease system is used, is there a formal contract that includes all the legal requirements?	When hiring, the cooperative must provide the employee with a copy of the contract. The contract must contain at least the following information: - Identification and signature of both the employer (producer) and the employee; - Salary; - Compensation method and frequency; - Working hours; - Work obligations. NA if there is no lease or partnership system.
2.2.21	Are all permanent and temporary workers registered (CLT)?	Review of proof of registration (work permit). NA if there is no worker on the property.
2.2.22	Where applicable, do all workers receive maternity leave in accordance with their employment contract and labor laws?	Revision of employment contracts. Registered workers may be entitled to maternity leave for up to 120 days. The number of days can vary between maternal and paternal leave. NA if there is no worker on the property.
2.2.23	Is there an ombudsman mechanism in place for workers to speak up about work-related complaints, and is this done without fear of reprisal?	Management and worker interviews, review of written documentation, if applicable. NA if there is no worker on the property.

2.3 Health and safety

Code	Requirements	Guide
2.3.1	ESSENTIAL REQUIREMENT: Does the cooperative ensure that all workers have basic health and safety conditions in their workplace?	The cooperative member guarantees that there are no working conditions or situations that could cause an accident or work-related illness with serious injury to the worker's physical integrity. Examples of such activities are - Prolonged exposure to noise levels above 115dB; - Inadequate use (or non-use) of PPE; - The PPE used must be compatible with the job being performed. - Prolonged exposure to the sun. NA if there is no worker on the property.
2.3.2	ESSENTIAL REQUIREMENT: Are all activities involving risk, such as pesticide application and machinery operation, carried out by people aged 18 or over, women who are not pregnant or any other non-vulnerable worker?	Interviews. Always applicable.

Code	Requirements	Guide
2.3.3	ESSENTIAL REQUIREMENT: Do all people handling or applying pesticides wear appropriate Personal Protective Equipment (PPE)?	Review of PPE used and interviews. Always applicable.
2.3.4	Is basic Personal Protective Equipment (PPE) made available to all workers who carry out risky activities, such as machine operation and pesticide application?	Review of the PPE used and interviews. NA if there is no worker on the property.
2.3.5	Do producers and workers know how to proceed in the event of an emergency (phone numbers to call, nearest hospital, etc.)?	Interviews. NA if there is no worker on the property.
2.3.6	Is there a first aid kit on the property equipped with saline solution, adhesive, absorbent cotton, gauze, scissors, etc.?	Review first aid kits. Single basic items are acceptable. Expired items are not acceptable. Always applicable. Even if there is no worker, the producer must have a kit for emergencies.
2.3.7	Is the equipment used kept in good and safe condition with items such as hoods, belt protectors, gimbal protectors, guardrails, etc.?	Equipment review and interviews. Always applicable.
2.3.8	Does the farm provide training in machine operation/maintenance for workers or for the producer himself?	Review of training records and interviews. Always applicable.
2.3.9	Does the farm provide training/updates every two years on the application of pesticides/insecticides, including the proper handling of hazardous substances (pesticides, agrochemicals) and safety procedures in case of accidents or spills, for the workers or the producer himself?	Evidence can be triangulated through training records and materials, observation, and interviews with those who handle hazardous substances. Certification is not required. Attendance at training/workshop/retraining will be considered "complies". Always applicable.
2.3.10	Are hours worked in hazardous activities, such as heavy workloads and pesticide application, limited to 6 hours a day?	Review of work records and interviews. Always applicable.
2.3.11	Does the cooperative have an emergency plan accessible to employees, which includes transportation or a trained person available to assist employees in the event of an emergency?	Plan review and interviews. NA if there is no worker on the property.
2.3.12	Does the cooperative maintain agrochemical spraying equipment, calibrating it after each maintenance and before using it for a different type of agrochemical?	Review of calibration records, review of equipment and interviews. Always applicable.
2.3.13	Workers are regularly informed and aware of: - proper use, storage, and conservation of PPE; - potential risks in the workplace; - measures to reduce work-related risk?	Review of meeting notes/documentation and interviews. NA if there is no worker on the property.
2.3.14	Are all enclosed work areas marked with signs and emergency exits for evacuation in the event of an emergency or fire?	Review of spaces and signage. NA if there is no enclosed work area.

Code	Requirements	Guide
2.3.15	Are all potentially hazardous areas, such as areas involving agrochemicals, machine operations, or involving biological risks visually marked/identified?	Signage must be clearly visible and indicate danger and appear around pesticides and machinery. NA if there is no such area.
2.3.16	Does the cooperative report all work-related accidents and keep written reports on injuries that occur on the property with the type of injury, name of the injured person, date, time, and location?	Review of injury records and interviews. In the absence of accidents, the verifier will ask about the procedure to be taken, he must comply with the requirement in case accidents occur in the future. NA if there is no worker on the property.
2.3.17	Do all workers have access to safe and clean rest areas, protected from the sun and rain?	Review of rest areas and interviews. NA if there is no worker on the property.
2.3.18	Do workers have convenient access to sufficient sanitary facilities that do not contaminate the environment?	Review of sanitary facilities and surroundings, review of the number of workers and interviews. NA if there are no workers on the property. NA if no relocations occur.
2.3.19	Are vulnerable workers or workers with temporary health conditions reassigned to a more suitable task without changes in pay?	Management and job interviews, salary records. NA if there is no worker on the property.
2.3.20	Are workers who handle dangerous agrochemicals (particularly if they are regularly exposed to organophosphate or carbamate pesticides) subject to an annual medical examination that includes cholinesterase tests?	Review of medical records and interviews. NA if there is no worker on the property.

2.4 Housing conditions

Code	Requirements	Guide
2.4.1	ESSENTIAL REQUIREMENT: Are the dwellings on the property for permanent and/or temporary workers habitable, located at least 15 meters away from crops and pesticide storage, equipped with appropriate cooking facilities, and do they have separate accommodation for single men and women?	Review of accommodation. Housing must be clean (free of exposed waste), safe (no structural or appliance hazards), with locked storage areas, sufficient sanitary facilities, with access to drinking water, habitable (enough space to accommodate the number of workers housed). It is acceptable to use hedges as barriers, as long as the minimum distance of 5m between the barrier and the dwelling is respected (if there is animal husbandry or a vegetable garden, these must also be 5m from the barrier) and between the crop and the barrier. NA if there are no workers' dwellings on the property.

3.0. Environmental Commitment

3.1 Biodiversity and Conservation

Code	Requirements	Guide
3.1.1	ESSENTIAL REQUIREMENT: Are all the productive areas of the rural property not under any legal environmental restrictions?	The cooperative member's rural property must be registered and provide proof of CAR and/or a certificate proving that the rural property is not under any legal environmental restrictions. Always applicable.

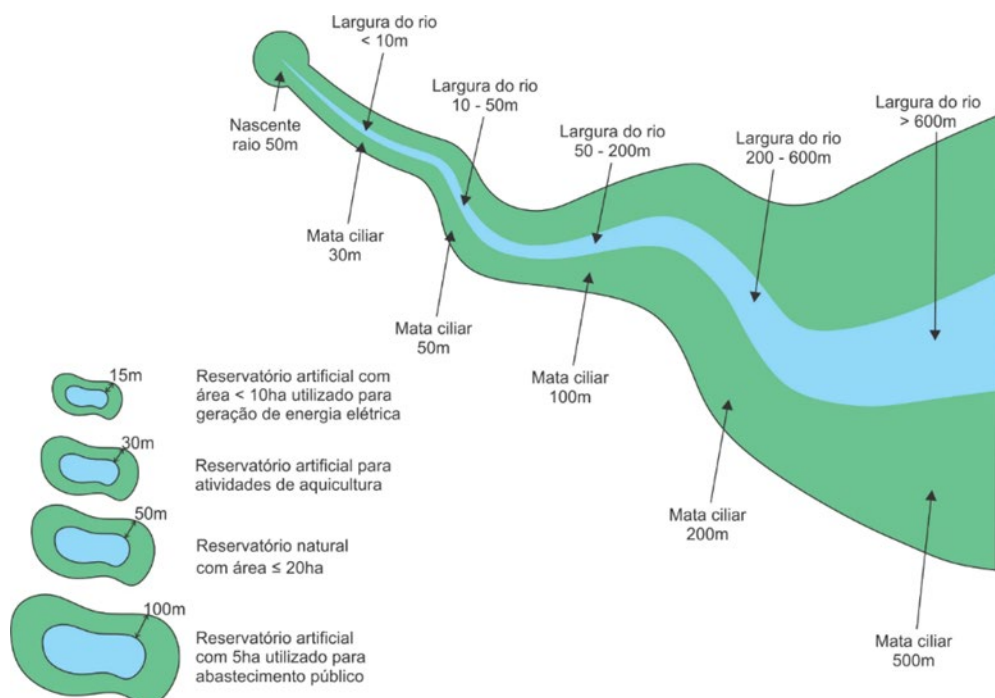
Code	Requirements	Guide
3.1.2	ESSENTIAL REQUIREMENT: Has illegal deforestation of native forests and preservation areas on the property been prohibited and not practiced since July 2008?	<p>Review of the rural property map, satellite images, review of the property for forest cutting signs and interviews.</p> <p>Illegal deforestation is the process of removing vegetation from a given area without legal authorization from the competent environmental agencies. In other words, it means clearing an area in disagreement with the conditions set out in the Brazilian Forest Code</p> <p>Art. 3 For the purposes of this Law, the following definitions apply:</p> <p>VI - alternative land use: replacing native vegetation and subsequent formations with other land cover, such as agricultural activities, industrial activities, energy generation and transmission, mining and transportation, urban settlements, or other forms of human occupation;</p> <p>Forest Code: Art. 1-A. This Law establishes general rules on the protection of vegetation, Permanent Preservation Areas, and Legal Reserve Areas; forest exploitation, supply of forest raw materials, control of the origin of forest products and control and prevention of forest fires, and provides economic and financial instruments to achieve its objectives. (Included by Law No. 12.727, of 2012).</p> <p>IX - social interest: (See ADIN nº 4.903)</p> <p>a) essential activities to protect the integrity of native vegetation, such as preventing, fighting, and controlling fires, controlling erosion, eradicating invasive species, and protecting plantations with native species;</p> <p>"Complies" will be considered when the irregularity has been corrected (through documentary evidence (e.g., payment of fine, TAC, recovery of degraded area)).</p> <p>Always applicable.</p>
3.1.3	ESSENTIAL REQUIREMENT: Do producers' land-clearing activities not involve the deliberate use of fire?	<p>Field observations and interviews.</p> <p>Where applicable.</p>
3.1.4	ESSENTIAL REQUIREMENT: Does the cooperative member have all the necessary legal authorizations to conduct production activities in previously cleared pastures, secondary forests, or other protected areas?	<p>The legal licenses required include:</p> <ul style="list-style-type: none"> - Rural Environmental Registry (CAR); - Water concessions (National Water Resources Policy); - CCIR (Rural Property Registration Certificate); - ITR (Rural Land Tax) paid; - Environmental licensing (specific to each municipality) <p>-Municipal Inspection Seal (SIM);</p> <p>- State Inspection Seal (SIE);</p> <p>- Federal Inspection Seal (SIF).</p> <p>NA if there are no crops planted in areas that used to be forests or protected areas.</p>
3.1.5	ESSENTIAL REQUIREMENT: Are permanent preservation areas (springs and streams) preserved and protected from (domesticated/large) animal access?	<p>Domesticated animals must not have access to these spaces. The verifier will review the property to ensure that there is no access to these areas and conduct interviews. NA if there is no APP.</p>

Code	Requirements	Guide
3.1.6	Is weed control done by alternating mowing and the use of herbicides?	Review of property, equipment, herbicides, and interviews. Always applicable.
3.1.7	Are the crops pruned according to the technician's guidelines?	The cooperative member must be able to explain the technician's guidelines on pruning and demonstrate implementation. Always applicable.
3.1.8	Is the cooperative member legally authorized to extract surface or underground water for agricultural use (e.g., irrigation) or for processing purposes?	Review of licenses and irrigation systems and interviews. NA if there are no bodies of water on the property, if there is no irrigation or process that uses water.
3.1.9	Is hunting and/or captivity of wild animals prohibited on the property and is wildlife protected?	Observations (visual signs "hunting and fishing prohibited", absence of captive animals) and interviews serve as a form of evidence. Always applicable.
3.1.10	ESSENTIAL REQUIREMENT: Does the cooperative follow the legal guidelines for protecting APPs (permanent protection areas) and does not apply agrochemicals within these boundaries?	The verifier will review these areas and conduct interviews. Findings must comply with Law 12.651/2012 of the Forest Code. *See Fig 1. Page 12 NA if there is no APP.
3.1.11	Does the farm have a list of native wild species that are identified as vulnerable or endangered?	The list must be submitted for compliance. Hunting or extraction of endangered species of animals and plants is not allowed according to the list provided. Always applicable.
3.1.12	Are standing dead trees and/or fallen trees left in the areas to decompose naturally?	If the trees are not left to decompose in the fields, they should only be used within the property, following local law (DECREE 47749 OF 11/11/2019 - Art. 37 - item V: the use of dead trees is allowed only for personal use, not for transportation and commercialization). Field observations and interviews. Always applicable.
3.1.13	Is a land use map of the property available?	Map revision. Always applicable.
3.1.14	Have all the coffee trees been planted level or using terraces and/or other means to control erosion?	Field observations. In cases where there are no signs of erosion, the requirement will be assessed as "meets". Based on Ministry of Agriculture and Livestock (MAPA) guidelines available on the Cooxupé website and on the official MAPA website. Always applicable.
3.1.15	Are the areas with slopes above 20% covered by trees or ground cover?	Cover vegetation can consist of plant species (herbaceous, shrubs, grasses, and trees), native or not, by means of seeds and/or seedlings, with one or more species, to form a plant community and cover the soil. The cooperative member can also cultivate in these areas, in which case the soil may be bare at certain times of the year for pre-planting preparation. This can also result in a conformity assessment. Based on Ministry of Agriculture and Livestock (MAPA) guidelines available on the Cooxupé website and the official MAPA website. NA if there is no area with these slopes.

Code	Requirements	Guide
3.1.16	Are roads and carriageways protected against erosion with containment basins if necessary?	Field observations. In cases where there is no erosion and therefore no need for containment basins, rate as "NA" NA if there is no erosion or risk of erosion.
3.1.17	Are the firewood options used low environmental impact, such as the remains of tree pruning, planted forests, etc.?	Field observations and interviews. NA if no firewood is used.
3.1.18	Has water consumption in coffee processing and irrigation (L/kg of processed coffee and L/hectare) decreased over time?	This requirement can be assessed by reviewing documentation related to water use or by interviewing the cooperative member if activities have been changed to minimize water use. NA if there is no irrigation.
3.1.19	Does the cooperative reserve a percentage of the total area of the property for biodiversity conservation according to the fiscal modules, as stipulated by law?	Terrestrial maps or satellite images will be useful for assessing this requirement. $\frac{\text{Área total de Conservação (APP) + Reserva Legal}}{\text{Área total da propriedade}} \times 100$ $= \text{porcentagem de preservação mínima}$ See Fig.1 and Fig.2 below Always applicable.
3.1.20	Has the cooperative member not cleared any areas of native forest to grow coffee as of December 31, 2020 (ZERO deforestation)?	This requirement is linked to the EUDR and can be assessed by interviews, field observation, analysis of satellite images and consultation of deforestation in official public tools/systems (PRODES, MapBiomas and others). Always applicable.

Permanent Preservation Areas (APP) are those that exist on the banks of rivers, streams, lakes, dams, and springs. The vegetation and all biodiversity in these areas must be preserved, and cultivation and the use of pesticides are prohibited. The length of the area to be preserved is between 30 and 500 meters, depending on the width of the watercourse.

***Fig.1**



*Fig.2

RECOMPOSIÇÃO DE APP (ESCADINHA) EM ÁREAS CONSOLIDADAS ATÉ 22/07/2008

O artigo 61-A da nova lei florestal autoriza a continuidade das atividades agrossilvipastoris, de ecoturismo e de turismo rural em áreas rurais consolidadas até 22/07/2008. Área rural consolidada é definida como "área de imóvel rural com ocupação antrópica pré-existente a 22 de julho de 2008, com edificações, benfeitorias ou atividades agrossilvipastoris, admitida, neste último caso, a adoção do regime de pousio".

Apesar da Lei nº 12.651/2012 permitir a continuidade de atividades econômicas em APP, a norma trouxe a obrigatoriedade de recomposição de uma faixa mínima nas margens dos cursos d'água, nascentes e lagos e lagoas naturais. Esta faixa obrigatória de recuperação varia em função do tamanho do imóvel rural (módulos fiscais), conforme demonstrado na Tabela abaixo e na Figura 1:

Recuperação de APP em função do tamanho do imóvel	Margens de rios	Nascentes	Lagos e Lagoas naturais
Maior que 0 até 1 MF	5 m	15 m	5 m
Maior que 1 MF até 2 MF	8 m	15 m	8 m
Maior que 2 MF até 4 MF	15 m	15 m	15 m
Maior que 4 MF até 10 MF	20 m *	15 m	30 m
Maior que 10 MF	30 a 100 m **	15 m	30 m

MF = Módulo Fiscal

* somente para rios de até 10 m de largura. Para os rios mais largos que 10 m aplica-se a regra para imóveis maiores que 10 módulos fiscais.

** a recuperação dever ser em faixa equivalente à metade da largura do rio, sendo no mínimo 30 m e no máximo 100 m.

3.2 Soil and Nutrient Management

Code	Requirements	Guide
3.2.1	ESSENTIAL REQUIREMENT: Are agrochemicals properly stored, labeled and mixed without impacting the environment?	Agrochemicals should be stored together indoors, away from food or living areas. If agrochemicals are mixed, it should be done away from bodies of water and with a spill containment basin, even if they are mixed in the field. In accordance with NR31 and NBR-9843-2019. NA if there is no storage or use of agrochemicals.
3.2.2	Is soil fertilization based on the technician's analysis and/or recommendation?	Field observations, review of application records and interviews. Based on Ministry of Agriculture and Livestock (MAPA) guidelines available on the Cooxupé website and on the official MAPA website. Always applicable.
3.2.3	Is the plant's nutrition and fertilization based on leaf analysis and/or the technician's recommendation?	Field observations, application records and interviews. Where applicable.
3.2.4	Is there a written nutrient management plan developed based on the needs identified in the soil analysis?	A written plan will need to be submitted for compliance. Always applicable.

Code	Requirements	Guide
3.2.5	Is soil sampling and analysis carried out regularly?	A regular basis can be more than once a year, but the records must demonstrate regularity. Always applicable.
3.2.6	Are organic soil improvers (decomposition of fallen leaves, branches, and twigs) or added as composted processed waste (coffee husks, straw) used to increase soil nutrients?	Field observations and interviews. Where applicable.
3.2.7	Does the farm's land management plan include soil conservation and a fertilization plan, as seen in the Good Practices manual?	The evaluation will take place after the plan has been revised. The good agricultural practices manual was developed based on the Ministry of Agriculture and Livestock (MAPA) good agricultural practices document available on the Cooxupé website and on the official MAPA website. Always applicable.

3.3 Plant Protection

Code	Requirements	Guide
3.3.1	ESSENTIAL REQUIREMENT: Is the use of the active ingredients endosulfan, terbufos, cadusaphos, triazophos, carbofuran and methyl bromide, as well as any pesticides listed as highly hazardous by the World Health Organization (Type 1A and 1B) and GCP's list of banned pesticides, prohibited on the property?	The verifier will review the storage of pesticides, application records and conduct interviews. The analyst and auditor should be aware of GCP's lists of prohibited pesticides on the official website, which is in line with the Global Harmonized System (GHS), the World Health Organization (WHO) and the US Environmental Protection Agency (EPA) lists. Always applicable.
3.3.2	ESSENTIAL REQUIREMENT: Is it forbidden for people without PPE to enter areas where pesticides have been applied in the last 48 hours, or the deadline stipulated on the product's package leaflet?	Field observations and interviews. NA if no pesticides are applied.
3.3.3	ESSENTIAL REQUIREMENT: Are pesticides kept in their original packaging and with original labels?	Review of agrochemical storage. NA if no pesticides are applied.
3.3.4	ESSENTIAL REQUIREMENT: Are all pesticide containers disposed of properly, either by washing them (triple rinsing or pressure washing) and destroying them (perforated) and/or returning them to the place indicated on the product invoice?	Review of stored empty containers and interviews. In accordance with NR31 and NBR-9843-2019. NA if no pesticides are applied.
3.3.5	ESSENTIAL REQUIREMENT: Is the spraying equipment cleaned and stored in a way that does not contaminate the environment?	Review of storage areas and cleaning of equipment and interviews. NA if no pesticides are applied.
3.3.6	Are pesticides stored safely in a suitable place (closed, ventilated, with natural lighting, impermeable floors, on shelves or pallets, at least 15 meters from food or other materials), kept in their original packaging, and used exclusively for their intended purpose?	Review of the pesticide storage area. In accordance with NR31 and NBR-9843-2019. NA if there is no storage of pesticides.

Code	Requirements	Guide
3.3.7	Does the cooperative member buy the pesticides from a registered source?	The cooperative member will need to present receipts for pesticide purchases for the verifier to review the seller. NA if no pesticides have been applied.
3.3.8	Are the amount of pesticide application and re-entry intervals guided by recommendations from qualified professionals and/or instructions on the labels?	Field observations and interviews. Documents such as product recipes and dosages for pesticide application signed by a qualified professional also serve as a source of evidence. They also check that no prohibited products are used according to the most up-to-date list made available by GCP on the official website, which is in line with the Global Harmonized System (GHS), the World Health Organization (WHO) and the US Environmental Protection Agency (EPA) lists. NA if no pesticides are applied.
3.3.9	Are pests and diseases monitored periodically to avoid preventive and widespread spraying?	The cooperative member must demonstrate that the application of pesticides and fungicides is based on the observed presence of pests. Always applicable.
3.3.10	Are agrochemicals mixed/filled in a safe area with containment in case of spillage?	The cooperative member must be able to explain and demonstrate the existence of a plan and its implementation for dealing with pesticide spills and overexposure. NA if there is no application of agrochemicals.
3.3.11	Do all people who handle or apply pesticides have access to an eye wash, soap, a sink, a shower and facilities for washing PPE?	Review of washing facilities and interviews. NA if no agrochemicals are applied.
3.3.12	Are windbreaks placed in or around plantations to reduce disease pressure?	Field observations. Based on Ministry of Agriculture and Livestock (MAPA) guidelines available on the Cooxupé website and on the official MAPA website. NA in cases where there is no evidence of disease.
3.3.13	Does the cooperative member show interest or involvement in working with coffee cultivars that are resistant to pests, diseases and/or local climate changes?	The producer can talk about the training he has received, the research he has carried out (agricultural activities, other research), his involvement with national research institutes, etc. his interest/involvement in the subject. Always applicable
3.3.14	ESSENTIAL REQUIREMENT: Is the use of pesticides monitored and reduced over time?	Supporting documentation must be presented to back up evidence of compliance with the reduction in pesticide use. The list must follow the guidelines of the list of products indicated in the "GCP Phase-Out List" up to 2030 made available on the official updated website of the Global Coffee Platform, which is in accordance with the Global Harmonized System (GHS), the World Health Organization (WHO) List and the US Environmental Protection Agency (EPA). NA if no pesticides are applied.
3.3.15	Are all the people who handle pesticides trained, implementing the strategy of integrated pest and disease management?	Supporting documentation and interviews. NA if no pesticides are applied.

Code	Requirements	Guide
3.3.16	ESSENTIAL REQUIREMENT: The use of genetically modified coffee varieties (GMOs) is not permitted?	Documents proving prohibition/non-use, planting plan, seed/vessel note, etc. Always applicable.

3.4 Waste management

Code	Requirements	Guide
3.4.1	ESSENTIAL REQUIREMENT: Is the direct discharge of wastewater from coffee processing into the watercourse prohibited and not practiced on the property?	Wasting water from coffee processing can have a negative impact on the environment. Wastewater should be directed to a containment basin and should not mix with natural watercourses. The producer must also demonstrate <u>knowledge of</u> treatment to the legal quality standards required by law. NA if there is no residual water from processing.
3.4.2	ESSENTIAL REQUIREMENT: Is the direct discharge of domestic sewage into the watercourse prohibited and not practiced on the property?	Field observations and interviews. Where applicable.
3.4.3	Is all waste on the property properly disposed of, according to the resources provided by the municipality (waste collection, landfill, etc.)?	Review of waste disposal sites. Always applicable.
3.4.4	Is burning prohibited and not practiced on the property?	Field observations and interviews. Where applicable.
3.4.5	Do the houses on the property have a septic tank or biodigester for treating domestic sewage?	Observations. The "Complies (C)" assessment will be given when all the houses on the property comply with the requirement. In cases where only part of the houses (at least one) comply with the requirement, the assessment can be considered "Complies (C)" only when the producer presents a documented installation plan for future full compliance that includes an expected date for completion of the project; NA if there are no houses on the property.
3.4.6	Is the wastewater reused in the process or for irrigation in a way that doesn't contaminate the environment?	If the wastewater is reused, documentation showing its treatment must be submitted. NA if there is no processing wastewater or if the wastewater is not reused.
3.4.7	Is the recyclable waste produced on the property destined for recycling or allocated to a municipal landfill or disposal site located at least 100 meters from any body of water? Does organic waste go through the composting process and is it applied to crops or other purposes (gardening, vegetable gardens, etc.)?	Field observations, waste site review. Where applicable.
3.4.8	When coffee pruning is done, are the remains partially or entirely reused in mechanical dryers as a source of energy to replace firewood?	Field observations and interviews. In the year in which there is no pruning, the verifier will ask about practices applied in previous years. NA if there is no mechanical dryer or if the use of firewood is not necessary. NA if no pruning has been done for more than 5 years.

3.5 Energy and Emissions

Code	Requirements	Guide
3.5.1	If the fuel is stored and filled on site, is the procedure carried out safely and in a way that prevents contamination of the soil and groundwater?	Leaks must be prevented and containment systems put in place. NA if there is no fuel storage.
3.5.2	Does the cooperative use measures to reduce energy use?	The member must be able to describe how energy use is decreasing. NA only if it is an area with only crops, if there is no structure of any kind.
3.5.3	Is the energy used in processing and drying coffee quantified (KWh/kg of processed coffee and total annual KWh) and documented?	The cooperative must present energy records showing the total annual energy used and the amount of energy according to kg of raw coffee processed. NA if no coffee is processed.
3.5.4	Is the consumption of firewood or other fuel used in coffee drying measured (per kg of coffee processed and annual total) and documented?	The cooperative must explain which energy sources are used to process coffee on site (e.g. electricity, diesel and gasoline), and show invoices for all energy consumption, including records of fuel purchases in cases where generators are used, monthly and annual records of raw coffee processed, and a calculation of annual energy consumption per kilo of raw coffee processed. NA if no coffee is dried.
3.5.5	Does the cooperative member implement energy efficiency measures for the activities carried out on the farm?	Examples of energy efficiency measures include cogeneration of heat and power; thermal cover; process changes; better process control; elimination of leakage; insulation; and use of more energy-efficient equipment (e.g. electric motors, compressors, pumps, heaters and lighting installations). NA only if it is a crop-only area, if there is no coffee processing structure of any kind.
3.5.6	Have measures been implemented to reduce air pollution?	Measures may include the use of alternatives to fossil fuels. NA only if the area is only cultivated and the products are applied with non-fuel-using backpack pumps.
3.5.7	Does the cooperative make use of renewable energy sources or identify where and how renewable energy could be used?	Examples of renewable energy sources: wind, hydroelectricity, solar, biofuels, geothermal. NA only if the area is only farmed, if there is no type of coffee processing structure.
3.5.8	Does the cooperative measure and monitor greenhouse gas emissions?	This could be done by the cooperative itself or by agencies that support the measurements. NA only if the area is only tilled and the products are applied with nozzles that don't use fuel.

4.0. Cooxupé Verification Guide

4.1 Mandatory Training (TR)

Code	Requirements	Guide
TR1	<p>Cooxupé offers its members regular, up-to-date practical training and educational materials on the following topics:</p> <p>* Training records (minutes, attendance lists, videos, etc.) are kept.</p>	<p>The verifier will check:</p> <ul style="list-style-type: none"> - training records; - training materials; - signature sheets <p>The verifier will calculate the % attendance based on the total number of Cooxupé members.</p>
TR1a	a) Ethical conduct Cooxupé facilitates training on aspects related to the prevention of bribery, corruption and fraud and provides up-to-date information on related legal changes.	<p>The verifier will check:</p> <ul style="list-style-type: none"> - training records; - training materials; - signature sheets. <p>The verifier will calculate the % attendance based on the total number of Cooxupé members.</p>
TR1b	b) Workers' rights - Legality, working hours, forced labor, retention of papers or deposits, discrimination, freedom of association and trade unions, etc.; - Workers' rights; - Children's rights.	
TR1c	c) Coffee Quality & Safety - Harvesting and pruning techniques; - Post-harvest (drying, packaging, storage).	
TR1d	d) Storage & Handling of Agrochemicals and Other Hazardous Substances - Proper handling of hazardous substances (fuels, agrochemicals, etc.) and in the event of accidents or spills; - Proper application (dosage, time, intervals), no-application zones, re-entry time, etc.; - Maintenance and calibration of spraying equipment; - Proper storage and disposal of all pesticides (fertilizers, pesticides, herbicides, fungicides, etc.); - How to minimize chemical use.	
TR1e	e) Occupational Health & Safety - Proper use of PPE; - The importance of clean accommodation, sanitary facilities, and drinking water; - Dangerous activities; Accident prevention.	

Code	Requirements	Guide
TR1f	f) Soil Health & Plant Nutrition - Assistance with the land management plan; - Composting and the use of organic soil improvers; - Practices to prevent soil erosion; - Proper fertilizer application; - Integrated pest management solutions to reduce the use of agrochemicals.	
TR1g	g) Biodiversity & Climate Change - Access to information on the best coffee varieties to use, based on local agroecological needs, market demands, resistance to pests and diseases, etc.; - Identification and preservation of native forests, permanent protection areas, buffer zones, endangered species.	
TR1h	h) Waste & Wastewater Management - Appropriate crop residues and non-agricultural waste management (disposal, no burning allowed, proper disposal of empty pesticide containers, etc.); - Management (treatment/recycling) of wastewater to prevent soil and water pollution.	
TR1i	i) Resource Efficiency & Climate Change - How to keep a record of quantities used and how to increase efficiency based on records; - Guidelines on energy efficiency and information on accessible renewable and sustainable energy sources; - Raising awareness about climate change and measures to reduce pollution.	

4.2 Record keeping (RK)

Code	Requirements	Guide
RK1	Does Cooxupé check the CAR when new members join the cooperative and keep records?	The verifier will review the CAR records/copies.
RK2	Cooxupé has a system in place to guarantee the safety and quality of the coffee it receives, which includes giving cooperative members coffee receipts with information on the type of coffee, price, quantity, quality, and payment. Should copies of the receipts be kept for 5 years?	The verifier will analyze the copies of the receipts on file.
RK3	Cooxupé supports its members in keeping records by providing:	
RK3a	a) Models of monitoring activities for cooperative members to assess the impact of coffee growing (e.g., energy consumption, agrochemical application, waste management)?	The verifier will analyze the models provided to the cooperative members.
RK3b	b) Maintenance schedules for agrochemical spraying machinery and equipment?	The verifier will review the schedules provided to the members.

Code	Requirements	Guide
RK3c	c) Guidance on legal contracts and workers' rights for cooperative members?	The verifier will analyze any material used to provide guidance related to workers' rights.
RK4	Does Cooxupé keep a file with copies of the necessary documents provided by the cooperative members? (These should be scanned and included in the "platform").	The verifier will review the archived copies.

4.3 Technical Assistance (TA)

Code	Requirements	Guide
TA1	Cooxupé offers a minimum of 12 months' technical support on the farm. The notes relating to the technician's report are kept. Technicians must:	The verifier will review the records of the soil analysis offered to the cooperative member.
TA1a	a) Monitor soil conditions through sampling and analysis (at least once every 4 years)?	
TA1b	b) Review the results of the analysis and develop an appropriate nutrient management plan that includes the use of synthetic and organic fertilizers?	The verifier will review the management plan and ask questions about its implementation.
TA1c	c) Guide cooperative members in implementing a development plan?	
TA1d	d) Supporting cooperative members in selecting propagation material from reliable, high-quality sources?	Interviews and supporting documents on propagation material provided to cooperative members.
TA1e	e) Provide cooperative members with a list of all banned pesticides and provide information on acceptable alternatives?	Receipt signed by the cooperative members proving receipt of the lists with information on banned pesticides.
TA1f	f) Provide models/guidelines and inform cooperative members about the relevant legislation surrounding the purchase of agrochemicals?	Receipt signed by the cooperative members proving receipt of the lists with information on banned pesticides.
TA2	Does Cooxupé facilitate access to vegetation for erosion control (shrubs, grasses, etc.)?	Examples of evidence of compliance may include receipts, invoices and/or records of vegetation or erosion control transactions.
TA3	Does Cooxupé provide its members with appropriate PPE when it is not available elsewhere?	Examples of evidence of compliance may include receipts, invoices and/or transaction records for PPE supplied.
TA4	In addition to technical support on the farm, is Cooxupé available and does it offer remote support to its cooperative members (answering appropriate questions by phone, e-mail, etc.)?	Examples of evidence of compliance could include email records showing support for cooperative members.
TA5	Does Cooxupé provide the necessary support for its members to undergo certification procedures?	Interviews and supporting documents on certification schemes provided to cooperative members.
TA6	Does Cooxupé use georeferencing to evaluate and support cooperative members in complying with the Brazilian Forest Code, when requested?	Where applicable, evidence of compliance may include: - Location map of the rural property; - GPS coordinates of the rural property.

Code	Requirements	Guide
TA7	Cooxupé develops sustainability projects with its customers and suppliers covering topics such as: regenerative agriculture, protection of springs and watercourses, carbon emissions inventory, among others?	Examples of evidence of compliance can include brochures and other promotional material about projects, records (videos, photos, attendance sheets, etc.).

4.4 Financial Assistance (FA)

Code	Requirements	Guide
FA1	Does Cooxupé provide credit support and financial information to its members?	Interviews and supporting documents on credit support options provided to cooperative members (e.g., financial/credit support program policy or contract).
FA2	Does Cooxupé offer competitive credit and financing options for the purchase of machinery and inputs?	
FA3	Cooxupé guarantees that its members will be paid on time for the coffee they sell, regardless of the payment deadlines set by Cooxupé's coffee buyers. Payments to members are made by direct deposit within the agreed deadlines. Cooxupé respects the laws of the market and does not participate in actions aimed at reducing prices?	The verifier will analyze receipts, invoices and/or transaction records for coffee bought and sold.
FA4	Cooxupé buys coffee from its members at a price that is disclosed transparently, offering market liquidity based on the quality of the coffee. Are any changes to the market price clearly communicated?	

4.5 Internal Control (IC)

Code	Requirements	Guide
IC1	Cooxupé regularly monitors its members to ensure that: - the working conditions, including health and safety conditions at work, of contract workers; - accommodation for contract workers who live on site; meet the requirements established by this Standard. Are the findings documented?	The verifier will require documentation that proves the regular monitoring of the working and living conditions of the workers hired by the cooperatives. Examples can include internal reports, photos, etc.
IC2	Cooxupé regularly monitors its cooperative members to ensure the proper handling of waste (organic and inorganic, including pesticide containers and effluents). Are the findings documented?	The verifier will require documentation showing the cooperative's regular monitoring of waste management. Examples can include technical reports, photos, wastewater treatment plans, etc.
IC3	In the event of Non-Conformities found in the monitoring activities described in IC1, Cooxupé requires Corrective Actions to ensure future compliance. Are the results documented?	The verifier will review records of previous non-conformities and the corrective action plan for improvement.

Code	Requirements	Guide
IC4	Does Cooxupé measure and monitor greenhouse gas emissions and is it implementing a program to reduce the impact of coffee production on climate change?	Evidence of compliance may include: - Climate change resilience plans; - Records of greenhouse gas emissions.

4.6 Internal Quality (IQ)

Code	Requirements	Guide
IQ1	Does Cooxupé's management analyze the results of the verification of this program and establish a plan to improve areas of weakness and non-conformities?	The verifier will review records of previous non-conformities and the corrective action plan for improvement.
IQ2	Does Cooxupé implement the plan developed in IQ1?	

4.7 Governance (G)

Code	Requirements	Guide
G1	Does Cooxupé's management make representations to public, legislative and class representation bodies in order to serve the interests of the Cooperative Members?	Interviews and supporting documents such as proof of participation in public meetings and committees in order to represent the interests of cooperative members.