

2014-2018  
GAP CONNECTIONS  
TRAINING SUMMARY  
AS OF APRIL 6, 2018





# GAP Connections Training Summary

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## GAP Connections Training

The largest effort by GAP Connections (GAPC) is in the education and training of tobacco growers. GAPC believes it is not enough to just give growers guidelines and standards, it is necessary to create opportunities and resources to help growers adopt best management practices for their tobacco operation. Annual training provides opportunities and useful updates for growers and industry stakeholders as well as provides a chance for growers to interact with GAPC staff and other content experts.

GAPC in partnership with land grant university Cooperative Extension coordinates annual training meetings where growers learn from experts about the latest crop, environment, and labor best management practices. Our extension partners include:

- Clemson University
- North Carolina State University
- The Ohio State University
- Penn State University
- Purdue University
- University of Georgia
- University of Kentucky
- University of Maryland
- University of Missouri
- University of Tennessee
- Virginia Tech University

Cooperative Extension through each of these universities develops and delivers the training content with consultation of GAPC staff and board of directors. GAPC maintains a calendar of training events which is accessible online at [www.gapconnections.com](http://www.gapconnections.com).

GAPC handles the printing and distribution of record templates, training materials, surveys, and various other resources for growers. GAPC staff attend meetings to provide updates on GAPC programs, instructions on recordkeeping and shares resource material. GAPC staff assist with scanning cards, grower ID look-up and registration of new members.

Training on good agricultural practices is vital to the GAPC Certification Standards (formerly the U.S. Tobacco GAP Program). In its inaugural year of training (2014), close to 10,000 growers attended one of the 120 training meetings offered across eleven states. In 2018 as of April 6<sup>th</sup>, 99 trainings have been held in 10 states reaching 7,268 tobacco growers.

In addition to training, numerous resources related to improving and maintaining compliance with best practices in crop, environmental, and labor management are offered. GAPC also strives to create resources and events focusing on farm safety to better the daily lives of growers and agricultural workers by improving work environments.

Table 1 summarizes the number of trainings GAPC has offered as of April 6, 2018. Training is always occurring at GAPC and the numbers will be updated monthly to reflect new trainings and participants.

**Table 1: GAPC Total Number of Trainings and Attendees as of April 6, 2018**

GAP Annual Training		Success in Labor Contracting Training		On-Farm Safety and Compliance Training	
Number of Meetings	Number of Attendees	Number of Meetings	Number of Attendees	Number of Meetings	Number of Attendees
585	43,117	6	103	19	2,756

## Training Types

GAPC offers several different training activities in partnership with Cooperative Extension, U.S. Department of Labor (US DOL), State Departments of Labor, AgSafe, and other partners. The goal of GAPC is to help identify, facilitate, and organize training for members. Below is a description of the training and educational events offered by GAPC.

### Annual GAP Training

Annual GAP Training is organized with land grant University Extension programs. The training covers topics in crop, environmental, and labor management. The topics are taught by either Extension staff, US DOL Wage and Hour staff, or GAPC staff. Growers attend the training each year and receive credit on their training report for all three topics. See page 7 for more detail.

GAPC has begun to track additional training provided by Extension that covers topics related to crop, environment, and labor management topics. These trainings are pre-approved by GAPC and assigned credits depending on the topic being covered, crop, environmental, and labor management. These events also include Barn Testing Certification meetings provided by Cooperative Extension in flue-cured tobacco growing regions. At the training participants receive training and a certificate of attendance that will allow the participants to certify tobacco barns as required by the GAPC Certification Standards (formerly the U.S. Tobacco GAP Program). Tracking of these additional trainings allows growers to show companies and others the additional events they are attending to improve understanding and compliance on GAP topics.

### Success in Labor Contracting

GAPC partnered with AgSafe to present "Success in Labor Contracting" workshops for crew leaders, farm labor contractors (FLCs), supervisors, and growers. Crew leaders, FLCs, and supervisors play a critical role in the agricultural industry and face a number of business challenges. This training offered an opportunity for attendees to receive information on worker safety, best business practices, legal requirements and other topics that help manage labor and ensure worker safety. Other partners included the

US DOL Wage and Hour Division and the Farm Labor Practices Group (FLPG).

### **Safety and Compliance On-Farm Training**

On-farm Safety and Compliance Training events were sponsored by Alliance One International, Phillip Morris International, R.J. Reynolds and Universal Leaf North America. They were organized to help growers provide their employees training and resources on important safety, health, and regulatory topics. Training is provided by experts covering topics such as: Field Sanitation, GTS/ Heat illness, Housing and Transportation, MSPA and H-2A Program, Pesticide Safety, Farm Equipment Safety, Child Labor/Youth Employment, First Aid/ CPR, Affordable Health Care Act, Sexual Harassment, Farm Labor Contractors and general services.

GAPC strives to offer a variety of educational opportunities for growers to help growers achieve not only the goals of the GAPC Certification Standards (formerly the U.S. Tobacco GAP Program) but also their own personal goals of creating a sustainable, progressive, and profitable farming operation. GAPC hopes to continue to increase offerings to cover more topics and to make them more accessible to more growers.

## **Annual GAP Training**

### **Annual GAP Training by the Numbers**

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Growers who attend a GAP training event have their Grower ID card (Figure 1) scanned at the end of the meeting to capture their attendance by GAPC. This information is viewable by their contracting companies with the grower's permission.



Figure 1: Grower ID Card

**Table 2. Number GAP Meetings and Growers trained (2014-2018) as of April 6, 2018\***

	2014		2015		2016		2017		2018	
State	GAP Meetings	Number of Growers	GAP Meetings	Number of Growers	GAP Meetings	Number of Growers	GAP Meetings	Number of Growers	GAP Meetings	Number of Growers
GA	5	191	5	188	4	179	4	160	5	141
IN	4	120	4	112	4	98	4	77	4	73
KY	41	4,383	51*	4,604	49*	3,862	42*	3,530	40*	2,914
LA	0	0	1	14	1	17	1	14	-	-
MD	2	61	1	59	2*	56	1*	53	1*	48
MO	1	36	1	31	1	20	1	22	-	-
NC	19	1,694	19*	1,922	17*	1,828	15*	1,735	17*	1,634
OH	7	350	8*	235	7*	151	6	139	3	97
PA	9	964	6	1,287	9*	1,229	5*	508	8*	1,293
SC	3	158	2	199	2	216	2	194	2	202
TN	21	959	21*	798	18*	684	15*	597	12*	444
VA	10	568	9	579	9*	475	8	494	7	422
WI	1	23	4	83	5	83	0	0	-	-
<b>Total</b>	<b>123</b>	<b>9,507</b>	<b>132</b>	<b>10,111</b>	<b>128</b>	<b>8,898</b>	<b>104</b>	<b>7,523</b>	<b>99</b>	<b>7,268</b>

\*Denotes video training events before and after June 30. See Table 3

In Table 2, the symbol “\*” indicates that video training was provided. Table 3 contains the number of growers who have been video trained each year prior to June 30, 2017 and post June 30, 2017.



**Table 3. GAP Video training (number of growers trained via video) \***

State	Growers video trained 2015			Growers video trained 2016			Growers video trained 2017			Growers video trained 2018		
	Total	Prior June 30	Post June 30	Total	Prior June 30	Post June 30	Total	Prior June 30	Post June 30	Total	Prior June 30	Post June 30
<b>KY</b>	<b>207</b>	196	11	<b>152</b>	143	9	<b>162</b>	126	36	-	-	-
<b>MD</b>	<b>0</b>	0	0	<b>4</b>	4	0	<b>3</b>	3	0	-	-	-
<b>NC</b>	<b>32</b>	27	5	<b>16</b>	14	2	<b>20</b>	13	7	17	17	-
<b>OH</b>	<b>1</b>	1	0	<b>1</b>	1	0	<b>0</b>	0	0	-	-	-
<b>PA</b>	<b>0</b>	0	0	<b>36</b>	36	0	<b>11</b>	11	0	-	-	-
<b>TN</b>	<b>7</b>	4	3	<b>6</b>	6	0	<b>9</b>	3	6	-	-	-
<b>VA</b>	<b>0</b>	0	0	<b>4</b>	4	0	<b>0</b>	0	0	-	-	-
<b>Total</b>	<b>247</b>	228	19	<b>219</b>	208	11	<b>193</b>	155	38	17	17	-

*\*Numbers will be updated monthly for 2018 as training is stilling occurring.*

## Additional Training Related to GAP Topics

Barn Testing Certification trainings are provided by Cooperative Extension (Georgia, Clemson, North Carolina State, or Virginia Tech) in flue-cured tobacco growing regions. Growers and gas repair technicians must be trained by someone from Cooperative Extension to certify tobacco barns. At the training participants receive training and a certificate of attendance that will allow the participants to certify tobacco barns as required by the GAPC Certification Standards (formerly the U.S. Tobacco GAP Program). The training workshops are generally one to two hours.

Additional training opportunities for growers can be offered by Extension throughout the year. Extension must get these events pre-approved by GAPC to be able to offer credit and to be tracked within the Grower ID system. In 2016, Virginia Tech offered a training on curing efficiency and in 2017, Virginia Tech offered a training on organic tobacco production.

**Table 4. Number of Additional Training being tracked by GAPC by state (2014-2018)**

	States	Number of Meetings	Number of Growers
<b>Barn Certification Trainings</b>	GA, NC, VA	4	88
<b>Additional Crop Management Training</b>	VA	2	30

## Annual Training Overview

GAPC requires GAP Annual Trainings to have three management topics covered. These include training on best practices in crop, environmental, and labor management. Specific topics within the main components varied by tobacco type and region. GAPC generally has required topics in labor management but allows educators flexibility to choose crop and environmental topics within their areas that best fit their growers' needs.

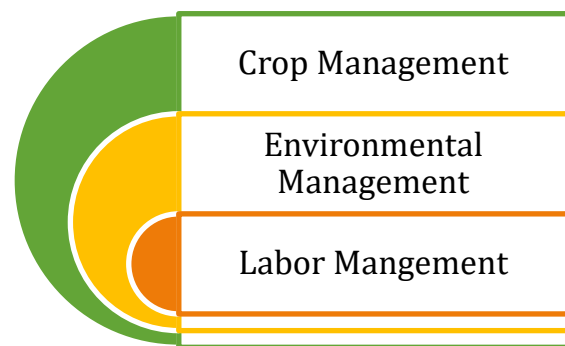


Figure 2: Components of GAP Training

Each meeting also contains an GAPC update that is presented by GAPC staff. This presentation informs growers of any new standards or programs GAPC is offering. The materials growers will take home with them from the meeting and practices in efficient record keeping are also covered.

Crop, environment, and labor training topics are listed in detail within **Appendix 1** found on page 16.

## Enhanced Labor Management Training

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Labor management topics are covered at each of the GAP Annual Trainings. In 2014, in seventeen selected locations in North Carolina and two in Kentucky, Department of Labor staff conducted a pilot enhanced labor training. This training was developed as a part of the Farm Labor Practices Group (FLPG) effort to increase awareness of and compliance with best agriculture labor practices. The intention was to test the training in some locations with an eye to expanding it in 2015. The training was delivered to 1,700 growers by Department of Labor representatives in person or by video.

**Table 5. Number of Meetings and Growers involved in the 2014 FPLG Pilot Training**

Number of Meetings	Number of Growers
19	1,700

In 2015, the FPLG-DOL pilot training was revised and expanded into an Enhanced Labor Training module which was offered in all regions, at all meetings. Growers were also given the 2015 Agricultural Labor Management Guide developed by FPLG and an All-in-One poster that had all the federally required postings in one poster.

Training was by state U.S. Department of Labor (DOL) speakers whenever possible. When DOL speakers were not available, training was given by video, GAPC or Extension.

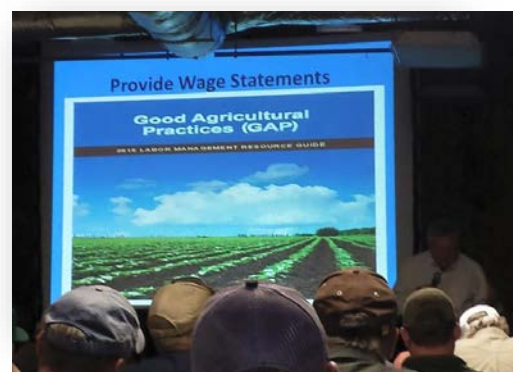


Figure 3: Enhanced Labor Training in Virginia

General topics of the Enhanced Labor Training were:

- Proper disclosure of terms of employment
- Proper disclosure of wages
- Safe and legal transportation requirements
- Housing requirements
- Use of farm labor contractors
- Field sanitation
- Green Tobacco Sickness and Heat Stress
- Child labor



Figure 4: Growers in Kentucky receiving GAP materials at meeting.

Considerable adjustments to trainings were made in Pennsylvania and Maryland due to the culture of the growing community. In Pennsylvania and Maryland, due to the overwhelming predominance of small family farms using only family labor, a condensed version of the Enhanced Labor Training was given by GAPC, and the labor component of training focused heavily on Worker Protections Standards and pesticide safety.

## 2016

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The Enhanced Labor modules continued in 2016 but with more flexibility given to Extension personnel. Tobacco Extension Specialist in each state and/or the County Extension agent was asked to select labor topics from the following list of topics provided by the FLPG training materials:

- Payroll records/Payment of labor
- Housing & Transportation
- Farm Labor Contractors
- H-2A Program and Regulations
- Field Sanitation (outside NC)

At each GAP training, at least two labor management topics were presented. The length of each labor topic was approximately 15-20 minutes. A more interactive approach was taken to engage the audience such as the use of pictures of real situations, questions, realistic tips and suggestions for recordkeeping and training, and introduction to resources that can help growers reach and maintain compliance. The focus was to provide more detail on topics per the relevance for growers in the area, as opposed to covering all the labor topics more generally. For example, in areas with smaller farms who depend on family labor or local labor the topics of payroll records/payment of labor and farm labor contractors may have been chosen; in contrast, in an area with larger farms the topics may have been the H-2A Program and Housing and Transportation.

## 2017

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In 2017, the FLPG in conjunction with GAPC staff revised and developed new materials to be offered as the Enhanced Labor module at Annual GAP trainings. Many of GAPC's smaller growers

are exempt from federal laws and regulations pertaining to agricultural employment such as the Migrant and Seasonal Protection Act (MSPA) and the Fair Labor Standards Act (FLSA). However, much they may be exempt from per law is a requirement and standard in the U.S. Tobacco GAP Program. It was decided that at meetings with these smaller growers GAPC staff would present a more tailored presentation on the required standards of the U.S. Tobacco GAP Program (now known as the GAPC Certification Standards) and best labor practices instead of focusing on the federal laws they are currently exempt from due to their size. The 45-minute training offered by GAPC included an in-depth discussion on the following topics: I-9 Forms, terms of employment, work hours, wage statements, illegal fees, reporting & recording accidents, communication with workers, workers' rights & responsibilities, and importance of training and required worker training.

Labor management training also included the current standards and the January 2, 2017 changes in the Worker Protection Standards.

## **2018**

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The 2018 Labor Management Training posed a scenarios or problems commonly found during a U.S. DOL audit. The presenter presented a scenario to the growers and then asked them to think about how they would handle the situation or what they thought the best practice would be. After discussion, the presenter would present the law and best practice. Scenarios presented to growers included illegal fees, inbound and outbound transportation, job contract misrepresentation, worker treatment, housing, meals, transportation safety, and human trafficking. The 45-minute presentation opened dialog between the U.S. DOL presenter and tobacco growers in attendance. The open dialog was well received and found beneficial by attendees.

A Small Farm and H-2A Labor presentation was developed that could be used in training smaller tobacco growers. The presentation defined the Migrant and Seasonal Agricultural Worker Protection Act (MSPA) and defined the standards related to wages, housing, transportation, disclosures and recordkeeping. The presentation highlighted exemptions under MSPA and how a grower would determine if he or she were exempt. The remaining portion of the training focused on the Top 5 Best Labor Management Practices the growers should be complying with when hiring labor. The topics covered included Terms & Conditions of Employment, Form I-9's, Time Logs and Hours Worked, Wage Statements, and Communication and Training. The presentation was built in a format where growers could see examples of what paperwork is needed when hiring an employee, what paperwork is required during the employees employment, and the importance of training and communicating with employees. Presenters stressed the importance of best management labor practices for keeping records necessary when hiring labor.

## Training Materials and Resources

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At each of the GAP training meetings growers are provided resources to help them in their GAP compliance efforts.

At the Annual trainings, where GAPC staff was available (about 80% of trainings), a GAPC table is set up for growers with materials such as new registration forms, request for a replacement cards, premium membership forms, additional promotional flyers, and examples of training materials.



Figure 5: GAP Training Materials that growers receive at meetings.

Recordkeeping templates are provided each year including a required record checklist. These templates provide an easy to use guide for keeping all the required records for the GAPC Certification Standards (formerly the U.S. Tobacco GAP Program). A list of all the materials provided for free to growers each year is provided in Table 6.

### **New in 2018**

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In 2018, GAPC staff introduced the new GAPC Certification Program including the new GAPC Certification Standards that replaced the U.S. Tobacco Program Standards. There were also several new worker related programs and resources that were introduced in conjunction with GAPC's new program. These include the following:

#### **Worker Concern Helpline, Poster, and Talking Points:**

The Worker Concern Helpline (WCH) is a toll-free number that can be called or texted to by workers. It provides a way for employees to ask for information or express concerns. The WCH is to be discussed with workers using the provided talking points and then the WCH poster (Spanish and English) is to be posted on the farm in a central place visible to all workers.

#### **Worker Rights and Responsibilities Poster:**

The Worker Rights and Responsibilities (WRR) Handout is provided in the record packet all growers are provided. In 2018, we introduced a WRR poster that lists the same content as the handout. The WRR handout and poster are meant to provide a template of rights and responsibilities to be discussed with workers. The WRR do not replace or supersede any existing laws or employer policies and contracts but offer a resource to begin the conversation. The handout and poster are provided in English and Spanish.

**Table 6: List of Materials for Growers Attending GAP Annual Training**

Year	Recordkeeping Materials	Crop and Environmental Materials	Labor Materials
2014	<ul style="list-style-type: none"> <li>• U.S. Tobacco GAP Binder (for new members)</li> <li>• General Record Book + Type Specific Records (air cured, flue-cured and dark fire cured)</li> </ul>	<ul style="list-style-type: none"> <li>• Flue- cured, Burley and Dark Tobacco Production Guides</li> </ul>	
2015	<ul style="list-style-type: none"> <li>• U.S. Tobacco GAP Binder (for new members)</li> <li>• General Record Book + Type Specific Records (air cured, flue-cured and dark fire cured)</li> </ul>	<ul style="list-style-type: none"> <li>• Flue- cured, Burley and Dark Tobacco Production Guides</li> <li>• Burley Field and Flue-cured Field Manuals</li> </ul>	<ul style="list-style-type: none"> <li>• 2015 Labor Management Resource Guide</li> <li>• All-in-One Labor Posters</li> </ul>
2016	<ul style="list-style-type: none"> <li>• New 2016 U.S. Tobacco GAP Program Standards</li> <li>• U.S. Tobacco GAP Binder (for new members)</li> <li>• General Record Book + Type Specific Records (air cured, flue-cured and dark fire cured)</li> </ul>	<ul style="list-style-type: none"> <li>• Flue- cured, Burley and Dark Tobacco Production Guides</li> <li>• NTRM Poster (Tobacco Associates only for flue-cured growers)</li> </ul>	<ul style="list-style-type: none"> <li>• 2016 Labor Management Resource Guide</li> <li>• All-in-One Labor Posters</li> <li>• For purchase: Labor Training Guides and Tailgate Training Kits</li> <li>• US DOL WH1522 – Cultivating Compliance “An Agricultural Guide to Federal Labor Law” (English &amp; Spanish)</li> <li>• US DOL WH1523 – Farm Worker Rights (English &amp; Spanish)</li> <li>• US DOL WH1502 – Work Hours Calendar (English &amp; Spanish)</li> </ul>
2017	<ul style="list-style-type: none"> <li>• U.S. Tobacco GAP Binder (for new members)</li> <li>• General Record Book + Type Specific Records (air cured, flue-cured and dark fire cured)</li> </ul>	<ul style="list-style-type: none"> <li>• Flue- cured, Burley and Dark Tobacco Production Guides</li> </ul>	<ul style="list-style-type: none"> <li>• 2016 Labor Management Resource Guide</li> <li>• All-in-One Labor Posters</li> <li>• Worker Rights and Responsibilities Handout (Spanish and English)</li> <li>• US DOL WH1522 – Cultivating Compliance “An Agricultural Guide to Federal Labor Law” (English &amp; Spanish)</li> <li>• US DOL WH1523 – Farm Worker Rights (English &amp; Spanish)</li> <li>• US DOL WH1502 – Work Hours Calendar (English &amp; Spanish)</li> <li>• US DOL Human Trafficking Key Fobs (English &amp; Spanish)</li> </ul>

Crop and Environmental			
Year	Recordkeeping Materials	Materials	Labor Materials
			<ul style="list-style-type: none"> <li>• For purchase: Labor Training Guides and Tailgate Training Kits</li> </ul>
2018	<ul style="list-style-type: none"> <li>• 2018 GAPC Certification Standards and References</li> <li>• 2018 Type Specific Records (air cured, flue-cured and dark fire cured)</li> </ul>	<ul style="list-style-type: none"> <li>• Flue- cured, Burley and Dark Tobacco Production Guides</li> </ul>	<ul style="list-style-type: none"> <li>• 2016 Labor Management Resource Guide</li> <li>• All-in-One Labor Posters</li> <li>• Worker Rights and Responsibilities Handout and Poster (Spanish and English)</li> <li>• Worker Concern Helpline Poster</li> <li>• US DOL WH1522 – Cultivating Compliance “An Agricultural Guide to Federal Labor Law” (English &amp; Spanish)</li> <li>• US DOL WH1523 – Farm Worker Rights (English &amp; Spanish)</li> <li>• US DOL WH1502 – Work Hours Calendar (English &amp; Spanish)</li> </ul>

## Success in Labor Contracting

AgSafe and GAPC teamed up to present "Success in Labor Contracting" workshops for Crew Leaders, Farm Labor Contractors (FLCs), Supervisors, and Growers. Crew leaders, FLCs, and supervisors play a critical role in the agricultural industry and face several business challenges, from finding good employers to managing crew productivity to ensuring worker safety.

At those workshops growers, FLCs, and supervisors were given information on how to protect their business, enhance their labor management skills, and have a safe and compliant work environment.

Following training topics were covered at the FLC Workshops:

- Successful business practices in labor management
- Compliant payroll records and wage statements
- Worker safety requirements
- Migrant and Seasonal Worker Protection Act (MSPA)
- Housing and driving requirements
- Worker Safety including OSHA compliance
- Sexual Harassment Prevention
- Human Trafficking Prevention



- Child Labor law compliance

**Table 7. List of Success in Labor Contracting Workshops and Number of Attendees**

Workshop Date	Location	Attendees Total
4/26/2016	Clinton, NC	15
4/27/2016	Goldsboro, NC	29
6/14/2016	Rocky Mount, NC	17
6/15/2016	Kinston, NC	19
	<b>Total NC</b>	<b>80</b>
7/26/2016	Franklin, KY	5
7/28/2016	Lexington, KY	18
	<b>Total KY</b>	<b>23</b>
	<b>Total NC&amp; KY</b>	<b>103</b>

## On-Farm Safety and Compliance Training

On-Farm Safety and Compliance Training is organized to help growers provide their employees training and resources on important safety, health, and regulatory topics.

GAPC has held a total of six On-farm Safety and Compliance training events for growers and their employees in 2016: on May 24<sup>th</sup> at Tucker’s Farm in Enigma, GA (afternoon session) and on June 9<sup>th</sup> at Leggett’s Farm in Nashville, NC (morning and afternoon session). These three training sessions trained over 500 growers and workers (see Table 8). The training was provided both in English and Spanish. GAPC organized three more On-farm safety and compliance events in late July/ August in Lexington, Owensboro and Glasgow KY where 123 growers and 317 farm employees went through the training. On-farm Safety and Compliance Training events were sponsored by Alliance One International, Phillip Morris International, R.J. Reynolds and Universal Leaf North America.

**Table 8. On-Farm Safety and Compliance Training Events in 2016**

Date	Training Location	City	State	Number of attendees	Growers	Employees
5/24/2016	Tucker’s Farm	Enigma	GA	98	50	48
6/9/2016	Leggett’s Farm (AM session)	Nashville	NC	243	8	235
6/9/2016	Leggett’s Farm (PM session)	Nashville	NC	200	46	154
8/2/2016	Big Independent Tobacco Warehouse	Owensboro	KY	157	30	127

<b>8/3/2016</b>	Bale Tobacco Marketing	Glasgow	KY	243	69	174
<b>8/4/2016</b>	Knights of Columbus Lodge	Springfield	KY	40	24	16
		<b>TOTAL</b>		<b>981</b>	<b>227</b>	<b>754</b>

In 2017, GAPC held 13 On-Farm Safety, Health and Compliance Events at seven different locations in Georgia, South Carolina, North Carolina, Virginia, Kentucky during the months of June and July. The purpose of these events is to educate and train growers, migrant, seasonal, and local farm workers on specific safety, health and compliance topics that comply with Good Agricultural Practices (GAP).

A total of 1,775 owners, co-owners, manager/supervisor, and employees were trained at these events (see Table 9).

**Table 9. 2017 On-Farm Safety, Health, and Compliance Training Events**

Date	Training Location	City	State	Number of Attendees	Owners, Co-owners, Mgr./Sprvsr.	Employees
<b>06/06/17</b>	Daniel Johnson Farm	Alma	GA	131	54	77
<b>06/08/17</b>	Martin Johnson Farm	Galivants Ferry	SC	239	91	148
<b>06/13/17 Morning</b>	Central Marketing	Smithfield	NC	322	58	264
<b>06/13/17 Afternoon</b>	Central Marketing	Smithfield	NC	203	24	179
<b>06/27/17 Morning</b>	Tim Shelton Farm	Dry Fork	VA	168	37	131
<b>06/27/17 Afternoon</b>	Tim Shelton Farm	Dry Fork	VA	95	21	74
<b>06/29/17 Morning #1</b>	NC State Ag Research Station	Oxford	NC	181	33	148
<b>06/29/17 Morning #2</b>	NC State Ag Research Station	Oxford	NC	20	17	3
<b>06/29/17 Afternoon #1</b>	NC State Ag Research Station	Oxford	NC	51	6	45
<b>06/29/17 Afternoon #2</b>	NC State Ag Research Station	Oxford	NC	8	8	0
<b>07/25/17 Morning</b>	Dale Seay Farm	Crofton	KY	112	19	93

<b>07/25/17 Afternoon</b>	Dale Seay Farm	Crofton	KY	123	13	110
<b>07/27/17</b>	Bale Tobacco Company	Elizabethtown	KY	122	46	76
		<b>Total</b>		<b>1,775</b>	<b>427</b>	<b>1,348</b>

GAPC collaborates with organizations to provide speakers and presenters that can make the training presentations in both English and Spanish. This is a great asset to the On-Farm Training Events. Training is presented in a language understandable to the local, migrant, or seasonal farmworker. Table 10 shows the language breakdown by English and Spanish at the On-Farm Training Events in 2017.

**Table 10. 2017 On-Farm Safety, Health, & Compliance Training Event Attendance by Language**

Date	Training Location	State	Number of Attendees		
			English	Spanish	
<b>06/06/17</b>	Daniel Johnson Farm	GA	131	104	27
<b>06/08/17</b>	Martin Johnson Farm	SC	239	161	78
<b>06/13/17 Morning</b>	Central Marketing	NC	322	118	204
<b>06/13/17 Afternoon</b>	Central Marketing	NC	203	28	175
<b>06/27/17 Morning</b>	Tim Shelton Farm	VA	168	41	127
<b>06/27/17 Afternoon</b>	Tim Shelton Farm	VA	95	23	72
<b>06/29/17 Morning #1</b>	NC State Ag Research Station	NC	181	39	142
<b>06/29/17 Morning #2</b>	NC State Ag Research Station	NC	51	13	38
<b>06/29/17 Afternoon #1</b>	NC State Ag Research Station	NC	20	17	3
<b>06/29/17 Afternoon #2</b>	NC State Ag Research Station	NC	8	8	0
<b>07/25/17 Morning</b>	Dale Seay Farm	KY	112	23	89
<b>07/25/17 Afternoon</b>	Dale Seay Farm	KY	123	29	94
<b>07/27/17</b>	Bale Tobacco Company	KY	122	46	76
			<b>1,775</b>	<b>650</b>	<b>1,125</b>

# Documentation of Attendance and Worker Training Cards

Growers who attended the On-Farm Safety and Compliance event received the Worker Safety Training credit on their transcripts. After the training, they also received a certificate of attendance which lists workers' names and training topics for their GAP Records.

Each of the workers who attend received a Worker Training Card confirming their attendance and listing the training topics covered (see Figure 8).

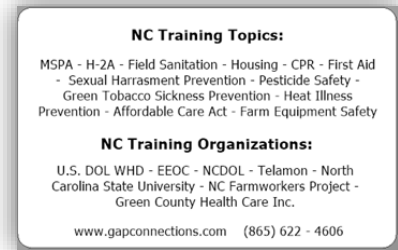


Figure 8. Worker Card NC (back side)

The on-farm events had a great impact on growers and their employees by providing the training on topics such as: Field Sanitation, GTS/ Heat illness, Housing and Transportation, MSPA and H-2A Program, Pesticide Safety, Farm Equipment Safety, Child Labor/Youth Employment, First Aid/ CPR, Affordable Health Care Act, Sexual Harassment, Farm Labor Contractors and general services (see Tables 11, 12 and 13). A wide variety of organizations provided training or had informational booths at the GA and NC on-farm events.

**Table 11. Training Organizations, Topics and Informational Booths at the May 24, 2016 Event in Enigma, GA (Tucker Farm)**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (NC)	MSPA/ H-2A / FLC	Georgia Department of Education, Mexican Consulate, Telamon Corporation, Berrien County Farm Bureau, Georgia Dept. of Labor
2	U.S. DOL – WHD (GA)	Housing/ Transportation/ Field Sanitation/ Child Labor	
3	OSHA	GTS/ Heat illness Prevention	
4	EEOC	Sexual Harassment	
5	Telamon Corporation	Pesticide Safety	
6	Abraham Baldwin Agricultural College	First Aid/ Worker Health	
7	University of Georgia	Farm Equipment Safety	

**Table 12. Training Organizations, Topics and Informational Booths at the June 9, 2016 Events in Nashville, NC (Leggett Farm)**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL - WHD	MSPA/ H-2A	Agri Supply, Mexican Consulate, Greene County Health Care Inc.
2	EEOC	Sexual Harassment Prevention	
3	NCDOL	Field Sanitation & Housing	
4	NCDOL	CPR	
5	Telamon Corporation	Pesticide Safety	
6	NCSU Extension/ NC Farmworkers Projects	Heat illness prevention& GTS	
7	Greene County Health Care Inc.	ACA & First Aid	
8	NC DOL	Farm Equipment Safety	

**Table 13. Training Organizations and Topics at the 2016 Events in Kentucky**

Station	Training Topic(s)	Owensboro 8/2/2016	Glasgow 8/3/2016	Springfield 8/4/2016
1	MSPA/H-2A	USDOL-Wage and Hour Division	USDOL-Wage and Hour Division	USDOL-Wage and Hour Division
2	Sexual Harassment	Owensboro Human Relations Commission	Kentucky Commission on Human Rights	AgSafe
3	Field Sanitation and Housing	USDOL-Wage and Hour Division	USDOL-Wage and Hour Division	USDOL-Wage and Hour Division
4	CPR	AgSafe	AgSafe	AgSafe
5	Farm Equipment Safety	University of Kentucky	University of Kentucky	University of Kentucky
6	Pesticide Safety	Greene County Health Care Inc.	Greene County Health Care Inc.	Greene County Health Care Inc.
7	Heat stress, GTS	Greene County Health Care Inc.	Greene County Health Care Inc.	Greene County Health Care Inc.
8	First Aid/Emergency Response	AgSafe	AgSafe	AgSafe

The On-Farm events have a huge impact on all the attendees. Comments from surveys collected were positive and appreciative to the speakers for sharing their knowledge on the topic. 2017 topics included: MSPA, H-2A Program, FLC, FLCEs, H-2ALCs, Housing, Transportation, Field Sanitation, Child Labor, GTS/ Heat Illness Prevention, Pesticide Safety, Farm Equipment Safety, Basic First Aid, Basic CPR, Sexual Harassment, Human Trafficking, and Barn Safety (see Tables 14, 15, 16, 17, 18, 19, and 20). GAPC partnered with many federal and state government agencies, local organizations, medical providers, and the cooperative

extension service offices in many of the counties where the On-Farm Training Events were hosted.

**Table 14. 2017 Training Organizations, Topics and Informational Booths at the Daniel Johnson Farm, Alma, Georgia, on June 6 – morning session**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (GA)	MSPA/ H-2A / FLC/FLCE/H2ALC	Georgia Department of Education, Consulate General of Mexico, Telamon Corporation, US Citizenship & Immigration Services, Georgia Department of Labor
2	U.S. DOL – WHD (GA)	Housing/ Transportation/ Field Sanitation/ Child Labor	
3	OSHA	GTS/ Heat Illness Prevention	
4	Coastal Plains Technical College	Basic CPR	
5	U.S. EEOC	Sexual Harassment	
6	University of Georgia	Pesticide Safety	
7	Abraham Baldwin Agricultural College	Basic First Aid/Emergency Protocol	
8	University of Georgia	Farm Equipment Safety	

**Table 15. 2017 Training Organizations, Topics and Informational Booths at the Martin Johnson Farm, Gallivants Ferry, South Carolina, on June 8 – morning session**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (SC)	MSPA/ H-2A / FLC/FLCE/H2ALC	South Carolina Farm Bureau, Healthcare Partners of South Carolina, Telamon Corporation, Association of Farmworker Opportunity Program, Consulate General of Mexico, Horry County Farm Service Agency
2	U.S. DOL – WHD (SC)	Housing/ Transportation/ Field Sanitation/ Child Labor	
3	NC Department of Ag	Basic CPR	
4	NC Cooperative Extension	GTS/Heat Illness Prevention	
5	U.S. EEOC	Sexual Harassment	
6	Clemson Cooperative Extension	Pesticide Safety	
7	Greene County Health Care, Inc.	Basic First Aid/Emergency Protocol	
8	University of Georgia	Farm Equipment Safety	

**Table 16. 2017 Training Organizations, Topics and Informational Booths at Central Marketing, Inc., Smithfield, North Carolina on June 13 – morning and afternoon sessions**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (NC)	MSPA/ H-2A / FLC/FLCE/H2ALC, Transportation, Child Labor	Consulate General of Mexico, Greene County Health Care, Inc., Telamon Corporation, Amexcan, NC Department of Commerce, Access East, Inc.
2	NC DOL Agriculture, Safety & Health Bureau	Housing & Field Sanitation	
3	NC Farmworkers Project	GTS & Illness Prevention	
4	U.S. EEOC GAP Connections	Sexual Harassment	
5	NC DOL Agriculture, Safety & Health Bureau	Equipment Safety	
6	NC Farmworkers Project	Pesticide Safety	
7	Greene County Health Care, Inc.	Basic First Aid/Emergency Protocol	
8	Johnson County EMS	Basic CPR	

**Table 17. 2017 Training Organizations, Topics and Informational Booths at the Tim Shelton Farm, Dry Fork, VA on June 27 – morning and afternoon sessions**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (VA)	MSPA/ H-2A / FLC/FLCE/H2ALC	Virginia Agri Ability, Consulate General of Mexico
2	U.S. DOL – WHD (VA)	Housing, Transportation, Field Sanitation, Child Labor	
3	OSHA	GTS & Illness Prevention	
4	U.S. EEOC	Sexual Harassment	
5	Lynchburg Fire Department	Basic CPR	
6	Greene County Health Care, Inc.	Basic First Aid/Emergency Protocol	
7	Telamon Corporation	Pesticide Safety	
8	Virginia Cooperative Extension Service	Equipment Safety	

GAPC in partnership the North Carolina Ag Research Station and North Carolina State University offered growers and option to combine two safety trainings with crop education at the On-Farm Training Event held in Oxford, North Carolina on June 29, 2017. Growers could elect to take a tour of the Oxford Tobacco Research Station crop trials hosted by North Carolina State University. Tobacco variety, fertilization and sucker control trials were showcased. Growers who participated in Option #2 were given crop credit for training.

**Table 18. 2017 Training Organizations, Topics and Informational Booths at the North Carolina Ag Research Station, Oxford, NC on June 29 – morning and afternoon sessions**

Station	Organization Option #1	Organization Option #2	Training Topics	Informational Booths
1	NC Department of Ag	NC Department of Ag	Basic CPR	Consulate General of Mexico, Greene County Health Care, Inc., North Carolina Department of Commerce
2	NC DOL Agriculture, Safety & Health Bureau	NC DOL Agriculture, Safety & Health Bureau	Equipment Safety	
3	Greene County Health Care, Inc.	Crop and Field Trails hosted by NC State University	Basic First Aid/Emergency Protocol	
4	Greene County Health Care, Inc.		Pesticide Safety	
5	U.S. DOL – WHD (NC)		MSPA/ H-2A / FLC/FLCE/H2ALC, Transportation, Child Labor	
6	Greene County Health Care, Inc.		GTS & Heat Illness	
7	Project NO Rest		Human Trafficking	
8	NC DOL Agriculture, Safety & Health Bureau		Housing & Field Sanitation	

**Table 19. 2017 Training Organizations, Topics and Informational Booths at the Dale Seay Farm, Crofton, KY, on July 25 – morning and afternoon sessions**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (KY)	MSPA/ H-2A / FLC/FLCE/H2ALC, Housing, Transportation, Field Sanitation, Child Labor	Consulate General of Mexico, Kentucky Migrant Education Program
2	OSHA	Heat Illness Prevention	
3	KY Commission of Human Rights	Sexual Harassment	
4	University of KY Extension Service	Equipment Safety	
5	AgSafe	Basic First Aid/GTS	
6	University of KY Extension Service	Pesticide Safety	
7	University of KY Extension Service	Barn Safety	
8	AgSafe	Basic CPR	



**Table 20. 2017 Training Organizations, Topics and Informational Booths at Bale Tobacco Company, Elizabethtown, KY on July 27 – evening session**

Station	Organization	Training Topics	Informational Booths
1	U.S. DOL – WHD (KY)	MSPA/ H-2A / FLC/FLCE/H2ALC, Housing, Transportation, Field Sanitation, Child Labor	Kentucky Migrant Education Program, Hardin Memorial Hospital
2	OSHA	Heat Illness Prevention	
3	KY Commission of Human Rights	Sexual Harassment	
4	AgSafe	Basic CPR	
5	Ky Department of Ag	Equipment Safety	
6	AgSafe	Basic First Aid/GTS	
7	University of KY Extension Service	Pesticide Safety	
8	University of KY Extension Service	Barn Safety	

2017 On-Farm Safety, Health and Compliance events were free to those who attended thanks to our generous sponsors. Sponsors at the Elevating Good Practices level ( $\geq$  \$10,000) were: Alliance One International, Altria, RJ Reynolds and Philip Morris International. Sponsors at the Demonstrating Good Practices level (\$9,999-5,000) were: Tobacco Growers Association of North Carolina and Universal Leaf North America. Sponsors at the Learning Good Practices level ( $\leq$  \$4,999) were: Georgia Farm Bureau and South Carolina Farm Bureau.

## Appendix 1: Topics Covered in GAP Training (2014 -2018)

	Crop	Environment	Labor
<b>2014</b>	<ul style="list-style-type: none"> <li>• Variety selection for disease control and quality (all areas)</li> <li>• Weed ID and choosing the most economical system of weed control (traditional burley and dark area)</li> <li>• Greenhouse management (flue cured, PA and MD)</li> <li>• Blue mold control (PA and MD)</li> <li>• Black shank control (flue cured, PA and MD)</li> <li>• Leaf disease control (flue cured, PA and MD)</li> <li>• Field insect control (flue cured, PA and MD)</li> <li>• NTRM (PA and MD)</li> <li>• CPA residues (PA and MD)</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation tillage (traditional burley and dark area)</li> <li>• CPA storage (PA and MD)</li> <li>• Energy efficiency in curing (flue cured)</li> <li>• Use of IPM principles to minimize pesticide use (flue cured, PA and MD)</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of the Fair Labor Standards Act (traditional burley, dark and flue cure)</li> <li>• Provisions of the Migrant and Seasonal Worker Protection Act (traditional burley, dark and flue cured)</li> <li>• Worker safety and green tobacco sickness (flue cured, PA and MD)</li> <li>• FLPG pilot labor training (selected NC and KY locations)</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>• Variety selection for disease control and quality (all areas)</li> <li>• Weed ID and choosing the most economical system of weed control (traditional burley and dark area)</li> <li>• Greenhouse management (all areas)</li> <li>• Blue mold control (PA and MD)</li> <li>• Black shank control (all areas)</li> <li>• Leaf disease control (flue cured, PA and MD)</li> <li>• Field insect control (flue cured)</li> <li>• NTRM (all areas)</li> <li>• Weed seed contamination of tobacco (flue cured)</li> <li>• CPA residues (VA, PA, MD)</li> <li>• Pest resistance management (VA, MD, PA)</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation tillage (burley and dark area)</li> <li>• CPA storage (all areas)</li> <li>• Energy efficiency in curing (flue cured)</li> <li>• Use of IPM principles to minimize pesticide use (all areas)</li> </ul>	<ul style="list-style-type: none"> <li>• FLPG Enhance Labor Training (all areas)               <ol style="list-style-type: none"> <li>1. Disclosure of employment terms</li> <li>2. Disclosure of wages</li> <li>3. Transportation requirements</li> <li>4. Housing requirements</li> <li>5. Farm Labor Contractors</li> <li>6. Child Labor</li> </ol> </li> <li>• Worker Protection Standards (PA and MD)</li> </ul>

	Crop	Environment	Labor
2016	<ul style="list-style-type: none"> <li>• Variety selection for disease control and quality (all areas)</li> <li>• Weed ID and choosing the most economical system of weed control (traditional burley and dark area)</li> <li>• Greenhouse management (all areas)</li> <li>• Blue mold control (PA and MD)</li> <li>• Black shank control (all areas)</li> <li>• Leaf disease control (flue cured, PA and MD)</li> <li>• Field insect control (flue cured)</li> <li>• NTRM (all areas)</li> <li>• Weed seed contamination of tobacco (flue cured)</li> <li>• CPA residues (VA, PA, MD)</li> <li>• Pest resistance management (VA, PA, MD)</li> <li>• Transplanting depth and ground suckers (traditional burley areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation tillage (burley and dark area)</li> <li>• CPA storage (all areas)</li> <li>• Energy efficiency in curing (flue cured)</li> <li>• Use of IPM principles to minimize pesticide use (all areas)</li> <li>• Plastic trays (Beltwide—NC, KY, TN, VA)</li> <li>• Weather station online (KY)</li> <li>• Scouting and survey results (NC)</li> </ul>	<ul style="list-style-type: none"> <li>• FLPG Enhanced Labor Training (two selected topics at each meeting)</li> <li>• Payroll records/Payment of labor</li> <li>• Housing &amp; Transportation</li> <li>• Farm Labor Contractors</li> <li>• H-2A Program and Regulations</li> <li>• Field Sanitation (outside NC)</li> <li>• Expected Changes in the Worker Protection Standards (PA and MD)</li> <li>• Reducing pesticide contamination of farm home (PA and MD)</li> </ul>
2017	<ul style="list-style-type: none"> <li>• Overview of the 2016 Growing Season &amp; Prospects for 2017</li> <li>• Tools to help manage recordkeeping requirements</li> <li>• Update on alternatives to EPS Trays</li> <li>• Variety update and selection</li> <li>• Managing black shank</li> <li>• Managing leaf spot disease</li> <li>• Lower leaf removal programs for flue-cured tobacco production</li> <li>• Overview of NCSU online tobacco portal</li> <li>• New flue-cured varieties</li> <li>• Economic outlook</li> <li>• Insect management</li> <li>• Disease management</li> </ul>	<ul style="list-style-type: none"> <li>• Spray program for transplant production</li> <li>• Overview of nutrient diagnostic tool</li> <li>• Advertisement of new auxin herbicide technologies and training requirements for farmers</li> <li>• Proper spray nozzle selection</li> <li>• No-till production</li> <li>• Concerns about Dicamba tolerant crops</li> <li>• Chemical label changes</li> <li>• Proper use of N fertilizer and manure</li> </ul>	<ul style="list-style-type: none"> <li>• Common violations</li> <li>• Terms of employment</li> <li>• Wage statements</li> <li>• Employment eligibility verification Form I-9</li> <li>• FLC and FLCE registration</li> <li>• FLC's as H-2A employers</li> <li>• H-2ALC's &amp; Joint employment</li> <li>• Transportation safety</li> <li>• Illegal fees</li> <li>• New Worker Protection Standard provisions</li> </ul>

	Crop	Environment	Labor
2018	<ul style="list-style-type: none"> <li>• Overview of the 2017 Growing Season &amp; Prospects for 2018</li> <li>• Tools to help manage recordkeeping requirements</li> <li>• Update on alternatives to EPS Trays</li> <li>• Managing black shank</li> <li>• Managing leaf spot disease</li> <li>• Lower leaf removal programs</li> <li>• New tobacco varieties</li> <li>• Issues with Agronomic Performance of a new Tobacco Variety</li> <li>• Economic outlook</li> <li>• Insect management</li> <li>• Disease management</li> <li>• Use of Air Flow during Curing</li> </ul>	<ul style="list-style-type: none"> <li>• Spray program for transplant production</li> <li>• Overview of nutrient diagnostic tool</li> <li>• Advertisement of new auxin herbicide technologies and training requirements for farmers</li> <li>• Proper spray nozzle selection</li> <li>• No-till production</li> <li>• Concerns about Dicamba tolerant crops</li> <li>• Chemical label changes</li> <li>• Proper use of N fertilizer and manure</li> </ul>	<ul style="list-style-type: none"> <li>• Common violations</li> <li>• Terms of employment</li> <li>• Wage statements</li> <li>• Employment eligibility verification Form I-9</li> <li>• FLC and FLCE registration</li> <li>• FLC's as H-2A employers</li> <li>• H-2ALC's &amp; Joint employment</li> <li>• Transportation safety</li> <li>• Illegal fees</li> </ul>