



TOBACCO CERTIFICATION RECORDS & MATERIALS LIST

General Certification Requirements

- ☐ Annual Self-Assessment
- ☐ Annual GAP Training by June 30
- ☐ FSA 578 form(s) listing Primary and Associate growers

Operation and Nutrient Management

- ☐ Operation Records
 - Contact Information
 - Tobacco Type
 - Total Acres
 - Farm Infrastructure
 - Curing Information for Flue-Cured Tobacco
- ☐ Flue Cured Barn Inventory
 - Barn Manufacturer
 - Year Model
 - Type of Fuel
 - LP
 - Natural Gas
 - Diesel
 - Wood
 - Other
 - Rack or Box Barn
 - Rack, how many per barn?
 - Box, how many per barn?
 - Do barn(s) have curing controls
 - Yes or No
 - Total Number of this Barn Type
- ☐ Dark Fire: Source of Wood Used in Curing
 - Type of Wood Source for Curing Fuel
 - Sawmill/By-Products
 - Other
 - Name of Business or Individual
 - City
 - State

☐ Field/Tract ID Records

- Field/Tract ID
- Farm Name or Location
- County
- FSA Number
- Tobacco Acres
- Latest Soil Testing Date (MM/DD/YYYY)
- Date of Last Lime Application (MM/DD/YYYY)
- Rate of Lime (tons/acre)

☐ Soil Test Results

☐ Greenhouse Fertilization Records

- Greenhouse ID Number
- Transplant Batch Number
- Date (MM/DD/YYYY)
- Types of Fertilizer
- Rate (per 1,000 gallons)

☐ Field/Tract Fertilization Records

- Field/Tract ID
- Date (MM/DD/YYYY)
- Application Timing
- Analysis (N-P-K)
- Rate of Application (lbs./acre)
- K20 from Muriate if applied after December 31 (lbs./acre)
- Muriate of Potash Date of Application (MM/DD/YYYY)

☐ Animal Manure or Litter Application Records

- Date(s) Animal Manure Tested for Nutrient Content
- Field/Tract Id
- Date (MM/DD/YYYY)
- Type of Manure
- Rate

☐ Nutrient Management Plan (if applicable)

IPM and CPA

☐ Scouting Records

- Field Scouting Dates (MM/DD/YYYY)
- Field/Tract ID
- Pest identified during Scouting
- Level of Infestation of Pest Identified
- Corrective Actions Takes (include date of action)
- Follow-up on Pest Control to Determine Effectiveness of Actions Taken

☐ Pesticide Applicator License

☐ Proper CPA Storage Area Signage

☐ CPA Applicator License Information

- Applicator Name
- State the most commonly used Pesticide License Issued from
- License Number
- Expiration Date of the most commonly used Pesticide License (MM/DD/YYYY)

☐ CPA Information Records

- Brand Name
- EPA Registration Number
- Active Ingredient
- REI (hours)
- Label(s) on File
- Safety Data Sheet(s) on File

☐ Greenhouse CPA Records

- Greenhouse ID Number
- Transplant Batch Number
- Date (MM/DD/YYYY)
- Applicator



TOBACCO CERTIFICATION RECORDS & MATERIALS LIST

- Brand/Product Name or Reference Number
- Reason for Application
- Rate per 1,000 square feet
- Total Application
- Start/Finish Time
- ☐ Field/Tract CPA & Sucker Control Records
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Applicator
 - Reason for Application
 - Brand/Product Name or Reference Number
 - Rate per Acre
 - Total Application
 - Size of Area Treated
 - Start/Finish time
 - Method of Application
 - Hand
 - Sprayer
- ☐ Sprayer Calibration Records
 - Date Calibrated (MM/DD/YYYY)
 - Sprayer Brand and Model
 - Sprayer Type
 - Nozzle Type and Size
 - Pressure
 - Speed (mph)
 - Throttle (rpm)
 - Tractor Model
 - Tractor Gear
 - Spray Volume (gallons per acre)

Crop Management

- ☐ Publications on Variety Selection
- ☐ Seed Selection Records
 - Variety Selection
 - Greenhouse ID Number

- Transplant Batch Number
- Seedling Source
 - Grown
 - Purchased
- Variety Name
- Seed Lot Number
- LC Variety (Burley & Dark Only)
 - Yes
 - No
- Date of Seeding (MM/DD/YYYY)
- ☐ Transplanting & Topping Records
 - Plant Population
 - Row Spacing
 - Plant Spacing in Row
 - Field/Tract ID
 - Transplanting Date (MM/DD/YYYY)
 - Transplant Batch Number
 - Date of Topping (MM/DD/YYYY)
 - Topping Height (approximate number of leaves left)
- ☐ Weed Prevention Program
 - Herbicides Used
 - Number of Cultivations
 - Control of Weeds in Field Borders
 - Preharvest Scouting & Cleanup Practices
 - Other

Curing and Barn Management – Flue

- ☐ Flue Curing Facility Records
 - Barn Testing Report
 - Barn ID Number
 - Barn Make & Model
 - Heat Exchanger Brand
 - Initial Reading
 - Final Reading

- Barn Status Pass/Fail
- ☐ Flue Harvesting & Curing Records
 - Field/Tract ID
 - Harvest Date (MM/DD/YYYY)
 - Method of Harvesting
 - Stalk Position
 - Barn ID
 - Fuel Source
 - LP
 - Natural Gas
 - Fuel Oil
 - Other
 - Bale ID Number(s)

Curing and Barn Management – Air & Fire

- ☐ Air Curing Facility Records
 - Farm Name
 - Barn/Structure ID
 - Type
 - Outdoor Structure
 - Multi-tier
 - Number of tiers
 - Barn Size (Stick Capacity)
- ☐ Air Harvesting & Curing Records
 - Harvest Date (MM/DD/YYYY)
 - Field/Tract ID
 - Barn/Structure ID
 - Date Housed (MM/DD/YYYY)
 - Date Removed from Housing (MM/DD/YYYY)
 - Spacing of Sticks
 - Tobacco Ordering Method
 - Natural
 - Moisture Added
 - Bale, Box or Hogshead ID Number(s)
- ☐ Fire Curing Facility Records



TOBACCO CERTIFICATION RECORDS & MATERIALS LIST

- Farm Name
- Barn/Structure ID
- Type
 - Outdoor Structure
 - Multi-tier
 - Number of tiers
- Barn Size (Stick Capacity)
- ☐ Fire Harvesting & Curing Records
 - Harvest Date (MM/DD/YYYY)
 - Field/Tract ID
 - Barn/Structure ID
 - Date Housed (MM/DD/YYYY)
 - Date Removed from Housing (MM/DD/YYYY)
 - Spacing of Sticks
 - Tobacco Ordering Method
 - Natural
 - Moisture Added
 - Bale, Box, or Hogshead ID Number(s)
- ☐ Firing Records
 - Barn/Structure ID
 - Date Fire Started (MM/DD/YYYY)
 - Date Fire Ended (MM/DD/YYYY)
 - Fuel Source
 - Slabs
 - Woodchips
 - Sawdust
 - Other
 - Maximum Temperature
- ☐ Barn Inspection Information (English & Spanish)
- ☐ Barn Inspection Log
 - Barn ID
 - Date (MM/DD/YYYY)
 - Who did the Inspection

- Comments

Non-Tobacco Related Materials

- ☐ NTRM Inspection Information (English & Spanish)
- ☐ NTRM Inspection Log
 - Date (MM/DD/YYYY)
 - Who did the Inspection
 - Areas Inspected
 - Comments

Agrochemical Storage and Soil & Water

- ☐ Conservation Plan (if Field/Tract ID considered HEL)
- ☐ CPA Inventory Records
 - Reference Number
 - Brand Name/Product/Common Name
 - Storage Area
 - Amount
- ☐ Rainfall Records
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Amount of Precipitation
 - Crop Condition
- ☐ Irrigation Records
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Source of Irrigation Water
 - Application Type
 - Amount Applied
 - Crop Condition before Irrigating
- ☐ Crop Rotation Records
 - Field/Tract ID
 - Field HEL (Yes or No)
 - 20__
 - Crop

- Tillage Type
- Cover Crop
- 20__
 - Crop
 - Tillage Type
 - Cover Crop
- 20__
 - Crop
 - Tillage Type
 - Cover Crop
- 20__
 - Crop
 - Tillage Type
 - Cover Crop

Recruiting and Hiring Workers

- ☐ Labor Numbers
 - H-2A Workers Hired Directly
 - H-2A Workers Hired Indirectly
 - Migrant non-H-2A Workers Hired Directly
 - Migrant non-H-2A Workers Hired Indirectly
 - All Other Hired Labor Hired Directly
 - All Other Hired Labor Hired Indirectly
 - Immediate Family
- ☐ Worker Abandonment or Termination Record
 - Employee Name
 - Reason for Termination
 - Documentation
- ☐ Non-Immediate Family Minors Working Record (*including Apprenticeship/Vocational and Labor Exchange/Volunteer*)



TOBACCO CERTIFICATION RECORDS & MATERIALS LIST

- Full Name
- Date of Birth (MM/DD/YYYY)
- Parental Consent (YES or NO)
- Residence
- Permanent Address
- ☐ *If using H-2A Labor Hired Directly:*
 - ETA 790 and ETA 790A
 - ETA 9142A
 - Form I-9 for each worker
 - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
 - Wage Statements
 - All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health
- ☐ *If using a Farm Labor Contractor (FLC):*
 - Certificate of Registration
 - Copy of Workers' Compensation insurance
 - Authorized to House (if applicable)
 - Authorized to Transport (if applicable)
 - Copy of Auto Insurance
 - Copy of Driver's License
 - Doctor's Certificate for all drivers
 - Form I-9 for each worker
- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health
- ☐ *If using a H-2ALC:*
 - ETA 790 and ETA 790A
 - ETA 9142A
 - Contract between grower & H-2ALC
 - Surety Bond
 - Form I-9 for each worker
 - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
 - Wage Statements
 - All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health
- ☐ *If using Local Labor:*
 - Form I-9 for each worker
 - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
 - Wage Statements
 - All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health
- ☐ *If using, Vocational/Apprenticeship Labor:*
 - Form I-9 for each worker
 - Vocational/Apprenticeship Documentation – Completion of Compulsory Schooling
 - Proof of Enrollment (diary or journal for apprenticeship/vocational work done on the operation)
 - Non-Immediate Family Minors Working Record
 - Full Name
 - Date of Birth
 - Parental Consent
 - Residence
 - Permanent Address
 - All in One Labor Poster or the following posters as applicable:



TOBACCO CERTIFICATION RECORDS & MATERIALS LIST

- Migrant and Season Agricultural Workers Protection Act
- Employee Rights Under the Fair Labor Standards Act
- OSHA Job Safety & Health

- Grower Name
- Farm Name
- Trainer(s)
- Year
- Printed Name of Worker
- Signature of Worker
- Date (MM/DD/YYYY)

- Authorized to Drive

☐ *If using Labor Exchange/Volunteer Labor:*

- Form I-9 for each worker
- Labor Exchange/Volunteer Labor Record
 - Name
 - Address
 - Signature
- All in One Labor Poster or the following posters as applicable:
 - Migrant and Season Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - OSHA Job Safety & Health

- ☐ Anti-Discrimination Policy (English & Spanish)

Housing, Sanitation & Transportation

- ☐ OSHA Housing Safety and Health Checklist
- ☐ US DOL WH-521: Terms & Conditions of Occupancy
- ☐ Housing Inspection Certificate(s)
- ☐ Vehicle Information Records
- Vehicle
 - Make/Model
 - Year
 - Annual Checklist
 - Valid Tags
 - Insurance
 - State Inspection (if required)
 - Federal Inspection (if required)

- ☐ Vehicle Inspection Log
- Vehicle
 - Date (MM/DD/YYYY)
- ☐ Field Sanitation Inspection Log
- Date of Service (MM/DD/YYYY)
 - By (initials of person)
 - Cleaned/Service
 - Potable Water & Soap
 - Paper Towels
 - Toilet Paper
 - Trash Emptied
- ☐ Proof of Purchase of Rental Receipt of Sanitary Bathroom Facilities
- ☐ Proof of Purchase or Rental Receipt of Handwashing Facilities

Worker Training and Farm Safety

- ☐ OSHA Forms 300, 300A, 301
- ☐ How to Prepare for an Emergency or Disaster (English & Spanish)
- ☐ Emergency Response Plan
- Farm Name
 - Address
 - Telephone
 - Contact Name
 - Last Revision Date (MM/DD/YYYY)
 - Employee Evacuation System
 - Person Responsible for Farm Roster at Evacuation Site
 - Evacuation Site Location
- ☐ Farm Roster
- Name
 - Phone
 - Special Assistance Needed
- ☐ List of Important Numbers
- ☐ In Case of Medical Emergency

Workers' Rights & Responsibilities and Worker Concern Helpline (All Hired Direct and Indirect and Labor Exchange/Volunteer)

- ☐ Worker Rights & Responsibilities Poster (Required for any Hired Labor and Labor Exchange/Volunteer Labor)
- ☐ Worker Concern Helpline Poster (Required for any Hired Labor and Labor Exchange/Volunteer Labor)
- ☐ Worker Concern Process Documentation (English & Spanish)
- Grower ID#

- ☐ Proof of Insurance for Drivers
- ☐ Driver Information Records
- Driver's Name
 - Driver's License Number
 - Driver License Expiration Date (MM/DD/YYYY)
 - Date on Doctor Certificate (MM/DD/YYYY)
 - If an FLC or FLCE:
 - Certificate
 - Authorized to Transport



TOBACCO CERTIFICATION RECORDS & MATERIALS LIST

- Name of Person Training in CPR, First Aid or AED
- Contact Number
- Location of First Aid Kits
- Location of Automated External Defibrillator (AED)
- ☐ In Case of Fire Emergency
- ☐ In Case of Severe Weather/Tornado Sheltering
 - Severe Weather/Tornado Shelter Locations
 - Assigned Person to Monitor Severe Weather
 - Assigned Person to Direct People to Shelter
- ☐ Worker Safety and Crop Integrity Training Records
 - Grower ID
 - Grower Name
 - Source of Training
 - Verbal Discussion
 - Training Video
 - Tailgate Training Kits
 - Trainer name
 - Year
 - Training Topics
 - Emergency Response Procedures
 - General Farm Safety & Safe Operation of Farm Equipment and Machinery
 - First Aid
 - Heat Illness & Heat Illness Prevention
 - Use of Personal Protective Equipment (PPE)
- Pesticide Safety [includes the storage, handling, application and disposal of agrochemicals and the Recognition of Restricted Entry Interval (REI)]
- Green Tobacco Sickness – Symptoms & Treatment
- Barn Safety (Air & Fire-cured Tobacco Operations)
- Carbon Monoxide Poisoning Prevention (Fire-cured Tobacco Operations)
- Grade Separation
- Proper Baling and Market Separation
- NTRM (Non-Tobacco Related Materials) Prevention
- GAPC Worker Rights & Responsibilities
- Printed Name of Worker
- Signature of Worker
- Date (MM/DD/YYYY)