

2021 GAP Connections Certification Program Standards

ABOUT GAP CONNECTIONS	3
ABOUT THE GAPC CERTIFICATION PROGRAM	3
MISSION	3
OBJECTIVE.....	3
SCOPE.....	3
TYPES OF CERTIFICATIONS.....	4
CERTIFICATION STANDARDS.....	4
GENERAL CERTIFICATION STANDARDS.....	5
SELF-ASSESSMENT	5
GROWER TRAINING	5
578 CROP REPORT	5
HOW YOU GROW MATTERS: CROP MANAGEMENT STANDARDS.....	5
OPERATION AND NUTRIENT MANAGEMENT	5
INTEGRATED PEST MANAGEMENT	6
CROP OPERATIONS MANAGEMENT.....	7
CURING AND BARN MANAGEMENT	7
NON-TOBACCO RELATED MATERIAL (NTRM)	8
ON-FARM TOBACCO STORAGE.....	9
ENVIRONMENTAL MANAGEMENT STANDARDS	9
AGROCHEMICAL MANAGEMENT.....	9
SOIL AND WATER MANAGEMENT	10
HOW YOU WORK MATTERS: LABOR MANAGEMENT STANDARDS.....	12
RECRUITING, HIRING AND TERMINATION.....	12
IMMEDIATE FAMILY WORKING ON THE FARM	13
HIRED WORKERS	14
WAGE, BENEFITS, AND WORKING HOURS	15
Labor Posters	16
FARM LABOR CONTRACTORS(FLCs) /H-2ALCs (Indirect Hired Labor).....	16
FORCED LABOR AND HUMAN TRAFFICKING	18
WORKER RIGHTS AND RESPONSIBILITIES AND WORKER CONCERN PROCESS.....	19
FREEDOM OF ASSOCIATION	20

HARRASSMENT AND DISCRIMINATION20
SANITATION, HOUSING AND TRANSPORTATION20
FARM SAFETY21
TRAINING.....22
SAFETY EQUIPMENT23
APPENDIXES..... 24
APPENDIX 1: Hazardous Lists Reference24
APPENDIX 2: Resources and Examples.....25

About GAP Connections

GAP Connections (GAPC) develops, maintains, and provides leadership for agricultural standards and practices. We seek to promote production that is competitive, sustainable, fair, compliant, and responsive to changing industry conditions and stakeholder needs.

GAP Connections Certification Standards do not replace or supersede contract requirements between growers and purchasing companies but instead offer the industry a set of guiding principles that identify and promote best practices for on-farm production and post-production processes which produce a quality crop

while protecting, sustaining, or enhancing the environment with regard to soil, water, air, animal and plant life as well as protecting and ensuring the rights of farm laborers.

Growers can learn more about the voluntary GAPC Certification Program by contacting GAP Connections at 865.622.4606 or by visiting www.gapconnections.com.

About the GAPC Certification Program

The GAP Connections Grower Certification Program is a voluntary program to help domestic tobacco growers be recognized for their excellence in the areas of Crop, Environment, and Labor practices. This document outlines requirements and measurable standards associated with the voluntary GAP Connections Certification Program. Growers can choose to participate or not in the GAP Connections Certification Program.

Mission

Distinguish those growers within the tobacco industry that commit to the adoption of agricultural standards and practices which produce a quality crop while protecting, sustaining or enhancing the environment, ensure the safety and rights of farm laborers.

Objective

The objective of GAPC Certification Program is to measure compliance with GAPC Certification Standards by reviewing objective evidence, records and procedures of those GAPC Grower Members who have applied and been approved to participate in the GAPC Certification Program.

Scope

GAPC Certification Standards and Monitoring Activities apply to:

- GAPC Grower Member's records and locations, including their offices, fields, barns, greenhouses, chemical storage locations and anywhere the integrity and quality of the product being grown is affected;
- All farmworkers that provide any services in tobacco on the operation seeking Certification regardless of whether they are directly hired by the grower or indirectly hired by other entities such as Farm Labor Contractors or other third parties.

Types of Certifications

Growers may choose one of two types of GAP Connections Certification to achieve:

- GAP Connections United States (U.S.) Certification
- GAP Connections International Certification

To be certified, a grower must adhere to the GAP Connections Certification Standards set forth for the type of Certification chosen by the grower.

Certification Standards

Within each of the types of GAP Connections Certifications, Certification Standards are defined as Critical or Additional.

- Critical Standards - are required by law or deemed necessary by the industry. Compliance with Certification Standards does not guarantee compliance with Federal, State, or local laws.
- Additional Standards – adhere to good agricultural practices

General Certification Standards

SELF-ASSESSMENT

CRITICAL STANDARDS FOR INTERNATIONAL CERTIFICATION

- Complete the GAPC Annual Self-Assessment prior to the monitoring activity.

GROWER TRAINING

CRITICAL STANDARDS

- Grower and all Associated Growers must attend Annual GAP Training by June 30 of each year.

578 CROP REPORT

CRITICAL STANDARDS

- Obtain an FSA crop report(s) for the current year detailing all tobacco acreage from all counties.
- Acreage reported on current year FSA Form 578 crop report(s) must match acreage reported at time of monitoring visit.

HOW YOU GROW MATTERS: Crop Management Standards

OPERATION AND NUTRIENT MANAGEMENT

CRITICAL STANDARDS

- If required in your watershed, comply with nutrient management regulations as applicable.

ADDITIONAL STANDARDS

High

- Keep records of all nutrient applications- greenhouse, transplant water, and field (soil and foliar), which includes date of fertilizer application, application timing (pre-plant, side-dressing, transplanting, or foliar), type of fertilizer applied (N-P-K), and rate of application. This includes lime applications.
- It is preferable not to use muriate of potash but if using muriate of potash, application should be made before January 1 of the production year.¹

Medium

- Make fertilizer application decisions using soil test results that are no more than three years old
- If using animal manure or litter for fertilizer, have it tested for nutrient content to determine appropriate rates. Guidelines on the use of animal manure in tobacco production can be found in the University of Kentucky Burley Tobacco growers guide².

¹ See Resources on page 26 in Appendix 2.

² See Resources on page 26 in Appendix 2.

INTEGRATED PEST MANAGEMENT

CRITICAL STANDARDS

- All agrochemical applications, restricted or non-restricted, should be completed or supervised by a licensed pesticide applicator
- Use only pesticides that have been approved by the EPA for use on tobacco (labeled)³. Always refer to your grower contract; some buyers may prohibit use of agrochemical's which are labeled for tobacco.
- Keep field/tract records of all agrochemical applications, including in the greenhouse, transplant water and field. This includes:
 - CPA/agrochemical common name⁴
 - Active Ingredient⁴
 - Application date
 - Application method (transplant water, hand sprayer, overhead sprayer, etc.)
 - Rate
 - Name of Applicator
 - Field name and location
 - EPA Number⁴
 - REI⁴

Note: Growers may use a reference sheet such as the "CPA Reference Sheet" found in the GAPC records to record brand name, EPA registration number, active ingredient, and REI to avoid writing this information for each individual application. This reference sheet must be kept with the records of the individual agrochemical applications.

ADDITIONAL STANDARDS

High

- Keep field/tract records of all agrochemical applications, including greenhouse, transplant water and in the field. This includes:
 - Pest targeted or reason for application
- Maintain pesticide application records for the previous two growing seasons as well as the current season.
- Maintain calibration records for current year ⁵

Medium

- Have a documented scouting program for pests and record the scouting information by field/tract following GAP standards⁶. Records should include the following:
 - Date of scouting
 - Pests observed
 - Percent of plants affected/infested
 - Crop protection agent applications made by field and date
 - Conduct a follow-up of your pest control practices to determine the effectiveness of the action taken

³ See Resources on page 25 in Appendix 2.

⁴ See Resources on page 25 in Appendix 2.

⁵ See Resources on page 27 in Appendix 2.

⁶ See Example on page 25 in Appendix 2.

- Use appropriate methods to clean or sanitize transplant trays.
- Destroy unused seedlings within 30 days after transplanting is completed.
- Destroy crop residues and establish a cover crop within 60 days after harvest.

CROP OPERATIONS MANAGEMENT

CRITICAL STANDARDS

- Direct the day-to-day activities involved in producing the tobacco sold under your name, the name of an Associated Grower, employee, or the name of the farming operation.
- Whether you produce or purchase your tobacco plants, keep records of transplant/greenhouse seeding dates, varieties and seed lot numbers by field/tract.
- Keep tobacco types strictly separated from each other during seeding, curing, and market preparation.
- If tarps are used to cover tobacco during transport, use tarps made of acceptable tarping material (non-plastic) on the side of the tarp in contact with the tobacco when covering it during transport to market, on surfaces free of contaminants.
- If an enclosed trailer or vehicle is used to transport tobacco to market, all surfaces should be free of contaminants. Stock trailers should not be used for tobacco transport.

ADDITIONAL STANDARDS

Medium Risk

- Select tobacco variety based on, disease resistance, curing characteristics, cured leaf quality, and yield, and maintain records or documentation of sources you used to select your tobacco varieties (examples are: seed company literature, university production guides, buying company recommendations, etc.)⁷
- Keep records of transplanting and topping dates by field/tract.
- Use recommended measures to control weed seed contamination of tobacco.⁸

Low

- Keep records of plant and row spacing and plant population maintained by field/tract.
- FLUE ONLY: Prior to harvest, mow all field borders/turning areas, and manual removal of pigweed and other weeds of concern from fields.

CURING AND BARN MANAGEMENT

CRITICAL STANDARDS

- Record the date that tobacco was placed in the curing structure and the date it was removed.
- FLUE ONLY: Have barn tests every 3 years and use only indirect fired barns with heat exchangers.
- Have a documented safety program for air cured and fire-cured barns that includes inspection of tier rails and support beams for soundness, inspection of general barn soundness, removal of stored machinery, lumber and other items from barn floors that could enhance injury in falls. Ladders or steps should be installed and maintained to reach tiers.⁹

⁷ See Resources on page 25 in Appendix 2.

⁸ See Resources on page 26 in Appendix 2.

⁹ See Barn Inspection template in GAPC Records (www.gapconnections.com)

ADDITIONAL STANDARDS

High

- Have a documented program that allows for traceability of tobacco through curing and delivery.

Medium

- Maintain records of the type and number of curing structures or barns.
- Keep records of harvesting dates by field/tract.
- Maintain documentation on the curing structure or barn used for tobacco from each field and tract for traceability purposes.
- FIRE ONLY: Maintain records of firing procedures in fire cured barns to include the number of firings, fuel used (i.e. slabs, sawdust, etc.)
- FLUE ONLY: Use some method or tool to monitor temperature and humidity in the barn.¹⁰ This includes a wet-bulb and a dry-bulb thermometer.

Low

- AIR AND FIRE ONLY: No curing structures more than two tiers high, barns designed such that no worker is more than 12 feet above the barn floor in normal hanging operations.
- AIR AND FIRE ONLY: Records of spacing of sticks and number of stalks per stick in air cured barns or structures.
- FLUE ONLY: Use automated curing controls to measure temperature and humidity.
- FIRE ONLY: Monitor temperature in fire cured barns during firing.

NON-TOBACCO RELATED MATERIAL (NTRM)

Market prep: All preparations of tobacco for delivery and sale. This includes all activities surrounding stripping and baling tobacco.

Taint: Unpleasant odor or taste. Potential sources of taint include, wood preservatives, disinfectants, aromatic plant materials, hydrocarbon fuels, or livestock.

ADDITIONAL STANDARDS

High

- Have at least one trash can in market prep areas. If market prep area is not currently in use, the trash cans that will be used need to be visible.
- Do not use brooms with synthetic bristles in market preparation area.
- Regularly inspect market prep area and remove Non-Tobacco Related Materials (NTRM),¹¹ keeping records of daily inspection dates when market preparation areas in in use. If market prep area is not currently in use, a documented inspection program including an inspection checklist and log of dates needs to be available or if in Year 2 or 3 of Certification Program last year's inspection log.

Medium

- Have designated break areas away from market prep area.
- Do not have tools with plastic handles in market prep area.

¹⁰ See Example on page 27 in Appendix 2.

¹¹ See Example on page 27 in Appendix 2.

Low

- FLUE-CURED: Use picking lines to reduce NTRM.
- FLUE-CURED: Use sand reels/leaf tumblers to reduce NTRM.
- AIR ONLY: Use a slotted stripping table with wire mesh cover or other stripping systems that permit dirt and other NTRM to freely fall out of the tobacco as it is stripped (stripping chains, stripping wheels, etc.)
- Have a dedicated market prep and baling area with concrete, wood, or asphalt floor.

ON-FARM TOBACCO STORAGE

Taint: Unpleasant odor or taste. Potential sources of taint include, wood preservatives, disinfectants, aromatic plant materials, hydrocarbon fuels, or livestock.

CRITICAL STANDARDS

- Maintain a clean, dry tobacco storage area, with no treated wood in contact with tobacco, no storage of pesticides, petroleum products, paint, stains, fertilizers or Styrofoam trays in storage area or other sources of taint that could contaminate the tobacco in storage area.
- AIR AND FIRE ONLY: Ensure that livestock are excluded from curing and storage structures.

ADDITIONAL STANDARDS

High

- Store baled tobacco on concrete floor, untreated wood, trailers, wagons, or truck beds.

Medium

- Have an enclosed storage area with doors and windows that can be secured, if windows present. Doors and windows can be closed.

Environmental Management Standards

AGROCHEMICAL MANAGEMENT

CRITICAL STANDARDS

- Maintain SDS sheets for all pesticides used in tobacco production.
- Maintain copies of labels for all agrochemicals currently being used in tobacco production either on the container in storage, or in farm files. Does not include agrochemicals that are no longer in use and are not on the farm.
- Have a designated, lockable, dry (weather protected) pesticide storage area with proper signage. If no storage a grower must show receipts from a custom applicator or organic certification.
- Ensure that agrochemicals are stored in original manufacturer's containers with labels attached or on file in agrochemical storage room.
- Dispose of agrochemical containers by either recycling through programs or sites designated for pesticide recycling **OR** triple-rinsing and punching or removing lid and taking them to appropriate landfill. Agrochemical containers cannot be burned.
- Properly segregate, store, recycle, or dispose of hazardous waste including but not limited to residual CPAs, fuel, oil, grease, paint, and batteries.

ADDITIONAL STANDARDS

Medium

- Agrochemical storage with impermeable floor. This includes tubs, bins, containers with impermeable flooring that can hold more than the volume of agrochemical being stored.
- Agrochemical storage designed to retain runoff from spills and leakages¹². This includes tubs, bins, containers with impermeable flooring that can hold more than the volume of agrochemical being stored.
- Mix or transfer CPAs in containment areas away from runoff channels.
- Ensure that greenhouse float water is properly and legally disposed of.

Low

- Maintain an inventory of agrochemical stocks in storage updated monthly if changes occurred within the month.
- Have a designated, fenced or otherwise lockable storage area for empty agrochemical containers that have not been triple rinsed and punched pending disposal.
- Properly dispose of non-hazardous waste products (i.e. move wastepaper, cardboard, plastic (other than pesticide chemicals) to a trash receptacle or recycle container. Burning non-hazardous waste is not acceptable.

SOIL AND WATER MANAGEMENT

CRITICAL STANDARDS

- As required by law, maintain a conservation management plan approved by the soil and water conservation district for fields that are considered highly erodible land.

ADDITIONAL STANDARDS

High

- Use vegetated buffers between field and streams or lakes (minimum buffer distance is 33 feet).

Medium

- Keep records of dates and amounts of irrigation water and maintain records of rainfall amounts during the growing season.¹³
- Use cover crop or fall seeded crop following tobacco harvest.
- Use crops planted with conservation tillage practices or sod as rotation crops on highly erodible land if applicable.

Low

- If you use irrigation, then use proper irrigation management methods, which include:
 - Maintain equipment and piping to prevent leakage
 - Maintain runoff water

¹² See Resources on page 28 in Appendix 2.

¹³ See Resources on page 26 in Appendix 2

- In a single field do not plant tobacco annually. Instead, use a rotation of no more than two years of tobacco followed by at least two years in other non-solanaceae crops (Solanaceae crops include tomatoes, eggplant, and peppers).¹⁴
- Use conservation tillage practices in tobacco production (i.e. minimum or reduced tillage, strip tillage, no tillage).
- Use crops planted with conservation tillage practices or sod as rotation crops on all land (carbon sequestration by increasing soil organic matter).
- Maintain field borders/buffer strips along lower edges of fields and beside field ditches and drainage ways (minimum buffer distance is 33 feet).

¹⁴ See Resources on page 25 in Appendix 2.

HOW YOU WORK MATTERS: Labor Management Standards

RECRUITING, HIRING AND TERMINATION

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- If there are H-2A workers on the farm obtain and keep a copy(s) of the ETA 790(s) and 790A(s) for all H-2A workers which must include the number of workers, location of employment, name of employer, number of housing units, housing location, and H-2A case number.
- If there are H-2A workers on the farm the grower's name (Primary or Associate), the name of the entity which the individual is a part of (member or employee), or farm location must be listed on the:
 - ETA 790(s) and ETA 790A(s)
 - ETA 9142A(s) (if requested)
- Growers should not employ unauthorized H-2A workers or allow H-2A workers under their employment to work on an unauthorized farm location. H-2A workers are only authorized to work for the employers and at the locations listed on their H-2A contract, the ETA 790 and the ETA 9142A.
- Complete and maintain a Form I-9 for each worker. Once the work commitment has terminated, grower keeps the Form I-9 for either three years after the date of hire, or one year after the date the work commitment is terminated, whichever is longer.¹⁵ Form I-9 is not required for immediate family farm labor¹⁶.

CRITICAL STANDARDS FOR U.S. CERTIFICATION

- If you hire more than 500 man-days of hired labor in any of calendar quarters of last year, at the time of hire of seasonal workers (excludes immediate family farm labor¹⁸ and workers involved in a vocational or apprenticeship program¹⁷) and at the time of recruitment of migrant workers the following must be provided in writing in the worker's preferred language, to include:
 - place of work (with specifics, such as the name and address of the Company or the association),
 - pay rates (including piece rates) to be paid,
 - crops and kinds of activities for which the worker may be assigned,
 - period of work commitment,
 - transportation, housing, and any other worker benefits to be provided, if any, and any costs to be charged for each, and
 - whether state workers' compensation or state unemployment insurance is provided.

¹⁵ See Resource on page 28 in Appendix 2.

¹⁶ Immediate family members includes only: (1) A spouse; (2) Children, stepchildren, and foster children; (3) Parents, stepparents, and foster parents; and (4) Brothers and sisters. If the worker does not fall into one of the four categories listed here then the worker is considered a hired employee per the US DOL definition.

¹⁷ Workers are exempt if they are involved in a vocational or apprenticeship program sanctioned by the Board of Education in the state. Documentation verifying the vocation or apprenticeship program will be required.

CRITICAL STANDARDS FOR INTERNATIONAL CERTIFICATION

- At the time of recruitment and at the time of hire, provide all hired workers (excludes immediate family farm labor¹⁸) a written disclosure describing the terms and conditions of their work commitment written in the worker's preferred language, to include:
 - place of work (with specifics, such as the name and address of the Company or the association),
 - pay rates (including piece rates) to be paid,
 - crops and kinds of activities for which the worker may be assigned,
 - period of work commitment,
 - transportation, housing, and any other worker benefits to be provided, if any, and any costs to be charged for each, and
 - whether state workers' compensation or state unemployment insurance is provided.

ADDITIONAL STANDARDS

High

- Maintain documentation of the number of permanent, local, seasonal, migrant, H2A, and immediate and non-immediate family workers.
- Maintain records concerning any worker who was terminated, the reason for such termination, and report to the proper authorities (important for H-2A). Termination records are not required for immediate family farm labor²¹ and workers involved in a vocational or apprenticeship program¹⁸.

IMMEDIATE FAMILY WORKING ON THE FARM

Immediate family members include only: (1) A spouse; (2) Children, stepchildren, and foster children; (3) Parents, stepparents, and foster parents; and (4) Brothers and sisters. If the worker does not fall into one of the four categories listed here, then the worker is considered a hired worker per the US DOL definition.

CRITICAL STANDARDS FOR US CERTIFICATION

- Comply with all federal and state child labor laws pertaining to immediate family labor.

CRITICAL STANDARDS FOR INTERNATIONAL CERTIFICATION

- Immediate family members ages 15 years of age or younger may only be assigned light, nonhazardous work only if does not interfere with compulsory school.
- Immediate family members ages 16 – 17 cannot be assigned any DOL hazardous tasks (Appendix 1- List A) or other restricted tasks (Appendix 1 – List B).
- Ensure that a responsible adult is always present and supervising the child's work, and that you follow regulations on the number of hours a child is permitted to work.¹⁹ Furthermore, children are not permitted to work at night.

¹⁸ Workers are exempt if they are involved in a vocational or apprenticeship program sanctioned by the Board of Education in the state. Documentation verifying the vocation or apprenticeship program will be required.

¹⁹ The recommended hourly limit for family children 13 to 15 years old is 2 hours per day. For more information see page 30 in Appendix 2.

HIRED WORKERS

Standards in this section do not apply to immediate family farm labor. If your operation hires ANY non-immediate family farm labor these standards will apply to those non-immediate family workers.

CRITICAL STANDARDS FOR US CERTIFICATION

- The grower must obtain the written consent of a youth worker's (under 18) parent or legal guardian prior to work commitment commencing.
- Growers must not engage or obtain services from any person who is younger than 16 years of age. Exceptions for utilizing a person under 16 years of age include the following:
 - Youth excused from compulsory school attendance by applicable law, AND
 - Youth involved in accredited learning programs can be assigned work tasks as long as the tasks relate directly to the learning experiences of the program and are in compliance with law.
- Youth labor that is excused from compulsory school attendance by applicable law, and youth involved in accredited learning programs (apprenticeships or vocational programs) must have verification documentation.
- No hired worker under 18 may be assigned DOL hazardous tasks (Appendix 1 - List A).

CRITICAL STANDARDS FOR INTERNATIONAL CERTIFICATION

- Growers must not employ or obtain services from any person who is younger than 16 years of age.
- No hired worker under 18 may be assigned DOL hazardous tasks (Appendix 1 - List A) or Other Restricted Tasks (Appendix 1 - List B).

ADDITIONAL STANDARDS

High

- If minors are employed on the farm, records that include, at minimum:
 - Name in full
 - Place where the minor lives while employed,
 - Permanent address,
 - Date of birth

WAGE, BENEFITS, AND WORKING HOURS

Standards in this section do not apply to immediate family farm labor²⁰ and workers involved in a vocational or apprenticeship program²¹. If your operation hires ANY non-immediate family farm labor not involved in a vocational or apprenticeship program these standards will apply to those workers.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Ensure that the pay of all workers (including for temporary, piece rates, seasonal, and migrant workers) meet, at a minimum, national and state minimum wage requirements or adverse effect wage if H2A workers.
- Ensure that workers are paid either daily, weekly, or bi-weekly.
- Provide workers with individual written wage statements that remain in their possession for each pay period that include (wage statements are not required for immediate family farm labor):
 - Worker's full name,
 - Worker's address (permanent or seasonal),
 - Worker's social security number (last 4-digits is acceptable),
 - Employer's name,
 - Employer's address,
 - Employer's identification number (entire number),
 - Total pay period earnings,
 - Number of hours worked,
 - Basis on which wages are paid (piece rate if paid on a piecework basis),
 - Number piecework units earned, if applicable,
 - Specific sums withheld, and the purpose of each sum withheld,
 - Net Pay

NOTE: If subject to MSPA, H2A or FSLA, a more detailed statement may be required.
NOTE: This Standard is above U.S. law requirements.
- Compensation must include all time under the grower's direction and control once worker initiates any work activity including short breaks (15 minutes or less) and time used to conduct training. This does not include transportation from housing to field to start and from the field to housing when work is complete.
- All over contract work hours are voluntary and paid in accordance with applicable laws related to wage and working hour requirements.
- All deductions must be in accordance with applicable law.
- Workers must not be subject to any illegal wage withholdings, such as deposits or deductions, for the purpose of recruitment or retention.

²⁰ Immediate family members includes only: (1) A spouse; (2) Children, stepchildren, and foster children; (3) Parents, stepparents, and foster parents; and (4) Brothers and sisters. If the worker does not fall into one of the four categories listed then the worker is considered a hired employee per the US DOL definition.

²¹ Workers are exempt if they are involved in a vocational or apprenticeship program sanctioned by the Board of Education in the state. Documentation verifying the vocation or apprenticeship program will be required.

Labor Posters

Standards in this section do not apply to immediate family farm labor²². If your operation hires ANY non-immediate family farm labor these standards will apply to your operation as applicable.

- Post all legally required labor standards posters where they will be visible to all workers, in a language common to the workers, which sets forth the rights and protections of the workers. ²³ Including but not limited to:
 - Notice of Migrant and Seasonal Agricultural Workers Protection Act (MSPA)
 - Notice of Employee Rights under the Fair Labor Standards Act
 - Employee Rights under the H-2A Program (if H-2A workers work on the operation)
 - OSHA Occupational Safety and Health Poster

FARM LABOR CONTRACTORS (FLCs) /H-2ALCs (Indirect Hired Labor)

Standards in this section apply to operations that indirectly hire labor through a third-party defined by U.S. law as a Farm Labor Contractor or H-2ALC. A Farm Labor Contractor (FLC) is someone who, for money or other valuable consideration, recruits, solicits, hires, employs, furnishes or transports migrant and/or seasonal agricultural workers or, provides housing to migrant agricultural workers. They are often called crew leaders or crew bosses. Anyone in the US who meets this definition of a Farm Labor Contractor as defined by the US Department of Labor must be registered with the US Department of Labor. ²⁴

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Ensure no worker under 18 provided by the FLC/H-2ALC is assigned DOL hazardous tasks (Appendix 1 - List A).
- If a grower chooses to work with an individual defined as a FLC or H-2ALC by current U.S. laws, they must be currently registered with the U.S. DOL and have a valid and non-expired Certificate of Registration.
- Obtain and keep a copy of the FLC or H-2ALC's valid and non-expired Certificate of Registration.
- If there are H-2A workers on the farm through a H-2ALC, obtain and keep a copy of the ETA 790(s) and 790a(s) for all H-2ALC workers that work on your farm which must include the number of workers, location of employment, name of employer, number of housing units, housing location, and H-2A case number.
- If there are H-2A workers on the farm through a H-2ALC, the H-2ALC's name must be listed on the:
 - ETA 790(s) and 790A(s)
 - ETA 9142A(s) (if requested)
 - Grower's operation must be listed on work order

²² Immediate family members includes only: (1) A spouse; (2) Children, stepchildren, and foster children; (3) Parents, stepparents, and foster parents; and (4) Brothers and sisters. If the worker does not fall into one of the four categories listed then the worker is considered a hired employee per the US DOL definition.

²³ See Resource on page 28 in Appendix 2.

²⁴ See Resource on page 30 in Appendix 2.

- Growers should not employ unauthorized H-2A workers. H-2A workers are only authorized to work for the employers and at the locations listed on their H-2A contract, the ETA 790(s) and 790A(s) and the ETA 9142A(s).
- If there are H-2A workers on the farm through a H-2ALC, there must be a contract between the grower and the H-2ALC. The contract is required by U.S. DOL when the H-2ALC requests H-2A workers.
- If there are H-2A workers on the farm through a H-2ALC, a copy of the contract between the grower and the FLC must be provided. The contract is required U.S. DOL when the H-2ALC requests H-2A workers.
- If there are H-2A workers on the farm through a H-2ALC, the H-2ALC must have a surety bond that covers liability incurred during the term of the worker contract period listed on the H-2A application and must remain in effect for a period of at least 2 years from the expiration date of the labor certification.
- If there are H-2A workers on the farm through a H-2ALC, the grower must have proof of a surety bond that covers liability incurred during the term of the worker contract period listed on the H-2A application and must remain in effect for a period of at least 2 years from the expiration date of the labor certification.
- If the FLC or H-2ALC is housing workers, they should be authorized to house on their Certificate of Registration.
- Obtain and keep a copy of the housing inspection if FLC or H-2ALC is authorized to house.
- If the FLC or H-2ALC is transporting workers, they should be authorized to transport on their Certificate of Registration.
- If FLC or H-2ALC is transporting workers, they should be authorized to transport on their Certification of Registration.
- If FLC or H-2ALC is transporting workers, they must be insured.
- Obtain and keep a copy of insurance if FLC or H-2ALC is authorized to transport.
- Obtain and keep copy of the terms and conditions of their work commitment written in the worker's preferred language, to include:
 - place of work (with specifics, such as the name and address of the Company or the association),
 - pay rates (including piece rates) to be paid,
 - crops and kinds of activities for which the worker may be assigned,
 - period of work commitment,
 - transportation, housing, and any other worker benefits to be provided, if any, and any costs to be charged for each, and
 - whether state workers' compensation or state unemployment insurance is provided
- Ensure that the pay of all workers provided by the FLC/H-2ALC meet, at a minimum, national and state minimum wage requirements or adverse effect wage if H2A workers by either paying workers directly rather than through FLC/H-2ALC or ensure the FLC/H-2ALC provides wage statements to workers as legally required and grower obtains and keeps copies.
- Ensure that all workers provided by the FLC/H-2ALC are provided with individual written wage statements that remain in their possession for each pay period that include:
 - Worker's full name,
 - Worker's address (seasonal or permanent),
 - Worker's social security number (last 4-digits is acceptable),
 - Employer's name,
 - Employer's address,
 - Employer's identification number (entire number),

- Total pay period earnings,
- Number of hours worked,
- Basis on which wages are paid (piece rate if paid on a piecework basis),
- Number piecework units earned, if applicable,
- Specific sums withheld, and the purpose of each sum withheld,
- Net pay

NOTE: If subject to MSPA, H2A or FSLA, a more detailed statement may be required.

CRITICAL STANDARDS FOR US CERTIFICATION

- The grower must obtain the written consent of any youth worker's (under 18) parent or legal guardian prior to work commitment commencing provided by the FLC/H-2ALC.
- Ensure all workers provided by the FLC/H-2ALC are 16 years of age or older.
- Verify workers provided by the FLC/H-2ALC are 16 years of age or older by reviewing the worker's I-9 form.

CRITICAL STANDARDS FOR INTERNATIONAL CERTIFICATION

- Ensure all workers provided by the FLC/H-2ALC are 18 years of age or older.
- Verify workers by the FLC/H-2ALC are 18 years of age or older by reviewing the worker's I-9 form.
- Ensure no worker under 18 provided by the FLC/H-2ALC is assigned other hazardous tasks (Appendix 1 – List A).

ADDITIONAL STANDARDS

High

- If minors (under 18), provided by the FLC/H-2ALC, work on the farm records that include, at minimum must be maintained: Name in full, place where the minor lives while employed, permanent address, date of birth.

FORCED LABOR AND HUMAN TRAFFICKING

Standards in this section do not apply to immediate family farm labor. If your operation hires ANY non-immediate family farm labor these standards will apply to those non-immediate family workers.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Workers shall be allowed to terminate their work commitment at any time, without the threat of intimidation, coercion, blacklisting, or any other type of discrimination or retaliation.
- Growers are prohibited from employing compulsory or prison labor.
- All work must be voluntary and shall not be carried out under threat or duress. Growers must not recruit, transport, or receive workers using threats, force, coercion, abduction, fraud, or deceit or abuse of their power or the vulnerability of workers.
- Workers shall not be charged any fees for their recruitment or transport to their place of work, by the grower.

- Growers are prohibited from retaining workers' personal identity documents, visas, money, valuables, paychecks, debit or credit cards, or return tickets. Growers may provide, upon request, workers with safe place to store these items, but these items must be accessible to the workers upon request.
- There shall be no restrictions on workers' freedom of movement, and workers shall be permitted to enter and exit their place of work.

WORKER RIGHTS AND RESPONSIBILITIES AND WORKER CONCERN PROCESS

Standards in this section do not apply to immediate family farm labor. If your operation hires ANY non-immediate family farm labor these standards will apply to those non-immediate family workers.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- A Worker Rights and Responsibilities poster must be posted in their native language where workers can access and read it on or near the job site.
- The most current GAPC Worker Concern Helpline poster or other approved third-party worker concern phone number must be posted in their native language where workers can access and read it on or near the job site.
- Grower must implement a worker concern process. This is a documented program that is discussed AND given to or posted for all workers. The policy must be written in a language common to the workers and set forth the terms of the available worker concern process to include the following (growers may use the posters and template provided by GAPC):
 - The Grower is committed to providing a safe working environment for all workers and satisfy all legal rights of workers while they are on their farm.
 - A method is available for workers to notify the Grower, orally and in writing, of any concern related to the terms or conditions of work.
 - The Grower will investigate concerns brought forth by workers and provide notice to the workers, if known, of how the concern will be or was addressed. At the request of the workers, an informal meeting between the grower and workers will be held to address the concern.
 - If a worker raises a concern with grower and is not satisfied with the resolution or handling of the issue, they are encouraged to call the GAPCs' Worker Concern Helpline or to an alternative approved third-party helpline to voice and address the concern.
 - The Grower, any of his/her employees or agents will retaliate against workers for using the worker concern process.

Other approved third-party worker concern helplines or processes:

- If you use North Carolina Growers Association (NCGA) to source H-2A workers for your farm you may use the NCGA grievance mechanism to fulfill the requirement of a documented worker concern process and you do not have to post the GAPC Worker Concern Helpline poster. You must provide the following:
 - Documentation that describes the procedures and policies used;
 - Documentation on how this is shared with your workers (found in the signed Acknowledgement of Receipt from NCGA);
 - Visual evidence of it being displayed or shared on a daily basis with the workers (i.e.

poster, sign, wallet card, etc.

FREEDOM OF ASSOCIATION

Standards in this section do not apply to immediate family farm labor. If your operation hires ANY non-immediate family farm labor these standards will apply to those non-immediate family workers.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Respect the legal rights of workers to, or not to, associate, organize and bargain collectively.
- Do not interfere in union activities.
- Do not discriminate nor retaliate against workers for such activities.

HARRASSMENT AND DISCRIMINATION

Standards in this section do not apply to immediate family farm labor. If your operation hires ANY non-immediate family farm labor these standards will apply to those non-immediate family workers.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- All workers must be treated with dignity and respect and not be threatened with or subjected to verbal, physical, sexual or mental harassment or abuse, coercion, or corporal punishment during work commitment or recruitment.
- Workers must not be subject to discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, or marital status.

ADDITIONAL STANDARDS

High

- Have a documented anti-discrimination policy.

SANITATION, HOUSING AND TRANSPORTATION

Standards in this section apply to ALL farming operations including those that only have immediate family farm labor, if applicable.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Growers must provide workers easy access to the following as required:
 - Cool, potable water available during work hours
 - Clean and sanitary bathroom facilities during work hours
 - Hand washing facilities with soap at close proximity to bathrooms
- Grower operations with eleven (11) or more workers, employed during the past twelve months, at any one time, engaged in hand-labor operations must provide clean and sanitary bathroom facilities during work hours and hand washing facilities with soap at close proximity within a quarter-mile walking distance from workers' place of work in the field. Toilet and handwashing facilities are not required within a

quarter mile for workers who perform field work for a period of three (3) hours or less (including transportation time to and from the field) during the day.

- Growers must offer workers rest breaks during the day, including lunch, without compromising their ability to earn wages.
- If the grower provides housing directly to seasonal or migrant workers, the grower must:
 - Ensure that the facility complies with all federal and state safety and health standards, including up-to-date certification from DOL or other appropriate governmental agencies²⁵
 - Post or present to each worker, in their native language a statement of the terms and conditions of occupancy which must include:²⁶
 - Name and address and contact information of the individual in charge of the housing,
 - Emergency contact information,
 - Physical address and mailing address of the housing facility,
 - Who may live at the housing facility,
 - Charges to be made for housing,
 - Meals to be provided and any associated cost for them,
 - Charges for utilities, and
 - Any other charges or conditions of occupancy
- If transportation is provided, growers must ensure that vehicles meet legally required safety standards and that drivers are properly insured and licensed. Vehicles must be inspected when required by law, and person supplying the transportation must maintain inspection records.²⁷

Additional Standards

High

- If the grower provides housing directly to seasonal or migrant workers, the grower must:
 - Inspect housing prior to occupancy and at mid-season, using the OSHA Housing Safety and Health Checklist provided in Agricultural Labor Management Guide.²⁸

FARM SAFETY

Standards in this section apply to ALL farming operations including those that only have immediate family farm labor.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

Growers should provide a safe and healthy workplace by complying with the standards below and all applicable safety, health and environmental laws and regulations. Growers must:

- Maintain records of all work-related accidents and illnesses serious enough to interfere with the workers' ability to perform their job and/or otherwise required by occupational safety and health laws. Records of all work-related accidents must be maintained at the worksite for at least five years.

²⁵ See Resource on page 29 in Appendix 2.

²⁶ See Resource on page 29 in Appendix 2.

²⁷ See Resource on page 29 in Appendix 2.

²⁸ See Resource on page 29 in Appendix 2.

Note: GAPC Requires previous and current year information. Please review the questions for more details.

- From February through April, growers must post a summary of the injuries and illnesses recorded the previous year (OSHA Form 300 A).
- Review accident records periodically for guidance on avoiding future injuries.
- Follow Occupational Safety and Health Administration (OSHA) guidelines with respect to addressing GTS and heat stress risks.
- Take precautions to limit worker exposure to wet tobacco and ensure adequate measures are in place to prevent GTS
- Identify risks on the farm such as those involved in operating machinery/equipment, adverse weather conditions, agrochemical applications, etc. and train workers on how to avoid and protect themselves from such risks.
- Follow the legal requirements that restrict workers from entering an area where agrochemicals have been used, and as legally required, post signs designating re-entry times for specific fields after agrochemical application.
- Have a dedicated emergency contact person for all workers.
- Provide access to Emergency Medical Services (EMS).
- Provide workers with an emergency plan for medical emergencies, fires, or weather events.

ADDITIONAL STANDARDS

High

- Have a staff member (or grower) certified in First Aid/CPR/AED training.²⁹

TRAINING

Standards in this section apply to ALL farming operations including those that only have immediate family farm labor. Training is to be done for all workers (family and non-family).

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Grower documents training to farm workers on the hazards and risks associated with agrochemicals, safe working practices, emergency response and health surveillance including:
 - Heat Stress
 - Farm Safety, including Farm Equipment Safety
 - Carbon Monoxide Poisoning Prevention (if applicable)
 - Pesticide Safety and Personal Protective Equipment (PPE)
 - Green Tobacco Sickness (GTS)
 - Emergency response procedures
 - Recognition of REI
 - Storage, handling, application, and disposal of CPAs
 - NTRM Prevention

²⁹ See Resource on page 30 in Appendix 2.

- Grower follows all requirements of state and national regulations and training requirements related to worker protection and agrochemical use.

ADDITIONAL STANDARDS

High

- Grower documents training to farm workers on:
 - Proper baling and market separation of tobacco
 - AIR & FIRE ONLY: Grade separation

SAFETY EQUIPMENT

Standards in this section apply to ALL farming operations including those that only have immediate family farm labor. Training is to be done for all workers (family and non-family). Personal protective equipment (PPE) will be evaluated based on tasks performed by workers. PPE should be available to all those workers performing tasks that require PPE.

CRITICAL STANDARDS FOR ALL CERTIFICATIONS

- Use label-required PPE by applicators/handlers/early entry workers.³⁰
- Provide gloves and water-resistant clothing for workers working in wet tobacco.
- Provide chemical resistant gloves for anyone handling or applying agrochemicals.
- Provide chemical resistant aprons for anyone mixing or loading agrochemicals.
- Provide chemical resistant footwear for anyone mixing or loading agrochemicals.
- Provide safety glasses for workers applying or handling agrochemicals or performing jobs which can create flying objects that damage eyes such as grinding, sawing, driving nails, etc.
- Provide hearing protection equipment for workers operating machinery or power tools.
- Provide dust masks for workers handling cured tobacco or operating machinery or power tools under dusty conditions.

ADDITIONAL STANDARDS

High

A grower is required to:

- Have adequately maintained farm vehicles, machinery and tools with the originally installed guards, shields or other protections as per manual/guidance provided by manufacturer or dealer of equipment.
- Have adequate First-aid equipment for the number of their workers for the grower's tobacco production operation.
Have ready-to use fire extinguishers available within two hundred feet of curing barns when workers are present.

³⁰ See Resources on page 27 in Appendix 2.

Appendixes

APPENDIX 1: Hazardous Lists Reference

List A: DOL Hazardous Tasks List Items Related to Tobacco Production³¹

- Operating a tractor of over 20 power-take-off (PTO) horsepower or connecting or disconnecting an implement or any of its parts to or from such a tractor.
- Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with the operation) any of the following machines: the unloading mechanism of a non-gravity-type self-unloading wagon or trailer or power post hole diggers, power post driver, or non-walking type rotary tiller.
- Operating or assisting to operate (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines: trencher or earthmoving equipment; forklift; or power-driven circular, band, or chain saw.
- Working from a ladder or scaffold (painting, repairing, or building structures, pruning trees, picking fruit, etc.) at a height of over 20 feet.
- Driving a bus, truck, or automobile when transporting passengers or riding on a tractor as a passenger or helper.
- Handling or applying toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers, or serving as a flagman for aircraft applying such chemicals). Such toxic chemicals are identified by the word “poison,” or “warning,” or are identified by a “skull and crossbones” on the label.

List B: International Restricted Tasks (for youth under 18 years of age)

- Harvesting, topping, suckering tobacco.
- Operating machinery with moving parts or moving vehicles.
- Use of tools requiring motion for cutting (e.g., machete) or shears.
- Handling and application of crop protection agents (agrochemical) or fertilizers.
- Lifting and handling heavy loads unless the load is less than 10% of the person’s body mass.
- Working at heights greater than four feet without approved fall protection equipment.
- Work at night (30 minutes after sundown to 30 minutes before sunrise).
- Working in intense hot weather, humidity or direct sunlight unless guidance on the GTS and Heat Stress Bulletin and precautions in the OSHA Heat Safety Tool and “Using the Heat Index: A Guide to Employees” are followed. Ready access to cool, potable water is required.
- Working long hours (more than 8 hours in a 24-hour period).

³¹ Source: <https://www.dol.gov/whd/regs/compliance/whdfs40.pdf>

APPENDIX 2: Resources and Examples

1. Resources for Agrochemical Label and SDS Information

- List of pesticide product labels approved by the Environmental Protection Agency (EPA)
 - <https://iaspub.epa.gov/apex/pesticides/f?p=PPLS:1>
- Database that allows a search for different types of pesticides, the active ingredient, application recommendations, and states that approve its use
 - <http://www.agrian.com/labelcenter/results.cfm>
- List of common chemicals used in tobacco production
 - https://darktobacco.ca.uky.edu/files/2018_tobacco_chemical_list_for_website_-_updated_6-22-2018.pdf

2. Production Guides and Resources for Selection of Tobacco Varieties

- 2017 Burley and Dark Tobacco Production Guide:
 - <http://www2.ca.uky.edu/agcomm/pubs/id/id160/id160.pdf>
- 2017 Flue-cured Tobacco Production Guide:
 - <https://content.ces.ncsu.edu/flue-cured-tobacco-information>
- Flue-Cured Tobacco Variety Information
 - <https://tobacco.ces.ncsu.edu/tobacco-agronomics-varieties/>
- Flue Cured Tobacco Variety Evaluation in Georgia
 - <http://caes2.caes.uga.edu/commodities/fieldcrops/tobacco/guide/documents2014/VarietyInformationFor2014.pdf>
- 2017 Virginia Tech Flue Cured Tobacco Production Guide
 - http://arec.vaes.vt.edu/content/dam/arec_vaes_vt_edu/southern-piedmont/Documents/01-COVER-2017.pdf

3. Example of Documented Scouting Program

Date of Scouting	Pests Observed	Percent of plants affected/infested	Action Taken	Effectiveness (very good, good, fair, poor)
6/27/2017	<i>Budworms found in field A and B.</i>	20%	<i>Blackhawk sprayed in fields A and B on 6/28/2017. See CPA field records for more detail.</i>	<i>Good</i>

4. Resources for Crop Rotation Recommendations

- NC State Extension: Managing Diseases (Pages 120-121)
 - <https://content.ces.ncsu.edu/flue-cured-tobacco-information/managing-diseases>
- Flue Cured Tobacco Disease Control (Page 47)
 - http://www.arec.vaes.vt.edu/content/dam/arec_vaes_vt_edu/southern-piedmont/Documents/04-Discon17.pdf

5. Resources for guidelines on the use of animal manure and muriate of potash

- Burley and Dark Tobacco Production Guide (pages 28-29):
 - <http://www2.ca.uky.edu/agcomm/pubs/id/id160/id160.pdf>
- Liming and Fertilizing Burley Tobacco
 - <http://www2.ca.uky.edu/agcomm/pubs/agr/agr49/agr49.htm>
- The Agronomics of Manure use for Crop Production
 - <http://www2.ca.uky.edu/agcomm/pubs/agr/agr165/agr165.htm>

6. Resources on University recommended rates of MH in sucker control

- Air and Fire-cured Growers in Kentucky, North Carolina, Tennessee, Virginia: (Pages 44-45)
 - <http://www2.ca.uky.edu/agcomm/pubs/id/id160/id160.pdf>
- NC State: Topping and Sucker Control for Flue Cured Tobacco
 - <https://tobacco.ces.ncsu.edu/topping-sucker-control-chemical-sucker-control/>
- Topping and Chemical Sucker Control Programs for Georgia (Pages 123-142)
 - <http://www.caes.uga.edu/content/dam/caes-website/extension-outreach/commodities/tobacco/docs/growers-guide/2013/2013-Georgia-tobacco-growers-guide.pdf#page=132>
- Virginia Tech 2017 Flue-Cured Tobacco Production Guide (Pages 36-45)
 - http://arec.vaes.vt.edu/content/dam/arec_vaes_vt_edu/southern-piedmont/Documents/01-COVER-2017.pdf

7. Resources and rainfall and irrigation records and Examples

- University of Kentucky Numerical Rainfall Estimates
 - <http://www.wgwx.ca.uky.edu/gpdata.php>
- National Weather Service (Click on your state and then select “Past Weather”)
 - <http://www.weather.gov/>
- National Centers for Environmental Information: Climate Data Online Search (Select “global summaries of the month” as datatype)
 - <https://www.ncdc.noaa.gov/cdo-web/search>

Date of Weather Event	Farm Name	Amount of Precipitation	Crop Condition
6/17/17	Harmon Farm	0.25 inches	Good

8. Resources on Recommended measures to control weed seed contamination

- NC State Weed Seed Contamination in US Produced Flue-Cured Tobacco Leaf
 - <https://tobacco.ces.ncsu.edu/2014/02/weed-seed-contamination-in-us-produced-flue-cured-tobacco-leaf/>

9. Resources for proper methods for cleaning and sanitizing greenhouse trays:

- NC State Flue-cured Tobacco Greenhouse Guide:

- <https://tobacco.ces.ncsu.edu/wp-content/uploads/2015/12/Tobacco-Greenhouse-Guide-2016.pdf?fw=no>

10. Example of NTRM Inspection sheet

Date	Who did the inspection?	Areas Inspected <i>(ex: market prep facilities, baling equipment, break areas)</i>	Comments <i>(ex: No new sources of NTRM, added a trash can in break area)</i>
9/28/17	Xavier Harmon	Break Area	Added a trash can in break area
10/10/17	Xavier Harmon	Market Prep Facilities	No NTRM observed

11. Example of monitoring temperature and humidity in a flue-cured barn

Monitoring Humidity				
Date	Time	Barn/Structure ID	Temperature	Humidity
9/25/2017	7:30 am	Big Valley Barn	55°F	92%
9/25/2017	1:00 pm	Big Valley Barn	75°F	65%
9/26/2017	8:00 am	Big Valley Barn	57°F	94%
9/26/2017	1:15 pm	Big Valley Barn	75°F	65%
9/27/2017	7:15 am	Big Valley Barn	62°F	89%
9/27/2017	2:00 pm	Big Valley Barn	75°F	65%
9/28/2017	8:30 pm	Big Valley Barn	62°F	89%
9/28/2017	12:00 pm	Big Valley Barn	82°F	74%

12. Resources for label-required PPE

- AGRIAN Label Lookup

- <http://www.agrian.com/labelcenter/results.cfm>

The screenshot shows the AGRIAN website interface. At the top, there is a search bar with the text "QUICK PRODUCT LABEL SEARCH: dipel" and a dropdown menu set to "United States". Below the search bar, there are tabs for "RESULTS" and "DETAILS", with "RESULTS" selected. The search results show "4 Results Found For: dipel". The main heading is "DiPel(r) DF Biological Insecticide". Below this, there are several tabs: "General", "Crop Specific", "Documents", "Safety", "Registration", and "Mfg. Info". The "Safety" tab is currently selected, displaying "PPE Information: Personal Protective Equipment (PPE) Applicators and other handlers must wear: - Long-sleeved shirt and long pants - Waterproof gloves - Shoes plus socks Mixer/loaders and applicators must wear a dust/mist filtering respirator meeting NIOSH standards of at least N-95, R-95, or P-95. Repeated exposure to high concentrations of microbial proteins can cause allergic sensitization. Follow the manufacturer's instructions for cleaning/maintaining PPE. If no such instructions for washables, use detergent and hot water. Keep and wash PPE separately from other laundry."

13. Resources on Sprayer Calibration

- Virginia Tech: Fine Tuning a Sprayer with "Ounce" Calibration Method
 - https://pubs.ext.vt.edu/442/442-453/442-453_pdf.pdf
- Georgia Extension: Sprayer Nozzle Selection (Pages 143-146)
 - <http://www.caes.uga.edu/content/dam/caes-website/extension-outreach/commodities/tobacco/docs/growers-guide/2013/2013-Georgia-tobacco-growers-guide.pdf#page=132>

14.Resources on proper pesticide storage

- Georgia Extension: Pesticide Storage and Mixing Facilities (Pages 167- 168)
 - <http://www.caes.uga.edu/content/dam/caes-website/extension-outreach/commodities/tobacco/docs/growers-guide/2013/2013-Georgia-tobacco-growers-guide.pdf#page=132>
- Storage and handling of pesticides and bulk fertilizer
 - <http://www.lrc.state.ky.us/kar/302/031/040.htm>
- North Carolina Pesticide Storage Regulations
 - <http://www.ncagr.gov/SPCAP/pesticides/storagebrochure.pdf>

15.Resources on barn efficiency and energy monitoring

- NC State Post Harvest Efficiency
 - https://tobacco.ces.ncsu.edu/wp-content/uploads/2018/03/post_harvest_efficiency_guide.pdf?fw=no

16.Resources for terms and conditions of work commitment

- United States Department of Labor Terms and Conditions of Employment
 - <https://www.dol.gov/whd/forms/wh516.pdf>

17.Resources on minimum wage requirements or adverse effect wage rates

- Adverse Effect Wage Rates for 2018
 - <https://www.foreignlaborcert.doleta.gov/adverse.cfm>
- Minimum Wage by state
 - <https://www.dol.gov/whd/minwage/america.htm>

18.Resources for I-9 forms

- US Department of Labor I-9 Form
 - https://www.doleta.gov/ohr/forms/I-9_form.pdf

19.Resources for wage statements and an Example

- US Department of Labor Wage Statement
 - https://www.dol.gov/whd/forms/form_wh-501.pdf



Employee Joe Jones		Social Security No. XXX-XX-XXXX			OMB No.: 1235-0002 Expires: 06/30/2017				
Permanent Address 2184 Robert Jones Rd, Tompkinsville, KY 42167					Workweek Ending				
					Total Hours Worked in Week				
Day/Date	Sun/	Mon/ 8/21/17	Tues/ 8/22/17	Wed/ 8/23/17	Thurs/	Fri/ 8/25/17	Sat/ 8/26/17		Itemized Deductions
Starting Time		7:00 AM	7:00 AM	7:00 AM		7:00 AM	7:00 AM	43	
Quitting Time		6:30 PM	6:30 PM	2:15 PM		6:30 PM	1:00 PM		FICA \$ 37.10
Hours Worked		10.5	10.5	6.5		10.5	5.0		Federal Tax \$ 48.50
Crop/Task Units Done									State Tax
									Rent
									Food
									Transportation
									Other
Rate of Pay (Hourly or Piece Rate)		\$ 10 / hr	\$ 10 / hr	\$ 10 / hr		\$ 10 / hr	\$ 10 / hr		Total Gross Pay
Daily Pay		\$ 105	\$ 105	\$ 65		\$ 105	\$ 105	\$ 485	Other
Employer James Fowler									Total Deductions \$ 115.60
Address 1234 New Hope Church Road, Tompkinsville, KY 42167									Net Pay (Amount Due Employed) \$ 369.40
Employer identification number XX-XXXXXX									Date Paid: 8/26/17

20.Resource for all legally required labor standards posters

- US Department of Labor Workplace Posters
 - Migrant and Seasonal Agricultural Worker Protection Act (MSPA):
<https://www.dol.gov/whd/regs/compliance/posters/mspaensp.htm>
 - Notice of Employee Rights under the Fair Labor Standards Act:
<https://www.dol.gov/whd/regs/compliance/posters/wh1386Agrcltr.pdf>
 - Employee Rights Under the H-2A Program:
https://www.dol.gov/whd/posters/pdf/WHD1491Eng_H2A.pdf
 - OSHA Occupational Safety and Health Poster:
<https://www.osha.gov/Publications/poster.html>

21.Resources for housing certification

- US Department of Labor Housing Occupancy Certificate
 - <https://www.dol.gov/whd/forms/wh520.pdf>

22.Resource for the OSHA safety and health checklist

- GAP Connections Resource
 - <https://growersystem.gapconnections.com/LaborResources/OSHAHousingCheckList.html>

23.Examples of terms and conditions of occupancy

- US Department of Labor Housing Terms and Conditions
 - <https://www.dol.gov/whd/forms/wh521.pdf>

24.Examples of vehicle inspection records

- US Department of Labor Vehicle Mechanical Inspection Report for Transportation
 - <https://www.dol.gov/whd/forms/wh514.pdf>
- US Department of Labor Transportation Fact Sheet
 - <https://www.dol.gov/whd/regs/compliance/whdfs50.pdf>

25.Resource for registered FLCs

- Registered Farm Labor Contractor Listing
 - <https://www.dol.gov/whd/regs/statutes/FLCList.htm>

26.Examples of FLC Certificate of Registration

This image shows a yellow form titled "Farm Labor Contractor Certificate of Registration" (Form WH-511). The form is divided into two main sections. The left section contains fields for "No. C" and "Expires", a "Name" field, a certification statement, checkboxes for "Transportation" (Housing, Driving) and "Authorized/Not Authorized", a table for "The following vehicle(s) is/are authorized to transport migrant and seasonal agricultural workers", and "Worker's Compensation Insurance Holders" information. The right section contains fields for "Social Security Account No.", "Social Security Employer ID No.", "Perm. Home Address", "Date of Birth", "Height", "Weight", "Location of Facilities or Real Properties" (with two numbered entries for Type of Construction, Owner's Name, and Mailing Address), and "Based on the contractor's submission, housing is authorized at the above locations unless such authorization is otherwise terminated" with "C" and "Date" fields. A signature and title line are at the bottom right.

Example ONLY

Insert Farm Labor Contractor

Registration Here

This image shows a light blue form titled "FLC Certificate of Registration" (Form WH-513). The form is divided into two main sections. The left section contains fields for "No. E" and "Expires", a "Name" field with "(Last)", "(First)", and "(Middle)" sub-labels, a certification statement, "Employer's Name", "Registration Number", and checkboxes for "Driving" and "Authorized/Not Authorized". The right section contains fields for "Social Security Account No.", "Permanent Home Address", "Date of Birth", "Height", "Weight", "Location of Facilities or Real Properties" (with two numbered entries for Type of Construction, Owner's Name, and Mailing Address), and "Based on the contractor's submission, housing is authorized at the above locations unless such authorization is otherwise terminated" with "C" and "Date" fields. A signature and title line are at the bottom right.

27.Resources on hours a child can work

- Youth Rules: Know the Rules
 - <https://www.youthrules.gov/know-the-limits/index.htm>

28.Resources on how to become certified in First Aid/CPR/AED

- Red Cross:
 - <http://www.redcross.org/m/phssmrd/take-a-class>
- American Heart Association:
 - http://cpr.heart.org/AHA/ECC/CPRAndECC/FindACourse/UCM_473162_Find-A-Course.jsp