

AIR & FIRE CURED RECORDS





TAB 1

Operation and Nutrient Management

Included Records:

- Operation Records
- Field/Tract ID Records
- Greenhouse Fertilization Records
- Field/Tract ID Fertilization Records
- Animal Manure or Litter Application Records

Additional documents may be requested. See GAPC Certification Compliance Guide.

Operation Records

Contact Information

Farm Address: _____

City: _____ State: _____ Zip: _____

County: _____

Phone: _____

Email Address: _____

Primary Grower Name: _____

Grower ID: _____ Grower Date of Birth: ____/____/____

Training Date: _____

Associated Grower Name: _____

Grower ID: _____ Grower Date of Birth: ____/____/____

Training Date: _____

Associated Grower Name: _____

Grower ID: _____ Grower Date of Birth: ____/____/____

Training Date: _____

Associated Grower Name: _____

Grower ID: _____ Grower Date of Birth: ____/____/____

Training Date: _____

Associated Grower Name: _____

Grower ID: _____ Grower Date of Birth: ____/____/____

Training Date: _____

Operation Records

Total Tobacco Acres: _____

Tobacco Type	Total Acres	Tobacco Type	Total Acres
Flue-cured		Maryland	
Organic Flue-cured		Wisconsin	
Burley		Cigar	
Organic Burley		Louisiana Perique	
Dark Air		Other: _____	
Dark Fired		Other: _____	

Farm Infrastructure	Type	Total Number
Flue-cured Curing Barns	Box Barns	
	Rack Barns	
Dark-fired Curing Barns		
Air-cured Curing Barns		
Outdoor Air-cured Curing Structures*		
Storage Facilities	Open	
	Enclosed	
Stripping Facilities (Air and Fire Only)		
Sand Reels/Tumblers (Flue Only)		
Leaf Loaders (Flue Only)		
Mechanical Tobacco Harvesters		

* For outdoor curing structures, give total stick capacity for Total Number

Curing Information for Flue-Cured Tobacco
Type of Curing Fuel Used:
Pounds of Tobacco Cured per Gallon of Fuel:
Curing Information for Dark-Fired Tobacco
Type of Wood Source for Curing Fuel:

Greenhouse Fertilization Records

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

Field/Tract Fertilization Records

Field/Tract ID*	Date	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
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				
		☐ Pre-plant ☐ Side-dressing ☐ Transplanting ☐ Foliar Application				

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 3

Animal Manure or Litter Application Records

Date(s) Animal Manure Tested for Nutrient Content: _____

Field/Tract ID*	Date	Type of Manure	Rate

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 3



TAB 2

IPM & CPA

Included Records:

- Scouting Records
- CPA Applicator License Information
- CPA Information Records
- Greenhouse CPA Records
- Field/Tract CPA & Sucker Control Records
- Sprayer Calibration Records

Additional documents may be requested. See GAPC Certification Compliance Guide.

Scouting Records

Field Scouting Dates	Field/Tract ID*	Pest Identified During Scouting	Level of Infestation of Pest Identified	Corrective Actions Taken (Include Date of Action)	Follow-up on Pest Control Practices to Determine the Effectiveness of Actions Taken

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 3

CPA Applicator License Information

List all the applicators and license numbers used on your farm operation below. If pesticide applicator is not licensed, list the license number of the licensed supervisor.

Reference Number	Applicator Name	License Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



CPA Information Records

Save Time: The Federal record keeping regulations require the certified private applicator to record the brand/product name and the U.S. Environmental Protection Agency (EPA) registration number of the federally restricted-use pesticide (RUP) he/she applies. You will be able to save time by listing the brand/product name, EPA registration number, and active ingredient(s) of the pesticides you apply on this page and then entering the corresponding number(s) to complete your CPA records.

Reference Number	Brand Name	EPA Registration Number	Active Ingredient	REI (Hours)	Label on File “ ✓ ”	SDS on File “ ✓ ”
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Sprayer Calibration Records

The effectiveness of any pesticide depends upon the proper application and placement of the chemical. The purpose of calibration is to ensure that your chemical application machinery is uniformly applying the correct amount of material over a given area. Although you may have the right chemical mixture, it is still possible to apply the wrong amount.

	Date Calibrated	Date Calibrated	Date Calibrated	Date Calibrated	Date Calibrated
Sprayer Brand and Model					
Sprayer Type					
Nozzle Type and Size					
Pressure					
Speed (mph)					
Throttle (rpm)					
Tractor Model					
Tractor Gear					
Spray Volume (gal/ac)					





TAB 3

Crop Management

Included Records:

- Seed Selection Records
- Transplanting and Topping Records
- Weed Prevention Program

Additional documents may be requested. See GAPC Certification Compliance Guide.

Seed Selection Records

***Required for Plants Produced and Purchased**

Variety Selection: Please list the resources or sources of information used to make variety selection decisions: _____

Batch 2: Variety, Date Seeded:	Batch 3: Variety, Date Seeded:
Batch 1: Variety, Date Seeded:	

Transplant Batch No.: The transplant batch number is created by you and is used to identify each separate batch of transplants used in your operation. A separate number should be given to each batch of transplants of the same source, variety, lot number, and seeded at the same time in the same greenhouse. See diagram above of greenhouse bed.

Greenhouse ID No*	Transplant Batch No.	Seeding Source	Variety Name	Seed Lot #	LC Variety (Burley & Dark ONLY)	Date of Seeding
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	
		☐ Grown ☐ Purchased			☐ Yes ☐ No	

*This Greenhouse ID number is created by you and is used to identify each separate greenhouse used in your operations.

Transplanting and Topping Records

Plant Population (Plants/acre): _____

Row Spacing: _____

Plant Spacing in Row: _____

[illegible]

* Field/Tract ID from Tab 1 Operation & Nutrient Management Page 1

** Transplant Batch No. from Tab 3 Crop Management Page 1

Program for Preventing Weed Seed Contamination of Harvested Leaf (Palmer Amaranth, other Pigweed, Ragweed, Grasses)

Herbicides used

Number of Cultivations	Control of weeds in field borders
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
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81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

Preharvest scouting and cleanup practices

Other (hand hoeing, etc.) _____



TAB 4

Curing & Barn Management — Air and Fire

Curing
and Barn
Management

Included Records:

- Air Curing Facility Records
- Air Harvesting and Curing Records
- Fire Curing Facility Records
- Fire Harvesting and Curing Records
- Barn Inspection Information
(English & Spanish)
- Barn Inspection Log

Additional documents may be requested. See GAPC Certification Compliance Guide.

Air Curing Facility Records

Farm Name	Barn/ Structure ID	Type	Barn Size (stick capacity)
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	

Air Harvesting and Curing Records

Harvest Date	Field/Tract ID*	Barn/Structure ID	Date Housed	Date Removed from Housing	Spacing of Sticks	Tobacco Ordering Method	Bale, Box, or Hogshead ID numbers
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 3

Fire Curing Facility Records

Farm Name	Barn/ Structure ID	Type	Barn Size (stick capacity)
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	
		☐ Outdoor Structure ☐ Multi-Tier No. of Tiers _____	

Fire Harvesting and Curing Records

Harvest Date	Field/Tract ID*	Barn/Structure ID	Date Housed	Date Removed from Housing	Spacing of Sticks	Tobacco Ordering Method	Bale, Box, or Hogshead ID Number(s)
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	
						☐ Natural ☐ Moisture Added	

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 1

Firing Records

Barn/Structure ID	Date First Started	Date Fire Ended	Fuel Source	Maximum Temperature
			☐ Slabs ☐ Sawdust ☐ Woodchips ☐ Other _____	
			☐ Slabs ☐ Sawdust ☐ Woodchips ☐ Other _____	
			☐ Slabs ☐ Sawdust ☐ Woodchips ☐ Other _____	
			☐ Slabs ☐ Sawdust ☐ Woodchips ☐ Other _____	
			☐ Slabs ☐ Sawdust ☐ Woodchips ☐ Other _____	
			☐ Slabs ☐ Sawdust ☐ Woodchips ☐ Other _____	

Barn Inspection Information

Hanging tobacco in barns or other curing structures can be very dangerous if proper precautions are not taken. Prior to harvest all curing structures should be inspected and evaluated for safety and prepared for housing.

Below are several steps to take as part of a Barn Safety Inspection.

Outside the Structure:

- ☐ Check for structural integrity by observing if the structure is leaning.
- ☐ Ensure that the building is not showing any signs that it may not be able to withstand normal winds and weather events or the weight you will be placing on the rails.

Inside the Structure:

- ☐ Check structural supports like barn poles, beams and braces for decay, cracks, breaks or loose or broken braces.
- ☐ Space rails properly to allow for maximized worker safety and stability.
- ☐ Replace any rails that are broken or show signs of rotting, cracking or splintering.
- ☐ Clear the barn of any insect nests such as bees, wasps, or hornets.
- ☐ In multi-tiered barns, create a clear and safe path for workers to climb to assigned rail.
- ☐ Remove any items off the floor of the barn that would cause harm to someone to fall on such as equipment and sharp objects.

Worker Safety Tips:

- Workers who will be working on rails above other workers should remove any loose items, such as tools, cell phones, pens, knives, and/or keys that may cause a hazard to those below.
- Workers should be wearing sturdy shoes that have tread and are not slippery.
- Ensure workers are not tired or under the influence of any substance before assigning them to upper rails in multi-tiered barn.
- Check often for signs of fatigue amongst workers who are working in the barns and make sure breaks are taken to reduce fatigue and muscle strain from repetitive bending and lifting. Have plenty of drinking water available.
- Workers should be properly trained in a language they can understand as to how to properly climb rails, handle tobacco, etc.
- Instruct workers to keep three points of contact when climbing such as one hand and two feet or two hands and one foot.
- Workers should be aware of emergency protocol in the case of a fall or other accident.

Inspección de Graneros Curados

Colgar Tabaco en graneros u otras estructuras de curado puede ser muy peligroso si no se toman las precauciones correctas.

Todas las estructuras de cura deben ser inspeccionadas y evaluadas por seguridad y preparadas para almacenaje antes de recoger la cosecha.

A continuación, hay varios pasos a tomar como parte de la Inspección de Seguridad de los Graneros.

Fuera de la Estructura:

- ☐ Inspeccione la integridad de la estructura observando si la estructura esta inclinada.
- ☐ Asegúrese que el edificio no muestre algún síntoma que le impidiera soportar vientos normales y fenómenos meteorológicos o el peso que se colocara en los rieles.

Dentro de la Estructura:

- ☐ Inspeccione los soportes estructurales, como los postes del establo, vigas, y abrazaderas para ver si hay descomposición, grietas, roturas, o abrazaderas flojas o rotas.
- ☐ Deje los espacios apropiados para maximizar la seguridad y estabilidad de los trabajadores.
- ☐ Reemplace los rieles rotos o que muestren signos de estar podridos, agrietados o astillados.
- ☐ Limpie el establo de nidos de insectos como nidos de avispas, o avispones.
- ☐ En los establos de varios niveles, cree un camino claro para que los trabajadores usen los rieles asignados.
- ☐ Retire cualquier objeto del suelo del establo que pueda lastimar a alguien o caerse en algún equipo y objetos punzantes.

Consejos de Seguridad para los Trabajadores:

- Los trabajadores que están trabajando en rieles sobre otros trabajadores deben retirarse cualquier objeto que pueda ser peligroso para los que están abajo como, herramientas, celulares, lapiceros, cuchillos, y/o llaves.
- Los trabajadores deben usar zapatos resistentes que tengan suela y que no sean resbalosos.
- Verifique que los trabajadores no estén cansados o bajo la influencia de ninguna sustancia antes de asignarlos a los niveles más altos o a un establo de varios niveles.
- Verifique a menudo por síntomas de fatiga entre los trabajadores que están trabajando en el establo y asegúrese de que tengan descanso para reducir la fatiga y calambres musculares de tanto agacharse y levantarse. Mantenga suficiente agua disponible.
- Los trabajadores deben ser entrenados en un lenguaje que puedan entender como subir niveles, manipular el Tabaco, etc.
- Enseñe a los trabajadores a mantener tres puntos de contacto cuando suban, como una mano y los dos pies o, las dos manos y un pie.
- Los trabajadores deben conocer el protocolo de emergencia en caso de que se caiga o sufra otro accidente.

Barn Inspection Log

Registro de Inspección de Graneros

This inspection should be done, at minimum, prior to having any workers enter the barn. However, it is recommended that each time workers enter the barn that the barn is inspected to make sure new issues have not popped up.

Esta inspección debe hacerse al menos antes de que cualquier trabajador entre en el establo. Sin embargo, se recomienda que cada vez que un trabajador entre en el establo, este sea inspeccionado para asegurarse que no han surgido nuevos problemas.

Barn ID ID de Granero	Date Fecha	Who did the inspection? Quien Hizo la Inspección?	Comments (ex: good condition replaced two rails) Comentarios (ej: buena condición, dos rieles reemplazados)



TAB 5

Non-Tobacco Related Materials

Included Records:

- NTRM Inspection Information (English & Spanish)
- NTRM Inspection Log

Non-Tobacco
Related
Materials

Additional documents may be requested. See GAPC Certification Compliance Guide.

NTRM Inspection Information

Non-tobacco related material (NTRM) or foreign matter is a broad term that refers to all materials that are not tobacco lamina and stem. This includes, but is not limited to: soil particles, paper, string, metal fragments, tobacco stalks and suckers, plastics, foam materials, wood, grasses, weeds, oils and burlap fibers, as well as gloves and other personal protection equipment.

Providing a product that is free of all forms of NTRM is a critical aspect of GAP that begins at the farm level with elimination of NTRM sources and physical removal of all NTRM materials during on-farm tobacco handling, storage and transport.

Below is a NTRM inspection checklist. Inspections should be done routinely to ensure new sources of NTRM are addressed as soon as possible.

- ❑ Clean all market prep facilities. Starting the season with a clean facility will make it easier to maintain throughout the entire season.
- ❑ Create designated break areas with space to store gloves, jackets, tools, drinks, or food. These areas should be the only space workers are allowed to eat, drink, and take breaks from market prep activities.
- ❑ Ensure trash cans are emptied regularly, secured to prevent tipping, and in areas easily accessible to employees when they are on breaks.
- ❑ Check facilities for bird's nest or roosting birds to prevent feathers and bird waste from getting in tobacco.
- ❑ Ensure all the tools used in the market preparation area are in good condition and have handles made of wood or metal.
- ❑ Check and replace any materials used to cover tobacco if fraying or tears are present. When possible use a non-plastic tarp such as canvas or similar quality material.
- ❑ Check to make sure the wagon, trailer, or truck used to transport the tobacco is clean and free from any oil or chemical spills.

Worker Training Tips:

- Remind your workers everyday verbally and with posted posters to think about NTRM prevention.
- In training, ask them to use only the designated break areas for eating, drinking, and storage of other personal items.
- Ask them to pick up and place in a trash can any trash or non-tobacco material when they see it on the market prep floor or near baling supplies.

Inspección NTRM

Materiales no relacionados al Tabaco (NTRM) o material ajeno al mismo es un término amplio que refiere a todos los materiales que no son el vástago o la lámina del tabaco. Esto incluye, pero no se limita a: partículas del suelo, papel, tiras, fragmentos metálicos, tallos y retoños de tabaco, plásticos, materiales de goma espuma, madera, pastos, hierba mala, aceites y fibras de jute, así como guantes y otros equipos de protección personal.

Proveer un producto libre de todas las formas de NTRM es un aspecto crítico de GAP que empieza en la granja a nivel de eliminación de recursos NTRM y remoción física de todos los materiales NTRM durante el manejo, almacenamiento y transporte en la granja.

Adjunta se encuentra una lista de control de inspección de NTRM. Las inspecciones de deben hacer (al menos 1 o 2 veces por semana) para garantizar que las nuevas fuentes de NTRM se aborden lo antes posible.

- ❑ Limpiar las instalaciones de preparación del mercado. Empezar la temporada con unas instalaciones limpias hará el proceso de mantenimiento más fácil durante toda la temporada.
- ❑ Crear áreas designadas para descansos con espacio para guardar guantes, chaquetas/chamarras, herramientas, bebidas, o comida. Estas áreas deben ser el único lugar donde los empleados puedan comer, beber, y tomar descansos fuera de las áreas de preparación del mercado.
- ❑ Asegurar que los botes de basura sean vaciados con regularidad, asegurados para evitar que se volteen, y estar en áreas accesibles para los trabajadores cuando están descansando.
- ❑ Verifique las instalaciones para observar si hay nidos de pájaros, para prevenir que las plumas y desechos de los mismos caigan sobre el tabaco.
- ❑ Asegúrese que todas las herramientas que se usan en el área de la preparación del mercado estén en buenas condiciones y tengan mangos hechos de madera o metal.
- ❑ Observe y reemplace cualquier material usado para cubrir el tabaco si esta deshilachado o rajado. Cuando sea posible use lonas que no sean plásticas, como telas o materiales similares de calidad.
- ❑ Verifique que el vagón, tráiler o camión usado para transportar el Tabaco está limpio y libre de cualquier derrame de aceite o productos químicos.

Consejos de Capacitación para el Personal:

- Recuérdale a los trabajadores cada día verbalmente y con carteles para pensar cómo prevenir NTRM.
- En los entrenamientos/capacitaciones, pídale que solo usen las áreas designadas para comer, beber, y guardar artículos personales.
- Pídale que recojan y pongan - basura o materiales no relacionados al tabaco en los receptáculos provistos cuando lo vean en el piso del área de preparación del mercado o cerca de los suministros de empaque.

NTRM Inspection Log

Registro de Inspección NTRM

Date Fecha	Who did the Inspection? Quién hizo la inspección?	Areas Inspected (ex: market prep facilities, baling equipment, break areas) Areas Inspeccionadas (ej: instalaciones de preparación del Mercado, equipos de emaque, áreas de descanso)	Comments (ex: No new sources of NTRM, added a trash can in break area) Comentarios (ej: No hay nuevas fuentes de NTRM, se agregó un bote de basura al área de descanso)



TAB 6

Agrochemical Storage and Soil & Water

Included Records:

- CPA Inventory Records
- Rainfall Records
- Irrigation Records
- Crop Rotation Records

Agrochemical
Storage and
Soil & Water

Additional documents may be requested. See GAPC Certification Compliance Guide.

CPA Inventory Records

[illegible]

*CPA Information Records from Tab 2 IPM and CPA Page 3

Rainfall Records

Rainfall records can be kept daily, weekly or monthly.

Field/Tract ID*	Date	Amount of Precipitation	Crop Condition

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 3

Irrigation Records

Irrigation records can be kept daily, weekly or monthly.

[illegible]

*Field/Tract ID from Tab 1 Operation & Nutrient Management Records Page 3



TAB 7

Recruiting and Hiring Workers

Included Records:

- Labor Numbers
- DOL Template Terms & Conditions of Employment (DOL WH-516)
- Worker Termination Record
- Non-Immediate Family Minors Working Record

Recruiting
and Hiring
Workers

Additional documents may be requested. See GAPC Certification Compliance Guide.

Labor Numbers

Workers	Number of workers employed year-round		Number of workers employed seasonally		Number of workers for whom housing is provided				
H-2A Hired by the Grower or Grower Association									
Living on Farm									
Not Living on Farm									
H-2A Hired by a H-2ALC (H-2A FLC)									
Living on Farm									
Not Living on Farm									
Migrant Labor									
Migrant Non-H-2A (18 or older)									
Migrant Non-H-2A minors (16-17)									
Migrant Non-H-2A minors (15)									
Migrant Non-H-2A minors (14)									
Migrant Non-H-2A minors (13 or younger)									
Local Labor (non-family, non-H-2A, non-migrant)									
Local labor (18 or older)									
Local minors (16-17)									
Local minors (15)									
Local minors (14)									
Local minors (13 or younger)									
Language(s) spoken by workers:									
Immediate Family Labor*									
	Year-round		Seasonally						
	Living on the Farm	Working on the Farm	Living on the Farm	Working on the Farm					
Immediate Family (18 or older)									
Immediate Family Minors (16-17)									
Immediate Family Minors (15)									
Immediate Family Minors (14)									
Immediate Family Minors (13 or younger)									

*Immediate family members include only: (1) spouse; (2) children, step children, and foster children; (3) parents, stepparents, and foster parents; and (4) brothers and sisters. If the worker does not fall into one of these four categories, then the worker is considered a hired worker.

**Migrant and Seasonal Agricultural
Worker Protection Act**

U.S. Department of Labor
Wage and Hour Division



OMB NO: 1235-0002
Expires: 09/30/2023

Worker Information—Terms and Conditions of Employment

1. Place of employment: _____

2. Period of employment: From _____ To _____

3. Wage rates to be paid: \$ _____ per Hour Piece Rate \$ _____ per _____

4. Crops and kinds of activities: _____

5. Transportation or other benefits, if any: _____

Charge(s) to workers, if any: _____

6. Workers' compensation insurance provided: Yes ☐ No ☐

Name of compensation carrier: _____

Name and address of policyholder(s): _____

Person(s) and phone number(s) of person(s) to be notified to file claim: _____

Deadline for filing claim: _____

7. Unemployment compensation insurance provided: Yes ☐ No ☐

8. Other benefits: _____ Charge(s) _____

9. For migrant workers who will be housed, the kind of housing available and cost, if any: _____

Charge(s) _____

10. List any strike, work stoppage, slowdown, or interruption of operation by employees at the place where the workers will be employed. (*If there are no strikes, etc., enter "None"*):

11. List any arrangements that have been made with establishment owners or agents for the payment of a commission or other benefits for sales made to workers. (*If there are no such arrangements, enter "None"*):

Name of Person(s) Providing This Information: _____

Note: The Department of Labor–Wage and Hour Division makes this form available in certain other languages to enable employers to satisfy the requirement that the terms and conditions of employment be disclosed in a language common to the workers. Contact the nearest office of the Wage and Hour Division to obtain such forms.

While completion of Form WH516 is optional, it is mandatory for Farm Labor Contractors, Agricultural Employers, and Agricultural Associations to disclose employment terms and conditions in writing to migrant and day-haul workers upon recruitment, and to seasonal workers other than day-haul workers upon request when an offer of employment is made to respond to the information collection contained in 29 CFR §§ 500.75-500.76. This optional form may be used to disclose the required information. Thereafter, any migrant or seasonal worker has the right to have, upon request, a written statement provided to him or her by the employer, of the information described above. This optional form may also be used for this purpose.

We estimate that it will take an average of 32 minutes to complete this collection of information, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, Room S3502, 200 Constitution Avenue NW, Washington, D.C. 20210. **Do NOT send the completed form to this office.**

Información Sobre el Obrero -Términos y Condiciones de Empleo

1. Lugar de empleo: _____
2. Período de empleo: De _____ a _____
3. Tasas de salarios a pagar: \$ _____ por hora Pago a destajo \$ _____ por _____
4. Cultivos y tipos de actividades: _____
5. Transporte u otros beneficios, si los hay: _____

Gastos con cargo a los obreros, si los hay: _____
6. Seguro de Indemnización para obreros que se provee: Sí ☐ No ☐
Nombre de la compañía de seguros: _____
Nombre y dirección del (de los) asegurado(s): _____

Persona(s) y número de teléfono de la(s) persona(s) a notificar para presentar reclamación: _____

Fin de plazo para presentar reclamación: _____
7. Seguro de indemnización por desempleo que se provee: Sí ☐ No ☐
8. Otros beneficios: _____ Gasto(s) _____
9. En el caso de que los obreros migratorios necesiten alojamiento, el tipo de alojamiento disponible y el costo, si lo hay: _____

Cargo(s): _____
10. Enumere cualquier huelga, paro de trabajo, retraso o interrupción de las operaciones por parte de los empleados en el lugar donde se empleará a los obreros. (Si no hay huelgas, etc., indique "Ninguna").

11. Indique cualquier acuerdo o convenio que se haya hecho con los propietarios del establecimiento o con los agentes para el pago de una comisión u otros beneficios por ventas hechas a los obreros. (Si no hay ningún acuerdo o convenio, indique "Ninguno").

Nombre de la(s) persona(s) que proporciona(n) esta información: _____

Nota: La Sección de Horas y Sueldos del Departamento de Trabajo pone a la disposición este formulario en otros idiomas para permitirles a los empresarios que cumplan con el requisito de notificación de los términos y las condiciones en un idioma que sea común a los obreros. Póngase en contacto con la oficina más cercana de la Sección de Horas y Sueldos para obtener dichos formularios.

Mientras que rellenar el Formulario WH-516 es opcional, se exige que los Contratistas de Trabajo Agrícola, los Empresarios Agrícolas y las Asociaciones Agrícolas les revelen los términos y las condiciones de empleo por escrito a los obreros migratorios y a los jornaleros de cargas al ser reclutados, y a obreros temporeros aparte de jornaleros de cargas a petición cuando se hace una oferta de empleo para responder a la compilación de información contenida en 29 CFR §§ 500.75 – 500.76. Se puede usar este formulario opcional para revelar la información exigida. De allí en adelante, cualquier obrero(a) migratorio(a) u obrero(a) temporero tiene derecho a recibir, a petición, una declaración escrita proveída a él/ella por el empresario con la información descrita arriba. También se puede usar este formulario opcional para este propósito.

Se calcula que se tomará un promedio de 32 minutos para rellenar toda esta compilación de información, incluido el tiempo para repasar las instrucciones, buscar las fuentes de datos existentes, recolectar y mantener los datos necesarios y rellenar y repasar la compilación de la información. Si tiene algún comentario con respecto a este cálculo de obligación o cualquier otro aspecto de esta compilación de información, inclusive recomendaciones para reducir esta carga, envíelos a Administrator, Wage and Hour Division, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

NO Envíe a Esta Oficina el Formulario Con la Información.

No es necesario responder a esta información a menos que tenga un número válido de OMB.

Formulario opcional WH-516 Español
Rev. June 2011

Worker Termination Record

Worker Name	Reason for Termination	Documentation

Non-Immediate Family Minors (Under Age 18) Working on Farm Record

U.S. Certification: Hired workers under 18 are restricted from Department of Labor (DOL) Hazardous Tasks (For a list See Certification Standards Appendix 1 List A)
International Certification: Hired workers under 18 are restricted from International Restricted Tasks (For a list See Certification Standards appendix 1 List B)

Full Name	Date of Birth	Parental Consent	Residence	Permanent Address
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		



TAB 8

Workers Right & Responsibilities and Worker Concern Helpline

Included Records:

- Worker Concern Process Documentation
(English & Spanish)
- Anti-Discrimination Policy
(English & Spanish)

WWR
and
WCH

Additional documents may be requested. See GAPC Certification Compliance Guide.

Worker Concern Process Documentation

Grower ID #	
Grower Name	
Farm Name	
Trainer(s)	
Date	

- Information on the Worker Rights and Responsibilities and Worker Concern Helpline poster was shared with you and is posted in a place that is visible to all workers.

You understand the following on this farm:

- ☐ The Grower is committed to providing a safe working environment for you and satisfy your legal rights while you are on this 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 Growers and workers will be held to address the concern.
- ☐ If you raise a concern with Grower and are not satisfied with the resolution or handling of the issue, you are encouraged to call the GAP Connections Worker Concern Helpline or legal authority to voice and address the concern.

The Grower has discussed the following with you concerning the Worker Concern Helpline:

- ☐ If you believe that your legal rights are not being met while working on this farm, and you are not comfortable discussing the issue with someone on this farm, please feel free to call this helpline.
- ☐ Using this helpline will not limit any rights you currently have under U.S. Law, nor limit your ability to share a legal concern you may have with any other person or organization.
- ☐ That the source of any information you provide will be treated as confidential.
- ☐ If you call this helpline and share a concern, the service provider of this helpline will contact you within two weeks to provide an update.
- ☐ You may also choose to remain anonymous when you report your concern.
- ☐ If you prefer to remain anonymous, the service provider of this helpline will give you a number to call in two weeks, so you can receive an update.
- ☐ If at any time you feel you are being retaliated against for calling the helpline, you should call the helpline again and share this with the helpline operator.

Documento Para El Proceso De Quejas

ID del Granjero #	
Nombre del Granjero	
Nombre de la Granja	
Entrenador(es)	
Fecha	

- Se le entrego un poster con información de los Derechos y Responsabilidades de los Trabajadores y Línea de Ayuda de Quejas para Trabajadores y esta publicado en un lugar visible a todos.

Entiende lo siguiente en esta Granja:

- ☐ El Granjero está comprometido a proveer un ambiente seguro de trabajo para usted y satisfacer sus derechos legales mientras se encuentre en la granja.
- ☐ Hay un método disponible para notificar al Granjero, oralmente y por escrito, de cualquier queja relacionada a los términos o condiciones de trabajo.
- ☐ El Granjero investigará la queja presentada por el trabajador y notificará a los trabajadores, si se conoce, como se manejará su queja. A petición de los trabajadores, se hará una reunión entre el Granjero y los trabajadores para tratar la queja.
- ☐ Si usted levanta una queja con el Granjero y no esta satisfecho con la resolución o manejo del problema, se le recomienda que llame a la Línea de Ayuda de Quejar para Trabajadores de GAP Connections o la autoridad legal para expresar y tratar su queja.

El Granjero ha discutido con usted lo siguiente a cerca de la Linea de Ayuda para Trabajadores:

- ☐ Si usted cree que sus derechos legales no están siendo respetados mientras trabaja en esta granja, y usted no se siente cómodo discutiendo sus problemas con alguien en esta granja, por favor siéntase en la libertad de llamar a esta línea de ayuda.
- ☐ Usar la línea de ayuda no limitara los derechos que tiene bajo las leyes de los Estados Unidos, y tampoco limita su habilidad para compartir una queja legal que tenga con alguna otra persona u organización.
- ☐ Que la fuente de cualquier información que usted aporte será tratada confidencialmente.
- ☐ Si usted llama a la línea de ayuda y comparte una queja, el proveedor de la línea de ayuda le contactara dentro de un plazo de dos semanas para actualizarle.
- ☐ Usted también puede escoger mantenerse anónimo cuando reporte su queja.
- ☐ Si usted prefiere mantenerse anónimo, el proveedor de la línea de ayuda le dará un numero de teléfono al que podrá llamar en dos semanas para recibir una actualización.
- ☐ Si en algún momento siente que se están tomando represalias hacia usted por llamar a la línea de ayuda, usted debe llamar a la línea de ayuda otra vez y compartir esto con el operador de la línea de ayuda.

Worker Concern Process Documentation

Documento Para El Proceso De Quejas

Sign below if you understand the Worker Concern Process being used on this farm.

Firme abajo si usted entendi  el Proceso de Quejas para Trabajadores usado en esta granja.

Printed Name (Nombre Impreso)	Signature (Firma)
1 .	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18	
19	
20	

Anti-Discrimination Policy

* _____ is an equal opportunity employer and makes all employment decisions without regard to race, color, age, religion, sex, disability, genetic information, national origin, and other situations protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including but not limited to; compensation, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, and training.

* _____ seeks to comply with all applicable federal, state and local laws related to discrimination.

* _____ makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance.

If you believe that an employment decision has been made that does not conform with

* _____
commitment to equal opportunity, you should promptly bring the matter to the attention of

* _____
for an equitable resolution.

There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

*INSERT FARM NAME OR GROWER NAME

Política Antidiscriminación Borrador

* _____ es un empleador de oportunidades equitativas y hace todas las decisiones de empleo sin importar la etnicidad, color, edad, religión, sexo, discapacidades, información genética, nacionalidad, y otras situaciones protegidas por las leyes locales, estatales y federales.

Esta política es implementada para todos los términos y condiciones de empleo, incluyendo, pero no limitado a; compensación, contratación, colocación, promoción, despidos, reducción de personal, revisión, transferencia, permisos para ausentarse, beneficios, y entrenamiento.

* _____ busca cumplir con las leyes locales, estatales y federales relacionadas a la discriminación.

* _____ toma decisiones en cuanto a empleo basado estrictamente en las calificaciones individuales y las capacidades de realizar un trabajo bajo consideración, las calificaciones comparativas y habilidades de otros aplicantes o empleados, y actuaciones pasadas del individuo.

Si usted cree que se ha tomado una decisión de empleo que no está de acuerdo con el compromiso de * _____ de oportunidades equitativas, debe reportar el asunto lo más pronto posible a

* _____ para una resolución equitativa..

No habrá represalias en contra de ningún empleado que presente una queja en buena fe, inclusive si el resultado de la investigación no tiene suficientes pruebas que apoyen la queja.

*NOMBRE DE LA GRANJA O AGRICULTAR



TAB 9

Housing, Sanitation and Transportation

Included Records:

- DOL Template Housing Terms & Conditions (DOL WH-521)
- Vehicle Information Records
- Driver Information Records
- Vehicle Inspection Log
- Field Sanitation Inspection Log

HOUSING TERMS AND CONDITIONS

Important Notice to Migrant Agricultural Worker: The Migrant and Seasonal Agricultural Worker Protection Act requires the furnishing of the following information.

1. The housing is provided by

Name _____

Address _____

City & state / Zip code

2. Individual(s) in charge

Name _____

Address _____

City & state / Zip code

Phone _____

3. Mailing address of housing facility

Address _____

City & state / Zip code

Phone _____

4. Conditions of occupancy

Who may live in housing facility
Charges made for housing (if none, so state)
Meals provided (if none, so state)
Charges for utilities (if none, so state)
Other charges, if any
Other conditions of occupancy

TÉRMINOS Y CONDICIONES DE LA VIVIENDA

Aviso Importante Para Obreros Agrícolas Migratorios: La Ley Para la Protección de Obreros Migratorios y Temporeros exige que se provea la información siguiente.

1. La vivienda la provee

Nombre _____

Dirección _____

Ciudad y estado / Código Postal

2. Persona(s) encargada(s)

Nombre _____

Dirección _____

Ciudad y estado / Código Postal

Teléfono _____

3. Dirección de correo de la vivienda

Dirección _____

Ciudad y estado / Código Postal

Teléfono _____

4. Condiciones de ocupación

Quién puede habitar la vivienda
Cargos hechos por proporcionar la vivienda (Si no los hay, declárelo)
Comidas proporcionadas (si no las hay, declárelo)
Cargos por servicios(luz, agua, gas) (si no los hay, declárelo)
Otros cargos, si los hay
Otras condiciones de ocupación

Vehicle Information

Vehicle	Make/Model	Year	Annual Checklist
			☐ Valid Tags ☐ Insurance If required: ☐ State Safety Inspection, Date: _____ ☐ Federal Safety Inspection, Date: _____
			☐ Valid Tags ☐ Insurance If required: ☐ State Safety Inspection, Date: _____ ☐ Federal Safety Inspection, Date: _____
			☐ Valid Tags ☐ Insurance If required: ☐ State Safety Inspection, Date: _____ ☐ Federal Safety Inspection, Date: _____
			☐ Valid Tags ☐ Insurance If required: ☐ State Safety Inspection, Date: _____ ☐ Federal Safety Inspection, Date: _____
			☐ Valid Tags ☐ Insurance If required: ☐ State Safety Inspection, Date: _____ ☐ Federal Safety Inspection, Date: _____

Driver Information

Driver's Name	Driver License Number	Driver License Expiration Date	Date on Doctor Certificate (if required)	If FLC or FLCE
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive
				☐ Certificate ☐ Authorized to transport (FLC Only) ☐ Authorized to drive

Vehicle Inspection Log

	Vehicle _____	Vehicle _____	Vehicle _____	Vehicle _____	Vehicle _____
	Date _____ “ ✓ ”	Date _____ “ ✓ ”	Date _____ “ ✓ ”	Date _____ “ ✓ ”	Date _____ “ ✓ ”
Head Lights					
Stop Lights					
Tail Lights					
Back up Lights					
Hazard Warning Lights					
Turn Signals					
Brakes (free of leaks and parking brake functional)					
Windshield (free of cracks)					
Windshield Wipers (operational)					
Floors/Sides (passenger compartment free of openings or defects)					
Seats (securely fastened)					
Exiting Capability (properly functioning door handles and latches)					
Fire Extinguishers					
Flares/Reflectors/Lanterns					
Tires (tread and equal size)					
Steering (safe and accurate)					
Horn					
Ventilation (Windows operational)					
Mirrors (full vision of sides and rear)					
Fuel System (free of leaks, cap secure)					
Exhaust System (free of leaks, discharge away from passenger compartment)					
Comments:					
Maintenance:					

Field Sanitation Inspection Log

For operations with eleven (11) or more workers, employed during the past twelve months, at any one time, engaged in hand-labor operations. Grower must provide proof of purchase or rental of hand washing facilities. In the case where the grower owns the Field Sanitation (porta potty and/or hand washing) or the Field Sanitation has been returned to a rental business, the Field Sanitation Log can be used as documentations to meet the Field Sanitation Certification Standard.

[illegible]



TAB 10

Worker Training and Farm Safety

Included Records:

- OSHA Form 300, Form 300A, and Form 301
- How to Prepare for an Emergency or Disaster
(English & Spanish)
- Emergency Response Plan
(English & Spanish)
- Farm Roster
(English & Spanish)
- List of Important Numbers
(English & Spanish)
- In Case of Medical Emergency
(English & Spanish)
- In Case of a Fire Emergency
(English & Spanish)
- In Case of Severe Weather/Tornado Sheltering
(English & Spanish)
- Worker Safety Training Records
- Worker Crop Integrity Training Records

Additional documents may be requested. See GAPC Certification Compliance Guide.

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176

Establishment name

City
State[illegible]

Page totals

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Summary of Work-Related Injuries and Illnesses



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G) _____	(H) _____	(I) _____	(J) _____

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(K) _____	(L) _____

Injury and Illness Types

Total number of . . .	(M)	(N)	(O)	(P)
(1) Injuries	_____	(4) Poisonings	_____	_____
(2) Skin disorders	_____	(5) Hearing loss	_____	_____
(3) Respiratory conditions	_____	(6) All other illnesses	_____	_____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 38 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*) _____

Standard Industrial Classification (SIC), if known (e.g., 3715) _____

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information

(If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____
() _____ / /
Phone _____ Date _____

OSHA's Form 301 Injury and Illness Incident Report

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (____) _____ Date ____/____/____

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) ☐ Male
☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____

- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ ZIP _____
- 8) Was employee treated in an emergency room?
☐ Yes
☐ No

- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work ____ AM / PM
- 13) Time of event ____ AM / PM ☐ Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death ____/____/____

How to Prepare for an Emergency or Disaster

Growers can follow these steps below and use the provided Emergency Disaster Plan template to prepare for unexpected emergencies or disasters on their farming operations.

1. Plan carefully.
2. Identify the risks on your operation.
3. Put emergency procedures in place.
4. Create a communication plan.
5. Practice for all kinds of emergencies.

1. Plan Carefully

Planning includes considering man-made and natural disasters. Decide how you will assess the situation and use available resources to take care of yourself, family, workers and property in the case of an emergency or disaster. It is also important to review insurance policies annually to ensure they meet your coverage needs in case of an emergency or disaster.

2. Identify the Risks on your Operation

Determine which disasters are most common in your area including but not limited to:

- Fire
- Tornado
- Hurricane
- Severe Weather (i.e. awareness of the presence of lightening when working in fields)
- Flooding
- Earthquake
- Medical/Accident
- Explosions
- Biological (i.e. human or animal disease outbreak)
- Chemical/Hazardous Material Spill and/or Human Exposure

3. Put Emergency Procedures in Place

Carefully assess how the farm functions, determine the information, workers, materials and equipment that are necessary to keep operating after an emergency or disaster. The following are suggestions to help in preparing emergency procedures.

- ☐ Create a list of important numbers for emergency services, utilities, service providers, medical providers, veterinarians, insurance companies, etc.
- ☐ Identify a safe shelter and/or create an evacuation plan.
- ☐ Prepare for medical emergencies by keeping first aid kits close by and by posting phone numbers for emergency responders such as police, EMS, fire department and others.
- ☐ Create a map or description of building site including utility lines and where CPA's or fuel tanks are located.
- ☐ Create a list of equipment.
- ☐ Ensure that you have a backup of payroll & accounting systems.
- ☐ Maintain storage of important paper documents (such as insurance policies) off site.
- ☐ Develop and maintain an Emergency Supply Kit.
- ☐ Equip buildings and facilities with safety and emergency gear such as fire extinguishers, smoke and heat detectors/alarms, flashlights and batteries, battery powered radios and weather radios and elevate equipment off the floor to avoid electrical hazards.

How to Prepare for an Emergency or Disaster

4. Create a Communication Plan

Communication is an important tool in your emergency plan. A communication plan helps ensure everyone knows how to reach each other and where to meet in an emergency. Mobile phones and computers could be unreliable during or after a disaster, as well as, electricity could be disrupted.

Plan for extended disruptions and carefully examine which utilities are vital to the operation. Talk with service providers about potential alternatives and identify back-up options such as portable generators. Have a written copy of all phone numbers and email address of workers and family on the farm and decide on a safe and familiar place for workers and family on the farm to go for protection or to reunite. Identify the following meet up places:

- Indoor - If you live in an area where tornadoes, hurricanes or other weather can happen, make sure everyone knows where to go for protection.
- In the Neighborhood - A place where everyone can meet if there is a fire or other emergency and need to leave the residence or farm.
- Outside of the Neighborhood - A place to meet if a disaster happens and everyone is not able to get back to the home or farm.
- Outside of your Town or City - A place to meet when everyone is outside of the neighborhood and outside of your town/city locations are in an evacuation area.

5. Practice for All Kinds of Emergencies

The best method of preparation for a disaster is to talk to your employees. A good plan is only as good as the workers' awareness and understanding of the plan.

- ☐ Conduct education and training for workers and family on the farm with information on disaster preparedness skills.
- ☐ Plan to conduct evacuation drills and other emergency exercises together.
- ☐ Talk with first responders, emergency managers, community organizations and utility providers so they are aware and familiar with the farm and include them in emergency/disaster drills on the farm.
- ☐ Annually review the farm emergency/disaster plan and update as the changes occur.
- ☐ Make sure employees are trained annually and new employees are familiar with the plan.

The following pages are templates that can be used by growers to prepare for an emergency or disaster. Post these pages where workers can view them easily or have them in a location where all workers know where they are and access them at any time.

FOR MORE INFORMATION ON DISASTER OR EMERGENCY PREPAREDNESS GO TO WWW.READY.GOV

Como Prepararse para una Emergencia o Desastre

Los productores pueden seguir los pasos siguientes y usar la plantilla proporcionada del Plan de Emergencia de Desastres para prepararse para las emergencias inesperadas o desastres en sus operaciones agrícolas.

1. Planee cuidadosamente.
2. Identifique los riesgos en su operación.
3. Ponga en marcha procedimientos de emergencia.
4. Cree un plan de comunicación.
5. Practique ejercicios para todo tipo de emergencia.

1. Planee Cuidadosamente

Planear incluye considerar desastres naturales y creados por el hombre. Decida como evaluaría la situación y usaría los recursos disponibles para cuidarse a si mismo, la familia, trabajadores, y propiedad en el caso de una emergencia o desastre. También es importante revisar las políticas de seguro anualmente y asegurarse que cumpla con la cobertura necesaria en caso de una emergencia o desastre.

2. Identifique Los Riesgos De Sus Actividades

Determine cuales desastres son los mas comunes en su area incluyendo, pero no limitado a:

Incendio

Tornado

Huracán

Clima Inclemente (ej. conciencia de la presencia de rayos cuando se trabaja en los campos)

Inundación

Terremoto

Medico/Accidente

Explosiones

Biológico (ej. brote de enfermedad humana o animal)

Químico /Derrame de Material Peligroso y/o exposición Humana

3. Ponga en Marcha Procedimientos de Emergencia

Cuidadosamente evalúe como funciona su granja, determine la información, trabajadores, materiales y equipo que son necesarios para mantenerse operando después de una emergencia o desastre. Las siguientes sugerencias le ayudaran a preparar procedimientos de emergencia.

Crear una lista de numeros importantes para servicios de emergencia, proveedores de servicios publicos , proveedores medicos, veterinarios, las compañías de seguros, etc.

- ☐ Identificar un refugio Seguro y/o crear un plan de evacuación .
- ☐ Prepararse para emergencias medicas, teniendo cerca un botiquin de primeros auxilios y publicando los numeros de emergencia como la policia, EMS (Servicios de Emergencias medicas), departamento de bomberos y otros.
- ☐ Haga un mapa con la descripción del edificio incluyendo las lineas de los servicios publicos y donde se encuentran ubicados los tanques de gasolina o CPA's.
- ☐ Haga una lista de los equipos.
- ☐ Asegurese de tener una copia de seguridad de los sistemas de nómina y contabilidad.
- ☐ Almacene documentos importantes fuera del sitio.
- ☐ Desarrolle y mantenga un Kit con Suministros de Emergencia.
- ☐ Equipe las instalaciones y edificios con equipos de seguridad como extinguidores de incendio, detectores/alarmas de calor e incendios, linternas y baterias, radios de baterias y radios del clima, y eleve todos los equipos del suelo para evitar un peligro electrico.

Como Prepararse para una Emergencia o DeSastre

4. Haga un plan de emergencia

Comunicación es una herramienta importante en su plan de emergencia. Un plan de comunicación de emergencia le ayuda a asegurarse que todos sepan como llegar a los demas y donde reunirse en caso de una emergencia. Los telefonos celulares y las computadoras pueden ser poco confiables durante o despues de un desastre, tanto como, la electricidad puede fallar. Planee para la interrupción prolongada y cuidadosamente examine cuales servicios publicos son vitales para la operación. Hable con los proveedores de dichos servicios a cerca de alternativas e identifique opciones como generadores. Tenga una copia escrita con todos los numeros de telefonos y direcciones electrónicas de todos los trabajadores y familias en la granja y escoja un lugar seguro y familiar para los trabajadores y familias en la granja para reunirse y estar protegidos. Identifique los lugares de reunion :

- Interior - Si vive en un area de tornados, huracanes u otros climas pueden suceder, asegurese que todos sepan a donde ir por proteccion.
- En el vecindario - Un lugar d onde todos puedan encontrarse si hubiera un incendio u otra emergencia y necesitan evacuar la residencia o la granja.
- Fuera del vecindario - Un lugar donde encontrarse si pasara un desastre y no pueden regresar a la casa o la granja.
- Fuera del pueblo o ciudad - Un lugar donde encontrarse cuando todos estan fuera del vecindario y lugares fuera del pueblo/cuidad que esten en un area de evacuación.

5. Practique para todo tipo de emergencias

El mejor metodo de preparación para un desastre es hablar con sus empleados. Un buen plan solamente sera bueno si todos los trabajadores entienden y estan conscientes del plan.

- ☐ Eduque y entrene a los trabajadores y las familias en la granja para prepararlos con información y destrezas en desastres.
- ☐ Hagan ejercicios para conducir un plan de evacuación y otros ejercicios de emergencias juntos.
- ☐ Hable con los cuerpos de emergencias, jefes de emergencias, organizaciones comunitarias, proveedores.
- ☐ de servicios publicos para que ellos esten al tanto y conozcan la granja e incluyalos en los ejercicios de emergencia/desastres en la granja.
- ☐ Revise los planes de emergencia/desastres anualmente y actualicelos cuando ocurran cambios.
- ☐ Asegurese que sus empleados sean entrenados anualmente y que los nuevos empleados esten. familiarizados con el plan.

Las siguientes paginas son plantillas que pueden usar los granjeros para prepararse para una emergencia o desastre. Publique estas páginas donde los trabajadores pueden verlos facilmente, sepan dónde estan, y puedan acceder en cualquier momento.

**PARA MAS INFORMACION EN PREPARACION DE DESASTRES O EMERGENCIA DIRIJASE A
WWW.READY.GOV**

Emergency Response Plan

Farm Name:	
Address:	
Telephone:	
Contact Name:	
Last Revision Date:	

Employees will be warned to evacuate the building, site, or area using the following system:	
Person who will bring the farm roster to the evacuation assembly area to account everyone:	
If an evacuation required, everyone should assemble at the following location for roll call:	

Plan de Respuesta de Emergencia

Nombre de la Finca:	
Direccion:	
Telefono:	
Responsable	
Fecha de la ultima revision:	

Se usará el siguiente sistema para advertir a los empleados que deben evacuar el lugar o área:	
La siguiente persona traerá la lista de la granja al lugar de encuentro para contarlos a todos:	
Si se requiere una evacuación todos deben encontrarse en el siguiente lugar para ser contados:	

Lista de la Granja

[illegible]

List of Important Numbers

Emergency Service	Name	Emergency Telephone	Non-Emergency Telephone
Fire Department			
Emergency Medical Service			
Police Department			
Emergency Management Agency			
Hospital			
Public Health Department			
State Environmental Authority			
National Response Center (EPA)			
Electrician			
Plumber			
Fire Protection Contractor			
Hazardous Materials Cleanup			
Cleanup/Disaster Restoration			

Lista de Numeros Importantes

Servicio de Emergencia	Nombre	Telefono de Emergencia	Telefono de no Emergencia
Departamento de Bomberos			
Servicios de Emergencia Medica			
Departamento de Policias			
Agencia de Manejo de Emergencia			
Hospital			
Departamento de Salud Publica			
Autoridad Estatal del Ambiente			
Centro Nacional de Respuesta (EPA)			
Electricista			
Pbmero			
Contratista de Protecci6n de Incendios			
Limpieza de Materiales Peligrosos			
Limpieza/Restauracion de Desastres			

In Case of Medical Emergency

1. If a medical emergency is reported, dial 9-1-1 and request an ambulance.

Provide the following information:

- Number and location of victim(s)
 - Nature of injury or illness
 - Hazards involved
 - Nearest emergency access point (entrance)
2. Alert those trained (members of the medical response team if no one is trained on the farm) to respond to the victim's location and bring a first aid kit or AED. Only trained responders should provide first aid assistance.
 3. Do not move the victim unless the victim's location is unsafe.
 4. Control access to the scene.
 5. Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
 6. Meet the ambulance at the nearest entrance or emergency access point; direct them to the victim(s).

List of those trained to administer first aid, CPR, or use automated external defibrillator (AED)

Name	Contact Number(s)

Locations of first aid kits and automated external defibrillator(s) (AEDs)

Locations of First Aid Kits	
Locations of Automated External Defibrillator(s) (AEDs)	

In Caso de Una Emergencia Medica

1. Si se reporta una emergencia médica, marque al 9-1-1 y pida una ambulancia

Proporcione la siguiente información :

- Numero y ubicación de la(s) víctima(s)
 - Naturaleza de la lesión y enfermedad
 - Si hay material peligroso
 - Punto de acceso más cercano a la emergencia (entrada)
2. Alerta a aquellos que han sido entrenados (miembros del equipo de respuesta médica si no ha sido entrenado ninguno en la granja) para responder al lugar donde se encuentra la víctima y traer el equipo de primeros auxilios o AED. Únicamente los entrenados deben proporcionar asistencia de primeros auxilios.
 3. No mueva a la víctima a menos que la víctima se encuentre en un lugar inseguro.
 4. Controle el acceso a la escena.
 5. Tome las "precauciones universales" para prevenir el contacto con fluidos corporales y la exposición a los patógenos transmitidos por la sangre.
 6. Reciba a la ambulancia en la entrada más cercana o acceso de emergencia cercano, diríjale a la(s) víctima(s).

Lista de aquellos entrenados para suministrar primeros auxilios, CPR o para usar el desfibrilador externo automático (AED)

Nombre	Nombre(s) y Número(s) de los Responsables

Ubicación de los equipos de primeros auxilios y el/los desfibriladores (es) automático(s) (AEDs)

Ubicación de los equipos de primeros auxilios	
Ubicación del/los equipo (s) de desfibrilador(es) automático(s) (AEDs)	

In Case of a Fire Emergency

1. If a fire is reported, pull the fire alarm (if available and not already activated) to warn everyone to evacuate.
2. Dial 9-1-1 to alert the fire department.
Provide the following information:
 - Name of person reporting fire
 - Telephone number for a return call
 - Farm Name and Street Address
 - Nature of fire
 - Fire location (building, barn, field, house equipment, etc.)
3. Evacuate people to a primary assembly area outside.
4. Account for all family and workers at the assembly area (use List of Individuals on the Farm).
5. Meet the fire department when they arrive and inform fire department commander if everyone has been accounted for and if there are any injuries.
6. Provide an update on the nature of the emergency and actions taken.
7. Provide building layout, map of site, etc. and other assistance as requested.

In Case of Severe Weather/Tornado Sheltering

1. Identify location of tornado shelter(s)
2. If a tornado warning is issued instruct everyone to move to shelter

Severe Weather/Tornado Shelter Locations

3. Assign someone the following responsibilities in advance of severe weather:

Shelter-in-place Team Assignments	Name
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services	
Person(s) to direct people to designated tornado shelter(s)	

En caso de emergencia de incendio

1. Si se reporta un incendio, active la alarma (si está disponible y no ha sido previamente activada) para alertar a todos que deben evacuar.
2. Marque 9-1-1 para reportarlo al departamento de bomberos.
Proporcione la siguiente información:
 - Nombre de la persona reportando el incendio
 - Número de teléfono para recibir llamadas
 - Nombre y dirección de la finca
 - Naturaleza del incendio
 - Ubicación del incendio (edificio, granero, campo, casa, equipo, etc.)
3. Evacuar a las personas al área de reunión en el exterior.
4. Cuente a todas las familias y trabajadores en el área de reunión (use la lista de los individuos en la granja).
5. Reciba al departamento de bomberos cuando lleguen. Informe al comandante si todos han sido contados y si heridos.
6. De un informe de la naturaleza de la emergencia y las acciones a seguir.
7. Proporcione un diseño del edificio, un mapa del sitio y cualquier otra asistencia requerida.

En Caso de Clima Severo / Refugio de Tornado

1. Identifique el/los refugio(s)
2. Si se emite una alerta de tornados avise a todos que se vayan al refugio

Ubicación de Refugio de Tornado/Clima Severo

3. Asigne con tiempo a alguien para las siguientes responsabilidades en caso de clima severo:

Equipo Asignado para las tareas en el refugio	Nombre
Persona que monitorea las fuentes del clima para instrucciones actualizadas de emergencia y comunicar alertas si son emitidas por el servicio meteorológico	
Personas para dirigir a las personas a los refugios de tornado(s)	

Worker Safety Training Records

Farm Name:			
Source of Training:	☐ Verbal Discussion ☐ Training Video ☐ Tailgate Training Kits ☐ Farm Safety & Compliance Event		
Trainer Name:		Date:	

The following Worker Safety and Training Topics have been presented and discussed:	Se han presentado y discutido los siguientes temas de Seguridad y Formación Laboral:
☐ Prevention of Carbon Monoxide Poisoning (Fire-Cured Only) ☐ General Farm Safety ☐ Safe Operation of Farm Equipment and Machinery ☐ Green Tobacco Sickness – Symptoms & Treatments ☐ Heat Stress – Symptoms & Treatments ☐ Storage, Handling, Application & Disposal of Agrichemicals ☐ Use of Personal Protective Equipment (PPE) ☐ Recognition of Restricted Entry Interval (REI) ☐ Required Worker Protection Standard Training ☐ Farm Emergency Plan & Emergency Response	☐ Prevención de la Intoxicación por Monóxido de Carbono (Solo Curado al Fuego) ☐ Seguridad General de la Granja ☐ Operación Segura de Maquinaria y Equipos Agrícola ☐ Enfermedad del Tabaco Verde - Síntomas & Tratamientos ☐ Estrés por el Calor - Síntomas & Tratamientos ☐ Almacenamiento, Manejo, Aplicación & Eliminación de Agroquímicos ☐ Uso de Equipo de Protección Personal (PPE) ☐ Reconocimiento del Intervalo de Entrada Restringida (REI) ☐ Capacitación Estándar Requerida para la Protección del Trabajador ☐ Plan de Emergencia Agrícola y Respuesta de Emergencia

By signing below, the employee agrees to having received this training and understands the dangers associated.

Al firmar abajo, el empleado está de acuerdo en que ha recibido el entrenamiento y entiende el riesgo asociado.

Printed Name (Nombre Impreso)	Signature (Firma)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Worker Crop Integrity Training Records

Farm Name:			
Source of Training:	☐ Verbal Discussion ☐ Training Video ☐ Tailgate Training Kits ☐ Farm Safety & Compliance Event		
Trainer Name:		Date:	

The following Worker Crop Integrity Training Topics have been presented and discussed:	Se han introducido los siguientes temas de información de integridad de cultivos y se han examinado:
☐ Grade Separation (Air & Fire Only) ☐ Proper Baling and Market Separation ☐ NTRM Prevention ☐ Harvesting Tobacco	☐ Separación de la Categoría (Solo Aire & Fuego) ☐ Embalado Adecuado y Separación del Mercado ☐ Prevención del NTRM ☐ Cosecha del Tabaco

By signing below, the employee agrees to having received this training and understands the dangers associated.

Al firmar abajo, el empleado está de acuerdo en que ha recibido el entrenamiento y entiende el riesgo asociado.

Printed Name (Nombre impreso)	Signature (Firma)
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