

# Online Self-assessment

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REFERENCE DOCUMENT

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## **Introduction**

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In February 2017 GAP Connections launched the Online GAPC Self-assessment as a tool that growers can use to assess their compliance with GAPC Certification Standards. The purpose of the self-assessment is not to give a “score,” but rather to give growers a way to measure compliance on their farm and to identify areas where improvement is needed or more documentation is required. Throughout the following pages, we hope to answer any questions you may have and guide you through using this self-assessment tool from start to finish.

## **Frequently Asked Questions (FAQ)**

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### **Q) Do I have to complete the self-assessment online?**

A) The Self-assessment is online and is accessed by growers logging into the GAPC Grower System and navigating to "Grower Self-assessment". It is most efficiently and easily completed online, however, there is a paper copy that Member Companies can provide if completing the questions online is not possible.

### **Q) Is the self-assessment required?**

A) If you are going through the GAPC Certification Program, the self-assessment is a requirement. It must be completed at least one week prior to the Certification Audit. If you are not going through the GAPC Certification Program, then you will need to contact your contracting company and see if they are requesting that you complete the GAPC Self-assessment.

### **Q) Does the self-assessment take the place of the Certification Audit?**

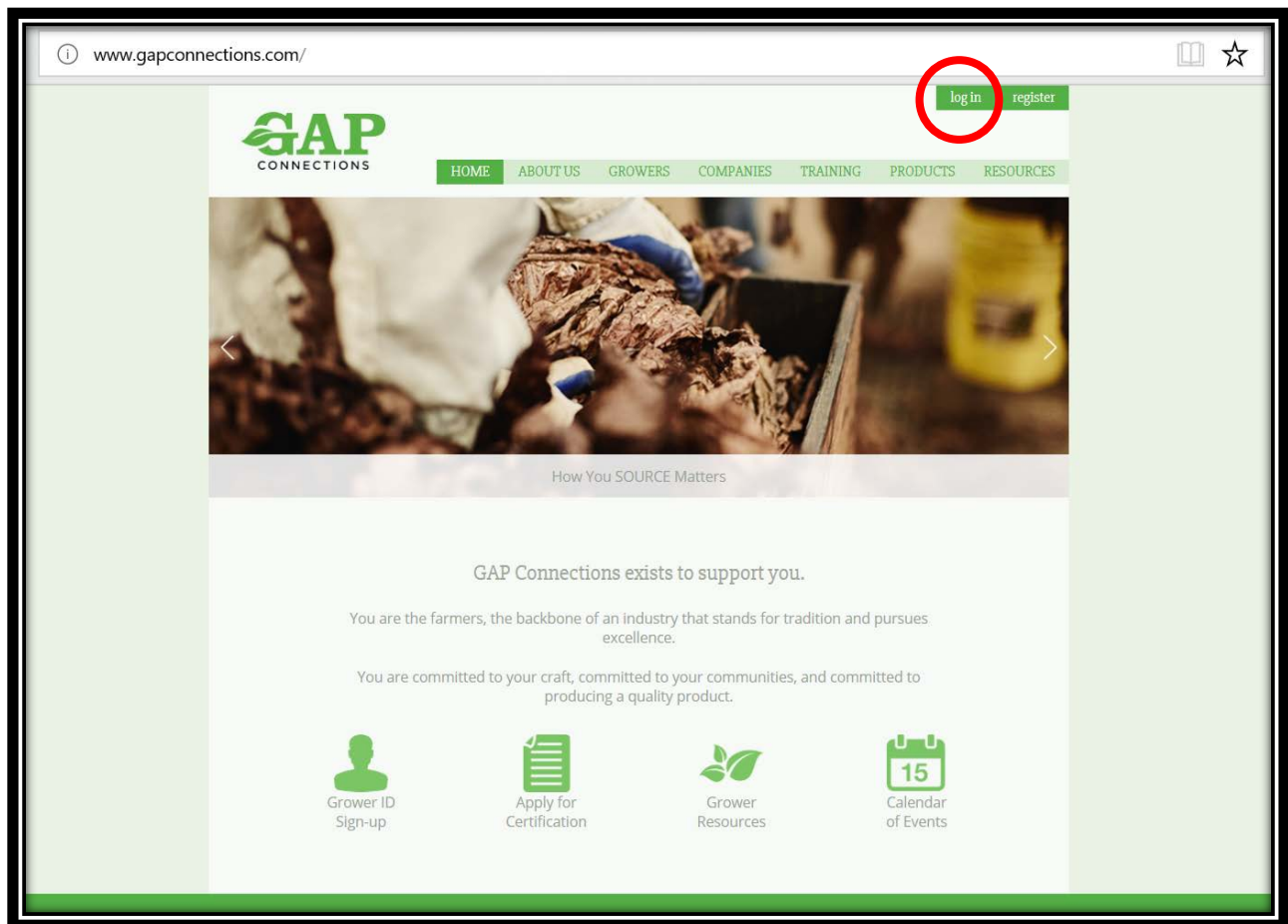
A) No the self-assessment is completed by you where as the Certification Audit is completed by a third-party auditor on your farm. However, one of the many benefits of the self-assessment is that we will use your answers to pre-populate your Certification Audit form in an effort to shorten the time the auditor is on your farm and make their visit more efficient.

## Getting Started with the Self-Assessment

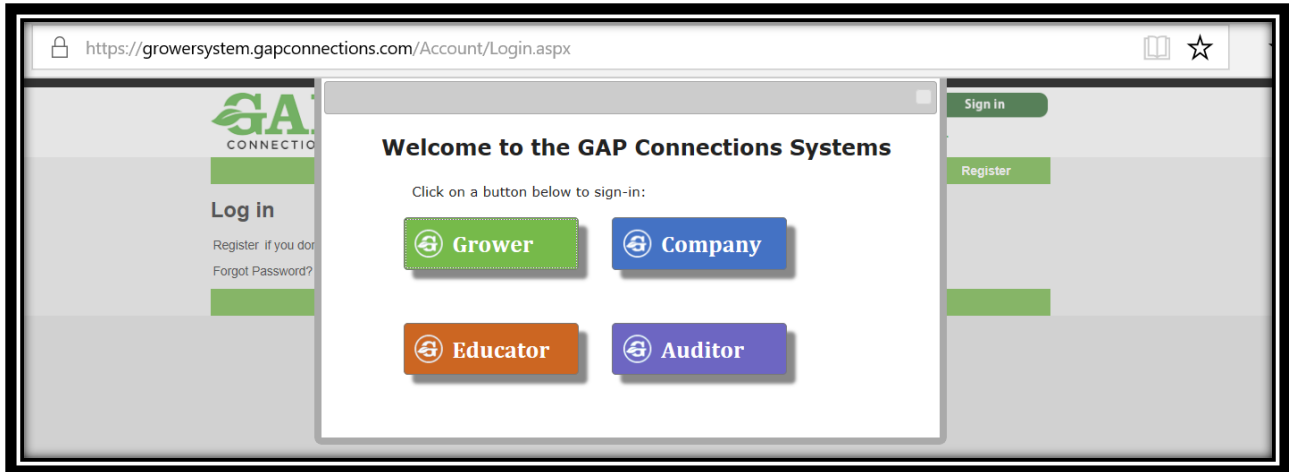
The following pages will detail the steps needed from start to finish to log in and complete the GAP Connections online self-assessment tool. If you choose to use the paper copy, please contact GAP Connections at (865) 622-4606 to get more details on where to submit your form.

### Logging in

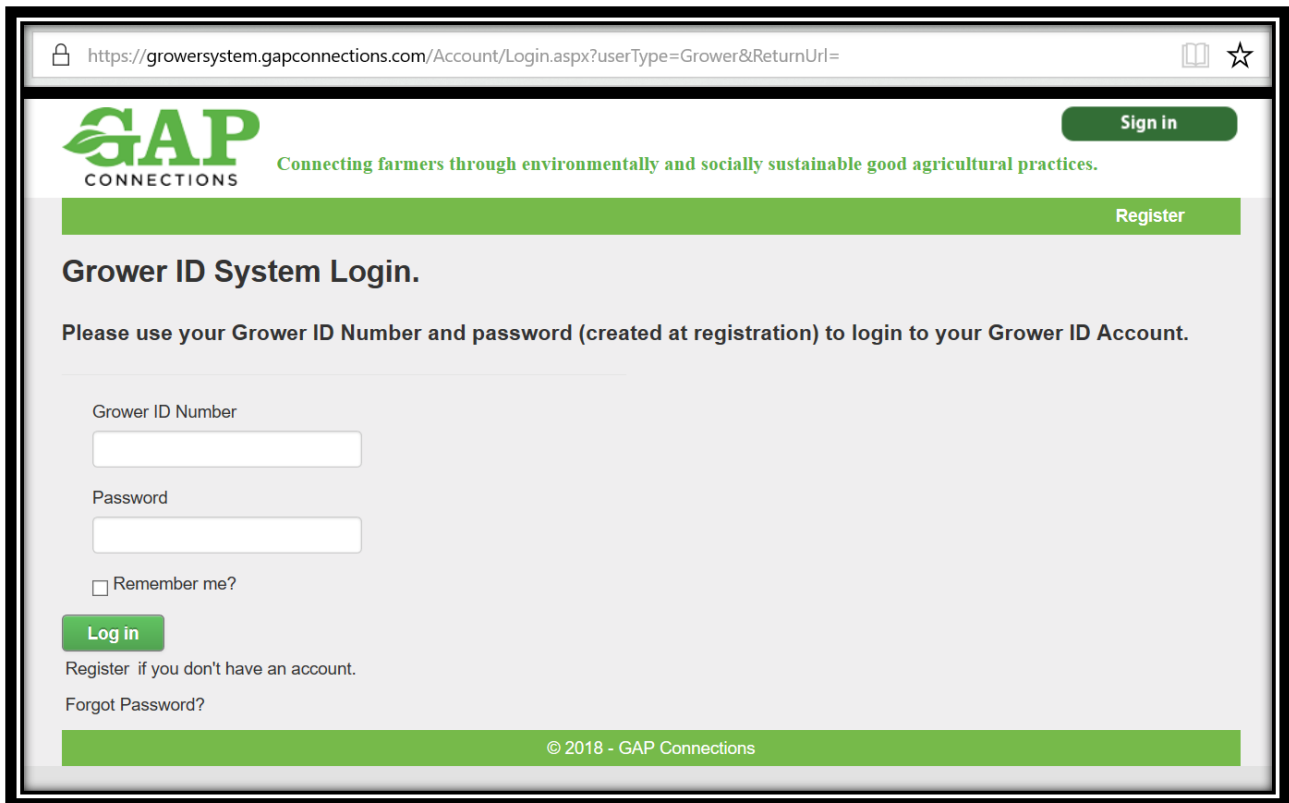
The self-assessment tool can be found on the GAP Connections website at [www.gapconnections.com](http://www.gapconnections.com). This is our home page which will look similar to the picture below.



If you have a GAP Connections grower ID number, click on the “log in” button in the top right corner of the page, which is circled in red above. When you click on this button it will take you to the page in the picture below.



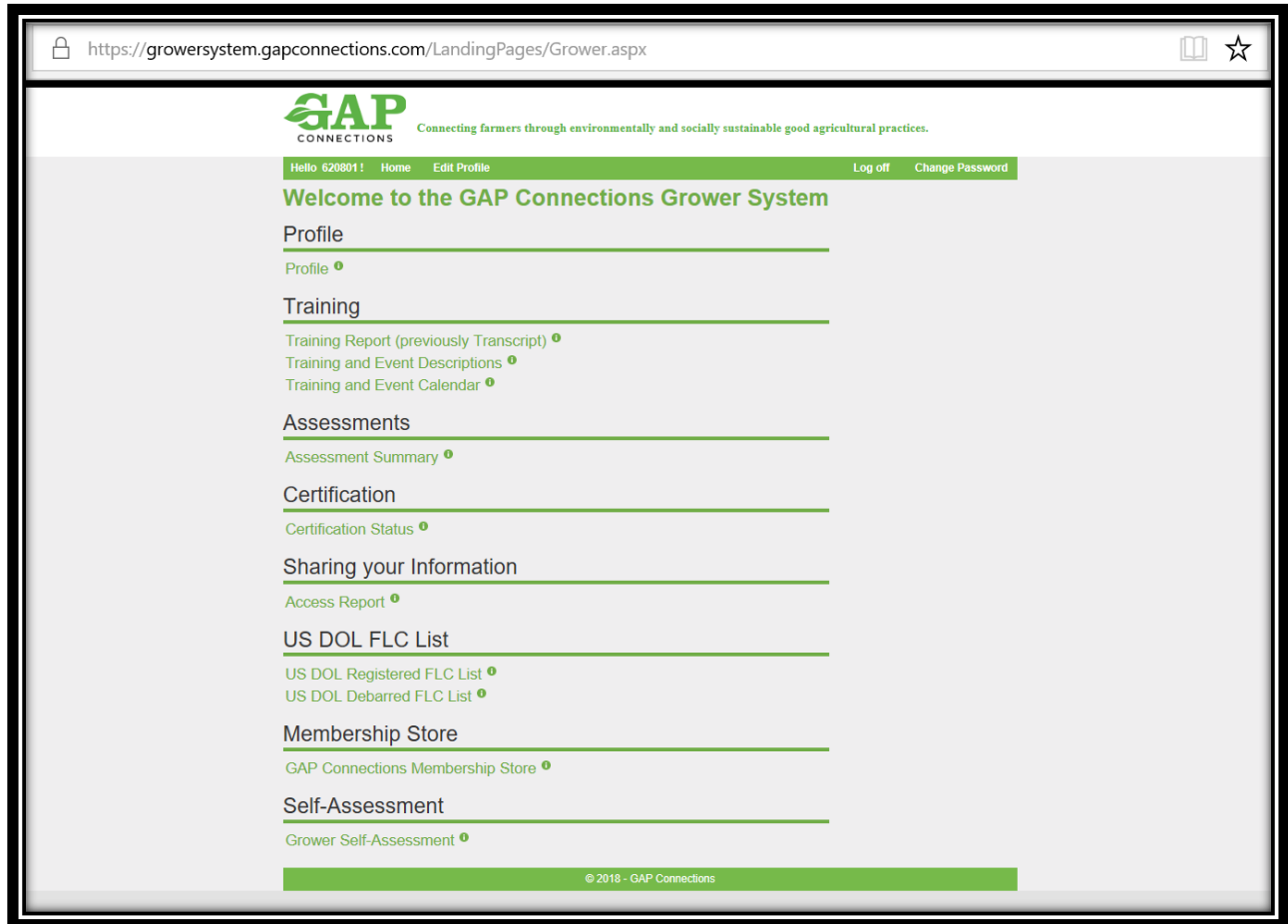
You will select the green “Grower” button to log in to your GAP Connections Profile. The log in screen for your grower profile will look like the picture below.



If you do not have a password, you may try the “Forgot Password?” link at the bottom of the log in screen, but if that does not work then please contact GAP Connections at (865) 622-4606 to have your password reset. DO NOT register again for a new Grower ID.

## Grower Profile Page

Upon logging in, you will be taken to your “Grower home page” (see picture below)



The screenshot shows a web browser window with the URL <https://growersystem.gapconnections.com/LandingPages/Grower.aspx>. The page features the GAP Connections logo and tagline: "Connecting farmers through environmentally and socially sustainable good agricultural practices." A green navigation bar contains the text "Hello 620801! Home Edit Profile Log off Change Password". The main content area is titled "Welcome to the GAP Connections Grower System" and lists several menu items, each with a green underline and a small green circle icon: Profile, Training (with sub-items: Training Report (previously Transcript), Training and Event Descriptions, Training and Event Calendar), Assessments (with sub-item: Assessment Summary), Certification (with sub-item: Certification Status), Sharing your Information (with sub-item: Access Report), US DOL FLC List (with sub-items: US DOL Registered FLC List, US DOL Debarred FLC List), Membership Store (with sub-item: GAP Connections Membership Store), and Self-Assessment (with sub-item: Grower Self-Assessment). A green footer bar at the bottom contains the text "© 2018 - GAP Connections".

On this page you can review the information we have on you and your operation (Profile) or any of the various reports that are provided about your GAPC activity and information. Scroll to the last section on the bottom of the page titled “Self-Assessment”.



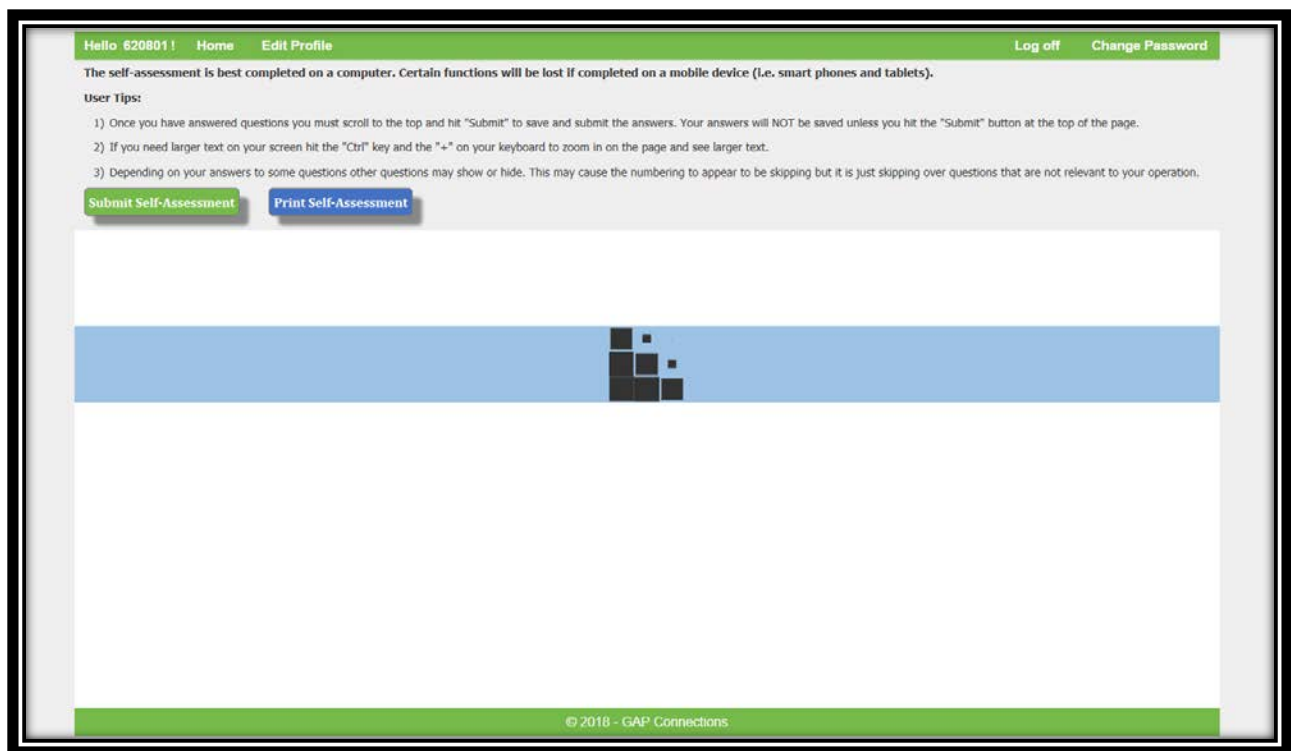
This close-up screenshot shows the "Self-Assessment" section of the page. It features a green underline under the "Self-Assessment" heading, followed by the text "Grower Self-Assessment" with a small green circle icon. A green footer bar at the bottom contains the text "© 2018 - GAP Connections".

Click on the green text that says “Grower Self-Assessment” to be taken directly to the questionnaire.

## Self-Assessment Questionnaire

When you click on the self-assessment questionnaire link, you will be taken to a new page on your computer. On this new page you will see some instructions about the self-assessment.

**Please read these instructions carefully before filling out the self-assessment.** You will notice a blue rectangle with a moving black box (see picture below) this is the loading screen for the self-assessment questionnaire. It may take up to 60-90 seconds for the questionnaire to load depending on the speed of your internet. If you wait 60-90 seconds and do not see a loading screen like the one below, please contact us at (865) 622-4606.



For Mac/Apple users please note that there are some functions in the self-assessment that do not work properly with Mac/Apple devices such as iPad or iPhones. If you fill out the self-assessment on a Mac/Apple device and lose some of your answers, then you will need to locate a Windows computer to answer those questions. All mobile devices have limitations as well. We recommend filling out the self-assessment on a Windows computer.

## Answering Questions

When you begin the self-assessment, you will notice that all of the questions have a grey/white background, which indicates the question has not been answered yet. Upon answering a question you will see the background of the question turn blue (see picture below).

The screenshot shows a web browser window with the URL <https://growersystem.gapconnections.com/SelfAssessments/GrowerSelfAssessment.aspx>. At the top, there are two buttons: "Submit Self-Assessment" (green) and "Print Self-Assessment" (blue). Below the buttons, there are four questions, each with radio button options:

- Question 49: "Do you use only CPAs that are EPA approved (labeled) for use on tobacco?" with options "Yes" (selected) and "No".
- Question 50: "Do you apply CPAs following label instructions?" with options "Yes" (selected) and "No".
- Question 51: "Do your scouting records include field scouting dates?" with options "Yes", "No", and "NA".
- Question 52: "Do your scouting records include the pests identified during scouting?" with options "Yes", "No", and "NA".

As you go through the self-assessment, we have provided an autosave feature to prevent losing any of your answers. Every ten (10) minutes, we automatically save your answers for you. After eight (8) minutes, you will see an orange box appear at the top of your screen stating, "You have 120 seconds before the self-assessment performs an autosave".

The screenshot shows the same web browser window. At the top, there is an orange warning bar that says "You have 79 seconds before the self-assessment performs an auto save." Below the warning bar, there are two buttons: "Submit Self-Assessment" (green) and "Print Self-Assessment" (blue). Below the buttons, there is question 3: "Indicate the number of the following you have on your farm and involved in tobacco production. (For questions that do not apply to your option please leave boxes blank)".

| Farm Infrastructure           | Type       | Total Number of facilities | Total Number of Acres |
|-------------------------------|------------|----------------------------|-----------------------|
| Flue-cured curing barns       | Box barns  |                            |                       |
|                               | Rack barns |                            |                       |
| Dark-fired curing barns       | -          |                            |                       |
| Air-cured curing barns        | -          |                            |                       |
| Outside scaffolding (indicate | -          |                            |                       |

Once the counter reaches 60 seconds the box will change to red and count down to zero.



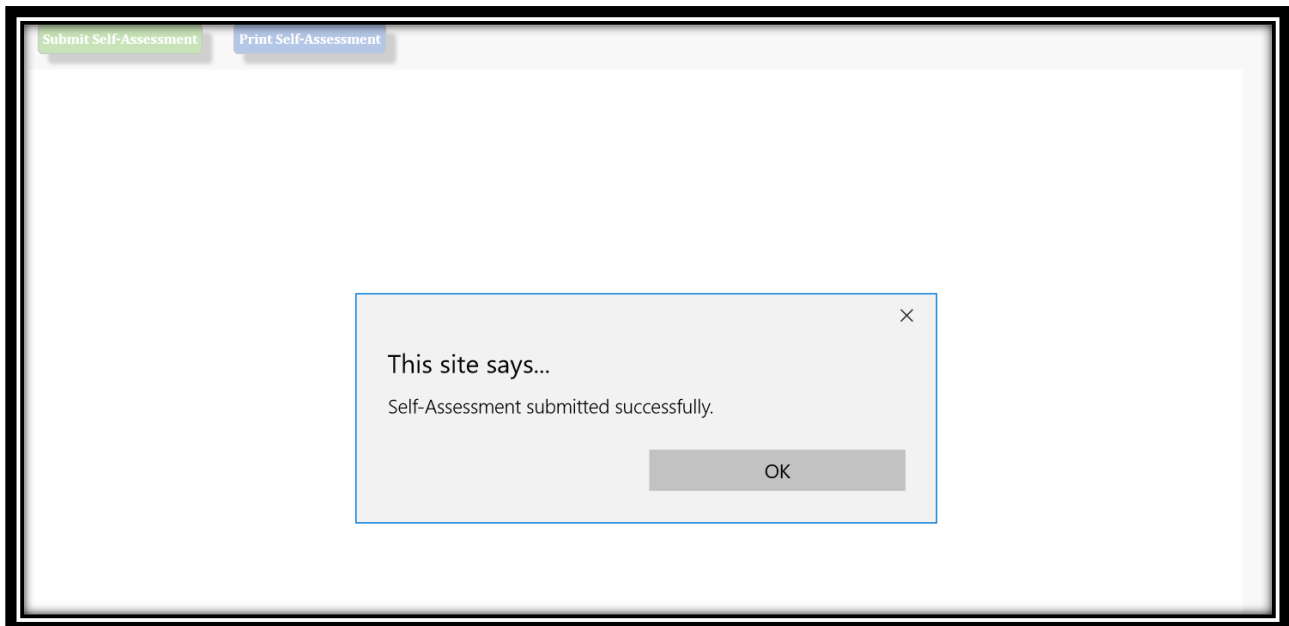
Submit Self-Assessment Print Self-Assessment

You have 56 seconds before the self-assessment performs an auto save. Which means your self-assessment answers will be submitted to GAPC systems and the page will reload. Be sure to still use the 'Submit Self-Assessment' button before you leave or close this page. Thank you.

3. Indicate the number of the following you have on your farm and involved in tobacco production. (For questions that do not apply to your option please leave boxes blank)

| Farm Infrastructure           | Type       | Total Number of facilities | Total Number of Acres |
|-------------------------------|------------|----------------------------|-----------------------|
| Flue-cured curing barns       | Box barns  |                            |                       |
|                               | Rack barns |                            |                       |
| Dark-fired curing barns       | -          |                            |                       |
| Air-cured curing barns        | -          |                            |                       |
| Outside scaffolding (indicate | -          |                            |                       |

Once the counter reaches zero, your screen will refresh, this means that the questions will disappear from your screen for just a second but will quickly reappear. This indicates that your answers have been saved automatically to our system. Once you are finished answering questions please hit the green “Submit Self-Assessment” button to ensure we get any answers you have submitted since the previous autosave. Once you hit this button you should get a message stating “Self-Assessment submitted successfully”.



### **Yearly Update**

Once you have answered all of the questions and the background of every question is blue, you will be done for the current year. However, the first week of March each year, answers to approximately 20-40 questions will be cleared and growers will be asked to log back in and provide updated information for the current year.