



# ADM Responsible Soybean Standard

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This chapter provides general information on development, scope, and content of ADM Responsible Soybean Standard.

*Date of Publication, Jun 27, 2018*  
*Version 2*

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# 01 INTRODUCTION

For more than a century, the people of Archer Daniels Midland Company (NYSE: ADM) have transformed crops into products that serve the vital needs of a growing world. Today, we're one of the world's largest agricultural processors and food ingredient providers, with approximately 31,000 employees serving customers in more than 170 countries. With a global value chain that includes approximately 500 crop procurement locations, 270 ingredient manufacturing facilities, 44 innovation centers and the world's premier crop transportation network, we connect the harvest to the home, making products for food, animal feed, industrial and energy uses.

As a company committed to the responsible and sustainable development of agriculture throughout the world, ADM has created an inspection program with the main objective of promoting environmentally and socially responsible agricultural production. The ADM Responsible Soybean Standard is the result of research and benchmark studies carried out on existing standards, as well as ADM's own vision and values. In addition, ADM is a member of the UN Global Compact, and a signatory of and committed to the "Trade for Sustainable Development Principles" of the United Nations International Trade Centre (ITC). The ADM Responsible Soybean Standard is based on these corporate ADM policies:

- Code of Conduct
- Human Rights Policy
- Our Commitment to No-Deforestation

## 02 ABOUT THIS VERSION

In this revised edition, ADM has updated its certification standard to meet the sustainability criteria of the most demanding markets. ADM partners with a select group of farmers who represent the most innovative and respected growers of the various regions where we source commodities. The ADM Responsible Soybean Standard aims to value farmers that go beyond because they truly believe they are making a difference.

In addition, ADM has revised the Standard to include three traceability options and standardize the requirements to include other countries where the company sources soybeans.

## 03 SCOPE

The ADM Responsible Soybean Standard applies to select soybean suppliers. To ensure compliance, an annual inspection will be conducted by a third party inspection body with knowledge and accreditations for auditing of sustainability standards.

The inspections will be done in groups, managed by ADM. ADM will be responsible for including and excluding farms belonging to the group; the farms shall go through a verification before becoming members. The members must agree to annual inspections, performed by a third party.

The only volumes of crops considered valid for this program are those bought by ADM and registered in the company's system, so they cannot be "double counted" in other sustainability standard.

## 04 INSPECTION PRINCIPLES

Five inspection principles have been determined for the ADM Responsible Soybean Standard.

### a) LEGAL COMPLIANCE

**Legal compliance:** Compliance with local and national laws applicable to the supplier will be verified and findings will be reported.

**Land use rights:** Farmers must be able to demonstrate rights to use the land, which will be checked for possible claim areas, illegal deforestation, and areas of drained swamps.

## **b) LABOR CONDITIONS**

To meet ADM's Responsible Soybean standard, farmers will need to demonstrate compliance with ADM's Human Rights Policy as well as all local and international laws governing the following areas:

**Forced labor:** This shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.<sup>1</sup>

**Child labor:** The minimum age of employment should not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years. However, countries whose economy and educational facilities are insufficiently developed may under certain conditions initially specify a minimum age of 14 years.<sup>2</sup>

**Discrimination:** Workplace decisions must not be made on the basis of race, color, sex, religion, political opinion, national extraction or social origin or nullify or impair equal opportunity or treatment.

**Wages:** All workers must be in conformance with local laws and no deductions are made for disciplinary purposes, unless legally permitted. Wages and benefits must be detailed and clear to workers and workers must be paid in a manner convenient to them. Wages paid must be recorded by the employer.

**Work hours:** Regular and overtime hours are in conformance with local legislation.

**Freedom of association:** Workers and employers have the right to establish and join organizations of their own choice without previous authorization. Workers' and employers' organizations shall organize freely and not be liable to be dissolved or suspended by administrative authority, and they shall have the right to establish and join federations and confederations, which may in turn affiliate with international organizations of workers and employers.<sup>4</sup>

**Health and safety:** Agricultural suppliers are responsible for ensuring that their workers are trained and use required Personal Protection Equipment (PPE) for the activities they perform. Workers should have access to clean drinking water and sanitary facilities. A first aid kit shall be present at the unit.

**Job opportunities:** Farmers employ workers from areas near the farms and take into account towns and villages near the farm to hire. Employment opportunities are made known locally.

## c) ENVIRONMENTAL AND SOCIAL REQUIREMENTS

All applicable local laws as well as the following points will be taken into account for the inspection of environmental stewardship of agricultural suppliers:

**Land use rights:** All the land is owned or rented (with contract) by the farmer. There is documented evidence that the affected communities are compensated subject to their free, prior, informed and documented consent in case of land converted in accordance with local law. In cases of disputed-use rights of land, a comprehensive, participatory and documented community rights assessment must be carried out.

**Communication channels:** There are communication channels that adequately enable communication between the farmer and the community. The communication channels and the complaint mechanism have been made known to the local communities.

**Conservation areas/protected areas:** No crops are produced on land that is illegally deforested after a certain cut-off date mentioned in national legislation (e.g. 2008 in Brazil). No crops are produced in areas with legal deforestation or legal conversion of HCV native vegetation after March 1, 2015 in accordance with ADM's Commitment to No-Deforestation. Between the cut-off date mentioned in legislation and March 1, 2015, only legal conversion is permitted. Areas that are assigned as legal reserve, conservation areas or otherwise secured by law have to be protected. Legally approved compensating actions should be taken if any alteration has taken place. Areas of natural vegetation around bodies of water and on steep slopes and hills and other sensitive parts of the ecosystem must be maintained or restored.

**Environmental Impact:** In cases where new infrastructure is established, a social and environmental assessment must be carried out in accordance with local laws in place at that time. Total direct fossil fuel use over time shall be recorded, and its volume per hectare for all activities related to agricultural production monitored. Efforts are made to reduce the use of fossil fuels.

**No Hunting, No fire:** No hunting of rare, threatened or endangered species takes place on the property. Important on-farm biodiversity should be maintained and safeguarded through the preservation of native vegetation. There is a map of the farm which shows the native vegetation and there is a plan to protect and recover native vegetation. No burning on any part of the property of crop residues, waste, or as part of vegetation clearance will be allowed.

**Water protection / Responsible use:** Responsible use of water will be evaluated during inspection. In the production and processing of biomass, ground and surface water must not be depleted. Good agricultural practices are implemented to minimize diffuse and localized impacts on surface and ground water quality from chemical residues, fertilizers and erosion or other sources.

**Residues and Waste:** Storage and disposal of fuel, batteries, tires, lubricants, sewage and other waste is done according to national and local legislation requirements. Measures are taken to reduce or recycle waste as much as possible.

**Prevention of contamination:** A system must be in place to prevent oil spills and other contaminants. In case of existing spills, measures are taken to control them.

## **d) GOOD AGRICULTURAL PRACTICES**

To ensure quality, soil fertility and soil structure, the following items will be inspected:

**Starting material (i.e. seeds):** The origin of the starting material used on the farm complies with the National legislation.

**Soil Management:** Knowledge of techniques to control soil erosion is demonstrated and these techniques are implemented. The farmer has knowledge of techniques to maintain and control soil quality (physical, chemical and biological) and the relevant techniques are implemented. Appropriate monitoring of soil, including soil organic matter content, is in place.

**Fertilization:** Fertilizers shall be used in a responsible manner, which requires soil analysis to monitor the required amount of each nutrient and maintenance of soil quality. The analysis shall be performed by trained experts. Only fertilizers approved by local authorities shall be used.

**Integrated pest management:** A plan for Integrated Crop Management (ICM) or similar is made and implemented. It includes adequate and continuous monitoring of crop health, use of non-chemical and chemical control means and measures to improve crop resilience. The plan should contain targets for reduction of potentially harmful phytosanitary products over time.

**Crop protection /responsible use:** Agrochemicals and phytosanitary products may only be used in accordance with local / national laws, safety terms and professional recommendations. No use of agrochemicals listed in the Stockholm and Rotterdam Conventions is allowed. All handling, storage, collection and disposal of agrochemical waste and empty agrochemical containers is monitored and done in accordance with national and local legislation.

**Herbicides/Pesticides:** Internationally banned products are strictly prohibited.

**Agricultural machines:** Should be kept in good condition and maintained to prevent leaks and contamination of the environment. Maintenance and cleaning records should be kept. The sprayer shall be regulated and checked by an employee who is qualified for this function to ensure that the correct amount of product is being applied.

**Avoiding double certification:** If there is a sustainability certification for the farm, the grower must inform ADM. There must be an implemented system that guarantees that there will be no sale of the same product under two different standards.

## e) TRACEABILITY

The farms which are inspected in the ADM Responsible Soybean program are all located in the areas where ADM is sourcing its crops for export. The link between the production of verified crops and the claim made by the clients around the world can be created by using one of the following traceability systems:

- 1. Book and claim (B&C):** Using the system of book and claim, the end consumer purchases a quantity of certificates/credits that matches the quantity of the sustainable crop the farmer wants to use.
- 2. Area Mass balance:** Using the system of area mass balance, it is allowed to mix a verified crop with the same species of an unverified crop (example: verified soy and unverified soy, verified wheat and unverified wheat). However, the quantity of that verified crop is monitored throughout the chain. This means that at any point in the chain the output of the verified crop can never exceed the input of the same verified crop.
- 3. Segregation:** Using the system of segregation a verified crop is handled separately from an unverified crop.

The farmers which are inspected under the ADM Responsible Soybean Standard are located in the areas where ADM sources crops for the European feed industry.

ADM is able to monitor the volume of each product which is loaded at the ports in these regions and shipped to ports in Europe. This means that the mass balance can be calculated based on the input and output of verified products in the regions in South America, and the input and output of verified products in the port of destination. In addition, the flow of products from these ports to the final customers can be monitored by linking the deliveries of each product to the sea vessels.

The traceability system of area mass balance offers the opportunity to create a link with the production of verified crops in South America, without adding costs for the chain of custody. The verified crops in the ADM Responsible Soybean standard are supplied by ADM using area mass balance. By using this traceability system we are able to focus efforts on increasing the number of inspected growers in the areas of origination. In the long run, increasing the volume of verified products is the most effective way of establishing a physical link between the producer and consumer, with respect to mainstream crops.

## 05 GENERAL RULES

The general rules described in this chapter explain how the inspection procedure for the ADM Responsible Soybean Standard will be conducted.

### a) REGISTRATION

Crop farmers seeking to participate in the ADM Responsible Soybean Standard must register for the program by completing an application. The application will provide all data needed for inspectors to determine the timing, scope and number of site visits required to complete a comprehensive inspection of the farmer's operations.

Inspections will include cultivated and non-cultivated areas, infrastructure, installations and documentation.

### b) PLANNING

Once the farmer has been accepted for participation in the ADM Responsible Soybean Standard, a third-party inspector will develop an inspection plan to be shared with the grower in advance of the inspection team's initial visit.

The items to be covered during the inspection are contained in 5.c) of this document.

Both an ADM representative and a representative from the farmer's or group's operations should be on-hand or available throughout the inspection.

Inspection teams: Teams shall be composed of a lead inspector and sufficient team members. Collectively, the team members must be able to cover all elements of the ADM Responsible Soybean Standard. The exact requirements of inspectors are included in Annex I.

**Scope of inspection: Groups:** All inspections shall include a visit to the group manager and an assessment of the group manager's procedures and internal control system. These inspections allow group members to share the costs of the inspection. To further reduce their costs, group members may choose to work or share information to meet social and environmental requirements. The group manager covers all farm operations of each group. The following instructions apply:

- All group members may be inspected, regardless of size or production. There is no limit to the number of members that may be required to undergo an inspection;
- Geographic limitations apply, meaning that all members must be in the same country, within the same ecological region and close to each other;
- All group members shall use the same or similar production systems, such as organic production, no-till farming, or non-GMO.

**Sampling:** before conducting the inspection, the third party inspection body will determine the sample size, by applying the following formula:

Low risk:  $(\sqrt{y}) \times 1$

Medium risk:  $(\sqrt{y}) \times 1.2$

High risk:  $(\sqrt{y}) \times 1.5$

The third party inspection body will determine the level of risk (low, medium or high).

The decision of which group members' operations are inspected will be determined through random sampling, geographic distribution, and risk profile. The group personnel will provide the necessary data and support for inspections.

## c) INSPECTION

### Opening meeting

The first step of the inspection is an opening meeting with the client. During this meeting, the client and inspector(s) discuss the inspection process, as well as required logistics, information, sites and personnel.

### Document and site review and inspection

The inspector shall verify documentation, in order to make accurate observations for all items recorded on the checklist. Observations must be factual and must conform to the verification requirement. The documents must correspond to the sites selected. Inspections will include cultivated and non-cultivated areas, infrastructure and installations.

### **Closing meeting**

The inspection and verification process shall end with a closing meeting, where the main findings are communicated, along with any non-conformities that may have been identified. The next steps in the process are also communicated to participating members.

### **Preparing, approving and distributing the inspection report**

The farmer or group will receive a copy of the final inspection report detailing the findings discussed during the closing meeting.

## **d) REPORTING**

### **Preparing the inspection report**

The inspection report shall describe exactly which items have been inspected: individual fields/farmers, crops/products, period of book-keeping, production processes, sample, production unit/storage room, etc. If there is not enough space for all verification data, then remaining text can be recorded under the Notes/Information section of the assessment form. The general rules described in this chapter explain how the inspection procedure for the ADM Responsible Soybean Standard will be conducted.

### **Recording of inspection results**

The findings and conclusions of the inspection are set forth in the assessment form(s). The forms must be signed by the client, his representative or a responsible person.

### **Reporting of inspection results**

The lead inspector, or team leader if applicable, is responsible for the preparation and contents of the inspection report. The inspection report should provide a complete, accurate, concise and clear record of the inspection, and may include or refer to the following items:

#### Scope of the assessment

- Assessment type (group or individual)
- Description of production unit(s) and/or group scheme and members as applicable
  - ◇ Name and address of operation or organization to be assessed
  - ◇ Contact person: name, position, address, email, and phone numbers
  - ◇ General description of operation / group

- ◇ Location of production unit(s) including:
  - \* Map to show geographical location
  - \* Location address
  - \* GPS reference(s)
- ◇ Statistics of production unit(s):
  - \* Total farm area
  - \* Area under the different crops under scope (hectares)
  - \* Estimated yield per hectare (kg/hectare)
  - \* Estimated total annual production in tons
- ◇ Details and justification of any sampling methodology
- ◇ Assessment agenda
- ◇ Assessment findings
- ◇ List of all sites under control of the organization, describing which ones are included in the scope of the evaluation and which ones are omitted
- ◇ Supply chain model used for inspection (Book and Claim, Area Mass Balance, Segregation)

### Methodology and findings

- Assessment methodology
  - ◇ Details and justification of any sampling methodology
  - ◇ Explanation of the methodology applied to determine the number of days, sites to visit and assignment of time for inspection components
  - ◇ Assessment agenda
  - ◇ Total number of person days spent on the field assessment
- Assessment Findings
- Lead assessor's summary and recommendation for evaluation
- Full information of compliance by the operation against all elements of the standard
- Non-conformity records
  - ◇ Signed by reviewer body.

The inspection report will be valid for 12 months.

## e) VERIFICATION

The third-party inspection body shall have a system for revision of draft reports to ensure consistency and quality of inspection decision making and reporting.

# 06 NONCONFORMITY AND SANCTIONS

This chapter provides information on the procedure for handling and resolving non-conformities identified during inspections and potential disputes by the client.

## a) TYPES OF NON-CONFORMITIES

Failure to comply with any element in the ADM Responsible Soybean Standard is considered a non-conformity. There are two levels of non-conformities: major and minor.

### MAJOR NON-CONFORMITY

A major compliance failure involves a significant component of the standard. Major non-conformities raised during an inspection must be closed within 30 days.

### MINOR NON-CONFORMITY

Non-conformity is considered minor if:

- It is a temporary lapse;
- It is unusual / non-systematic;
- Non-conformity impacts are limited in their temporal and geographical scale.

Minor non-conformities raised during an inspection must be resolved within 6 months. The third-party inspection body will work with the grower or group manager to determine the specific actions required for an effective resolution.

ADM will provide notice to the third-party inspection body if it is believed that the farmer will be unable to resolve outstanding compliance issues before the six-month deadline.

## b) NOTIFICATION AND APPEALS

ADM is responsible for receiving potential disputes and appeals from agriculture suppliers and forwarding them to the third-party inspection body.

## 07 INDEPENDENCE, IMPARTIALITY, CONFIDENTIALITY AND INTEGRITY

The third-party inspection body takes all necessary measures to ensure that all information will be treated as confidential. All inspectors working for the third-party inspection body have signed a code of conduct in which they commit to treating all data confidentially.

The third-party inspection body commits itself to conduct its activities impartially and in a professional manner.

### a) DIALOGUE

All relevant stakeholders of ADM's Responsible Soybean Standard can share concerns, complaints and suggestions for improvement via email: [responsibility@adm.com](mailto:responsibility@adm.com)

### b) NOTIFICATION AND APPEALS

ADM is responsible for receiving potential disputes and appeals from agriculture suppliers and forwarding them to the third-party inspection body.

## 08 GLOSSARY

Application review

*Process executed to assess the possibility of initiating a contract with a client.*

Assessment form

*Checklist with requirements (based on the applicable regulation and third-party inspection body inspection regulation) which clients need to comply with and a document on which the inspection results are recorded.*

Child

*Any person less than 15 years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO convention 138, the lower age shall apply.<sup>5</sup>*

Client	<i>Contract partner of third-party inspection body for inspections.</i>
ILO	<i>International Labor Organization.</i>
Inspection principles	<i>Set of policies, procedures or requirements.</i>
Inspection Evidence	<i>Records, statements of fact or other information, which are relevant to the inspection criteria and verifiable.</i>
Inspection Findings	<i>Results of evaluation of collected inspection evidence against inspection criteria.</i>
Planning	<i>To ensure that inspections are timely carried out, as efficiently as possible and to available inspection capacity.</i>
Planning Parameters	<i>Restrictions to assignment such as time frame and distance.</i>
Qualification and training	<i>To ensure correct execution by inspectors and reviewers.</i>

## 09 FOOTNOTES

<sup>1</sup> Source: ILO Convention C029

<sup>2</sup> Source: ILO Minimum Age Convention, No. 138 (1973)

<sup>3</sup> Source: ILO Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

<sup>4</sup> Sources: ILO Convention 87 (1948)

<sup>5</sup> Source; ILO

**Annex I**

# 10 QUALIFICATION OF INSPECTORS

## a) TRAINING, QUALIFICATION, AUTHORIZATION AND MONITORING OF INSPECTORS

### **Training by joint visits**

The formal qualification requirements are fulfilled (Codes of conducts, CV etc.) and the trainee inspector joins an inspection carried out by experienced inspectors (trainer inspector). The minimum number of joint field inspection days is not determined. Training lasts until the new inspector is familiar with all aspects of inspection.

### **Qualification of inspectors**

Teams for inspections shall be composed of a lead inspector and sufficient team members to cover all elements of the ADM checklist. Minimum competencies/qualifications for a lead inspector as defined by the third-party inspection body are as follows:

- Lead audit training courses (ISO 9000, ISO 14000, or OHSAS 18000 or ISO 19011 course);
- Experience as lead inspector for other similar standard which covers the production of sustainable crops, for example (RTRS– Round Table on Responsible Soybean Association and/or ISCC);
- Expertise on Integrated Pest Management (IPM), pesticides and fertilizer use, soil and water management;
- Bachelor's degree in Agricultural Studies or related.

### **Inspection bodies**

Selected inspection bodies may maintain accreditations based on ISO 17021 and/or ISO 17065. Furthermore they may be accredited by a relevant national accreditation party affiliated with the International Accreditation Forum IAF or in compliance with ISO 17011: 2004.

## Annex II

# 11 CHECKLIST FOR GROWERS

Principles	Criteria	Type of Non-Conformity	Indicators	Nº
<b>1. Legal Compliance</b>				
	National / Local Laws	Major	The farmer is aware of local laws and has the necessary permits demonstrating that he complies with national and local laws.	1
		Major	The farm is in the process of obtaining or already has a "Cadastro Ambiental Rural (CAR)", environmental record or equivalent outside Brazil.	2
		Major	The farm is not on the black list of IBAMA or Forced labor of "Ministério do Trabalho" or Soy Moratorium or equivalent outside Brazil.	3
		Major	The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.	4
<b>2. Labor conditions</b>				
	Forced and child labor	Major	All workers have a written contract in a language they can understand. In those countries where there are no requirements for formal labour agreements between workers and employers, alternative documented evidence of a labour relationship must be present. Gross wages comply with national legislation and sector agreements.	5
		Major	Workers are not subject to corporal punishment, mental or physical oppression or coercion, verbal or physical abuse, sexual harassment or any kind of intimidation. No forced, compulsory, bonded, trafficked or otherwise involuntary labour is used at any stage of production.	6
		Major	Children and minors (below 18) do not conduct hazardous work or any work that jeopardizes their physical, mental or moral wellbeing.	7
		Major	Children under 15 (or higher age as established in national law) do not carry out productive work. They may accompany their family to the field as long as they are not exposed to hazardous, unsafe or unhealthy situations and it does not interfere with their schooling.	8
		Major	There is no engagement in, support for, or tolerance of any form of discrimination.	9

		Major	Deductions from wages for disciplinary purposes are not made. Wages paid are recorded by the employer.	10
		Major	No workers of any type are required to lodge their identity papers with anyone and no part of their salary, benefits or property is retained, by the owner or any 3rd party.	11
		Major	There is adequate availability of sufficient safe drinking water and sanitary facilities for each worker present on the field. If employees live on the farm, they have access to affordable and adequate housing, food and potable water. If charges are made for these, such charges are in accordance with market conditions.	12
		Major	All workers have the right to perform collective bargaining	13
		Minor	The effective functioning of labor organizations is not impeded. Representatives are not subject to discrimination and have access to their members in the workplace on request.	14
		Major	The work week shall be set according to local and national laws, shall be consistent with local industry standards, and shall, at maximum, not routinely exceed 48 hours per week (not including overtime).	15
		Major	Overtime is always voluntary.	16
		Minor	Overtime in excess of 12 hours per week is only allowable if it happens in extraordinary, limited periods where there are time constraints or risks of economic loss and where conditions regarding overtime in excess of 12 hours per week have been agreed between workers and management.	17
		Minor	There is monitoring in place of working hours, overtime and training.	18
		Minor	All workers receive equal remuneration for work of equal value, equal access to training and benefits and equal opportunities for promotion and for filling all available positions.	19
	Health and Safety	Major	Appropriate personal protective equipment is supplied to and used by all workers.	20
		Major	Producers and their employees demonstrate an awareness and understanding of health and safety matters.	21
		Major	Potentially hazardous tasks are only carried out by capable and competent people, who have been adequately trained to perform those tasks safely.	22

		Minor	There is a system of warnings followed by legally-permitted sanctions for workers that do not follow safety requirements.	23
		Major	There is access to first aid and a provision for emergency response.	24
		Minor	There is a procedure regarding emergency response.	25
	Job Opportunities	Minor	Employment opportunities are made known locally.	26
<b>3. Environmental and Social requirements</b>				
	Land use rights	Major	All the land is owned or rented (with contract) by the farmer.	27
		Major	There is documented evidence that the affected communities are compensated subject to their free, prior, informed and documented consent in cases of land converted in accordance with local law.	28
		Minor	In cases of disputed land use rights, a comprehensive, participatory and documented community rights assessment must be carried out.	29
	High Conservation Areas	Major	No soy is produced on land that is illegally deforested after a certain cut-off date mentioned in national legislation (e.g. 2008 in Brazil).	30
		Major	No production is allowed in areas with legal deforestation or legal conversion of HCV native vegetation after March 1, 2015 in accordance with ADM's Commitment to No Deforestation. Between the cut-off date mentioned in legislation and March 1, 2015, only legal conversion is permitted.	31
		Major	Areas that are assigned as legal reserve, conservation areas or otherwise secured by law have to be protected. Legally approved compensating actions should be taken if any alteration has taken place.	32
		Major	Areas of natural vegetation around bodies of water and on steep slopes and hills and other sensitive parts of the ecosystem must be maintained or restored.	33
	Communication Channels	Major	There is a documented complaint file available, and complaints are addressed within the determined period.	34
		Minor	There are communication channels that adequately enable communication between the producer and the community. The communication channels and the complaint mechanism have been made known to the local communities.	35
		Major	In cases where a relevant competent authority requires the farmer to react to a complaint or grievance in a certain way, the farmer will do so in a timely manner.	36

	Environmental impact	Minor	In cases where a relevant competent authority requires the farmer to react to a complaint or grievance in a certain way, the farmer will do so in a timely manner.	37
	Hunting	Major	No hunting of rare, threatened or endangered species takes place on the property. Important on-farm biodiversity should be maintained and safeguarded through the preservation of native vegetation. There is a map of the farm which shows the native vegetation and there is a plan to protect and recover native vegetation.	38
	Burning	Major	There is no burning on any part of the property of crop residues, waste, or as part of vegetation clearance, except under one of the following conditions: a) When there is a waste management plan in place; b) Where there is a legal obligation to burn as a sanitary measure; c) Where it is used for generation of energy including charcoal production and for drying crops; d) Where only small-caliber residual vegetation from land clearing remains after all useable material has been removed for other uses.	39
	Water use	Major	In the production and processing of biomass, ground and surface water must not be depleted.	40
		Major	Good agricultural practices* are implemented to minimize diffuse and localized impacts on surface and ground water quality from chemical residues, fertilizers and erosion or other sources. *for example maintaining a buffer zone around water bodies, treating waste water, precision farming, etc.	41
		Minor	There is monitoring, appropriate to scale, to demonstrate that practices to protect water quality are effective.	42
		Major	Any direct evidence of localized contamination of ground or surface water is reported to, and monitored in collaboration with, local authorities.	43
	Residues, waste, spills, fossil fuel use.	Major	Storage and disposal of fuel, batteries, tires, lubricants, sewage and other waste is done according to national and legal requirements.	44
		Minor	Measures are taken to reduce or recycle waste as much as possible.	45
		Minor	Measures are taken to prevent spills of pollutants. In case of existing spills, measures are taken to control them.	46

		Minor	Total direct fossil fuel use over time is recorded, and its volume per hectare for all activities related to agricultural production is monitored.	47
		Minor	Efforts are made to reduce the use of fossil fuels.	48
<b>4. Good Agricultural Practices</b>				
	Starting material	Major	The origin of the seed (or other starting materials) used in the farm complies with national legislation.	49
	Soil Management	Major	Knowledge of techniques to control soil erosion is demonstrated and these techniques are implemented.	50
		Major	The farmer has knowledge of techniques* to maintain and control soil quality (physical, chemical and biological) and the relevant techniques are implemented. *for example: precision farming, residue management, crop rotation, no tillage, contour tillage, grass, waterways, terraces, nitrogen-fixing plants, green manures and agro-forestry techniques.	51
		Minor	Appropriate monitoring of soil, including soil organic matter content, is in place.	52
	Fertilization	Major	Fertilizers are used in accordance with professional recommendations (provided by manufacturers where other professional recommendations are not available) and only legally allowed fertilizers are used.	53
		Minor	Storage of fertilizers is separated from chemicals.	54
	Fertilization	Minor	A plan for Integrated Crop Management (ICM) or similar is made and implemented. The plan includes adequate and continuous of crop health, use of non-chemical and chemical control measures to improve resilience. The plan should contain targets for the reduction of potentially harmful phytosanitary products over time.	55
		Minor	The ICM plan contains information about requirements for use of biological control agents. If biological control agents are used, compliance with national laws must be demonstrated.	56
		Major	Agrochemicals and phytosanitary products may only be used in accordance with local / national laws, safety terms and professional recommendation.	57
		Major	There is no use of agrochemicals listed in the Stockholm and Rotterdam Conventions.	58
		Major	All handling, storage, collection and disposal of agrochemical waste and empty agrochemical containers, is monitored and done in accordance with national and local legislation.	59

		Minor	Records of products purchased and applied, quantities and dates, name of person that carried out the preparation and application, and application equipment used are kept by the farmer.	60
		Major	There is no application of pesticides within 30m of any populated areas or water bodies. In case of populated areas, the necessary precautions are taken to avoid people entering recently sprayed areas.	61
		Major	Aerial application of pesticides is carried out in such a way that it does not have an impact on populated areas. All aerial application is preceded by advance notification to residents within 500m of the planned application. There is no aerial application of pesticides in WHO Class Ia, Ib or II within 500m of populated areas or water bodies.	62
		Minor	Systematic measures are planned and implemented to monitor, control and minimize the spread of invasive introduced species and new pests.	63
		Minor	Measures are taken to prevent interference in production systems of neighboring areas.	64
	Avoiding double certification of sustainable crops.	Major	In cases where another certifications exists, include the name and reasoning in the summary report.	65
	Major	There is an implemented system that ensures there will be no sale of the same product under two different standards.	66	
<b>5. Traceability</b>				
	Commercialization system chosen	Major	In cases where the credits system is used, there is a clear registration of parcel-identity (location) and yields of crops produced.	67
		Major	In cases where the area mass balance system is used, in addition to the parcel identity and yields of crops produced, each consignment has a unique identification including place of production.	68
		Major	In cases where the area mass balance system is used, there is an account system at storage level for the control of the mass balance and mass balance records and data are maintained monthly and are verifiable.	69
		Major	In cases where the segregation system is used, a clear identification of each consignment can be traced from the farm level to the storage facility and verified product is not mixed with unverified.	70

